

MEMORANDUM FROM
EL CAMINO COLLEGE
Office of the President
April 22, 2009

Following are responses to questions of Board members at the Monday, April 20, 2009, Board Meeting.

1. Trustee Combs asked about tuition. Dr. Nishime responds that in addition to F-1 Visa students, all non-resident students pay the tuition fee (\$190 per unit) and the enrollment fee (\$20 per unit). Only Visa students pay the additional capitol outlay fee (\$31 per unit.).
2. Trustee Combs asked why the phone system was changed so we can no longer dial direct.

Ms. Higdon responds that the College was placed in a position of having to change out its phone system due to the fact that the phone company had depleted its ability to issue new phone numbers. The limited phone numbers available for use would have prevented areas of campus from calling each other using extension numbers. College staff reviewed the possible alternatives and a technology known as "voice over internet protocol" (VOIP) was selected. Transitioning to VOIP: (1) allows unlimited expansion of internal extensions, (2) provides an easy solution to the relocation and expansion of phones, (3) substantially reduces the monthly fees associated with our phone system, (4) provides many modern-day features (just one example: phone messages forwarded to e-mail systems) to allow staff's daily work to be performed in a more efficient manner. Staff training sessions will continue to provide information to staff on the multiple features of the new phone system. The budgeted cost of the VOIP was approximately \$1,000,000. Annual operating savings are expected to be around \$200,000.

3. Trustee Gen asked for more information regarding Peer Groupings of the ARCC report. Following is additional information from Director of Institutional Research, Irene Graff.

State researchers discovered, through statistical analysis, that certain uncontrollable factors of communities surrounding each college contributed to differences in performance on the ARCC measures. To level the playing

field to permit an “apples to apples” comparison, the state grouped colleges together that had similar scores on factors that most influenced each measure. Here are a couple of examples of the factors:

Student Progress & Achievement Rate (p. 247 in the College Level Indicators report)

- Percent of students aged 25+

- Percent of students who took a basic skills course

- BA Index (bachelor’s degree attainment in the college community)

This model explains about 70% of the uncontrollable variability so the comparisons can be deemed valid. ECC is grouped with Long Beach CC and Mt. SAC, among others.

Vocational Course Completion Rate

- Percent of male students

- Percent of students 30+ years old

- Distance to a UC

This model explains about 40% of the variability so it is somewhat valid as a means of comparison. Compton joins ECC in this group.

So the peer group comparisons are useful but should not serve as the be-all, end-all when evaluating our College. I think the peer analysis combined with following the trends over time provide a complete picture.

Appendices that explain the peer grouping are available on request.

4. Trustee Gen asked where we are in the process of satisfying the Accrediting Commission recommendations, especially the phase one recommendations?

Dr. Arce provides the following response. Regarding status of recommendation 1: 2009-2010 planning process is complete, all units have entered plans. Deans and directors prioritized recommendations in each vice president area. Vice presidents are in the first phase of prioritizing requests for funding. We anticipate a response from the Commission in late June or early July.

Regarding recommendation 2, outstanding program reviews in Academic Affairs will be completed with the possible exception of Economics and

Journalism. The two deans were advised to coordinate with the faculty members in these programs to get the program reviews completed. The Compton Center Administrative Services Area has not made any progress that I am aware of to complete the program reviews.

Inactive courses are those courses in the catalog that have not been taught for 3 or more years. Division deans were asked to clear the catalog of courses that are not taught. They met with the discipline faculty members and of 180 inactive courses 108 were recommended for inactivation.

Online courses are taught by part time and full time faculty members.

Faculty members are paid according to their placement on the salary scale regardless of the course they teach.

5. Trustee Gen asked about varying amounts of pay for Community Education Instructors. Dr. Nishime responds that fees are negotiated with the teacher. Payment is based on popularity of the course and experience of the faculty and could be flat fee or a percentage of fees generated.
6. Prior to the Board meeting, Trustees Combs and Jackson asked about the elimination of the Director, Education and Community Development. Ms. Perez responds earlier this year two new positions were added to the Community Advancement Division with a focus on contract and community education. These positions are Assistant Director, Community Education and Development and Director, Contract and Community Education. In creating the new positions, we neglected to eliminate a related position, Director, Education and Community Development which would no longer be needed as its duties were subsumed by the two new positions.
7. Prior to the Board meeting, Trustee Jackson asked about contract with Clarus Corporation. Ms. Garten responds Clarus is being contracted to provide a service for both El Camino College and El Camino College Compton Center which will position us in developing a strategic plan for the delivery of education and training. The results from interviews and analysis of available data will identify key unmet needs to which El Camino College should respond in the areas of new programs that should be developed, current programs that should be repackaged or closed and programs that may have a much broader market.
8. Prior to the Board meeting, Trustee Jackson asked for more information regarding the GEAR UP Grant: Dr. Nishime responds El Camino College serves as a Los

Angeles Unified School District 8 partner in providing college students as in-classroom tutors and mentors. ECC recruits and places highly qualified ECC students in Carson High School as tutors/mentors. The tutors/mentors work in math, English, science and social studies classes. There are currently 9 tutors in the program. They began working (with the same groups of students) while they were enrolled Curtiss, White, Carnegie, and Caroldale Middle Schools to provide consistency for students. ECC students also work as co-instructors along with certified teachers in the summer enrichment programs for high school students.

9. Prior to the Board meeting Trustee Jackson asked for more information regarding the South Bay Workforce Investment Board (SBWIB). Dr. Nishime responds that we currently support each others programs and they refer their displaced worker clients to training programs provided through the Business Training Center. Some examples of our collaboration include:

We partner with SBWIB to deliver aircraft structures training at Northrop Grumman. Two training programs have been completed. One additional training is planned for the summer.

Jose Anaya is on the advisory group for the California's GREEN Workforce Coalition.

The SBWIB has supported recruitment efforts for the Compton Center's Aerospace Fastener Training program.

SBWIB is a partner (and recipient of \$40,000) on our State Chancellor Grant that involves the Career Readiness Certificate program.

10. Prior to the Board meeting, Trustees Combs asked for more information on the Fee Policy, Superintendent/President exemptions. Dr. Nishime responds that examples of courses for which fees are exempted include non-credit courses. Non-credit courses taught are primarily ESL courses offered at the Compton Center. Students for whom fee exemptions apply may include: California State University or University of California students enrolled in remedial classes provided by a community college district on a campus of the University of California or a campus of the California State University, for whom the district claims an attendance apportionment

Students enrolled in credit contract education courses if the entire cost of the course is paid by the public or private agency, corporation, or association with which the district is contracting and if these students are not included in the calculation of the full-time equivalent students (FTES) of that district.

Special part-time students admitted pursuant to Section 76001 from the fee requirement.

Any student who, at the time of enrollment, is a recipient of benefits under the Temporary Assistance to Needy Families program, the Supplemental Security Income/State Supplementary Program, or a general assistance program
Any student who demonstrates eligibility according to income standards established by regulations of the board of governors.

11. In response to a question from a member of the audience, and at Dr. Jackson's direction, Dr. Nishime responds that the Fee Policy, Mandatory Fees: A "negative check-off" for student activities fees requires that students pay their fees unless they fill out a form asking for an exemption from the fee. This can be perceived by students as a mandatory fee – especially if the avenues for asking for the exemption are remote or difficult. ECC has chosen the "opt in" option which does not automatically charge students but rather asks them to select this fee based upon the benefits purchasing the activity card.
12. Addressing questions raised regarding the Accountability Report for Community Colleges (ARCC) data, Dr. Nishime noted the ARCC self evaluation explains some of the factors which may have contributed to the changes in our data. Excerpts from the self assessment provide the following explanation:

El Camino College showed continuing improvement on several of the accountability measures, especially persistence rate and pre-collegiate course success and improvement rates. These latter outcomes may be an early reflection of campus efforts to improve basic skills in English and math, partly by the use of innovative classroom techniques that is the focus of a recently-awarded US Department of Education Title V grant. The student progress and achievement rate, however, has surprisingly declined despite continuous improvement over the previous 3 years. The College will focus attention on this rate in the coming year to determine possible reasons for the decline. Compared to peer institutions, El Camino College was above average on three of seven measures. These include persistence rate, basic skills course success, and ESL improvement rate. ECC performed less than average on the student progress and achievement rate, percentage of students earning 30 units or more, and vocational course success; however, these rates have been climbing over the 3-year period of this report. The improvement rate in basic skills, an area of intense focus at the College, although slightly below average has increased healthily in the last year.

Compton Center - The former Compton College demonstrated improvement across the three years of the study in 2 of the 7 accountability indicators. The El Camino College Compton Center acknowledges the need to focus efforts on improvement rates both for ESL and credit basic skills courses. An example of this effort is the restructuring of the non-credit ESL courses, which were introduced back into the curriculum, beginning Spring, 2007. In addition, a faculty member with reassigned

time has been appointed as the Basic Skills Coordinator to coordinate the student experience in the Basic Skills area. El Camino College's current and proposed Title V (Strengthening Hispanic Serving Institutions) grants, which focus on improving student achievement in mathematics, basic skills and other developmental courses, involve programs at the Compton Center.

13. In response to questions from a member of the audience, and at Dr. Jackson's direction, Dr. Nishime reports VTEA Allocation for Compton: For 2009-2010, our total allocation is \$1,103,838. The allocation is based on the unduplicated headcount of CTE students who are economically disadvantaged + data from the Department of Social Services. The formula allocates 16.23% to Compton and 83.77% to El Camino. Generally, these percentages guide the funding allocation process. However, the total allocation is reduced by salary expenses for coordinating grant activities and indirect costs before the percentages are applied.

Changes in criteria now require evidence that vocational programs are making progress towards several core indicators. Each year, proposals for VTEA funding are solicited from faculty at both locations. Proposals are rated and funding recommendations made by the CTE Advisory Committee based upon how well the proposals address the core indicators. For 2007-08, 23% of the \$1,046,452 allocation went to CEC and 77% to ECC.

CTE Advisory Committee consists of the following CEC members: Jane Harmon, Administrative Dean; Rodney Murray, Dean Career & Technical Education; Harvey Estrada, Professor, Commercial Music; Frederick Lamm, Professor, Automotive Technology; Wanda Morris, Dean Vocational Nursing;

14. Trustee O'Donnell asked for information regarding Child Care fees at both El Camino College and the Compton Center. Dr. Arce provides the following information.

El Camino College Child Care is a fee-based preschool program. The program serves children who are between the ages of two and five years of age, completely toilet trained, and with immunizations up to date.

Full-Time preschool attendance fees:

Full-Time students \$135 per week, and \$40 registration fee (non-refundable)

Full-Time Community (Regular client) \$150.00 per week, and \$50 registration fee (non-refundable)

Fees vary for part-time hours: 8:30 – 11:30 a.m. and 12:30 to 4:30 p.m.

Hours of Operation - Monday through Friday, 6:45 a.m. – 5:30 p.m.

Other Programs: Pre-state program for low-income residents. Parents need to qualify as low-income residents. Services provided: Breakfast at 8:00 a.m.; Lunch at 11:30 (Parents provide a nutritional lunch) Naptime from 12:30 to 2:30 p.m. Snack time at 3:00 p.m. A physician report has to be submitted with the description of any type of allergies Full-time openings available in June 2009.

El Camino College Compton Center Child Care is a fee-based preschool program. The program serves children who are between the ages of three months two and five years of age. The fees range from \$40 a day (or \$35 for a student) to \$150 (or \$135 for a student). Hourly care is \$5. Registration has to be made in person, an information sheet has to be filled out and turned in by the parent. A supervisor will review the information and according to the parents income, it will be determined if they qualify for the service and how much the fee is going to be. The service is offered to students and non-students (community). Full-time and part-time services are available Hours of Operation - Monday through Friday, 7:30 a.m. – 6:30 p.m.

15. Trustee Jackson asked about the contract with the Watts/Willowbrook Boys and Girls Club. Dr. Arce reports that the Compton Center offers a Human Development class at the Boys and Girls Club.