

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, Monday, April 18, 2016
Board Room
4:00 p.m.**

- I. Call Public Session to Order**
- II. Roll Call**
- III. Public Comment on Closed Session Items**
- IV. Adjourn to Closed Session**
 - A. Existing Litigation, Brown Act Section 54956.9(a)
 - i. Case # BC 579702
 - ii. Case # BC 613095
 - B. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
 - i. El Camino Classified Employees Local 6142
 - ii. Case # LACE-6060-E
 - C. Anticipated Litigation, Brown Act Section 54956.9 – Significant Exposure to Litigation
 - i. 1 case
- V. Reconvene in Open Session; Announce Closed Session Actions**
- VI. Pledge of Allegiance to the Flag**
- VII. Approval of Minutes of the Regular Board Meeting of March 21, 2016
Pages vi - ix**
- VIII. Presentations**
 - A. Citizens' Bond Oversight Committee, Mr. Kirk Retz
 - B. Enrollment Management Plan, Dr. Jean Shankweiler

IX. Public Comment on Consent Agenda

X. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption

- A. Academic Affairs (AA)
*See Academic Affairs Agenda,
Pages AA 1- AA 38*
- B. Student and Community Advancement (SCA)
*See Student Services Agenda,
Pages SCA 1- SCA 15*
- C. Administrative Services (AS)
*See Administrative Services Agenda,
Pages AS 1- AS 20*
- 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 10*
- F. Compton Educational Center (CC)
See Compton Educational Center Agenda, Pages CC 1 – CC 4
- G. Superintendent/President (P/B)
*See Superintendent/President Agenda,
Pages P/B 1 – P/B 4*

XI. Non-Consent Agenda

Pages NC 1 – NC 3

A. Public Comment

B. Resolution # 04-18-16 to Approve Sole Source Procurement of Sodick Vz3001 High Performance Linear Motor Drive Wire-Cut Electrical Discharge Machining (Edm) for the District’s Industry and Technology Building

XII. Public Comment on Non-Agenda Items

XIII. Oral Reports

A. Academic Senate Report

B. Compton Center Report

C. Board of Trustees Report

D. President’s Report

<p>Board of Trustees Meeting Schedule for 2016 4:00 p.m. Board Room</p>

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	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, March 21, 2016

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, March 21, 2016, in the Board Room at El Camino College.

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

Also present were: Dr. Dena P. Maloney, Superintendent/President; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; Dr. Jeanie Nishime, Vice President/Student and Community Advancement; Dr. Jean Shankweiler, Vice President/Academic Affairs; Dr. Keith Curry, Provost-CEO/Compton Education Center; and Ms. Barbara Perez, Vice President/Compton Education Center.

Minutes of the Regular Board Meeting of February 17, 2016

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Minutes of the Regular Board meeting of February 17, 2016 be approved as presented.

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

(Trustee Beverly arrived at 4:06 p.m.)

Presentations

ECC Physics Students who participated in the University Physics Competition in November 2015 were congratulated and recognized for their Silver Medal award.

Professor Arturo Martinez gave a presentation on the HSI STEM Grant.

Public Comment on Consent Agenda

There were no public comments.

Consent Agenda

Page SCA 3, Item H (Student Expulsion), was pulled for separate discussion.

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

Academic Affairs

FTES Report – Information Item
Proposed Curriculum Changes Effective 2016-2017 Academic Year
Mathematics, Engineering, Science Achievement (MESA) Conference
Center for the Arts Presentation – 2015-2016 Season

Student and Community Advancement

Community Education Classes – Summer 2016
Board Policy 3900 (Speech: Time, Place, and Manner) – First Reading
Administrative Procedure 3900 (Speech: Time, Place, and Manner) – Information Item
Board Policy 5050 (Student Success and Support Programs) – First Reading
Administrative Procedure 5050 (Student Success and Support Programs) – Information Item
Board Policy 5120 (Transfer Center) – First Reading
Board Policy 5506 (El Camino College Student Rights and Responsibilities) – First Reading (Deletion)
~~Student Expulsion~~

Administrative Services

Contracts Under \$87,800
Contracts Over \$87,800
Personal Service Agreements
Amendments
Board Policy 3530 (Weapons on Campus) – First Reading Review Only
Administrative Procedure 3530 (Weapons on Campus) – Information Item
Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances
Contract – HMC Architects – Ongoing Architect Services and Project Assignment for the New Competition Pool, Lockers, and Classrooms Project
Contract Amendment – Allana Buick & Bers – Athletic Education & Fitness Complex Stadium Phase 2 Project
Contract Amendment – AMEC E & I, Inc. – Athletic Education & Fitness Complex Stadium Phase 2 Project
Contract Amendment – Heider Engineering Services, Inc. – Athletic Education & Fitness Complex Stadium Phase 2 Project
Contract Amendment – LPA Architects – Athletic Education & Fitness Complex Stadium Phase 2 Project

Contract Amendment – HMC Architects – Competition New Pool, Lockers & Classrooms Project
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
New Classification Specification for Classified Position
Revised Classification Specification for Supervisor Position
Revised Classification Specification for Classified Position

Compton Educational Center

Compton Center Report

President and Board of Trustees

California Community College Trustees Board of Directors Election
Closed Session Recommendation

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

Public Comment on Non-Agenda Items

There were no public comments.

Closed Session

Regular Meeting adjourned to Closed Session at 5:23 p.m. and reconvened to Open Session at 5:43 p.m.

Student Expulsion

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board approve Student Expulsion #1 for the 2015/2016 school year in accordance with El Camino College Board Policy and Administrative Procedure 5500 (Standards of Student Conduct) and Administrative Procedure 5520 (Student Discipline Procedures).

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

Adjournment

Meeting adjourned at 5:46 p.m.

Cliff Numark, Secretary of the Board

Dena P. Maloney, Secretary to the Board

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

Page No.

- A. Center for the Arts Presentation – 2015-2016 Season.....AA 2
- B. Proposed Curriculum Changes Effective 2016-2017 Academic Year.....AA 3
- C. Board Policy 3750 (Use of Copyrighted Materials) – First Reading.....AA 27
- D. Administrative Procedure 3750 (Use of Copyrighted Materials) –
Information Item.....AA 28
- E. Administrative Procedure 4040 (Library Services) – Information Item.....AA 34
- F. Board Policy 4250 (Probation Dismissal & Readmission) – First Reading.....AA 37

ACADEMIC AFFAIRS

A. CENTER FOR THE ARTS PRESENTATION – 2015-2016 SEASON

It is recommended that the Board approve the following Guest Artist Events in the Summer 2016 of the 2015-16 Season. Cost of the Guest Artist Event is negotiated between the artists and/or their management representatives and the District.

Performances	Date	Amount
1. <i>Diana Crossman / Joseph Evans:</i> <i>Speaking Engagement (Debate)</i> Payable to: Diana Crossman (\$750); Joseph Evans (\$750)	06/13/16	\$1,500

ECC Communication Faculty, Diana Crossman and Joseph Evans, will debate a current issue in contemporary society in a “Students vs. Teachers” panel format.

2. <i>Karin Jensen & Mandala</i> <i>DanceWorks: An Evening of Middle Eastern</i> <i>Dance (AEOMED)</i> Payable to: Karin Jensen	07/09/16	\$2,500
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ECC’s Dance Faculty Karin Jensen, and Mandala DanceWorks, will be presenting an evening of Middle Eastern Dance. Cast to include Helena Vlahos, Princess Farhana, Tamara Henna, Isis Siren Sekhmet, plus many more. Indulge in a sensory experience with a variety of ethnic dance forms ranging from the traditional to the avant garde.

3. <i>Francesca Bishop:</i> <i>Speaking Engagement</i> Payable to: Francesca Bishop	07/27/16	\$1,000
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ECC Communication Studies Faculty, Francesca Bishop, will present a current issue in contemporary society.

B. 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 2017-2018 academic year.

BUSINESS

New Courses

1. Business 36 – New Venture Creation

Units: 2.0 Lecture: 2.0 Lab: 0 Faculty Load: 13.33%

Recommended Preparation: English 82 and English B

Grading Method: Both

Credit Status: Associate Degree Credit

CSU Transfer

In this course, students will learn the strategies and tactics necessary to compose a comprehensive business plan. Student will use their unique product or service concept and develop all components of a successful plan including legal form of ownership, sales forecasts, operational plan, marketing plan, financial analysis and forecasts, and organizational structure.

Note: Letter grade or pass/no pass option.

2. Computer Information Systems 119 – Computer Security and Forensics

Units: 3.0 Lecture: 2 hours Lab: 3 hours Faculty Load: 28.33%

Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course introduces students to the many aspects of computer security and the science of computer forensics. Security and cybercrime prevention issues will include physical, data, and network security. Types of cybercrimes explored will range from alteration of computer software to direct access attacks and data tampering. Identity theft, fraud, hacking, and other computer-related crimes will be covered. Procedures for the proper handling of security breaches and disaster recovery will be covered through simulations of compromised system images, which demonstrate the components inherent in forensic investigations and forensic evidence.

CTE Two-Year Course Review

1. Computer Information Systems 28 – Database Management Using Microsoft Access
2. Computer Information Systems 136 – Building Mobile Apps

CTE Two-Year Course Review; Distance Education Review

1. Business 1A – Financial Accounting
2. Business 1B – Managerial Accounting
3. Business 14 – Marketing
4. Business 24 – Small Business Entrepreneurship

CTE Two-Year Course Review; Remove Distance Education Course Version

1. Computer Information Systems 18 – Systems Analysis and Design
2. Computer Information Systems 19 – Internet, Security, and the Web

CTE Two-Year Course Review; Changes in Conditions of Enrollment (Recommended Preparation)

1. Law 15 – Civil and Criminal Evidence
Current Status/Proposed Changes
Prerequisite: Law 11 with a minimum grade of C
Recommended Preparation: Law 16

Recommendation

Prerequisite: Law 11 with a minimum grade of C
Recommended Preparation: Law 16

CTE Two-Year Course Review; Changes in Conditions of Enrollment
(Recommended Preparation), Catalog Description

1. Law 11 – Introduction to Legal Research
Current Status/Proposed Changes
Prerequisite: eligibility for English 1A
Recommended Preparation: Law 4 or Law 5

This course will give the paralegal a general introduction into the basic legal research tools, including legal citation, legal analysis, and writing of legal memorandum and legal documents. The ~~class~~ course includes a component of training in online computer research.

Recommendation
Prerequisite: eligibility for English 1A
Recommended Preparation: Law 4 or Law 5

This course will give the paralegal a general introduction into the basic legal research tools, including legal citation, legal analysis, and writing of legal memorandum and legal documents. The course includes a component of training in online computer research.

Course Review; Changes in Course Number, Descriptive Title, Course Discipline,
Catalog Description

Current Status/Proposed Changes

1. Business 95~~abcd~~ – Cooperative Work Experience Education (~~Banking and Finance~~)
Course Discipline: Business ~~or Banking and Finance~~

Through a set of learning objectives established by the student, supervisor, and instructor, each student will work with and learn from experts in the Business ~~/Banking and Finance~~ field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare them to personal abilities and career expectations.

Note: Transfer limitations apply.

Recommendation
Business 95 – Cooperative Work Experience Education
Course Discipline: Business

Through a set of learning objectives established by the student, supervisor, and instructor, each student will work with and learn from experts in the Business field.

These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare them to personal abilities and career expectations.

Note: Transfer limitations apply.

Inactivate Courses

1. Business 95/96abcd (Accounting)
2. Business 95/96abcd (Business Management/Marketing)
3. Business 95abcd (Office Administration)
4. Business 96abcd (Business Administration)

FINE ARTS

New Courses

1. Music 112H – Honors Music Cultures of the World
Units: 3.0 Lecture: 3.0 Lab: 0 Faculty Load: 20.00%
Recommended Preparation: eligibility for English 1A
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer
Proposed UC Transfer
El Camino College AA/AS General Education - Area 3
Proposed CSU General Education - Area C1
Proposed IGETC General Education - Area 3A

This honors course, intended for students in the Honors Transfer Program, focuses on the styles, techniques, performers, and historical evolution of Western and non-Western music. Emphasis is placed on African, Asian, Latin American and Polynesian music, and the relationship between the music and culture. In addition, American ethnic music and jazz will be presented. This course is enriched through extensive, rigorous reading, writing, and research assignments.

Note: Students may take either Music 112 or Music 112H. Duplicate credit will not be awarded for Music 112 and Music 112H.

2. Music 190A – Applied Music I
Units: 1.0 Lecture: 0 Lab: 4 hours per week to be arranged
Faculty Load: 20.00%
Corequisite: Music 101
Enrollment Limitation: Audition

Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer
Proposed UC Transfer

This course provides an introduction to music performance for students serious about pursuing music. Students will develop their technique and skills in music performance through individual weekly lessons, class performances, and structured practice on campus. Attendance is required at selected musical events offered by the El Camino College Center for the Arts and in the community.

3. Music 190B – Applied Music II

Units: 1.0 Lecture: 0 Lab: 4 hours per week to be arranged

Faculty Load: 20.00%

Prerequisite: Music 190A and Music 101 with a minimum grade of C in prerequisite

Corequisite: Music 103A

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

Proposed UC Transfer

This course for the music major is a recital workshop, which includes an individual weekly lesson. Emphasis is placed on developing technique and musicianship through class performances and structured practice on campus. Attendance is required at selected musical events offered by the El Camino College Center for the Arts and in the community.

4. Music 190C – Applied Music III

Units: 1.0 Lecture: 0 Lab: 4 hours per week to be arranged

Faculty Load: 20.00%

Prerequisite: Music 190B and Music 103A with a minimum grade of C in prerequisite

Corequisite: Music 103B

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

Proposed UC Transfer

This course for the continuing music major is a recital workshop emphasizing performance techniques and the development of intermediate level repertoire. Emphasis is placed on developing musicianship through class performances, structured practice on campus, and individual lessons. Attendance is required at selected musical events offered by the El Camino College Center for the Arts and in the community.

5. Music 190D – Applied Music IV

Units: 1.0 Lecture: 0 Lab: 4 hours per week to be arranged

Faculty Load: 20.00%

Prerequisite: Music 190C and Music 103B with a minimum grade of C in prerequisite

Corequisite: Music 203

Recommended Preparation: Music 215A or Music 215B

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

Proposed UC Transfer

This course for the continuing music major is a recital workshop emphasizing performance techniques, historical performance practices, and the development of advanced level repertoire. Students will develop musicianship through class performances, structured practice on campus, and individual lessons. Attendance is required at selected musical events offered by the El Camino College Center for the Arts and in the community.

Course Review

1. Dance 265 – Intermediate African Dance

Course Review; Distance Education Review, Change in Course Discipline

1. Theatre 104 – Dramatic Literature

Current Status/Proposed Changes

Course Discipline: Drama/Theater Arts or Theater Arts

Recommendation

Course Discipline: Drama/Theater Arts or Theater Arts

Course Review; Changes in Descriptive Title, Conditions of Enrollment (Prerequisite, Corequisite), Catalog Description

Current Status/Proposed Changes

1. Music 290 – ~~Intermediate Applied Music/Individual Lessons~~ Advanced Applied Music

Prerequisite: ~~four semesters of Music 190abcd~~ Music 190D and Music 203 with a minimum grade of C in prerequisite

Corequisite: ~~Large ensemble course at El Camino College: Music 151abcd or 152abcd or 253abcd or 265abcd or 266abcd or 267abcd or 268abcd~~

Music 215A or Music 215B

~~This course for the continuing, advanced applied music student graduating music major is a recital workshop to enhance audition skills and build repertoire. Instruction includes an individual weekly lesson, emphasizing audition techniques and strategies, and the refinement of advanced level repertoire. The student is required to practice on campus, to enroll and participate in a large performing ensemble at El Camino College, and to attend selected musical. Students will develop musicianship through class performances, structured practice on campus, and individual lessons. Attendance is required at selected music events offered by the El Camino College Center for the Arts and in the community. Selected students may perform in a public recital and occasional master classes.~~

Recommendation

Music 290 – Advanced Applied Music

Prerequisite: Music 190D and Music 203 with a minimum grade of C in prerequisite
Corequisite: Music 215A or Music 215B

This course for the graduating music major is a recital workshop emphasizing audition techniques and strategies, and the refinement of advanced level repertoire. Students will develop musicianship through class performances, structured practice on campus, and individual lessons. Attendance is required at selected music events offered by the El Camino College Center for the Arts and in the community.

CTE Two-Year Course Review; Changes in Descriptive Title, Conditions of Enrollment (Prerequisite, Recommended Preparation), Course Discipline, Catalog Description

Current Status/Proposed Changes

1. Art 142 – Digital Photography Fundamentals
Course Disciplines: Multimedia or Photography

~~Prerequisite: Art 141 with a minimum grade of C~~

~~Recommended Preparation: Art 150 or Photography 150 and Photography 101~~

~~This course is an introduction to the processes, principles, and tools of digital photography. intermediate level course in the use of digital equipment and software to create original photo-based artwork. Emphasis is placed on improving technique and developing the aesthetic and conceptual possibilities of the image. Topics include the development of technical and aesthetic skills, elements of design and composition, overview of digital camera technology, digital photography software, image manipulation, and contemporary trends in photography. working with digital cameras, various methods of image input and output, organizing and tracking photo files, comparison of file formats, improving and manipulating images, and preparing image~~

files for use in print, web, and multimedia. Digital images are discussed within the broader context of an art historical tradition.

Recommendation

Art 142 – Digital Photography Fundamentals
 Course Disciplines: Multimedia or Photography

Recommended Preparation: Art 150 or Photography 150 and Photography 101

This course is an introduction to the processes, principles, and tools of digital photography. Topics include the development of technical and aesthetic skills, elements of design and composition, overview of digital camera technology, digital photography software, image manipulation, and contemporary trends in photography.

Change in Major; Course Requirements

1. Music AA-T

Current Status/Proposed Changes

Major Requirements		Units
Required Core: 23 units		
MUSI 101	Music Fundamentals	3
MUSI 103A	Theory and Musicianship I	4
MUSI 103B	Theory and Musicianship II	4
MUSI 203	Theory and Musicianship III	4
Applied Music: 4 units		
MUSI 190abcd	Applied Music/Individual Lessons	4
<u>MUSI 190A</u>	<u>Applied Music I</u>	<u>1</u>
<u>MUSI 190B</u>	<u>Applied Music II</u>	<u>1</u>
<u>MUSI 190C</u>	<u>Applied Music III</u>	<u>1</u>
<u>MUSI 190D</u>	<u>Applied Music IV</u>	<u>1</u>
Large Ensemble: 4 units		
MUSI 151abcd	Mixed Chorus	1
MUSI 152abcd	Concert Choir	1
MUSI 253abcd*	Chorale	2
MUSI 257abcd	Women's Chorus	1
MUSI 265abcd	Symphonic Band	1
MUSI 266abcd	Studio Jazz Band	1
MUSI 267abcd	Concert Jazz Band	1

MUSI 268abcd	Symphony Orchestra	1
Total Units: 23		

*Note: maximum two semesters of credit for MUSI 253abcd

Recommendation

Major Requirements	Units
Required Core: 23 units	

MUSI 101	Music Fundamentals	3
MUSI 103A	Theory and Musicianship I	4
MUSI 103B	Theory and Musicianship II	4
MUSI 203	Theory and Musicianship III	4

Applied Music: 4 units

MUSI 190A	Applied Music I	1
MUSI 190B	Applied Music II	1
MUSI 190C	Applied Music III	1
MUSI 190D	Applied Music IV	1

Large Ensemble: 4 units

MUSI 151abcd	Mixed Chorus	1
MUSI 152abcd	Concert Choir	1
MUSI 253abcd*	Chorale	2
MUSI 257abcd	Women's Chorus	1
MUSI 265abcd	Symphonic Band	1
MUSI 266abcd	Studio Jazz Band	1
MUSI 267abcd	Concert Jazz Band	1
MUSI 268abcd	Symphony Orchestra	1

Total Units: 23

*Note: maximum two semesters of credit for MUSI 253abcd

Change in Major; Program Description, Course Requirements

1. Communication Studies AA-T Degree

Current Status/Proposed Changes

The degree provides students with a thorough foundation in the theory and practice of communication studies. This is achieved through a variety of courses that serve to develop personal, business, and professional communication skills in individual, interpersonal, and group situations, along with skills in research, organization, critical thinking, argumentation, and forensics. Students will demonstrate their proficiency through performance, class projects, research papers, objective tests, critiques, and competitions. Program assessment is measured by completion, evaluation of student

learning outcomes, transferability, competitions at the local, state, and national levels, and periodic program review.

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete:

- ~~1) a minimum of 18 semester units in the major with a grade of C or better.~~
- ~~2) 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0~~
- ~~3) the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC)~~

- 1) Completion of 60 semester units that are eligible for transfer to the California State University.
- 2) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth requirements.
- 3) A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 4) Obtainment of a minimum grade point average of 2.0.
- 5) A grade of "C" or better in all courses required for the major or area of emphasis.

Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an El Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

~~At least 12 units required for the Communication Studies AA-T must be completed at El Camino College.~~

Major Requirements		Units
<u>Required Core: 3 units</u>		
COMS 4 100	Public Speaking	3
List A: 6 units		
COMS 3 140	Small Group Communication	3
COMS 4 120	Argumentation and Debate	3
COMS 4 130	Interpersonal Communication	3

List B: 6 units

Any course from List A not already completed

COMS 5 265	Mass Communication	3
COMS 8 250	Oral Interpretation of Literature	3
COMS 14 260	Introduction to Intercultural Communication	3

List C: 3 units

Any course from List A or List B not already completed

ANTH 2	Introduction to Cultural Anthropology	3
ANTH 4	Language and Culture	3
COMS 11 270	Organizational Communication	3
COMS 22abcd 292abcd	Forensics – Individual Events	2
COMS 23abcd 293abcd	Forensics – Team Events	2
ENGL 1B	Literature and Composition	3
<u>or</u>		
ENGL 1BH	<u>Honors Literature and Composition</u>	<u>3</u>
PSYC 5	General Psychology	3
SOCI 101	Introduction to Sociology	3

(one semester of COMS ~~22abcd~~ 292abcd and COMS ~~23abcd~~ 293abcd may count toward the degree)

Total Units: 18

Recommendation

The degree provides students with a thorough foundation in the theory and practice of communication studies. This is achieved through a variety of courses that serve to develop personal, business, and professional communication skills in individual, interpersonal, and group situations, along with skills in research, organization, critical thinking, argumentation, and forensics. Students will demonstrate their proficiency through performance, class projects, research papers, objective tests, critiques, and competitions. Program assessment is measured by completion, evaluation of student learning outcomes, transferability, competitions at the local, state, and national levels, and periodic program review.

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete:

- 1) Completion of 60 semester units that are eligible for transfer to the California State University.

- 2) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth requirements.
- 3) A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 4) Obtainment of a minimum grade point average of 2.0.
- 5) A grade of "C" or better in all courses required for the major or area of emphasis.

Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an El Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

Major Requirements		Units
Required Core: 3 units		
COMS 100	Public Speaking	3
List A: 6 units		
COMS 120	Argumentation and Debate	3
COMS 130	Interpersonal Communication	3
COMS 140	Small Group Communication	3
List B: 6 units		
Any course from List A not already completed		
COMS 250	Oral Interpretation of Literature	3
COMS 260	Introduction to Intercultural Communication	3
COMS 265	Mass Communication	3
List C: 3 units		
Any course from List A or List B not already completed		
ANTH 2	Introduction to Cultural Anthropology	3
ANTH 4	Language and Culture	3
COMS 270	Organizational Communication	3
COMS 292abcd	Forensics – Individual Events	2
COMS 293abcd	Forensics – Team Events	2
ENGL 1B	Literature and Composition	3
or		
ENGL 1BH	Honors Literature and Composition	3
PSYC 5	General Psychology	3
SOCI 101	Introduction to Sociology	3

(one semester of COMS 292abcd and COMS 293abcd may count toward the degree)

Total Units: 18

Inactivate Programs

1. Digital Arts: Web Design Certificate of Achievement
2. Entertainment Lighting Technology Certificate of Achievement

Inactivate Course

1. Music 190abcd – Applied Music/Individual Lessons

HEALTH SCIENCES AND ATHLETICS

CTE Two-Year Course Review

1. Nursing 250 – Intermediate Nursing Process and the Family

Course Review

1. Physical Education 201 – Introduction to Adapted Physical Education

Course Review; Changes in Course Discipline

1. Sign Language/Interpreter Training 130 – Deaf Culture
Current Status/Proposed Changes
Course Discipline: Sign Language/~~English Interpreting~~, American

Recommendation

Course Discipline: Sign Language, American

Course Review; Distance Education Review, Changes in Catalog Description

1. First Aid 1 – First Aid, Cardiopulmonary Resuscitation (CPR) and Basic Emergency Care

Current Status/Proposed Changes

This course follows the American Red Cross Certification Program for First Aid, Basic Life Support (infant, child, adult and two person CPR), and Automated External Defibrillation (AED). The course content includes an emphasis on prevention of injuries, safety education, and skills necessary to sustain life in the event of trauma or sudden illness. Demonstration of skill proficiency and passing written exams with

80% or better will qualify student for certification in American Red Cross First Aid, Community CPR, and Professional Rescuer CPR.

Note: Certifying agencies charge an administrative fee for students who pass the exams and wish to receive certification. Obtaining certification documentation from these agencies is optional. Students may be required to obtain proof of certification for other needs or outside agency requirements. El Camino College is not a certifying agency.

Recommendation

This course follows the American Red Cross Certification Program for First Aid, Basic Life Support (infant, child, adult and two person CPR), and Automated External Defibrillation (AED). The course content includes an emphasis on prevention of injuries, safety education, and skills necessary to sustain life in the event of trauma or sudden illness. Demonstration of skill proficiency and passing written exams with 80% or better will qualify student for certification in American Red Cross First Aid, Community CPR, and Professional Rescuer CPR.

Note: Certifying agencies charge an administrative fee for students who pass the exams and wish to receive certification. Obtaining certification documentation from these agencies is optional. Students may be required to obtain proof of certification for other needs or outside agency requirements. El Camino College is not a certifying agency.

Course Review; Changes in Conditions of Enrollment (Recommended Preparation, Enrollment Limitation), Catalog Description

1. Physical Education 120abc – Women’s Intercollegiate Softball Team

Current Status/Proposed Changes

Enrollment Limitation: tryout (high school varsity experience or equivalent skill)

Recommended Preparation: high school varsity experience or equivalent skill

This course provides instruction, training, and practice in the advanced techniques of softball and the opportunity for intercollegiate competition. Students will compete against conference schools and other colleges.

Note: This course is offered in the spring semester only.

*Note: Some UC transferrable courses have credit limitations. For details, see a counselor, the Transfer Center advisor, or articulation officer.

Recommendation

Recommended Preparation: high school varsity experience or equivalent skill

This course provides instruction, training, and practice in the advanced techniques of softball and the opportunity for intercollegiate competition. Students will compete

against conference schools and other colleges.

Note: This course is offered in the spring semester only.

*Note: Some UC transferrable courses have credit limitations. For details, see a counselor, the Transfer Center advisor, or articulation officer.

Inactivate Courses

1. Physical Education 244 – Springboard Diving
2. Radiologic Technology 96abcd – Cooperative Work Experience Education
3. Recreation 96abcd – Cooperative Work Experience Education
4. Sign Language and Interpreter/Training 95abcd – Cooperative Work Experience Education

HUMANITIES

Course Review

1. English 1AH – Honors Reading and Composition
2. English as a Second Language 51C – Advanced Listening, Speaking, and Pronunciation

Course Review; Distance Education Review

1. English 1A – Reading and Composition

Course Review; Changes in Conditions of Enrollment (Prerequisite)

1. English 15A – Survey of British Literature I

Current Status/Proposed Changes

Prerequisite: English 1A or English 1AH with a minimum grade of C in prerequisite

Recommendation

Prerequisite: English 1A or English 1AH with a minimum grade of C in prerequisite

2. English 15B – Survey of British Literature II

Current Status/Proposed Changes

Prerequisite: English 1A or English 1AH with a minimum grade of C in prerequisite

Recommendation

Prerequisite: English 1A or English 1AH with a minimum grade of C in prerequisite

Course Review; Changes in Catalog Description

1. English 98 – College Literary Magazine Editing and Publishing

Current Status/Proposed Changes

This course provides students with experience in literary journal publishing. Students will evaluate literary magazines, create submission guidelines, advertise for and collect submissions, learn about the literary journal printing process, proofread and edit submissions, and ~~design and compose layout~~ assist in designing and composing layouts. In addition, students will organize a public literary reading.

Recommendation

This course provides students with experience in literary journal publishing. Students will evaluate literary magazines, create submission guidelines, advertise for and collect submissions, learn about the literary journal printing process, proofread and edit submissions, and assist in designing and composing layouts. In addition, students will organize a public literary reading.

Course Review; Distance Education Review, Changes in Conditions of Enrollment (Prerequisite)

1. English 1B – Literature and Composition

Current Status/Proposed Changes

Prerequisite: English 1A or English 1AH with a minimum grade of C in prerequisite

Recommendation

Prerequisite: English 1A or English 1AH with a minimum grade of C in prerequisite

2. English 1C – Critical Thinking and Composition

Current Status/Proposed Changes

Prerequisite: English 1A or English 1AH with a minimum grade of C in prerequisite

Recommendation

Prerequisite: English 1A or English 1AH with a minimum grade of C in prerequisite

Course Review; Changes in Lecture Hours, Course Length, Catalog Description

1. Academic Strategies 36 – Sentence Errors and Punctuation

Current Status/Proposed Changes

Lecture: ~~4~~ 2 hours per week Course Length: ~~9-weeks~~ Full term

This course focuses on students locating and correcting ~~in their own writing~~ the most common and troublesome sentence structure errors. The correct use of punctuation is reviewed and practiced.

Note: Pass/no pass only.

Recommendation

Lecture: 2 hours per week Course Length: Full term

This course focuses on students locating and correcting the most common and

troublesome sentence structure errors. The correct use of punctuation is reviewed and practiced.

Note: Pass/no pass only.

INDUSTRY AND TECHNOLOGY

CTE Two-Year Course Review

1. Automotive Technology 14 – Brakes

CTE Two-Year Course Review; Changes in Conditions of Enrollment
(Recommended Preparation)

1. Administration of Justice 109 – Introduction to Police Patrol Procedures

Current Status/Proposed Changes

Recommended Preparation: ~~eligibility for~~ English 84

Recommendation

Recommended Preparation: English 84

2. Administration of Justice 134 – Introduction to Crime Analysis

Current Status/Proposed Changes

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

Recommendation

Recommended Preparation: English A

3. Administration of Justice 135 – Report Writing

Current Status/Proposed Changes

Recommended Preparation: Administration of Justice 103 and ~~eligibility for~~ English A

Recommendation

Recommended Preparation: Administration of Justice 103 and English A

4. Administration of Justice 170 – Laws of Arrest, Search and Seizure

Current Status/Proposed Changes

Recommended Preparation: ~~eligibility for~~ English 84

Recommendation

Recommended Preparation: English 84

5. Architecture 158 – Structures Analysis-Timber

Current Status/Proposed Changes

~~Recommended Preparation: eligibility for English A~~

Recommendation

Recommendation Preparation: none

6. Fire and Emergency Technology 3 – Fundamentals of Personal Fire Safety and Survival

Current Status/Proposed Changes

Recommended Preparation: Fire and Emergency Technology 1 and English A
~~eligibility for English 1A~~

Recommendation

Recommended Preparation: Fire and Emergency Technology 1 and English A

7. Fire and Emergency Technology 11 – Arson Detection and Control

Current Status/Proposed Changes

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

Recommendation

Recommended Preparation: Fire and Emergency Technology 1 and English A

8. Fire and Emergency Technology 19 – Fire Service Entrance Preparation

Current Status/Proposed Changes

Recommended Preparation: Fire and Emergency Technology 1 and English A and
~~Mathematics 40 or 33~~

Recommendation

Recommended Preparation: Fire and Emergency Technology 1 and English A

CTE Two-Year Course Review; Changes in Catalog Description

1. Administration of Justice 190 – Law Enforcement Explorer Academy

Current Status/Proposed Changes

This course is designed to expose the pre-employment student to the many facets of law enforcement. Instructional activities will emphasize career exploration, law enforcement history and organization, professionalism, teamwork, drill and ceremony, Cardiopulmonary Resuscitation (CPR), and firearm safety. Upon successful completion of the course, a student will be eligible to become a member of a local Police Department Explorer Post.

Note: This course is available to students from the age of 14 to 20. Enrollment in this

course requires concurrent participation and prior acceptance into one of the six participating Police Explorer Youth Programs (Hawthorne, Santa Monica, Torrance, Manhattan Beach, Gardena, or Inglewood Police Departments) in this region. After the student has completed a law enforcement explorer application with one of the police agencies, the student will be prepared to enroll in this course.

Recommendation

This course is designed to expose the pre-employment student to the many facets of law enforcement. Instructional activities will emphasize career exploration, law enforcement history and organization, professionalism, teamwork, drill and ceremony, Cardiopulmonary Resuscitation (CPR), and firearm safety. Upon successful completion of the course, a student will be eligible to become a member of a local Police Department Explorer Post.

Note: This course is available to students from the age of 14 to 20. Enrollment in this course requires concurrent participation and prior acceptance into one of the six participating Police Explorer Youth Programs (Hawthorne, Santa Monica, Torrance, Manhattan Beach, Gardena, or Inglewood Police Departments) in this region. After the student has completed a law enforcement explorer application with one of the police agencies, the student will be prepared to enroll in this course.

2. Automotive Technology 25 – Automotive Electrical Systems

Current Status/Proposed Changes

This course covers the theory and operation of automotive electricity, electronic components and systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 25 and 26 is the same as Automotive Technology 22B.

Recommendation

This course covers the theory and operation of automotive electricity, electronic components and systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 25 and 26 is the same as Automotive Technology 22B.

3. Automotive Technology 43 – Introduction to Engine Repair

Current Status/Proposed Changes

This course covers the study of automotive engine construction and operation. The diagnosis and repair procedures of the will include the following: cylinder head removal and valve grinding, camshaft and timing gear replacement, water pump replacement, oil, coolant and manifold (intake and exhaust) leaks and engine maintenance. Laboratory activities stress the proper use of equipment utilized in the automotive field.

Recommendation

This course covers the study of automotive engine construction and operation. The diagnosis and repair procedures will include the following: cylinder head removal and valve grinding, camshaft and timing gear replacement, water pump replacement, oil, coolant and manifold (intake and exhaust) leaks and engine maintenance. Laboratory activities stress the proper use of equipment utilized in the automotive field.

4. Automotive Technology 45 – Automotive Machining

Current Status/Proposed Changes

This course covers the study of machining processes used in the automotive trade. Topics include including but not limited to: drilling and tapping, surfacing, boring and honing, pin fitting, press work, resurfacing, reaming, knurling, repairing of damaged threads, measuring, grinding valves and valve seats, and crack detection methods and repairing. Laboratory activities stress proper use of equipment utilized in the automotive engine rebuilding field.

Recommendation

This course covers the study of machining processes used in the automotive trade. Topics include drilling and tapping, milling, surfacing, boring and honing, pin fitting, press work, resurfacing, reaming, knurling, repairing of damaged threads, measuring, grinding valves and valve seats, and crack detection methods and repairing. Laboratory activities stress proper use of equipment utilized in the automotive engine rebuilding field.

CTE Two-Year Course Review; Changes in Descriptive Title, Catalog Description

Current Status/Proposed Changes

1. Automotive Technology 21 – Introduction to Engine ~~Tune-Up~~ Performance

This course covers the study, theory, and application of computer controlled engine management systems, minor engine ~~tune-up~~ performance, electrical and fuel systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Recommendation

Automotive Technology 21 – Introduction to Engine Performance

This course covers the study, theory and application of computer controlled engine management systems, minor engine performance, electrical and fuel systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Current Status/Proposed Changes

2. Automotive Technology 22A – Introduction to ~~Tune-Up~~ Engine Performance, Electrical and Fuel Systems

This is an introductory engine ~~tune-up~~ performance course, which covers construction and operation of the following systems: computer controlled engine management, electrical charging, cooling, emission controls, fuel, and ignition. Laboratory activities stress the proper use of test equipment and repair procedures used in the automotive field.

Note: This course is equivalent to the two-course sequence Automotive Technology 23 and 24. Students who have completed Automotive Technology 23 and 24 will not receive credit for Automotive Technology 22A.

Recommendation

Automotive Technology 22A – Introduction to Engine Performance, Electrical and Fuel Systems

This is an introductory engine performance course, which covers construction and operation of the following systems: computer controlled engine management, electrical charging, cooling, emission controls, fuel, and ignition. Laboratory activities stress the proper use of test equipment and repair procedures used in the automotive field.

Note: This course is equivalent to the two-course sequence Automotive Technology 23 and 24. Students who have completed Automotive Technology 23 and 24 will not receive credit for Automotive Technology 22A.

Current Status/Proposed Changes

3. Automotive Technology 22B – Advanced ~~Tune-Up~~ Engine Performance, Electrical and Fuel Systems

This course covers the study of On-Board Diagnostics II computer controlled engine management systems, major tune-up, electrical ~~systems~~ and fuel systems, (carburetion and fuel injection) testing, including diagnosis and repair procedures. Laboratory activities stress the proper use of test equipment utilized in industry.

Note: Automotive Technology 22B is the same as two-course sequence Automotive Technology 25 and 26. Students who have completed Automotive Technology 25 and 26 will not receive credit for Automotive Technology 22B.

Recommendation

Automotive Technology 22B – Advanced Engine Performance, Electrical and Fuel Systems

This course covers the study of On-Board Diagnostics II computer controlled engine management systems, major tune-up, electrical and fuel systems, carburetion and fuel injection testing, including diagnosis and repair procedures. Laboratory activities stress the proper use of test equipment utilized in industry.

Note: Automotive Technology 22B is the same as two-course sequence Automotive Technology 25 and 26. Students who have completed Automotive Technology 25 and 26 will not receive credit for Automotive Technology 22B.

New Distance Education Online/Hybrid Course

1. Administration of Justice 134 – Introduction to Crime Analysis
2. Administration of Justice 135 – Report Writing
3. Administration of Justice 170 – Laws of Arrest, Search and Seizure

NEW CERTIFICATES

1. Construction Technology: Cabinet and Millwork Certificate of Accomplishment
A Certificate of Accomplishment 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.

Certificate Requirements		Units
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
2.5 units from:		
CTEC 220	Hinging Systems and Doors	2.5
CTEC 221	Drawer Systems	2.5
Total Units: 10.5		

2. Construction Technology: Euro Hardware Certificate of Accomplishment
A Certificate of Accomplishment 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.

Certificate Requirements		Units
Required Core: 5 units		
CTEC 220	Hinging Systems and Doors	2.5

CTEC 221	Drawer Systems	2.5
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2 units from:

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

1.5 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

Total Units: 8.5

3. Construction Technology: Furniture Design and Fabrication Certificate of Accomplishment

A Certificate of Accomplishment 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.

Certificate Requirements	Units
---------------------------------	--------------

Required Core: 6 units

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

2.5 units from:

CTEC 220	Hinging Systems and Doors	2.5
CTEC 221	Drawer Systems	2.5

Total Units: 8.5

NATURAL SCIENCES

Inactivate Course

1. Horticulture 95abcd – Cooperative Work Experience Education

C. BOARD POLICY 3750 (USE OF COPYRIGHTED MATERIALS) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 3750 as shown.

D. ADMINISTRATIVE PROCEDURE 3750 (USE OF COPYRIGHTED MATERIALS) – INFORMATION ITEM

Administrative Procedure 3750 is presented for informational purpose only.

E. ADMINISTRATIVE PROCEDURE 4040 (LIBRARY SERVICES) – INFORMATION ITEM

Administrative Procedure 4040 is presented for informational purpose only.

F. BOARD POLICY 4250 (PROBATION DISMISSAL & READMISSION) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4250 as shown.

Board Policy 3750

Use of Copyrighted Materials

The Board of Trustees of El Camino Community College District requires compliance with the provisions of the U.S. Copyright law (Title 17); Digital Millennium Copyright Act; Technology Education and Copyright Harmonization Act (TEACH Act); laws governing Peer-to-Peer file sharing (P2P) and all other legislation governing the maintenance of the highest ethical standards in the use of copyrighted material.

The Superintendent/President or designee shall establish procedures for compliance and provide informational and training programs to help faculty and staff comply with copyright laws. All members of the ECC community are prohibited from violation of these provisions, including but not limited to, copying or disseminating materials not specifically allowed by the copyright laws, fair use guidelines, licenses, contractual agreements, district procedures, or other permissions.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

El Camino College
Policy adopted 9/8/11

Copyright protects original works and is inherent upon the works' creation regardless of whether they are registered with the U.S. Copyright Office. Copyright governs uses such as making photocopies, creating course readers, placing materials on reserve in the Library, and uploading items to a web page. Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except for works in the public domain and as allowed by the "fair use" doctrine.

Fair Use

~~The "fair use" doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright permissions may be required for works that fall within "fair use."~~

"Fair Use" allows for limited uses of copyrighted works without permission. To determine whether you are within fair use guidelines, the law calls for a balanced application of these four factors:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The distinction between what is "fair use" and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Case law generally considers the most important of the four factors above to be potential economic loss to a copyright holder.

The examples listed below are guidelines for best practices.

Single Copying for Teachers Instructors

The term "copy" includes photocopying, photographing, scanning, and electronic distribution.

A single copy may be made of any of the following by or for ~~a teacher~~ an instructor at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class.

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay or short poem, whether or not from a collective work;
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed ~~in any event~~ more than one copy per pupil in a course) may be made by or for the ~~teacher~~ giving instructor teaching the course for classroom use or discussion provided that:

- The copying meets the tests of brevity and spontaneity as defined below;
- The copying meets the cumulative effect test as defined below; and
- Each copy includes a notice of copyright.

Definitions:

1. Brevity

- a) Poetry – a complete poem if less than 250 words and if printed on not more than two pages or from a longer poem, an excerpt of not more than 250 words.
- b) Prose – Either a complete article, story or essay of less than 2500 words, or an excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less ~~but in any event a minimum of 500 words. (Each of the numerical limits stated in a) and b) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph).~~
- c) Illustration – One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

~~a. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "B.1(b)" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.~~

2. Spontaneity
 - a) The copying is at the instance and inspiration of the individual ~~teacher~~ instructor.
 - b) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
3. Cumulative Effect
 - a) The copying of the material is for only one course in the school in which the copies are made.
 - b) Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.
 - c) There shall not be more than nine instances of such multiple copying for one course during one class term (~~The limitations stated in "B.2 and B.3" above shall not~~ does not apply to current news periodicals, newspapers and current news sections of other periodicals).
4. Prohibitions – Notwithstanding any of the above, the following shall be prohibited:
 - a) Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
 - b) There shall be no copying of or from works intended to be consumable in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like commercial material.
 - c) Copying shall not substitute for the purchase of books, publisher's reprints or periodicals; be directed by a higher authority; or be repeated with respect to the same item by the same ~~teacher~~ instructor from term to term.
 - d) No charge shall be made to the student beyond the actual cost of the photocopying.

Compilations

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or "coursepacks," even if the excerpts fall under the definitions in the "fair use" doctrine.

~~Online Instruction and Materials~~ Online/Hybrid Courses (Distance Education)

The TEACH Act provides instructors' greater flexibility to use third party copyrighted works in online or hybrid courses. An individual assessment will be required to

determine whether a given use is protected under the Act. The following criteria are generally required:

- The online instruction is mediated by an instructor;
- The transmission of the material is limited to receipt by students enrolled in the course;
- Technical safeguards are used to prevent retention of the transmission for longer than the class session;
- The performance is either of a non-dramatic work or a “reasonable and limited portion” of any other work that is comparable to that displayed in a live classroom session;
- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education;
- The District does not know, or have reason to know, that the copy of the work was not lawfully made or acquired;
- The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

Library Reserves

All materials placed on print and electronic reserve within the Library will be at the initiative of the faculty for the non-commercial, educational use of students. All Reserves will be provided in a manner that respects current copyright law, the rights of copyright holders and Fair Use rights.

Obtaining Permission to Use Copyrighted Material

~~It is the responsibility of the individual faculty member or other person requesting copies to obtain permission to use copyrighted material. The college will not knowingly duplicate copies of copyrighted materials.~~

Responsibility for obtaining permission to print, duplicate or display copyrighted works shall rest with the individual using the copyrighted material. This could involve obtaining written permission to use the work from the copyright owner or through services, e.g. Copyright Clearance Center. All necessary records pertaining to copyright authorization shall be kept in the respective Division/Department office.

All requests for printing, duplication or display services of copyrighted materials, whether print or non-print shall be accompanied by an Approval Form and the Fair Use Checklist (see appendix), properly completed and signed by the individual requesting services indicating that the request is in full compliance with the copyright law and that

written permission (if applicable) is on file with the appropriate Division/Department. Where exceptions are necessary, authorization to proceed with printing, duplication or display activities will require the signature of the requestor's Dean or Director.

District personnel will follow the guidelines provided by the United States Copyright Office in Circular 21: "Reproduction of Copyrighted Works by Educators and Librarians", which can be found online at: <http://www.copyright.gov/circs>.

Employees with questions regarding copyright law ~~will be directed to the U.S. Copyright Office's Web site at <http://www.loc.gov/copyright>~~ should view the ECC Copyright page for ~~forms and other references, including links to resources and operating procedures~~ related to copyright. ~~Forms will also be available in the bookstore and the copy center.~~

Use of Copying Machines and Services

To eliminate District liability, all unsupervised copying machines shall be labeled with the following notice:

"Notice: The copyright laws of the United States (Title 17 U.S. Code) govern the making of photocopies or other reproductions of any copyrighted material. The person using this equipment is liable for any infringement."

The copying services provided at ECC shall state the following on its documents:

"This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law."

Guidelines for Using Computer Programs

- A District employee shall observe copyright protection when using computer software whether or not it bears a copyright mark, unless it is marked as public domain;
- A District employee using computer software under a license agreement, shall read and follow conditions and restrictions as stipulated. Modifications to purchased computer software are not allowed;
- A District employee shall not make a copy of computer software for use other than as specifically permitted under the license agreement or a copyright protection;
- Lack of copyright protection does not constitute permission to copy without the permission of the copyright owner. An exception is software available in the public domain.

Using materials from the Internet

Copyright law governs the use of materials, including images, you might find on the Internet, just as it governs the use of books, video or music in the analog world.

- Neither publication nor a notice of any kind is required to protect works. Copyright protection is automatic;
- Permissions should be obtained for items copied from internet sources unless you have verified that it is not required. For example, it is possible to search for works under a Creative Commons license that typically allows for the works' non-commercial use as long as attribution to the creator is provided;
- Individuals will be liable for own actions when they copy and distribute others' copyrighted works without permission.

Procedures

~~Individual divisions or departments impacted by the policy and procedure may choose to create written operational procedures that adhere to copyright policy.~~

~~In cases of unresolved disputes between the requestor and a campus service provider, the issue will be addressed according to the department's written procedures. If no procedure were in place at the time of the dispute, the problem will be referred to the requestor's Dean.~~

~~The service will not be rendered until the disputed issue is resolved.~~

Appendix: Fair Use Checklist and Other Resources

- Fair Use Checklist: <http://copyright.Columbia.edu>
- National Association of College Stores: These booklets "Questions & Answers on Copyright for the Campus Community" and "Guidelines for Campus Copying" are recommended.
<http://www.nacs.org/toolsresources/cmip/copyright/questions/asp>
- Software and Information Industry Association: <http://www.siiia.net>
- Copyright Clearance Center: <http://www.copyright.com>
- American Library Association: <http://www.ala.org/advocacy/copyright/>

References:

U. S. Code Title 17, Copyright Act of 1976; Education Code Sections 32360, 67302

~~AP 6160 District Computer and Network Use Policy~~

Fair Use: Copyright Act, Section 107

Compilations: Basic Books, Inc. vs. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758

F.Supp. 1522; and Princeton University Press v. Michigan Document Services, Inc. (6th Cir. 1996) F.3d 1381.

Online Courses: The TEACH (Technology, Education and Copyright Harmonization) Act, USC 17, Copyright Act, Sections 110(2) and 112

October 2011

Under the ~~direction~~ guidance of the Director, of ~~Learning Resources, the Library and Learning Resources,~~ the Library will offer a full range of library materials and information resources.

It is the aim of the library to provide a balanced collection of significant materials and information resources that will enrich and support the curriculum, aid the individual in the pursuit of information, provide a broad view of cultural heritage, promote aesthetic appreciation, present varied points of view concerning contemporary problems and issues, furnish intellectual stimulation, and invite the creative use of leisure time.

The selection and evaluation of library materials and information resources will be based on curricular demands, the recommendations of current professional review sources, plus the suggestions and requests of members of the campus community.

All faculty, staff, and currently enrolled students may borrow materials upon presentation of an El Camino College identification card. Area residents may borrow materials upon application for and purchase of a borrower's card through the Friends of the Library.

The following guidelines will be used in implementing the Library Policy.

1) Prioritization

- A. To provide materials and information resources that meet direct curricular needs in the courses of study.
- B. To include standard reference works in the major fields of knowledge.
- C. To provide materials of current interest and concern.
- D. To provide a well-rounded reading experience.

Library materials and information resources will be purchased that are appropriate to the diversity of backgrounds and skills in the student body and works written by authors from a wide variety of backgrounds and perspectives.

2) Selection Criteria. When selecting materials, the library considers the following:

- A. Meeting the diverse needs of the campus community
- B. Currency
- C. Relevance
- D. Overall balance of the collection and format of the material

Faculty members are encouraged to recommend titles in their areas of expertise; however librarians have the final responsibility for maintaining a well-balanced materials collection. Limitations will be applied as needed.

3. Donations

The same criteria will be utilized when adding donations to the collection as when selecting new titles. If the donor places special conditions on the donation, e.g., that the materials must be added to the collection, the donation will not be accepted. All donations will be acknowledged by the College Foundation.

4. Special Collections

Special browsing collections of books, placed in a separate location in the library, will be established only when there is a real and observable benefit to the students. Under no circumstances will a new special collection be established when the books under consideration are already placed together by subject on the shelves under the Library of Congress classification system.

5. Government Publications

The library is not a designated government depository library; therefore, government documents will be cataloged and added to the book collection.

6. Discarding

When withdrawing materials, the following factors will be considered: the physical condition, number of duplicate copies, contemporary relevance and previous usage.

~~7. Factors that will be considered when withdrawing materials are the physical condition, the number of duplicate copies, contemporary relevance, and previous usage.~~

8. Replacements

Missing lost or damaged materials that are paid for will not necessarily be replaced.

9. Controversial Materials

Library materials are selected within the framework of the American Library Association's "Freedom to Read Statement" and "The Library Bill of Rights" documents, which affirm both library users' right to read what they choose and the library's responsibility to "provide books and materials presenting all points of view concerning the problems and issues of our times."

If library materials are questioned, the concern must be addressed in writing to the Director of Library Learning Resources, signed by the person raising the question, and must indicate specific objections. The Director, the college librarians and related discipline faculty will review the matter. The Director will respond in writing and forward copies of the letters to the Vice President of Academic Affairs. The decision will abide by the Academic Freedom BP/AP 4030. The questioner may accept the review, or present an appeal to the College President and if not satisfied, to the Board of Trustees.

~~10. A Library Advisory Committee will be convened at least twice annually to discuss library issues and provide input in the development of policies and procedures.~~

10 9. Library policies and procedures are available on the library ~~website~~ webpage.

References:

Education Code 78100

ACCJC Accreditation Standard II.B

May 2008/December 2014

El Camino College has two types of probation: Academic Probation and Progress Probation. The purpose of probation is to encourage a student having academic difficulties to seek appropriate guidance and support in formulating and achieving goals.

1. Placement on Academic Probation

A student who has attempted at least 12 semester units of letter graded course work, as shown by the academic record, will be placed on Academic Probation when the grade point average for total units attempted at El Camino College is less than 2.0.

2. Removal from Academic Probation

A student will be removed from Academic Probation when the cumulative grade point average is 2.0 or higher in total units attempted at El Camino College.

3. Placement on Progress Probation

A student who has enrolled in 12 or more semester units as shown by the official academic record will be placed on Progress Probation if entries of “W,” “I,” “NC” and/or “NP” account for 50% or more of the total units attempted. Courses dropped prior to the “No Notation” deadline are not considered “units attempted” and do not receive entries as “W” “I,” or “NC/NP.”

4. Removal from Progress Probation

A student will be removed from Progress Probation when the percentage of entries of “W,” “I,” “NC” and/or “NP” drops below 50% of the total units attempted.

5. Dismissal Because of Academic Probation

A student on Academic Probation will be dismissed if the student earned a cumulative grade point average of less than 2.0 in all letter graded credit units attempted in each of three consecutive semesters. However, if a student achieves a 2.0 or higher during the most recent regular (fall, spring) semester while on probation, the student will continue on probation, but will not be subject to dismissal. Terms shorter than 16 weeks (i.e. winter, summer) will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

6. Dismissal Because of Progress Probation

A student on Progress Probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC and/or “NP” remains at or above 50% for three consecutive semesters. However, if a student completes 50% or more of the attempted units during the most recent regular (fall,

spring) semester while on probation, the student will continue on probation, but will not be subject to dismissal. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

7. Appeal of Probation or Dismissal

A student who believes that there are extenuating circumstances that warrant an exception to the probation and dismissal standards set forth in this policy may submit a written appeal with supporting documentation in compliance with administrative procedures. Dismissal may also be postponed if student can show significant improvement in the last semester.

8. Readmission Following Dismissal

A student who has been dismissed may return after sitting out at least one 16 week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of “W,” “I,” “NC and/or NP” entries is below 50%.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

References: Ed. Code Section 70902 (b) (3)
Title 5, Sections 55031, 55032, 55033, 55034
BP 4250 replaces the relevant portions of BP 4220.

El Camino College
Adopted: 7/20/09
Amended: 2/16/10

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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A. 2016 Summer Youth Football Camp.....	SCA 2
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F. Board Policy 3900 (Speech: Time, Place, and Manner) Second Reading and Adoption	SCA 4, 6
G. Administrative Procedure 3900 (Speech: Time, Place, and Manner) Information item.....	SCA 4, 7
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I. Administrative Procedure 5050 (Student Success and Support Programs) Information Item.....	SCA 5, 11
J. Board Policy 5120 (Transfer Center) – Second Reading and Adoption ...	SCA 5, 13
K. Board Policy 5506 (El Camino College Student Rights and Responsibilities) Second Reading and Deletion	SCA 5, 14

A. 2016 SUMMER YOUTH FOOTBALL CAMP

It is recommended that the Board of Trustees approve the following 2016 Summer Youth Football Camp.

Camp Director: Andrew Alvillar

Secretarial: Carolyn Biedler

Session #1 July 18-21 9:00am – 12:00pm

Session #2 July 25-28 9:00am – 12:00pm

(Classes are conducted Monday through Thursday only)

(Projected income - \$20,000, expenses \$8,210. Net income - \$11,790)

B. 2016 SUMMER FOOTBALL PASSING LEAGUE CAMP

It is recommended that the Board of Trustees approve the following 2016 Summer Football Passing League Camp.

Camp Directors: Ryan Winkler, Jose Erickson and Kevin Fredrickson

Week #1 (June 15), Week #2 (June 22), Week #3 (June 29), Week #4 (July 6)

Week #5 (July 13)

(Each session is scheduled 5:00pm – 9:00pm on Wednesdays)

(Projected income - \$1,500, expenses \$1,475. Net income - \$25)

C. 2016 SUMMER YOUTH SWIM PROGRAM

It is recommended that the Board of Trustees approve the following 2016 Summer Youth Swim Program

Camp Director: Corey Stanbury

Secretarial: Carolyn Biedler

Session #1 June 6-16 3:30pm – 6:30pm

Session #2 June 20-30 2:00pm-6:30pm

Session #3 July 5-14 2:00pm-6:30pm

Session #4 July 18-28 2:00pm-6:30pm

(Classes are conducted Monday through Thursday only)

(Session #3 will be Tuesday through Thursday the first week – 3 days 1st week and 4 days second week)

(Projected income - \$57,850, expenses - \$33,986. Net income -\$23,864)

D. GRANTS - APPLICATION

It is recommended that the Board of Trustees approve the following grants:

1. California Community Colleges Chancellor’s Office Nursing and Allied Health – Nursing Program Support – Assessment, Remediation and Retention for Associate Degree Nursing Program. This nursing grant will respond to the nursing shortage by increasing the capacity of community college nursing programs and, ultimately, increase the number of licensed nurses. The funds allocated to colleges will provide the opportunity for Associate Degree Nursing Programs to expand and/or maintain prior expansion of the number of students enrolled in their programs for a two-year period (pending availability of funds for the second fiscal year), and to provide funds to help students to succeed.

Administrator: Wanda Morris

Amount of Grant Funding from Granting Agency	\$171,000
Amount of College Match	\$ -0-
Total Amount of Project Funding	\$171,000
Source of Matching Funds (n/a)	
Indirect to El Camino College \$6,576 (4%)	
Performance Period: July 1, 2016 through June 30, 2017	

2. California Community Colleges Chancellor’s Office Student Services and Special Programs – Historically Black Colleges and Universities (HBCU) Transfer Agreement Project. The grant is for a period of 12 months. It may be renewed for up to 48 additional months dependent on need, satisfactory performance and the continued availability of funds. The overall objective is to continue to build upon the accomplishments of the initial pilot grant to develop statewide transfer agreements between selected HBCU institutions and the Chancellor’s Office that facilitate the transfer of California Community College students who wish to complete their baccalaureate degree at a HBCU. The funds are to be used to identify and convene a representative group of California Community College faculty, staff and administrators to agree on strategies for engaging HBCUs in opportunities to facilitate the transfer of California Community College students.

Administrator: Dipte Patel

Amount of Grant Funding from Granting Agency	\$350,000
Amount of College Match	\$ 17,500
Total Amount of Project Funding	\$367,500
Source of Matching Funds ECC Dean, Faculty and partners in-kind	
Indirect to El Camino College \$13,462 (4%)	
Performance Period: July 1, 2016 through June 30, 2017	

E. GRANT APPLICATION AND ACCEPTANCE

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

California Community Colleges Chancellor’s Office Division of Educational Services – Community Colleges Basic Skills and Student Outcomes Transformation Program.

The Chancellor’s Office is pleased to announce the creation of the Community Colleges Basic Skills and Student Outcomes Transformation Program. This grant is for a period of three years. More than three-quarters of incoming students who undergo assessment are assigned to one or more basic skills (remedial) courses in mathematics, English writing or English reading. El Camino College identified three reasons for the poor rates at which its students complete a college-level mathematics or English course: 1) Many students begin mathematics and English courses below their optimal level due to single-measure placement processes; 2) Frequently, students spend three or more semesters in developmental courses due to the curricular structure of these courses; and 3) Too few students experience contextualized instructional methods that align with student needs and in which proactive student support services are integrated.

Administrator: Elise Geraghty

Amount of Grant Funding from Granting Agency	\$1,499,967
Amount of College Match	\$ -0-
Total Amount of Project Funding	\$1,499,967
Source of Matching Funds (n/a)	
Indirect to El Camino College \$57,691 (4%)	
Performance Period: July 1, 2016 through June 30, 2019	

F. BOARD POLICY 3900 (SPEECH: TIME, PLACE, AND MANNER) – SECOND READING AND ADOPTION

It is recommended that the Board of Trustees accept for second reading and adoption Board Policy 3900 – Speech: Time, Place, and Manner as shown.

G. ADMINISTRATIVE PROCEDURE 3900 (SPEECH: TIME, PLACE AND MANNER) – INFORMATION ITEM

Administrative Procedure 3900 – Speech: Time, Place, and Manner is presented for informational purpose only

H. BOARD POLICY 5050 (STUDENT SUCCESS AND SUPPORT PROGRAMS) – SECOND READING AND ADOPTION

It is recommended that the Board of Trustees accept for second reading and adoption Board Policy 5050 – Student Success and Support Programs as shown.

I. ADMINISTRATIVE PROCEDURE 5050 (STUDENT SUCCESS AND SUPPORT PROGRAMS) – INFORMATION ITEM

Administrative Procedure 5050 – Student Success and Support Programs is presented for informational purpose only

J. BOARD POLICY 5120 (TRANSFER CENTER) – SECOND READING AND ADOPTION

It is recommended that the Board of Trustees accept for second reading and adoption Board Policy 5120 – Transfer Center as shown.

K. BOARD POLICY 5506 (EL CAMINO COLLEGE STUDENT RIGHTS AND RESPONSIBILITIES) – SECOND READING AND DELETION

It is recommended that the Board of Trustees accept for second reading and deletion Board Policy 5506 – El Camino College Student Rights and Responsibilities as shown.

Board Policy 3900

Speech: Time, Place, and Manner

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The College is a non-public forum, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The Superintendent/President or designee shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the Superintendent/President or designee shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

References:

Education Code Sections 66301 and 76120

El Camino College
Adopted: 12/09/02
Amended:

Administrative Procedure 3900

Speech: Time, Place, and Manner

Students and employees of the District and members of the public shall be permitted to exercise their right of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.

The District is a non-public forum, except for the following areas (see map), which are reserved for expressive activities which do not violate District policy and which are lawful: (1) the Library Lawn which is generally bounded by the Student Activities Center, Library Learning Resource Center, Student Services Center, Communications Building, and sidewalk at Canary Pines; and (2) the circular paved area located east of the District Bookstore generally bounded by the Communications Building, Student Services Center, and North Gym buildings, adjacent to Parking Lot C. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:

- A. These areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.
- B. The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above.

The use of these areas reserved and open for expressive activities is subject to the following:

- A. No person using the areas shall touch, strike, or physically impede the progress of passerby, except for incidental or accidental contact or contact initiated by a passerby.
- B. Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.
- C. Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must check in with the Student Development Office prior to engaging in the activities. This does not involve an advance approval process.

No illegal activities, no activities that violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described in this procedure, will be permitted. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will make a good faith and reasonable effort to offer alternative areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities through the use of reservation forms.

All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove, or properly discard material that is discarded or dropped in or around the areas other than in an appropriate receptacle.

Commercial advertising or promotional literature may not be posted, exhibited, or distributed on-campus.

To prevent littering the campus grounds, the placement of handbills or other materials on or in cars parked on the campus is prohibited.

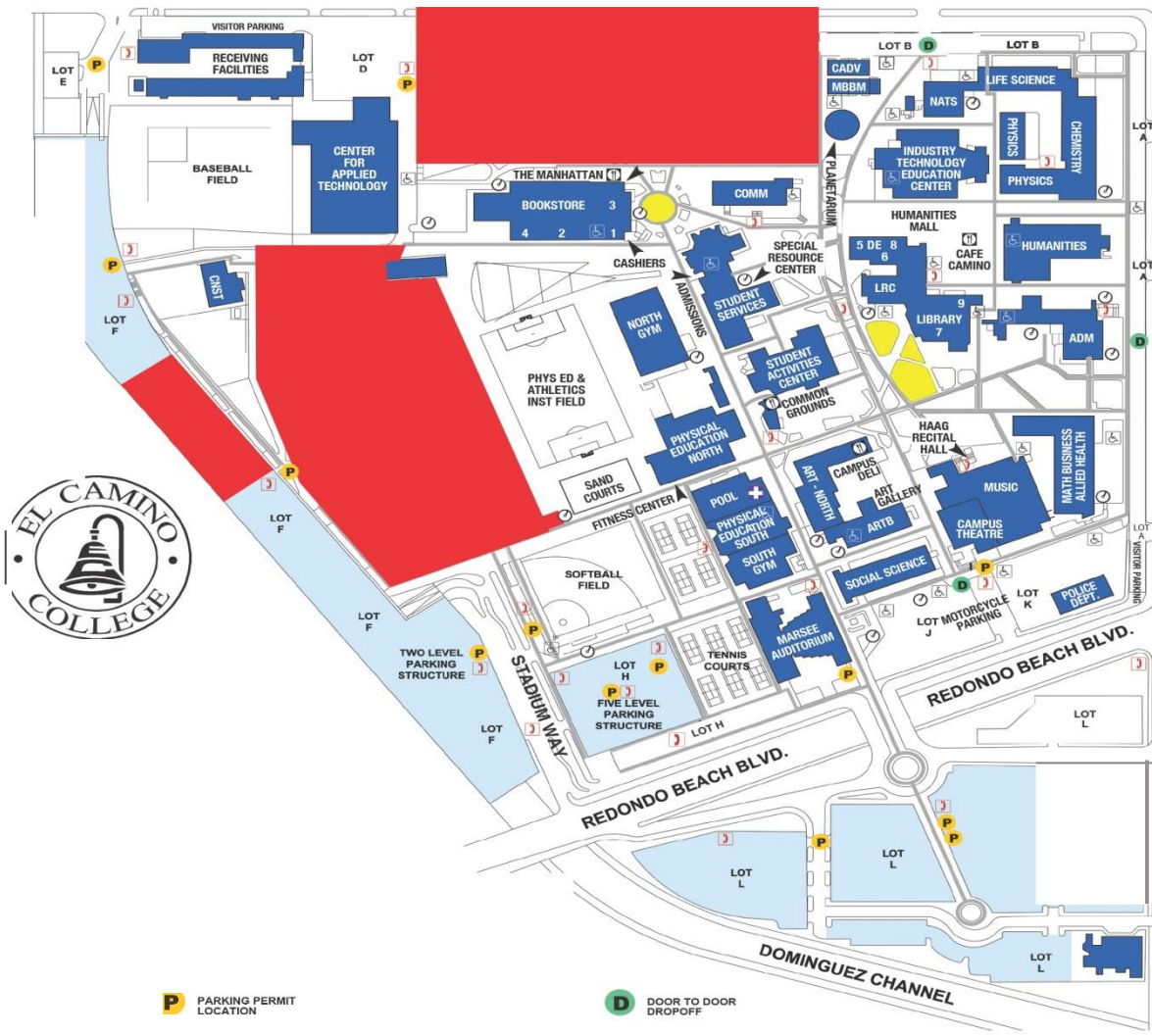
Posting

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Student Development Office. Materials displayed shall be removed after the passage of the date of the event or after the passage of ten days.

If your publication solicits subjects for research, you must first obtain permission from the College's Institutional Review Board (IRB). Approved materials shall clearly indicate IRB approval inclusive of the research study end date.

References:

Education Code Sections 76120 and 66301



Board Policy 5050

Student Success and Support Program

The El Camino Community College District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success.

The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goals through the District's established programs, policies and requirements. The agreement is implemented through the educational planning process.

The Superintendent/President shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

Reference:

Educational Code Section 78210, et seq.
Title 5 Section 55500

El Camino College
Adopted: 3/26/84
Amended: March 18, 2002

Student Success and Support Program services bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented through the educational planning process.

The Student Success and Support Program (SSSP) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of students to be successful in their educational endeavors. The goals are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success and support program process: admissions, orientation, assessment and testing, counseling, and student follow-up.

Each student entering the College, barring any exemptions, will do all of the following:

1. Complete orientation
2. Participate in assessment to determine appropriate course placement
3. Identify an education and career goal
4. Identify a course of study
5. Participate in the development of an initial one to two semester student educational plan with a counselor
6. Participate in the development of a comprehensive educational plan with a counselor by the end of the third term, but no later than the completion of 15 degree-applicable units
7. Attend class and complete assigned coursework
8. Complete courses and maintain progress toward an educational goal

Student Success and Support Program services include, but are not limited to, all of the following:

1. Orientation on a timely basis covering information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters.
2. Assessment and counseling either prior to or after enrollment, which shall include, but is not limited to, all of the following:
 - a. Administration of assessment instruments to determine student competency in computational and language skills
 - b. Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses, and career readiness
 - c. Evaluation of student study and learning skills

- d. Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance, health services, mental health services, academic support programs, programs that teach English as a second language, tutorial services, and disabled student services
- e. Educational planning, which includes but is not limited to, academic, career, and personal counseling
- f. Follow-up services and required counseling or advisement for students who are enrolled in remedial courses who have not declared an educational objective as required, or who are on academic probation.

The District shall not use any assessment instrument except those specifically authorized by the Board of Governors of the California Community Colleges.

References:

Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.

Board Policy 5120

Transfer Center

Transfer is one of the primary missions of the El Camino Community College District. The Transfer Center shall be committed to the development of activities and services that identify and increase the number of students who choose to transfer and are prepared to transfer, and shall monitor the effectiveness of those services.

Reference:

Title 5, Section 51027

El Camino College Adopted:

May 20, 2002

Amended:

-DELETION-

BOARD POLICY 5506

**El Camino College Student Rights
and Responsibilities**

Students have rights and responsibilities as provided for in law, including the State Education Code and the Title V Matriculation regulations; Board policies, including the Student Code of Conduct; and health and safety considerations. The student has the right:

1. To enroll in any course, subject to space availability and for which the student meets the appropriately established prerequisite(s) or corequisite(s);
2. A description of student rights and responsibilities in written form available prior to, or during, enrollment, and included in appropriate publications;
3. A matriculation process which encourages participation in college programs;
4. Due process and grievance procedures that are established and implemented;
5. Reasonable access to and feedback on assignments submitted to instructors;
6. Mutually respectful interaction with staff, faculty and administrators;
7. Access to facilities and resources based upon reasonable student request and assessment of the necessity of such request, which promote and support academic progress and achievement, such as study areas, tutoring, materials used in class in the library reference section, accessible library hours, computers;
8. Accurate information about, or appropriate referral to, student support services, campus activities, services and programs;
9. A safe, clean campus environment;
10. Representation on campus committees and notification of, or input into, changes on campus affecting them as appropriate;
11. Quality education provided by well-trained faculty and administrators.

Along with rights, students have responsibilities as provided in law, the State Education Code, Title V matriculation regulations, Board policies, including the Student Code of Conduct, and health and safety considerations, including the responsibility to:

1. Express at least a broad educational intent upon admission and declare a specific educational goal within a reasonable period after admission, namely the term after which the student has completed 15 semester units;
2. Participate in counseling or advisement to develop an educational plan and understand that failure to do so, or to abide by the educational plan may result in suspension or termination of matriculation services;

3. Strive for and promote academic excellence by obtaining materials for classes and having them as needed or required for the classes, diligently preparing for classes, completing assigned coursework, actively participating in classes, making and keeping copies of work submitted to instructors, and providing feedback to instructors;
4. Exercise punctuality, adhere to established class attendance requirements, and provide valid information regarding absences as appropriate;
5. Complete courses and maintain progress toward an educational goal according to standards established by the district in the Standards of Scholarship;
6. Engage in respectful behavior with other students, staff, faculty and administrators;
7. Protect each others' safety by promoting and adhering to safety and security measures, including the student Code of Conduct and other campus policies and procedures;
8. Use facilities, equipment and campus resources in a responsible manner, and exercise orderliness, neatness and cleanliness while using them;
9. Safeguard or protect others' personal property by taking such property to the Campus Police or an office in the College;
10. Promote and support a positive learning environment, including quiet in study areas, respectful classroom participation, and college-level behavior in all areas of the campus.

The provisions of this Board Policy are subject to change and do not constitute a contract between any student and the District and/or College. Additional provisions pertaining to student rights and responsibilities are provided in other District Board policies, the California Education Code, Title V of the California Code of Regulations and in other state and federal statutes and regulations.

Previous Board Policy Number: 6131.2

El Camino College
Adopted: 1/16/96
Renumbered: 5/16/05

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

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J. Administrative Procedure 3530 (Weapons on Campus) - Informational Item.....	AS 10, 12
K. Purchase Orders and Blanket Purchase Orders.....	AS 13

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending March 31, 2016. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for March 31, 2016, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2015-2016

Quarter Ended (Q3) March 31, 2016

<u>General Fund</u>	<u>2015-16 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$150,000	\$85,141	56.76%
State	82,191,467	65,314,986	79.47%
Local	46,576,434	28,927,682	62.11%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$128,917,901	\$94,327,809	
APPROPRIATIONS			
Academic Salaries	\$51,566,705	\$36,918,405	71.59%
Classified Salaries	26,611,429	16,438,170	61.77%
Staff Benefits	20,405,447	16,701,880	81.85%
Supplies/Books	2,383,419	927,950	38.93%
Other Operating Expenses	9,228,757	7,598,127	82.33%
Capital Outlay	473,730	220,678	46.58%
Other Outgo	<u>6,503,061</u>	<u>5,432,817</u>	83.54%
Total Appropriations	<u>\$117,172,548</u>	<u>\$84,238,027</u>	
Net Revenues	<u>\$11,745,353</u>	<u>\$10,089,782</u>	

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

B. 2014-15 PROPOSITION 39 GENERAL OBLIGATION BONDS AUDIT REPORT

It is recommended the Board accept the annual financial and performance audit reports prepared by Vicenti, Lloyd & Stutzman LLP, for the El Camino Community College District Revenue Bond Construction Fund. Copies of the audit reports for the 2014-15 fiscal year have been distributed to the Board of Trustees and to the Citizens Bond Oversight Committee. The District received an unmodified opinion on its financial and performance audits. The public may view the audit reports 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/ECCCD%20Measure%20E%20Audit%206-30-15.pdf>

C. 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:** THE MANUFACTURING INSTITUTE
Services: Contractor will receive support services for occupational analyses, career pathway mapping and alignment of college training programs to manufacturing certificates.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 4/19/16 – 12/31/17
Financial Terms: Projected gross income \$40,000

b. Services Received by District or Designee:

- 1. Contractor:** ACTION EVENTS LA BY SWORDPLAY
Services: Contractor will provide one-day fencing enrichment workshops for the Community Education department’s summer Kid’s College program’s six Sizzling Summer Saturdays for grades 1-12. Contractor to provide all equipment needed for the workshops and review basic safety rules prior to activity and continually enforce

proper safety and assure proper safety equipment is worn for each activity including masks, and jackets.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education

Date(s): 7/2/16 – 8/6/16

Financial Terms: Cost not to exceed \$3,600
Projected net income \$4,400

2. **Contractor:** **AMERICA STUDY ABROAD NETWORK (USA); GRACE EDUCATION SERVICES (MYANMAR); US-UHAK.COM (SOUTH KOREA)**

Services: Contractor will recruit F-1 Visa students for ECC.

Requesting Dept.: Student and Community Advancement – Admissions and Records – International Student Program

Date(s): 4/18/16 (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.

3. **Contractor:** **APICS SAN GABRIEL VALLEY CHAPTER**

Services: Contractor will provide on-site and center-based customized training for companies contracted with the District on an as-needed basis including but not limited to on-site and center-based APICS, Lean Manufacturing and Project Management related courses.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education

Date(s): 4/19/16 – 5/3/17

Financial Terms: Cost not to exceed \$20,000
Funded by Employment Training Panel (ETP) ET15-0427 two-year core contract

4. **Contractor:** **BUSINESS CAVALRY LLC**

Services: Contractor will receive ECC's grant funds to provide program training and consulting. Training to include, but not limited to topics in Business and Management Skills, Continuous Improvement, Manufacturing Skills, and Advanced Technology.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 4/19/16 – 6/30/17
Financial Terms: Cost not to exceed \$50,000
ETP ET15-0427 two-year core contract

5. **Contractor:** **EDUCATION TO GO & GATLIN EDUCATION SERVICES – CENGAGE LEARNING, INC.**
Services: Contractor will provide not-for-credit online courses that include materials, online instructors, and course hosting.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 3/7/16 – 3/7/17 with four optional one-year renewals, not to exceed five years
Financial Terms: Projected gross income \$20,000
6. **Contractor:** **EMERALD DATA SOLUTIONS, INC.**
Services: Contractor will provide a cloud-based Board Management Service, BoardDocs, for publishing and revising agenda items, supporting documents, and policies and procedures via the Internet.
Requesting Dept.: Administrative Services – Information Technology Services
Date(s): 4/1/16 – 3/30/17 with four optional one-year renewal periods, not to exceed five years
Financial Terms: Cost not to exceed \$10,000 per year
7. **Contractor:** **KAPLAN, INC.**
Services: Contractor will provide National Council Licensure Examination (NCLEX) Review course to ECC Nursing Program graduates.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 1/1/16 – 12/31/18 with an optional two year renewal period
Financial Terms: Cost not to exceed \$10,000 per semester
Funded by Assessment, Remediation, Retention Grant
8. **Contractor:** **ROSECRANS CARE CENTER**
Services: Contractor will provide part-time work activity opportunities for CalWORKs students to work as nurses' aides and office assistants.

Requesting Dept.: Student and Community Advancement – Student Support Services – CalWORKs
Date(s): 3/21/16 – 3/21/17
Financial Terms: No cost to the District

9. **Contractor:** **SMALL MANUFACTURERS’ INSTITUTE**
Services: Contractor will provide coordination and consulting services in support of the Advanced Manufacturing Sector activities.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 4/19/16 – 6/30/16
Financial Terms: Cost not to exceed \$10,000

D. 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:

1. **Contractor:** **UNIVERSITY OF SOUTHERN CALIFORNIA**
Services: ECC will receive contractor’s grant funds to provide technical services to regional aerospace manufacturers in business growth acceleration and export acceleration to help them compete in a global marketplace.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Competitive Technologies (CACT)
Date(s): 4/19/16 – 12/31/17
Financial Terms: Projected gross income \$319,059

b. Services Received by District or Designee:

1. **Contractor:** **REDONDO BEACH UNIFIED SCHOOL DISTRICT**
Services: Contractor, a subgrantee, will implement plans set forth in the South Bay Adult Education Consortium Regional Comprehensive Plan, the Three-Year Consortia Plan Update from AB86 and the Annual Plan 2015-16 created within the parameters of California Assembly Bills 86 and 104.

Requesting Dept.: Student and Community Advancement – Community Advancement – Grants Development and Management

Date(s): 4/19/16 – 12/31/16

Financial Terms: Cost not to exceed \$285,995

Funded by Adult Education Consortium Grant

2. **Contractor:** **TORRANCE UNIFIED SCHOOL DISTRICT**

Services: Contractor, a subgrantee, will implement plans set forth in the South Bay Adult Education Consortium Regional Comprehensive Plan, the Three-Year Consortia Plan Update from AB86 and the Annual Plan 2015-16 created within the parameters of California Assembly Bills 86 and 104.

Requesting Dept.: Student and Community Advancement – Community Advancement – Grants Development and Management

Date(s): 4/19/16 – 12/31/16

Financial Terms: Cost not to exceed \$250,000

Funded by Adult Education Consortium Grant

E. PERSONAL SERVICE AGREEMENTS

a. Services Provided by District or Designee:

None

b. Services Received by District or Designee:

1. **Contractor:** **ERNESTO MOLINA**

Services: Contractor and his group, Mariachi Estrella de Jalisco, will perform music at ECC Celebration of Chicano Culture event titled The Son Mexicano.

Requesting Dept.: Academic Affairs – Behavioral and Social Sciences

Date(s): 4/26/16

Financial Terms: Cost not to exceed \$1,000

Funded by Student Equity Program Grant

2. **Contractor:** **MARIBEL GUTIERREZ**

Services: Contractor will give a lecture on Chicanas and the Mexican Charrería Tradition for A Celebration of Chicano Culture event.

Requesting Dept.: Academic Affairs – Behavioral and Social Sciences

Date(s): 4/14/16

Financial Terms: Cost not to exceed \$600

Funded by Student Equity Program Grant

3. **Contractor:** **MOTECUHZOMAH HERRERA**
Services: Contractor and his group, Conjunto Hueyapan, will perform a series of Sons "rhythms" at the ECC Celebration of Chicano Culture event titled The Son Mexicano.
Requesting Dept.: Academic Affairs – Behavioral and Social Sciences
Date(s): 4/26/16
Financial Terms: Cost not to exceed \$1000
Funded by Student Equity Program Grant

4. **Contractor:** **STEVEN L. KASMAR**
Services: Contractor will coordinate and deliver a statewide Culinary Arts Competition including venue, promotion, print materials, and medals and trophies for Community College Culinary Arts students.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resource Center
Date(s): 4/19/16 – 6/30/16
Financial Terms: Cost not to exceed \$4,500
Funded by California Community Colleges Chancellor's Office Economic Workforce Development program Retail, Hospitality and Tourism grant

F. AMENDMENTS

a. Services Provided by District or Designee:

None

b. Services Received by District or Designee:

1. **Contractor:** **ANGALET AND ASSOCIATES LLC**
Services: Contractor will provide sales consulting services to identify training opportunities with current and new business clients, securing twenty-five new companies as clients or potential customers.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$51,000 (Cost increase only: Board initially approved on 6/15/15 the cost of \$42,000)
Funded by ETP ET 14-0217 two-year core contract

- 2. Contractor:** **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide Employee Training Panel (ETP) Regular Core Programs training using ECC's ETP funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 7/13/15 – 5/3/17
Financial Terms: Cost not to exceed \$50,000 (Cost increase only: Board initially approved on 8/17/15 the cost of \$10,000) Funded by ETP ET15-0427 two-year core contract
- 3. Contractor:** **YOUNGBLOOD & ASSOCIATES**
Services: Contractor will provide background investigations for ECC Police Department applicants.
Requesting Dept.: Administrative Services – Campus Police
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$1,000 (Cost increase only: Board initially approved on 7/20/15 the cost of \$750)

G. INFORMATIONAL ITEM - CAMPUS WiFi

CONTRACTOR: **DELL**

Contractor will provide proposal for engineering, services and equipment to retrofit and upgrade existing Campus WiFi services necessary to complete certain planning and programming activities, including without limitations: 1. Assessment of building, structures and areas subject to retrofitted and upgraded WiFi services; 2. Specification of WiFi equipment, materials, and software; 3. Development of a work-plan (including budget and schedule) for implementation of retrofitted and/or upgraded WiFi equipment, materials and software. The District intends to utilize the California Department of General Services, California Multiple Awards Schedule (CMAS) under CMAS Contract Number 9-94-70-0012 (CMAS Contract).

Date(s): 3/23/16 – end of project

H. SOLE SOURCE ACQUISITION

It is recommended the Board of Trustees approve the sole source purchase of Sodick VZ300L (LN2W) Wire-EDM (Electrical Discharge Machining) in the amount of \$100,000 from Sodick, Inc. without formal public advertising and receiving of bids. It is in the District's best interests to let this exception of

California Public Contract Code section 20651 which requires the District to advertise publicly for purchase of goods involving an expenditure of \$87,800 or more. Sodick, Inc. is the sole provider and manufacturer of Sodick VZ300L (LN2W) Wire-EDM used by ECC Machine Tool Technology program.

I. BOARD POLICY 3530 (WEAPONS ON CAMPUS) - SECOND READING AND ADOPTION

As part of the Board policy and procedure review process, it is recommended the Board receive Board Policy 3530 (Weapons on Campus), for second reading and adoption, as shown on Page AS 11.

J. ADMINISTRATIVE PROCEDURE 3530 (WEAPONS ON CAMPUS) - INFORMATIONAL ITEM

Administrative Procedure 3530 (Weapons on Campus) is presented for informational purpose only, as shown on Page AS 12.

Board Policy 3530

Weapons on Campus

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials, or as authorized by an official law enforcement agency.

Reference:

Penal Code Section 626.9, 626.10 and 830 et seq.

El Camino College
Adopted: 4/16/01

Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on all District grounds. The prohibition of firearms on any District campus, District center, or in any District facility includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm, except as authorized by law.

Activities involving firearms or other weapons conducted under the direction of District officials, or as authorized by an official law enforcement agency shall be reported to the Chief of Campus Police before taking place.

Any person who believes that he or she may properly possess a firearm or other weapon on District grounds must promptly notify the Chief of Campus Police. Duly appointed peace officers, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who are authorized by law and their respective Department Policies to carry concealed firearms, are exempt from the requirements of this paragraph.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds of the District is strictly prohibited, unless the person is authorized to possess such a weapon in the course of his or her District employment, has been permitted by an authorized District employee to have such, or is a duly appointed peace officer who is engaged in the performance of his or her duties.

References:

Penal Code, Sections 626.9, 626.10, and 830 et seq.

K. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended all purchase orders be ratified as shown.

P.O.	Vendor Name	Site Name	Description	P.O. Cost
Fund 11 Unrestricted - El Camino				
P0902460	Revgear Sports Co.	P.O.S.T.	Instructional Supplies	\$4,374.98
P0902505	Discount Dance Supply	Dance	Instructional Supplies	\$1,389.70
P0902621	The Horn Guys	Music	Instructional Supplies	\$855.17
P0902627	Charles Brock LLC	Construction	Instructional Supplies	\$32.69
P0902638	InterDesign Inc.	Div Office BSSC	Instructional Supplies	\$650.31
P0902712	Carolina Biological	Life Sciences	Instructional Supplies	\$125.42
P0902720	Masque Sound	Div Office Fine Arts	Non-Instruct Supplies	\$268.18
P0902721	Access Display Group	Div Office Fine Arts	Non-Instruct Supplies	\$1,344.64
P0902727	Mouser Electronics	Physics	Instructional Supplies	\$266.67
P0902736	Steinway, Inc.	Ctr for Arts Production	Other Rentals	\$1,326.50
P0902741	Portage Newspaper	English	Instructional Supplies	\$112.70
P0902742	A-1 Office Concepts	V.P. Academic Affairs	Repairs - Instructional	\$403.28
P0902743	CDW-G	Institutional Services	New Equipment	\$1,589.54
P0902759	Alldata	Information Technology	License Fee/Site Licenses	\$975.00
P0902761	Computerland of Silicon	Information Technology	Maintenance Contracts	\$9,500.00
P0902762	CDW-G	SRC Accessibility Fund	New Equipment	\$1,195.83
P0902767	ACBO	Administrative Services	Conferences Mgmt	\$335.00
P0902773	Fast Deer Bus Charter	Transfer Center	Transportation	\$680.00
P0902774	Los Angles County Office	Board Of Trustees	Conferences Mgmt	\$25.00
P0902775	El Camino College	Presidents Office	Other Services And Expenses	\$500.00
P0902776	Vicenti, Lloyd, Stutzman	Institutional Services	Audit/Accreditation fees	\$27,785.33
P0902780	Source 4	Fiscal Services	Non-Instruct Supplies	\$386.10
P0902781	Redondo Technology	Fiscal Services	Non-Instruct Supplies	\$1,535.81
P0902785	Ms. Linda Beam	Human Resources	Conferences Mgmt	\$404.10
P0902786	CDW-G	Foundation--Gen Fund	Non-Instruct Supplies	\$497.00
P0902788	Verizon Wireless	Operations	New Equipment	\$478.01
P0902790	Inglewood Airport	Presidents Office	Conferences Mgmt	\$100.00
P0902791	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$30.25
P0902792	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$32.48
P0902796	Ergo Desktop	Presidents Office	Non-Instruct Supplies	\$35.97
P0902798	Bulbman	Art Department	Instructional Supplies	\$475.80
P0902799	Grainger	Art Department	Instructional Supplies	\$218.00
P0902800	Independent Foundry	Art Department	Repairs Parts And Supplies	\$1,307.41
P0902805	Tip Plus Corp.	Welding	Instructional Supplies	\$210.16
P0902806	ACCCA	Staff Diversity	Conferences Mgmt	\$1,995.00
P0902807	S/P2	Automotive Technology	Instructional Supplies	\$498.00
P0902808	Matheson Tri-Gas	Air Conditioning	Instructional Supplies	\$117.46
P0902809	Lincoln	Welding	Instructional Supplies	\$3,468.16
P0902810	Action Wholesale	Machine Tool	Instructional Supplies	\$516.22
P0902811	Goodson	Automotive Technology	Instructional Supplies	\$251.64
P0902812	Paton Group	Machine Tool	Instructional Supplies	\$585.00
P0902819	Schindler Elevator	Facilities/Planning/Servi	Regulatory	\$22,769.00
P0902820	Hawthorne Chamber	Presidents Office	Conferences Mgmt	\$50.00
P0902821	A.T. Kratter & Company	Human Resources	New Equipment	\$1,426.55
P0902824	American Express Travel	Information Technology	Transportation/ Mileage	\$232.46
P0902826	Nuventive	Information Technology	Maintenance Contracts	\$42,900.00

P0902827	Netop	Information Technology	Maintenance Contracts	\$2,997.60
P0902830	Grainger	Art Department	Instructional Supplies	\$1,531.48
P0902831	VWR International	Chemistry	Instructional Supplies	\$4,167.03
P0902832	KLM Bioscientific	Life Sciences	Instructional Supplies	\$556.34
P0902833	B & H Photo-Video	Div Office Fine Arts	Instructional Supplies	\$445.96
P0902834	Progressive Technology	Information Technology	License Fee/Site Licenses	\$3,605.00
P0902835	Art & Commerce	Ctr for Arts Production	Non-Instruct Supplies	\$408.75
P0902836	U.S. Bank	Institutional Services	Escrow/admin. fees - Bond	\$250.00
P0902837	Complete Office	Warehouse	Inventories	\$2,110.24
P0902839	Full Compass Systems	Ctr for Arts Production	Non-Instruct Supplies	\$1,127.77
P0902841	Ms. Debbie E. Turano	Operations	Pest Control	\$194.00
P0902847	American Express Travel	Human Resources	Conferences Mgmt	\$215.96
P0902849	Demco, Inc.	Div Office Instr.	Non-Instruct Supplies	\$43.27
P0902851	Monterey Graphics	Instructional Television	Instructional Supplies	\$109.88
P0902852	D & J Media Solutions	Div Office Humanities	Non-Instruct Supplies	\$4,699.50
P0902853	Monterey Graphics	Div Office Instr.	Non-Instruct Supplies	\$54.94
P0902859	CDW-G	Div Office Business	Instructional Supplies	\$979.71
P0902860	B & H Photo-Video	Instructional Television	Instructional Supplies	\$1,883.52
P0902861	Best Buy for Govt	Div Office BSSC	Other Instr Supplies	\$46.27
P0902863	Grainger	Ctr for Arts Production	Non-Instruct Supplies	\$233.27
P0902870	Morey's Music Store	Music Library	Instructional Supplies	\$102.27
P0902871	Uline Shipping Supply	Art Department	Instructional Supplies	\$747.78
P0902872	Carter Products	Art Department	Instructional Supplies	\$212.83
P0902873	Barry McNaughton	Ctr for Arts Instr/Admin	Contract Services	\$100.00
P0902874	Andrea Stolpe	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0902875	Miguel A. Guerrero	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0902876	Symphonic Jazz	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0902877	Daniel d. Arakal	Ctr for Arts Instr/Admin	Contract Services	\$100.00
P0902882	Freestyle Photographic	Photography	Instructional Supplies	\$1,079.32
P0902887	VWR International	Chemistry	Instructional Supplies	\$527.23
P0902890	American Express Travel	Staff Diversity	Conferences Mgmt	\$231.96
P0902891	American Express Travel	Ed & Community	Transportation/ Mileage	\$205.96
P0902894	R & D Printing	Ctr for Arts Promo	Printing	\$1,398.00
P0902895	Vector Resources, Inc.	V.P. Academic Affairs	Repairs - Instructional	\$1,429.16
P0902897	Access American	VP-SCA	Contract Services	\$250.00
P0902910	Ward's Natural Science	Earth Sciences	Instructional Supplies	\$186.86
P0902911	McMaster Carr	Physics	Instructional Supplies	\$199.56
P0902913	MSC Industrial Supply	Physics	Instructional Supplies	\$73.18
P0902914	Thomas Brown	Facilities/Planning/Servi	Non-Instruct Supplies	\$55.30
P0902918	Sargent Welch	Chemistry	Instructional Supplies	\$1,484.21
P0902919	El Camino Community	Purchasing	Legal	\$599.16
P0902923	Dell Marketing L. P.	V.P. Academic Affairs	Non Inst Comp Eq	\$1,847.50
P0902930	Complete Office	Student Learning	Non-Instruct Supplies	\$215.51
P0902932	Office Depot	English	New Equipment-Instr.	\$326.99
P0902933	CSI Fullmer	English	New Equipment-Instr.	\$2,299.71
P0902935	ACCCA	Human Resources	Conferences Mgmt	\$1,995.00
P0902937	Community College	Public Relations	Conferences Mgmt	\$760.00
P0902945	Medcom Trainex	Nursing	Instructional Supplies	\$529.54
P0902954	M & K Metal Co.	Machine Tool	Instructional Supplies	\$1,091.00
P0902956	Complete Office	P.O.S.T.	Instructional Supplies	\$20.98
P0902957	Grainger	Automotive Technology	Instructional Supplies	\$324.39
P0902960	Lee Valley	Construction	Instructional Supplies	\$206.90
P0902962	J. W. Pepper & Son, Inc.	Music Library	Instructional Supplies	\$837.05
P0902963	Sims Recycling	Information Technology	Contract Services	\$7,426.00

P0902968	Prianto USA Inc.	Information Technology	License Fee/Site Licenses	\$560.00
P0902971	Dell Marketing L. P.	Admissions/Records	Non-Instruct Supplies	\$238.34
P0902973	Time Clock Sales	Admissions/Records	Repairs Noninstructional	\$236.00
P0902974	Grainger	Technical Services	Repairs Parts And Supplies	\$78.41
P0902980	Capitol Enquiry, Inc.	Public Relations	Publications/ Periodicals	\$256.32
P0902981	TechMedia	Public Relations	Conferences Mgmt	\$295.00
P0902982	Hilton Orange	Speech Communication	Conferences Other	\$1,538.16
P0902983	El Segundo Chamber	Public Relations	Dues And Memberships	\$100.00
P0902984	ELS Educational	VP-SCA	Contract Services	\$5,000.00
P0902988	Enterprise Rentals	Fire Academy	Other Rentals	\$100.00
P0902991	County of Los Angeles	Institutional Services	Election	\$109.29
P0902993	Mr. Rick F.	Ctr for Arts Promo	Other Services And Expenses	\$38.00
P0902994	Uline Shipping Supply	Art Department	Instructional Supplies	\$2,012.93
P0902997	AAWCC	Human Resources	Conferences Mgmt	\$130.00
P0903000	B & H Photo-Video	Film/Video	Instructional Supplies	\$1,315.24
P0903001	Grainger	Theatre	Instructional Supplies	\$378.62
P0903003	Grainger	Health, Safety and Risk	Non-Instruct Supplies	\$1,025.69
P0903005	Dr. Amy S. Grant	Technology	Other Services And Expenses	\$510.50
P0903006	Monterey Graphics	Human Resources	Non-Instruct Supplies	\$54.94
P0903008	Dick Blick Art Materials	Div Office Fine Arts	Instructional Supplies	\$1,712.17
P0903009	Ms. Debbie E. Turano	Operations	Pest Control	\$46.00
P0903013	CDW-G	Division Office Math	Instructional Supplies	\$142.74
P0903015	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$132.72
P0903016	Mr. Andrew W. Wolski	Ctr for Arts Production	Other Rentals	\$189.70
P0903017	Ms. Susan G. Pickens	Presidents Office	Non-Instruct Supplies	\$74.65
P0903018	Ms. Dena Maloney	Presidents Office	Expense Allowance-President	\$35.00
P0903019	Wawak	Ctr for Arts Production	Non-Instruct Supplies	\$125.11
P0903020	Verizon Wireless	Operations	New Equipment	\$163.04
P0903021	CDW-G	Art Department	Repairs Parts And Supplies	\$2,537.08
P0903022	Dick Blick Art Materials	Art Department	Repairs Parts And Supplies	\$345.34
P0903025	Thompson Enamel	Art Department	Instructional Supplies	\$409.73
P0903026	Otto Frei	Art Department	Instructional Supplies	\$2,079.31
P0903027	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$2,355.59
P0903028	E.C.C.C.D. Revolving	Presidents Office	Expense Allowance-President	\$337.51
P0903054	Barnes & Noble	History	Instructional Supplies	\$50.12
P0903059	Thompson West	Div Office Instr.	Library Books	\$443.90
P0903060	McNaughton-Brodart	Div Office Instr.	Library Books	\$322.64
P0903063	Shred-It California	V.P. Academic Affairs	Non-Instruct Supplies	\$196.00
P0903067	Uline Shipping Supply	Div Office Fine Arts	Non-Instruct Supplies	\$380.77
P0903068	Northern Tool	Div Office Fine Arts	Non-Instruct Supplies	\$96.19
P0903069	Ms. Patricia L. Fairchild	Automotive Collision	Instructional Supplies	\$1,575.89
P0903072	American Express Travel	Financial Aid	Travel And Conference	\$783.92
P0903073	McMaster Carr	Family Consumer	Instructional Supplies	\$107.93
P0903076	El Camino College Union	Commencement	Non-Instruct Supplies	\$341.00
P0903077	Monterey Graphics	I&T Div Ofc	Non-Instruct Supplies	\$54.94
P0903078	Grainger	Health, Safety and Risk	Non-Instruct Supplies	\$1,089.78
P0903079	Monterey Graphics	CADD	Instructional Supplies	\$54.94
P0903090	Hitt Marking Devices	Div Office Instr.	Non-Instruct Supplies	\$76.62
P0903092	J. W. Pepper & Son, Inc.	Music	Instructional Supplies	\$345.72
P0903096	Fast Deer Bus Charter	Outreach and School	Transportation	\$650.00
P0903097	Woodwind & Brasswind	Music	Instructional Supplies	\$213.64
P0903098	Sweetwater	Music	Instructional Supplies	\$344.44
P0903099	Marcom Communications	Facilities/Planning/Servi	Repairs Noninstructional	\$780.00
P0903102	Greentree Systems	Human Resources	Maintenance Contracts	\$3,754.82

P0903106	Mouser Electronics	Physics	Instructional Supplies	\$254.52
P0903108	Vector Resources, Inc.	Information Technology	Contract Services	\$1,536.69
P0903114	Woodworker West	Construction	Instructional Supplies	\$60.00
P0903117	CSI Fullmer	Div Office Fine Arts	New Equipment	\$512.25
P0903118	AAWCC	V.P. Academic Affairs	Conferences Classified	\$65.00
P0903120	Campus Food Services	Commencement	Contract Services	\$19,456.50
P0903123	National Association for	Out of State	Dues And Memberships	\$1,950.00
P0903124	Sports Imports	Physical Education	Instructional Supplies	\$4,194.90
P0903125	Channing L. Bete Co.	Physical Education	Instructional Supplies	\$926.31
P0903126	BSN Sports	Physical Education	Instructional Supplies	\$5,536.98
P0903127	Soccer Central	Physical Education	Instructional Supplies	\$1,092.20
P0903131	HL Corporation	Physical Education	Instructional Supplies	\$876.36
P0903132	Thompson Trophy	Commencement	Non-Instruct Supplies	\$103.55
P0903137	Public Agency Law	Purchasing	Legal	\$205.80
P0903138	Displays2go	Div Office Instr.	Non-Instruct Supplies	\$57.67
P0903141	Community College	Div Office Instr.	Publications-Magazines	\$81,653.43
P0903142	B & H Photo-Video	Copy Center	Non-Instruct Supplies	\$55.43
P0903145	Bank of America	Presidents Office	Conferences Mgmt	\$743.07
P0903146	Brown & Bigelow, Inc.	Outreach and School	Non-Instruct Supplies	\$6,427.60
P0903148	Forestry Suppliers, Inc.	Anthropology	Instructional Supplies	\$398.16
P0903149	ASQ	Ed & Community	Dues And Memberships	\$159.00
P0903150	UC Irvine New University	Public Relations	Multi Media Advertising	\$767.00
P0903151	Los Angeles	Public Relations	Multi Media Advertising	\$500.00
P0903152	C. S. U. N. Daily Sundial	Public Relations	Multi Media Advertising	\$350.00
P0903153	The Daily Titan	Public Relations	Multi Media Advertising	\$375.00
P0903154	C.S.U.L.B. Daily	Public Relations	Multi Media Advertising	\$200.00
P0903155	Cal State University	Public Relations	Multi Media Advertising	\$1,542.40
P0903156	USC Daily Trojan	Public Relations	Multi Media Advertising	\$700.00
P0903157	Daily Bruin/UCLA	Public Relations	Multi Media Advertising	\$2,900.00
P0903187	Thomson Reuters West	Human Resources	Non-Instruct Supplies	\$59.96
P0903196	Foundation for California	VP-SCA	Dues And Memberships	\$1,000.00
P0903197	PPG Architectural	Art Department	Repairs Parts And Supplies	\$422.95
P0903205	B & H Photo-Video	History	Instructional Supplies	\$1,177.58
P0903210	Altus Network Solutions	Information Technology	License Fee/Site Licenses	\$822.00
P0903211	CDW-G	Div Office Business	Instructional Supplies	\$325.91
P0903216	ACCJC	Accreditation Support	Other Services And Expenses	\$3,722.23
P0903229	Harland Technology	Information Technology	Maintenance Contracts	\$334.00
P0903230	Singlewire Software	Information Technology	Maintenance Contracts	\$8,250.00
P0903231	Accu Cut	Div Office BSSC	Instructional Supplies	\$241.93
P0903243	Excelencia in Education	VP-SCA	Dues And Memberships	\$500.00
P0903260	Amazing Balloons	Career Center	Non-Instruct Supplies	\$100.66
P0903269	Trang Viet Anh Company	VP-SCA	Contract Services	\$750.00
P0903270	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$1,500.00
P0903271	The Center for Advanced	VP-SCA	Contract Services	\$250.00
			Fund 11 Total: 198	\$377,113.79

Fund 12 - Restricted - El Camino

P0902307	Borden Decal Co., Inc.	Parking Services	Non-Instruct Supplies	\$1,127.97
P0902561	Dell Marketing L. P.	TANF	New Equipment	\$1,205.63
P0902744	Trane Commercial	CTE (14-187-006)	Non-Instruct Supplies	\$2,844.90
P0902746	Norman S. Wright	CTE (14-187-006)	Instr.CompEquip	\$16,922.25
P0902748	Grainger	CTE (14-187-006)	Non-Instruct Supplies	\$381.50
P0902749	Tequipment.Net	CTE (14-187-006)	Non-Instruct Supplies	\$4,916.01

P0902754	Rio Grande Tool Co.	Fine Arts	New Equipment - Instructional	\$1,264.35
P0902760	David K. Faulkner	Title III- H S I - STEM	Contract Services	\$400.00
P0902763	Snap-ON Equipment	Ref & Lane Tech(Smg)	Repairs - Instructional	\$495.45
P0902764	Elsevier	Community Education	Non-Instruct Supplies	\$1,355.51
P0902768	Quality Council	Aerospace Conference	Non-Instruct Supplies	\$3,320.75
P0902769	American Express Travel	CalWORKs	Conferences Other	\$227.20
P0902771	American Express Travel	CalWORKs	Conferences Other	\$227.20
P0902772	American Express Travel	CalWORKs	Conferences Other	\$227.20
P0902782	Myers Technical	CTE (14-187-006)	Instr.CompEquip	\$1,956.76
P0902783	R & D Printing	Community Education	Non-Instruct Supplies	\$1,741.82
P0902787	Ad Infin Item	TANF	Promotional Supplies	\$3,999.20
P0902789	Worldwide Movers	El Camino Language	Multi Media Advertising	\$263.06
P0902793	Debee Communications	Sign Language	Instructional Supplies	\$58.45
P0902794	My Doll's House	Sign Language	Instructional Supplies	\$447.36
P0902795	Complete Office	Music Donations	Instructional Supplies	\$529.25
P0902797	Complete Office	Child Development	Instructional Supplies	\$87.67
P0902801	Campus Food Services	Student Success	In-Service Training	\$564.08
P0902802	Campus Food Services	Student Success	In-Service Training	\$131.62
P0902803	Campus Food Services	Student Success	In-Service Training	\$831.39
P0902804	Campus Food Services	Student Success	In-Service Training	\$40.11
P0902813	Carolina Biological	Natural Sci.	New Equipment-Instr.	\$802.85
P0902814	Carolina Biological	Natural Sci.	New Equipment - Instructional	\$1,015.34
P0902815	Ward's Natural Science	Natural Sci.	New Equipment - Instructional	\$9,101.49
P0902818	CDW-G	(STCW) Standards for	New Equipment - Instructional	\$348.08
P0902822	Lakeshore Learning	Child Development	Instructional Supplies	\$1,214.20
P0902828	American Express Travel	CalWORKs	Conferences Other	\$227.20
P0902842	Athenus Ocampo	Student Success	Non-Instruct Supplies	\$140.67
P0902843	Campus Food Services	EOPS	Non-Instruct Supplies	\$1,103.08
P0902844	LLM Publications, Inc	Retail/Hospitality/Tourist	Multi Media Advertising	\$935.00
P0902845	Campus Food Services	EOPS	Non-Instruct Supplies	\$376.05
P0902846	Monterey Graphics	EOPS	Non-Instruct Supplies	\$54.94
P0902854	Hawthorne Chamber	SBDC Program Income	Conferences Other	\$500.00
P0902858	CDW-G	Career & Tech Ed	New Equipment - Instructional	\$46,227.02
P0902862	Fast Deer Bus Charter	Student Success	Transportation	\$636.00
P0902865	Best Buy for Govt	VATEA Business	Instr.CompEquip	\$1,089.81
P0902866	CDW-G	VATEA I&T	Instructional Supplies	\$396.47
P0902867	Fast Deer Bus Charter	Student Success	Transportation	\$620.50
P0902888	Marriott Hotel	EOPS CARE	Non-Instruct Supplies	\$6,800.00
P0902892	iStockphoto LP.	Retail/Hospitality/Tourist	Non-Instruct Supplies	\$1,250.00
P0902896	Chicken Maison	EOPS CARE	Non-Instruct Supplies	\$972.83
P0902906	The Apple Store	Rio Hondo - SB 1070	New Equip - Noninstr	\$1,812.33
P0902908	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$376.05
P0902909	Taiko Center	Faculty & Staff Diversity	Contract Services	\$350.00
P0902915	CDW-G	VATEA Business	Instr.CompEquip	\$8,307.42
P0902920	Educational Student	Historically Bldk	Conferences Other	\$1,849.00
P0902921	American Express Travel	Student Success	Conferences Faculty	\$516.00
P0902922	Fast Deer Bus Charter	Community Education	Non-Instruct Supplies	\$675.00
P0902926	Christine Aiu-Quezada	Community Education	Contract Services	\$150.00
P0902927	Thomas J. Kowach	Community Education	Contract Services	\$300.00
P0902928	Dennis Moynahan	Community Education	Contract Services	\$150.00
P0902929	Campus Food Services	Community Education	Non-Instruct Supplies	\$1,707.98
P0902934	Purple Communications	DSPS	Contract Services	\$13,128.04
P0902938	Lomita Business	DSPS	Repairs Noninstructional	\$50.03

P0902939	Midas Auto Repair - Aap	Parking Services	Repairs Non Instr	\$773.86
P0902942	Bright Entertainment, Llc	Community Education	Contract Services	\$50.00
P0902944	City of Hawthorne	Parking Services	Maintenance Contracts	\$5,675.50
P0902947	Oriental Trading	Community Education	Non-Instruct Supplies	\$304.90
P0902948	Institute for	Student Equity	Conferences Other	\$995.00
P0902949	The Apple Store	VATEA Business	Instr.CompEquip	\$9,061.65
P0902950	Best Buy for Govt	VATEA Business	Instr.CompEquip	\$7,156.14
P0902958	The Apple Store	CTE (14-187-006)	Instr.CompEquip	\$18,076.81
P0902959	Michael D. Manuel	Student Equity	Other Services And Expenses	\$500.00
P0902964	Best Buy for Govt	Student Success	Non Inst Comp Equip	\$383.28
P0902966	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$2,562.50
P0902969	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$100.00
P0902970	Campus Food Services	Student Success	In-Service Training	\$313.38
P0902999	B & H Photo-Video	Art Dept Donations	Non-Instruct Supplies	\$610.40
P0903007	ACECANOPY.Com	Community Education	Non-Instruct Supplies	\$106.77
P0903014	Community College	MESA Program	Conferences - Student	\$1,137.50
P0903062	Total Recall Captioning,	DSPS	Contract Services	\$765.00
P0903070	El Camino College Union	BFAP Administration	Workshop Sponsorship	\$341.00
P0903071	American Express Travel	BFAP Administration	Travel And Conference	\$99.00
P0903074	Verizon Business	Student Success	Non-Instruct Supplies	\$747.90
P0903075	Torrance Bakery	EOPS	Non-Instruct Supplies	\$548.00
P0903082	International Student	El Camino Language	Other	\$7,794.00
P0903083	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$650.00
P0903085	SVM, LP	EOPS CARE	Transportation Repair	\$15,040.00
P0903086	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$1,294.25
P0903088	Ms. Lindsey Ludwig	International Students	Non-Instruct Supplies	\$401.79
P0903093	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$501.40
P0903103	Los Medanos College	Historically Blck	Conferences Other	\$715.00
P0903107	Action Sales & Metal Co.	Community	Non-Instruct Supplies	\$6,091.69
P0903113	Haskell Stem Academy	Mentor Protégé	Other Services	\$2,000.00
P0903119	A-1 Office Concepts	EOPS	New Equipment	\$325.90
P0903130	CLIA Laboratory	Health Services	License Fee/Site Licenses	\$150.00
P0903139	Ad Infin Item	EOPS CARE	Non-Instruct Supplies	\$1,242.98
P0903140	Ad Infin Item	EOPS CARE	Non-Instruct Supplies	\$4,743.88
P0903158	American Express Travel	Student Success	Conferences Faculty	\$611.12
P0903159	Shred-It California	DSPS	Other Services And Expenses	\$112.00
P0903173	Ad Infin Item	EOPS CARE	Non-Instruct Supplies	\$2,757.10
P0903176	American Express Travel	Historically Blck	Conferences Other	\$170.96
P0903183	Landfall	STCW	New Equipment - Instructional	\$3,955.02
P0903200	Ms. Dawn A. Reid	Student Equity	Other Services And Expenses	\$500.00
P0903206	Verizon Wireless	Parking Services	New Equipment	\$265.00
P0903208	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$1,174.55
P0903215	Mr. Marcus L. Thompson	Parking Services	Non-Instruct Supplies	\$337.90
P0903217	Henry C. Orozco	Student Equity	Other Services And Expenses	\$500.00
P0903218	Danilo Lozano	Student Equity	Other Services And Expenses	\$300.00
P0903219	Edward D. Morin	Student Equity	Other Services And Expenses	\$300.00
P0903220	Fermin Herrera	Student Equity	Other Services And Expenses	\$300.00
P0903221	Nuestras Raices	Student Equity	Other Services And Expenses	\$500.00
P0903225	Card Integrators	Student Equity	License Fee/Site Licenses	\$2,695.00
P0903227	Rio Hondo College	Parking Services	In-Service Training	\$76.00
P0903267	American Express Travel	Foster Care Ed	Conferences Other	\$291.90
			Fund 12 Total: 110	\$254,856.10

Fund 15 - General Fund -Special Programs

P0902770	Fast Deer Bus Charter	Honors Program	Transportation	\$1,000.00
P0903100	Honors Transfer Council	Honors Program	Conferences Mgmt	\$2,210.00
			Fund 15 Total: 2	\$3,210.00

Fund 62 - Property & Liability

P0902916	Witmer Public Safety	Purchasing	New Equipment - Instructional	\$7,117.65
P0902917	Fire Service Specification	Purchasing	New Equipment - Instructional	\$16,305.18
P0903058	S.O.S. Survival Products	Health, Safety and Risk	Non-Instruct Supplies	\$5,622.44
			Fund 62 Total: 3	\$29,045.27

Fund 71 - Associated Students

P0902965	American Express Travel	Student Affairs	ASB Exp.	\$1,506.00
			Fund 71 Total: 1	\$1,506.00

Fund 74 - Student Financial Aid

P0903023	Ad Infin Item	EOPS	Student Incentive Account	\$951.96
P0903024	Custom Sash	EOPS	Student Incentive Account	\$2,230.14
P0903055	Ad Infin Item	EOPS	Student Incentive Account	\$1,190.73
			Fund 74 Total: 3	\$4,372.83

Fund 79 - Auxiliary Services

P0902766	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$137.89
P0902777	Norcal Swim Shop	Health Sciences	Non-Instruct Supplies	\$3,993.05
P0902778	Continental Athletic	Health Sciences	Non-Instruct Supplies	\$7,576.00
P0902779	Visual Art Source, Llc	Fine Arts	Non-Instruct Supplies	\$630.00
P0902840	J.D. Fields Lumber	Fine Arts	Non-Instruct Supplies	\$1,935.61
P0902848	Del Rey Party Rentals	Counseling/Student	Non-Instruct Supplies	\$1,555.54
P0902975	Midwest Global Group	Counseling/Student	Non-Instruct Supplies	\$309.76
P0902976	Stefanie A. Frith	Humanities	Non-Instruct Supplies	\$275.98
P0902977	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$434.00
P0903056	Soccer Central	Health Sciences	Non-Instruct Supplies	\$1,872.18
P0903061	Daniel G. Busby	Fine Arts	Non-Instruct Supplies	\$300.00
P0903105	Mr. Rene E. Lozano	Counseling/Student	Non-Instruct Supplies	\$751.72
P0903122	Campus Food Services	Fine Arts	Non-Instruct Supplies	\$407.39
P0903129	Residence Inn	Health Sciences	Non-Instruct Supplies	\$1,750.45
			Fund 79 Total: 14	\$21,929.57

Fund 81 - Student Organizations

P0902784	Creative Marx	Student Affairs	A/P Manual.Gen.	\$368.80
P0902817	Airport Van Rental	Student Affairs	A/P Manual.Gen.	\$500.00
P0902989	Hilton Orange	Student Affairs	A/P Manual.Gen.	\$3,076.32
			Fund 81 Total: 3	\$3,945.12

Fund 82 - Scholarships & Trust/Agency

P0902857	Robinhood Enterprises	Health Sciences	Fundraising	\$395.13
			Fund 82 Total: 1	\$395.13

PO Funds Total: 335

696,373.81

Fund 11 - Unrestricted - El Camino

B0910912	Bennett Gardening	Grounds	Repairs Noninstructional	\$6,880.00
B0910916	University Tickets, Inc.	Ctr for Arts Ticket Office	Contract Services	\$16,600.00
B0910919	Stevenson's Automotive	Automotive Collision	Instructional Supplies	\$2,000.00
B0910920	Napa Auto & Truck Parts	Automotive Collision	Instructional Supplies	\$2,400.00
B0910930	Titan Empire Inc.	Staff Diversity	Contract Services	\$7,650.00
B0910940	Action Sales & Metal Co.	Welding	Instructional Supplies	\$1,000.00
B0910947	Robert H. Watson	Commencement	PSA Contract Services	\$125.00
B0910948	Schindler Elevator	Facilities/Planning/Servi	Regulatory	\$6,386.00
B0910950	Costar Paint	Automotive Collision	Instructional Supplies	\$1,000.00
B0910951	Major League Music	Commencement	Contract Services	\$1,250.00
B0910962	American Red Cross	P.O.S.T.	Instructional Supplies	\$500.00
Fund 11 Total: 11				\$45,791.00

Fund 12 - Restricted - El Camino

B0910915	University of Southern	Student Equity	Contract Services	\$5,000.00
B0910917	ECCD Petty Cash	STCW Basic	Non-Instruct Supplies	\$500.00
B0910923	Campus Food Services	Community	Non-Instruct Supplies	\$550.00
B0910927	E.C.C. Public Information	STCW	Printing	\$174.00
B0910929	Tracy Strunk	CTE (14-187-006)	PSA Contract Services	\$650.00
B0910931	Kenjus T. Watson	Student Equity	PSA Contract Services	\$7,000.00
B0910949	E.C.C. Public Information	BFAP Administration	Workshop Sponsorship	\$115.00
B0910963	ECCD Petty Cash	Model	Instructional Supplies	\$250.00
Fund 12 Total: 8				\$14,239.00

Fund 15 - General Fund -Special Programs

B0910936	Ellucian Inc	Information Technology	Contract Services	\$184,380.00
Fund 15 Total: 1				\$184,380.00

Fund 41 - Capital Outlay

B0910828	School Construction	SM14/15-Air Hndlr	Architecture & Engineering	\$800.00
B0910913	Los Angeles Air	SM14/15-Air Hndlr	Buildings	\$317,000.00
B0910945	National Roofing	Roofing 2011	Contract Services	\$7,050.00
B0910952	Sandy Pringle	SM14/15-Air Hndlr	Testing & Inspection	\$10,000.00
B0910953	Sandy Pringle	SM 14/15-Door	Testing & Inspection	\$6,000.00
Fund 41 Total: 5				\$340,850.00

Fund 79 - Auxiliary Services

B0910935	E.C.C. Public Information	Fine Arts	Non-Instruct Supplies	\$1,000.00
Fund 79 Total: 1				\$1,000.00

BPO Funds Total: 26

586,260.00

Grand Total POs and BPOs: 361

1,282,633.81

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

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A. Category Budgets and Balances.....	E 2
B. Contract – Leighton Consulting, Inc. – Administration Building Replacement Project.....	E 5
C. Contract Amendment – Leighton Consulting, Inc. – Technical Arts – Lot C Parking – Shops Demolition Project.....	E 6
D. Contract Amendment – School Construction Compliance, LLC – Athletic Education & Fitness Complex Stadium Phase 2 Project.....	E 6
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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 March 31, 2016, at the April 2016 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
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	38,297,998	9,062,481	-1,514,023
Bookstore/Cafeteria Conversion to Admin	10,916,938	10,919,993	3,996.85	-7,051
Math Business & Allied Health Building	39,409,302	37,595,954	59,893	1,753,455
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	218,916	7,745	1,938,232
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	1,585,067	19,654,706	-18,133,517
Remodeling Phase One-Three	851,513	851,513	0	0
Science Complex Renovation	10,369,136	10,221,102	21,553	126,481
Student Services Center	31,359,209	7,962,575	2,142,750	21,253,884
Temporary Space and Relocation Costs	3,844,653	3,677,684	20,113	146,856
Signage and Wayfinding	1,295,309	670,997	21,198	603,114
Gymnasium	3,000,000	1,614,237	635,485	750,278
New Pools, Locker Room & Classrooms	2,000,000	101,391	95,714	1,802,895
Student Activities Center	2,000,000	0	0	2,000,000
Architectural Planning Contingency	600,000	547,016	23,038	29,946
Total Add'l Classrooms/Modernization	<u>\$207,166,278</u>	<u>\$164,365,135</u>	<u>\$31,751,874</u>	<u>\$11,049,270</u>

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Campus Site Improvements:</u>				
<u>Accessibility, Safety / Security</u>				
Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025
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 Rplcmnt.	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	9,246,634	19,213,737	4,568,385
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	0	892,925
Voice / Data / Signal Site Duct Bank	117,130	117,130	0	0
Total Campus Site Improvements:				
Accessibility, Safety / Security	<u>\$64,474,958</u>	<u>\$38,115,678</u>	<u>\$19,218,306</u>	<u>\$7,140,974</u>
<u>Energy Efficiency Improvements</u>				
Energy Efficiency Improvements Phase Two	\$2,700,980	\$2,700,980	\$0	\$0
Total Energy Efficiency Improvements	<u>\$2,700,980</u>	<u>\$2,700,980</u>	<u>\$0</u>	<u>\$0</u>
<u>Health and Safety Improvements</u>				
Administration	\$2,112,738	\$290,412	\$674,679	\$1,147,647
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	4,540	-53,674
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	450	1,342
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	530,279	0	-69,805
Industry & Technology Building	38,709,701	38,822,372	60,159	-172,830
Music	240,600	284,048	8,552	-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

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
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
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	<u>29,891,195</u>	<u>28,589,157</u>	<u>35,050</u>	<u>1,266,988</u>
Total Health and Safety Improvements	<u>\$129,894,780</u>	<u>\$126,576,566</u>	<u>\$783,431</u>	<u>\$2,534,783</u>
<u>Information Technology and Equipment</u>				
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	<u>349</u>	<u>349</u>	<u>0</u>	<u>0</u>
Total Information Technology and Equipment	<u>\$24,751,372</u>	<u>\$16,356,571</u>	<u>\$0</u>	<u>\$8,394,801</u>
<u>Physical Education Facilities Improvements</u>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Physical Education Facilities	<u>\$572</u>	<u>\$572</u>	<u>\$0</u>	<u>\$0</u>
Unallocated Interest (1/31/16)	<u>\$728,726</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$429,717,667</u>	<u>\$348,115,502</u>	<u>\$51,753,610</u>	<u>\$29,119,827</u>

2012 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
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 Communications /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	2,973,338	0	0	2,973,338
Total Additional Classrooms/Modernization	<u>\$144,868,429</u>	<u>\$0</u>	<u>\$0</u>	<u>\$144,868,429</u>
<u>Health and Safety Improvements</u>				
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/HealthCenter/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	7,529,394	0	0	7,529,394
Total Health and Safety Improvements	<u>\$205,131,571</u>	<u>\$0</u>	<u>\$0</u>	<u>\$205,131,571</u>
TOTAL	<u>\$350,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$350,000,000</u>

B. CONTRACT – LEIGHTON CONSULTING, INC. – ADMINISTRATION BUILDING REPLACEMENT PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide geotechnical exploration services for the Administration Building Replacement Project.

This firm is being recommended based upon its prior experiences performing this

type of work, the demonstrated expertise and the qualifications of its staff to perform the services and competitive fee structure.

Date of Service: April 2016 – Project Completion

Cost: Not to exceed \$25,000, includes reimbursable costs.

C. CONTRACT AMENDMENT – LEIGHTON CONSULTING, INC. – TECHNICAL ARTS – LOT C PARKING – SHOPS DEMOLITION PROJECT

It is recommended the Board of Trustees approve the following additional services for geotechnical testing & inspection for the Technical Arts – Lot C Parking – Shops Demolition.

1. Provide additional geotechnical testing & inspection services. This change order is for significant additional work the District requested beyond the original scope of their contract. The additional work involves rerouting the existing 12KV line (major electrical line).	<u>\$20,000</u>
Total Increase in Contract Amount	<u>\$20,000</u>
Original Contract Amount	\$50,000
Prior Changes	0
This Contract Amendment Amount	<u>20,000</u>
New Contract Amount	<u>\$70,000</u>

D. CONTRACT AMENDMENT – SCHOOL CONSTRUCTION COMPLIANCE, LLC. – ATHLETIC EDUCATION & FITNESS COMPLEX STADIUM PHASE 2 PROJECT

It is recommended the Board of Trustees approve the following additional labor compliance, prevailing wage and apprenticeship consultation services.

1. Provide additional labor compliance, prevailing wage and apprenticeship consultation services.	<u>\$9,000</u>
Total Increase in Contract Amount	<u>\$9,000</u>

Original Contract Amount	\$78,654
Prior Changes	0
This Contract Amendment Amount	<u>9,000</u>
New Contract Amount	<u>\$87,654</u>

E. 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.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 47				
P0902755	H.L. Moe, Inc.	Shops Building	Repairs Equipments-Bond	\$2,616.40
P0902823	SEWUP/ JPA	Lot C Parking Structure	Insurance	\$710,757.77
P0902825	SEWUP/ JPA	Athletic Educ/Fitness	Insurance	\$2,316.00
P0902855	California Geological	New Pools,Lckr	Contract Services	\$3,600.00
P0902856	Ricoh Usa, Inc.	TemporarySpace/Reloc	Group II Equipment	\$19,200.00
P0902967	Mechanical Technology	Shops Building	Group II Equipment	\$2,817.53
P0902996	AT&T Datacomm	ITEC	Group II Equipment	\$1,600.00
Fund 47 Total: 8				\$757,180.79
PO Funds Total: 8				757,180.79
Fund 47				
B0910911	American Reprographics	Gymnasium	Blue Printing-Construction P&S	\$15,000.00
Fund 47 Total: 1				\$15,000.00
BPO Funds Total: 1				15,000.00
Grand Total POs and BPOs: 9				772,180.79

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

Page No.

- A. Employment and Personnel Changes.....HR 2
- B. Temporary Non-Classified Service EmployeesHR 8
- C. Declaration of Indefinite Salaries for Retroactive PayHR 10

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 1-35 and 1- 15.

Academic Personnel:

1. Retirement – Florence Baker, full-time instructor of History, Behavioral and Social Sciences Division, effective May 13, 2016, first day of retirement May 14, 2016 and that a plaque be presented to her in recognition of her years of service to the District since 1998.
2. Retirement – Constance Fitzsimons, Dean, Fine Arts Division, effective August 30, 2016, first day of retirement August 31, 2016, and that a plaque be presented to her in recognition of her years of service to the District since 1991.
3. Retirement – Emily Rader, full-time instructor of History, Behavioral and Social Sciences Division, effective May 13, 2016, first day of retirement May 14, 2016 and that a plaque be presented to her in recognition of her years of service to the District since 1999.
4. Employment – Kevin Blickfeldt, full-time instructor of Music, Fine Arts Division, Class II, Step 4, Academic Salary Schedule, effective August 25, 2016.
5. Employment – Seranda Bray, full-time Counselor, Counseling & Student Success, Class II, Step 4, Academic Salary Schedule, effective August 15, 2016.
6. Employment – Timothy D. Gough, full-time instructor of Sign Language, Health Sciences & Athletics/Special Resource Center, Class II, Step 4, Academic Salary Schedule, effective August 25, 2016.
7. Employment – Andres Gonzalez, full-time Counselor, Counseling & Student Success, Class II, Step 4, Academic Salary Schedule, effective August 15, 2016.
8. Employment – Amy Herrschaft, full-time Counselor, Counseling & Student Success, Class II, Step 4, Academic Salary Schedule, effective August 15, 2016.
9. Employment – Brian Khoddam, full-time instructor of Accounting, Business Division, Class II, Step 4, Academic Salary Schedule, effective August 25, 2016.

10. Employment – Susan Nilles, full-time Faculty Coordinator/Nurse Practitioner, Health Sciences & Athletics/Health Center, Class II, Step 4, Academic Salary Schedule, effective August 25, 2016.
11. Employment – Richard Perkins, full-time instructor of Computer Information Systems, Business Division, Class II, Step 4, Academic Salary Schedule, effective August 25, 2016.
12. Employment – Claudia Quilizapa, full-time Counselor, Student Equity, Class II, Step 4, Academic Salary Schedule, effective August 15, 2016.
13. Pre-Retirement – Harrison Storms, full-time instructor of Art, Fine Arts Division, to work a reduced work load of 66.67% in the Fall 2016 and 66.67 in the Spring 2017, for five years beginning Fall 2016 through Spring 2021, effective August 25, 2016.
14. Personal Leave – Rachel Ketai, full-time instructor of English, Humanities Division, to take a 100% leave, effective August 25, 2016 through December 16, 2016.
15. Personal Leave – Rachel Williams, full-time instructor of English, Humanities Division, to take a 30% leave, effective August 25, 2016 through December 16, 2016.
16. Special Assignment – Andrew Alvillar, full-time instructor of Kinesiology, to work as Camp Director for the Youth Football Camp, to be paid \$25 an hour, not to exceed 24 hours or \$600, effective July 18 through July 28, 2016, in accordance with Agreement, Article 10, Section 14(a).
17. Special Assignment – Jonathan Benavente, part-time instructor of Welding, Industry & Technology Division, to provide additional lab time to students, to be paid \$63.25 an hour, not to exceed 8 hours or \$506, effective May 9 through May 14, 2016, in accordance with Agreement, Article 10, Section 9(m).
18. Special Assignment – Laura Hinckley, part-time instructor of Math, Mathematical Sciences Division, to meet with other CAA instructors to plan contextualized projects, to be paid \$63.25 an hour, not to exceed 45 hours or \$2,846, effective March 1 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(l).

19. Special Assignment – Joseph Holliday, full-time instructor of Physical Science, Natural Sciences Division, to work as the HTP Co-Director and review summer applications, write annual reports, and review/revise program materials, to be paid \$63.25 an hour, not to exceed 30 hours or \$2,000, effective May 13 through June 30, 2016, in accordance with Agreement, Article 10, Section 14(a).
20. Special Assignment – Shimonee Kadakia, full-time instructor of Astronomy, Natural Sciences Division, to develop and present planetarium shows for STEM curriculum activities, to be paid \$63.25 an hour, not to exceed 55 hours or \$3,478, effective May 16 through August 19, 2016, in accordance with Agreement, Article 10, Section 14(a).
21. Special Assignment – Amy LaCoe, part time instructor of Human Development, Behavioral and Social Sciences Division, to provide academic support of the Summer Math Academy, from June 15 through August 15, 2016, to be paid \$63.25 per hour, not to exceed 9 hours or \$569.
22. Special Assignment – Gifford Lindheim, incoming full-time instructor of Kinesiology/Head Football Coach, Health Sciences & Athletics Division, to conduct Head Football Coach recruitment duties for 2016-2017 season, to be paid \$63.25 an hour not to exceed 118.58 hour or \$7,500, effective April 4 through June 15, 2016, in accordance with Agreement, Article 10, Section 11(a).
23. Special Assignment – Arturo F. Martinez, full-time instructor of Mathematics, Mathematical Sciences Division, to conduct STEM program activities when classes are not in session, to be paid \$63.25 an hour, not to exceed 80 hours or \$5,060, effective May 16 through August 19, 2016, in accordance with Agreement, Article 10, Section 14(a).
24. Special Assignment – E. Elaine Moore, full-time Counselor, Counseling & Student Success Division, to be the guest speaker for the African American Student Conference, to be paid \$63.25 an hour, not to exceed 7.91 hours or \$500, effective February 18, 2016, in accordance with Agreement, Article 10, Section 14(a).
25. Special Assignment – Hang Nguyen, par-time instructor of Mathematics, Mathematical Sciences Division, to prepare and serve as the instructor for the Math 180 Summer Math Academy, from June 15 through August 15, 2016, to be paid \$63.25 per hour, not to exceed 65 hours or \$4,111.

26. Special Assignment – Teresa Palos, full-time instructor of Biology, Natural Sciences Division, work as MSMC-ECC Activity Coordinator and conduct activities and responsibilities associated with grants including grant termination, to be paid \$63.25 an hour, not to exceed 60 hour or \$3,795, effective May 16 through August 24, 2016, in accordance with Agreement, Article 10, Section 14(a).
27. Special Assignment – Teresa Palos, full-time instructor of Biology, Natural Sciences Division, to conduct STEM activities when classes are not in session, to be paid \$63.25 an hour, not to exceed 80 hour or \$5,060, effective May 16 through August 19, 2016, in accordance with Agreement, Article 10, Section 14(a).
28. Special Assignment – John Ruggirello, full-time instructor of Electronic Computer Hardware, Industry & Technology Division, to work as the Faculty Learning Team instructor to participate in Student Equity Reinvention receiving professional development training, to be paid \$47.43 an hour, not to exceed 30 hours or \$1,423, effective January 4 through June 30, 2016, in accordance with Agreement, Article 10, Section 14(a).
29. Special Assignment – Corey Stanbury, full-time instructor of Kinesiology, Health Sciences & Athletics, to work as the program director for the 2016 Summer Youth Swim Lesson Program, to be paid \$25 an hour, not to exceed 127 hour or \$3,175, effective May 26 through July 30, 2016, in accordance with Agreement, Article 10, Section 14(a).
30. Special Assignment – Susan Stolovy, full-time instructor of Physics, Natural Sciences Division, to develop and present planetarium shows for STEM curriculum activities, to be paid \$63.25 an hour, not to exceed 55 hours or \$3,478, effective May 16 through August 19, 2016, in accordance with Agreement, Article 10, Section 14(a).
31. Special Assignment – Rachel Williams, full-time instructor of English, Humanities Division, to work as the HTP Co-Director, review summer applications, write annual report, review and revise program materials, to be paid \$63.25 an hour, not to exceed 30 hours or \$2,000, effective May 13 through June 30, 2016, in accordance with Agreement, Article 10, Section 14(a).
32. Special Assignment – Brittany Wilson, part-time instructor of Early Childhood Education Behavioral and Social Sciences Division, to coordinate the Los Angeles universal preschool grant, to be paid \$47.43 an hour, not to exceed 20 hours or \$949, effective April 19 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(l).

33. Extra Services Pay – The following full-time librarians to be employed during their scheduled days of the 2016 summer session, in accordance with Agreement, Article 10, Section 13(b).

Donald Brown
Seth Daughtery
Mary McMillan

Noreth Men
Claudia Striepe

34. Employment – The following part-time librarians to be hired, as needed, not to exceed 24 hours per week and cumulative employment at El Camino Community College District 2016 summer, in accordance with Agreement, Article 10, Section 9(e).

Parisa Samaie

Douglas Thompson

35. Employment – The following part-time instructors to be hired as needed for the 2016 spring semester, not to exceed 67% FTE and/or 25 hours per week cumulative employment as El Camino Community College District.

Fine Arts

Marci Katznelson
Lois Roberts
Karen Thayer

Health Center

Ruth Taylor

Industry & Technology

Carlos Cervantes

Classified Personnel:

1. Personal Leave of Absence 25% – Anne Palmer, Library Media Technician III, Range 28, Step F, Learning Resources, Academic Affairs Area, effective May 1 through December 31, 2016.
2. Separation – Diana Jones, Secretary, First Year Experience, Range 26, Step A, Counseling and Student Success Division, Student and Community Advancement Area, effective March 31, 2016.

3. Change of Assignment – Robert Sutton, from 10 month to 12 month Staff Interpreter, Range 34, Step B, Special Resources Center, Health & Sciences Division, Academic Affairs Area, effective June 1, 2016.
4. Amend Promotion – Chuong Vu, from Computer Lab Specialist, Range 36, Step F instead of C, to Computer Systems Support Technician, Range 40, Step E, instead of B, Information Technology Services Division, Administrative Services Area, effective March 1, 2016.
5. Promotion – Theresa Clifford, from Administrative Assistant I, Range 28, Step F, to Project Specialist, Range 32, Step E, Foundation Division, Student and Community Advancement Area, effective April 1, 2016.
6. Promotion – Julieta Ortiz, from Student Services Specialist, Range 33, Step F, to Program Coordinator, Range 36, Step E, Counseling and Student Success Division, Student and Community Advancement Area, effective May 2, 2016.
7. Promotion – Martha Perez, from Clerical Assistant, Range 22, Step F, to Student Services Advisor, Range 35, Step A, Counseling and Student Success Division, Student and Community Advancement Area, effective May 2, 2016.
8. Employment – Vonetta Augustine, Program Coordinator, Range 36, Step A, Student Equity, Academic Affairs Area, effective May 2, 2016.
9. Employment – Monica Delgado, Program Coordinator, Range 36, Step A, Student Equity, Academic Affairs Area, effective May 2, 2016.
10. Employment – Annie M. Ishihara, Instructional Services Advisor (DSPS), Range 36, Step A, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective May 2, 2016.
11. Employment – Luis Pelayo, Electrician, Range 37, Step C, Facilities Planning and Services Division, Administrative Services Area, effective April 4, 2016.
12. Employment – Consuelo Zandate, Student Services Advisor, Range 35, Step A, Student Equity, Academic Affairs Area, effective May 2, 2016.

Temporary Classified Services Employees – (not to exceed 25 hours per week or 170 days per year)

13. Randy Beckman – Athletic Trainer, Range 35, Step A, Health Sciences and Athletics Division, Academic Affairs Area, effective April 19 through June 30, 2016.
14. Rose Chen Huei-Ju – Piano Accompanist, Range 32, Step A, Fine Arts Division, Academic Affairs Area, effective April 19 through June 30, 2016.
15. Stephanie Woropay – Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, effective April 19 through June 30, 2016.

B. TEMPORARY, NON-CLASSIFIED (TNC) SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary, Non-Classified Service Employees, subject to funding, not to exceed 170 days per year, 25 total work hours per week and/or the equivalent of 67% faculty load per week, effective April 19 through June 30, 2016, unless otherwise stated, as shown in items 1–8.

1. TNC I, RATE B (\$11.00)

Fine Arts/Center for the Arts

Aaron Adams
Jaime Morales Matis
Thomas McMiller

HSA/SRC

Ronnie White

2. TNC II, RATE A (\$12.00)

Campus Police

Robert Galda Jr.

Community Advancement

Andres Orozco

HSA/SRC

Rene Paramore

3. **TNC III, RATE B (\$15.00)**

Community Advancement

Julio Ramirez

Fine Arts/Center for the Arts

Gol Mimu Motamedi

Library/Learning Resource Center

Kevin Frederick

4. **TNC IV, RATE B (\$17.00)**

HSA/Athletics

Richard Perkins

5. **TNC V, RATE A (\$18.00)**

Humanities

Sarah Leinen

Student Support Services/Foster Care

Markella Thomas

6. **Professional I, (\$22.00)**

Math/Mesa

Urias Garcia

7. **Professional I, (\$25.00)**

HSA/Special Resources Center

Regina Vaughns

8. **Professional I, (\$32.00)**

Industry & Technology/Fire Academy

Richard Gallagher

9. **Professional II, (\$37.00)**

Fine Arts

Taryn Koch

C. DECLARATION OF INDEFINITE SALARIES FOR RETROACTIVE PAY

As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, academic, classified, confidential and other unrepresented employee salaries are declared indefinite for 2016-2017.

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

Page No.

A. Compton Center Report..... CC 2

A. COMPTON CENTER REPORT

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

1. **Accreditation:** The ECC Compton Center Candidacy Application and Self-Evaluation Report are due to the Accrediting Commission for Community and Junior Colleges (ACCJC) by January 6, 2017. On April 7, 2016, we were notified by ACCJC our External Evaluation Team Visit is scheduled for Monday, March 6, 2017 through Thursday, March 9, 2017. In May 2016, we will host two Compton Center Accreditation Forums to discuss the Compton Center draft of the Compton Center Self-Evaluation Report. The first forum will be held on Thursday, May 5, 2016 at 3:00 p.m. in the El Camino College Alondra Room and the second forum will be held on Tuesday, May 10, 2016 at 1:00 p.m. in the Compton Center Student Lounge. At the Compton Center forum on May 10, 2016, we will also recognize the Accreditation Standards team members for their contributions to the Compton Center Self-Evaluation Report.

A copy of the letter from ACCJC regarding our External Evaluation Team Visit is available online at:

<http://www.elcamino.edu/administration/vpaa/accreditation/docs/ExternalEvaluationTeamVisitDates2017.pdf>

2. **Molina Medical Management Inc.:** Last month, the Joint Occupancy Space Agreement and the Health Clinic Services Agreement with Molina Medical Management Inc. was removed from the Compton Community College District board agenda for further review. We made some minor modifications to the agreements and will request approval from the Compton Community College District Board on Tuesday, April 19, 2016. The Joint Occupancy Space Agreement and the Health Clinic Services Agreement with Molina Medical Management Inc. are available online at:
http://www.elcamino.edu/administration/board/agendas/2016/CCCD_Molinda_Medical_04-2016.pdf

The Compton Center Health Center will open in fall 2016. The Health Center will be open year-round on Tuesdays, Wednesdays, and Thursdays. We are working with Molina Medical Management Inc. to identify a date for the grand opening ceremony for some time in September 2016.

3. **El Camino College Compton Center Commencement:** On Thursday, May 12, 2016 at 5:30 p.m. John C. Molina, Chief Financial Officer with Molina Healthcare, Inc. will serve as the El Camino College Compton Center Commencement Ceremony keynote speaker. The Commencement Ceremony will be held in the Tartar Quadrangle which is located in front of the Library-Student Success Center.
4. **El Camino College Compton Center Enrollment:** Enrollment at the Compton Center has been declining. For the 2015-2016 fiscal year the Compton Center is projecting of 6,060 (FTES), which includes borrowing 619 FTES from summer 2016, an increase of 16 FTES (603 FTES) from what was reported during last month's board report. Currently, the Compton Center is implementing the strategies outlined in the 2015-2018 Enrollment Management Plan. This month, the Compton Center is hosting our 1st Annual High School Senior Day on Wednesday, April 27, 2016 from 9:00 a.m.-2:00 p.m. High school seniors from Lynwood Unified School District and Compton Unified School District will receive Senior Day postcards inviting them to the event. In addition, we will be sending all the high school seniors from Paramount Unified School District information on the steps to enroll at the Compton Center.

Other strategies that will be implemented in the next few months to increase enrollment at the Compton Center include:

- a. Mailing "it's not too late" postcards to all residents within the Compton Community College District.
- b. Mailing the fall class schedule to all high school seniors from Compton Unified School District, Lynwood Unified School District, and Paramount Unified School District.
- c. Mailing the High School Newsletter to high school seniors from Compton Unified School District, Lynwood Unified School District, and Paramount Unified School District.

We will continue to update the board on the Compton Center Enrollment and provide a status report on the strategies/activities in the 2015-2018 Enrollment Management Plan.

5. **Update on Compton Center Hiring:** The Compton Center is in the process of hiring the following tenure-track faculty positions for the 2016-2017 academic year: Anatomy/Physiology (two positions), Communication Studies, Cosmetology, Counselor-Student Equity, Counselor-Student Success and Support Programs (SSSP), English/ Reading, Spanish. The Compton Center has completed the hiring for the following tenure-track faculty positions for spring 2016: Counselor-EOPS/CARE, Faculty Coordinator/Counselor-First Year Experience Program. In

addition, the Compton Center is in the process of hiring two administrative positions: Dean of Student Learning, and Director of Student Equity.

In total, this spring the Compton Center will hire ten tenure-track faculty positions and two administrative positions. Since July 1, 2015, the Compton Center has hired twenty classified employees in various programs/departments.

6. **Hispanic Serving Institutions (HSI) College Tour:** The El Camino College Compton Center will be utilizing Student Equity funds to sponsor a Hispanic Serving Institutions (HSI) college tour from May 15, 2016 through May 18, 2016. Thirty El Camino College Compton Center students will be chaperoned by four faculty members on the HSI college tour. The cost per student for the HSI college tour is \$1299, which includes airfare, three nights hotel accommodations, breakfast, lunch, dinner, and bus transportation. This would be an all-inclusive trip at no cost to our students. Participating students will visit the following HSI campuses: University of Houston, University of Texas, San Antonio, Texas A&M University, University of Texas, Austin. The primary goal for the HSI college tour is to increase transfer rates at El Camino College Compton Center.
7. **Facilities:** The Compton Center has scheduled a groundbreaking for the Music Building Renovation Project for Tuesday, April 19, 2016 at 3:30 p.m. The Music Building Renovation Project is a 2.5 million dollar project funded by the Compton Community College District Measure CC bond. The Music Building Renovation Project includes: the removal and replacement of all interior finishes, new air conditioning unit, adding a new Americans with Disabilities Act (ADA) compliant entry with stairs and ramps, new control room and audio visual system, remodeling the existing bathrooms, and adding a new drinking fountain. The anticipated completion date for the Music Building Renovation Project is October 11, 2016.

At the January 2016 Compton Community College District board meeting the board approved the recommendation to purchase a modular for the Cosmetology Program. Construction on the site for the Cosmetology Program began a couple weeks ago and we anticipate the facility being completed in August 2016. The grand opening for the Cosmetology facility is scheduled for Tuesday, August 16, 2016 at 3:00 p.m.

Agenda for the El Camino Community College District Board of Trustees
from
The Office of the President and Board of Trustees
Dena P. Maloney, Ed.D. , Superintendent/President

Page No.

- A. Travel P/B 2
- B. Board of Trustees Nomination for the Post-Secondary Education
Representative to the South Bay Workforce Investment Board P/B 2
- C. Citizens’ Bond Oversight Committee P/B 2

A. TRAVEL

It is recommended that the Board approve the following travel, with no loss of salary, transportation and necessary expenses paid:

1. Trustees Kenneth Brown and John Vargas, Community College League of California – 2016 Annual Trustees Conference, Desert Springs, CA, April 29 - May 1, 2016.

B. BOARD OF TRUSTEES NOMINATION FOR THE POST-SECONDARY EDUCATION REPRESENTATIVE TO THE SOUTH BAY WORKFORCE INVESTMENT BOARD

The El Camino Community College District Board of Trustees nominates Dr. Dena P. Maloney, Superintendent/President, to serve the remainder 4-year term of office on the South Bay Workforce Investment Board from July 1, 2014 to June 30, 2018 for Post-Secondary Education in the South Bay Workforce Investment Area.

C. CITIZENS' BOND OVERSIGHT COMMITTEE

1. REAPPOINTMENTS

It is recommended that the Board re-appoint the following individuals to serve on the Citizens' Bond Oversight Committee:

1. Taxpayer Representative – Kirk Retz, three-year term, 2016-2019
2. Foundation Representative – Mike Goguen, three-year term, 2016-2019
3. Business Representative – Steve Scott, three-year term, 2016-2019
4. Community Representative – Dwight D. Choyce, three-year term, 2016-2019
5. Community Representative – Joan Jones three-year term, 2016-2019

2. APPOINTMENT

It is recommended that the Board appoint the following individual to serve on the Citizens' Bond Oversight Committee:

1. Community Representative, Dr. Eugene M. Krank, two-year term, 2016-2018

Dr. Eugene M. Krank

Education-

1984- Mount Pleasant High School- HS Diploma Providence, RI

1988-Prairie View A&M University- BS Premed/Biology/Chemistry- Prairie View, TX

1993-New York College of Podiatric Medicine-Doctor of Podiatric Medicine-NY, NY

1994-Waco VA Medical Center- Podiatric Residency- Waco, TX

Career-

1995-Associate Foot Clinic- Associate Clinician

Served as associate partner in podiatric practice. Performed Surgery as well as office based procedures including diabetic wound care and forefoot reconstruction.

1995-2004-Sole Practitioner

Founded a successful podiatry practice. Performed hundreds of procedures to include but not limited to:

HAV Corrective Surgery, Digital Surgery, Metatarsal Repositioning and Osteotomies, Heel Surgery, Tendon Transfer, Soft Tissue, Skin Grafting, Suturing, Neuropathy Treatment, Fractures, Dermatological Treatment, Biopsy, Diabetic Wound Care, Physical Therapy, Ulcer Treatment, and other podiatric medical treatment modalities.

2000-2011-Ameriplan Corporation

Became an independent contractor. Provided healthcare access for uninsured and underinsured individuals.

Helped develop a training model called Ameriplan University.

Performed training for thousands of independent contractors nationwide.

Established one of the largest teams in the history of the company.

2010-Present-Immunotec Corporation, A medical research company

Was the regional area trainer for Southern California. Provided training and public speaking engagements for the company to independent contractors. Discussed the medical viability and action of the primary pharmaceutical the company featured.

Public Service

2009-Present-Hawthorne School Board Trustee

Elected November 2009

Reelected with majority vote 2013

Served all offices including 2 consecutive years as President.

Responsibilities:

Employing the superintendent and setting policy for hiring other personnel;
Overseeing the development of and adopting policies;
Setting a direction for and adopting the curriculum;
Establishing budget priorities, adopting the budget and overseeing facilities issues; and
Providing direction for and adopting collective bargaining agreements.
Community liaison and working with other elected officials. Plus many other duties.

2010-Present-LA County School Trustees Association

Served as Area Director-elected
2015-Present Secretary/Treasurer-elected
Provides informational support and input at the county level for local school board members.

2012-Present-California School Boards Association

Serving as Delegate, region 24 -elected
Participates and decides policy that influences education governance at the state level.
Also serving on various committees within CSBA- appointed

Community

Served as voluntary coach for Hawthorne school district, Chess, Basketball, Softball.
Served as Chairman/President: HMSA Parent Booster Club, District Advisory Council, School Site Council,
CEO, West Coast Chess Circle, Inc.
Chairman, LA County Scholastic Chess Association
Member, International Moose Association
Member, Alpha Phi Alpha Fraternity, Inc.

Honor Societies

Tri Beta- Biological Honor Society
Beta Kappa Chi-Scientific Honor Society

Non-Consent Agenda

Page No.

- A. Resolution No. 04-18-16 - Resolution to Approve Sole Source
Procurement of Sodick Vz300l High Performance Linear Motor Drive
Wire-Cut Electrical Discharge Machining (Edm) for the District's
Industry And Technology DivisionNC 2

A. RESOLUTION NO. 04-18-16 -- RESOLUTION TO APPROVE SOLE SOURCE PROCUREMENT OF SODICK VZ300L HIGH PERFORMANCE LINEAR MOTOR DRIVE WIRE-CUT ELECTRICAL DISCHARGE MACHINING (EDM) FOR THE DISTRICT'S INDUSTRY AND TECHNOLOGY DIVISION

It is recommended the Board of Trustees, in accordance with Board Policy 6340 approve the following resolution.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 04-18-16**

RESOLUTION TO APPROVE SOLE SOURCE PROCUREMENT OF SODICK VZ300L HIGH PERFORMANCE LINEAR MOTOR DRIVE WIRE-CUT ELECTRICAL DISCHARGE MACHINING (EDM) FOR THE DISTRICT'S INDUSTRY AND TECHNOLOGY DIVISION AND FOR AWARD OF CONTRACT TO SODICK INC. BASED UPON THE FINDING THAT COMPETITIVE BIDDING WOULD NOT PRODUCE ANY ADVANTAGE CALIFORNIA PUBLIC CONTRACT CODE 20651

WHEREAS, the El Camino Community College District ("District") is a public agency as that term is defined in the Government Code. The Sodick EDM is proprietary in nature and cannot be obtained by any company other than Sodick, Inc.; and

WHEREAS, California Public Contract Code Section 20651 requires the District to advertise publicly for bids for the purchase of goods or services involving an expenditure which exceeds the state- mandated bid limit, currently \$87,800; and

WHEREAS, sufficient evidence exists for the Board of Trustees to support a finding that a competitive bidding process is not feasible or practical, and that a sole source procurement is in the best interest of the District, permitting an exception to be allowed under these circumstances; and

WHEREAS, Sodick Inc. is the only authorized manufacturer, sales, distribution, installation, training and educational services the Sodick EDM; and

WHEREAS, because the District has undertaken research into various other EDMs, none of which can offer ceramic components that could match the rigidity, thermal stability, and accuracy of the machine cutter perform the maintenance on the

Sodick EDM system that would properly serve the District's administrative and educational purposes; and

WHEREAS, the District has determined that the only manufacturer who may provide the Sodick EDM is Sodick, Inc.; and

WHEREAS, it is in the best interest of the District to let a purchase order contract without formal, public advertising and receiving of bids.

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 hold that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity and not produce any advantage; and

NOW, THEREFORE, IT IS RESOLVED THAT, the District intends to expend funds toward the acquisition of the Sodick EDM for use in the educational program in the Industry and Technology Division.

IT IS FURTHER RESOLVED THAT, the foregoing reasons are sufficient to support a finding by the Board of Trustees that it is in the District's best interest to authorize the letting of sole source contracts, as needed, to Sodick, Inc.

On the motion of _____ and seconded by _____

ROLL CALL:

AYES_____ NOES_____ ABSTAIN_____

The foregoing Resolution is adopted by the Board of Trustees of the El Camino Community College District at a regularly scheduled meeting of the Board of Trustees this 18th day of April, 2016.

Secretary to the Board of Trustees