



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

Telephone (310) 532-3670 or 1-866-ELCAMINO

www.elcamino.edu

February 18, 2014

Board of Trustees
El Camino College

Dear Members of the Board:

I am authoring this letter in President Fallo's absence. At this time, we expect him to return in time for the Board meeting; however, if the storm in Washington, D.C. is as massive as anticipated, we may not see him.

This month's Board meeting takes place on Tuesday, February 18, and begins at 3:00 p.m. with the dedication of the James Russell sculpture. Mr. Russell was one of our 50 Distinguished Alumni and has expressed his great appreciation and delight at having his work displayed at his alma matre.

I am pleased to report that the Accrediting Commission for Community and Junior Colleges (ACCJC) acted to remove El Camino College from Warning status during its January 7-10, 2014 meeting. The Commission verified that the College addressed the recommendation and achieved the level of Proficiency for SLO assessments. With this final determination, all nine recommendations from the 2008 comprehensive accreditation visit have been resolved. However, we cannot rest on our laurels and will instead move forward into our comprehensive visit this fall with a "clean slate."

A draft of the Self-Evaluation Report is now available for input from the El Camino College community. You are more than welcome to read the 279 page document and provide your feedback. The link is as follows:

<http://www.elcamino.edu/accreditation/Draft-ECCAccreditationSelf-Evaluation-2014.pdf>

If this is too daunting a task, select the sections that are of interest to you. May I recommend Standard IV-B, Board and Administrative Organization?

Keep in mind that Commencement takes place almost a month earlier this year, May 16, in a new venue. With the demolition of Murdock Stadium, this year's Commencement will take place on the softball field. The decision to hold Commencement on the softball field was an angst-filled conversation with students, College Council, Facilities, Office of Student Development and the Physical Education Department. Other venues considered were Marsee Auditorium, Parking Lot L, new practice field, or an off-campus

Letter to the Board
February 18, 2014

venue. In the end, the softball field was selected in order to hold one Commencement ceremony that could accommodate all graduates and their guests with the least amount of damage to our facilities.

A number of important activities are happening this month in honor of Black History. If your schedule permits, please attend any of these events. A Black History Month schedule (Attachment A) is enclosed for your reference.

Our partnership with UCLA Extension is commencing this spring with the offering of three certificate programs (Attachment B). We believe these programs will offer an opportunity for adults in our community to upgrade their skills at the El Camino College campus rather than taking the slow drive west to UCLA or Santa Monica.

In answer to some of the questions raised regarding our outreach efforts, an Outreach Report (Attachment C) is presented for your review. Next month, a presentation will be made regarding our outreach activities and plans.

This Tuesday's meeting begins with a presentation on the Implementation of the Student Success Act of 2012. This historical legislation mandates a number of required services for our students and also incentivizes students with priority registration for completing their assessment, orientation, and educational planning.

The rest of our agenda is fairly routine and is highlighted as follows:

1. Academic Affairs section presents a fairly lengthy summary of curricular actions because Title 5 now requires Board approval for all curricular changes (See Attachment D).
2. Student and Community Advancement section includes an international recruitment trip to Tokyo. Outcomes from the previous recruitment trip can be reviewed on Attachment E. Also included is a Board Policy for a First Reading, a grant application and grant acceptance.
3. Administrative Services includes routine contracts, a resolution declaring our intent to lease the CDC property, and the El Camino College Sound Fiscal Management Assessment (Attachment F).

Letter to the Board
February 18, 2014

4. Administrative Services Measure E section recommends the approval of the architectural contract for the New Main Gym and Physical Education Project (Attachment G).
5. Human Resources section includes routine personnel items and a series of Board policies for Second Reading and Adoption and two procedures for information purposes only.
6. The Superintendent/President and Board of Trustees section presents five policies for a First Reading.

The Closed Session agenda includes a personnel item, an update on pending litigation, and negotiations update.

To add to your knowledge and to adorn your bookshelf, we have two binders containing the ECC Fact Book, Community Profiles and K-12 Enrollment/Outcomes. The second binder contains the same information for our Compton Center. This material is given to you annually and will help inform your conversations within the community.

If you have any questions, comments or concerns about the February agenda, please feel free to call Ms. Cindy Constantino or me prior to the meeting so we may research responses to your requests. Please plan to meet in President Fallo's office a little before the 3:00 p.m. dedication of the James Russell sculpture.

Sincerely,

Jeanie M. Nishime for Thomas M. Fallo
Vice President, Student and
Community Advancement

Black History Month

El Camino College presents:

“Let Freedom Ring!”



January – March
2014

All events are free and
open to the public.

Daily parking permits must be
purchased for \$3.

Sponsored by The El Camino College Office of Staff and Student Diversity and The Black History Month Committee

The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, or retaliation.



Black History Month Events

The Schauerman Library is proud to host the 2014 Black History Month Exhibit:
"Let Freedom Ring!"
presented by Maria Brown, Professor of History
on display January 31 to February 28

◆ "Dreamscape"
◆ Play presented by Rickerby Hinds
Tuesday, February 4, 2014
1:00 - 2:30 p.m.
Campus Theatre

◆ Jackie Robinson Story
"42"
Discussion to follow film
Thursday, February 13, 2014
1:00 - 2:30 p.m.
East Dining Room

◆ A "Taste of Soul" Festival
Thursday, February 27, 2014
11:00 a.m. - 2:00 p.m.
East Dining Room

◆ Keynote Speech
ECC Alumnus: Rickerby Hinds
Thursday, February 6, 2014
1:00 - 2:00 p.m.
East Dining Room

◆ Panel Presentation
"Images of Blacks in Contemporary Film"
Moderator: Dr. Daniel Walker
Tuesday, February 18, 2014
1:00 - 2:30 p.m.
East Dining Room

◆ Historically Black Colleges and Universities Fair
Wednesday, March 5, 2014
10:00 a.m. - 1:00 p.m.
Library Lawn

◆ Student Program
Presented by ECC History Students
Tuesday, February 11, 2014
1:00 - 2:00 p.m.
Campus Theatre

◆ Jazz Band, Dancers and Mimes
Presented by ECC Students
Tuesday, February 25, 2014
1:00 - 2:00 p.m.
East Dining Room



EL CAMINO COLLEGE
Vice President – Academic Affairs
February 12, 2014

TO: President Thomas Fallo

FROM: Francisco Arce *FA*

SUBJECT: UCLA Extension Program

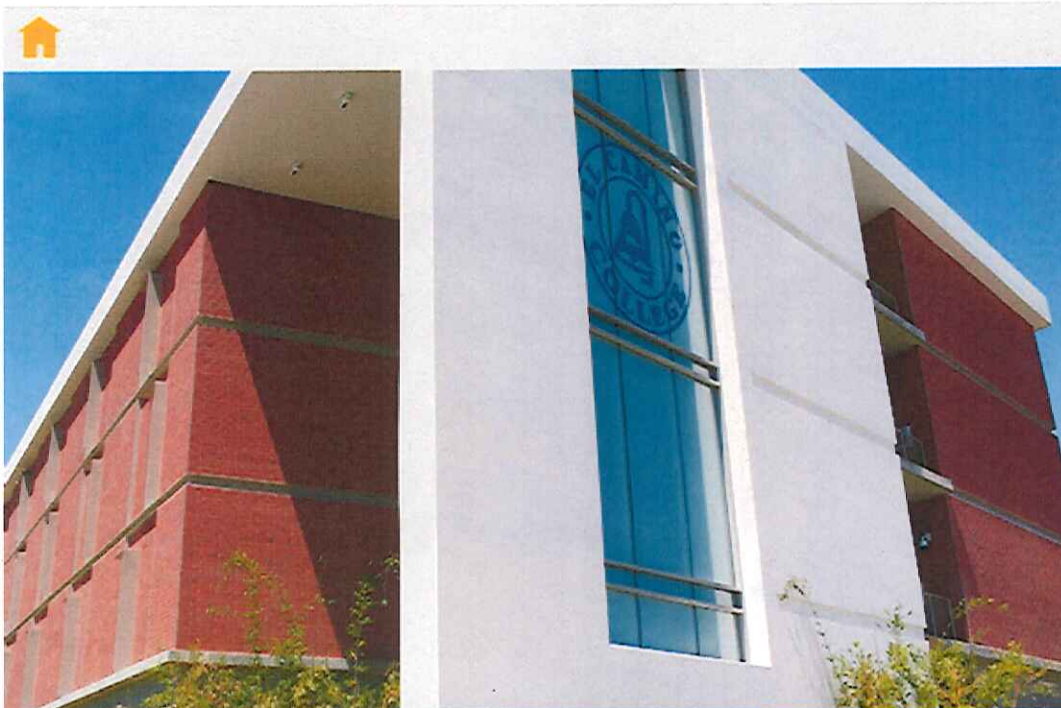
Last year administrators from the UCLA Extension Program approached the Vice President of Academic Affairs to discuss the possibility of offering extension courses on the ECC campus. The UCLA Extension program is offered primarily on the university campus with an outreach extension program at Santa Monica College. In an effort to better serve the greater western Los Angeles community the program is seeking to expand southward from the university to improve access. ECC is located in an ideal location for the planned expansion. ECC is also located near major corporations and LAX. UCLA Extension offers a wide selection of certificate and training programs to help persons upgrade their skills in the labor market. The Extension Program administrators believe there is a demand for selected programs on the ECC campus.

It is proposed that UCLA will rent ECC classrooms with audio visual support to offer three UCLA Extension courses each quarter for the period of one year. The certificates are in Project Management, Finance and Transformational Leadership in Health Care. These certificates were recommended by the Extension Program as a result of a marketing survey conducted last year to assess the interest in various programs. These programs do not compete with any ECC courses or certificate programs and are available to ECC students interested in the courses.

Three programs and courses will be offered each quarter: Spring 2014, March 31 – June 22; Summer 2014, June 23 – September 14; and Fall 2014, September 29- to December 21, 2014. UCLA will pay ECC \$85 per each course meeting. Each course is 12 weeks long. Attached is a copy of the brochure for each of the programs starting in March 2014. The Extension Program will host an Open House on March 20, 6 – 8 p.m. at El Camino College.

We're Here! Your Community, Our Courses

UCLA Extension at El Camino College



We're bringing courses in 3 thriving career industries direct to you—**Finance, Health Care, and Project Management**—conveniently located on the campus of **El Camino College**.

Whether you want to advance your career or find new job opportunities, build your knowledge and resume with our comprehensive courses that can also be applied toward a Certificate.

Connect with Extension today.

PROGRAMS IN:

- [Finance](#)
- [Project Management](#)
- [Health Care Management & Leadership](#)

Spring Courses

Connect with UCLA Extension's 100-year history of educational excellence via courses conveniently located in a South Bay campus.

[Basic Managerial Finance](#)

Tue 6:30-9:30pm, Apr 1-Jun 17

[Fundamentals of Project Management](#)

Wed 6:30-9:30pm, Apr 2-Jun 18

[Introduction to the U.S. Health Care System Function](#)

Mon 6:30-9:30pm, Mar 31-Jun 23
(no mtg 5/26)

[CAMPUS MAP](#)

[GENERAL INFO](#)

UCLA Extension Open House Mar 20, 6-8pm at El Camino College

Learn more about our courses and certificate programs, plus meet UCLA Extension staff and instructors.

[SIGN UP NOW >](#)

Connect to Finance Industry Success with UCLA Extension

UCLA Extension at El Camino College



OVERVIEW

TELL ME MORE

PROGRAM AT A GLANCE

TAKE THE FIRST STEP

Complete this form to get updates on UCLA Extension at El Camino College.

FIRST NAME REQUIRED

LAST NAME REQUIRED

EMAIL REQUIRED

VERIFY EMAIL REQUIRED

PHONE NUMBER REQUIRED

SUBMIT

Effective financial decision making and proper management of financial resources can make or break a business' or individual life plan. In an era of burgeoning investment opportunities, well-trained professionals with a strong grasp of financial operations and strategies are the best candidates for career advancement. Get started by enrolling in: [Basic Managerial Finance](#)

Our broad curriculum in finance and investments is recognized by businesses and organizations throughout the U.S. and abroad. You'll have ongoing access to a number of career related resources that can help move their finance career forward.

Sign up today! Enroll in a single course to gain new skills or complete a series of courses at El Camino to earn a Finance certificate.

Courses start Mar 31.

ENROLL NOW >

UCLA Extension Open House Mar 20, 6-8pm at El Camino College

Learn more about our courses and certificate programs, plus meet UCLA Extension staff and instructors.

SIGN UP NOW >

Our Students Say It Best:



UCLA Extension is one of the best vehicles to develop business skills. It's probably the best training I've had.



— Todd Barnes, senior Vice President in banking & commercial lending.

Connect to Finance Industry Success with UCLA Extension

UCLA Extension at El Camino College



OVERVIEW

TELL ME MORE

PROGRAM AT A GLANCE

TAKE THE FIRST STEP

Enroll in a single course to gain new skills or complete a series of courses at El Camino to earn a Finance certificate.

The certificate is designed to meet the market demand for qualified financial professionals and for individuals seeking to increase their knowledge in finance and investments. The certificate also provides relevant coursework for those considering CFA® and CMA® certifications and other industry licensing.

The 9-course curriculum covers core aspects of financial theory and practice. In addition to 5 foundation courses and 4 electives, students must also complete a 1-day Business Ethics seminar.

Approximate Certificate Cost: \$4,576

Approximate Cost of Books and Materials: \$1,350

Certificate Candidacy Fee: \$175

Certificate Enrollment Number: CF555

Unit Requirement: 48

For more information call (310) 206-1654 or bamcertificate@uclaextension.edu

Courses start Mar 31.

ENROLL NOW >

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SIGN UP NOW >

Our Students Say It Best:



UCLA Extension courses in accounting, taxation and personal financial planning have broadened my knowledge base of tax, insurance, risk management which are helpful in my role as CFO.



— Michael Nishi, Chief Financial Officer.

Connect to Finance Industry Success with UCLA Extension

UCLA Extension at El Camino College



OVERVIEW

TELL ME MORE

PROGRAM AT A GLANCE

TAKE THE FIRST STEP

Enroll in a single course to gain new skills or complete a series of courses at El Camino to earn a Finance certificate.

Required Courses (20 Units):

Title	Units
Basic Managerial Finance	4
Financial Risk Management	4
Money and Banking	4
Financial Statement Analysis	4
Introduction to Investments	4
Business Ethics	-

Electives (choose 4 courses from the list below):

Management Accounting	4
Advanced Managerial Finance	4
Contemporary Governance Issues and Resources	4
Business Acquisitions: Finance and Strategy	4
Business Valuation	4
Internship in Finance	5
Behavioral Finance	4
Fundamentals of Corporate Budgeting	4
The Science and Art of Investing	4
Security Analysis	4
Advanced Security Analysis and Hedge Fund Principles	4
Commodity Futures Trading Managing and Understanding Stock Option Strategies	4
International Finance	4
International Investing	4
Global Currency Management	4
Real Estate Finance	5
Advanced Real Estate Finance	4
Securitization of Mortgages	4
Mortgage Loan Brokering and Lending	4
Real Estate Investment Analysis	4
Using ARGUS and Spreadsheet Programs for Commercial Real Estate Analysis	4

Courses start Mar 31.

[ENROLL NOW >](#)

Complete this form to get updates on UCLA Extension at El Camino College.

FIRST NAME

REQUIRED

LAST NAME

REQUIRED

EMAIL

REQUIRED

VERIFY EMAIL

REQUIRED

PHONE NUMBER

REQUIRED

SUBMIT

UCLA Extension Open House Mar 20, 6-8pm at El Camino College

Learn more about our courses and certificate programs, plus meet UCLA Extension staff and instructors.

[SIGN UP NOW >](#)

Our Students Say It Best:



I gained tremendous analytical skills from the Finance Certificate Program. These skills have helped me in my position as an associate at an energy hedge fund. Overall, I think the level of education offered in the Finance Certificate Program prepared me well for a successful career.



— Michael A. Reich, UCLA Extension Certificate Graduate.

Connect to a Future in Health Care Management with UCLA Extension

UCLA Extension at El Camino College



OVERVIEW



Leaders in today's health care organizations must understand the highly complex health care delivery system. Gain this essential knowledge by enrolling in: [Introduction to the U.S. Health Care System Function](#)

Get an overview of the complex system including service delivery components, the economics of health care; the patient-centered approach to medical care; and emerging health care issues in the 21st century, including e-medicine, quality measurement, patient safety, and technology.

Sign up today! Enroll in a single course to gain new skills or complete a series of courses at El Camino to earn a Health Care Management & Leadership certificate.

Courses start Mar 31.

[ENROLL NOW >](#)

TAKE THE FIRST STEP

Complete this form to get updates on UCLA Extension at El Camino College.

FIRST NAME REQUIRED

LAST NAME REQUIRED

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VERIFY EMAIL REQUIRED

PHONE NUMBER REQUIRED

[SUBMIT](#)

UCLA Extension Open House Mar 20, 6-8pm at El Camino College

Learn more about our courses and certificate programs, plus meet UCLA Extension staff and instructors.

[SIGN UP NOW >](#)


Our Students Say It Best:

“UCLA Extension provided me with the proper tools for my position as an operational manager in health care. I received a clear understanding of leadership.”

— Armando Gutierrez, operational manager, UCLA Medical Center.

Connect to Project Management Success with UCLA Extension

UCLA Extension at El Camino College

 OVERVIEW

TELL ME MORE

PROGRAM AT A GLANCE

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Complete this form to get updates on UCLA Extension at El Camino College.


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PHONE NUMBER REQUIRED



Project managers are the driving force that helps companies and organizations achieve product and project goals. Success requires expertise in planning, organizing, resource management, motivation, and overseeing all aspects of the project life cycle. Gain this essential knowledge by enrolling in: [Fundamentals of Project Management](#)

Develop practical techniques to organize and control activities and properly manage and schedule quality, budget, and performance objectives.

Sign up today! Enroll in a single course to gain new skills or complete a series of courses at El Camino to earn a Project Management certificate.

Courses start Mar 31. ENROLL NOW >

SUBMIT

UCLA Extension Open House Mar 20, 6-8pm at El Camino College

Learn more about our courses and certificate programs, plus meet UCLA Extension staff and instructors.

[SIGN UP NOW >](#)

Our Students Say It Best:

“ I really loved the Project Management series and the level of professionals teaching it. Furthermore, since I have posted my completion of the certificate program on my LinkedIn Profile, I have received a number of potential job offers in the project management and program management field. I would highly recommend this series to professionals who want to progress in the business world. ”

— Brian Lockhart, UCLA Extension Student.

Connect to Project Management Success with UCLA Extension

UCLA Extension at El Camino College



OVERVIEW

TELL ME MORE

PROGRAM AT A GLANCE

TAKE THE FIRST STEP

The 6-course certificate provides grounding in key aspects of management principles outlined by the Project Management Institute, the world's largest nonprofit association for the project management profession. The certificate prepares you to take the Project Management Professional (PMP)® exam.

Professionals in all industries and government services, including banking, construction, defense, entertainment, health, information technology, and others, utilize the certificate to advance their skills and career path.

Enroll in a single course to gain new skills or complete a series of courses at El Camino to earn a Project Management certificate.

Approximate Certificate Cost: \$4,900

Approximate Cost of Books and Materials: \$1,200

Certificate Candidacy Fee: \$150

Certificate Enrollment Number: CF536

Unit Requirement: 24

For more information call (310) 206-1548 or celsman@uclaextension.edu

Courses start Mar 31.

ENROLL NOW >

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SUBMIT

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Learn more about our courses and certificate programs, plus meet UCLA Extension staff and instructors.

SIGN UP NOW >

Our Students Say It Best:



I function as a special projects coordinator for our department. The Project Management Certificate gave me valuable tools for planning, evaluating, and running a project that gave me a chance to shine in my new position.



— Kelly McMunigal, Senior Financial Analyst.

Connect to Project Management Success with UCLA Extension

UCLA Extension at El Camino College



OVERVIEW

TELL ME MORE

PROGRAM AT A GLANCE

TAKE THE FIRST STEP

Enroll in a single course to gain new skills or complete a series of courses at El Camino to earn a Project Management certificate.

Required Courses (20 Units):

Title	Units
Fundamentals of Project Management	4
Risk Analysis and Project Management	4
Managing Project Quality	4
Leadership and the Human Element in Project Management	4
Project Earned Value, Procurement, and Cost Management	4

Electives (choose 1 course from the list below):

Construction Project Management Software	4
Information Technology Project Management	4
Agile Project Management	4
Program and Portfolio Management	4
Managing Outsourced Projects	4
Project Planning with Microsoft Project	4
Project Monitoring and Control	4

Courses start Mar 31.

[ENROLL NOW >](#)

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LAST NAME REQUIRED

EMAIL REQUIRED

VERIFY EMAIL REQUIRED

PHONE NUMBER REQUIRED

UCLA Extension Open House Mar 20, 6-8pm at El Camino College

Learn more about our courses and certificate programs, plus meet UCLA Extension staff and instructors.

[SIGN UP NOW >](#)

Our Students Say It Best:



The project management program provided a vast knowledge bank—from basic PMI methodology to specialized courses for specific fields. My hardest decision each quarter was in deciding which of the many classes I wanted to take as they all seemed so valuable. They were, in fact, instrumental in helping me pass the PMP exam.



— Shirley Halahmy, UCLA Extension Student.

El Camino College
High School Outreach Report 2006-2014 Academic Year



By: El Camino College
Office of Outreach & School Relations

El Camino College
High School Outreach Report - 2006-2014 Academic Year

Personnel

The Office of Outreach & School Relations (OSR) is currently staffed by a full-time Director and Student Services Specialist. In addition, part-time classified, student workers and outreach counselors have been utilized to meet the outreach demands of in-district and out-of-district high schools. The number of positions is determined by the budget assigned to the outreach office and the need to grow student enrollment. During the years in which the College was growing, a robust outreach counselor program and part-time staff augmented the staffing of the OSR. In addition, many of our categorical and specialized programs assisted in the outreach efforts.

The following El Camino College entities provide(d) additional outreach services: Career Technical Education (CTE), Cooperative Agencies Resources for Education (CARE), El Camino College Inglewood Center (closed 1/2011), Extended Opportunity Programs and Services (EOPS), Financial Aid Office (FAO), First Year Experience (FYE), Honors Transfer Program (HTP), Special Resource Center (SRC), Teacher Education Program (TEP), and Women-In-Industry and Technology (WIT).

Budget

The Office of Outreach & School Relations budget includes compensation for outreach personnel, supplies, and other office expenditures. The budget for outreach counselors was provided by Matriculation funding until 2008-09 when this categorical allocation was reduced statewide by 50%. Other categorically funded program budgets were also cut and the number of students they could serve was reduced by the state. The Student Ambassador program was continued with support from the ECC Foundation from 2010-2012.

With the passage of the Student Success Act of 2012, El Camino College has restored the OSR budget utilizing the newly established Student Success and Support Program (SSSP) funding. The outreach counselor program was re-established in 2013-14 and the budget for the Student Ambassador program was stabilized with SSSP funding.

2006-2007 Academic Year

Enrollment Goal: Growth to increase 1,100 FTES to 19,306

Full-Time Outreach Personnel:	3
Part-Time Outreach Personnel:	0
Outreach Counselors:	11
Total Outreach Personnel:	14
Student Workers:	10
Additional Offices Providing Outreach:	CTE, CARE, ECC-IC, EOPS, FYE, HTP, SRC, TEP, WIT
Operating Budget:	\$237,355
Additional Support:	\$202,150

El Camino College
High School Outreach Report - 2006-2014 Academic Year

2007-2008 Academic Year

Enrollment Goal: Maintaining FTES at 19,337

Full-Time Outreach Personnel:	2
Part-Time Outreach Personnel:	1
Outreach Counselors:	6
Total Outreach Personnel:	9
Student Workers:	10
Additional Offices Providing Outreach:	CTE, CARE, ECC-IC, EOPS, FAO, HTP, SRC, TEP, WIT
Operating Budget:	\$241,833
Additional Support:	\$153,000

2008-2009 Academic Year

Enrollment Goal: Growth to increase 1,045 FTES to 20,382

Full-Time Outreach Personnel:	2
Part-Time Outreach Personnel:	5
Outreach Counselors:	5
Total Outreach Personnel:	12
Student Workers:	25
Additional Offices Providing Outreach:	CTE, CARE, ECC-IC, EOPS, HTP, SRC, TEP, WIT
Operating Budget:	\$192,158
Additional Support:	\$111,000

2009-2010 Academic Year

Enrollment Goal: Maintaining FTES at 20,532

Full-Time Outreach Personnel:	2
Part-Time Outreach Personnel:	1
Outreach Counselors:	5
Total Outreach Personnel:	8
Student Workers:	30
Additional Offices Providing Outreach:	ECC-IC, EOPS, SRC
Operating Budget:	\$190,339
Additional Support:	\$63,200

El Camino College
High School Outreach Report - 2006-2014 Academic Year

2010-2011 Academic Year

Enrollment Goal: 1,132 FTES decrease to 19,400

Full-Time Outreach Personnel:	2
Part-Time Outreach Personnel:	1
Outreach Counselors:	0
Total Outreach Personnel:	3
Student Workers:	32
Additional Offices Providing Outreach:	None
Operating Budget:	\$193,391
Additional Support:	\$25,000

2011-2012 Academic Year

Enrollment Goal: 1,176 FTES decrease to 18,224

Full-Time Outreach Personnel:	2
Part-Time Outreach Personnel:	1
Outreach Counselors:	0
Total Outreach Personnel:	3
Student Workers:	33
Additional Offices Providing Outreach:	None
Operating Budget:	\$203,070
Additional Support:	\$25,000

2012-2013 Academic Year

Enrollment Goal: Maintaining FTES at 18,160

Full-Time Outreach Personnel:	2
Part-Time Outreach Personnel:	0
Outreach Counselors:	0
Total Outreach Personnel:	2
Student Workers:	29
Additional Offices Providing Outreach:	None
Operating Budget:	\$196,076
Additional Support:	\$25,000

2013-2014 Academic Year

Enrollment Goal: Growth to increase 447 FTES to 18,637

Full-Time Outreach Personnel:	2
Part-Time Outreach Personnel:	3
Outreach Counselors:	12
Total Outreach Personnel:	17
Student Workers:	30
Additional Offices Providing Outreach:	EOPS, HTP
Operating Budget:	\$198,351
Additional Support:	\$282,500

College Promotional Items

The Office of Outreach & School Relations continues to offer promotional items to prospective students enrolled at in-district and out-of-district high schools. The types of items have varied over the years due to funding, new features introduced to the market, and the response from prospective students. Promotional items are distributed during most outreach events including, but not limited to, college fairs, college nights, and high school visits. All promotional items include the College's logo and website address.

Some of items that the Office of Outreach & School Relations has distributed include: Change Purses, Compact Disc Holders, Compasses, El Camino College Temporary Tattoos, Mini Football/Volleyball Stress Balls, Highlighters, Pens, Pencils, Stylus Pens for iPads/iPods.

High School Scholarships

Since 2007-2008, the El Camino College Foundation & Scholarship Office has guaranteed each public, in-district high school \$1,000 scholarships for at least one and up to three graduating seniors who plan to enroll at ECC the subsequent summer/fall term. These scholarships are renewable for a second year as long as the students meet the scholarship criteria. Information about the scholarships is sent to each high school principal or designee in January and it is the responsibility of high school personnel to inform their students of the scholarship and to select the recipient. Follow-up is made by the Foundation Office and the Director of OSR to encourage nominations from each high school. The annual budget for this scholarship is approximately \$60,000.

<i>Name of High School</i>	<i># of Students Awarded 2007-2012</i>	<i># of Activated Scholarships 2008-2013</i>
El Segundo High School	13	13
Hawthorne High School	16	13
Inglewood High School	0	0
Lawndale High School	7	6
Leuzinger High School	12	11
Mira Costa High School	16	15
Morningside High School	1	1
North High School	28	23
Redondo Union High School	26	24
South High School	17	17
Torrance High School	22	22
West High School	16	15

OUTREACH EVENTS 2013-14

Date	Event Name	Location	Type
August			
14	Ambassador Training Day 1	Alondra Room	Training
15	Rotary Presentation	DoubleTree San Pedro	Presentation
15	Ambassador Training Day 2	H - 102	Training
19	FYE Orientation - Campus Tours, arrive at 1:45 meet at Humanities Building hallway, first floor	Humanities - First Floor	Tour
20	FYE Orientation - Campus Tours, arrive at 1:45 meet at Humanities Building hallway, first floor	Humanities - First Floor	Tour
21	Training for FA Ambassadors	SSVC 204G	Training
21	FYE Orientation - Campus Tours, arrive at 2:45 meet at Humanities Building hallway, first floor	Humanities - First Floor	Tour
21	Training for Information Desk Ambassadors	SSVC 208	Training
21	Training for FA Ambassadors	SSVC 204G	Training
26 - 30	Welcome Week		
September			
14	Community Day 2013	South LA	Table
14	C5LA & Fulfillment Fund	East Dining Room	Varies
20	Individual Tour	Info Desk	Tour
21	Harbor Area College Fair	CSUDH - Loker Union Walkway	Table
24	Japanese Student Exchange Event	TBD - On Campus	Varies
28	Roadmap to College	South HS	Workshop
30	ECC Information Session	Leuzinger HS - Room 212	Presentation
October			
2	Campus Tour - Animo Pat Brown	Pick up group at Marsee	Tour
3	ECC Information Session	Westchester AEWC HS	Presentation
4	ECC Information Session	CA Academy of Math/Science	Presentation
5	Feria de Educacion	CSUDH - Toro Gym	Table
5	Government Services Fair	Inglewood Public Library	Table
8	Information Table	Lloyde HS - Lunch Area	Table

OUTREACH EVENTS 2013-14

Date	Event Name	Location	Type
8	13th Annual College Fair	Mayfair Park	Table
9	Campus Tour - Village Glen West	Pick up group at Marsee	Tour
9	College Night	BMHS - Gym	Presentation
10	4th Annual Career Day	Kaiser - Harbor City	Outreach Table
10	Transfer Day Fair	Library Lawn	Varies
10	Transfer Day Fair	Library Lawn	Varies
10	College Information Night	El Segundo HS	Presentation 3 Breakouts
11	Campus Tour - Lennox Math & Science	Pick up group at Marsee	Tour
11	Ambassador Meeting/Training	SSVC 207	Meeting
12	Empowerment through Education	Athens Park	Table
12	17th Annual Destination College (Fulfillment Fund)	UCLA	College Fair (1-2:45)
12	College Resource Fair	Maywood	Table
16	Information Sessions	Maywood Academy	Presentation
16	4th Annual College and Career Fair	Animo Ralph Bunche	Table
16	Campus Tour - Animo South Los Angeles	Pick up group at Marsee	Tour
18	Campus Tour - Vanguard Learning Center	Pick up group at Marsee	Tour
23	8th Annual Go For College 2013	West Adams Prep	Fair
23	GPS @ NHS Night (?)	North Torrance	Presentation + FYE will attend
24	8th Annual Go For College 2013	Manual Arts	Fair
24	College Information Night	Hawthorne HS - Cafeteria	Presentation
26	8th Annual All Green Dot College & Career Fair	TBD	Table
26	2013 College Fair	Schurr HS	Table
28	Mini Info Sessions on enrollment process	Hawthorne HS	Presentation
29	Mini Info Sessions on enrollment process	Hawthorne HS	Presentation
29	Campus Tour - Rancho Del Mar	Meet at SSVC 206	Tour
29	ECC Career Fair	Library Lawn	Various
30	Mini Info Sessions on enrollment process	Hawthorne HS	Presentation

OUTREACH EVENTS 2013-14

Date	Event Name	Location	Type
30	Information Session	CCEO - Youthbuild, Lennox	Presentation
30	ECC HS Principals' Breakfast	Alondra Room	Various
30	College Fair	Long Beach Pyramid	Table
30	Parent/Senior Grad Fair	Leuzinger HS - Main Building	Table
31	CCO YouthBuild	Meet at S SVC 206	Campus Tour
30	Mini Info Sessions on enrollment process	Hawthorne HS	Presentations

November

1	Presidents Circle Member Event	ECC-Marsee	Check-in/Escort
1	Information Table	West HS	Table
5	Community Fair and Career Day	Lawndale HS	College Fair
6	Cash for College - College Fair	LA Convention Center	Fair
7	Cash for College - College Fair	LA Convention Center	Fair
8	Information Table	West HS	Table
12	ECC Information Session	Lloyde HS	Presentation
12	Information Table	Lloyde HS - Lunch Area	Table
12	ECC Application Workshop	Lloyde HS - Computer Lab	Workshop
13	ECC Information Session	Redondo Shores	Presentation
14	Village Glen HS College Fair	Village Glen HS	College Fair
14	College Fair	Inglewood High School	Fair
15	Information Table	Lawndale HS	Table
15	Presentations for Seniors	Torrance High Auditorium	Presentations
15	Information Table	West HS	Table
19	Job Fair for Success	VA Long Beach Healthcare System	Fair
20	3rd Annual Career Fair	Locke HS	College Fair
20	Rotary Speaker - Redondo Beach	Bluewater Grill	Presentation
20	College Awareness Event	Century Park Elementary School	Presentation
20	Parenting for Student Success 2 breakouts and fair(see Robin)	Torrance High	Presentation
21	Peer Advising	Torrance HS	Peer Advising
21	Campus Tour & Presentation- Fulfillment Fund	Meet at S SVC 206 at 9:00am	Campus Tour & Presentation

OUTREACH EVENTS 2013-14

Date	Event Name	Location	Type
22	Information Table	West HS	Table
22	Ambassador Meeting/Training	SSVC 207	Meeting
December			
3	College, Career, and Community Resources Fair	Santee Ed. Complex - Gym	Table
4	ECC Application Workshop	Redondo Shores	Workshop
4	Application Workshop	Lawndale HS	Workshop
4	Application Workshop	Lawndale HS	Workshop
5	ECC Information Session	Gardena Adult School	Presentation
5	Peer Advising	Torrance HS	Peer Advising
5	Placement Test	Lawndale HS	Test
6	Information Table	Lawndale HS	Table
6	Placement Test at ECC - Leuzinger	Basic Skills Lab	Test/Tour
10	Information Session	North HS	Presentation
10	Information Table	Lloyde HS - Lunch Area	Table
10	Placement Test	Lloyde HS	Test
12	Placement Test	RUHS	Test
13	Placement Test at ECC - Torrance HS	Basic Skills Lab	Test
13	Information Session	North HS	Presentation
13	Information Table	Compton Youthbuild	Table
17	Information Session	Inglewood HS - Library	Presentation
18	Information Session	Rancho del Mar	Presentation
January			
7	Campus Tour	Will meet at Info Desk	Tour
8	Peer Advising	Torrance HS	Peer Advising
8	Campus Tour	Will meet at Info Desk	Tour
13	Ambassador Mid-Year Training	Alondra Room	Training
14	Information Table	Lloyde HS - Lunch Area	Table
14	Placement Test	RUHS	Test
15	Placement Test	Redondo Shores	Test
15	College Planning Night	Torrance High	Presentation
16	Placement Test	North HS	Test
17	Placement Test	North HS	Test

OUTREACH EVENTS 2013-14

Date	Event Name	Location	Type
17	Placement Test - Leuzinger	Basic Skills Lab	Test/Tour
18	Welcome Week - Saturday	Various	
21	Welcome Week - Spring Semester	Various	
21	Placement Test	Lloyde HS	Oscar Gutierrez
23	Presentation for Youth	Carson Comm. Center	Presentation/Table
24	Placement Test - Simon Tech Academy	Basic Skills Lab	Test/Tour
27	Application Workshop	Bishop High School	Workshop
28	Campus Tour	Will meet at Info Desk	Tour
29	Individual Campus Tour	Will meet at Info Desk	Tour
30	Information Session	Redondo Union HS	Presentation
30	Presentation for Youth	Inglewood One-Stop	Presentation/Table
30	College Fair/Articulation Night	Monroe Middle School	Presentation/Table
31	Conference	MBA - North Entrance	Varies
31	Placement Test - Burton Tech Academy	Basic Skills Lab	Test/Tour

February

3	Application Workshop	Morningside HS - Career Center	Workshop
4	Career Day	Madrona Middle School	Career Day
4	Campus Tour - Carson Christian School	ECC	Tour/Presentation
5	Individual Campus Tour	Will meet at Info Desk	Tour
6	Campus Tour - Redondo Union HS	Meet at Marsee	Tour
11	Campus Tour - Switzer Learning Center	ECC - Lot C	Tour
11	Information Table	Lloyde HS - Lunch Area	Table
11	College Night for Parents	Mary Star of the Sea	Presentation
12	Placement Test	El Segundo Library	Test
13	Placement Test	Morningside HS - Career Center	Test
14	Application Workshop	Inglewood Continuation HS	Workshop
14	Placement Test - College Ready Academy #5	Basic Skills Lab	Test
15	Green Fair	Inglewood Library	Table
18	ECC Information Session	Family First Charter School	Presentation

OUTREACH EVENTS 2013-14

Date	Event Name	Location	Type
18	Placement Test	Lennox Academy	Test
18 (tentative)	Placement Test	RUHS	Test
19	Placement Test	Lennox Academy	Test
20	Information Presentation	South HS	Presentation
21	Placement Test - Inglewood HS	Basic Skills Lab	Test/Tour
21	Placement Test - Hawthorne HS	Basic Skills Lab	Test
21	Placement Test	Lawndale High School	Test
21	Placement Test	Lawndale High School	Test
22	TUSD College Fair and Workshop	South HS	Table/Presentation
24	Information Session	Leuzinger, Judy Grood's class	Presentation
25	Placement Test	Animo Pat Brown	Test
25	Placement Test	Lennox Academy	Test
26	Placement Test	El Segundo Library	Test
27	Placement Test	Animo Pat Brown	Test
28	Placement Test - Leuzinger	Basic Skills Lab	Test/Tour
28	Campus Tour	Meet at Marsee	Tour
28	Tour - Animo Jackie Robinson	MBA 219	Tour
March			
4	ECC Information Session	Lloyde HS	Presentation
4	ECC Application Workshop	Lloyde HS - Computer Lab	Workshop
6	Campus Tour - Washington HS	Washington High School	Tour, escort to SRC
6	Placement Test	Animo Pat Brown	Test
7	Placement Test - Hawthorne HS	Basic Skills Lab	
7	Placement Test - Luskin HS	Basic Skills Lab	Test
7	Placement Test - Narbonne	Basic Skills Lab	Test
10	Information Session	Hawthorne Math and Science	Presentation
12	Campus Tour - Bert Lynn Middle School	ECC	Tour
14	Placement Test	Lawndale High School	Test
14	Placement Test	Lawndale High School	Test
14	Placement Test - Health Services Academy	Basic Skills Lab	Test
18	Campus tour - Animo Locke HS	Meet group at Marsee	Tour
19	Campus tour - Animo Locke HS	Meet group at Marsee	
21	Placement Test	Hawthorne Math/Science	Test

OUTREACH EVENTS 2013-14

Date	Event Name	Location	Type
22	22nd Annual Youth Conference - FLIP IT	Carson Community Center	Table
27	Ed Planning	Hawthorne Math and Science	One on one
28	Ed Planning	Hawthorne Math and Science	One on one
28	Campus Tour - Warren Lane Elementary	Meet at S SVC 206 at 9:30	Tour
28	Campus Tour and Planetarium Show	Meet at S SVC 206 at 12pm	Tour/Planetarium Show
April			
4	Bud Carson Middle School	Recital Hall - TBD	Presentation/Tour
9	Vista HS College and Career Fair	Vista Continuation HS	Table
9	College Fair	Woodrow Wilson HS	Table
11	Spring College Fair	Diego Rivera Learning Complex	Table
30	3rd Annual RFK College Open House	Robert F. Kennedy Community Schools	Table
May			
2	Partners for Success 2014 College Fair	Sotomayor Learning Academies	Fair
June			
2	"What to Expect Your First Semester"	Hawthorne Math and Science	Presentation

Regularly Scheduled Requests

The following schools accepted our invitation for regular Outreach presence on their campus – all district schools are offered this service:

School	Schedule	SA Representative
Lawndale	bi-weekly	Daniel
Lloyde	monthly	Daniel
West HS	Weekly	Kimi
Torrance	bi-weekly	Brooke
Leuzinger HS	Weekly	Veronica



EL CAMINO COLLEGE
Vice President – Academic Affairs
February 12, 2014

TO: President Thomas Fallo
FROM: Francisco Arce *FA*
SUBJECT: Board Review and Approval of Curricular Proposals

The board agenda for Academic Affairs this month includes 55 pages of course reviews and revisions that fall under the substantive or non-substantive types of changes. The new Title 5 regulation requires the Office of Academic Affairs to present more detail of the curriculum changes than the Board has reviewed in the past. If you will recall, last month in my letter to the President, I indicated that new Title 5 regulations require the Board of Trustees to approve substantive and non-substantive changes in the curriculum. The reason the curriculum action items are as long as they are is because I am including non-substantive changes. In this agenda, the changes to the curriculum are presented with the strikeouts of the old language and underlines of the new language. If I included the final draft of the changes, this agenda item would increase in length significantly.



EL CAMINO COLLEGE
Office of the Vice President-Student & Community Advancement
Jeanie Nishime – Vice President

February 12, 2014

TO: President Thomas M. Fallo

SUBJECT: F-1 Visa Student Recruitment

Leonid Rachman, International Student Recruiter, recently participated in the ELS Educational Services Northeast Asia Fall Tour (October 10-27, 2013), and included visits to China, Japan, Russia, and South Korea. Because of the College's long-standing reputation with ELS Educational Services, ELS provided a travel grant which paid the majority of Mr. Rachman's expenses for this tour. ELS printed a special brochure and advertised 12 selected institutions. El Camino College is one of the 12 institutions selected. The publication will be distributed to all ELS schools in over 20 different languages. The following information is provided regarding the outcome of the tour for each location visited:

<u>Location</u>	<u>No. of Student Contacts</u>	<u>No. Expected for ECC</u>
*Guangzhou, China	5,000	5
Shanghai, China	48	10
Wuhan, China	37	5
Osaka, Japan	44	10
Tokyo, Japan	65	10
Seoul, Korea	70	5
Khabarovsk, Russia	75	3
Vladivostok, Russia	128	5

Total number of students expected from this tour is approximately 53 within the next academic year. There are currently 24 ELS applications for fall 2014.

*-This was one of the largest exhibitions. Comments were positive. However, there were over 200 other exhibitors at the event, which accounted for the low number of expected enrollment.


 Jeanie M. Nishime, Ed.D.



EL CAMINO COMMUNITY COLLEGE DISTRICT

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www.elcamino.edu

February 12, 2014

TO: President Tom Fallo
FROM: Jo Ann Higdon, Vice President, Administrative Services
RE: Sound Fiscal Management Self-Assessment

A self- assessment of El Camino College's fiscal management is presented for the Board's information. This fiscal assessment instrument is used by fiscal services staff and reviewed with PBC and Cabinet. A similar document is often used by visiting accreditation teams. At present, it is not a required filing with our Chancellor's Office, but may become a requirement in upcoming years.

The major areas of focus include: deficit spending, fund balance, enrollment, cash flow, funding of bargaining agreements, internal controls, MIS reporting and other required fiscal reporting, liabilities, retiree health benefit liability and funding and leadership stability.

These self-assessment results provide documentation of El Camino College's sound fiscal management practices.

A handwritten signature in blue ink that reads "Jo Ann Higdon".

Jo Ann Higdon, M.P.A.
Vice President Administrative Service



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February 6, 2014

TO: Jo Ann Higdon, Vice President Administrative Services

From: Thomas Brown, Director

Subject: Request for Qualifications (RFQ) – Gym Replacement Project –
Committee Recommendation

The RFQ Selection Committee recommends HMC Architects as the architect of record for the Gymnasium Replacement Project.

This recommendation is the result of a comprehensive review of seven architectural firm's Statement of Qualification submitted with relevant experience in projects of similar size and scope in physical education as well as experience at community colleges. Three firms were invited to do a 25 minute presentation along with a twenty minute question and answer period, to a panel consisting of representatives from various departments.

The Selection Committee included, Jo Ann Higdon Vice President Administrative Services; Rocky Bonura, Director of Business Services; Robert Bradshaw, ECC Construction Manager; Thomas Brown, Director of Facilities Planning Services; Rory Natividad, Dean - Health Sciences and Athletics; Tony Barbone, Director of Athletics; Tom Hazell, Instructor; Robert Uphoff, Men's Basketball Coach; and Patricia Miller, Locker Room Attendant.

The architect rankings are as follows:

Architectural Firm	First Place	Second Place	Third Place
HMC	6	3	0
NTD	0	0	9
tBP	3	6	0

HMC is the committee's choice for the Gymnasium Replacement.

Sincerely,

Thomas E. Brown,
Director Facilities Planning and Services