Board of Trustees
El Camino College

May 19, 2014

Dear Members of the Board:

Welcome to the best days of the year. While the heat may be searing, the joy of student success and commencement is exhilarating. I trust our commencement ceremonies highlight the community’s commitment to El Camino College.

The Monday, May 19, public Board agenda is relatively routine. The meeting will be held in the Board Room at 4:00 p.m.

Two presentations initiate the meeting, our usual celebration of student Forensic Team success coupled with the Community College Scorecard and Student Achievement Goals. The consent agenda is highlighted as follows:

1. Academic Affairs includes routine curriculum changes for 2015-16, a Board Policy and Administrative Procedure on Program Discontinuance, and a separate Board Policy deletion on Administration of Relations with the Academic Senate.

2. Student and Community Advancement includes a Second Reading on four Board Policies and recommendations for deletion, an important Memorandum of Understanding on the South Bay Promise Program (information flyer is noted on Attachment A), and a change in the 2015-16 calendar to recognize celebrating Veteran’s Day on the actual holiday (Attachment B).

3. Administrative Services includes routine actions and the Child Development Center Lease (Attachment C), and Extended 60-month lease with Xerox Corporation for Copy Center equipment (Attachment D).

4. Measure E includes two construction change orders, as noted on Attachment E.

5. Human Resources are all routine actions.

Your Board packet includes a confidential communication, as noted on Attachment F, which is not included for public review.
Letter to the Board
May 19, 2014

The supplemental reading list includes the following:
   1. Tentative Agreement – El Camino Community College District and El Camino
      College Federation of Teachers
   2. Estimated Cost for the November 3, 2015 Consolidated Elections
   4. Community College Update: What are the Historical COLAs, Funded or Not?
   5. Nursing Student Graduates
   6. Counseling – 12 Months vs. 11 Months
   7. Excelencia in Education Hispanic College Degree Data
   8. Letter from Dr. Barbara Beno regarding the grand opening of the Library-
      Student Success Center at ECC Compton Center
   9. 2014 Planning Summit
   10. Torrance Regional Park and Ride Transit Center (RTC) Grant Application

I trust you are preparing your summer vacation schedule yet look forward to seeing you
for social activities at 3:00 p.m. in my office prior to the meeting at 4:00 p.m. Should
you have any questions, comments or concerns about the May agenda, please feel free to
call Ms. Cindy Constantino or me prior to the meeting so we may research responses to
your requests.

Sincerely,

Thomas M. Fallo
Superintendent/President
every child has a silver lining.

Beginning fall 2014, the South Bay Promise will provide a variety of educational benefits and services to its first group of students including:

**Middle School**
- Interest Survey to determine an area of focus or study
- Industry Guest Speakers
- High School preparation workshop

**High School**
- Provide rigorous and relevant College and career preparatory courses
- Early and continued College support and outreach
- Field trips to local Colleges & Universities
- Industry and College Guest Speakers
- Parent support services about higher education

**El Camino College**
- Enrollment in the Summer Math Academy to enter a higher level math course
- Enrollment in the First Year Experience (FYE) with a designated counselor to track progress
- FYE tuition and books free
- Priority registration for classes

- Students must apply for admission, attend an orientation, take the assessment tests, and see an academic counselor for an education plan
- Students must apply for the First Year Experience (FYE) program

**California State University, Dominguez Hills**
- Guaranteed admission for full-time freshmen applicants that have completed all requirements*
- Guaranteed admission for students who transfer from El Camino College through South Bay Promise*
- Enrollment in Bridge Academy. Bridge is a 2-year experience that begins in the Summer (Freshman applicants only)
- Designate advisor and peer mentor
- Priority registration for classes

*Admission is contingent upon meeting CSU admission requirements

*If you have any questions or would like more information, please contact your College and Career Counselor

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**Name:**
**School:**
**Tel:**
**Email:**
May 13, 2014

TO: President Thomas Fallo

SUBJECT: 2014/2015 and 2015/2016 El Camino College School Calendars

Upon recommendation of the El Camino College Calendar Committee, the 2015/2016 school year calendar is presented for Board approval. The primary consideration was the placement of the Veterans Day holiday. The Chancellor’s Office allows community colleges to move the date of the holiday to a Monday or Friday when it falls during the middle of the week. In discussions last fall, constituent groups felt that the college should honor our veterans by celebrating the holiday on November 11. All of the high school districts, California State Universities (CSUs) and University of California (UC) celebrate the holiday on November 11. However, concerns were expressed regarding the possible loss of instructional time because students would take both Monday and Tuesday off with a Tuesday Veterans holiday. Before making a policy decision on this holiday, the committee recommended a student survey to determine their preferences. Both veteran students and general students were surveyed. Although celebrating the holiday on November 11th was slightly favored by both student groups, it was not a clear majority. After a robust discussion, however, the committee recommended a policy change to celebrate Veterans Day on November 11th rather than moving the holiday to a Monday or Friday.

A slight revision to the dates of the eight week summer session in 2015 is also on the agenda. The 2014/2015 calendar approved by the Board last year indicated that the eight week session would begin on June 8, 2015 and end on July 30, 2015. However, a review of the district high school calendars indicated that most high schools do not conclude their academic year until after June 13. The Calendar Committee recommended a later starting date for the eight week session in order to accommodate graduating high school seniors. The new dates are June 22, 2015 to August 13, 2015.

Jeanie M. Nishime, Ed.D.
May 14, 2014

To: President Thomas Fallo

From: Jo Ann Higdon, M.P.A.

Subject: CDC Lease

The premises consist of a “stand-alone” building of approximately 6,700 square feet along with an improved and enclosed exterior playground area. Request for proposal was advertised on February 26, 2014 and March 5, 2014.

Suggested pre-proposal meeting was on March 14, 2014. Two potential vendors attended the meeting: Pacific Asian Consortium in Employment (PACE)/LACOE and Castel In the Clouds Corp.

There were two additional phone calls from potential vendors that contacted us. We provided the Request for Proposal, but did not get responses from those two additional potential vendors by the deadline date of March 26, 2014 at 2pm. Thus, two proposals were received by the deadline date (PACE & Castel in the Clouds); these proposals have been reviewed and evaluated by the committee consisting of: Tom Brown, Director of Facilities Planning and Services, Jo Ann Higdon, Vice President and Rocky Bonura, Director of Business Services. Based upon the results of our rating sheets, staff recommends lease negotiations with PACE/LACOE.

Thus, the staff recommendation to the Board of Trustees to approve consideration of award of a lease of the Child Development Center to Pacific Asian Consortium Employment (PACE), per Education Code section 81360 et. Seq. Assuming the Board agrees with the staff recommendation, staff will begin the negotiation process with PACE.

Jo Ann Higdon, M.P.A
Vice President Administrative Services
Date: May 12, 2014

To: President Fallo

From: Ann M. Garten
Director, Community Relations

Re: Extended 60-month lease with Xerox Corp. for Copy Center equipment

The May board agenda includes the lease renewal of the Xerox duplication equipment for the El Camino College Copy Center. The current lease with Xerox ends June 30, 2014 and includes an option to renew without requiring a RFP.

The proposed lease will extend the length of the original lease by an additional five years, to June 2019 and will include new, updated black & white copiers; updated support software; and a new, simplified online system for faculty to submit work orders.

Benefits of the new copiers include: increased printing and scanning speeds; improved image quality; new finishing options which increase productivity required to finish duplication orders; and overall lower energy requirements.

The savings during the new five-year lease term is estimated to be $42,165.00, or $8,433.00 per year.
May 14, 2014

To: President Thomas Fallo

From: Jo Ann Higdon, M.P.A.

Subject: Measure E Change Orders

Two of our capital outlay projects are now at the stage of progress where several outstanding change orders have been carefully reviewed by the applicable architect, Lend Lease, our IOR (DSA inspector of record), college staff (Mr. Brown and/or Mr. Bradshaw) and me. In some cases, these proposed change orders have been modified during this review process. These referenced change orders are now moved forward to the Board for the Board’s official consideration.

As background, these items are summarized below by our college staff. Should you have any specific questions, please do not hesitate to provide those questions to President Fallo.

**Pinner Change Orders**

1. With the installation of the storm drain it was decided that the existing fencing, warning track and grass should also be replaced. The fence was in disrepair the location of the score board created a safety issue for players and the track and grass was also affected by correcting the other deficiencies.

2. Corrosion inhibitor was suggested by the geotechnical engineer for all concrete containing reinforcing bars. The plans did not call for sidewalks and curbs to have the inhibitor.

3. During construction the District identified an area behind the new emergency preparedness building to which water would drain but not exit. An area drain was added to prevent water standing in the area.

4. The installation of the hydronic pipe in the east road only called for replacement of the existing asphalt that was removed. Due to the condition of the remaining asphalt it was determined to re-pave the entire roadway.

5. During installation of a new manhole at the channel it was found to encroach on the actual channel. Consequently a repair of the channel edge structure was necessary.

6. The HVAC and tool rooms were not called for the floors to be sealed. It was decided to have all room concrete floors sealed.
7. The location of the existing utilities in the east roadway prevented the installation of the main central plant piping to be installed at specified depths. Consequently due to only about two feet of coverage over the pipe in a fire road we needed to provide concrete cover over the pipe to prevent the weight of a fire truck from crushing the pipes.

8. The construction of the fire roads on the west and south sides of the site required two feet of removal and re-compaction of the existing earth. Upon removal of the existing asphalt we discovered the old electrical vaults and conduit were less than two feet deep. They need to be removed and replaced to facilitate construction of the fire roads.

Amoroso Change Orders

1. The plans called for the contractor to install two legged steel angle supports for exposed roof top ducts. In review and inspection with our roofing consultant it was determined a single round support would be a better installation for the life of the roof, warranty and any movements due to temperature fluctuations.

2. It was determined with the new antenna new cabling and wire should also be installed.

3. The actual length of the new HVAC unit overlapped the existing concrete beam spacing. An additional beam was necessary for support.

4. We added more clean outs on the restroom sewer lines to facilitate ease of cleaning sewers and to not have to shut down entire rooms for one stoppage.

5. The HVAC units were supplied with internal maintenance outlets. New electrical circuits were needed to service each HVAC unit. This also eliminated the need to drag extension cords across a roof to service a unit.

6. The code requires all powered smoke dampers to be turned off during maintenance.

7. Duct shafts above rest rooms are required to be enclosed.

8. Shim plates were required to level the mounting curbs for the HVAC units where the roof sloped.

9. A new gas valve was installed to be able to isolate the new I&T and other buildings in the northeast area without having to shut down the entire east portion of the campus.

10. The Police Department asked for an extension on the antenna to provide more clear communications.

11. An additional cable was required from a transformer to a distribution panel serving sub panels which in turn provide power for classrooms and work rooms.

Jo Ann Higdon, M.P.A
Vice President Administrative Services
EL CAMINO COMMUNITY COLLEGE DISTRICT
and the
EL CAMINO COLLEGE FEDERATION OF TEACHERS
May 9, 2014

TENTATIVE AGREEMENT

The current collective bargaining agreement shall be modified as follows and is
recommended for ratification by the negotiation teams for both the El Camino College
Federation of Teachers and for the El Camino Community College District.

Article 10 – Compensation
Three Year Salary Increase for Full-Time and Adjunct Faculty.

1. January 1, 2014 – Increase salary schedule (Appendix C-1, C-3, and D-1) by 3 percent on
   schedule. (Includes Child Development Teachers to June 30, 2014.)
   • In addition, the district will pay off-schedule 2 percent of base salary for 2014.

2. July 1, 2014 – Increase salary schedule (Appendix C-1 and C-3) at Steps 20, 24, 28 and 30,
   increasing the standard longevity increment to $2,430 between cells. D-3 salary schedule
   to be increased by 3 percent.

3. January 1, 2015 – State-funded COLA percent or 1 percent salary increase (whichever is
greater) on schedule (C-1, C-3, D-1, and D-3).

4. January 1, 2016 – Increase salary schedule by state-funded COLA percent (C-1, C-3, D-1,
   and D-3).

5. Other clarifications to Article 10:
   • Section 9(h): Delete language regarding salary placement for part-time faculty hired
     prior to Fall 2001.
   • Section 9(o): Part-time psychologist shall be paid at Rate 1 as set forth in Appendix D-3.
   • Delete old salary schedule C-2 (197 days) and renumber C-3 to C-2.

Article 20 – Procedures for Faculty Evaluation
Include provisions for SLOs and SAOs commencing July 1, 2014 (Attachment A)

Article 25 – Agreement Conditions and Duration
Delete old Section 5; Insert new Section 5: This Agreement shall become effective upon
ratification by both parties for a three-year term through December 31, 2016. Following
ratification, the revised salary schedules shall be implemented. This Agreement shall continue
to remain in full force and effect until a successor Agreement is approved or upon completior
of negotiations and impasse procedures. In August 2016, both parties shall provide their
respective proposals for a successor Agreement. The written proposals will be sunshined for public notice on the August, 2016 agenda of the Board of Trustees. Negotiations between the parties will commence in September 2016 for a successor Agreement.

**Conclusion of Negotiations and Support for Ratification**

1. This Tentative Agreement concludes negotiations between the parties for a successor Agreement that will be in place through December 2016.

2. This tentative agreement is subject to ratification by the Federation membership and the El Camino College Board of Trustees. The negotiation teams for both the District and the Federation support and recommend the ratification of this Tentative Agreement.

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**Date:** May 9, 2014

**For the Federation of Teachers, AFT:**

Name: [Signature]

Chief Negotiator

Name: [Signature]

Negotiation Team Member

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**Date:** May 9, 2014

**For the District:**

Name: [Signature]

Chief Negotiator

Name: [Signature]

Negotiation Team Member
Attachment A

Student Learning Outcomes and Service Area Outcomes

Student Learning Outcomes ("SLOs")

Article 20 – Procedures for Faculty Evaluations:

1) Self Evaluation Report, Appendix J (p. 186): No. 1 should read: Objectives for the continued improvement of instruction and college committee work / activities (e.g., Student Learning Outcomes, Academic Senate, Program Review, Curriculum Review/Development and/or Annual Planning).

2) Self Evaluation Report, Appendix J (p. 186): New Item No. 2 should read: Reflect on adjustments you may have made as a result of Student Learning/Achievement Outcome Assessments.

3) Student Survey of Instructor Effectiveness, Appendix J (p. 187): No. 1 should read: The course objectives and student learning outcomes have been presented clearly.

4) Dean’s /Supervisor’s Evaluation Form (p. 182); Also Peer Evaluation Form (p. 183), Appendix J: No. 1 should read: “Participates in college committee work/activities (e.g., Student Learning Outcomes, Academic Senate, Program Review, Curriculum Review/Development and/or Annual Planning).”

Agreement: Regarding reassigned time, it was agreed this does not need to be included in the evaluation process due to District’s right of assignment. Items such as purpose/schedule of activities, objectives, outcomes can be specified by the Dean.

5) Dean’s /Supervisor’s Evaluation Form (p. 182); Also Peer Evaluation Form (p. 183), Appendix J: No. 3 (p. 182) and No. 6 (p. 183) should read: Conforms to official course outline of record and provides course syllabi with information concerning course objectives, student learning outcomes, methods of evaluation, and grading policies.

6) Dean’s /Supervisor’s Evaluation Form and also Peer Evaluation Form, Appendix J: New No. 8 (p. 182), new No. 9 (p. 183): “Participates in the student learning outcomes process.”

Service Area Outcomes ("SAOs")

General statement: Effectively participates in the service area outcome process. As a result, this will be incorporated into the evaluation process for all non-teaching faculty.

1. Counselors:

Revisions to: Self-Evaluation Report (Appendix J, first paragraph, add item (7), effectively participates in the service area outcomes process.)
Also amend Part IV of Appendix J: ANALYSIS OF PREVIOUS OBJECTIVES FOR THE IMPROVEMENT OF COUNSELING, INCLUDING EFFECTIVELY PARTICIPATES IN THE SERVICE AREA OUTCOMES PROCESS:

Amend "Counselor Observation Report, add Item 10: EFFECTIVELY PARTICIPATES IN THE SERVICE AREA OUTCOMES PROCESS.

Dean's /Supervisor’s Evaluation Form and also Peer Evaluation Form, Appendix J, add item: "Effectively participates in the service area outcome process."

2. Librarians:

Librarian Evaluation Form, add additional item to part II, "Effectively participates in the service area outcome process."

Dean’s /Supervisor’s Evaluation Form and also Peer Evaluation Form, Appendix J, add item: "Effectively participates in the service area outcome process."

3. Faculty Coordinator in Learning Resources – currently uses teaching faculty evaluation forms. Will need to reference "Effectively participates in the service area outcome process."

4. Faculty Coordinator in Counseling – currently uses counseling evaluation forms. See number 1 above.

5. Clinical Psychologist – currently uses bargaining agreement evaluation forms. Will need to reference "Effectively participates in the service area outcome process."

6. Health Center Nurses - currently uses bargaining agreement evaluation forms. Will need to reference "Effectively participates in the service area outcome process."

SLOs/SAOs Approved: 

Federation: 

Initiels

District: 

Initiels
April 24, 2014

Mr. Thomas M. Fallo, Superintendent/President
El Camino Community College District
16007 Crenshaw Boulevard
Torrance, CA 90506

ESTIMATED COST FOR THE NOVEMBER 3, 2015 CONSOLIDATED ELECTIONS

Dear Mr. Fallo:

As requested by Babatunde Atane, Director of Accounting, the estimated cost for the El Camino Community College District to participate in the November 3, 2015 Consolidated Elections with three offices is $745,000.

The estimated cost is based on the following estimated statistics: 200,828 registered voters, 62,470 permanent vote-by-mail voters, 83 precincts, 0.5 page per office, and up to 3 other jurisdictions sharing the prorated costs with your District. Changes in any of these factors and overall election statistics, as well as unanticipated increases in labor rates and cost of materials, will have a significant impact on the final costs.

If you have any questions or need additional information, please contact Bernice Liang of my staff at (562) 462-2630.

Sincerely,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

ANN SMITH, Manager
Fiscal Operations
<table>
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<tr>
<th>Activity</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Report to Mattie for Preparation for Board Approval at June 16, 2014 Board meeting</td>
<td>June 4, 2014</td>
</tr>
<tr>
<td>Deadline for Cabinet edits to Self-Evaluation Report</td>
<td>June 9, 2014</td>
</tr>
<tr>
<td>Preparation of Report for Copying and Binding</td>
<td>June 18-30, 2014</td>
</tr>
<tr>
<td>(Note: 4-Day workweek in session)</td>
<td></td>
</tr>
<tr>
<td>Send Report to Copy Center</td>
<td>July 1, 2014</td>
</tr>
<tr>
<td>Copy Center Copying and Binding Report</td>
<td>July 1-17, 2014</td>
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<tr>
<td>(Note: 4-day workweek in session and one holiday, which accounts for the number of days the report is at the Copy Center)</td>
<td></td>
</tr>
<tr>
<td>Report returned to Mattie for mailing</td>
<td>July 21, 2014</td>
</tr>
<tr>
<td>Mattie Fed-Ex the 2014 Self-Evaluation Report to the ACCJC,</td>
<td>July 22, 2014</td>
</tr>
<tr>
<td>and each member of the Evaluation Team.</td>
<td></td>
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<tr>
<td>(Note: The report is to be sent 60 days prior to the start of the visit. Last possible date for mailing is August 6.)</td>
<td></td>
</tr>
<tr>
<td>Accreditation Team Visit</td>
<td>October 6-9, 2014</td>
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</table>
Require the CCSF to submit to the Legislature and Governor Jerry Brown progress reports through the period for which the funding provisions are in effect.

The next stop for SB 965 will be the Senate Appropriations Committee.

[Posted to the Internet 4/29/14]

Ask SSC . . .

What Are the Historical COLAs, Funded or Not?

Q. A cost-of-living adjustment (COLA) of only 0.85% seems very low compared to the calculations for prior years. If we look back historically, how much was the COLA calculated to be, whether funded or not, and which ones were funded?

A. You are correct—a 0.85% COLA is the second lowest we’ve seen in the past 20 years, and it reflects the sluggish economic recovery. Here are the historical statutory and funded COLAs for those 20 years:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Statutory COLA</th>
<th>Funded COLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1994-95</td>
<td>3.23%</td>
<td>0%</td>
</tr>
<tr>
<td>1995-96</td>
<td>2.73%</td>
<td>2.73%</td>
</tr>
<tr>
<td>1996-97</td>
<td>3.21%</td>
<td>3.06%</td>
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<tr>
<td>1997-98</td>
<td>2.65%</td>
<td>2.97%</td>
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<tr>
<td>1998-99</td>
<td>3.95%</td>
<td>2.26%</td>
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<td>1999-00</td>
<td>1.41%</td>
<td>1.41%</td>
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<tr>
<td>2000-01</td>
<td>3.17%</td>
<td>3.17%</td>
</tr>
<tr>
<td>2001-02</td>
<td>3.87%</td>
<td>3.87%</td>
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<tr>
<td>2002-03</td>
<td>2.00%</td>
<td>2.00%</td>
</tr>
<tr>
<td>2003-04</td>
<td>1.86%</td>
<td>0%</td>
</tr>
<tr>
<td>2004-05</td>
<td>2.41%</td>
<td>2.41%</td>
</tr>
<tr>
<td>2005-06</td>
<td>4.23%</td>
<td>4.23%</td>
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<tr>
<td>2006-07</td>
<td>5.92%</td>
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<td>4.53%</td>
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<td>5.66%</td>
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</tr>
<tr>
<td>2009-10</td>
<td>4.25%</td>
<td>0%</td>
</tr>
<tr>
<td>2010-11</td>
<td>-0.39%</td>
<td>0%</td>
</tr>
<tr>
<td>2011-12</td>
<td>2.24%</td>
<td>0%</td>
</tr>
<tr>
<td>2012-13</td>
<td>3.24%</td>
<td>0%</td>
</tr>
<tr>
<td>2013-14</td>
<td>1.57%</td>
<td>1.57%</td>
</tr>
</tbody>
</table>
TO: President Thomas Fallo
FROM: Francisco Arce
SUBJECT: Nursing Student Graduates

The following is provided in response to a board request for information about nursing students’ post-graduation placement rates. The table includes the number of recent nursing graduates for El Camino College and the Compton Center. The number of graduates typically fluctuates year to year. ECC graduates increased by 50 percent from 2011 to 2013. Compton Center’s graduates slightly decreased.

<table>
<thead>
<tr>
<th>Year</th>
<th>ECC</th>
<th>CEC</th>
<th>Combined Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>83</td>
<td>58</td>
<td>141</td>
</tr>
<tr>
<td>2012</td>
<td>61</td>
<td>45</td>
<td>106</td>
</tr>
<tr>
<td>2011</td>
<td>43</td>
<td>67</td>
<td>110</td>
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</table>

Both ECC and Compton Center received a state grant which begins with the 2014-15 fiscal year. The grant will assist with remediation to improve student success and retention in the Nursing Program. It will also provide funding for more student support services such as tutoring, pre-testing, post-testing, boot camp for incoming students, and student success seminars at both locations.

At this time, El Camino College does not have an effective data tracking and collection system to follow students after graduation. Students become employable after they pass the NCLEX exam, however, the College does not receive a report that indicates when a student passes the exam. The College Nursing Program sends surveys to students, but the return rates vary making them unreliable.

Post-graduation data collection is challenging for all college certificate and degree programs. The State Chancellor’s Office is in the process of developing a post-graduation employment data collection system. Meanwhile, these programs must depend upon post-graduation surveys to collect this information.
TO: President Thomas Fallo  
SUBJECT: COUNSELING – 12 MONTHS vs. 11 MONTHS

The Division of Counseling and Student Services implemented a number of measures to assure continued student access to counseling services despite the contractual change from a 12-month contract to an 11-month contract in 2012-13. During Summer 2012, the focus was placed on providing educational plans for new students. Continuing students, who were not Veterans or on probation, were advised via Express Counseling (drop-in) while individual appointments and workshops were reserved for new students. During the first summer of the contractual change, the number of student appointments decreased because counselors chose not to work additional per diem days. However, more students were seen during the regular academic year resulting in an increase in students served and educational plans completed during 2012-13 compared to 2011-12. We are still collecting data for 2013-14 when the counselor contract was reduced to 10-months. However, with the hiring of eleven new adjunct counselors and more counselors working their allotted per diem days and overloads, I anticipate a greater number of students being served.

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<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Counseling Appointments Available</td>
<td>2,545</td>
<td>27,796</td>
<td>1,367</td>
<td>31,708</td>
</tr>
<tr>
<td>Counseling Appointments Used</td>
<td>2,380</td>
<td>25,856</td>
<td>1,308</td>
<td>29,544</td>
</tr>
<tr>
<td>Educational Plans</td>
<td>791</td>
<td>5,051</td>
<td>316</td>
<td>6,158</td>
</tr>
</tbody>
</table>

<table>
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</thead>
<tbody>
<tr>
<td>Counseling Appointments Available</td>
<td>1,416</td>
<td>33,197</td>
<td>1,312</td>
<td>35,925</td>
</tr>
<tr>
<td>Counseling Appointments Used</td>
<td>1,268</td>
<td>31,104</td>
<td>1,249</td>
<td>33,621</td>
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<tr>
<td>Educational Plans</td>
<td>247</td>
<td>8,533</td>
<td>349</td>
<td>9,129</td>
</tr>
</tbody>
</table>
May 6, 2014

TO: President Thomas Fallo

SUBJECT: EXCELENCIA IN EDUCATION HISPANIC COLLEGE DEGREE DATA

Recently, Excelencia in Education released a report detailing Hispanic college degree attainment and completion by State. The report also examined the top five institutions in Hispanic enrollment, associate degrees awarded, and bachelor degrees awarded. The top five institutions in California were all community colleges. According to the report, El Camino College (ECC) ranked 8th in awarding degrees to Hispanic students. However, the report considered ECC and ECC Compton Center (CEC) separately. If numbers were combined from both locations, ECC would rank 4th in California and 17th in the nation in Hispanic enrollments. For associate degree attainment among Hispanics, ECC would rank 5th in California and 28th in the nation.

It should be noted that this report is based on 2011-2012 data. Given the increasing numbers of degrees awarded over the last few years and activities focused on Hispanic degree completion, we anticipate even greater gains when more updated information is released. Our Office of Institutional Research & Planning is in communication with Excelencia to combine the data for ECC and CEC since both locations award El Camino College degrees.

Jeanie M. Nishime, Ed.D.
May 1, 2014

Dr. Thomas Fallo
Superintendent/President
El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506

Dear President Fallo:

Thank you very much for inviting me to be present at the grand opening of the Library-Student Success Center at El Camino College Compton Center on April 15. The Center is a beautiful addition to the campus, and provides your students with a wonderful place to learn and collaborate with one another and with their faculty, mentors and tutors.

I very much enjoyed the opportunity to see you all and to chat with other staff of El Camino College and the Compton Center. And I always enjoy chatting with Lieutenant Box. I am very proud of all that you are doing for the Center and its communities, and I have to really recognize your educational leadership and personal courage, compassion, and commitment to the task of rebuilding Compton College.

So again, congratulations on the Center and best wishes as you and the institution move forward. Thank you for allowing me to be part of the opening celebration.

Sincerely,

Barbara A. Beno, Ph.D.
President

cc: Dr. Keith Curry, Chief Executive Officer
El Camino College Compton Center

Dr. Thomas Henry, Special Trustee
El Camino College Compton Center

BAB/cms
May 13, 2014

TO: President Thomas Fallo

SUBJECT: 2014 Planning Summit

The theme of the 2014 Planning Summit was “Focused on the Future,” reflecting an emphasis on charting a course for the future to help develop a new strategic plan and create a foundation for future educational master planning. Seventy-four employees and students from El Camino College and El Camino College Compton Center participated in the event, held on Friday, April 25, 2014.

The specific outcomes of the summit included:

1. Understanding our strategic planning process,
2. Understanding & discussing major factors affecting our future,
3. Recommending new Vision, Mission, & Strategic Initiatives,
4. Reviewing the Statement of Values, and
5. Developing measurable objectives for new strategic initiatives.

The draft Strategic Plan, which is attached, will undergo further work this summer to finalize measurable objectives for each of our Strategic Initiatives. The final plan will also incorporate our student achievement goals. Following consultation in the fall, the Strategic Plan will be brought before the Board of Trustees for adoption.

Jeanie M. Nishime, Ed. D.

Attachment
PROPOSED STRATEGIC PLAN
The following draft strategic plan, containing the College’s proposed new Mission, Vision, Philosophy, Values, Strategic Initiatives, was developed through a process that involved the 2013 Planning Summit, Strategic Initiatives working group, Strategic Planning Committee, 2014 Planning Summit, and the Planning & Budgeting Committee. Each group or committee included broad representation from across both locations (ECC and Compton Center).

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

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:

Person – 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.
STRATEGIC INITIATIVES
In order to fulfill the mission and make progress toward the vision, El Camino College will focus on the following strategic initiatives.

A (STUDENT LEARNING)
Support student learning using a variety of effective instructional methods, educational technologies, and college resources.

B (STUDENT SUCCESS & SUPPORT)
Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy.

C (COLLABORATION)
Advance an effective process of collaboration and collegial consultation conducted with integrity and respect.

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

E (INSTITUTIONAL EFFECTIVENESS)
Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation.

F (MODERNIZATION)
Modernize infrastructure and technological resources to facilitate a positive learning and working environment.
May 14, 2014

To: President Thomas Fallo

From: Jo Ann Higdon, M.P.A.

Subject: Torrance Regional Park and Ride Transit Center (RTC) Grant Application

Over the past several weeks, my staff and I have worked collaboratively with City of Torrance staff to assist them in the writing of a grant request for the RTC. City of Torrance staff was extremely appreciative of our assistance in this important project.

Attached is a letter of support from Congresswoman Maxine Waters which provides an overview of the project.

We wish them the best of luck in securing funding.

Jo Ann Higdon, M.P.A
Vice President Administrative Services
Hi Jo Ann,

Sorry for the delay in my response. I was at Metro all day yesterday and came back exhausted. After my board meeting, I stayed around to see if I could get someone to take my place for a Metro event I paid for on Thursday at 11 a.m. So far, no takers. I would love to go to the "energy efficiency" forum with you as I know it will help me with both phases of our projects. Please give me just one more day to see if I can work something out. Also, I was wondering if the forum is a monthly or annual event and if there will be another opportunity to attend?

Good news!!! We submitted our application on time and I feel really good about our chances of our project being funded. In addition, we were able to reach out to Congresswoman Waters' office for a letter of support. Thank you for reaching out and assisting me. I could not have done it without your support and expertise. I'm sure the information you provided truly inspired my staff to write a great application. In fact he said so as he was having writer's block after drafting so many documents for the past two weeks. James is such a trooper. We all thank you for assisting us.

I will give you a call tomorrow to let you know if I will be able to attend on Thursday.

Thanks again and have a great evening.

Kim
The Honorable Anthony Foxx  
Secretary of Transportation  
U.S. Department of Transportation  
1200 New Jersey Avenue, S.E.  
Washington, D.C. 20590

RE: TIGER GRANT APPLICATION FOR THE TORRANCE REGIONAL PARK AND RIDE TRANSIT CENTER (RTC)

Dear Secretary Foxx:

I am writing to express strong support for the TIGER VI grant application submitted by the Torrance Transit System in Torrance, California, to fund the second phase of development at the Torrance Regional Park and Ride Transit Center (RTC). This second phase calls for the construction of a multi-level parking structure at the RTC to accommodate increased usage at the facility, and to complement the future extension of the Los Angeles Metropolitan Transportation Authority’s (LACMTA) “Green Line” light-rail system.

Federal funding in the form of $10 million has been requested in the grant application, and Torrance Transit stands ready to support the project with $2.5 million in local match funds. The benefits of a regional transit center and expanded light-rail coverage will be realized by the entire South Bay region of Los Angeles County. The parking structure will be seamlessly integrated into existing bus and transit systems in the region, serving an estimated 5 million riders annually. The RTC itself is designed to connect several modes of transportation, thereby increasing efficiency and improving overall service for the region. The inclusion of a secure multi-level parking structure, protected bike storage area, and other amenities being offered to the public will enable riders to access transit options without having to drive a car. In turn, this benefits the environment through lower emissions output, lower fuel consumption, and the alleviation of traffic congestion.

There is a clear need for greater public transportation service in the South Bay, which would be served through the development of the Torrance RTC and the construction of its multi-level parking structure. Examination of census tracts in the areas surrounding the City of Torrance shows a large portion of households living at or below the poverty line, with an equal number of the local population being elderly. Both of these groups have a higher propensity to use public transit services, and will benefit from the RTC via access to safer, cleaner and more affordable transit choices.
With the development of the parking structure, the surrounding community will have greater access to public transit, with easier reach to some of the region’s key business hubs and educational institutions – Los Angeles International Airport (LAX), the Port of Los Angeles and Long Beach, California State University Dominguez Hills, California State University Long Beach, the University of Southern California, El Camino College, Los Angeles Harbor College, and many other successful businesses and schools. The Torrance RTC will create a centralized transportation hub, providing the South Bay with connections to aviation, light-rail, bus, automobile and pedestrian facilities. This will significantly bolster the use of alternative modes of transportation in the area, and enhance the livability of the region by consolidating numerous transportation options and modal transfer opportunities.

By itself, the construction of the parking structure is anticipated to create well over 100 jobs. However, private interests have already signaled a desire to partner with Torrance Transit in the development of new business in and around the Torrance RTC. Together, this will promote revitalization and economic growth for the region, and provide sustainable and “greener” fuel efficient transportation alternatives for all.

Torrance Transit is ready to move forward with both phases of the RTC project. Funding provided by TIGER VI will further shorten the time needed for the opening and building of the parking structure. With committed local partners and a readiness to begin construction almost immediately, Torrance Transit’s TIGER VI grant application has my full support. I urge you to consider funding it so that the Torrance RTC project can move forward.

Thank you in advance for your review of Torrance Transit’s application. If you have any questions, feel free to contact me or Kathleen Sengstock, my Senior Legislative Assistant, at (202) 225-2201.

Sincerely,

[Signature]

Maxine Waters
Member of Congress