

*Any individual with a disability who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the President's Office, 16007 Crenshaw Blvd., Torrance, CA 90506; telephone, (310) 660-3111; fax, (310) 660-6067.*



**El Camino Community College District  
Board of Trustees**

**Agenda, Wednesday, January 20, 2016  
Board Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of December 14, 2015,  
Pages v - xix**
- III. Public Hearing – none**
- IV. Presentations**
  - A. South Bay Adult Education Consortium
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Academic Affairs (AA)  
*See Academic Affairs Agenda,  
Pages AA 1- AA 35*
  - B. Student and Community Advancement (SCA)  
*See Student Services Agenda,  
Pages SCA 1- SCA 4*
  - C. Administrative Services (AS)  
*See Administrative Services Agenda,  
Pages AS 1- AS 24*
  - D. *See Measure "E" Bond Fund Agenda, (E)  
Pages E 1- E 7*
  - E. Human Resources (HR)  
*See Human Resources Agenda,  
Pages HR 1- HR 14*

- F. Compton Educational Center (CC)  
*See Compton Educational Center Agenda,  
Pages CC 1 – CC 6*
- G. Superintendent/President (P/B)  
*See Superintendent/President Agenda,  
Pages P/B 1 – P/B 8*

**VII. Public Comment on Non-Agenda Items**

**VIII. Oral Reports**

- A. Academic Senate Report
- B. Compton Center Report
- C. Board of Trustees Report
- D. President’s Report

**IX. Closed Session**

- A. Existing Litigation, Brown Act, Section 54956.9(a)
  - 1. Case # AAA-72110Y-00348-13MRP
- B. Public Employee Discipline/Dismissal/Release, Brown Act Section 54957
  - 1. 1 Employee

**Board of Trustees Meeting Schedule for 2016  
4:00 p.m. Board Room**

January 20, 2016 (Wed)  
 February 17, 2016 (Wed)  
 March 21, 2016 (Mon)  
 April 18, 2016 (Mon)  
 May 16, 2016 (Mon)  
 June 20, 2016 (Mon)  
 July 18, 2016 (Mon)  
 August 15, 2016 (Mon)  
 September 7, 2016 (Wed)  
 October 17, 2016 (Mon)  
 November 21, 2016 (Mon)  
 December 19, 2016 (Mon)

### Mission Statement

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

### Vision Statement

El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

### Statement of Values

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

People – We strive to balance the needs of our students, employees and community.

Respect – We work in a spirit of cooperation and collaboration.

Integrity – We act ethically and honestly toward our students, colleagues and community.

Diversity – We recognize and appreciate our similarities and differences.

Excellence – We aspire to deliver quality and excellence in all we do.

**BOARD PRESENTATIONS AND REPORTS 2015-2016**

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations Outreach Plan
August	Annual Budget	Notice of Public Hearing Quarterly Fiscal Status
September	Enrollment Management	Accreditation Report
October	Student Equity Plan	Student Equity Plan
November	AB86 Adult Education	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	
January	South Bay Adult Education Consortium	Annual Financial Audit
February	Title IX	Sound Fiscal Management Accountability Reports  Annual Factbook End of Year Activities
March	HSI STEM Grant	FTES (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	California Community College Accountability Scorecard and Student Achievement Goals	
June	Tentative Budget	Tentative Budget

January 2016

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, December 14, 2015

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, December 14, 2015, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee John Vargas, Secretary; Trustee Mary E. Combs, Member; Trustee Cliff Numark, Member; and Student Member Eman Dalili.

Also present were: Dr. Thomas Fallo, Superintendent/President; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; Dr. Jean Shankweiler, Vice President/Academic Affairs; Dr. Dipte Patel, Dean/Counseling and Student Success; Dr. Keith Curry, Provost-CEO/Compton Education Center; and Ms. Barbara Perez, Vice President/Compton Education Center.

Minutes of the Regular Board Meeting of November 16, 2015

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Minutes of the Regular Board meeting of November 16, 2015 be approved as presented.

Trustees Beverly, Brown, Combs, Numark, and Vargas voted yes. Motion carried.

Student Member Dalili arrived at 4:06 p.m.

Oath of Office

Trustees Beverly, Brown and Combs took the Oath of Office.

Presentations

The Foundation Annual Report was presented by Ms. Maribel Denner. Mr. Michael Rouse, Toyota, presented a donation to the HSI STEM Endowment.

Annual Organizational Meeting

The meeting was called as prescribed in Education Code, Section 72000, for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, (B) selection of a Board Member as a representative to the Los Angeles County Committee on School District Organization, (C) selection of a Board Member as a representative to the Los Angeles County School Trustees Association, (D) selection of a Board member to review nominations for membership on the California Community College Trustees Board and make a

recommendation to the Board of Trustees, (E) selection of a Board Member to serve on the El Camino Community College District Foundation, (F) appointment of a Secretary to the Board; and to (G) set the time and place of Board Meetings; (H) (I) (J) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (K) approve signatures on change orders; to approve purchase orders; to approve warrants; and to authorize personnel changes. In addition, it is called as a regular meeting.

A. Election of Officers for Period December 14, 2015 through the Annual Organizational Meeting in December, 2016

1. President

It was moved by Trustee Vargas, seconded by Trustee Combs, that Trustee Brown be elected President for the period December 14, 2015 through the Annual Organizational Meeting in December, 2016.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Combs, Numark, and Vargas voted yes. Motion carried.

2. Vice President

It was moved by Trustee Combs, seconded by Student Member Dalili, that Trustee Vargas be elected Vice President for the period December 14, 2015 through the Annual Organizational Meeting in December, 2016.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs and Numark voted yes. Motion carried.

3. Secretary

It was moved by Trustee Vargas, seconded by Trustee Beverly, that Trustee Numark be elected Secretary for the period December 14, 2015 through the Annual Organizational Meeting in December, 2016.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs and Vargas voted yes. Motion carried.

B. Los Angeles County Committee on School District Organization

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Beverly as the representative to the Los Angeles County Committee on School District Organization.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- C. Los Angeles County School Trustees Association  
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Numark as the representative to the Los Angeles County School Trustees Association for 2015-2016.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- D. California Community College Trustees Board Election  
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Combs to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- E. El Camino Community College District Foundation  
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Vargas to serve on the El Camino Community College District Foundation.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- F. Secretary to the Board for Period December 14, 2015 through the Annual Organizational Meeting in December, 2016  
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Thomas M. Fallo as Secretary to the Board for the period December 14, 2015 through January 31, 2016 and Dena Maloney for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- G. Time, Date and Place of Board Meetings  
It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Wednesday. Dates for 2016 are as follows:

Wednesday, January 20, 2016  
Wednesday, February 17, 2016  
Monday, March 21, 2016  
Monday, April 18, 2016  
Monday, May 16, 2016  
Monday, June 20, 2016

Monday, July 18, 2016  
Monday, August 15, 2016  
Wednesday, September 7, 2016  
Monday, October 17, 2016  
Monday, November 21, 2016  
Monday, December 19, 2016

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

H. Order of Administrative Authority in Absence of Superintendent/President

It was moved by Trustee Vargas, seconded by Trustee Combs, that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President. The following order of authority is to be followed for period December 14, 2015 through the Annual Organizational Meeting in December, 2016:

Jo Ann Higdon, Barbara Perez, Jeanie Nishime, Jean Shankweiler, Linda Beam

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

I. Acting Secretary to the Board of Trustees

It was moved by Trustee Vargas, seconded by Trustee Combs, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Jo Ann Higdon, Barbara Perez, Jeanie Nishime, Jean Shankweiler, Linda Beam

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

J. Documents Authorized for Signature of Superintendent

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his/her absence from the College during the period from December 14, 2015 through the Annual Organizational Meeting in December, 2016.



Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

K. Signature Authorization

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board authorize signatures as follows:

1. Authority to Sign “A” and “B” Warrants

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, one signature only being required. Josie Cheung and Sophie Dao, Accounting Officers, are authorized for on-line approval of “B” warrants, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to be authorized to sign contracts during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, one signature only being required.

3. Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs;

Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, one signature only being required.

5. Authority to Sign Change Orders

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, be authorized to sign contract change orders during the period of December 14, 2015 through the Annual Organizational Meeting in December, 2016, one signature only being required.

6. Authority to Sign Notices of Employment and Orders for Salary Payments

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs;

Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President - Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District  
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; Josie Cheung and Sophie Dao, Accounting Officers, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.
8. Registration Fund  
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.
9. Cash Management Fund  
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs;

Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

10. Trust Funds

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in

December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; and Julie Bourlier, Bookstore Director, to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, any two signatures required.

13. Small Business Development Center Bank Account

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

14. El Camino College Business Office Account

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

15. Auxiliary Services Fund  
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.
  
16. Dental Self-Insurance Fund, Wells Fargo Bank Account  
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 14, 2015 through the Annual Organizational Meeting December, 2016, two signatures required.
  
17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service  
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period

December 14, 2015 through the Annual Organizational Meeting in December, 2016, any two signatures required.

18. Computer Loan Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; Josie Cheung and Sophie Dao, Accounting Officers, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

19. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 1980 Saturn Street, Monterey Park, CA 91755, and that the following be authorized to sign for the account during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President (for the period December 14, 2015 through January 31, 2016); Dena Maloney, President (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jo Ann Higdon, Vice President – Administrative Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting.

Keenan and Associates: Keith Pippard, Senior Vice President; Robert McCall, Senior Claims Examiner; Cedell Bush, Senior Claims Examiner; David Seres, Chief Operating Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Vice President of Finance; and Arlene La Coste, Claims Manager.

20. Federal Student Financial Aid

Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Federal Student Financial Aid account in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Consent Agenda

The following corrections were made:

1. AS 8, #G (Memorandum of Understanding with Bellevue University): Withdrawn
2. P/B 2, #A (Travel): Add Trustee Numark
3. P/B 2 and P/B 3, #A and #B (Board Goals): Pulled for separate discussion.

It was moved by Trustee Combs, seconded by Trustee Numark, that the Board adopt the items presented on the agenda as noted below.

Academic Affairs

Destruction of Records

Center for the Arts Presentation – 2015-2016 Season

Proposed Curriculum Changes Effective 2016-2017 Academic Year

Student Equity Plan 2015-2016

Honors Transfer Program

Student and Community Advancement

Community Education Classes – Winter/Spring 2016

Board Policy 3280 (Grants) – Review Only

Administrative Procedure 3280 (Grants) – Information Item

Administrative Procedure 5013 (Students in the Military) – Information Item

Board Policy 5110 (Counseling) – Second Reading and Adoption

Administrative Procedure 5110 (Counseling) – Information Item

Board Policy 5120 (Transfer Center) – Second Reading and Adoption

Administrative Procedure 5120 (Transfer Center) – Information Item



Board Policy 5150 (Extended Opportunity Programs and Services)  
Second Reading and Adoption  
Administrative Procedure 5150 (Extended Opportunity Programs and  
Services) – Information Item  
Board Policy 5200 – (Student Health Services) – Second Reading and Adoption  
Board Policy 5210 (Communicable Disease) – Review Only  
Administrative Procedure 5210 (Communicable Disease) – Information Item  
Board Policy 5405.1 (Student Political Organizations) –Second Reading  
and Adoption - Deletion  
Administrative Procedure 5520 (Student Discipline Procedures)  
Information Item (Amendment)  
Board Policy 5800 (Prevention of Identity Theft in Student Financial  
Transactions) – Second Reading and Adoption  
Administrative Procedure 5800 (Prevention of Identity Theft in  
Student Financial Transactions) –Information Item

#### Administrative Services

Adoption of Education Protection Account Funding and  
Expenditures - 2015-2016  
Adoption of Education Protection Account Funding and  
Expenditures - 2014-2015  
Contracts Under \$86,000  
Contracts Over \$86,000  
Personal Service Agreements  
Amendments  
~~Memorandum of Understanding~~  
Notice of Job Completion – C.I.S. Roofing, Inc. – Natural Science  
Reroofing Project  
Bid Award 2015-2 - Roll-Up Door Replacement Project - New Vision  
Construction  
Board Policy 3300 (Public Records) - First Reading - Review Only  
Administrative Procedure 3300 (Public Records) - Informational Item  
Board Policy 3310 (Records Retention and Destruction) - First Reading  
Administrative Procedure 3310 (Records Retention and Destruction) -  
Informational Item  
Board Policy 6100 (Delegation of Authority) - First Reading Review Only  
Administrative Procedure 6100 (Delegation of Authority) - Informational Item  
Board Policy 6150 (Designation of Authorized Signature) - First Reading  
Review Only  
Administrative Procedure 6150 (Designation of Authorized Signature)  
Informational Item  
Purchase Orders and Blanket Purchase Orders

## Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Contract – Caldwell Flores Winters, Inc.

Contract – Leighton Consulting, Inc. – Pool, Locker Room & Classroom Buildings

Change Order – GGG Demolition Inc. – Technical Arts – Lot C Parking

Shops Demolition

Purchase Orders and Blanket Purchase Orders

## Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Revised Salary Schedule for Temporary Non-Classified Employees 2016

## Compton Educational Center

Compton Center Accreditation Timeline

Compton Center Vision, Mission, Strategic Initiatives

Compton Center Report

## President and Board of Trustees

Travel

~~2016 Board of Trustee Goals and Evaluation~~

~~2014 Board of Trustee Goals (Reference Document)~~

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

## Board Goals

The Board of Trustees continued discussion of its duties, responsibilities and goals for the coming year. The following recommendations were made:

- Support an Enrollment Management Plan that identifies and targets students at individual high schools served by the College, and that is based upon the specific needs of each high school district.
- Work in concert with the Superintendent/President to review, evaluate and establish priorities and goals for 2016.

The Board agreed to continue discussion at the January meeting.

## Non-Consent Agenda

### Bond Issuance Resolution #12-14-2015a

It was moved by Trustee Beverly, seconded by Trustee Numark, that the Board of Trustees approve the resolution authorizing the issuance of El Camino Community College District, Los Angeles County California General Obligation Bonds (Election of 2012), Series 2016A.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark, and Vargas voted yes. Motion carried.

### Bond Refunding Resolution #12-14-2015b

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board of Trustees approve the resolution authorizing the issuance of El Camino Community College District (Los Angeles County, California) 2016 General Obligation Refunding Bonds.

Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

### Closed Session

Regular Meeting adjourned to Closed Session at 5:31 p.m. and reconvened at 5:50 p.m.

### Closed Session Read Out

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board of Trustees approve the acceptance of a *Settlement Agreement and General Release* with a former employee in Case Number BC575529.

Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

### Adjournment

Meeting adjourned at 5:51 p.m.

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Cliff Numark, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

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**Agenda for the El Camino Community College District Board of Trustees  
from  
Academic Affairs  
Jean Shankweiler, Vice President**

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**Page No.**

- A. Sabbatical Leave of Absence 2016-2017 Academic Year.....AA 2
- B. Board Policy 4240 (Academic Renewal) – First Reading.....AA 3
- C. Administrative Procedure 4240 (Academic Renewal) – Information Item.....AA 4
- D. Proposed Curriculum Changes Effective 2016-2017 Academic Year.....AA 6

## **ACADEMIC AFFAIRS**

### **A. SABBATICAL LEAVE OF ABSENCE – 2016-2017**

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2016-2017:

#### One Semester Full-Pay Sabbatical

Eyal Goldmann	Spring 2017 – Formal classwork to pursue applications of physics in earth sciences.
Lymann Hong	Fall 2016 – Independent study to research literary and political impacts of the Civic War.
Trudy Meyer	Fall 2016 – Independent study to develop math concepts on tablets.
Kevin O’Brien	Fall 2016 – Independent study to develop narrative film using digital cinematography equipment.
Teresa Palos	Fall 2016 – Independent study to observe behavioral patterns of birds and assess impact of various environmental parameters at Madrona Marsh.
Carmen Sotolongo	Fall 2016 – Visit Spain to immerse in the language and culture and visit a local university to observe Spanish classes to ECC methodologies.
Arthur Verge	Fall 2016 – Independent study to conduct research on the role of Pacific Islanders in California history.

#### One Semester Half-Pay Sabbatical

Octavia Hyacinth	Fall 2016 – Formal classwork to receive a certification as a Women Health Nurse Practitioner.
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### **B. BOARD POLICY 4240 (ACADEMIC RENEWAL) – FIRST READING**

It is recommended that the Board accept for a first reading the revisions to Board Policy 4240 as shown.

### **C. ADMINISTRATIVE PROCEDURE 4240 (ACADEMIC RENEWAL) – INFORMATION ITEM**

Administrative Procedure 4240 is presented for informational purpose only.

## Board Policy 4240

## Academic Renewal

The Superintendent/President shall, in consultation with the appropriate groups, develop procedures that provide for academic renewal. It is the policy of El Camino College to allow previously recorded substandard academic work to be disregarded if it is not reflective of a student's more recently demonstrated ability and if repetition is not appropriate to the current objectives of the student. ~~A student may petition to have up to 24 semester units of substandard work (D, F or WF grade assigned) taken at El Camino College disregarded in determining the student's grade point average.~~

Procedures for implementing the policy will be developed with in collegial consultation with the Academic Senate, ~~as defined in CCR Title 5, Section 53200. This policy supersedes the section of BP 6130 dealing with Academic Renewal.~~

Reference: Title 5, Section ~~55765~~ 55046  
Agreement, El Camino College Federation of Teachers, Article V.  
Title 5, Section 53200

A student may petition to have up to 24 semester units of substandard work (D, F or WF grade assigned) taken at El Camino College disregarded in the determination of the grade point average (GPA), subject to limitations as follows:

1. The student must have earned a GPA of 2.25 or higher in the last 30 units of graded work, or 2.5 or higher in the last 24 units of graded work since the substandard work to be removed. These units can be completed at any regionally accredited college or university.
2. At least two years must have passed since the ~~end of a semester with a grade to be disregarded.~~ substandard grade(s) was awarded (includes summer/winter).
3. ~~A student may be granted academic renewal at El Camino College only once.~~ Academic Renewal shall be granted to an El Camino College student only one time.
4. ~~Units disregarded by other institutions shall be deducted from the 24 semester units maximum of course work to be disregarded by El Camino College. If another accredited college has removed previous course work through academic renewal, such action shall be honored by El Camino College.~~
5. Course work with disregarded grades may not be used to meet degree or certificate requirements.
6. If a student has received an associate degree at El Camino College, academic renewal may be allowed upon petitioning through the Admissions Office and reviewed by the Special Circumstance Petition Process Committee.

Academic renewal actions are irreversible.

~~Students requesting Academic Renewal may obtain an Academic Renewal Petition in the Records Admissions Office.~~ Students initiate the academic renewal process through the Admissions Office by obtaining and submitting the Academic Renewal Petition.

The student's permanent academic record shall be annotated to indicate all disregarded course work, but all grades shall remain legible to ensure a true and complete academic history.

~~If another accredited college has removed previous course work from associate in arts or bachelor's degrees consideration according to terms of that institution's policy, such an action shall be honored by El Camino College.~~

It is the student's responsibility to ensure that any institution or program to which he or she is applying will accept Academic Renewal from El Camino College.

~~These procedures supersede the provisions of BP-4220 dealing with Academic Renewal.~~

Reference: Title 5, Section ~~55765~~ 55046

August 21, 2006

CCR Title 5, 53200

Passed the Academic Senate: 11/17/15



## **D. PROPOSED CURRICULUM CHANGES EFFECTIVE 2016-2017 ACADEMIC YEAR**

The Chancellor's Office requires colleges to maintain evidence of district board approval for curricular actions. These curricular actions include new courses and programs as well as changes to existing curriculum. Faculty conduct reviews of existing curriculum to ensure compliance with local standards and Title 5 regulations. Courses are reviewed according to the College Curriculum Committee's six- year and two-year review cycles. Courses designated as Career and Technical Education (CTE) are reviewed every two years.

The curricular actions listed below are approved by the College Curriculum Committee. It is recommended that the Board approve the proposed curriculum actions, effective the 2016-2017 academic year.

### **BEHAVIORAL AND SOCIAL SCIENCES**

Course Review; Distance Education Review

1. History 154 – A History of Mexico
2. Psychology 7 – Physiological Psychology
3. Psychology 15 – Abnormal Psychology

CTE Two-Year Course Review; Distance Education Review

1. Child Development 104 – The Home, The School, The Community
2. Child Development 114 – Observing and Assessing Young Children

CTE Two-Year Course Review; Distance Education Review, Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Child Development 112 – Teaching Young Children in a Diverse Society  
*Current Status/Proposed Changes*  
Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment  
Recommended Preparation: eligibility for English 1A

*Recommendation*

Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment

Recommended Preparation: eligibility for English 1A

2. Child Development 115 – Introduction to Curriculum

*Current Status/Proposed Changes*

Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment

Recommended Preparation: eligibility for English 1A

*Recommendation*

Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment

Recommended Preparation: eligibility for English 1A

3. Child Development 116 – Creative Art for Young Children

*Current Status/Proposed Changes*

Prerequisite: Child Development 103 with minimum grade of C or equivalent or concurrent enrollment

Recommended Preparation: eligibility for English 1A

*Recommendation*

Prerequisite: Child Development 103 with minimum grade of C or equivalent or concurrent enrollment

Recommended Preparation: eligibility for English 1A

4. Child Development 117 – Music and Movement for Young Children

*Current Status/Proposed Changes*

Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment

Recommended Preparation: eligibility for English 1A

*Recommendation*

Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment

Recommended Preparation: eligibility for English 1A

5. Child Development 118 – Science and Math for Young Children

*Current Status/Proposed Changes*

Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment

Recommended Preparation: eligibility for English 1A

*Recommendation*

Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment

Recommended Preparation: eligibility for English 1A

CTE Two-Year Course Review; Distance Education Review, Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

1. Child Development 119 – Language Arts for Young Children

*Current Status/Proposed Changes*

Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment

Recommended Preparation: eligibility for English 1A

This course focuses on the principles and methods of planning, presenting and evaluating language arts activities for young children ages two to six. Appropriate activities for expressive and receptive language development such as storytelling, dramatic play, listening, and emergent literacy will be examined. Methods for adapting language experiences for children with special needs will be discussed. This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing language arts curriculum. Students ~~will~~ may be required to participate in one structured activity related to children and/or professional development outside of class hours.

*Recommendation*

Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment

Recommended Preparation: eligibility for English 1A

This course focuses on the principles and methods of planning, presenting and evaluating language arts activities for young children ages two to six. Appropriate activities for expressive and receptive language development such as storytelling, dramatic play, listening, and emergent literacy will be examined. Methods for adapting language experiences for children with special needs will be discussed. This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing language arts curriculum. Students may be required to participate in one structured activity related to children and/or professional development outside of class hours.

Change in Major; Change in Course Requirements

1. Ethnic Studies: American Cultures Option A.A. Degree

*Current Status/Proposed Changes*

**Major Requirements** **Units**

Required Core: 3 units

ESTU 1 Introduction to Ethnic Studies 3

15 units from:

ANTH 6 Native Peoples of North America 3

ART 207 Art History of Mexico and Central and South America 3

ENGL 42 Chicano and Latino Literature 3

ENGL 43 African American Literature 3

ENGL 44 The Literature of American Ethnic Groups 3

ESTU 3 The Chicano in Contemporary United States Society 3

ESTU 5 Chicano Culture 3

HIST 108 United States History: The American Indian Experience 3

HIST 110 The African American in the United States to 1877 3

HIST 111 The African American in the United States from 1877 to the Present 3

HIST 112 History of the Chicano in the United States 3

HIST 122 United States Social History: Cultural Pluralism in America 3

PSYC 10 African American Psychology 3

SOCI 107 Issues of Race and Ethnicity in the United States 3

3 units from:

ANTH 2 Introduction to Cultural Anthropology 3

HIST 154 A History of Mexico 3

HIST 175 History of Asian Civilizations to 1600 3

HIST 176 History of Asian Civilizations from 1600 to the Present 3

HIST 183 Introduction to African History, Prehistory to 1885 3

HIST 184 Introduction to African History, 1885 to the Present 3

MUSI 113 Survey of Jazz 3

POLI 5 Ethnicity in the American Political Process 3

SOCI 104 Social Problems 3

**Total Units: 21**

2. Ethnic Studies: Asian American Studies Option A.A. Degree

*Current Status/Proposed Changes*

**Major Requirements** **Units**

Required Core: ~~18~~ 15 units

ENGL 44 The Literature of American Ethnic Groups 3

ESTU 1	Introduction to Ethnic Studies	3
<del>HIST 114</del>	<del>History of the Asian American in the United States</del>	<del>3</del>
HIST 175	History of Asian Civilizations to 1600	3
HIST 176	History of Asian Civilizations from 1600 to the Present	3
SOCI 107	Issues of Race and Ethnicity in the United States	3

3 units from:

ART 106	Cross-Cultural Art	3
ART 205A	History of Asian Art - India and Southeast Asia	3
ART 205B	History of Asian Art - China, Korea, and Japan	3
JAPA 25	Cultural Aspects of the Japanese Language	3
PHIL 115	Existentialism	3
POLI 5	Ethnicity in the American Political Process	3
SOCI 104	Social Problems	3

**Total Units: ~~21~~ 18**

3. Ethnic Studies: Chicano Studies Option A.A. Degree

*Current Status/Proposed Changes*

**Major Requirements** **Units**

Required Core: 18 units

ART 207	Art History of Mexico and Central and South America	3
ENGL 42	Chicano and Latino Literature	3
<del>ESTU 1</del>	<del>Introduction to Ethnic Studies</del>	<del>3</del>
<u>ESTU 3</u>	<u>The Chicano in Contemporary United States Society</u>	<u>3</u>
<u>ESTU 5</u>	<u>Chicano Culture</u>	<u>3</u>
HIST 112	History of the Chicano in the United States	3
HIST 154	A History of Mexico	3
<del>POLI 5</del>	<del>Ethnicity in the American Political Process</del>	<del>3</del>

3 units from:

ENGL 44	The Literature of American Ethnic Groups	3
<u>ESTU 1</u>	<u>Introduction to Ethnic Studies</u>	<u>3</u>
HIST 122	United States Social History: Cultural Pluralism in America	3
<u>POLI 5</u>	<u>Ethnicity in the American Political Process</u>	<u>3</u>
SOCI 104	Social Problems	3
SOCI 107	Issues of Race and Ethnicity in the United States	3

**Total Units: 21**

## BUSINESS

Change in Major; Changes in Course Requirements, Total Units

1. Office Administration: Office Systems Option A.S. Degree  
18 units of the major requirements must be completed at El Camino College.

*Current Status/Proposed Changes*

<b>Major Requirements</b>		<b>Units</b>
<u>Required Core: 23 units</u>		
BUS 27	Effective English for Business	3
BUS 28	Written Business Communications	3
BUS 40	Career Planning	2
BUS 41	Records/Information Management	2
BUS 43	Business Office Administration	3
BUS 52A	Microsoft Word Applications I	2
BUS 52B	Microsoft Word Applications II	2
<del>BUS 55</del>	<del>Advanced Microsoft Office Integrated Software Applications</del>	<del>4</del>
BUS 60A	Microcomputer Keyboarding	1
BUS 60B	Microcomputer Document Processing	1
BUS 60C	Microcomputer Document Formatting	1
CIS 13	Computer Information Systems	3
 <u>one course 3 units from:</u>		
CIS 26	Using Microsoft Excel	3
CIS 28	Database Management Using Microsoft Access	3
<b>Total Units: <del>30</del> <u>26</u></b>		

Change in Certificate; Changes in Course Requirements, Total Units

1. Cisco Networking Administration Certificate of Achievement

*Current Status/Proposed Changes*

A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of 915 units must be completed at El Camino College.

<b>Certificate Requirements</b>		<b>Units</b>
<u>Required Core: 18 units</u>		
<u>CIS 13</u>	<u>Computer Information Systems</u>	<u>3</u>
<u>CIS 40</u>	<u>Personal Computer Operations</u>	<u>3</u>
CIS 140	Data Communications Cisco 1	3
CIS 141	Networking Microcomputers Cisco 2	3
CIS 142	Local Area Network (LAN) Switching and Wireless Cisco 3	3

CIS 143	Accessing the WAN - Cisco 4	3
3-4 units from:		
<u>CIS 11</u>	<u>Help Desk Operations</u>	<u>3</u>
<u>CIS 18</u>	<u>Systems Analysis and Design</u>	<u>3</u>
<u>CIS 19</u>	<u>Internet, Security, and the Web</u>	<u>3</u>
<u>CIS 28</u>	<u>Database Management Using Microsoft Access</u>	<u>3</u>
<u>CIS 134</u>	<u>ASP.NET with C# Business Web Programming</u>	<u>4</u>
<u>CIS 16</u>	<u>Application Development and Programming Using Visual Basic.Net</u>	<u>3</u>
<u>CIS 80</u>	<u>Oracle Application Programming</u>	<u>4</u>
<u>CIS 133</u>	<u>Mashup JavaScript, jQuery and AJAX</u>	<u>4</u>
<b>Total Units: <del>15-16</del> <u>21-22</u></b>		

## FINE ARTS

### New Courses

1. Art 223B – Fundamentals of Painting III  
Units: 3.0      Lecture: 2.0      Lab: 4.0      Faculty Load: 33.33%  
Prerequisite: Art 223A with a minimum grade of C  
Grading Method: Letter  
Credit Status: Associate Degree Credit  
CSU Transfer  
Proposed UC Transfer

This course provides directed research and critical analysis of painting while emphasizing increasingly more complex concepts, themes, and subject matter. Students are encouraged to pursue individual approaches through a combination of historical and contemporary styles. Also covered are techniques and processes necessary to complete a cohesive body of artwork that integrates research, methodology, and invention, and reflects a unified, self-directed visual theme.

2. Art 290 – Screen Printing  
Units: 3.0      Lecture: 2.0      Lab: 4.0      Faculty Load: 33.33%  
Grading Method: Letter  
Credit Status: Associate Degree Credit  
CSU Transfer  
Proposed UC Transfer

This course is an introduction to non-toxic methods, materials, and techniques of screen printing. Emphasis is placed on single and multiple layer printing, digital and

non-digital applications as well as single and multicolor printing (CMYK) techniques. Use of various substrates such as paper, vinyl, and fabric will also be covered.

#### Course Review; Change in Course Number

##### *Current Status/Proposed Changes*

1. Art ~~223~~ 223A – Fundamentals of Painting II

##### *Recommendation*

Art 223A – Fundamentals of Painting II

##### *Current Status/Proposed Changes*

2. Communication Studies ~~23abcd~~ 293abcd – Forensics - Team Events

##### *Recommendation*

Communication Studies 293abcd – Forensics - Team Events

#### Course Review; Changes in General Education Requirement, Catalog Description

1. Music 101 – Music Fundamentals

##### *Current Status/Proposed Changes*

Proposed CSU General Education - Area C1

Proposed IGETC General Education - Area 3A

In this course, students will analyze and identify the fundamentals of music theory. It prepares students for further study in theory and musicianship and serves to enhance the study and appreciation of music for all interested students. Students will analyze music beginning with pitch and rhythm notation, the keyboard and major scales. The course proceeds through intervals, triads, seventh chords, inversions, minor scales, cadences, modes and non-harmonic tones. Included are terms and symbols for tempi, dynamics, and repeats. The history and social context of the above concepts will be discussed.

##### *Recommendation*

Proposed CSU General Education - Area C1

Proposed IGETC General Education - Area 3A

In this course, students will analyze and identify the fundamentals of music theory. It prepares students for further study in theory and musicianship and serves to enhance the study and appreciation of music for all interested students. Students will analyze music beginning with pitch and rhythm notation, the keyboard and major scales. The



course proceeds through intervals, triads, seventh chords, inversions, minor scales, cadences, modes and non-harmonic tones. Included are terms and symbols for tempi, dynamics, and repeats. The history and social context of the above concepts will be discussed.

Course Review; Changes in Course Number, Descriptive Title, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

*Current Status/Proposed Changes*

1. Communication Studies ~~25abcd~~ 290abcd – Forensic Team - Winter Events  
Enrollment Limitation: audition  
Recommended Preparation: Communication Studies 293abcd

This course provides training for and participation in winter forensics events at winter intercollegiate speech competitions. Students receive instruction and direction for the preparation, rehearsal, and preparation for intercollegiate forensic competition. Students must audition to become members of the forensic team. Competition at forensic tournaments is based upon skill and preparation. creation, and delivery of various speech debate, and performance styles offered at winter forensics competitions. All students will compete in winter intercollegiate forensics competitions.

*Recommendation*

Communication Studies 290abcd – Forensic - Winter Events  
Enrollment Limitation: audition  
Recommended Preparation: Communication Studies 293abcd

This course provides training for and participation in winter forensics events at winter intercollegiate speech competitions. Students receive instruction and direction for the preparation, creation, and delivery of various speech, debate, and performance styles offered at winter forensics competitions. All students will compete in winter intercollegiate forensics competitions.

Course Review; Changes in Units, Lecture Hours, Faculty Load, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

1. Art 195 – Portfolio and Career Planning for Artists and Designers  
*Current Status/Proposed Changes*

Units: ~~2.0~~ 3.0      Lecture hours: ~~2.0~~ 3.0      Lab hours: 0      Faculty Load: ~~13.33%~~  
20.00%

Recommended Preparation: English 84

~~This course analyzes various sectors of the art and design industry and provides instruction in portfolio planning and resume preparation for specific career areas. Management skills for independent freelance projects~~ provides a survey of career and educational pathways in design and the visual arts. Instruction includes the professional protocols necessary to prepare and correctly submit a portfolio, application, resume, cover letter, and artist statement for transfer to four-year art programs, job applications, grants, and exhibitions. Interview strategies, freelance management skills, e-commerce, job search techniques, and effective self-promotion strategies will also be covered.

*Recommendation*

Units: 3.0      Lecture hours: 3.0      Lab hours: 0      Faculty Load: 20.00%

Recommended Preparation: English 84

This course provides a survey of career and educational pathways in design and the visual arts. Instruction includes the professional protocols necessary to prepare and correctly submit a portfolio, application, resume, cover letter, and artist statement for transfer to four-year art programs, job applications, grants, and exhibitions. Interview strategies, freelance management skills, e-commerce, job search techniques, and effective self-promotion strategies will also be covered.

## HUMANITIES

### New Course

1. English RWA – Integrated Reading and Writing

Units: 5.0      Lecture: 4.0      Lab: 2.0      Faculty Load: 36.67%

Prerequisite: credit in English B and credit in English 82 or qualification by testing (English Placement Test) and assessment

Grading Method: Pass/No Pass

Credit Status: Associate Degree Credit

This course prepares students for transfer-level reading and writing tasks. The course integrates the reading and writing processes and includes weekly one-on-one focused tutorial support. Students practice analyzing and evaluating primarily non-fiction texts as the basis for composing well-developed expository essays. Students develop skills

in reading comprehension, vocabulary, essay writing, sentence structure, research techniques, and source documentation.

Note: Pass/no pass only.

#### CTE Two-Year Course Review; Non-Substantive Changes

##### 1. Journalism 9abcd – Magazine Editing and Production

#### Course Review; Non-Substantive Changes

1. Japanese 21 – Beginning Conversational Japanese
2. Japanese 22 – Intermediate Conversational Japanese
3. Japanese 25 – Cultural Aspects of the Japanese Language

#### Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. English 34 – The Short Story  
*Current Status/Proposed Changes*  
~~Recommended Preparation: eligibility for English 1A~~  
Prerequisite: eligibility for English 1A

#### *Recommendation*

Prerequisite: eligibility for English 1A

#### CTE Two-Year Course Review; Distance Education Review; Changes in Catalog Description

1. Journalism 8 – Advanced Reporting and News Editing  
*Current Status/Proposed Changes*  
This course will provide students with instruction in ~~interpretive, in-depth,~~ explanatory and investigative journalism, and opinion writing, and will incorporate the study of editing principles, style, and design to conform with professional models. Problems of law and libel will be discussed. Students will also be given hands-on instruction in ~~electronic journalism, as well as in computer typesetting and graphics.~~ newspaper and web design, including graphics and multimedia. Leadership training, social media skills, and discussion of the business of journalism will also be provided.

*Recommendation*

This course will provide students with instruction in explanatory and investigative journalism, and opinion writing, and will incorporate the study of editing principles, style, and design to conform with professional models. Problems of law and libel will be discussed. Students will also be given hands-on instruction in newspaper and web design, including graphics and multimedia. Leadership training, social media skills, and discussion of the business of journalism will also be provided.

2. Journalism 12 – Mass Media and Society

*Current Status/Proposed Changes*

This course examines the past and current influences on American society of books, newspapers, magazines, movies, radio, television, recordings, and the ~~World Wide Web~~ Internet. With a focus on critical thinking skills, students gain experience in reading and writing persuasive and argumentative essays about problems facing the mass media. Students also learn the history of the eight mass media as well as analyze and evaluate the functions, the responsibilities, the regulations, and the ethics involved in the mass media industry.

*Recommendation*

This course examines the past and current influences on American society of books, newspapers, magazines, movies, radio, television, recordings, and the Internet. With a focus on critical thinking skills, students gain experience in reading and writing persuasive and argumentative essays about problems facing the mass media. Students also learn the history of the eight mass media as well as analyze and evaluate the functions, the responsibilities, the regulations, and the ethics involved in the mass media industry.

**INDUSTRY AND TECHNOLOGY**

New Courses

1. Cosmetology 20 – Introduction to Esthetician

Units: 11.0      Lecture: 5.0      Lab: 15.0      Faculty Load: 108.34%

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course is an introduction in the principles of esthetician procedures. Students are introduced to the theory and practices of esthetician applications for facial, health, safety, hair removal and makeup. The lab is designed to support the esthetician student with an extensive forum for the development of esthetician skills, techniques,

safety and sanitation practices according to the California State Board of Barbering and Cosmetology.

Note: Upon completion of the esthetician program, students are expected to have a minimum of 600 hours of applied skill practice required by the State Board of Barbering and Cosmetology. Students will complete a minimum of 300 hours of esthetician training in this course.

2. Cosmetology 21 – Advanced Esthetician

Units: 10.0      Lecture: 5.0      Lab: 15.0      Faculty Load: 108.34%

Prerequisite: Cosmetology 20 with a minimum grade of C or equivalent

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This is an advanced course in the principles of esthetician procedures. Students are given advanced theory and practical practices in facials, preparation, health, safety, laws, regulations, disinfectant, sanitation, anatomy, physiology, hair removal, and makeup. State Board of Barbering and Cosmetology exam practices will be emphasized.

Note: When enrolling into this course, students must have a minimum of 300 hours completed. Upon completion of this course, students are expected to have a minimum of 600 hours of applied skill practice required by the State Board of Barbering and Cosmetology.

3. Construction Technology 222 – Convenience Hardware

Units: 2.5      Lecture: 1.5      Lab: 3.0      Faculty Load: 25.00%

Prerequisite: Construction Technology 200 or 201 or 202 or 203 with a minimum grade of C

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

In this course, students learn the selection, use and installation of convenience hardware such as recycling bins, lazy susans, hampers and closet organizers. Topics include correct dimensioning and proper installation techniques unique to selected hardware.

4. Welding 29 – Blueprint Reading

Units: 3.0      Lecture: 3.0      Lab: 0      Faculty Load: 20.00%

Grading Method: Letter

Credit Status: Associate Degree Credit

## CSU Transfer

This course is designed to provide principles of reading and interpreting basic industrial prints and shop drawings as applied to the welding trade. Emphasis is placed on shape identification, nomenclature, and welding symbols.

Reactivate Course; CTE Course Review, Changes in Units, Lecture and Lab Contact Hours, Faculty Load, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

### 1. Administration of Justice 155 – Peace Officer Training Module - Level II

*Current Status/Proposed Changes*

Units: ~~44.0~~ 10.0    Lecture: ~~9.5~~ 9.0    Lab: ~~5.0~~ 3.5 per week to be arranged

Faculty Load: ~~88.33%~~ 77.50%

Grading Method: Letter

Credit Status: Associate Degree Credit

Prerequisite: Possession of a current Commission ~~of~~ on Peace Officer Standards and Training (P.O.S.T.) ~~certified~~ Level III certificate

Enrollment Limitation:

1. Current medical examination conducted within 6 months (for safety and liability reasons).
2. Current California Department of Justice Firearms and Arrest Clearance obtained within 6 months (Penal Code Section 13511.5).
3. Possession of a valid California Driver's license. Copy of a current DMV printout will be requested.

This course is designed for California Commission on Peace Officer Standards and Training (P.O.S.T.) Certified Training Module - Level II peace officer training candidates. A Level II ~~peace~~ reserve officer may perform general law enforcement assignments while under the immediate supervision of a sworn peace officer. These officers may also work assignments authorized for Level III reserve officers.

Note: The student will participate in a ~~264~~ 225 hour course of instruction and training emphasizing basic law enforcement philosophy, procedures, tactics, and techniques. The course is certified pursuant to California Penal Code Section ~~836~~ 830.6(a)(1) and 832.6(A)(2).

Note: Students pay mandatory fees for Department of Justice background check and clearance, firing range, ammunition and targets, physical training clothing, and physical examinations.

*Recommendation*

Units: 10.0    Lecture: 9.0    Lab: 3.5 per week to be arranged    Faculty Load: 77.50%

Grading Method: Letter

Credit Status: Associate Degree Credit

Prerequisite: Possession of a current Commission on Peace Officer Standards and Training (P.O.S.T.) Level III certificate

Enrollment Limitation:

1. Current medical examination conducted within 6 months (for safety and liability reasons).
2. Current California Department of Justice Firearms and Arrest Clearance obtained within 6 months (Penal Code Section 13511.5) .
3. Possession of a valid California Driver's license. Copy of a current DMV printout will be requested.

This course is designed for California Commission on Peace Officer Standards and Training (P.O.S.T.) Certified Training Module - Level II peace officer training candidates. A Level II reserve officer may perform general law enforcement assignments while under the immediate supervision of a peace officer. These officers may also work assignments authorized for Level III reserve officers.

Note: The student will participate in a 225 hour course of instruction and training emphasizing basic law enforcement philosophy, procedures, tactics, and techniques. The course is certified pursuant to California Penal Code Section 830.6(a)(1) and 832.6(A)(2).

Note: Students pay mandatory fees for Department of Justice background check and clearance, firing range, ammunition and targets, physical training clothing, and physical examination fees.

CTE Two-Year Course Review; Non-Substantive Changes

1. Air Conditioning and Refrigeration 21 – Air Conditioning Fundamentals
2. Administration of Justice 107 – Crime and Control - An Introduction to Corrections
3. Electronics and Computer Hardware Technology 120 – Semiconductor Circuits
4. Electronics and Computer Hardware Technology 122 – Semiconductor Power Devices
5. Electronics and Computer Hardware Technology 124 – Operational Amplifiers and Linear Integrated Circuits
6. Engineering Technology 12 – Introduction to Engineering Design
7. Engineering Technology 12A – Introduction to Engineering Design I

8. Engineering Technology 12B – Introduction to Engineering Design II
9. Engineering Technology 14 – Electronics for Engineering Technologists
10. Engineering Technology 14A – Electronics for Engineering Technologists I
11. Engineering Technology 14B – Electronics for Engineering Technologists II
12. Machine Tool Technology 46 – Basic Machine Tool Operation
13. Welding 40A – Introduction to Gas Tungsten Arc Welding (GTAW)
14. Welding 40B – Intermediate Gas Tungsten Arc Welding (GTAW)
15. Welding 40C – Advanced Gas Tungsten Arc Welding (GTAW) Skills Lab

## CTE Two-Year Course Review; Changes in Catalog Description

1. Cosmetology 10 – Introduction to Cosmetology I

### *Current Status/Proposed Changes*

This course is the first of a two-course introductory series covering the principles and practical operations of cosmetology techniques, procedures and equipment for wet and thermal styling, permanent waving, chemical straightening, hair coloring, ~~and~~ scalp treatments, manicuring and pedicuring. The course also prepares students for the State Board of Cosmetology examination and employment.

Note: Students who have earned credit in Cosmetology 1 cannot receive unit credit for Cosmetology 10.

Note: First time students must purchase the complete kit of supplies from the El Camino College Bookstore.

### *Recommendation*

This course is the first of a two-course introductory series covering the principles and practical operations of cosmetology techniques, procedures and equipment for wet and thermal styling, permanent waving, chemical straightening, hair coloring, scalp treatments, manicuring and pedicuring. The course also prepares students for the State Board of Cosmetology examination and employment.

Note: Students who have earned credit in Cosmetology 1 cannot receive unit credit for Cosmetology 10.

Note: First time students must purchase the complete kit of supplies from the El Camino College Bookstore.

2. Electronics and Computer Hardware Technology 110 – Introduction to Direct and Alternating Current Circuits

### *Current Status/Proposed Changes*

This course examines advanced topics in the ~~foundational~~ principles of direct and alternating current electricity through the correlation of theory and laboratory



experiments. Basic circuit analysis forms the core of the course. Included in this class are the use of calculators, computer circuit simulation and many types of electrical/electronic test equipment to perform electrical measurements, and yield analysis.

*Recommendation*

This course examines advanced topics in the principles of direct and alternating current electricity through the correlation of theory and laboratory experiments. Basic circuit analysis forms the core of the course. Included in this class are the use of calculators, computer circuit simulation and many types of electrical/electronic test equipment to perform electrical measurements, and yield analysis.

3. Fashion 41 – Fashion Analysis and Selection

*Current Status/Proposed Changes*

In this course, students are introduced to the societal importance of apparel and personal appearance. Emphasis is placed on social, psychological, cultural and physical clothing needs. Additional topics ~~covered~~ include ~~the history of fashion design~~, elements and principles of design, wardrobe planning, identifying apparel quality, and clothing care, fit, and apparel purchasing.

*Recommendation*

In this course, students are introduced to the societal importance of apparel and personal appearance. Emphasis is placed on social, psychological, cultural and physical clothing needs. Additional topics include elements and principles of design, wardrobe planning, apparel quality and clothing care, fit, and apparel purchasing.

4. Welding 15 – Basic Welding for Allied Fields

*Current Status/Proposed Changes*

This is a basic course to support trade skills for students in allied fields ~~that utilize welding processes. Students will be introduced. The course introduces students to welding equipment, nomenclature, safety, oxy acetylene welding, shielded metal arc welding, and gas metal arc welding. Skills will be developed in cutting and welding in the flat and horizontal positions.~~ plasma and mechanical cutting, metallurgical exploration of ferrous and non-ferrous material, ductility of materials, effects of cold-working and heat treating.

*Recommendation*

This is a basic course to support trade skills for students in allied fields. The course introduces students to welding equipment, nomenclature, safety, plasma and mechanical cutting, metallurgical exploration of ferrous and non-ferrous material, ductility of materials, effects of cold-working and heat treating.

CTE Two-Year Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Air Conditioning and Refrigeration 5 – Electrical Applications

*Current Status/Proposed Changes*

~~Prerequisite: Air Conditioning and Refrigeration 21 or Air Conditioning and Refrigeration 22 with a minimum grade of C in prerequisite or equivalent~~

Recommended Preparation: Air Conditioning and Refrigeration 21

*Recommendation*

Recommended Preparation: Air Conditioning and Refrigeration 21

2. Administration of Justice 106 – Criminal Justice Recruitment and Selection

*Current Status/Proposed Changes*

Recommended Preparation: English 84

*Recommendation*

Recommended Preparation: English 84

3. Administration of Justice 130 – Criminal Procedures

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 1A~~ English A

*Recommendation*

Recommended Preparation: English A

4. Fashion 35 – Applied Color Theory

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for~~ English 84

*Recommendation*

Recommended Preparation: English 84

5. Fire and Emergency Technology 10 – Hazardous Materials

*Current Status/Proposed Changes*

Recommended Preparation: Fire and Emergency Technology 1 or Fire and Emergency Technology 15 ~~or equivalent and Fire and Emergency Technology 14 or equivalent and English 84 or eligibility for:~~ English 1A

*Recommendation*

Recommended Preparation: Fire and Emergency Technology 1 or Fire and Emergency Technology 15; English 1A

CTE Two-Year Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

1. Air Conditioning and Refrigeration 23 - Commercial Refrigeration Applications

*Current Status/Proposed Changes*

Prerequisite : Air Conditioning and Refrigeration 21 ~~or Air Conditioning and Refrigeration 22~~ with a minimum grade of C in prerequisite or equivalent

This course explores refrigeration theory, characteristics of refrigerants, temperature and pressure, tools and equipment, soldering, brazing, commercial refrigeration systems, system components, compressors, evaporators, and metering devices. Students will learn to charge commercial systems with new Environmental Protection Agency (EPA) refrigerants and evaluate the proper operation of systems. Troubleshooting techniques are explained with the use of wiring diagrams and electric meters. Students will learn to service and troubleshoot commercial refrigeration ice machines, coolers, walk-ins, refrigerators, and freezers. Students will be introduced to a variety of commercial refrigeration systems and components.

*Recommendation*

Prerequisite: Air Conditioning and Refrigeration 21 with a minimum grade of C in prerequisite or equivalent

This course explores refrigeration theory, characteristics of refrigerants, temperature and pressure, tools and equipment, soldering, brazing, commercial refrigeration systems, system components, compressors, evaporators, and metering devices. Students will learn to charge commercial systems with new Environmental Protection Agency (EPA) refrigerants and evaluate the proper operation of systems. Troubleshooting techniques are explained with the use of wiring diagrams and electric meters. Students will learn to service and troubleshoot commercial refrigeration ice machines, coolers, walk-ins, refrigerators, and freezers. Students will be introduced to a variety of commercial refrigeration systems and components.

CTE Two-Year Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Computer Aided Design/Drafting 43 – Design Process and Concepts

*Current Status/Proposed Changes*

Prerequisite: Computer Aided Design/Drafting 5 7 or Computer Aided Design/Drafting 28 or Computer Aided Design/Drafting 31 with a minimum grade of C or equivalent

*Recommendation*

Prerequisite: Computer Aided Design/Drafting 7 or Computer Aided Design/Drafting 28 or Computer Aided Design/Drafting 31 with a minimum grade of C or equivalent

CTE Two-Year Course Review; Distance Education Review, Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Administration of Justice 111 – Criminal Investigation

*Current Status/Proposed Changes*

Prerequisite: Administration of Justice 109

Recommended Preparation: English A

*Recommendation*

Prerequisite: Administration of Justice 109

Recommended Preparation: English A

CTE Two-Year Course Review; Changes in Descriptive Title, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

*Current Status/Proposed Changes*

1. Fashion 14 – ~~Pattern Grading~~ Apparel Production Techniques

Prerequisite: Fashion 4, Fashion 10, Fashion 15, and Fashion 26A and Mathematics 40 or Mathematics 43 with a minimum grade of C or equivalent

Recommended Preparation: Fashion 1 and Fashion 20; Mathematics 40 or Mathematics 43

This course is an introduction designed to acquaint the manual grading of patterns with reference to computer grading. The class will define tools, terminology and basic materials and skills necessary for the pattern grading process. This course covers sizing commercial and individual patterns for a run of sizes student with the activities and documentation necessary to mass-produce a garment or accessory item. In a semi-simulated design room environment, students design, produce, and advertise a product. Grading, documents, tech packs, production, and promotion principles are emphasized.

*Recommendation*

Fashion 14 – Apparel Production Techniques

Prerequisite: Fashion 4, Fashion 10, Fashion 15, and Fashion 26A

Recommended Preparation: Fashion 1 and Fashion 20; Mathematics 40 or Mathematics 43

This course is designed to acquaint the student with the activities and documentation necessary to mass-produce a garment or accessory item. In a semi-simulated design room environment, students design, produce, and advertise a product. Grading, documents, tech packs, production, and promotion principles are emphasized.

CTE Two-Year Course Review; Changes in Descriptive Title, Course Units, Length, Lecture Hours, Lab Hours, Faculty Load, Catalog Description

*Current Status/Proposed Changes*

1. Automotive Collision Repair/Painting 6 - Automotive Collision Repair ~~Applications~~ for Non-Majors

Units: ~~3.0~~ 2.0      Lecture hours: ~~6.0~~ 1.0      Lab hours: ~~10.0~~ 3.0  
Faculty Load: ~~28.33%~~ 21.67%      Course length: ~~6 weeks~~ Full term

~~This course provides instruction on the principles~~ is designed to provide students with a brief, hands-on introduction to all facets of automotive collision repair and painting, including. Topics include safety practices; vehicle construction, gas, and Metal Inert Gas (MIG) welding; sheet metal repair; High Volume Low Pressure (HVLP) guns; undercoat materials and complete painting, customer rights and the collision repair process, auto parts nomenclature, dent removal, plastic repair, filler application and shaping, priming, painting and detailing.

*Recommendation*

Automotive Collision Repair/Painting 6 - Automotive Collision Repair for Non-Majors

Units: 2.0      Lecture hours: 1.0      Lab hours: 3.0      Faculty Load: 21.67%  
Course length: Full term

This course is designed to provide students with a brief, hands-on introduction to all facets of automotive collision repair. Topics include safety practices, customer rights and the collision repair process, auto parts nomenclature, dent removal, plastic repair, filler application and shaping, priming, painting and detailing.

CTE Two-Year Course Review; Changes in Lecture and Lab Contact Hours, Faculty Load, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

1. Administration of Justice 150 – Peace Officer Training Module - Level III

*Current Status/Proposed Changes*

Units: 7.0    Lecture: ~~6.0~~ 5.5    Lab: ~~3.0~~ 3.5 per week to be arranged  
Faculty Load: ~~55.00%~~ 54.17%

Enrollment Limitation:

1. Current medical examination conducted within 6 months (for safety and college liability reasons)
2. Students must apply for and receive a California Department of Justice Firearms and Arrest Clearance (Penal Code 13511.5).
3. Possession of a valid California Driver's license. Copy of a current DMV printout will be requested.

This course is designed for California Commission on Peace Officer Standards and Training (P.O.S.T.) certified Training Module - Level III peace officer training candidates. A Level III peace officer may perform specified limited support duties that are not likely to result in physical arrests. The student will participate in a ~~216~~ 162-hour course of instruction and training emphasizing basic law enforcement philosophy, procedures, tactics, and techniques. The course is certified pursuant to California Penal Code Section ~~836~~ 830.6(a)(1) and 832.6(a)(1).

Note: Students who have earned credit in Administration of Justice 155 cannot receive unit credit for Administration of Justice 150.

Note: Students pay mandatory fees for this course for Department of Justice background check and clearance, firing range, ammunition and targets, physical training clothing, and physical examinations.

*Recommendation*

Units: 7.0    Lecture: 5.5    Lab: 3.5 per week to be arranged    Faculty Load: 54.17%

Enrollment Limitation:

1. Current medical examination conducted within 6 months (for safety and liability reasons)
2. Students must apply for and receive a California Department of Justice Firearms and Arrest Clearance (Penal Code 13511.5).
3. Possession of a valid California Driver's license. Copy of a current DMV printout will be requested.

This course is designed for California Commission on Peace Officer Standards and Training (P.O.S.T.) certified Training Module - Level III peace officer training candidates. A Level III peace officer may perform specified limited support duties that are not likely to result in physical arrests. The student will participate in a 162-hour course of instruction and training emphasizing basic law enforcement philosophy, procedures, tactics, and techniques. The course is certified pursuant to California Penal Code Section 830.6(a)(1) and 832.6(a)(1).

Note: Students who have earned credit in Administration of Justice 155 cannot receive unit credit for Administration of Justice 150.

Note: Students pay mandatory fees for Department of Justice background check and clearance, firing range, ammunition and targets, physical training clothing, and physical examinations.

New Distance Education Online/Hybrid Course Version

1. Administration of Justice 107 – Crime and Control - An Introduction to Corrections
2. Administration of Justice 130 – Criminal Procedures

Change in Major; Change in Recommended Electives

Construction Technology:

1. Cabinet and Fine Woodworking Option A.S. Degree  
At least 50% of the major requirements for the Associate in Science degree must be completed at El Camino College.

*Current Status/Proposed Changes*

<b>Major Requirements</b>		<b>Units</b>
CTEC 200	General Cabinet Making	2
CTEC 201	Upper Residential Cabinets	2
CTEC 202	Base Residential Cabinets	2
CTEC 203	Dedicated Use Cabinets	2
CTEC 210	Furniture Making Laboratory - Interpreting Commercial Plans	1.5
CTEC 211	Furniture Making Laboratory - Plan Modifications	1.5
CTEC 212	Furniture Making Laboratory - Developing Original Plans	1.5
CTEC 213	Furniture Making Laboratory - Building without Plans	1.5
CTEC 220	Hinging Systems and Doors	2.5
CTEC 221	Drawer Systems	2.5
<b>Total Units: 19</b>		

Recommended Electives:

- ARCH 119     Computer Aided Architectural Drawing
- ARCH 150A    Architectural Drafting I
- BUS 17        Personal Finance
- CADD 5        Introduction to Mechanical Drafting
- ~~CIS 13~~        ~~Computer Information Systems~~
- CTEC 95~~abcd~~    Cooperative Work Experience Education
- CTEC 100      Building Fundamentals
- CTEC 110      Additions and Remodeling
- CTEC 222      Convenience Hardware
- CTEC 230      Cabinet Making Lab

Change in Major; Change in Course Requirements

Machine Tool Technology:

1. Numerical Control Programmer Option A.S. Degree

At least 50% of the courses required for the major must be completed at El Camino College.

*Current Status/Proposed Changes*

<b>Major Requirements</b>		<b>Units</b>
MTT 2	Manufacturing Print Reading	3
MTT 10A	Introduction to CAD/CAM	3
MTT 10B	Computer Numerical Control Programming	3
MTT 10J	Numerical Control Graphics Programming	3
<u>MTT 10K</u>	<u>3D Numerical Control Graphics Programming</u>	<u>3</u>
MTT 16	General Metals	3
MTT 40	Machine Shop Calculations	3
MTT 101	Introduction to Conventional and CNC Machining	4
MTT 103	Conventional and CNC Turning	4
MTT 105	Conventional and CNC Milling	4
<del>one course from:</del>		
<del>MTT 10K</del>	<del>3D Numerical Control Graphics Programming</del>	<del>3</del>
<del>MTT 11abcd</del>	<del>Numerical Control Graphics Programming with CATIA</del>	<del>3</del>
<b>Total Units: 33</b>		

Recommended Electives:

CADD 5 - Introduction to Mechanical Drafting

CADD 7 - Solid Modeling, Assemblies and Two Dimensional (2D) Drawings

CADD 31 - Orientation to CATIA

CADD 45 - Geometrical Dimensioning and Tolerancing

~~MTT 95abcd~~ - Cooperative Work Experience Education

MTT 99 - Independent Study

WELD 15 - Basic Welding for Allied Fields

Change in Certificate; Change in Course Requirements

1. Cabinet and Fine Woodworking Certificate of Achievement

A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the courses required for the certificate must be completed at El Camino College.

*Current Status/Proposed Changes*

<b>Certificate Requirements</b>	<b>Units</b>
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Required Core: 8 units

CTEC 200	General Cabinet Making	2
CTEC 201	Upper Residential Cabinets	2
CTEC 202	Base Residential Cabinets	2
CTEC 203	Dedicated Use Cabinets	2

11 units from:

CTEC 210	Furniture Making Laboratory - Interpreting Commercial Plans	1.5
CTEC 211	Furniture Making Laboratory - Plan Modifications	1.5
CTEC 212	Furniture Making Laboratory - Developing Original Plans	1.5
CTEC 213	Furniture Making Laboratory - Building without Plans	1.5
CTEC 220	Hinging Systems and Doors	2.5
CTEC 221	Drawer Systems	2.5
CTEC 222	<u>Convenience Hardware</u>	<u>2.5</u>
CTEC 230	<u>Cabinet Making Lab</u>	<u>1.5</u>

**Total Units: 19**

2. Numerical Control Programmer Certificate of Achievement

At least 50% of the courses required for the certificate must be completed at El Camino College.

*Current Status/Proposed Changes*

<b>Certificate Requirements</b>		<b>Units</b>
MTT 2	Manufacturing Print Reading	3
MTT 10A	Introduction to CAD/CAM	3
MTT 10B	Computer Numerical Control Programming	3
MTT 10J	Numerical Control Graphics Programming	3
<u>MTT 10K</u>	<u>3D Numerical Control Graphics Programming</u>	<u>3</u>
MTT 16	General Metals	3
MTT 40	Machine Shop Calculations	3
MTT 101	Introduction to Conventional and CNC Machining	4
MTT 103	Conventional and CNC Turning	4
MTT 105	Conventional and CNC Milling	4

~~one course from:~~

<del>MTT 10K</del>	<del>3D Numerical Control Graphics Programming</del>	<del>3</del>
<del>MTT 11abcd</del>	<del>Numerical Control Graphics Programming with CATIA</del>	<del>3</del>

**Total Units: 33**

Inactivate Programs

1. Industrial Computer Control Technician Certificate of Achievement

## 2. Power Electronics Certificate A Certificate of Accomplishment

### MATHEMATICAL SCIENCES

#### New Courses

1. Computer Science 14 – Computer Programming in Python for Computer Science  
Units: 4.0      Lecture: 3.0      Lab: 3.0      Faculty Load: 35.00%  
Prerequisite: Mathematics 170 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment or equivalent skill  
Grading Method: Letter  
Credit Status: Associate Degree Credit  
CSU Transfer  
Proposed UC Transfer  
El Camino College AA/AS General Education - Area 4B

The course is an introduction to computer programming and algorithm design using Python programming language for computer science. The course covers the fundamentals of Python programming: basic data types, switching and looping constructs, functions, recursion, objects, arrays, and lists, and basic input and output, both interactive and with files.

2. Mathematics 17A – Math Academy: Arithmetic  
Units: 0      Lecture: 7.0      Lab: 1.0      Course Length: 6 weeks  
Prerequisite: Qualification by testing (El Camino College Mathematics Placement Test) and assessment  
Recommended Preparation: Human Development 101 or concurrent enrollment  
Grading Method: No Grade  
Credit Status: Noncredit

This course is designed to develop student's number and operation sense working with whole numbers, fractions, decimals, and percents, as well as develop problem-solving skills. Topics include operations on whole numbers and decimals, estimations, ratios, proportions, applications, an introduction to variables, algebraic equations, and signed numbers.

Note: This course is for students placed into Mathematics 12. It is repeatable and open for enrollment at registration and at any time during the semester.

3. Mathematics 27A – Math Academy: Pre-Algebra  
Units: 0      Lecture: 7.0      Lab: 1.0      Course Length: 6 weeks

Prerequisite: Mathematics 12 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment  
Recommended Preparation: Human Development 101 or concurrent enrollment  
Grading Method: No Grade  
Credit Status: Noncredit

This course bridges the gap between arithmetic and formal algebra, developing number sense and operation sense, in order to formulate and solve algebraic equations with integers, fractions, and percent. Algebraic principles are applied to problems from a variety of fields. Other topics include proportional reasoning, spatial reasoning, informal geometry and measurement, coordinate graphing, and informational graphs.

Note: This course is designed for students who passed Mathematics 12 or placed into Mathematics 23. This course is repeatable and open for enrollment at registration at any time during the semester.

4. Mathematics 47A – Math Academy: Elementary Algebra

Units: 0            Lecture: 7.0            Lab: 1.0            Course Length: 6 weeks  
Prerequisite: Mathematics 23 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment  
Recommended Preparation: Human Development 101 or concurrent enrollment  
Grading Method: No Grade  
Credit Status: Noncredit

This elementary algebra course is the study of real number solutions and applications of linear equations, quadratic equations, linear inequalities, and systems of linear equations. Other topics include coordinate graphing or linear equations, factoring techniques, and simplification of rational and radical expressions.

Note: This course is designed for students who passed Mathematics 23 or placed into Mathematics 40. This course is repeatable and open for enrollment at registration and at any time during the semester.

Change in Certificate; Change in Course Requirements

1. Computer Science Certificate of Achievement

A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of 16 units must be completed at El Camino College.

*Current Status/Proposed Changes*

**Certificate Requirements**

**Units**

Required Core: 9 units

CSCI 1	Problem Solving and Program Design Using C++	4
CSCI 2	Introduction to Data Structures	5
three courses from: <u>12-13 units</u>		
CSCI 3	Computer Programming with Java	4
CSCI 4	<del>Computer Science Programming in C#</del>	4
CSCI 12	Programming for Internet Applications Using PHP, JavaScript, and XHTML	5
<u>CSCI 14</u>	<u>Computer Programming in Python for Computer Science</u>	<u>4</u>
CSCI 30	Advanced Programming in C++	4
CSCI 40	Introduction to UNIX and LINUX Operating Systems	4
CSCI 60	<del>Programming with ASP.NET and C# in Web-based Computer Science Applications</del>	4
MATH 210	Introduction to Discrete Structures	4
<b>Total Units: 21-22</b>		

## NATURAL SCIENCES

CTE Two-Year Course Review; Non-Substantive Changes

1. Biotechnology 1 – Basic Techniques of Biological Technology
2. Biotechnology 2 – Advanced Techniques of Biological Technology

Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Chemistry 20 - Fundamentals of Chemistry

*Current Status/Proposed Changes*

Prerequisite: Mathematics 40 or Mathematics 43 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment

Recommended Preparation: ~~eligibility for~~ English 84

*Recommendation*

Prerequisite: Mathematics 40 or Mathematics 43 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment

Recommended Preparation: English 84

2. Geology 15 – Natural Disasters

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ English 82

*Recommendation*

Recommended Preparation: English 82

New Distance Education Online/Hybrid Course Version

1. Geology 15 – Natural Disasters

Change in Major; Change in Course Requirements

1. Physical Science A.S. Degree

*Current Status/Proposed Changes*

**Major Requirements**

**Units**

Required Core: 7-10 units

One of the following two-semester sequences:

CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
or		
PHYS 1A	Mechanics of Solids	4
PHYS 1B	Fluids, Heat and Sound	3
or		
PHYS 1A	Mechanics of Solids	4
PHYS 1C	Electricity and Magnetism	4
or		
PHYS 2A	General Physics	4
PHYS 2B	General Physics	4
or		
PHYS 3A	General Physics with Calculus	5
PHYS 3B	General Physics with Calculus	5

~~An additional 10-13 units from the following courses to reach a total of 20 units:~~

10-13 units from:

ASTR 12	Astronomy Laboratory	1
ASTR 20	The Solar System	3
ASTR 25	Stars and Galaxies	3
CHEM 4	Beginning Chemistry	5
CHEM 7A	Organic Chemistry I	5
CHEM 7B	Organic Chemistry II	5
CSCI 1	Problem Solving and Program Design Using C++	4

CSCI 10	Computer Programming with FORTRAN	4
GEOL 1	Physical Geology	3
GEOL 2	History of Planet Earth	3
GEOL 3	Physical Geology Laboratory	1
GEOL 4	History of Planet Earth Laboratory	1
GEOL 15	Natural Disasters	3
MATH 150	Elementary Statistics with Probability	4
MATH 180	Pre-Calculus	5
MATH 190	Single Variable Calculus and Analytic Geometry I	5
MATH 191	Single Variable Calculus and Analytic Geometry II	5
MATH 220	Multi-Variable Calculus	5
MATH 270	Differential Equations with Linear Algebra	5
PHYS 1C	Electricity and Magnetism	4
PHYS 1D	Optics and Modern Physics	3 4
<b>Total Units: 20</b>		

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Agenda for the El Camino Community College District Board of Trustees  
from  
Student and Community Advancement  
Jeanie M. Nishime, Vice President

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	<u>Page No.</u>
A. Student Conferences .....	SCA 2
B. Forensics Team Tournaments – Spring 2016.....	SCA 2-3
C. Destruction of Records .....	SCA 3
D. Grant – Acceptance .....	SCA 4

## A. STUDENT CONFERENCES

It is recommended that the Board of Trustees approve the following student conferences. Advisors: Kate McLaughlin and Stefanie Frith

1. Associated Collegiate Press Midwinter National College Journalism Convention. February 18-21, 2016 at the Sheraton Universal Hotel, 333 Universal Hollywood Drive, Los Angeles, California. Registration fee of \$125 per person and parking expenses not to exceed \$2,100 will be paid from the Auxiliary Services Union Conference account. No more than 14 students from the list shown below will attend.
2. College Media Association's Spring National College Media Convention. March 12-15, 2016 at the Sheraton New York Times Square Hotel, 811 Seventh Avenue, New York City, New York. Registration fee of \$120 per student will be paid by the student. Transportation, travel expenses and meal expenses should not exceed \$1,600 per student for a total amount of \$17,600, to be paid from the Auxiliary Services Union Conferences account. No more than nine students from the list shown below will attend.

### Students

Madison Brady, Tayler Dahm, Sarah Desmond, Priscilla Duenas, Aryn Felix, Jed Fernandez, John Fordiani, Roy Garza, Natalie Gonzalez, Juan Lorenzo Guterrez, Grant Hermanns, Hunter Lee, Lauren Liddle, Victor Liptzin, Meagan Llaneras, Alba Mejia, Sydnie Mills, Caleb Okoye, Eric Ramos, Lilibeth Rodriguez, Matthew Sandoval, Kinnaoke Phil Sidavong, Brenda Soriano, Tiffany Ushijima, Jorge Villa

## B. FORENSICS TEAM TOURNAMENTS – SPRING 2016

It is recommended that the Board of Trustees ratify/approve the following Forensics Team Tournaments for Spring 2016:

1. Mile High Invitational  
January 8-10, 2016, Salt Lake City, Utah. Registration, lodging and meals totaling \$2,240 will be paid from Club account funds, District and Auxiliary Services funds. Advisor: Joseph Evans, Assistant Professor

Zara Andrabi, Jamilah Bazille, Sebastian Bender, Isaac Curtiss, Eman Dalili, Mason Jones, Eduardo Paez, Curtis Wang



2. Spring 2016 Forensics Team Tournaments

Expenses for the Forensics Team Tournaments will be paid from Auxiliary, District and planned fundraising proceeds. Advisors: Mark Crossman and Joseph Evans will attend one or more of the tournaments.

Date	Tournament	Location	Cost not to exceed	Faculty Attending
February 5-7	49er Invitational	CSULB	\$ 1,200	M. Crossman/J. Evans
February 12-14	Tabor-Venitsky Invitational	Cerritos College	\$ 1,000	M. Crossman/J. Evans
February 19-21	PSCFA Spring Champs	To be determined	\$ 1,800	M. Crossman/J. Evans
March 9-13	Lancer Invitational	Pasadena City College	\$ 1,000	M. Crossman/J. Evans
March 18-21	NPDA/NPTE Nationals	CSULB/El Camino	\$ 2,500	M. Crossman/J. Evans
April 4-9	Phi Rho Pi Nationals	Costa Mesa, CA	\$10,000	M. Crossman/J. Evans

The following students are scheduled to attend one or more tournaments:

Eric Alvarado, Zara Andrabi, Jamilla Bazille, Sebastian Bender, Andrew Casey, Isaac Curtiss, Eman Dalili, Lizzette Esquivel, Jamie Gilman, Jonatan Gonzalea, Isaiah Hairston, Chester Hall, Mason Jones, Stas Kharkats, Rey Liggins, Hayden Linz, Ary Mar, Rayanna Marable, Hannah McCann, Kelvin Munjarrez, Andrea Orozco-Sanchez, Eduardo Paez, Kelsea Posantes, Javier Salas, Sarah Solieman, Shuk Ping Wong, Antonella Zegara

**C. DESTRUCTION OF RECORDS**

It is recommended that the Board of Trustees approve destruction of the following records. These documents have met the required retention period in accordance with Title 5 of the California Code of Regulations. California Community Colleges, Article 2, Sections 59023-59026.

Name of Records: Placement Testing Records and Accompanying Materials  
Duration Kept: Four years  
Dates to Destroy: January 1, 2010 through December 31, 2010  
Class: Three

**D. GRANT – ACCEPTANCE**

It is recommended that the Board of Trustees accept the following grant:

California Community Colleges Chancellor’s Office Workforce and Economic Development Division –Teacher Preparation Pipeline/STEM/CTE (rfa# 15-090-004). An additional two years of funding has been awarded El Camino College for our Teacher Preparation Pipeline (TPP/STEM/CTE) Project. El Camino College is one of ten colleges in California that have a TPP grant-funded project. El Camino College has been building partnerships and solidifying the pathway to a single subject and multiple subject teaching credentials, and designated subjects credentialing for industry experienced adults and to community college teaching. El Camino College will continue to collaborate with the other nine TPP community colleges to strengthen the program statewide. Each campus will collaborate regionally and at the state level to support model teacher preparation.  
Administrator: Roberta Becka

Amount of Grant Funding from Granting Agency	\$240,000.00
Amount of College Match	\$ <u>          -0-</u>
Total Amount of Project Funding	\$240,000.00
Source of Matching Funds: In-Kind	
Indirect Rate:	\$9,230.00 (4%)
Performance Period:	January 1, 2016 through January 31, 2018

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**Agenda for the El Camino Community College District Board of Trustees**  
**From**  
**Administrative Services**  
**Jo Ann Higdon, Vice President**

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**A. AB 2910 – QUARTERLY FISCAL STATUS REPORT**

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending December 31, 2015. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for December 31, 2015, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2015-2016  
 Quarter Ended (Q2 ) December 31, 2015

<u>General Fund</u>	<u>2015-16 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
<b>INCOME</b>			
Federal	\$ 150,000	\$ 14,425	9.62%
State	82,191,467	41,602,203	50.62%
Local	46,576,434	20,898,666	44.87%
Interfund Transfers	0	0	
Total Income	<u>\$ 128,917,901</u>	<u>\$ 62,515,294</u>	
<b>APPROPRIATIONS</b>			
Academic Salaries	\$ 51,566,705	\$ 23,419,488	45.42%
Classified Salaries	26,611,429	10,481,272	39.39%
Staff Benefits	20,405,447	11,197,431	54.87%
Supplies/Books	2,383,419	611,528	25.66%
Other Operating Expenses	9,228,757 *	5,325,137	57.70%
Capital Outlay	473,730	134,215	28.33%
Other Outgo	6,503,061	5,432,817	83.54%
Total Appropriations	<u>\$ 117,172,548</u>	<u>\$ 56,601,888</u>	
Net Revenues	<u>\$ 11,745,353</u>	<u>\$ 5,913,406</u>	

\* Other operating expenses net of estimated expenditure savings - \$3,000,000.

**B. 2014-2015 AUDIT REPORT**

It is recommended the Board accept the annual financial audit report prepared by Vavrinek, Trine, Day and Co. for the El Camino Community College District. Copies of the audit report for the 2014-2015 fiscal year have been distributed to

the Board of Trustees. The District received an unmodified opinion on its financial statements for 2014-15. The public may review the audit report in the Office of the Vice President-Administrative Services, in the Administration Building Room ADM 106, or on the web at:

<http://www.elcamino.edu/administration/board/agendas/2016/EI%20Camino%20CD%20Final%202015.pdf>

**C. NON-RESIDENT TUITION FEE FOR 2016-2017**

It is recommended that the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2016-17, commencing with the summer session of 2016, in the amount of \$200 per unit of course work pursuant to Education Code Section 76140. Non-resident students are residents of a state other than California, or residents of a foreign country.

It is also recommended that the Board of Trustees adopt a non-resident capital outlay fee for the fiscal year 2016-17, commencing with the summer session of 2016, in the amount of \$42 per unit of course work, pursuant to Education Code Section 76141 (a). The additional fee for all non-resident students is permitted to be charged for capital outlay purposes. This fee was previously charged only to foreign non-resident students. Education Code Section 76141 (a) now requires that this fee be charged to all non-resident students. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

**D. CONTRACTS UNDER \$87,800**

It is recommended the Board of Trustees, in accordance with Board Policy 6340, ratify the District entering into the following agreements. The Vice President of Administrative Services, or an authorized designee, has executed the necessary documents.

**a. *Services Provided by District or Designee:***

- 1. Contractor:** BYD COACH AND BUS  
**Services:** Contractor will receive business skills, computer skills, and continuous improvement training, beginning with eight hours of lean manufacturing.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 12/3/15 – 5/3/17  
**Financial Terms:** Projected gross income \$50,000

2. **Contractor:** **LENNOX MATHEMATICS, SCIENCE AND TECHNOLOGY ACADEMY**  
**Services:** Contractor will receive Communications 1 and Ethnic Studies 1 courses at the high school campus during spring semester 2016.  
**Requesting Dept.:** Academic Affairs – Behavioral and Social Science/Fine Arts  
**Date(s):** 1/13/16 – 6/10/16  
**Financial Terms:** Projected gross income \$28,338

*b. Services Received by District or Designee:*

1. **Contractor:** **BEST VIAGENS E. INTERCAMBIOS (BRAZIL); NEW GENERATION CONSULTANCY AND TRAINING CO., LTD. (VIETNAM)**  
**Services:** Contractor will recruit F-1 Visa students for ECC.  
**Requesting Dept.:** Student Community Advancement – Admissions and Records – International Student Program  
**Date(s):** 1/20/16 – 1/19/21 (Beginning on date of Board approval and continuing month-to-month up to but not exceeding five years)  
**Financial Terms:** The fee shall be \$250 per student per consecutive semester cycle completed, not to exceed \$500 per student. If applicable, a fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.
2. **Contractor:** **CREATION WORLD SAFETY**  
**Services:** Contractor will provide two sessions of OSHA 10 and one session of Fork lift training for up to 40 Career Advancement Academy (CAA) students.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 1/15/16 – 6/30/16  
**Financial Terms:** Cost not to exceed \$3,625  
Funded by CAA Grant from California Community Colleges Chancellor’s Office
3. **Contractor:** **EDU, INC.**  
**Services:** Contractor will develop virtual campus tours of the partnered Historically Black Colleges and Universities (HBCUs).

**Requesting Dept.:** Student and Community Advancement – Counseling and Student Success  
**Date(s):** 1/20/16 – 6/30/16  
**Financial Terms:** Cost not to exceed \$18,000  
Funded by California Community Colleges  
Chancellor’s Office HBCU Grant

- 4. Contractor:** **FULL CAPACITY MARKETING**  
**Services:** Contractor will develop marketing materials and multimedia services for Advanced Deputy Sector Navigator project.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)  
**Date(s):** 1/20/16 – 12/30/16  
**Financial Terms:** Cost not to exceed \$6,000  
Funded by Deputy Sector Navigator Grant from the California Community Colleges Chancellor’s Office
- 5. Contractor:** **PHOENIX GROUP INFORMATION SYSTEMS**  
**Services:** Contractor will process citations issued by ECC Campus Police.  
**Requesting Dept.:** Administrative Services – Campus Police  
**Date(s):** 11/1/15 – 10/31/20  
**Financial Terms:** No cost to the District’s unrestricted general fund
- 6. Contractor:** **SAINT FRANCIS MEDICAL CENTER**  
**Services:** Contractor will permit use of its facility to provide El Camino College nursing students with state required clinical experience.  
**Requesting Dept.:** Academic Affairs – Health Sciences and Athletics – Nursing  
**Date(s):** 1/1/16 – 12/31/18  
**Financial Terms:** No cost to the District
- 7. Contractor:** **TORRANCE UNIFIED SCHOOL DISTRICT**  
**Services:** Contractor will participate in the Adult Education Consortium to revise adult education plans in response to AB 104 Legislation.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Grants Development and Management  
**Date(s):** 1/20/16 – 6/30/16  
**Financial Terms:** Cost not to exceed \$30,000

Funded by Adult Education Consortium Grant

- 8. Contractor:** **UMOJA COMMUNITY EDUCATION FOUNDATION**
- Services:** Contractor will promote and support Project Success through a curriculum and pedagogy responsive to the legacy of the African Diasporas.
- Requesting Dept.:** Student and Community Advancement – Counseling and Student Success
- Date(s):** 1/20/16 – 6/30/2016 with four optional one-year renewal periods, not to exceed five years
- Financial Terms:** No cost to the District

**E. CONTRACTS OVER \$87,800**

It is requested that the Board of Trustees approve the District entering into the following agreements:

**a. *Services Provided by District or Designee:***

None

**b. *Services Received by District or Designee:***

- Contractor:** **SOLDERING BIZ**
- Services:** Contractor will provide soldering, cable & wire harness, and IPC 610/620 training.
- Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT
- Date(s):** 1/20/16 – 6/30/16
- Financial Terms:** Cost not to exceed \$90,000  
Funded by Advanced Manufacturing Sector Navigator Grant from California Community Colleges Chancellor’s Office

**F. AMENDMENTS**

**a. *Services Provided by District or Designee:***

None



*b. Services Received by District or Designee:*

- 1. Contractor:** ACTION CONTRACTORS  
**Services:** Contractor will provide plumbing, electrical and general building maintenance repairs for the District's Business Training Center (BTC).  
**Requesting Dept.:** Student and Community Advancement – BTC  
**Date(s):** 7/1/15 – 6/30/16  
**Financial Terms:** Cost not to exceed \$15,000 (Cost increase only: Board initially approved on 6/15/15 the cost of \$5,000)
- 2. Contractor:** CERRITOS COMMUNITY COLLEGE DISTRICT  
**Services:** Contractor will provide technical skills training through a sub-grantee agreement.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT  
**Date(s):** 10/1/15 – 6/30/16 (Date of service change only: Board initially approved on 10/19/15 the term of 10/1/15 – 11/30/15)  
**Financial Terms:** Cost not to exceed \$35,000  
Funded by California Manufacturers and Technology Association (CMTA)
- 3. Contractor:** CERRITOS COMMUNITY COLLEGE DISTRICT  
**Services:** Contractor will provide Electrical Engineering training and job placement to 15-20 participants.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT  
**Date(s):** 2/18/15 – 6/30/16 (Board initially approved on 2/17/15 the term of 2/18/15 – 11/30/15)  
**Financial Terms:** Cost not to exceed \$115,000 (Cost decrease: Board initially approved on 2/17/15 the cost of \$150,000)  
Funded by a grant from CMTA
- 4. Contractor:** CERRITOS COMMUNITY COLLEGE DISTRICT  
**Services:** Contractor will provide manufacturing skills training for student through a sub-grantee agreement.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT

**Date(s):** 7/1/14 – 6/30/16 (Date of service change only: Board initially approved on 7/21/14 the term of 7/1/14 – 11/5/15)

**Financial Terms:** Cost not to exceed \$118,000  
Funded by a grant from CMTA

- 5. Contractor:** **DOWDEN ASSOCIATES, INC.**  
**Services:** Contractor will provide consultation services to the District's Resource Development Division, Grants Office, as a joint effort to develop, submit and implement a successful individual and/or cooperative Hispanic Serving Institution's Science, Technology, Engineering & Mathematics grant(s) under Title V.  
**Requesting Dept.:** Academic Affairs – Mathematical Sciences  
**Date(s):** 10/1/11 – 9/30/16 (Correction of terms: Board initially approved on 12/13/10 the term of 10/1/10 – 9/30/15)  
**Financial Terms:** Cost not to exceed \$150,000. Contractor to be paid \$30,000 for each annual award period of each funded grant year. PR/award number P031C110166.
- 6. Contractor:** **LINK-SYSTEMS INTERNATIONAL, INC.**  
**Services:** Contractor will provide online and offline tutorial services via their NetTutor website for students in Science, Technology, Engineering & Mathematics (STEM) disciplines.  
**Requesting Dept.:** Academic Affairs – Natural Sciences  
**Date(s):** 10/1/12 – 9/30/16  
**Financial Terms:** Cost not to exceed \$30,000 (Cost increase: Board initially approved \$5,000 on 12/17/12; amended to \$15,000 on 10/21/13; and amended to \$25,000 on 11/17/14)  
Funded by Hispanic Serving Institution STEM Grant
- 7. Contractor:** **LINK-SYSTEMS INTERNATIONAL, INC.**  
**Services:** Contractor will provide online and offline tutorial services via their NetTutor website, which students will access via links from ECC course websites.  
**Requesting Dept.:** Academic Affairs – Learning Resources  
**Date(s):** 10/24/11 – 10/23/12 with 4 optional one-year renewal periods, not to exceed 5 years  
**Financial Terms:** Cost not to exceed \$15,000 per year (Cost increase only: Board initially approved \$5,000 on 1/21/12; amended to \$5,000 per year on 1/21/14)

- 8. Contractor:** NORTH ORANGE COUNTY COMMUNITY COLLEGE
- Services:** Contractor will provide manufacturing skills training for students through a sub-grantee agreement.
- Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT
- Date(s):** 2/17/15 – 6/30/16 (Date of service change only: Board initially approved on 2/17/15 the term of 2/17/15 – 11/30/15)
- Financial Terms:** Cost not to exceed \$117,075  
Funded by a grant from CMTA

**G. BOARD POLICY 3300 (PUBLIC RECORDS) - SECOND READING AND ADOPTION**

As part of the Board policy and procedure review process, it is recommended the Board receive Board Policy 3300 (Public Records), for second reading and adoption, as shown on Page AS 11.

**H. ADMINISTRATIVE PROCEDURE 3300 (PUBLIC RECORDS) - INFORMATIONAL ITEM**

Administrative Procedure 3300 (Public Records) is presented for informational purpose only, as shown on Page AS 12.

**I. BOARD POLICY 3310 (RECORDS RETENTION AND DESTRUCTION) - SECOND READING AND ADOPTION**

It is recommended the Board accept for second reading and adoption Board Policy 3310 (Records Retention and Destruction) as shown on Page AS 14.

**J. ADMINISTRATIVE PROCEDURE 3310 (RECORDS RETENTION AND DESTRUCTION) - INFORMATIONAL ITEM**

Administrative Procedure 3310 (Records Retention and Destruction) is presented for informational purpose only, as shown on Page AS 15.

**K. BOARD POLICY 6100 (DELEGATION OF AUTHORITY) - SECOND READING AND ADOPTION**

As part of the Board policy and procedure review process, it is recommended the Board receive Board Policy 6100 (Delegation of Authority), for second reading and adoption, as shown on Page AS 16.

**L. ADMINISTRATIVE PROCEDURE 6100 (DELEGATION OF AUTHORITY) - INFORMATIONAL ITEM**

Administrative Procedure 6100 (Delegation of Authority) is presented for informational purpose only, as shown on Page AS 17.

**M. BOARD POLICY 6150 (DESIGNATION OF AUTHORIZED SIGNATURE) - SECOND READING AND ADOPTION**

As part of the Board policy and procedure review process, it is recommended the Board receive Board Policy 6150 (Designation of Authorized Signature), for second reading and adoption, as shown on Page AS 18.

**N. ADMINISTRATIVE PROCEDURE 6150 (DESIGNATION OF AUTHORIZED SIGNATURE) - INFORMATIONAL ITEM**

Administrative Procedure 6150 (Designation of Authorized Signature) is presented for informational purpose only, as shown on Page AS 19.

**Board Policy 3300****Public Records**

The Superintendent/President shall establish procedures for records management, including access by the public that comply with the requirements of the California Public Records Act.

**Reference:**

Government Code Sections 6250, et seq.

El Camino College  
Adopted: 4/16/01

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Superintendent/President or designee.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the custodian of the records and/or the Superintendent/President or designee may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Records exempt from disclosure under the Public Records Act or any other provision of law, including the federal Family Educational Rights and Privacy Act (F.E.R.P.A.) and state laws protecting the privacy of student records and the federal Health Insurance Portability and Accountability Act (H.I.P.A.A.) and other laws protecting the privacy of health records, may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Within ten days, the custodian of the records and/or the Superintendent/President or designee, will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

As there are more than one hundred disclosure exemptions contained in California law, questions about whether a record is exempt from disclosure may be referred to legal counsel.

The most common exemptions pertaining to community colleges include:

1. Student records. (Education Code, Section 76243)
2. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code, Section 6254(a))
3. Records pertaining to pending litigation or to claims until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code, Section 6254(b))
4. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code, Section 6254(c))

5. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination (except for standardized tests provided for by Education Code, Sections 99150 et seq.). (Government Code, Section 6254(g))
6. The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code, Section 6254(h))
7. Internet posting of home address or telephone numbers of locally elected officials. (Government Code, Section 6254.21)
8. Home addresses and home telephone numbers of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to a employee organization, or to an agency or employee of a health benefit plan). (Government Code, Section 6254.3)
9. Information security records, if disclosure of such records would reveal vulnerabilities to or otherwise increase the potential for an attack on the District's information technology system.

References:

Education Code, Sections 76243 and 99150 et seq.;

Government Code, Sections 6250 et seq.;

The Family Educational Rights and Privacy Act (F.E.R.P.A.);

The Health Insurance Portability and Accountability Act (H.I.P.A.A.)

## **Board Policy 3310**

## **Records Retention and Destruction**

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records--including electronically stored information as defined by the Federal Rules of Civil Procedure--in compliance with Title 5. Such records shall include, but not be limited to student records, employment records and financial records.

### Reference:

Title 5, Sections 59020, et seq.

Federal Rules of Civil Procedures, Rules 16, 26, 33, 34, 37, 45

El Camino College  
Adopted: 4/16/01  
Amended:



The College shall adhere to the following procedures for records retention and destruction, including electronically stored information (ESI):

1. “Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.
2. The Vice President of Administrative Services shall supervise the classification and destruction of records.
3. Preservation of records including those relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure.
4. Compliance with the Federal Rules of Civil Procedure and shall produce relevant ESI in the form in which it is ordinarily maintained or readily usable.
5. Destruction of records are submitted to the Board of Trustees on a periodic basis.
6. Records shall be classified as required by Title 5 and other applicable statutes, state, and federal regulations.
7. Records shall be periodically reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).
8. Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.
9. Destruction shall be carried out by any method that assures the record is permanently destroyed, e.g. shredding, burning, and/or pulping.

**References:**

Title 5, Sections 59020 et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

## **Board Policy 6100**

## **Delegation of Authority**

The Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See Board Policy 6340).

The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

### Reference:

Education Code Sections 70902(d); 81655, 81656  
Budgeting and Accounting Manual

El Camino College  
Adopted: June 11, 2001

The Superintendent/President delegates the authority to the Vice President of Administrative Services to: supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license personal property, in accordance with Board Policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice President of Administrative Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code, or other laws pertaining to the taking of competitive bids, the Vice President of Administrative Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Vice President of Administrative Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

References:

Education Code, Sections 70902(d), 81644, 81655, and 81656;  
Public Contract Code, Sections 20651, 20658, and 20659

**Board Policy 6150**

**Designation of Authorized  
Signatures**

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

The authorized signatures shall be filed with the Los Angeles County Superintendent of Schools.

Reference:

Education Code Section 81655, 85232, 85233

El Camino College  
Adopted: June 11, 2001

The Board of Trustees annually adopts a resolution designating the authorized agents of the District for the purposes of signing salary vendor warrants, contracts, and notices of employment. On a periodic basis, Board agenda action items include information on the warrants and dollar values.

The Superintendent/President delegates the authority to the Vice President of Administrative Services to be the designated District officer authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools.

The Vice President of Administrative Services will withhold approval of District warrants when:

1. Disbursement of the funds in any major account classification will exceed the amount budgeted.
2. Established procedures have not been followed to verify authenticity of the expenditure.

References:

Education Code, Sections 85232 and 85233

## O. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended all purchase orders be ratified as shown.

<b>P.O.</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost Number</b>
<b>Fund 11 - Unrestricted - El Camino</b>				
P0901580	Hitt Marking Devices	Admissions/Recors	Non-Instruct Supplies	\$41.47
P0901588	School Outfitters	Information Technology	Non-Instruct Supplies	\$1,171.03
P0901608	Allsteel, Inc.C/O: CSI	Div Office Fine Arts	New Equipment	\$330.73
P0901641	Monterey Graphics	Counseling/Student	Non-Instruct Supplies	\$176.40
P0901642	Source 4	Information Technology	Software	\$2,050.00
P0901653	Harland Technology	Information Technology	Maintenance Contracts	\$2,962.00
P0901655	Study Abroad	VP-SCA	Contract Services	\$1,000.00
P0901656	Litz USA Student Service	VP-SCA	Contract Services	\$500.00
P0901657	Center for Study Abroad	VP-SCA	Contract Services	\$250.00
P0901658	AAS Education	VP-SCA	Contract Services	\$500.00
P0901663	Monterey Graphics	Counseling/Student	Non-Instruct Supplies	\$54.94
P0901664	Mr. Erick R. Mendoza	Rideshare	Rideshare Incentive	\$450.00
P0901685	Trevor L. Ware	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0901686	Christopher D. Burroughs	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0901687	Kenneth A. Banks, Jr.	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0901688	Community College	Board Of Trustees	Conferences Mgmt	\$970.00
P0901689	Ms. Irene S. Mori	Art Department	Instructional Supplies	\$62.65
P0901691	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$224.51
P0901692	PSCFA	Speech Communication	Other Services And Expenses	\$233.00
P0901694	Complete Office	First Year Experience	Non-Instruct Supplies	\$316.65
P0901699	American Association	Construction	Dues And Memberships	\$55.00
P0901702	Foundation Center, the	Grants Dev & Mgmt.	Dues And Memberships	\$295.00
P0901720	Hispanic Association	VP-SCA	Dues And Memberships	\$10,055.00
P0901721	Cal Tech Copier, Inc.	VP-SCA	Repairs Noninstructional	\$79.57
P0901725	Complete Office	Warehouse	Inventories	\$4,359.13
P0901727	CDW-G	Div Office BSSC	Other Instr Supplies	\$483.44
P0901731	SchoolDude.com, Inc.	Facilities/Planning/Servi	Other Services And Expenses	\$8,739.15
P0901732	ADT Security Services	Div Office Instr.	Other Services And Expenses	\$371.40
P0901733	Grainger	Operations	New Equipment	\$1,063.66
P0901735	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$231.08
P0901738	VWR International	Life Sciences	Instructional Supplies	\$424.94
P0901739	Carolina Biological	Life Sciences	Instructional Supplies	\$262.44
P0901740	Ward's Natural Science	Life Sciences	Instructional Supplies	\$346.72
P0901741	Fisher Scientific	Life Sciences	Instructional Supplies	\$2,298.04
P0901754	Mr. Leonid Rachman	International Students	Conferences Mgmt	\$1,645.35
P0901755	AEO Tour	International Students	Conferences Mgmt	\$9,590.00
P0901759	Education Group	International Students	Conferences Mgmt	\$2,875.00
P0901763	Monterey Graphics	Institutional Services	Non-Instruct Supplies	\$2,212.50
P0901776	Air Treatment	Facilities/Planning/Servi	Repairs Noninstructional	\$6,392.60
P0901777	Absolute Surveillance	Campus Police	New Equipment	\$59,996.55
P0901779	Proforce Law	Campus Police	New Equipment	\$3,323.32
P0901781	Woodwind & Brasswind	Music	Instructional Supplies	\$180.94
P0901782	LDP Associates, Inc	Information Technology	Maintenance Contracts	\$60,965.00
P0901783	Ingram Library Service	Div Office Instr.	Library Books	\$41.89

P0901784	Thomson Reuters West	Div Office Instr.	Library Books	\$1,514.63
P0901785	Matthew Bender & Co.	Div Office Instr.	Library Books	\$1,118.59
P0901786	ACCCA	Student Support	Conferences Mgmt	\$445.00
P0901787	American Express Travel	Student Support	Conferences Mgmt	\$238.00
P0901788	CISOA	Information Technology	Conferences Mgmt	\$350.00
P0901795	Diablo Valley College	CIS	Dues And Memberships	\$250.00
P0901796	Grainger	Information Technology	Non-Instruct Supplies	\$75.00
P0901797	Specialized Products	Information Technology	Non-Instruct Supplies	\$113.35
P0901798	Graybar Electric	Information Technology	Non-Instruct Supplies	\$565.50
P0901799	Monterey Graphics	Information Technology	Non-Instruct Supplies	\$109.88
P0901800	VWR International	Life Sciences	Instructional Supplies	\$835.68
P0901801	Hardy Diagnostics	Life Sciences	Instructional Supplies	\$2,171.64
P0901802	MSC Industrial Supply	Life Sciences	Instructional Supplies	\$89.70
P0901804	KLM Bioscientific	Life Sciences	Instructional Supplies	\$460.81
P0901805	Bradleys Plastic Bag	Life Sciences	Instructional Supplies	\$1,068.06
P0901806	Genesis Inc.	TECHNOLOGY	Non-Instruct Supplies	\$248.35
P0901807	Rainbow Mealworms, Inc	TECHNOLOGY	Non-Instruct Supplies	\$25.62
P0901812	Regents of the University	Legal Assistance	Dues And Memberships	\$2,469.00
P0901815	Monterey Graphics	Counseling/Student	Non-Instruct Supplies	\$109.88
P0901816	DHL Express - USA	Music Library	Non-Instruct Supplies	\$24.18
P0901831	Public Opinion Strategies	Public Relations	Other Services And Expenses	\$18,500.00
P0901832	ACCCA	Public Relations	Conferences Mgmt	\$175.00
P0901833	Community College	Public Relations	Conferences Mgmt	\$660.00
P0901835	Bank of America	Presidents Office	Non-Instruct Supplies	\$238.00
P0901836	Cardiac Science Corp	Health,Safety and Risk	New Equipment	\$1,668.55
P0901839	Lucks Music Library	Music	Instructional Supplies	\$387.88
P0901840	The State Bar of	Staff Diversity	Dues And Memberships	\$430.00
P0901843	Science News	Earth Sciences	Publications-Magazines	\$98.10
P0901844	ACUTA	Information Technology	Dues And Memberships	\$889.00
P0901849	Dell Computer	Information Technology	Maintenance Contracts	\$30,929.45
P0901852	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$129.84
P0901862	Belava, LLC	Cosmetology	Instructional Supplies	\$394.27
P0901863	Community College	Board Of Trustees	Conferences Mgmt	\$970.00
P0901865	Dr. Thomas M. Fallo	Presidents Office	Other Services And Expenses	\$480.00
P0901868	International Education	VP-SCA	Contract Services	\$750.00
P0901871	Van Lingen Towing	Purchasing and	Other Services And Expenses	\$49.00
P0901880	Quickstart Intelligence	Information Technology	In-Service Training	\$3,140.75
P0901883	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$5,441.10
P0901884	AT&T	Information Technology	Maintenance Contracts	\$131,945.83
P0901898	B & H Photo-Video	Astronomy	Instructional Supplies	\$907.43
			<b>Fund 11 Total: 84</b>	<b>\$399,548.17</b>

#### Fund 12 - Restricted - El Camino

P0901362	Trane Commercial	VATEA I&T	New Equipment - Instructional	\$13,220.61
P0901372	Musician's Friend	Fine Arts	New Equipment - Instructional	\$6,925.86
P0901420	Dell Marketing L. P.	Math - Computer	Instr.CompEquip	\$8,986.19
P0901433	Denso Sales	Title III- H S I - STEM	New Equip - Noninstr	\$13,539.70
P0901493	Sweetwater	Fine Arts	New Equipmen-Instr.	\$36,857.24
P0901602	Kraft Music, LTD.	Fine Arts	New Equipment - Instructional	\$4,250.99
P0901603	Woodwind & Brasswind	Fine Arts	New Equipment - Instructional	\$2,272.65
P0901604	Woodwind & Brasswind	Fine Arts	New Equipment - Instructional	\$4,240.10
P0901605	Morey's Music Store	Fine Arts	New Equipment - Instructional	\$2,997.50
P0901607	Freedom Scientific	DSPS	Computer Software Account	\$3,778.13

P0901616	Parkhouse Tire, Inc	Parking Services	New Equipment	\$932.91
P0901625	Full Spectrum Laser LLC	Title III- H S I - STEM	New Equipmen-Instr	\$12,155.92
P0901626	Boss Litho	StudentSuccess	Printing	\$7,902.50
P0901629	School Savers	Math	Instructional Supplies	\$20,051.79
P0901643	Edlin Gonzalez	MESA Program	Student Stipends	\$50.00
P0901644	Eduardo Chavez	MESA Program	Student Stipends	\$50.00
P0901645	Erick B. Quintanilla	MESA Program	Student Stipends	\$50.00
P0901646	Mariella Arias	MESA Program	Student Stipends	\$100.00
P0901647	Ethan M. Liang	MESA Program	Student Stipends	\$100.00
P0901648	Leonardo D. Hernandez	MESA Program	Student Stipends	\$100.00
P0901649	Jesse Villalobos	MESA Program	Student Stipends	\$100.00
P0901650	Harvey Mudd College	MESA Program	Conferences Mgmt	\$270.00
P0901654	Campus Food Services	BFAP Adminstration	Training	\$413.66
P0901659	Dell Marketing L. P.	StudentSuccess	Non Inst Comp	\$19,171.05
P0901660	Amazon.Com Corporate	Community Education	Non-Instruct Supplies	\$330.66
P0901661	American Express Travel	Teacher Preparation	Transportation/ Mileage	\$244.20
P0901693	Accommodating Ideas	DSPS	Contract Services	\$1,430.00
P0901695	At Your Service Travel	Historically Blek	Conferences Other	\$3,885.44
P0901703	Accommodating Ideas	DSPS	Contract Services	\$1,660.00
P0901704	Purple Communications	DSPS	Contract Services	\$561.00
P0901705	Enterprise Rentals	Retail/Hospitality/Touris	Conferences Other	\$141.00
P0901708	Sheraton New Orleans	Community Education	Conferences Mgmt	\$508.61
P0901718	The Apple Store	Teacher Preparation	New Equip - Noninstr	\$3,286.46
P0901722	Dell Marketing L. P.	Teacher Preparation	New Equip - Noninstr	\$1,679.77
P0901743	Premier Steel	CAA (10-091-002)	Non-Instruct Supplies	\$5,569.06
P0901744	Platinum Visual Systems	Instructional Services	New Equipmen-Instr.	\$8,167.39
P0901747	Complete Office	Parking Services	New Equipment	\$231.72
P0901748	Verizon Wireless	Parking Services	New Equipment	\$365.00
P0901749	Verizon Wireless	Parking Services	New Equipment	\$90.00
P0901750	Helen Young	Historically Blek	Conferences Other	\$892.58
P0901751	Campus Food Services	CalWORKs	Non-Instruct Supplies	\$303.35
P0901753	Homewood Suites by	Student Equity	Conferences Faculty	\$802.84
P0901756	At Your Service Travel	Historically Blek	Conferences Other	\$2,028.36
P0901757	Hanuhak Center	El Camino Language	Contract Services	\$500.00
P0901758	Ryugakusite.Com, Inc.	El Camino Language	Contract Services	\$500.00
P0901761	Midas Auto Repair - Aap	Parking Services	Repairs Non Instr	\$2,080.69
P0901764	Ms. Elaine E. Moore	Historically Blek	Non-Instruct Supplies	\$2,835.08
P0901765	Lorin Johnson	Historically Blek	Conferences Other	\$118.81
P0901766	Helen Young	Historically Blek	Conferences Other	\$209.76
P0901767	Accommodating Ideas	DSPS	Contract Services	\$1,170.00
P0901768	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$206.83
P0901769	Akilah Moore	Historically Blek	Conferences Other	\$346.86
P0901774	Kamaria A. Kermah	MESA Program	Student Stipends	\$100.00
P0901778	Redondo Technology	Student Equity	Non-Instruct Supplies	\$2,034.35
P0901780	Campus Food Services	StudentSuccess	In-Service Training	\$583.51
P0901789	Fast Deer Bus Charter	South Bay Children's	Transportation	\$551.72
P0901790	Santa Clarita Community	Student Equity	Conferences Mgmt	\$100.00
P0901791	FACCC Education	Student Equity	Conferences Faculty	\$2,235.00
P0901811	Campus Food Services	EOPS	Non-Instruct Supplies	\$620.48
P0901813	Kinesis Corporation	Parking Services	New Equipment	\$295.97
P0901814	Campus Food Services	Historically Blek	Non-Instruct Supplies	\$220.62
P0901830	San Diego Economic	In-Region Investments	Conferences Other	\$6,500.00
P0901834	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$2,507.00



P0901837	Ms. Lindsey Ludwig	El Camino Language	Non-Instruct Supplies	\$707.89
P0901854	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$6,675.00
P0901866	Purple Communications	DSPS	Contract Services	\$612.00
P0901879	Sherissa Gaitor	Historically Blck	Conferences Other	\$235.42
P0901881	Accommodating Ideas	DSPS	Contract Services	\$487.50
P0901882	CSULB Foundation	Parking Services	Conferences Mgmt	\$271.00
P0901885	The Marpa Group, Inc.	Parking Services	In-Service Training	\$230.00
P0901893	Edtechteacherinc	Teacher Preparation	Conferences Mgmt	\$892.50
P0901894	Trash for Teaching	Teacher Preparation	Non-Instruct Supplies	\$2,398.00
P0901895	CSI Fullmer	Teacher Preparation	New Equip - Noninstr	\$20,541.20
			<b>Fund 12 Total: 73</b>	<b>\$247,461.43</b>

#### Fund 15 - General Fund -Special Programs

P0901448	Dell Marketing L. P.	Information Technology	New Equipment	\$3,678.52
P0901792	Dell Marketing L. P.	Information Technology	New Equipment	\$107,812.53
P0901793	Dell Marketing L. P.	Information Technology	New Equipment	\$54,351.83
P0901794	Dell Marketing L. P.	Information Technology	New Equipment	\$229,477.22
P0901846	American Express Travel	First Year Experience	Conferences Mgmt	\$636.00
P0901859	Wondries Fleet Division	Campus Police	New Equipment	\$174,705.35
			<b>Fund 15 Total: 6</b>	<b>\$570,661.45</b>

#### Fund 62 - Property & Liability

P0901818	El Camino Community	Purchasing	Benefits Paid	\$29,816.61
P0901873	SEWUP/ JPA	Purchasing	Excess Insurance	\$4,541.00
P0901888	Hilaire McGriff Pc	Purchasing	Self Insurance Legal Fees	\$57,481.40
			<b>Fund 62 Total: 3</b>	<b>\$91,839.01</b>

#### Fund 71 - Associated Students

P0901651	Mr. Gregory Toya	Student Affairs	ASB Exp.	\$128.69
			<b>Fund 71 Total: 1</b>	<b>\$128.69</b>

#### Fund 79 - Auxiliary Services

P0901701	Paradise Awards	Health Sciences	Non-Instruct Supplies	\$623.48
P0901717	Campus Food Services	Fine Arts	Non-Instruct Supplies	\$501.40
P0901841	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$400.00
P0901848	Playscripts, Inc	Fine Arts	Non-Instruct Supplies	\$188.94
			<b>Fund 79 Total: 4</b>	<b>\$1,713.82</b>

#### Fund 82 - Scholarships & Trust/Agency

P0901729	Outdoor Dimensions	Health Sciences	Fundraising	\$7,483.10
P0901730	Sports Chalet Team	Health Sciences	Fundraising	\$3,206.10
			<b>Fund 82 Total: 2</b>	<b>\$10,689.20</b>

**PO Funds Total: 173**      **1,322,041.77**

#### Fund 11 - Unrestricted - El Camino

B0910774	Associated Power, Inc.	Facilities/Planning/Servi	Repairs Noninstructional	\$3,000.00
B0910779	Bennett Gardening	Grounds	Repairs Noninstructional	\$7,480.00

B0910782	ARC Imaging Resources	Architectural	Instructional Supplies	\$3,000.00
B0910788	E.C.C. Public Information	Counseling/Student	Non-Instruct Supplies	\$500.00
B0910793	Airgas West	Welding	Instructional Supplies	\$1,000.00
B0910797	Stitches N' Screens	P.O.S.T.	Instructional Supplies	\$500.00
B0910802	E.C.C. Public Information	Study Abroad Program	Non-Instruct Supplies	\$55.66
B0910803	ECCD Petty Cash	Air Conditioning	Instructional Supplies	\$300.00

**Fund 11 Total: 8 \$15,835.66**

**Fund 12 - Restricted - El Camino**

B0910778	Onesource Water	Community	Equipment Rental	\$1,180.00
B0910781	Matheson Tri-Gas	CAA	Non-Instruct Supplies	\$500.00
B0910786	The Kitchen Sync Group	Student Equity	Contract Services	\$900.00
B0910787	Adriana R. Alvarado	Student Equity	PSA Contract Services	\$5,000.00
B0910798	Regents of UC-UCLA	Title III- H S I - STEM	Contract Services	\$79,840.00
B0910800	E.C.C.C.D. Bookstore	VATEA Early Childhood	Instructional Supplies	\$1,300.00
B0910804	Elearnovations.Com	Retail/Hospitality/Touris	Contract Services	\$8,000.00
B0910807	Careeramerica, Llc	BFAP Adminstration	Contract Services	\$30,000.00

**Fund 12 Total: 8 \$126,720.00**

**Fund 15 - General Fund -Special Programs**

B0910792	Vector Resources, Inc.	Campus Police	New Equipment	\$6,258.85
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**Fund 15 Total: 1 \$6,258.85**

**Fund 41 - Capital Outlay**

B0910745	Southland Industries	Repairs, Remove	Repairs Noninstructional	\$14,935.00
B0910746	Taylor Tennis Courts,	SM14/15-Resurfacing	Buildings	\$34,600.00
B0910775	S & K Engineers	Prop39,15/16-Ext LED	Architecture & Engineering	\$30,000.00
B0910790	Best Contracting	Roofing 2011	Repairs Noninstructional	\$12,990.00
B0910808	Gonled	Prop39,15/16-Ext LED	Site Improvements	\$494,907.30

**Fund 41 Total: 5 \$587,432.30**

**BPO Funds Total: 22 736,246.81**

**Grand Total POs and BPOs: 195 2,058,288.58**

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**Agenda for the El Camino Community College District Board of Trustees  
For  
Measure E 2002 & 2012 Bond Fund  
Administrative Services**

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	<u>Page No.</u>
A. Category Budgets and Balances.....	E 2
B. Contract – S & K Engineers – Ongoing Engineering Services.....	E 5
C. Change Order – AMG & Associates – Parking Structure Upgrade Lot F & E Project.....	E 6
D. Purchase Orders and Blanket Purchase Orders.....	E 6

## Administrative Services – Measure E Bond Fund

### A. CATEGORY BUDGETS AND BALANCES

#### GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

The following tables report Measure E 2002 and Measure E 2012 expenditures and commitments through December 31, 2015, at the January 2016 Board Meeting.

#### 2002 Measure E Expenditures:

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
<b><u>Additional Classroom/Modernization</u></b>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
Athletic Education and Fitness Complex	45,846,456	32,542,413	14,155,358	-851,316
Bookstore/Cafeteria Conversion to Admin	10,916,938	10,919,993	3,996.85	-7,051
Math Business & Allied Health Building	39,409,302	38,549,617	640,231	219,454
Central Plant	14,545,000	14,345,832	3,200	195,968
Child Development Center Phase 2	30,470	30,470	0	0
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	2,164,893	187,175	35,000	1,942,718
Fire Program Facility	1,651	1,651	0	0
Humanities Complex Replacement	30,044,566	29,974,883	0	69,683
Learning Resource Center Addition	5,043,165	5,010,095	0	33,070
Lot C Parking Structure	3,106,257	1,404,536	276,478	1,425,243
Remodeling Phase One-Three	851,513	851,513	0	0
Science Complex Renovation	10,369,136	10,221,102	24,075	123,959
Student Services Center	31,359,209	7,231,143	2,457,748	21,670,318
Temporary Space and Relocation Costs	3,844,653	3,672,312	6,285	166,056
Signage and Wayfinding	1,295,309	670,997	21,198	603,114
Gymnasium	3,000,000	1,476,954	690,305	832,741
New Pools, Locker Room & Classrooms	2,000,000	8,354	30,000	1,961,646
Student Activities Center	2,000,000	0	0	2,000,000
Architectural Planning Contingency	600,000	545,369	17,039	37,592
<b>Total Add'l Classrooms/Modernization</b>	<b>\$207,166,278</b>	<b>\$158,382,169</b>	<b>\$18,360,913</b>	<b>\$30,423,195</b>
<b><u>Campus Site Improvements:</u></b>				
<b><u>Accessibility, Safety / Security</u></b>				
Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025

<b>CATEGORY</b>	<b>CURRENT BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Emergency Generators and Distribution	116,173	116,173	0	0
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - Redondo Beach Blvd. to Lot H	30,208	30,208	0	0
Fencing Replacement and Additions	105,777	5,777	0	100,000
Landscaping/Irrigation System Replace	287,875	49,932	0	237,943
Lighting - Upgrade / Replace All Lots	3,059,807	2,455,935	4,569	599,303
Lot F Parking Structure Improvements	33,028,756	6,550,124	21,507,319	4,971,313
Lot H Parking Structure	24,198,519	24,198,519	0	0
Paving Replacement-All Walks/Driveways	1,110,695	753,303	0	357,392
Pedestrian Walks at MB Blvd. & Lot E	7,898	7,898	0	0
Security Video	2,007,831	1,114,906	40,058	852,867
Voice / Data / Signal Site Duct Bank	<u>117,130</u>	<u>117,130</u>	<u>0</u>	<u>0</u>
<b>Total Campus Site Improvements: Accessibility, Safety / Security</b>	<b><u>\$64,474,958</u></b>	<b><u>\$35,419,168</u></b>	<b><u>\$21,551,946</u></b>	<b><u>\$7,503,844</u></b>
<b><u>Energy Efficiency Improvements</u></b>				
Energy Efficiency Improvements Phase 2	\$2,700,980	\$2,700,980	\$0	\$0
<b>Total Energy Efficiency Improvements</b>	<b><u>\$2,700,980</u></b>	<b><u>\$2,700,980</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b><u>Health and Safety Improvements</u></b>				
Administration	\$2,112,738	\$125,235	\$811,867	\$1,175,636
Art & Behavioral Sciences	369,585	369,585	0	0
Infrastructure Phase 1-3	41,600,377	41,585,023	0	15,354
Auxiliary Warehouse	1,301	1,301	0	0
Communications	219,262	219,262	0	0
Construction Technology	16,466	65,600	0	-49,134
Domestic Water System	610,208	110,208	0	500,000
Facilities and Receiving	215,159	264,292	0	-49,133
Fire Alarm	277,817	277,817	0	0
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	176,465	175,573	0	892
Restroom Access Compliance	1,990,025	1,988,233	950	842
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	512,279	0	-51,805
Industry & Technology Building	38,709,701	38,761,215	41,579	-93,093
Music	240,600	245,600	47,000	-52,000
Natural Gas System	13,852	13,852	0	0
North Gymnasium	262,214	262,214	0	0
Physical Education and Men's Shower	78,178	78,178	0	0
Planetarium	12,815	12,815	0	0
Pool and Health Center	502,185	502,185	0	0
Primary Electrical Distribution System	5,061,211	5,061,211	0	0
Reimbursements	1,414,353	1,414,353	0	0

CATEGORY	CURRENT			BALANCE
	BUDGET	EXPENDED	COMMITTED	
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	4,564,450	4,564,450	0	0
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops	29,891,195	28,577,562	47,580	1,266,053
<b>Total Health and Safety Improvements</b>	<b><u>\$129,894,780</u></b>	<b><u>\$126,282,190</u></b>	<b><u>\$948,976</u></b>	<b><u>\$2,663,615</u></b>
<b><u>Information Technology and Equipment</u></b>				
Behavioral and Social Sciences	\$554,077	\$195,053	\$0	\$359,024
Business	643,650	489,657	0	153,993
Facilities Planning and Services	625,724	400,970	0	224,754
Fine Arts	1,094,948	959,764	0	135,184
Health Sciences and Athletics	926,427	772,110	0	154,317
Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	671,978	0	311,663
Information Technology	12,857,370	10,582,004	0	2,275,366
Learning Resources	3,025,003	515,255	0	2,509,748
Math	723,061	231,191	0	491,870
Natural Sciences	1,860,479	727,042	0	1,133,437
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	560,796	260,216	0	300,580
Interfund Transfer	141,150	141,150	0	0
Campus Police	66,650	66,650	0	0
Purchasing	9,418	9,418	0	0
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	349	349	0	0
<b>Total Information</b>				
<b>Technology/Equipment</b>	<b><u>\$24,751,372</u></b>	<b><u>\$16,356,571</u></b>	<b><u>\$0</u></b>	<b><u>\$8,394,801</u></b>
<b><u>Physical Education Facilities</u></b>				
<b><u>Improvements</u></b>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	0	0	0	0
<b>Total Physical Education Facilities</b>	<b><u>\$572</u></b>	<b><u>\$572</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>Unallocated Interest (6/30/2015)</b>	<b><u>\$376,833</u></b>	<b><u>\$0</u></b>	<b><u>\$376,833</u></b>	<b><u>\$0</u></b>
<b>TOTAL</b>	<b><u>\$429,365,773</u></b>	<b><u>\$339,141,650</u></b>	<b><u>\$41,238,668</u></b>	<b><u>\$48,985,455</u></b>

**2012 Measure E Expenditures:**

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
<b><u>Additional Classrooms and Modernization</u></b>				
Gymnasium	\$34,979,151	\$0	\$0	\$34,979,151
Demo P.E./Mens Locker Room	1,360,210	0	0	1,360,210
Demo North Gym and Fitness Plaza Ph. 2	2,977,845	0	0	2,977,845
New Pools, Locker Rooms & Classrooms	33,459,378	0	0	33,459,378
Lot C Parking Structure	30,245,584	0	0	30,245,584
Demo Tech Arts	2,033,821	0	0	2,033,821
Demo Shops Building	2,769,780	0	0	2,769,780
Demo Comm. & Student Service Bldg.	3,229,825	0	0	3,229,825
Student Activities Center	24,945,387	0	0	24,945,387
Demo Student Activities & Add New Quad	5,894,110	0	0	5,894,110
Architectural Planning Contingency	<u>2,973,338</u>	<u>0</u>	<u>0</u>	<u>2,973,338</u>
<b>Total Additional Classrooms/Modernization</b>	<b><u>\$144,868,429</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$144,868,429</u></b>
<b><u>Health and Safety Improvements</u></b>				
New Administration	\$16,161,470	\$0	\$0	\$16,161,470
Art & Behavioral Sciences	60,469,324	0	0	60,469,324
Construction Technology	3,787,389	0	0	3,787,389
Facilities and Receiving	4,164,369	0	0	4,164,369
Library	30,358,793	0	0	30,358,793
Marsee Auditorium	24,621,193	0	0	24,621,193
Music	52,345,130	0	0	52,345,130
Demo Pool/Health Center/South Gym	2,899,077	0	0	2,899,077
Planetarium	1,024,848	0	0	1,024,848
Demo Administration	1,770,584	0	0	1,770,584
Demo Art/Music/Theatre Bldg. & Site	<u>7,529,394</u>	<u>0</u>	<u>0</u>	<u>7,529,394</u>
<b>Total Health and Safety Improvements</b>	<b><u>\$205,131,571</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$205,131,571</u></b>
<b>TOTAL</b>	<b><u>\$350,000,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$350,000,000</u></b>

**B. CONTACT – S & K ENGINEERS – ONGOING ENGINEERING SERVICES**

It is recommended the Board of Trustees approve entering into a contract with S & K Engineers to provide ongoing Engineering Services to the District. These services will include, but are not limited to, mechanical and electric studies, design, bidding support and construction support for various projects as need by the District.

This firm is being recommended based upon its prior experience performing this type of work, the demonstrated expertise and the qualifications of its staff and consultants to perform based upon an hourly rate schedule.

**Dates of Service:** January 2016 through December 2018

**Cost:** Cost not to exceed \$150,000 which includes reimbursables on an annual average basis unless specifically approved by the Board. Invoicing will be monthly based upon an hourly rate schedule.

**C. CHANGE ORDER – AMG & ASSOCIATES – PARKING STRUCTURE UPGRADE LOT F & E PROJECT**

It is recommended the Board of Trustees approve the following change order.

1. Upon removal of the existing finished concrete surface, excessive concrete deterioration has resulted in needed repair. – Unforeseen Conditions.	\$180,088
2. Enlarge concrete pile cap from 24” to 28” to cover the 24” rebar cage. – Architecture & Engineering Requirement.	\$2,282
Total Change Order Amount	\$182,370
Original Contract Amount	\$21,169,273
Prior Changes	0
This Change Order Amount	<u>182,370</u>
New Contract Amount	<u>\$21,351,643</u>

**D. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)**

The following purchase orders have been issued in accordance with the District’s purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders for Measure E expenditures be ratified and payment be authorized upon delivery and acceptance of the items or services ordered.



<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 47 Bond Fund-Series 2012C-ECC</b>				
P0900964	Electric Car Sales &	Athletic Educ/Fitness	Group II Equipment	\$28,860.51
P0900966	Power Systems	Athletic Educ/Fitness	Group II Equipment	\$2,433.36
P0900968	Perform Better	Athletic Educ/Fitness	Group II Equipment	\$20,785.75
P0900969	Rogers Athletic Co.	Athletic Educ/Fitness	Group II Equipment	\$65,069.28
P0901734	Department of General	Shops Building	Architecture & Engineering	\$22,668.99
P0901737	McMaster Carr	ITEC	Group II Equipment	\$245.23
P0901855	Alleycat Development,	TemporarySpace/Reloc	Repairs Noninstructional	\$4,300.00
<b>Fund 47 Total: 7</b>				<b>\$144,363.12</b>
<b>PO Funds Total: 7</b>				<b>144,363.12</b>
<b>Fund 47 Bond Fund-Series 2012C-ECC</b>				
B0910758	TBP Architecture, Inc	Administration	Architecture & Engineering	\$811,867.00
B0910776	Leighton Consulting, Inc	Fire Academy Structure	Testing & Inspection	\$35,000.00
B0910806	Leighton Consulting, Inc	New Pools,Lckr	Testing & Inspection	\$30,000.00
<b>Fund 47 Total: 3</b>				<b>\$876,867.00</b>
<b>BPO Funds Total: 3</b>				<b>876,867.00</b>
<b>Grand Total POs and BPOs: 10</b>				<b>1,021,230.12</b>

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**Agenda for the El Camino Community College District Board of Trustees**  
**from**  
**Human Resources**  
**Linda Beam, Vice President**

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**Page No.**

- A. Employment and Personnel Changes.....HR 2
- B. Temporary Non-Classified Service Employees .....HR 11

## **A. EMPLOYMENT AND PERSONNEL CHANGES**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1- 37 and 1-11.

### **Academic Personnel:**

1. Employment – John Mufich, full-time instructor of Management, Business Division, Class V, Step 4, Academic Salary Schedule, effective January 14, 2016.
2. Employment – Colin Preston, Director, Athletics & Kinesiology, Health Sciences & Athletics, Range 11, Step 1, Administrator Salary Schedule, effective January 21, 2016.
3. Employment – Edwin Ambrosio, full-time temporary instructor of Computer Science, Mathematical Sciences Division, Class II, Step 4, Academic Salary Schedule, effective January 16, 2016 through May 13, 2016.
4. Pre-Retirement – Barbara Jaffe, to work a reduced load of 53.3% in the Fall 2016 and 53.3% in the Spring 2017, for five years beginning Fall 2015 through Spring 2021, effective August 25, 2016.
5. Amend Retirement – John Featherstone, full-time instructor of Kinesiology/Football Head Coach, Health Sciences & Athletics Division, effective December 12, 2015, first day retired December 13, 2015, and that a plaque be prepared and presented to him in recognition of his years of service to the District since 1985.
6. Extra Services Pay – Lesly Meza, full-time Counselor, Counseling & Student Success, to be paid a daily per diem rate based on the Academic Salary Schedule, effective January 4, 2016 through June 30, 2016, in accordance with Agreement Article 10, Section 13(b).
7. Change in Salary – Larry Leach, full-time instructor of Speech, Fine Arts Division, Class III, Step 9, Academic Salary Schedule, effective January 14, 2016.
8. Change in Salary – Janice Pon-Ishikawa, full-time Counselor, Counseling & Student Success, Class IV, Step 11, Academic Salary Schedule, effective January 4, 2016.

9. Special Assignment – Kelsey Iino, full-time Counselor, Counseling & Student Success, to assist in the development of articulation agreements for transfer of ECC technical programs to four-year institutions, for HSI-STEM Grant, to be paid \$47.43 an hour, not to exceed 150 hours or \$7,115, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 14(c).
10. Special Assignment – Janice Jeffries, part-time instructor of Childhood Education, Behavioral & Social Sciences Division, to serve as permit specialist coordinator for Los Angeles Universal Preschool (LAUP) Grant, to be paid \$47.43 an hour, not to exceed 20 hours a week or \$949, effective January 20, 2016 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(l).
11. Special Assignment – Sean Patrick, part-time non-credit instructor of English, Humanities Division, to supervise English 100 Lab, to be paid \$47.43 an hour, not to exceed 30 hours or \$1,423, effective January 19, 2016 through May 16, 2016, in accordance with Agreement, Article 10, Section 9(l).
12. Special Assignment – William Melendez, full-time instructor of Fire and Emergency Technology, Industry & Technology Division, to administer and coordinate the Biddle Exam and the 3 mile run at the fire academy, to be paid \$62.61 an hour, not to exceed 6 hours or \$376, effective December 5, 2015, in accordance with Agreement, Article 10, Section 14(c).
13. Special Assignment – Trudy Meyer, full-time instructor of Mathematics, Mathematical Sciences Division, to prepare and serve as the instructor for the Winter Math Academy, to be paid \$62.61 an hour, not to exceed 61 hours or \$3,820, effective December 12, 2015 through January 15, 2016, in accordance with Agreement, Article 10, Section 14(c).
14. Special Assignment – Eliza Rivera-Mitu, part-time instructor of Nursing, Health Sciences & Athletics/Nursing, to work as a simulation lab coordinator, to be paid \$63.25 an hour, not to exceed 384 hours or \$24,288, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 9(l).
15. Special Assignment – Malinni Roeun, part-time instructor of Mathematics, Mathematical Sciences Division, to coordinate the Student Equity Program Winter Math Academy 2016, to be paid \$62.61 an hour, not to exceed 100 hours or \$6,261, effective October 20, 2015 through January 30, 2016, in accordance with Agreement, Article 10, Section 9(l).

16. Special Assignment – Gary Smith, part-time instructor of English, Humanities Division, to be compensated for judging the 2015 Fall Championships for the forensics debate tournament, to be paid \$62.61 an hour, not to exceed 3.1 hours or \$200, effective December 4 through December 5, 2015, in accordance with Agreement, Article 10, Section 9(1).
17. Special Assignment – Kathleen Stephens, part-time instructor of Nursing, Health Sciences & Athletics Division/Nursing, to work as a skills lab coordinator, to be paid \$63.25 an hour, not to exceed 24 hours a week or \$2,842, effective January 19, 2016 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(1).
18. Special Assignment – Susan Wade, part-time non-credit instructor of English, Humanities Division, to supervise English 100 Lab, to be paid \$47.43 an hour, not to exceed 30 hours or \$1,423, effective January 19, 2016 through May 16, 2016, in accordance with Agreement, Article 10, Section 9(1).
19. Special Assignment – Mark Walch, part-time non-credit instructor of English, Humanities Division, to supervise English 100 Lab, to be paid \$47.43 an hour, not to exceed 610 hours or \$2,846, effective January 19, 2016 through May 16, 2016, in accordance with Agreement, Article 10, Section 9(1).
20. Special Assignment – The following part-time counselors as part of the Counselor Intervention program to complete Education Plans for each students, review student support services offered by the college, review general financial aid information, transfer information and student health support services, to be paid \$47.43 an hour, effective January 4, 2016 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(1).

Seranda Bray  
 Shauna Carter  
 Jennifer Chua  
 Nicole Diamond  
 Rocio Diaz  
 Maria Estrada  
 Elcira Jacobo  
 Janette Jiminez  
 Christina Garcia  
 Liliana Luviano

Wendy Macias  
 Carlos Maruri  
 Dora Miranda  
 Markell Morris  
 Hatien Nguyen  
 Van Nguyen  
 Hsin-neh Rogers  
 Rebeca Nunez-Mason  
 Pornsakdi Thammaraks  
 Tanesha Young

21. Special Assignment – The following faculty members to facilitate the Student Equity Program Winter Math Academy 2016, to be paid \$62.61 an hour, not to exceed 61 hours or \$3,820 per instructor, effective December 15, 2015 through January 30, 2016, in accordance with Agreement, Article 10, Section 14(c).

Diaa Eldanaf  
Alice Martinez

Junko Forbes

22. Special Assignment – The following full-time and part-time nursing instructors to assist with the boot camp offered, to be paid \$63.25 an hour, not to exceed 64 hours or \$4,048 per instructor, effective January 4, 2016 through January 13, 2016, in accordance with Agreement, Article 10, Section 14(c) & Section 9(l).

Michelle Guta  
Octavia Hyacinth  
Shiny Johnson  
Yeon Kim

Robbie Lee  
Mary Moon  
Maria White

23. Special Assignment – the following part-time nursing instructors to work as Student Success Center facilitators, to be paid \$63.25 an hour, not to exceed 64 hours or \$4,048 per instructor, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 14(c).

Michelle Guta  
Kathy Morgan

Octavia Hyacinth

24. Special Assignment – The following full-time and part-time nursing instructors to work as a skills lab instructor, to be paid \$63.25 an hour, not to exceed 64 hours or \$4,048 per instructor, effective January 19, 2016 through May 30, 2016, in accordance with Agreement, Article 10, Section 9(l) & Section 14(c).

Nina Collins  
Octavia Hyacinth  
Yeon Kim

Elizabeth Leon  
Victoria Orton  
Clara Sic Alonzo

25. Special Assignment – The following full-time Counselors to work as facilitator or Coordinator for the Asian American Pacific Islander Diversity Project, to be paid \$63.25 an hour, effective January 19, 2016 through June 30, 2016, in accordance with Agreement, Article 14(c).

Coordinator  
Atheneus Ocampo                      45 hours

Facilitator  
 Bernadette Flameno 30 hours  
 Kelsey Iino 30 hours  
 Scott Kushigemachi 30 hours

26. Special Assignment – The following part-time instructors to provide science laboratory workshops for the Torrance Unified School District GATE (Gifted and Talented Education) students, to be paid \$62.61 an hour, no to exceed 50 hours or \$3,131, effective January 19, 2016 through May 31, 2016, in accordance with Agreement, Article 10, Section 9(l).

Julie Janicki Sandra Oswald

27. Special Assignment – The following full-time instructors to pilot a Trigonometry/Pre-Calculus linked acceleration program in the STEM pathway to Calculus, to be paid \$63.25 an hour, not to exceed 32 hours or \$2,024, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 14(c).

Anna Hockman Susan Taylor

28. Special Assignment – The following part-time and full-time instructors will serve as resources for the student in “Just-in-Time” Workshops, to be paid \$63.25 an hour, not to exceed 32 hours or \$2,024 per instructor, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 9(m) and Section 14(c).

Full-Time  
 Karla Villatoro

Part-Time  
 Premillia Arasasingham Kyle Strohmaier  
 Asma Said

29. Special Assignment – The following part-time instructors of Mathematics, to offer math review workshops for STEM topics, to be paid \$63.25 an hour, not to exceed 32 hours or \$2,024 per assignment, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 9(l).

Timothy Ferguson Kristin Ross  
 Emmanuel Ndoumna Juan P. Ortiz  
 Natalie Koch

30. Special Assignment – The following full-time instructors of Mathematics to support the El Camino College – American Mathematical Association of Two-Year Colleges Student Mathematics League competition preparation program, to be paid \$63.25 an hour, not to exceed 33 hours or \$2,088 per instructors, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 14(c).

Gregory Fry

Linda Ho

Zachary Marks

Matthew Mata

Ben Mitchell

Jasmine Ng

Paul Yun

31. Special Assignment – The following full-time instructors to be compensated for participating in the Committee for Director, Learning Resources Interviews, to be paid \$46.95, effective December 14, 2015 through January 8, 2016, in accordance with Agreement, Article 10, Section 14(c).

Argelia Andrade 4 hours

Noreth Men 4 hours

Claudia Striepe 7 hours

32. Special Assignment – The following full-time instructors to develop and present planetarium shows for Science Technology Engineering Mathematics (STEM) curriculum activities, to be paid \$63.25 an hour, not to exceed 40 hours or \$2,504 per instructor, effective January 19, 2016 through June 30, 2016, in accordance with Agreement, Article 10, Section 14(c).

Shimonee Kadakia

Susan Stolovy

33. Special Assignment - The following part-time and full-time instructors to participate in OSHA (511 & 501) Training and Certification, to be paid \$63.25 an hour, not to exceed 64 hours or \$4,048 per instructor, effective January 20, 2016 through February 29, 2016, in accordance with Agreement, Article 10, Section 14(c).

Full-Time

Michael Anderson

Edward Matykiewicz

Timothy Muckey

Part-Time

Phyllis Barthel



34. Special Assignment – The following instructors are to be compensated for Federation activities during the Fall 2015 semester, to be paid \$62.61 an hour, not to exceed 200 hours, effective July 2015 through December 2015, in accordance with Article 3, Section 11 (c) of the Agreement.

Kenneth Key	62 hours	\$3881.82
Susan Prieto	30 hours	\$1878.30
Eugene Armano	22 hours	\$1377.42
Evelyn Uyemura	22 hours	\$1377.42
Donald Brown	22 hours	\$1377.42
Tom Hazell	22 hours	\$1377.42
Mina Colunga	10 hours	\$626.10
William Stancil	10 hours	\$626.10

35. Special Assignment – Cynthia Mosqueda, full-time Counselor, Counseling & Student Success, to serve on the First Year Experience Counselor/Coordinator hiring committee at El Camino College Compton Center, to be paid \$46.95 an hour not to exceed 40 hours for a total of \$2,000.00, effective December 8, 2015 through April 30, 2016, in accordance with Article 20, Section 6(d) of the Agreement.

36. Special Assignment – The following full-time and part-time instructors to work as SLO Facilitators, to be paid \$47.43 an hour, not to exceed 40 hours or \$1,899 per instructor, effective January 20, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 14 (c) and Section 9(l).

Full-time

Argelia Andrade – Humanities  
 Susanne Bucher – Mathematical Sciences  
 Kevin Degnan – Humanities  
 Kurt Hull – Business  
 Ana Milosevic – Business  
 Eduardo Munoz – Behavioral & Social Sciences  
 Renee Newell – Industry & Technology  
 Thomas James Noyes – Natural Sciences  
 Corey Stanbury – Health Sciences & Athletics

Part-time

Fariba Sadeghi-Tabrizi – Fine Arts  
 Bruce Tran – Industry & Technology

37. Employment – The following part-time/temporary instructors to be hired as needed for the spring 2016 semester, not to exceed 67% FTE or 25 hours per week.

Behavioral & Social Services

Masiel Calderon  
Michael Collins

Rosean Moreno  
Sandra Uribe

Business

Steven Alexander  
Vincent DeLuca

Derf Fredericks  
David Miller

Fine Arts

Kanisha Bennett  
Trisha Brodasilva  
Jamie Hammond  
Joan Mace  
Michael Miller

Elvinet Piard  
Faryha Salim  
Victoria Sanchez  
Sandra Trepasso  
David Turner

Health Sciences & Athletics

Elva Sipin  
Salomay Corbaley

Arshad Fazalbhov  
Taryn Parker

Humanities

Joanne Hall  
Sylwia Kulczak

Miles Magnesi  
Terry Wright

Industry & Technology

Kevin Coffelt  
Timothy Dennis  
Gregory George  
Meredith Jackson

Bernardo Rodriguez  
Bradley Sweatt  
Issac Yang

Learning Resources

Vincent Robles

Mathematical Sciences

Robert Bauman

Hang Nguyen

Natural Science

James Osborne

Ng-Lee Szeman

Special Resource Center  
Teh Poh

Counseling  
Ruth Vasquez  
Erika Viramontes

**Classified Personnel:**

1. Retirement – Linda Lew, Student Services Technician, Range 28, Step F, Student Support Services Division, Student and Community Advancement Area, effective December 31, 2015, and that a plaque be presented for her years of service to the District since 1997.
2. Resignation – Omar Brenes, Web Developer, Range 41, Step F, Public Relations & Marketing Division, President’s Office Area, effective January 22, 2016, plus accrued vacation.
3. Extend Amend Leave of Absence – 100% Unpaid - Elizabeth Greene, Staff Interpreter, Range 34, Step C, Special Resource Center/Health Sciences and Athletics Division, effective August 18, 2015 through January 31 instead of January 15, 2016.
4. Extend Work Out of Classification – Michael Clifford, HVAC Mechanic, Range 39, Step D, to Facilities Systems Supervisor, Range 27, Step A (Supervisor Salary Schedule), Facilities Planning and Services Division, Administrative Services Area, effective October 1, 2015 through February 28, 2016.
5. Stipend – Ricardo Macias-Haro, Information Technology Services Division, Administrative Services Area, to receive a \$50 per month stipend for carrying a cell phone for after-work hours for emergencies, effective November 16 , 2015 through June 30, 2016
6. Stipend – Jonathan Nguyen, Information Technology Services Division, Administrative Services Area, to receive a \$50 per month stipend for carrying a cell phone for after-work hours for emergencies, effective November 16 , 2015 through June 30, 2016.
7. Promotion – Pamela Jones, from Human Resources Technician I, Range 4 , Step A, to Human Resources Technician III, Range 9, Step A, (Confidential Salary Schedule), Human Resources Division, Human Resources Area, effective February 1, 2016.

8. Employment – Ariel Vaughn, Laboratory Technician II, Range 31, Step A, Natural Sciences Division, Academic Affairs Area, effective January 11, 2016.

**Special Services Professional**

9. Re-Employment – Josefina Bedolla, Special Services Professional, Range 1, Step 5, Natural Sciences Division, Academic Affairs Area, effective February 1, 2016 through January 31, 2017, not to exceed \$61,422.

**Temporary Classified Services Employees** – not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week:

10. Nailah Lee – Sr. Clerical Assistant, Range 24, Step A, Professional Development/Human Resources Division, Human Resources Area, effective December 22, 2015 through June 30, 2016.
11. Kerri Nakayama – Sr. Clerical Assistant, Range 24, Step A, Professional Development/Human Resources Division, Human Resources Area, effective January 4 through June 30, 2016.

**B. TEMPORARY, NON-CLASSIFIED SERVICE EMPLOYEES**

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-11.

1. The following list of Temporary Non-Classified (TNC) Employees to be paid at the following rates, effective December 20, 2015 through June 30, 2016.

TNC I, RATE A (\$10.00)

Angelica Gutierrez

TNC II, RATE A (\$12.00)

Jose Cholico

Laura Gibson

Ricardo Gonzalez

Maria Reina

Alma Sandoval

TNC II, RATE B (\$13.00)

Veronica Munoz

Rosa Velez

TNC III, RATE A (\$14.00)

Louvena Ford

TNC III, RATE B (\$15.00)

Samantha Rangel

TNC IV, RATE A (\$16.00)

Felicia Mack

### **Campus Police Aide Series**

2. Campus Police Aide I

The following individual is to be responsible for non-hazardous police services to the students, staff and faculty of El Camino College and other departmental duties at the rate of \$11.00 per hour.

Joshua Lee

### **Instructional Aide Series**

3. Instructional Aide I

The following individuals are to provide basic tutoring, support services, computer and equipment maintenance, and accommodations for students.

Monique Metzger, \$11.00 per hour

Bao Nguyen, \$10.00 per hour

Rodolfo Ramirez, \$11.00 per hour

Diana Rodriguez, \$11.00 per hour

4. Instructional Aide II

The following individuals are to provide teaching assistance, intermediate level tutoring, technical support, classroom set-up, care and repair of equipment and instruments, exhibition installation, instructional support services, and accommodations for students at the rate of \$13.00 per hour.

Carolyn Lee

John Novak

5. Instructional Aide III

The following individual is to provide tutoring services as Student Enhancement Team (SET) leaders, to be paid at the rate of \$14.00 per hour.

Chizzy Ibelegbu

The following individual is to provide high level tutoring, student assistance, classroom support services, and online support at the rate of \$15.00 per hour.

Ana Felix

### **Office Aide Series**

6. Office Aide I

The following individuals are to assist with appointments, and scheduling, payment processing, daily operations and maintenance such as compile, input, maintain data, payment process, customer service, and supporting the division staff as needed at the rate of \$11.00 per hour effective 1/4/16 to 6/30/16.

Brandon Marshall

Satoru Nagano

### **Program Aide Series**

7. Program Aide I

The following individual is to assist staff with duties to support the needs of a program or specialized area at the rate of \$10.00 per hour effective 11/20/15 to 6/30/16.

Abigail Watkins

8. Program Aide III

The following individuals are to perform a variety of duties to support eligibility, outreach, and recruitment and to assist with both on and off campus activities for EOPS/CalWORKs/CARE at the rate of \$15.00 per hour.

Jeremy Moreno

### **Assistive Linguistics Professional Series**

9. Assistive Linguistics Professional I

The following individuals are to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructor and other personnel.

Linnara Lim, \$27.50 per hour (eff. 1/16/16-6/30/16)

Cindy Seto, \$32.50 per hour (eff. 1/16/16-6/30/16)

10. Assistive Linguistics Professional II

The following individual is to provide language interpreting support services between Deaf and Hard-of Hearing students, staff and their hearing peers, the classroom instructor and other personnel, and must possess National Certification at the rate of \$45.00 per hour effective 1/16/16 to 6/30/16.

Elizabeth Lilley

**Program Professional Series**

11. Program Professional III

The following individual is to conduct business advising sessions and deliver workshops for the Small Business Development Center at the rate of \$50.00 per hour effective 1/1/16 to 6/30/16.

Laura Lara

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**Agenda for the El Camino Community College District Board of Trustees**  
**From**  
**Compton Education Center**  
**Keith Curry, Provost**

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**Page No.**

A. Compton Center Vision, Mission, Strategic Initiatives..... CC 2

B. Compton Center Report..... CC 4



## **A. COMPTON CENTER VISION, MISSION AND STRATEGIC INITIATIVES**

As part of the Self Evaluation process, a document outlining the Vision, Mission and Strategic Initiatives for a future, fully-accredited college must be developed by the ECC Compton Center via the consultative process.

It is recommended that the Board of Trustees approve the Vision, Mission, and Strategic Initiatives for the El Camino College Compton Center and the future Compton College for 2017-2022.

### **Vision**

Compton College will be the leading institution of student learning and success in higher education.

### **Mission Statement**

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

### **Institutional Effectiveness Outcomes**

Institutional Effectiveness involves the College's efforts toward continuous improvement in institutional quality, student success, and fulfillment of the Mission. The College's integrated assessment, evaluation, and planning processes are put into practice with the ultimate outcome of greater Institutional Effectiveness—more students from our diverse communities will attain educational success and achieve their academic goals.

The following outcomes will be used to measure progress on student achievement and improvements in institutional effectiveness at Compton College:

1. Student Readiness Rate
2. Successful Course Completion Rate
3. Remedial English Completion Rate
4. Remedial Math Completion Rate
5. Three-Term Persistence Rate
6. 30-Units Achievement Rate
7. Completion Rate
8. Transfer Rate
9. Degrees and Certificates awarded
10. Number of Transfers

Improvement goals were developed through consultation from the 2015-2016 through the 2019-2020 academic year, with annual progress compared with a baseline year.

Institutional effectiveness outcomes will be monitored annually for progress on each goal. In addition, an overriding priority is to reduce existing differences in achievement by demographic characteristics across all measures.

### **Strategic Initiatives**

In order to fulfill the mission and make progress toward the vision, Compton Center and the future Compton College will focus on the following strategic initiatives. Strategic Initiatives represent the areas of focused improvement. Objectives are college-wide plans to make progress on each initiative. Measures assess the progress during the period of the Strategic Plan (2017-2018 to 2021-2022).

**GOAL 1:** Improve recruitment, enrollment, retention, and completion rates for our students.

- Objective 1. Tailor degree and certificate programs to meet the needs of our students.
- Objective 2. Educate students about pathways to graduation.
- Objective 3. Enhance student preparation for academic success and completion.
- Objective 4. Provide a student-centered environment that leads to student success.

**GOAL 2:** Support the success of all students to meet their education and career goals.

- Objective 1. Attract and retain traditional students, and focus on retaining non-traditional students.
- Objective 2. Minimize the equity gap for access, retention, and graduation rates.
- Objective 3. Identify and provide clear pathways for traditional and non-traditional students to meet their goals.

**GOAL 3:** Support the success of students through the use of technology.

- Objective 1. Implement an early alert program to identify and notify students of support services and programs in a timely manner.
- Objective 2. Provide robust distance education courses and service offerings.
- Objective 3. Enhance technology for teaching and learning through professional development.

**GOAL 4:** Offer excellent programs that lead to degrees and certificates in Allied Health and Technical fields.

- Objective 1. Increase the number of degrees and certificates awarded in the Allied Health and Technical fields.
- Objective 2. Implement a plan to target outreach of working professionals in Healthcare and Advanced Manufacturing.
- Objective 3. Create collaborative partnerships with industry leaders in the Allied Health and Technical fields.

**GOAL 5:** Establish partnerships in the community and with the K-12 schools.

- Objective 1. Establish faculty to faculty partnerships with K-12 feeder schools to better align curriculum between the two segments, and to improve student preparation.
- Objective 2. Continue to develop more Career and Technical Education programs that meet the needs of the community
- Objective 3. Strengthen the broader needs of the community served by Compton Community College District.

## **B. COMPTON CENTER REPORT**

It is recommended the Board of Trustees receive for information the El Camino College Compton Center Report for the month of January 2016.

1. **Accreditation:** The ECC Compton Center Candidacy Application and Self-Evaluation is due to the Accrediting Commission for Community and Junior Colleges (ACCJC) in January 2017. On Friday, January 22, 2016 from 8:00 a.m.-1:00 p.m., we will hold our monthly Accreditation Self-Evaluation Workshop for all Standards team members. At the January monthly workshop, we will focus on the process we will be utilizing to edit sections of the Self-Evaluation Report, and how each Standards team can complete the Summary and Actionable Improvement Plan sections for their standard. Copies of all the monthly workshop presentations are available online at:  
<http://www.compton.edu/campusinformation/accreditation/>
2. **2014-2015 Compton Community College District Financial Audit Report:** Vavrinek, Trine, Day and Company LLP, an independent external auditing firm recently completed the 2014-2015 Compton Community College District Financial Audit Report. The 2014-2015 Compton District Financial Audit Report can be found online at:  
<http://district.compton.edu/administration/businessadmin/financialdocs.asp>. The Compton District Annual Financial Audit was completed on time and submitted to the California Community College Chancellors Office prior to the December 31, 2015 deadline with an unmodified opinion of the financial statements.

Below is a summary of the results regarding the 2014-2015 Annual Financial Audit Report:

- Compton District general fund ending balance was \$9.4 million, which is above the 10% minimum reserve requirement pursuant to Compton District Board Policy - 6200.
- Compton District reported no audit finding for the second consecutive year. Over a period of five fiscal years the Compton District has reduced the number of audit findings from twenty-six in 2010-2011 to zero for

two consecutive years by implementing internal controls, policies, and procedures.

- The 2014-2015 Annual Financial Audit Report reported no audit adjustments, nor did it report material weaknesses in our internal controls.
- The 2014-2015 Annual Financial Audit also reported on the Federal Awards an unmodified opinion. No audit findings noted in Federal and State Awards.
- The Compton District was in compliance with the 50 Percent Law for the second consecutive year.

3. **2014-2015 Measure CC General Obligation Bond Fund Financial and Performance Audits Report:** The Measure CC General Obligation Bond Fund Financial and Performance Audits were completed by our auditors, Vicenti, Lloyd, Stutzman LLP. The Bond Fund Financial and Performance Audits can be found online at: [http://district.compton.edu/measure\\_cc\\_bond/audits/index.asp](http://district.compton.edu/measure_cc_bond/audits/index.asp). In accordance of Proposition 39, below is a summary of the results from the Measure CC Bond Fund Financial Audit:

- As of June 30, 2015, Compton District had an available fund balance of \$29.8 million and for the 2014-2015 fiscal year had total revenues of \$209,973.
- During the 2014-2015 fiscal year the Compton District had a total of \$3.4 million of expenditures.
- No deficiencies in internal controls over financial reporting were identified in the Bond Financial Audit Report.
- No instances of noncompliance were identified under Government Audit Standards in the Bond Financial Audit Report.

With regards to the Performance Audit for the 2014-2015 fiscal year Vicenti, Lloyd, Stutzman LLP indicated Compton District complied, in all significant respects, with the requirements of Proposition 39.

4. **Molina Medical Management:** For the past couple of months, we have been working with Molina Medical Management on the Joint Occupancy Space Agreement and the Health Services Agreement. Our original goal was to have both agreements completed this month, however we were unable to meet our timeline for various reasons. We will keep the Board of Trustees informed as we continue with our goal of providing health services to Compton Center students.
5. **Partnership with local K-12 Districts and CSU Dominguez Hills:** We are currently working on a partnership agreements between Compton Unified School District, Lynwood Unified School District, and the Compton Center to increase

the number of students from these institutions who obtain admissions to CSU Dominguez Hills. We anticipate the partnership agreements being completed sometime this spring semester. More information will be provided in the coming months.

6. **Compton Women's Basketball:** On Wednesday, December 30, 2015, the Compton Tartar Women's Basketball Team won their first game since February 5, 2014 breaking a 34- game losing streak. The Compton Tartar Women's Basketball Team won 79-46 against Los Angeles Harbor College.
7. **Allied Health Building Grand Opening:** The grand opening for this \$12.9 million project is scheduled for Tuesday, January 26, 2016 at 3:00 p.m. Parking will be available in Lot F.

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**Agenda for the El Camino Community College District Board of Trustees  
from  
The Office of The President and Board of Trustees  
Thomas M. Fallo, Superintendent/President**

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	<u>Page No.</u>
A. Travel .....	P/B 2
B. Board of Trustee Nomination of a Trustee to run for Membership on the California Community College Trustees (CCCT) Board within the Community College League of California (CCLC).....	P/B 2
C. 2016 Board of Trustee Goals .....	P/B 3
D. Reference Document for Board Goals: Board Policy 1200 (District Mission and Strategic Plan 2015-2020; The El Camino College Mission, Vision, Values, and Strategic Initiatives) .....	P/B 4

## A. TRAVEL

1. It is recommended that the Board approve the following travel for Dena P. Maloney, with no loss of salary, at no cost to the District:
  - a) Institutional Effectiveness Partnership Initiative Team at Lake Tahoe Community College, Lake Tahoe, CA, February 28-29, 2016.
2. It is recommended that the Board approve the following travel for Dena P. Maloney, with no loss of salary, transportation and necessary expenses paid:
  - a) California Community Colleges Chief Executive Officers Meetings  
For the term of February 1, 2016 to June 30, 2016 – State of California.
  - b) Chancellor’s Office of the California Community Colleges  
For the term of February 1, 2016 to June 30, 2016 – State of California.
  - c) Community College League of California Meetings  
For the term of February 1, 2016 to June 30, 2016 – State of California.
  - d) California Community Colleges – Board of Governor Meetings  
For the term of February 1, 2016 to June 30, 2016 – State of California.
  - e) California State Legislative Session  
For the term of February 1, 2016 to June 30, 2016 – State of California.
  - f) Accrediting Commission for Community and Junior Colleges  
For the term of February 1, 2016 to June 30, 2016 – State of California.
  - g) American Association of Community Colleges - Annual Convention  
April 9-12, 2016, Chicago, Illinois.

## B. CCCT NOMINATION

The El Camino Community College District Board of Trustees nominates, endorses and supports current Board President, Kenneth A. Brown as a candidate for the California Community College Trustees (CCCT) Board.

For 2016, eight persons will be elected to the CCCT Board for a three-year term. Nominations for membership on the CCCT Board are accepted in the CCLC office from January 1 through February 16, 2016.

The newly elected members of the board will assume their responsibilities at the conclusion of the annual CCCT conference in May 2016.

## **C. BOARD OF TRUSTEE GOALS 2016**

By adopting the following Board Goals for 2016, the Board is reaffirming its commitment to El Camino College's mission to provide excellent comprehensive educational programs and services to promote student learning and success. The goals are linked to El Camino College's strategic initiatives, as indicated with the information in parenthesis following each stated goal.

### **I. Board Professional Development and Responsibilities**

- A. Represent the public interest by participating in community activities and events; bring relevant observations to the Board for policy issues. (E.3)
- B. Participate in appropriate professional development activities and educational training, as recommended by the Accrediting Commission for Community and Junior Colleges (ACCJC) in an effort to strengthen overall individual Board performance. (A.1, A.5)
- C. Utilize the California Community College League's "Excellence in Trusteeship Program" which provides measurable professional development and training in best practices opportunities, as recommended by the ACCJC. (A.1, A.5)
- D. Complete mandated trainings, including:
  - 1. Ethics, per AB 1234
  - 2. Sexual Harassment (A.1)
- E. Monitor the District budget; study and respond to national, state and local fiscal changes to ensure the financial stability of the District by maintaining adequate reserves and developing a plan for funding all future liabilities. (E.5)

### **II. Accreditation**

- A. Review and discuss findings and recommendations from the ACCJC January 2016 follow-up team report. (E.1)
- B. Review annual report on Actionable Improvement Plans from the Accreditation Self-Evaluation. (E.1)
- C. Support Accreditation for the ECC Compton Center. (B.3)



### **III. Initiatives for College Improvement**

- A. Review and discuss progress on the implementation of College plans and priorities, such as the Master Plan, Enrollment Management Plan, Facilities Plan, Technology Plan, Student Success & Support Program Plan, and Student Equity Plan. (B.1, B.2, B.3)
  - 1. Support an Enrollment Management Plan that identifies and targets students at individual high schools served by the College, and that is based upon the specific needs of each high school district. (D. 3)
- B. Continue to monitor Student Learning Outcomes updates. (A.1)
- C. Review and discuss Institutional Effectiveness Outcomes. (E.1, E.2)

### **IV. Superintendent/President**

- A. Work in concert with the Superintendent/President to review, evaluate and establish priorities and goals for 2016. (B.3)

### **D. REFERENCE DOCUMENT FOR BOARD GOALS**

Board Policy 1200 (District Mission and Strategic Plan 2015-2020; The El Camino College Mission, Vision, Values, and Strategic Initiatives) is presented as a reference document for Board Goal discussion. (Pages P/B 5 – P/B 8)

Mission Statement

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

Vision Statement

El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

Statement of Values

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

People – We strive to balance the needs of our students, employees and community.

Respect – We work in a spirit of cooperation and collaboration.

Integrity – We act ethically and honestly toward our students, colleagues and community.

Diversity – We recognize and appreciate our similarities and differences.

Excellence – We aspire to deliver quality and excellence in all we do.

Institutional Effectiveness Outcomes

Institutional effectiveness involves the College's efforts toward continuous improvement in institutional quality, student success, and fulfillment of the Mission. The College's integrated assessment, evaluation, and planning processes are put into practice with the ultimate outcome of greater institutional effectiveness—more students from our diverse communities will attain educational success and achieve their academic goals.

The following outcomes will be used to measure progress on student achievement and improvements in institutional effectiveness at El Camino College.

1. Student Readiness Rate
2. Successful Course Completion Rate
3. Remedial English Completion Rate
4. Remedial Math Completion Rate
5. Three-Term Persistence Rate
6. 30-Units Achievement Rate
7. Completion Rate
8. Transfer Rate
9. Degrees and Certificates awarded

## 10. Number of Transfers

Improvement goals to be achieved by the end of the Strategic Plan (Academic Year 2019-2020) are developed through College-wide consultation, with annual progress compared with a baseline year. Institutional effectiveness outcomes will be monitored annually for progress on each goal. In addition, an overriding priority is to reduce existing differences in achievement by demographic characteristics across all measures.

### Strategic Initiatives

In order to fulfill the mission and make progress toward the vision, El Camino College will focus on the following strategic initiatives. Strategic Initiatives represent the areas of focused improvement. Objectives are College-wide plans to make progress on each initiative. Measures assess that progress during the period of the Strategic Plan (2015-16 to 2019-2020).

### A - STUDENT LEARNING

Support student learning using a variety of effective instructional methods, educational technologies, and college resources.

#### Objectives:

1. Develop a comprehensive professional development plan that ties in with campus plans and initiatives to promote student success.
2. Incorporate instructional approaches that are positively associated with student success and persistence.
3. Provide specific and relevant technology training to support integration of technology with instruction.
4. Provide equipment needed to support faculty use of technology.
5. Institute outcomes-based conference attendance with a required sharing component for broader College benefit, where applicable.

### B - STUDENT SUCCESS & SUPPORT

Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy.

#### Objectives:

1. Implement programs and services as detailed in the Student Success & Support Program Plan (SSSP), focused on pre-enrollment (access in), post-enrollment (access through), and graduation or transfer (access out).
2. Implement the plans indicated by the Student Equity Plan (SEP), focused on improving successful outcomes for all students.

3. Implement the College Master Plan, focused on carrying out the Strategic Plan through educational and resource planning.

#### C - COLLABORATION

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Objectives:

1. Develop, promote, and implement an employee recognition plan.
2. Conduct annual review of the *Making Decisions at El Camino College* document, which includes member orientation, purpose review, planning, goal-setting, and self-evaluation for all consultation committees.
3. Strengthen collaboration among programs across disciplines and College areas.
4. Improve publication of the broad input on College processes.
5. Add this initiative to the purpose statement of each collegial consultation committee.

#### D - COMMUNITY RESPONSIVENESS

Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.

Objectives:

1. Develop strategic partnerships that include program advisory committees that address the current and future workforce development needs of the local communities and the region.
2. Develop corporate partnerships that enhance STEM training to prepare our students for STEM programs and careers.
3. Develop inter-segmental programs linking feeder high school districts with El Camino College and regional universities to create strong and clear pathways for students.

#### E - INSTITUTIONAL EFFECTIVENESS

Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation.

Objectives:

1. Develop an integrated program review and planning tool.
2. Establish benchmarks and aspirational goals for student achievement.
3. On a regular basis, gather current information on our community to ensure that we are responsive to community needs.

4. Strengthen collaboration between programs serving students.
5. Maintain fiscal stability.
6. Add this initiative to the purpose statement of each committee involved with institutional effectiveness processes.

#### F - MODERNIZATION

Modernize infrastructure and technological resources to facilitate a positive learning and working environment.

##### Objectives:

1. Implement the Technology Plan to meet the developing information technological needs of the campus.
2. Continue implementation of the Facilities Master Plan to modernize campus facilities and infrastructure, revising as needed.
3. Implement safety cameras and other technological aspects of campus safety plan.

El Camino College

Adopted: 1/16/01

Amended: 1/22/02, 6/18/07, 6/21/10, 12/15/2014