# Academic Senate of El Camino College 2011-2012

16007 Crenshaw Boulevard
Torrance, CA 90506-0001 (310) 532-3670 x3254

Sept. 6, 2011

## Officers & Executive Committee

| | | | |
|---|---|---|---|
| President | **Christina Gold** | Co-VPs Faculty Development | **Briita Halonen & Moon Ichinaga** |
| VP Compton Educ'l Center | **Saul Panski** | VP Finance and Special Projects | **Lance Widman** |
| Curriculum Chair | **Jenny Simon** | VP Legislative Action | **Chris Wells** |
| VP Educational Policies | **Merriel Winfree** | Secretary | **Claudia Striepe** |

## Senate Mailing List

Adjunct (1 yr term)
**Sue Ellen Warren** 11
**Leah Pate** 11

Behavior & Social Sciences
**Randy Firestone** 11/12
**Christina Gold** 13/14
**Michelle Moen** 11/12
**Lance Widman*** 13/14
**Michael Wynne** 11/12

Business
**Phillip Lau** 11/12
**Jay Siddiqui*** 11/12
_____ **(vacant)**

Compton Educational Center (1 yr term)
**Jerome Evans** 11/12
**Chris Halligan** 11/12
**Tom Norton** 11/12
**Michael Odanaka** 11/12
**Saul Panski** 11/12
**Estina Pratt** 11/12

Counseling
**Cristina Pajo*** 11/12
**Sabra Sabio** 13/14
**Dexter Vaughn** 13/14

Fine Arts
**Ali Ahmadpour** 11/12
**Randall Bloomberg** 11/12
**Mark Crossman** 11/12
**Patrick Schulz** 11/12
**Chris Wells*** 11/12

Health Sci & Athletics/Nursing
**Tom Hazell*** 13/14
_____ **(vacant)**
**Mina Colunga** 12/13
_____ **(vacant)** 12/13
_____ **(vacant)** 11/12

Humanities
**Brent Isaacs** 11/12
**Peter Marcoux*** 11/12
**Kate McLaughlin** 11/12
**Briita Halonen** 11/12
**Jenny Simon** 11/12

Industry & Technology
**Patty Gebert** 12/13
**Harold Hofmann** 12/13
**Lee Macpherson** 12/13
**Douglas Marston*** 12/13
**Merriel Winfree** 12/13

Learning Resource Unit
**Moon Ichinaga** 13/14
**Claudia Striepe*** 13/14

Mathematical Sciences
**Michael Bateman** 12/13
**Hamza Hamza** 13/14
**Arkadiy Sheynshteyn** 13/14
**Susan Taylor*** 11/12
_____ **(vacant)**

Natural Sciences
**Chuck Herzig*** 11/12
**Miguel Jimenez** 11/12
_____ **(vacant)** 10/11
**Pete Doucette** 12/13
_____**(vacant)**

Academic Affairs & SCA
**Francisco Arce**
**Karen Lam**
**Jeanie Nishime**
**Claudia Lee**

Associated Students Org.
**Rebekka Asher**
_____ **(vacant)**

President/Superintendent
**Thomas Fallo**

The Union **Editor**

Division Personnel
**Jean Shankweiler**
**Don Goldberg**
**Tom Lew**

Counseling **Ken Key**

Ex-officio positions
ECCFT President
**Elizabeth Shadish**
**Nina Velasquez**
Curriculum Chair
**Jenny Simon**
Institutional Research
**Irene Graff**
**Carolyn Pineda**

Dates after names indicate the last academic year of the senator's three year term, except for Compton senators who serve one-year terms. For example 11/12 = 2011-2012.
*denotes senator from the division who has served on Senate the longest (i.e. the "senior senator")

**Academic Senate of El Camino College 2011-2012**
16007 Crenshaw Boulevard
Torrance, CA 90506-0001 (310) 532-3670 x3254



## SENATE'S PURPOSE (from the Senate Constitution)

A. To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations.* Specifically, as provided for in Board Policy 2510, and listed below, the "Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate."

B. To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

## ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st and 3rd Tuesdays)

| FALL 2011 | | SPRING 2012 | |
|---|---|---|---|
| September 6 | Alondra Room | February 21 | Alondra Room |
| September 20 | Alondra Room | March 6 | Alondra Room |
| October 4 | Alondra Room | March 20 | Alondra Room |
| October 18 | Alondra Room | April 3 | Compton Board Room |
| November 1 | Alondra Room | April 17 | Alondra Room |
| November 15 | Alondra Room | May 1 | Alondra Room |
| December 6 | Alondra Room | May 15 | Alondra Room |
| | | June 5 | Alondra Room |

## CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (Thursday after ECC Senate, usually)

| FALL 2011 | | SPRING 2012 | |
|---|---|---|---|
| September 9 | Board Room | March 3 | Board Room |
| September 23 | Board Room | March 17 | Board Room |
| October 7 | Board Room | April 7 | Board Room |
| October 21 | Board Room | April 21 | Board Room |
| November 4 | Board Room | May 5 | Board Room |
| November 18 | Board Room | May 19 | Board Room |
| December 9 | Board Room | June 2 | Board Room |

**Academic Senate of El Camino College 2011-2012**
16007 Crenshaw Boulevard
Torrance, CA 90506-0001 (310) 532-3670 x3254

Sept. 6, 2011

# AGENDA & TABLE OF CONTENTS

# Committees

| SENATE COMMITTEES | Chair / President | Day | Time | Location |
|---|---|---|---|---|
| Academic Technology Comm. | Pete Marcoux, Virginia Rapp | | | |
| Assessment of Learning Comm. | Jenny Simon, Kelly Holt, Kaysa Laureano-Ribas, Claudia Lee | 2nd & 4th Mon. | 2:30-4:00 | Library 202 |
| Academic Program Review Comm. | Claudia Lee, Christina Gold | | | |
| Compton Academic Senate | Saul Panski | 1st & 3rd Thurs | 1:00-2:00 | CEC Board Room |
| Compton Faculty Council | Saul Panski | 1st & 3rd Thurs | 1:00-2:00 | CEC Board Room |
| Curriculum Committee | Jenny Simon | 2nd & 4th Tues | 2:30-4:30 | Admin 131 |
| Educational Policies Comm. | Merriel Winfree | 2nd & 4th Tues | 12:30-2:00 | SSC 106 |
| Faculty Development Comm. | Briita Halonen, Moon Ichinaga | 2nd & 4th Tues | 1:00-2:00 | West. Library Basement |

| CAMPUS COMMITTEES | Chair | Senate / Faculty Representative/s | Day | Time | Location |
|---|---|---|---|---|---|
| Accreditation | Evelyn Uyemura, Jean Shankweiler | Christina Gold | | | |
| Board of Trustees | Bill Beverly | Christina Gold | 3rd Mon. | 4:00 | Board Room |
| Calendar Committee | Jeanie Nishime | Kelly Holt<br>Chris Jeffries | | | |
| Campus Technology Comm. | | | | | |
| College Council | Tom Fallo | Christina Gold | Mondays | 1-2:00 | Admin 127 |
| Dean's Council | Francisco Arce | Christina Gold | Thursdays | 8:30-10:00 | Library 202 |
| Distance Education Advisory Committee | Alice Grigsby | | | | |
| Enrollment Management Comm. | Arvid Spor | Mina Colunga<br>Christina Gold | 2nd Thurs | 1-2:30 | Library 202 |
| Facilities Steering Comm. | Tom Fallo | Christina Gold | | | |
| Insurance Benefits Comm. | | | | | |
| Planning & Budgeting Comm. | Arvid Spor | Lance Widman | 1st & 3rd Thurs. | 1-2:30 | Library 202 |

**All of these Senate and campus committee meetings are open, public meetings. Please feel free to attend any meetings addressing issues of interest or concern.**

# ACADEMIC SENATE ATTENDANCE & MINUTES
7th June 2011

**Adjunct Faculty**
Sue Ellen Warren X
Leah Pate X

**Behavioral & Social Sciences**
Firestone, Randy
Gold, Christina X
Moen, Michelle X
Widman, Lance X
Wynne, Michael X

**Business**
Siddiqui, Junaid
Lau, Philip S
Hull, Kurt

**Counseling**
Jackson, Brenda X
Jeffries, Chris X
Pajo, Christina X

**Fine Arts**
Ahmadpour, Ali X
Bloomberg, Randall X
Crossman, Mark
Schultz, Patrick X
Wells, Chris X

**Health Sciences & Athletics**
Hazell, Tom X
McGinley, Pat EXC
Rosales, Kathleen
Colunga, Mina X
Hicks, Tom

**Humanities**
Isaacs, Brent X
Marcoux, Pete X
McLaughlin, Kate X
Halonen, Briita X
Simon, Jenny X

**Industry & Technology**
Gebert, Pat X
Hofmann, Ed X
MacPherson, Lee X
Winfree, Merriel X
Marston, Doug

**Learning Resources Unit**
Striepe, Claudia X
Ichinaga, Moon X

**Mathematical Sciences**
Bateman, Michael X
Fry, Greg X
Hamza Hamza X
Taylor, Susan X
Yun, Paul X

**Natural Sciences**
Doucette, Pete X
Herzig, Chuck X
Jimenez, Miguel X
Palos Teresa X
vacant

**Academic Affairs & SCA**
Chapman, Quajuana
Arce, Francisco X
Nishime, Jeanie X
Lee, Claudia

**ECC CEC Members**
Evans, Jerome
Norton, Tom
Panski, Saul EXC
Pratt, Estina
Halligan, Chris

**Assoc. Students Org.**
Budri, Lala
Lopez, Jessica

**Ex- Officio Positions**
Shadish, Elizabeth
Kjeseth, Lars X

**Guests, Dean's Rep, Visitors:**
T.Lew (Dean's Rep), C. Pineda, Irene Graff, David Vakil

Unless noted otherwise, all page numbers refer to the packet used during the meeting, not the current packet you are reading now.

The seventh and last Academic Senate meeting of the Spring 2011 semester was called to order by Academic Senate President Gold at 12:35pm

Approval of last Minutes:
[See pp 6-11 of packet] The minutes of the 17th May Academic Senate meeting were approved with one correction noted by Dr. Warren: pg 11, changing effected to affected.

**REPORTS OF OFFICERS**
**Academic Senate President's report – Christina Gold** (henceforth CG)

- College Council meeting minutes May 9th, 16th, 23rd [See pp. 12-18 of packet] CG noted particularly the feedback from the Academic Senate and faculty on the proposed designated smoking areas, and the feeling that the location of the proposed areas needed to be rethought. GC wanted to make this Academic Senate handout on the matter part of the Academic Senate record as the Council action minutes are too brief to note all feedback.
- Local Service Areas [See pp. 19-20 of packet] An initial letter on the matter was sent out a month or so ago, co-signed by President Fallo and Dr. Lacy, the President of Cerritos Community College. A letter was received rejecting the pleas. CG reported that the Academic Senate wants to help with this matter, and, in consultation with Ms. Biggers, a task force has been established to further work on the issue.
- Calendar and Schedule – CG reported that after much concerted campus activity the Winter session has been restored at 50%. President Fallo is working on the hopes of 18,000 FTES for the next year.
- Midterm Accreditation Report. CG thanked all who had provided feedback on the report, and on the issue of Collegial Consultation. CG is authoring a report on this Consultation area and will incorporate feedback received.
- Collegial Consultation Report to the Board – Draft. [See Supplementary Materials Packet] At the last Board meeting CG had made comments re: the lack of collegial consultation and had been asked to provide detailed information to support her comments. This report is CG response. CG asked for feedback on the draft to be sent to her.

**VP Compton Center - Saul Panski** (SP)
SP was excused from the meeting. [see pp. 21- 23 of packet] for some information, including rosters of the members of Compton College councils for next year.

**Curriculum Committee – Lars Kjeseth** (LK)
[see pg. 25 of packet] LK apologized for the small font on the document, and touched upon some highlights, noting that 80% of courses have been reviewed, and noting that with the new 6 year review cycle, approx. 230 courses would need to be reviewed each year. LK asked that senators should spread the word in their Divisions that the CCC rep should be offered help in meeting these targets.
LK also touched on some Curriculum Committee changes that had occurred under his tenure, noting that the CCC was becoming more of an advisory than an editing body. The role of the Division CCC rep. was also changing from that of a "reader" to that of coordinating curriculum, and warned that some Divisions might want to consider adding a second CCC rep. – especially Divisions like Fine Arts, Industry and Technology, and Heath Sciences. The Curriculum Advisor and Curriculum Committee Chair's responsibilities have also increased, as has the time needed to fulfill these responsibilities.
LK thanked Dr. Arce for finding money to continue the CCC work, noting that he had always been a source of support. LK felt that the changes wrought in the Curriculum Committee had resulted in more team spirit and flexibility. LK said that there still remain issues to be dealt with, and thought the

Committee could begin to think about issues beyond compliance. LK suggested that CCC reps and Divisions fully review courses and programs as deadlines come up. LK noted that his tenure as CCC Chair had been "largely pleasant" and wished his successor, Jenny Simon, luck.

**VP Educational Policies Committee – Chris Jeffries** (CJ)
[See pp.25- 27 of packet] CJ, too, thanked the Senate for the opportunity to work with them over the last two years, noting that she was stepping down as VP for a sabbatical. CJ wished her successor, Merriel Winfree, luck.

**VP Faculty Development – Cristina Pajo** (CP) (Co- VP) **and Briita Halonen** (BH) (Co-VP)
[See pp. 28-29 of packet] BH noted that the Committee was winding things up for the semester and referred the senators to the minutes in the packet.

**VP Finance and Special Projects – Lance Widman** (LW)
LW referenced the two sets of PBC minutes in the packet, noting that the bulk of the discussions revolved around moving pieces of funding.
[See pp. 30-32of packet] for May 5 PBC Minutes:

- - 2010-11 Fund 15 (a $3 million discretionary fund also associated with the ECC/CEC partnership) Update, which involves the $3 million El Camino receives from the State due to the EC/Compton partnership. This is an update about where this money is going for 2010-11. To date monies have mainly been expended to backfill cuts in categorical programs to the tune of approx. $1.5 million, and channeled into GASB (monies to meet unfunded retiree costs)
- - 2011-12 Fund 14 (a fund of $1million to cover ECC costs associated with the ECC/CEC partnership), 15 Proposed Budgets.

[See pp. 33-34 of packet] for May 19 PBC Minutes:

- - 2011-12 Budget Update based on the Governor's May Revise, hopeful but perhaps deceptive as it assumes the proposed tax extensions will be passed by vote.
- - Funding for GASB, $900,000 to $1.4 million: Action: PBC recommended to the President that unexpended Fund 15 money not be used for GASB, and that $900,00 from Fund 15 not be used in the 2011-12 budget to fund EC's GASB contribution. This recommendation has been rejected by Pres. Fallo.

**VP Legal – Chris Wells** (CW)
No report.

**SPECIAL COMMITTEE REPORTS**
**Deans' Council – Moon Ichinaga (**MI**)**
[See pp. 36-7 of packet] MI noted that she had been representing the Academic Senate at the Deans' Council for the last 2 years, but now President Gold would do so. MI thanked the senate for the opportunity and said she had learned much from the experience. MI will be the Co-VP Faculty Development from next year. CG thanked MI for her service.

**Academic Technology Committee Report – Pete Marcoux (PM)**
[See pp. 38-40 of packet]PM reported that the Committee had discusses the Internet Use policy and the Accreditation mid-term report. PM reminded the Senators that there are 2 technology committees on campus, and that the Academic technology committee meets twice per semester. The Committee is concerned about the campus computer labs and lack of support for the labs. We are in a cycle where the computers will soon need replacing, and there are an additional 4 floors of computer labs being added so

the college must stay on top of this issue, PM reported that a media specialist has been hired to maintain the SMART classrooms and equipment. The position was approved at the June Board meeting.PM urged the senators to discuss the technology and software needs of Divisions during Program Review, and to also bear in mind the issues of equipment and software maintenance, and the needs of special groups on campus.

**Assessment of Learning Committee – Jenny Simon (JS)**

[See pp. 41-43 of packet] JS noted that pg 41 showed SLO course totals (courses assessed at least once) at the Torrance campus. Pg. 42 concerns program level SLOs, with 88% of programs completing assessment. Pg 43 shows the totals for the Compton center. JS also announced the start of an SLO newsletter, the "SLO Progressive". JS thanked the Academic Senate and Dr. Arce for support during her 5 years coordinating the SLO program, and for the opportunity to guide the program on campus. CG thanked JS for her service.

**Study Abroad – Pete Marcoux (PM)**

[See pp. 44-62 of packet] PM noted that the packet contains some student profiles and data. PM thanked Ms. Graff for contributing some of the data. PM said that senators might find the data on gender, race, home locations, and Financial Aid interesting; noting that the Transfer information was also important. PM made a plea not to discontinue this program entirely, noting that it was well- known and a source of rich opportunities and experiences for students. CG said she had added the Study Abroad Program Review [see pp. 57- 62 of packet], and noted that she too, had asked that the program be preserved. Mr. Wells asked if there was some comparative data available. Ms. Graff said she would attempt to collect some, but noted that there was some national data in the packet.PM reported that UCLA had received some SOAR money to study Study Abroad Programs at California Community Colleges. Mr. Widman asked if ECC had any current study abroad plans, and PM said there were 3 programs set for the summer – to Spain, Ireland, and Italy. Mr. Ahmadapour felt that there was a lack of an overseeing office to supervise, and advocate for the program. PM said that such an office did once exist, but that had now dwindled to a Study Abroad Advisory Committee administered via Behavioral Sciences. Dr. Kjeseth asked whether the Study Abroad program had a place in Program Review, giving them a place to note their plans and needs, and be noted in Plan Build? PM answered in the affirmative, noting that resources had been cut back in 2003. Mr. Ahmadapour asked if the Program was noted in the catalog, and PM said yes, advertised as taught by ECC faculty.

**UNFINISHED BUSINESS**

**Administrative Procedure AP 6160 - District Computer and Network Use Policy. Second Reading – VP Ed Policies Chris Jeffries (CJ)**

[See pp. 63-70 of packet and see the supplementary materials for a marked-up version]
CJ reported on the changes stemming from the first reading. A motion was made by Mr. Widman to approve the AP, seconded by Mr. Marcoux. The floor was opened to questions and comment.
Ms. Taylor still felt that the procedure opened the door to reporting on collegues. Dr, Arce repeated that there is some personal leeway. Mr. Widman asked the VP's about the points referring to pay/remuneration in the case of quasi academic work like writing book reviews under the ECC .edu address. Dr. Arce felt this was acceptable. Ms/ Ichinaga raised a point about public access to computers in the library. Dr. Arce agreed that some public access should be provided, but that a guest user policy would need to be worked out and refined. Dr. Arce promised to follow up on this issue, noting that the password angle would be an issue, but that the public was welcome to use the facility. The discussion continued and Mr. Marcoux noted as a point of order that if people did not agree with all of the points thay could vote against the motion. CG called the vote to approve the AP and BP, and most voted in favor, with 2 nays and no abstentions. The motion passed.

**AP 4100 - Graduation Requirements for Degrees and Certificates. Second Reading – VP Ed Policies Chris Jeffries (CJ)**

[See pp 71- 73 of packet] CJ CJ noted that point#7 had been added, and that this had proved very helpful to counselors in helping students get degrees. Mr. Widman made a motion to approve AP 4100 and Mr. Marcoux seconded. Hearing no discussion, CG called the vote and all voted in favor. The motion passed.

**BP/AP 4231 - Grade Change. Second Reading – VP Ed Policies Chris Jeffries (CJ)**

[see pp 74- 80 of packet]

Cj noted the change in the policy to allow fraudulent grades to be changed by the District. The Procedure outline how that would be done. CJ noted the few changes that had been made as a result of questions/comments from the first reading. Mr. Wells, seconded by Mr. Marcoux, made a motion to approve BP/AP 4231. CG opened the floor to discussion. Mr. Wells asked if the policy also looked at student fraud. CJ said yes, and the point re: institutional fraud had been added. Ms. Taylor had a query re: "grounds for appeal", asking whether the fraud would need to be proved before a student could appeal. CG felt that the concept was clear enough, although the sentence could be better worded. CG called the vote and all voted aye, with no nays and no abstentions. The motion passed.

**BP/AP 3750 – Use of Copyrighted Materials. Second Reading – VP Ed Policies Chris Jeffries (CJ)**

[See pp. 81- 85 of packet]

CJ noted the explanatory clause on "Fair Use", and that the second sentence in that section had intended to be been dropped so as not to confuse the issue. CJ also thanked Ms. Striepe and Ms. Ichinaga for supplementary materials. CJ noted that Area C now included a section on online instruction courses and materials.

Ms. Striepe and Ichinaga noted that Director Grigsby had argued for the inclusion of the aforementioned second sentence, as it was in the official template.

Mr. Wells, seconded by Mr. Marcoux, made a motion to reinstate the "second sentence" statement and approve BP/AP 3750. CG opened the floor for discussion and comment. CG called the vote and most people voted for the motion, with no nays, and one abstention.

**Resolution of No Confidence in the 2011/12 Proposed Calendar and Schedule. Second Reading - - Chris Gold (CG)**

See pg86 of packet] CG wondered if this was still a pertinent issue, noting that the options were:

1. **Make a motion to support and vote.**
2. **Make a motion to oppose and vote.**
3. **Make a motion to remove the item from consideration and vote.**

Discussion began, and Mr. Widman noted that as the Academic Senate DOES have issues with the consultation process on campus, and as much email had been generated on the topic, we should proceed so as to be on record as to our feelings on an issue at a certain point in time. This could be used in the Accreditation mid-term report. Mr. Ahmadapour supported this reasoning. Ms. Ichinaga asked if this could not be shifted to a resolution regarding Collegial Consultation. Mr. Marcoux said that this was a\ formal example of lack of consultation that could be presented to the Board. Ms. Taylor and Mr. Ahmadapour signaled their support to move ahead. CG called the vote. The aye vote was unanimous, and the Resolution of No Confidence in the 2011/12 Proposed Calendar and schedule stands.

**NEW BUSINESS**

**Resolutions of Appreciation for Outgoing Senate Leadership**

**Chris Jeffries, VP Educational Policies**

Whereas, Chris Jeffries has served as an outstanding Vice President and Chair of the Educational Policies Committee,

Whereas, she has skillfully worked on intricate and lengthy policies and procedures, remarkably keeping track of disparate large and minute changes,
Whereas, she has expanded the size and level of involvement in the Educational Policies Committee,
Whereas, she is first and foremost committed to students and provides direct and personal assistance to them throughout her day as a counselor,
Whereas, she tirelessly answered the questions of the Academic Senate President throughout the 2010-11 school year and energetically supported the Executive Committee,
Therefore, be it resolved that the ECC Academic Senate expresses its great appreciation for the knowledge, skill and commitment with which Chris Jefferies executed her work as the Vice President of the Educational Policies Committee,
Therefore, be it further resolved that the ECC Academic Senate hopes that Chris Jefferies will return to Senate leadership in the future so that the campus community may further benefit from her knowledge, skill and commitment.

**Cristina Pajo, Co-VP Faculty Development**

Whereas, Cristina Pajo kindly agreed on very short notice to serve as Co-Chair of the Academic Senate Faculty Development Committee in fall 2010,
Whereas, she gave willingly and generously of her time despite a full schedule as a counselor and Instructor in Disabled Students Services and Programs,
Whereas, she led the effort to select the first Outstanding Adjunct Award Recipient,
Whereas, she excelled in her leadership of the Faculty Development Committee,
Therefore, be it resolved that the Academic Senate of El Camino College expresses its sincere appreciation for the service and dedication provided by Cristina Pajo as the Co-Chair of the Faculty Development Committee,
Therefore, be it further resolved that the ECC Academic Senate hopes that Cristina Pajo will return to Senate leadership in the future so that the campus community may further benefit from her knowledge, skill and commitment.

**Lars Kjeseth, Curriculum Chair**

Whereas, Lars Kjeseth has provided superhuman service to students, faculty and the ECC institution above and beyond expectations for mere mortals,
Whereas, as Curriculum Chair he is faster than a speeding bullet, ensuring that all curriculum is quickly and carefully brought to the board,
Whereas, his informed insight as a member of the Academic Senate Executive Committee is more powerful than a locomotive,
Whereas, he was able to leap a resistant campus community in a single bound to help construct the SLO and Assessment process as SLO Co-Coordinator,
Whereas, we should all look, look up in the sky, it's the Distinguished Faculty Award recipient, it's the mastermind of CurriUNET modules, it's Lars Kjeseth!
Therefore be it resolved, that the Academic Senate expresses its appreciation for Lars Kjeseth's outstanding, superhuman work on behalf of the faculty, students and the campus.

**AGENDA ITEMS FOR FUTURE MEETINGS**

ECCFT/Academic Senate Agreement

**PUBLIC COMMENT**

None

**ADJOURN**

The meeting adjourned at 1:55pm. Cs/ecc2011

ACADEMIC SENATE – 2010/11 – SUMMARY OF ACTIONS, REPORTS AND DISCUSSIONS

| Senate Meeting | Action Items (first reading) | Action Items (second reading) | Informational Items/Special Reports/Discussions |
|---|---|---|---|
| Sept. 7 | | | • Recognition of faculty who received tenure<br>• Communications Program Review presentation<br>• Institutional Research presentation of 2010 Winter Intersession Survey and Employee Campus Climate Survey<br>• CurriUNET overview presentation |
| Sept. 21 | | • ECC Academic Senate Outstanding Adjunct Faculty Award (finalization of the award format – passed by the Senate) | • Assessment of Learning Committee presentation of results of assessment of the "Communication and Comprehension" core competency<br>• Presentation re: Attendance Accounting<br>• General discussion of low faculty morale revealed in the spring 2010 Campus Climate Survey<br>• General discussion of winter session and the academic calendar |
| Oct. 5 | • Curriculum Committee by-laws change in ex-officio membership<br>• BP/AP 5055 Priority Registration | | • Winter session information and discussion |
| Oct. 19 | • BP/AP 4055 Academic Accommodations for Students with Disabilities | • Curriculum Committee by-laws change in ex-officio membership – passed by the Senate<br>• BP/AP 5055 Priority Registration – no vote taken | • ECC Federation of Teachers Report<br>• General discussion of winter session and proposed calendar changes |
| Nov. 2 | • Winter Session Resolution | • BP/AP 4055 Academic Accommodations for Student with Disabilities (passed by the Senate) | • Assessment of Learning Committee report on the core competency assessment summit<br>• ECC Federation of Teachers Report<br>• Reviewed CCLC Template for an International Education Procedure |
| Nov. 16 | | • Winter Session Resolution (joint resolution with ASO and ECCFT – passed by the Senate) | • Academic Technology Committee report |
| Dec. 7 | • BP/AP 4021 Program Viability, Intervention and Discontinuance Policy and Procedure. | • Awarding of the ECC Outstanding Adjunct Award | • Calendar board policy discussion<br>• Discussion of possible designated smoking areas or a smoking ban on campus<br>• SB1440 and state senate recommendations discussion |

| Senate Meetings | Action Items (first reading) | Action Items (second reading) | Informational Items/Special Reports/Discussions |
|---|---|---|---|
| March 1 | • Officer Nominations | | • Discussion of classroom models in the draft campus standards<br>• Academic Technology Committee Report |
| March 15 | • Officer Nominations<br>• CEC Faculty Council By-Laws Amendment | • BP/AP 4021: Academic Program Viability, Intervention and Discontinuance (passed by the Senate) | • Presentation regarding program review and its integration into planning and budgeting processes<br>• Discussion of the Academic Senate Unit Plan<br>• Discussion of survey of on-line students<br>• Discussion of budget reductions and proposed scheduling plans<br>• Discussion of CSU priority admission schools and a possible ASCCC resolution |
| March 29 (emergency meeting) | • Academic Senate Recommendations re: the impact of budget cuts on 10+1 items, particularly scheduling, curriculum and programs<br>• Amendment of ECC Academic Senate Constitution, Article IV, Section 3.1, Term of Officers | | |
| April 5 | • ASCCC Resolution re: elimination of CSU priority local admission | • Officer Elections<br>• CEC Faculty Council By-laws Amendment (passed)<br>• Amendment of ECC Academic Senate Constitution, Article IV, Section 3.1, Term of Officers (passed)<br>• Academic Senate Guidelines for Budget Cuts and Reductions (passed) | • Report by the ECC Federation of Teachers |

| Senate Meetings | Action Items (first reading) | Action Items (second reading) | Informational Items/Special Reports/Discussions |
|---|---|---|---|
| April 19 | • ASCCC resolution re: elimination of CSU priority admission (further discussion and no vote taken) | | • Discussion with a decision not to move forward on "Course Reductions for Consideration on the Torrance Campus"<br>• Discussion of VPAA and Deans' feedback on AP/BP Program Viability Policy passed by the senate on March 15<br>• Response to Faculty Comments on the Draft Campus Standards |
| May 3 | | | • Assessment of Learning Committee Report<br>• CSU Priority admission areas discussion<br>• Review of the "ECCFT / Academic Senate Agreement" |
| May 17 | • AP/BP 6160 District Computer and Network Use Policy<br>• AP 4100: Graduation Requirements for Degrees and Certificates<br>• BP/AP 4231 Grade Change<br>• BP/AP 3750 Use of Copyrighted Materials<br>• Resolution of No Confidence in the 2011/12 Proposed Calendar and Schedule | | |
| June 7 | | • AP/BP 6160 District Computer and Network Use Policy (passed)<br>• AP 4100: Graduation Requirements for Degrees and Certificates (passed)<br>• BP/AP 4231 Grade Change (passed)<br>• BP/AP 3750 Use of Copyrighted Materials (passed)<br>• Resolution of No Confidence in the 2011/12 Proposed Calendar and Schedule (passed)<br>• Resolutions of Appreciation | • Study Abroad Report<br>• Academic Technology Committee Report<br>• Assessment of Learning Committee Update |

| Academic Senate Committees and Committees Co-Chaired by Faculty (a sample) | Highlights of 2010/11 Actions |
|---|---|
| **Faculty Development Committee** | • Awarded the first ECC Academic Senate Outstanding Adjunct Award<br>• Conducted Job Application and Interview Workshops for Adjunct Faculty<br>• Initiated flex workshops by webinar<br>• Coordinated Teaching Book Club discussions of *The Courage to Teach*<br>• Amended the Academic Senate constitution to allow for staggered Co-Chairs<br>• Conducted needs assessment survey for faculty development<br>• Sponsored five faculty members for attendance at the Great Teachers Seminar<br>• Planned for winter and fall 2011 flex days |
| **Curriculum Committee** | • Course review process transitioned to CurricUNET and streamlined, making the primary functions of the Curriculum Committee advisory rather than editorial<br>• 91 Course reviews completed, including 5 inactivations<br>• Updated the Curriculum Committee By-laws |
| **Academic Technology Committee** | • Continued to advocate for the budgeting of maintenance, replacement and staffing costs, when new software and hardware are purchased.<br>• Updated the 2009-14 Technology Plan<br>• Recommended priorities for technology purchases, upgrades, repairs and deployment |
| **Assessment of Learning Committee** | • Completed assessment and reporting of the "Communication and Comprehension" core competency<br>• Began assessing the "Creative and Critical Thinking" core competency<br>• Continued to improve the SLO module for CurricUNET |
| **Academic Program Review Committee** | • Finalized revisions to the program review template<br>• Provided feedback on development of the Program Review module for CurricUNET<br>• Assisted department faculty and deans with 11 program reviews, which are in varying stages of completion |

August 10, 2011

Dear Trustees,

For this month's Board meeting, the Academic Senate would like to highlight the ECC Study Abroad program. Attached is a statistical study of the program completed by Institutional Research in spring 2011. The study includes information about 217 students who travelled on nine trips from winter 2008 through summer 2010.

The second half of the report reveals that participation in study abroad provides substantial academic advantages to students. Study abroad courses have much higher success and retention rates than on-campus courses, with many courses having 100% success and retention. Study abroad participants subsequently earn degrees and certificates at "a much higher rate than all ECC students of similar age," and they transfer to four-year institutions at a much higher rate than other ECC students. UCLA was the institution receiving the most ECC study abroad students.

In addition, ECC's study abroad program benefits students at all income levels. The ECC report explains that although "study abroad opportunities may be perceived as limited to wealthy and middle-class students," ECC study abroad participants are "nearly as likely to be low-income and receiving financial aid" as the general ECC student body.

Finally, study abroad programs provide students with a unique learning experience that supports their future participation in an interconnected world and global economy. In its report on study abroad at US community colleges, the Institute of International Education notes that:

> "Community colleges are at a crossroads as they examine their role and function in preparing the next generation of students to live and work locally, but within a global economy. The community college mission emphasizes direct learning experiences to teach cognitive and social skills. Few educational opportunities offer as direct and immersive a learning experience as education abroad. Thus, education abroad is directly aligned with the community college mission; contributes to credit transfer, career and technical preparation and community education; and is student-focused."[1]

Study Abroad has been a very successful, high impact program for our students. Although study abroad incurs additional expenses in the form of administrative costs and smaller class sizes and it subjects the campus to the financial risks associated with contracting out travel, the benefit to our students warrants a consideration of continuing this program even during these financially difficult times.

Sincerely,

Christina Gold
Academic Senate President

[1] http://www.iie.org/en/Research-and-Publications/Publications-and-Reports/IIE-Bookstore/~/media/Files/Corporate/Membership/StudyAbroad_WhitePaper3.ashx

**EL CAMINO COLLEGE**
# Planning & Budgeting Committee
# Minutes
# Date: June 14, 2011

**MEMBERS PRESENT**

☒ Ott, Jonathan – Campus Police
☒ Natividad, Rory – Mgmt/Supervisors
☒ Patel, Dipte – Academic Affairs
☐ Quinones-Perez, Margaret – ECCFT
☒ Reid, Dawn – Student & Community Adv.
☒ Shenefield, Cheryl – Administrative Svcs.
☒ Spor, Arvid – Chair (non-voting)
☒ Turner, Gary – ECCE
☒ Widman, Lance – Academic Senate
☐ Vacant – ASO

**OTHERS ATTENDING:** Francisco Arce, Janice Ely, Katie, Gleason, Christine Gold, Alice Grigsby, Jo Ann Higdon, Emily Rader, Elizabeth Shadish, John Wagstaff

**Handouts:** El Camino Community College District 2011-2012 Tentative Budget (June 20, 2011)

The meeting was called to order at 1:00 p.m.

**Approval of June 2, 2011 Minutes**
The minutes were approved with no changes.
Comments:
1. Page 3, 8c: charges for DSA and environmental reports usually come from the bond fund. Will verify with Facilities why amount in object code 5100 Consulting Services is so high and report back later this week.
2. A. Spor will request an explanation as to why PBC's GASB recommendation was 'rejected.'

**2011-2012 Tentative Budget:**
1. Only update on the State budget was Chancellor's office notification of elimination of Telecommunication and Technology Infrastructure Program (TTIP) funding and the College may have to budget for connectivity.
2. New student board member, Joshua Casper, will be sworn in at the June Board meeting.
3. President's introductory letter to the Board regarding the tentative budget. The State General Apportionment is projected to be reduced by $8.75 million. No COLA. The College will be funded at the 2010-11 rate per FTES. Salaries based on current staffing plans. Operational budget reduced by $6.7 million. Plan to spend 2010-11 ending balance of $6 million and $1.87 million of reserves to offset reductions and still have healthy reserve (around 12%-15%) by the end of next year. Won't know of any adjustments to projected FTES until budget is finalized. To calculate percentage, take total ending balance/reserves ($16,495,052) on page 6 and divide by total expenditures/appropriations ($107,557,522).
4. Tentative Budget Assumptions – similar to President's letter to the Board. Step and Column was in 2010-11 final budget assumptions and will probably be part of the 2011-12 final budget assumptions; step and column is included in the tentative budget.
5. Pages 1 and 2 – budget summary for all funds in 2011-12.
6. Page 5 – TBD Salary & Benefits Savings of $975,000 from negotiated items. Figure used is between Option 1 and Option 2. Estimated figure is from the ECC 2011-12 Tentative Budget document dated May 24, 2011. $8.575 million projected state revenue reduction is $300,000 less than the League's last estimate.

7. Pages 7 and 8 – detailed list of federal, state, and local revenue for general restricted funds.
8. Pages 9 and 10 – estimated expenditures for restricted fund by object codes. Will be more defined on final budget. Why is 1100 Academic regular schedule expenditure on page 9 zero? Standard in this fund; anomaly in 2010-11. Categorical program staff usually classified or non-teaching faculty (counselors).
9. Pages 17 and 18 – Child Development Fund. Started 2010-11 with -$102,710 beginning balance and project a -$98,913 ending balance. The District proposed to again subsidize the Child Development Center $225,000 in 2011-12. -$73,803 ending balance projected at the end of 2011-12. A conversation occurred regarding the increased level of Fund 11 monies being devoted to the CDC for 2011-12, the development of a new marketing plan or different center model by the division dean and the CDC director, and lack of usage by ECC students with young children (only about 15 out of a total of 48-55 children enrolled. Why is it more expensive for students to use the El Camino College Child Development Center than local 'mom and pop' centers? The principle reason is the elimination of CalWORKs funding. It's almost impossible to run community college child care centers without some support. Prior to Prop 13, some district child care centers were supported through local community taxation. Other districts without taxation typically spend $75,000-$100,000 to support their child development centers. The District seems to spend a significant dollar amount per child enrolled. Over the past few years, most state supported child care programs have been eliminated.
10. Pages 22 and 23 – General Obligation Bond Fund. Expect about $1 million from local income interest. May go out for a third issuance possibly next year – not definite. Remaining future bond series is about $180.8 million. Projection of how monies will be spent. Although break out includes total amount left, not all will be spent next year, which explains large amounts shown in operating expenses (i.e. $29 million in consulting services). Bond fund expenditures divided into seven categories. Request was made for a breakdown of projected expenditures for 2010-11 in 5800 Other Services and Expenses. J. Ely can bring printout of bond fund by project, showing expenditures in each category. Comment was made about the difficulty of understanding the budget without having more details.
11. Page 26 – Bookstore Fund. Sales are expected to decline. Increase in competition for book sales. Comment was made that this seems like a modest decline in sales compared to the number of reductions in sections and classes. The Bookstore director developed sales projection for 2011-12 based on sales/purchases trend. Auxiliary Services fund is an ancillary fund that does not appear in tentative budget but will appear on the final budget.
12. Request was made to remove Academic Senate from sentence above "Guiding Principles for Planning & Budgeting Spring 2011"as having reviewed the Guiding Principles. The Guiding Principles were shown to Academic Senate, but the Senate never reviewed it.
13. One member was dissatisfied with the amount of time given to review the tentative budget. Not able to participate in discussions because unable to fully understand the budget. Timeframe due to the delay of the State budget and the requirement for the Board to approve a tentative budget by June 30th.
14. Page 16 – projecting Workers' Compensation Fund net ending balance/reserves to be $327,852 in 2011-12. $1.2 million from the general fund is immediately paid out to Workers' Comp insurance group to cover the year. Why accumulate more reserves? Fund balance continues to grow. Have dipped into reserves last few years because of unforeseen events. Workers' compensation costs tend to escalate during economic downturns, so concern was voiced about not having a large balance in this fund. The College pays insurance premiums - can address substantial increases in claims in the following year. Sometimes surcharges in Workers Comp and Property & Liability occur during the year. Discussion took place about naming specific reduced amounts of contributions to the Worker's Compensation Fund and Dental Fund.

15. Recommendation made for the College to reduce its contribution from the general fund to the Workers' Compensation and Dental Self-Insurance funds on the order of $200,000 and $500,000 respectively for the 2011-2012 year.
    a. Vote: 6 in favor, 0 against, 1 abstained.
16. Request was made to recommend again not funding GASB next year. A. Spor will ask President Fallo why the decision was made not to move forward with recommendation. Depending on his explanation, the committee could decide to ask the President again to reconsider PBC's GASB recommendation.
17. Question about the difference in the 2010-11 projected final budget of $254,905 for Special Programs and Services (page 12 in the blue book) and the projected 2010-11 budget of $67,215 for Special Programs and Services in the 2011-12 tentative budget (page 13). The difference is due to allocation. The $254,905 in the final budget had not been allocated at that time. The 2010-11 tentative projected budget shows allocated amounts. Allocation in each category is not yet known for the $1.15 million for Special Programs and Services in the 2011-12 tentative budget. Better to compare page 14 of the tentative budget to page 76 in the final budget.
18. Recommendation to the President to forward the 2011-12 Tentative Budget to the Board.
    a. Vote: 4 in favor, 3 against.

The next meeting is scheduled on July 7th.

The meeting ended at 2:30 p.m.

**EL CAMINO COLLEGE**
# Planning & Budgeting Committee
# Minutes
# Date: July 7, 2011

**MEMBERS PRESENT**

☒ Ott, Jonathan – Campus Police
☐ Natividad, Rory – Mgmt/Supervisors
☐ Patel, Dipte – Academic Affairs
☒ Quinones-Perez, Margaret – ECCFT
☐ Reid, Dawn – Student & Community Adv.
☒ Shenefield, Cheryl – Administrative Svcs.
☒ Spor, Arvid – Chair (non-voting)
☐ Tomoda, Kenji – ASO
☒ Turner, Gary – ECCE
☐ Widman, Lance – Academic Senate

**OTHERS ATTENDING:** Katie Gleason, Alice Grigsby, Jo Ann Higdon, Emily Rader, Gerald Sequeira

**Handouts:** Capital Outlay Projects Fund – Object 5100 Detail; June Board Letter, Fund 11 Projected Ending Balances and PBC Recommendations

The meeting was called to order at 1:00 p.m.

**Approval of June 14, 2011 Minutes**

1. Page 1, Approval of June 2 Minutes #1 - breakdown of capital outlay projects fund handout provided by Bob Gann for budgeted amount of $307,183. This breakdown was requested at a prior meeting. #2 – What is status of request for explanation why GASB recommendation was rejected? President Fallo directed J. Higdon to write up the actual rationale which will be written in the next few weeks (before the Board adopts the final budget). Currently busy with closing the books at ECC and Compton which is expected to be completed by the first week in August.
2. Page 2, #10 – status on the breakdown of projected expenditures for 2010-11 in 5800 *Other Services and Expenses*. A. Spor will ask J. Ely will bring to next meeting. #9 – a comment was made that the conversation expressing concern about the Child Development Center was not noted in the minutes. The conversation began when J. Nishime remarked she was surprised no one commented on the $225,000 supplemented by the College to the CDC (the College provided $75,000 to the CDC in 2009-10 and $225,000 in 2010-11). The minutes will not be posted until the tapes are reviewed and results brought back to PBC for discussion.

**June Board Letter**

1. Wanted to ensure PBC saw the letter that was sent to the President and included in the supplemental information to the Board.
2. The difference between projected ending reserve of $16.5 million for June 30, 2012 and the anticipated actual ending reserve of $19.5 million was questioned. What is budgeted and actual ending balance is typically $3 million higher, which was mentioned a number of times in past meetings and is part of multi-year projections. One member did not agree with the projected ending reserve balance of $19.5 million dropping to $7.5 million in four years and stated there are other ways to substantiate deficit spending and justify holding money in other accounts. The College is deficit spending/budgeting by $7 million each year, with an assumption of $3 million a year in 'savings.' $7 million minus $3 million is the projected $4 million decline per year. There are some districts who would have taken the same numbers and declare the $7 million deficit each year and not acknowledge the expected $3 million 'savings.' A member stated that

this is an expected, typical response when trying to maintain/justify what you have. Accreditation commission expects a 5-year analysis.

3. A member stated that only one scenario is presented to the President when there is disagreement between staff, faculty and administrative representatives on the tentative budget and future projections. This is part of the problem that co-exists with our handling of financial success – would like to see more PBC discussion about yearly and long-term planning. PBC meets weekly in August to discuss the final budget. PBC is a recommending body. Statement was made that it does not feel good to make recommendation and be told decisions are made no matter what. Most PBC recommendations have been accepted in the past couple of years.
4. Projected ending balances did not include future income or continuing deficits. Can we expect a similar amount of interest on reserves as last year's? Have not yet received official information and may not know until mid-August after budget workshop. Entire spring apportionment payments expected from Chancellor's Office will not be paid to us until October 2012. Seventeen percent of statewide payments will not occur in the same budgeted year. Investment interest is used to off-set TRAN interest expense.
5. PBC recommendations were included in the supplemental Board of Trustee's packet. The Board members are aware of PBC recommendations, including the removal of Academic Senate from the statement pertaining to the review of the Guiding Principles.

**State Budget Update**

1. Continue to monitor and analyze the latest information from the Community College League of California. Two scenarios are posted on their website. Scenario B that includes a 'caution' or adjustment to include an assumed increase in fees. ECC's share of additional cuts would be $500,000 if unable to collect fee increase for spring semester.
2. Final budget could be revised if changes were dramatic, but it may too late to make adjustments that far into the year.

**L. Widman's Email Concerns**

1. Request for a written response from President Fallo on PBC GASB recommendations. This was addressed earlier in this meeting.
2. Request for a full report and thorough discussion about Child Development Center utilization and funding. This is looking into details about a program. PBC's function is typically global rather than specific. There will be follow-up, but not necessarily looking into the details of how a program addresses its challenges. This is the purview of the director, dean, and vice president.
3. The issue of CDC funding was brought up at the last meeting by J. Nishime and PBC thought a discussion was a good idea.
    a. It was suggested that part of the discussion could include analysis by CDC staff and division dean about funding problems. Concern was expressed on how little ECC students make use of the Center. Discussion of the CDC may seem like focusing on a small program, but the information was not forthcoming and maybe PBC could help suggest ways to improve the Center performance. A request was made for a CDC report.
    b. PBC is structured to look at global issues of the College. This structure would be subverted if most critical needs were not decided within program, unit, and area planning. Focusing on individual requests would require longer and more frequent PBC meetings. Difficult for PBC to address all individual concerns and requests.
    c. How else can PBC get answers to their questions when reviewing the budget? The Staff Support members who attend PBC meetings are the experts to answer questions. If individuals are interested in a report about CDC, suggestion was made to contact the director, Sandy Parvis. From an accounting perspective, it would not hurt to know more about programs 'on the fence.' Would rather receive more information than solve program issues.

4. Removal of the $975,000 salary and benefits savings – negotiable. Not something PBC can ask senior management to remove as they included it as part of their budget proposal.
    a. Since PBC does not have the power to remove the negotiable items, suggestion was made to vote on a committee recommendation. Suggestion was made to wait until President Fallo's response and the changes to the final budget. A recommendation was made to place this item on a future agenda.
5. Explanation of 'slippage' of ending balance between years. Will ask J. Ely to address this at the next meeting. An analysis was presented at a previous PBC meeting using the year that just ended as an example, with the original projected ending balance and the estimated changes during the year that affected the ending balance. Recommendation was made to review this document and J. Higdon will locate it for PBC. Comment was made on differences in philosophies in dealing with the budget and the increasing reserves at the end of the fiscal year. PBC will get clarification and have a better understanding of what the amounts are and what has occurred.

The next meeting is scheduled on August 4, 2011. The committee decided not to meet on July 21st because there will be nothing new to report from the State. Concern expressed about the difficulty in meeting during the first two weeks of the fall semester and on flex day.

The meeting ended at 2:00 p.m.

**EL CAMINO COLLEGE**

# Planning & Budgeting Committee
# Minutes
# Date: August 4, 2011

**MEMBERS PRESENT**

| | |
|---|---|
| ☒ Ott, Jonathan – Campus Police | ☒ Shenefield, Cheryl – Administrative Svcs. |
| ☒ Natividad, Rory – Mgmt/Supervisors | ☒ Spor, Arvid – Chair (non-voting) |
| ☒ Patel, Dipte – Academic Affairs | ☐ Tomoda, Kenji – ASO |
| ☐ Quinones-Perez, Margaret – ECCFT | ☐ Turner, Gary – ECCE |
| ☐ Reid, Dawn – Student & Community Adv. | ☒ Widman, Lance – Academic Senate |

**OTHERS ATTENDING:** Francisco Arce, Alice Grigsby, Jo Ann Higdon, Ken Key, Luis Mancia, Jeanie Nishime, Gerald Sequeira, Michael Trevis

**Handouts:** *2-Year FTES and Number of Section Comparisons* (dated 8/2/11); *Projected Ending Balances Fund 11*(dated May 23, 2011); *2010-11 Bond Fund Object Code 5800 Other Services and Expenses*; *Planning and Budgeting Calendar*

The meeting was called to order at 1:00 p.m.

**Approval of July 7, 2011 Minutes**

1. Question about Fund 11 projected ending balance was brought up during the July 7th meeting (page 3, #5). Explanation of the projected ending balance was presented at the April 21, 2011 meeting. A copy of the April 21st minutes (bottom of page 1) and Projected Ending Balances Fund 11 document (dated May 23, 2011) was provided to show there was very little change between the two documents.
2. Breakdown of projected expenditures for 2010-2011 in 5800 Other Services and Expenses (page 1, *Approval of June 14, 2011 Minutes* #2) is provided as requested at a previous meeting.
3. Page 1, *June Board Letter* #2:
    a. Where does the $3 million difference between what is budgeted and actual come from? Possibly due to positions on hold and not filled right away and faculty retirements. Unfilled budgeted positions - kept positions budgeted because they were expected to be filled. $3 million out of $100 million budget isn't much, but it is a lot when it involves negotiable items. Fund balance this year is increasing, but this doesn't happen every year.
    b. Comment: Either services or employees suffer when positions aren't filled. Seven more classified positions will be filled (not yet advertised). VPs review and make recommendations for all positions that are funded or no longer funded. Is there a staff planning report? The Comprehensive Master Plan contains a global staffing plan; staffing needs are identified and prioritized within program/area/unit plans. Fine line between identifying actual staffing needs and 'wish lists'; managers are afraid of not getting staff they want if they don't include them in their plans. Program review requires data to document need.
4. Child Development Center discussion (page 1, *Approval of June 14, 2011 minutes* #2 – the recording tapes were reviewed. The first discussion about the Child Development Center actually took place during the June 2nd meeting and captured in those meeting minutes.
5. Page 2, *L. Widman's Email Concerns*:

a. Comment: Gyrations of ending balances have occurred as far back as 2007-2008 ($13 million) to 2011-12 ($23 million). Concerned of pattern occurring the last four years where the actual balance is significantly above the budgeted ending balance. A. Spor will look for the copy of 5-year comparison chart of tentative vs. actual general fund balances.
b. Comment: President Fallo's rationale for not supporting PBC recommendations about GASB could be summarized in one paragraph statement; cannot understand why PBC is waiting 30-45 days for the requested response. The response is expected to be ready by the August 18th meeting.
c. Need to discuss #4, on page 3. The District does not include budgeting for growth that is not yet determined, so why include in the budget negotiable $975,000 savings that is not yet determined? PBC can discuss and recommend removing this item from the budget because this is not the venue for discussing or projecting savings from negotiations, but don't know if it will change anything. President Fallo agreed with PBC's recommendations to review the dental and workers' comp funds. The $975,000 negotiable items and GASB response are legitimate questions to ask President Fallo at the next meeting. Send specific questions for President Fallo to A. Spor so that he will have the information in advance.

6. E. Rader submitted one correction to the minutes on page 1, *June Board Letter* #2 – second sentence, change 'What' to 'Why.' The way it is written is grammatically correct. This may have been posed as a question; if so, add a question mark.
7. Minutes were approved as amended.

**Planning and Budgeting Calendar**

1. Page 2 – August: review and discussion of final budget assumptions by the President (next meeting on August 18th) and final budget line item review by J. Higdon. PBC's September 1st meeting will take place before the Board meets (the 9/6 Board meeting was changed to 9/8) giving PBC time to discuss the budget. Suggestion was made to expand the PBC August 18th to 2 hours. In September, the final budget is submitted to the Board, PBC conducts their annual evaluation, and Staff Development will provide Plan Builder training (for interested PBC members). Recommendation was made for Staff Development to set up a special training session for interested PBC members rather than use a regular meeting. This item will be removed from the calendar and A. Spor will email members to determine who is interested in Plan Builder training. All PBC members should have Plan Builder access to view all plans.

**2-Year FTES & Sections Comparison (F. Arce)**

1. Document (dated 8/2/11) tracks annual FTES for 2-year period and number of sections offered for Summer, Fall, Winter, and Spring terms. Goal for 2011-2012 FTES is 18,187 (new assigned goal by the State – decreased from 19,400).
    a. 2010-2011 FTES subtotal for Summer, Fall, Winter and Spring was 19,074.75. To make the 19,400 goal, 325 FTES from Summer 2011 was shifted into the 2010-11 academic year. Because of the uncertainty of what the State would fund, hedged on offerings between 19,000 and 19,400. May hopefully pick up 400 FTES this year to make up deficit from the shifting of FTES. Will recalculate apportionment report in October. May be over cap and would have to cut about 90 sections next Winter/Spring.
    b. Adjusted Summer, Fall, Winter and Spring 2011-2012 FTES to meet 18,187 FTES goal. Down 6% FTES for this year or 1200 FTES equaling around $6 million.
    c. In 2010-11, offered 4,526 sections. Projection for 2011-2012 is 4,425 sections for a decrease of 2%.
    d. Comment: percent change between 2010-2011 and 2011-2012 Summer FTES should be 100%, not 0%. This is not a 100% reduction because percentage change takes into consideration the summer credit shift amount of 325 that must be paid back.

e. Surprised that with exception of Winter, section cuts will not be that large. It is possible to add sections to Winter instead of Fall and Spring to make Winter a credible program, but right now looking at cuts to Winter because it is the least cost effective semester from a financial standpoint due to considerably higher costs per FTES. Winter is the most expensive, then Summer, Spring and Fall.
f. If there is a possible mid-year cut, there is a possibility there will also be a mid-year workload reduction.

**Projected Ending Balances Fund 11 (J. Higdon)**

1. Document dated 4/19/11 was presented in detail at the April 21st PBC meeting. Looked at what was originally budgeted for 2010-11 ending balance through the projected actual ending balance for 2011-12. The tentative budget ending balance for 2010-11 was slightly above $16.5 million.
2. Document updated May 23, 2011 begins with what was originally estimated ending balance for 2010-11 from the blue book, $16.5 million. Estimated changes during the year include: 1) $2.2 million increase funded FTES to 19,400 (the District does not budget expected growth); 2) $4 million expenditure savings; 3) -$0.9 million legal settlement; 4), -$0.8 million projected deficit from the State (tied to item #1); 5) $1.1 million Chancellor's Office March 2011 adjustment and 6) $1.1 million one-year additional projected adjustment - both items as a result of the President's discussions with the Chancellor's office over the past two-years. With the changes, the projected ending balance for 2010-11 became $23.2 million. The tentative budget shows amount slightly above at $23.431 million. It will be a few more weeks before the final audited total. Budget workshop is scheduled on August 17th. Hope to have more information by the August 18th PBC meeting.
3. Is the $2.2 growth funding considered on-going to be included in the base? No; will start with 19,400 FTES and subtract best guess for deficit (1,200 FTES due to workload reduction) for total of 18,200 FTES. Tentative budget did take into account the increase in base for 2010-11. To be funded at 19,400 FTES again will depend on how we're funded at the State level.

The next meeting is scheduled on August 18, 2011 – President Fallo will talk about the 2011-2012 final budget assumptions. The August 11the meeting is cancelled - the final budget numbers will not be available until 8/17.

The meeting ended at 2:30 p.m.

**From:** Higdon, Jo Ann
**Sent:** Tuesday, August 16, 2011 5:10 PM
**To:** Spor, Arvid
**Subject:** Please distribute to PBC

Members of PBC:

This communication is provided with consent of President Fallo in response to Dean Spor's email of June 4, 2011, on behalf of the PBC. The PBC has made some recommendations for consideration in implementing the FY 2011-12 budget. The responses to those recommendations follow.

**Recommendation # 1- Workers' Compensation Fund and Dental Fund**:

The PBC recommends that the college reduce its contribution from the general fund to the Workers' Compensation and Dental Self-Insurance funds on the order of $200,000 and $500,000 respectively for the 2011-2012 year.

**Response for Workers' Compensation Fund:** The District belongs to a self-insured Workers' Compensation JPA (Joint Powers Authority). This self-insured JPA also belongs to a larger second-tier JPA comprising predominantly K-12 and special districts. Many of the K-12 and special districts are undergoing great fiscal stress resulting in corresponding layoffs of staff. El Camino College's rate in this Workers' Compensation JPA is determined not just by our "experience loss factor", but also that of all the other members of JPA.

During times of employee lay-offs and down turns in the economy, Workers' Compensation claims rise significantly. Additionally, this past year, El Camino College has experienced several staff off duty and on Workers' Compensation.

As of June 30, 2011, the current balance in our Workers' Compensation fund is estimated to be $263,447.

For these reasons, it is recommended that:

1. The current fund balance remain in this fund, as the balance is not large for this type of fund.
2. If our premiums increase this year, consider using the fund balance to cover the increase.
3. Should any assessments in either of the JPAs occur this year, consider using the fund balance for that purpose.

**Response for Dental Fund:**

1. It is estimated that the unadjusted balance of the Dental fund is approximately $898,479 as of June 30, 2011. Since our Dental fund is fully self-insured, it is fiscally prudent to maintain a large reserve in this fund.

2. As the Dental fund is fully self-insured, our third-party advisor continues to recommend that our annual contribution to this fund be approximately 20% higher than our current annual contribution to this fund. We have been able to avoid increasing our annual funding because of our ending balance in the Dental fund. Should we deplete the Dental fund to a lower balance, we would need to reconsider the additional 20% recommendation--which, in turn, would result in the employer health care benefits package costing an additional 20%. That is an element in our employer-provided health care package that is not prudent to do in the FY 2011-12 budget process.

3. We have identified certain funds which have incurred significant deficits during these past two years and are being considered for funding from our Dental fund balance. The annual spending and/or fund balances and/or sub-fund balances that are recommended to be "funded" from the Dental fund's balance are:

Child Development Center Fund $200,000
Language Academy--Current Year Loss 65,000
Language Academy--Cash Flow Need 35,000
Parking Fund 200,000
Total Transfers as of 6-30-11 $500,000

Note: These programs are undergoing further fiscal review to ascertain the ability and/or likelihood of the program improving its fiscal outlook. However, these fund balances need to be adjusted prior to fiscal year-end June 30, 2011.

4. With the above transfer recommendations, it is estimated the Dental fund would have an ending balance of $398,489 for FY 10-11. That amount should remain intact due to the self-insurance nature of this fund, as well as so we do not further increase the "cost" of our employer provided health benefits package.

5. All sub-funds of Fund 12 are being reviewed over the next several months. This may shed light on additional problem areas.

**Recommendation #2**

The PBC asks for a written reason why the two most recent recommendations were not accepted:

1. That any unexpended 2011-2012 Fund -15 monies should not be transferred to GASB; and

2. That the 2011-2012 Fund-15 GASB line item for $900,000 be zeroed out with the $900,000 moved into the contingency line item.

The following provides our current position on these items. Note that our strategy on each of these is subject to change, depending on external environment, shifts in the economy and/or state budget.

The establishment of the Irrevocable Trust (I.T.) presents the following opportunities to the District:

1. Fulfill both our ethical and legal responsibilities to the promises made to our retirees and our current and future employees.

2. Demonstrate that this public agency takes its fiscal obligation seriously. In today's news, it is frequently reported that enormous Retiree Health Benefit liabilities are not being funded by their respective agencies. El Camino College intends to be just the opposite – a public agency that has fully funded its fiscal, ethical and legal liability to our past, present and future employees.

3. El Camino College will be selling its final series of bonds ($180,000,000) in spring 2012. Having a fully-funded I.T. is estimated by our bond sales company to save the taxpayers of our community $4.8 to $8 million on this upcoming transaction. We are committed to saving our community taxpayers money when and wherever possible. This will serve as an excellent example of our due diligence with taxpayer's funds.

For these reasons, it is recommended that the plan to fully fund the I.T. be completed as soon as possible. You will recall that a promise was made that the I.T. would not be established until after July 1, 2012. The establishment of the I.T. was approved by the Board at its August 15 meeting. The recommendation of the investment strategies of the I.T. will go to the Board in October. As a reminder, state revenues in Funds 14 & 15 will only continue as long as the CCCD remains our partner. In addition to providing partial funding to our GASB fund, Fund 15 is also currently providing backfill for many of our student services categorical programs.

Please note that final year-end balances are still being refined. Also, the state revenue in our budget remains in flux. Thus, our recommendations are subject to change. Additionally, we must also recognize the very likely possibility of a mid-year reduction in state revenue.

Hopefully, the above provides sufficient background on the rationale for the recommendations on various funds. As the year unfolds, we will keep in mind these PBC's recommendations. We will strive to maintain maximum flexibility throughout these challenging times. Thank you to the PBC members for your questions, observations and recommendations.

cc: President Fallo

Vice President Arce, Nishime, Solomita

Dean Spor

Board Members

**EL CAMINO COLLEGE**
# Planning & Budgeting Committee
# Minutes
# Date: August 18, 2011

**MEMBERS PRESENT**

| | |
|---|---|
| ☒ Ott, Jonathan – Campus Police | ☒ Shenefield, Cheryl – Administrative Svcs. |
| ☐ Natividad, Rory – Mgmt/Supervisors | ☒ Spor, Arvid – Chair (non-voting) |
| ☐ Patel, Dipte – Academic Affairs | ☐ Tomoda, Kenji – ASO |
| ☒ Quinones-Perez, Margaret – ECCFT | ☒ Turner, Gary – ECCE |
| ☒ Reid, Dawn – Student & Community Adv. | ☒ Widman, Lance – Academic Senate |

**OTHERS ATTENDING:** Francisco Arce, Georgiana Coughlan, Janice Ely, Thomas Fallo, Ann Garten, Katie Gleason, Christine Gold, Alice Grigsby, Jo Ann Higdon, Ken Key, Luis Mancia, Jeanie Nishime, Carolyn Pineda, Emily Rader, Gerald Sequeira, Elizabeth Shadish, Regina Smith, Lynne Solomita, Michael Trevis

**Handouts:** Budget articles; Letter to PBC; Final Budget 2011-2012; Transfer into OPEB Fund; Annual FTES Goal and Actual Earned

The meeting was called to order at 1:00 p.m.

**Approval of August 4, 2011 Minutes**
Minutes were approved with no changes.

**Budget Articles – J. Higdon**
1. Most notable from the Controller John Chiang's letter dated 8/9/11: the State is $.5 billion short in tax receipts from what was projected.
2. Important items to note from the School Services memo:
    a. School Services of California (SSC) Commentary, last paragraph – Prop 98 has been 'abused' and redefined. If she receives permission from the presenter, J. Higdon would like to show PBC slides from a Prop 98 workshop she attended and add this presentation to a future meeting agenda. Concerned about AB 114, K-12 legislation, which removes oversight of the County Office of Education.
    b. Prop 98 required a 2/3 vote to suspend, but the trigger decision on September 15th will no longer require the 2/3 vote to suspend, restructuring the definition of Prop 98.
    c. Prop 98 has been redefined by the actions taken by legislative sessions. No longer have to make tier reductions and deflects revenue out of Prop 98.
    d. What is Student Services of California? SSC's provides presentations and workshops, consulting services to the districts, and lobbying. It is more of a K-12 than community college system organization, highly respected in the state of California.

**Budget Assumptions – T. Fallo**
1. Concerned that the California State budget is not balanced on realistic projections. The $104 billion budget is now down to $84 billion. Trigger mechanism is not hidden now, but the State of California budget is up front and precariously balanced. Triggers will hit by December 15th and will affect FTES goal and student fees. A change in fees around January 1st will present a major

problem collecting fee increases from students already registered for spring. Requesting a delay of imposed increased fees to the summer session. The Department of Finance's model for the size of UC/CSU fees could result in increase of community college fees to $50/unit.

2. 18,200 FTES goal. Worst case scenario, or tier two reduction, may decrease FTES goal by 400 (2.3% reduction). Puts pressure on FTES and semester planning for the end of this year and next year. Decrease could go higher as reports are amended and adjustments/audits completed. The President is fairly pleased with the overall budget – FTES is fairly strong. May owe 325 FTES to 2010-2011 but pretty easy to make up - well-placed in 2010-2011 and 2011-2012. FTES is the budget engine for every district.

**Letter to PBC dated 8/16/11 – T. Fallo**

1. Three issues: Workers' Compensation Fund and Dental Fund reserves and GASB.
    a. Did not feel changes should be made to Workers' Compensation fund balance. Agreed to and accepted recommendation to reduce Dental Fund reserve by $500,000, but used amount to address pressures in other accounts instead of increasing the budget or general fund reserves: $200,000 for Child Development Center Fund (continues to run at a deficit), $100,000 for the Language Academy and $200,000 for the Parking Fund (less revenue/demand for Live Scan services).
    b. Preparing for possibility of going out for future bond issue and selling final series ($180 million) of Measure E bond. Being better financially situated improves bond rating which decreases what the public pays in interest.
    c. The President's goal is to fully fund the Other Post-Employment Benefits (OPEB)/GASB requirement as early as possible to improve the bond situation and to take care of obligation in order to free funds for operation of the District. As of 6/30/11, transfers made into OPEB fund for 2010-2011: $336,690 from fund 14, $1.2 million from fund 11 and $209,731 from fund 15; $1.4 million is budgeted contribution from fund 15; total: $3,146,421.
        i. Target recommended by actuarial study was $18 million over a long period of time. 'Sinking fund' issues depend on how much taken out each year and interest rate over a long period of time (20 years or more). Payments could be taken directly from fund as long as receiving high rate of return over short period of time.
        ii. Putting money into the fund takes the obligation out of current year's expenditures so future income will be available for operating expenses. Fund total will be close to $14 million ($3.8 million from SCCCD and $10 million from District Fund 17) when placed in an irrevocable fund (page 67 of Final Budget 2011-2012). Putting $14 million in irrevocable trust now will be the same as putting in $18 million over longer period of time.
        iii. Contribution to GASB from the general fund was $900,000 in the Tentative Budget 2011-2012 (page 25) and now $3.146 million in the Final Budget 2011-2012 (page 23) – is this going to be made public/visible? The $3.146 million total is from multiple funds (14, 11, and 15) plus budgeted contribution from fund 15. Funds are set aside from reserves for contingent liabilities such as student bad debts, legal cases and other issues that result in reductions to the ending balance. What happened to increase the $1.5 million 2010-2011 projected contribution to GASB in the tentative budget to $3.146 million in the final budget? Transfers from 2010-2011 include ending balances from funds 14 and 15 moved to GASB, which were not included in the tentative because the books were not closed at that time.

iv. Comment: In the 2011-2012 Final Budget, page 5, letter o), it is sad to read statement about negotiable reductions in the final budget.

**Questions/Discussions**

1. Are there any unfunded FTES on the books? Not as of the second principle apportionment. If any appear after the Chancellor Office's audits, should be on the higher rather than lower side. Part of mid-year cuts will come from unfunded FTES.
2. When is the next actuarial report scheduled? In Fall 2011.
3. Why not leave OPEB/GASB as is and use the interest accrued to meet the legal obligation? Why take away money needed when operating on a deficit budget to use to fund GASB? The College will receive a higher interest rate by putting funds into an irrevocable fund. Deficit budgeting is projected, but all depends on what happens in the December timeframe. This is a good budget with $16.3 million (15%) reserves projected at the end of 2011-2012.
4. In 2002, Measure E passed for $394 million bond. ECC sold most of those bonds with $180 million left to sell. Extending the current bond $300 million will complete robust facilities planning. A higher bond rating is a better risk for investors and will better position the District with voters. Comment: to back off a little in contributing to GASB at this point is less of a problem in the long term compared to staff/faculty/student morale. Looking at near short-term (5-years), once GASB obligation is funded, there will be more money available as early as next year – trying to rid a 5-year short-term obligation in one year. In addition to saving $900,000, the College will save $310,000 contribution to the retiree benefits fund (account #3900 on page 5, Final Budget), which will be paid from the irrevocable fund after one year.
5. Workers' Compensation Insurance account 3600 (page 5, Final Budget) is the actual expense transferred to the Workers' Compensation Fund. The Workers' Compensation Fund is not listed in this Final Budget handout. PBC points out the healthy balance in this account, but there are other considerations as explained in the letter. The 2010-21011 projected ending balance in this account is $271,845.
6. The State of California and the nation is in financial difficulty. ECC is well-positioned; Compton has a huge problem in total funding, total liabilities and ability to provide the money needed for robust academic programs and student services. Concerned about Compton's cash flow for next year and its operational issues.
7. Comment: in the tentative budget, there was a plan to put $1 million into GASB. Now it is $3.1 million. Understands that funding comes from different sources, but confusing messages sent when explanations refer to tight budgets and deficit budgeting, but yet $2 million appears that will go into GASB. Is there a plan for extra money that shows up at the end of the fiscal year? PBC discussed last spring and recommended using any fund balances in 14 and 15 towards GASB. Money was carried over in fund 15 to cover the one-time expenditures allocated for equipment purchases that were approved but not completed in 2010-11 because all requests were received at the same time. The only amount not budgeted for GASB (shown on the OPEB handout) was $1.2 million from fund 11. OPEB fund for 2010-21011 handout shows the three different funds. GASB balance as of 6/30/11 is $14 million (page 67 of Final Budget). $900,000 is still budgeted for GASB in 2011-2012, but not sure if it's needed, depending on the new actuarial study.
8. In three months, how can the contribution to GASB increase from $1.4 million from the general fund to $2.6 million? The transfers from fund 14 and 15 were not known until the end of the year. As stated to PBC and the Board, $1.2 million from fund 11 will be used to help end the obligation for at least a two-year period (actuarial studies are required every two years). Other issues may involve interest rates and health care costs. $1.4 million was the recommended annual contribution from the last actuarial report.

9. Comment: PBC recently discussed the GASB contribution and voted against it. It is true PBC voted over a year ago to recommend the use of unexpended funds from fund 14 and 15 for GASB. But this committee most recently unanimously recommended that no contribution be made to GASB at this time and this recommendation should be acknowledged.
10. Comment: disagree with the second to the last sentence from the letter to PBC, "We will strive to maintain maximum flexibility throughout these challenging times." PBC recommendations were intended to defer the spending and place contributions to GASB and reserves from Workers' Comp and the Dental fund into a contingency fund to be used as needed (for triggers, mid-year budget cuts, etc.). Yet, the decision was already made to distribute the $500,000 from the Dental fund reserve to other accounts. Place the contributions made through 2010-2011 into an irrevocable account, but not contributions from 2011-2012 yet. President Fallo agreed that the funds will be part of the reserves and not the general fund.
11. Will see greater pressures on our budget if FTES is lowered. Could see a 500-800 FTES reduction.
12. Child Development Center's continuing deficit has been discussed in PBC meetings on several occasions. Administration is working with the Center to develop a solution. Deficits in the Language Academy and the Parking Services accounts were a surprise. Losses already occurred – looking to stop losses from occurring next year. The State cuts decimated the Child Development and categorical programs. Note: PBC committee members supported the Child Development Center in past discussions.
13. Comment from faculty union rep: if the budget is as good as stated, then leave contracts alone and be fair. Comment: Leave negotiations out of the budget. Comment: In the past, PBC was told by a former VP that no negotiation figures should appear in the budget.
14. Page 6, Final Budget handout – Miscellaneous account 5900 are contingent liabilities: GASB 5 (financial accounting guidelines), student accounts receivables, legal settlements and other modifications from GASB 5.

The next meeting is scheduled on August 25, 2011.

The meeting ended at 2:45 p.m.

**Why so Much?: The ECC Budget Reserve and**
**Statewide Academic Senate Recommendations Regarding Reserves**

At its last meeting and again on fall 2011 flex day, the Planning and Budgeting Committee[*] will review the finalized 2011/12 budget and prepare its recommendations to the ECC Board of Trustees through its administrative designees. While money coming in from the state has shown a sharp reduction, it is no surprise that ECC has a spartan budget and a reduced number of classes planned for the 2011/12 school year.

What is a surprise, however, is the large and growing size of the ECC budget reserve[†]. The following chart demonstrates the growth of the ECC budget reserve over the past 6 years. It is recommended that California community colleges maintain at least 6% of the budget in reserve. In the 2010/11 fiscal year, ECC maintained over 20% of its budget in reserve.

| | 2005/06 | 2006/07 | 2007/08 | 2008/09 | 2009/10 | 2010/11 |
|---|---|---|---|---|---|---|
| Budget Reserve | 5,281,861 | 13,638,609 | 12,382,709 | 18,721,666 | 22,711,434 | 22,947,497 |

Budget development lies outside the purview of the Academic Senate, however, the budget has an enormous impact on the academic and professional matters that are under the purview of the Senate, and consequently the statewide Academic Senate (ASCCC) advises that local Senate leaders track some basic aspects of the budget and look for "red flags." On our campus, two red flags have been raised in regards to the size of our reserve.

The first red flag is simply the growing size of the ECC reserve. The 2009 ASCCC publication, *Budget Considerations: A Primer for Senate Leaders*, presents a cautionary example of an actual situation at a California Community College in which the reserve was growing over a 6 year period. This college's reserve grew from 7 million in 1994 to 18.5 million in 2000. Note that this is a proportionally smaller growth than our ECC reserve. The ASCCC provides the following explanation and advice to Senate leaders regarding reserve growth:

[*] The Planning and Budgeting Committee is a collegial consultation committee with representatives from across campus. Its purpose is to "oversee and direct the planning and budget activities of the District." The faculty is represented by the experience and wisdom of Lance Widman.

[†] Simply put, a budget reserve is much like a savings being held for future spending. According to the statewide Senate a budget reserve is "funds set aside in a college district budget to provide for future expenditures or to offset future losses, for working capital, or for other purposes."

> In this example, the total fund balance has grown steadily and significantly over a seven-year period. Like your checkbook balance would indicate, the district has a large balance with funds available that have not been spent. The district appears to be accumulating funds. Both the unions and the senate successfully argued to the Board that while this might be an appropriate pattern of behavior for a profit-driven entity, it was completely inappropriate for a non-profit educational institution. The funds should be spent on the current students and the educational mission of the college…. [‡]

A second red flag is raised when following the the ASCCC recommendation that Senate leaders look for a variation between what the budget predicts will happen and what actually happens. The actual amount of our reserve at the end of the year is routinely much higher than the budget predicted, as seen in the table below.

| | **2005/06** | **2006/07** | **2007/08** | **2008/09** | **2009/10** | **2010/11** |
|---|---|---|---|---|---|---|
| **Budgeted Reserve (prediction)** | 4,962,962 | 6,226,965 | 10,638,609 | 9,357,390 | 15,873,095 | 16,449,103 |
| **Actual Reserve (reality)** | 5,281,861 | 13,638,609 | 13,328,709 | 18,721,666 | 22,711,434 | 22,947,497 |

The ASCCC explains that this sort of a pattern is an example of "routine over budgeting." In other words, the campus spends less than it says it will. Each year ECC is accumulating what the private sector would call a "profit" at a more rapid pace than the budgets predict. Local Senates, the ASCCC advises, should ask for and receive credible answers for why these discrepancies exist.

To reiterate, the budget is not under the purview of the Academic Senate[§], however the Senate can call for a reconsideration of the decision to accumulate such a large reserve and ask for an explanation of the discrepancies between the budgeted and actual reserves. Moderately reducing the size of the reserve can diminish the heavy impact of budget cuts on our current students and on the current campus community. While planning for the future is critical, it can be balanced with a stronger effort to service our mission and our students today.

---

[‡] The Academic Senate for California Community Colleges. *Budget Considerations: A Primer for Senate Leaders*. 2009. p. 9. Accessible on the internet: http://www.asccc.org/sites/default/files/Budget-Fall09.pdf

[§] The Academic Senate does not have the power to directly shape the budget, but under Title 5 (state law/regulation), the development of the processes for institutional planning and budgeting is under the purview of the Senate.

**Resolution of the Academic Senate of the Compton Community College District**

**PREAMBLE:**

**The combination of State intervention, partnership with El Camino College, and severe economic downturn over the last few years has severely impacted our institution. Many positive aspects of the partnership and recovery may be hampered by the potentially disastrous financial landscape that looms before us: even the best scenarios will demand significant adjustments in our current budget and careful management of future planning—all occurring simultaneously and interactively with our considered move to gain accreditation. Therefore, it becomes increasingly vital that our efforts reflect and include the intent, language, and models identified by WASC and AB 1725 (such as the obligation to engage in collegial consultation and to ensure comprehensive and transparent communication and integration of all campus activities, budgeting and programmatic adjustments made after careful and transparent planning, and the like). It is equally important that an appropriate acknowledgment and inclusion be made of all campus family members in planning, budgeting, program or personnel reduction, and that the decision-making process be both transparent and meaningful. Therefore:**

**WHEREAS THE CURRENT ECONOMIC LANDSCAPE PROMISES THAT SEVERE ADJUSTMENTS WILL HAVE TO BE MADE IN STAFFING (CERTIFICATED AND CLASSIFIED), EXPENDITURES, PROGRAM MAINTENANCE, AND THE LIKE; AND,**

**WHEREAS SUCH ADJUSTMENTS WILL HAVE SHORT-TERM AS WELL AS LONG-TERM EFFECTS; AND,**

**WHEREAS NO ARTICULATED VISION OR STRATEGIC PLAN HAS YET BEEN VETTED THROUGH AN EDUCATIONAL MASTER PLAN FOR THE CENTER; AND,**

**WHEREAS CLEAR STANDARDS FOR PROGRAM EVALUATION OTHER THAN FTES HAVE NEVER BEEN ARTICULATED AND/OR REFERENCED TO AN EDUCATIONAL MASTER PLAN; AND,**

**WHEREAS THE SHORT AND LONG TERM CULTURE AND MORALE OF THE CENTER WILL BE ADVERSELY AFFECTED AND DAMAGED BY ANY LACK OF TRANSPARENCY, WHETHER REAL OR IMAGINED; AND,**

**WHEREAS THE POWER AND INSTITUTION BUILDING OF CAMPUS-WIDE TEAM BUILDING AND COMPREHENSIVE CAMPUS-WIDE AGREEMENTS CAN NEVER BE UNDERESTIMATED; AND,**

**WHEREAS THERE IS AN INTENSE NEED TO DEMONSTRATE THAT WE ARE WORKING IN CLEARLY IDENTIFIED AND AGREED-UPON PATHWAYS TOWARD ACCREDITATION; AND,**

**WHEREAS THERE WILL BE A FUTURE PAST THE IMMEDIATE AND PRESENT PERIOD OF RETRENCHMENT, AND SAID FUTURE SHOULD NOT BE ONE FILLED WITH RESENTMENT AND DISENGAGEMENT OF AND BY ANY ONE GROUP,**

**THEREFORE BE IT RESOLVED THAT THE ACADEMIC SENATE OF THE COMPTON COMMUNITY COLLEGE DISTRICT RECOMMENDS THAT ALL BUDGET ITEMS BE SHARED IN DETAIL—TO INCLUDE OBJECT CODE AND LINE ITEM AS FEASIBLE—WITH ALL FACULTY GROUPS AND RELEVANT STANDING COMMITTEES, TO INCLUDE THE ACADEMIC SENATE, THE FEDERATION, THE PLANNING AND BUDGET COMMITTEE, AND THE CONSULTATIVE COUNCIL FOR CONSULTATION AND INPUT AND THAT THE ADMINISTRATION COMMIT TO THE HIGHEST STANDARDS OF COLLEGIALITY AND TRANSPARENCY IN ALL MATTERS IN THE FORMULATION OF A TENTATIVE AND FINAL BUDGET FOR FISCAL YEAR 2011-2012.**

**RESOLVED: MAY 5, 2011**

# DRAFT LETTER

**CEC faculty chose NOT to send this letter to the Chancellor.**

August 26, 2011

Dr. Jack Scott , Chancellor,
California Community Colleges
1102 Q Street 4th Floor
Sacramento, CA 95811

Dear Chancellor Scott:

The Academic Senate of the Compton Community College District, meeting on this date, has approved this letter to you to express our profound concerns about the possible termination of the partnership agreement between the El Camino and Compton Community College Districts. We believe that it is urgent that all parties involved take whatever steps are necessary to ensure that this does not occur.

We want to categorically express the support of the Compton faculty for the partnership between the ECCD and CCCD and our fervent desire that it remain in effect and memorialized by a new formal Memorandum of Understanding between the two Districts that preserves both the State's fiduciary responsibility for the CCCD and ECCD's ability to effectively oversee the Center as it progresses towards accreditation.

The Senate also wishes to express its agreement with the ECCD's concerns related to the 2011-2012 CCCD Budget. It should be noted that prior to the adoption of the Tentative Budget faculty members on the Planning and Budget Committee continually expressed their concern over mounting costs for consultants and legal fees at the expense of instruction ,and that both they—and the Federation of Employees—have consistently sought assurance that the District would finally honor its promise to ensure compliance with the Fifty Percent Law. It must be noted that more than a million dollars in unbudgeted expenses were added to the Tentative Budget at the last minute and that the district has been late in closing its books with the County. It is our understanding that the ECCD shares these same concerns, which we believe are both valid and fundamental to the well-being of our District. Frankly put, we have no confidence in the budget and believe that a reordering of priorities is both warranted and vital.

The Senate further wishes to express its strong support for the leadership of our Chief Executive Officer, Dr. Keith Curry, in his efforts to move the institution forward during this challenging period.

Further, the Senate wishes to express its grave concern that the termination of our partnership with the ECCD would set our institution and our effort to gain accreditation back many years. All our work on Student Learning Outcomes and Program Review, linked to ECC courses and programs, would become null and void.

Moreover, there is no assurance that another partner could be readily obtained or that the ACCJC would readily approve such a partnership, leaving our institution in limbo for an uncertain period of time.

In addition, the Senate is concerned about the negative impact such a change would have on enrollment and on our current students., who have begun a course of matriculation as students of the ECCD. They do not deserve an unnecessary disruption in their course of studies and academic progress.

Moreover, the Senate believes that a successful partnership requires trust and cooperation between all parties and that when trust has broken down and cooperation has ceased, changes in key personnel—no matter what their position or role-- are not only necessary but absolutely essential.

The CCCD has been through unprecedented and unparalleled traumas, including the loss of accreditation, significant layoffs of faculty and staff, and a drastic plunge in enrollment. It has taken us five years to climb out of this abyss. Yesterday, we welcomed five new members to the faculty and our fall enrollment is unprecedented. These accomplishments have come about through the hard work of the Compton faculty and staff in cooperation with our partners at El Camino., and we want these successes to continue unabated.

Time is of the essence and there is a threat to this partnership looming only a few weeks from now. We urge you, without delay, to address ECC's concerns-- as expressed to you and conveyed to the Compton faculty—so that our partnership can be strengthened and continue without interruption.

The Senate would also like to invite you to visit the Compton campus as soon as possible, to meet with the Compton faculty to better understand its concerns and the importance it places on making sure that a rupture of the partnership does not take place.

Saul Panski, President, Academic Senate
Compton Educational Center

Cc:

Dr. Genethia Hudley-Hayes, Special Trustee , Compton Community College District
Dr. Thomas Fallo, President-Superintendent, El Camino College District
Dr. Keith Curry, Chief Executive Officer, Compton Community College District

**1111 East Artesia Blvd.**
**Compton, CA 90221**
**310 900-1600**

*COMPTON COMMUNITY COLLEGE DISTRICT*

# *Academic Senate*

August 28, 2011

Dr. Jack Scott,
Chancellor,
California Community Colleges
1102 Q Street 4th Floor
Sacramento, CA 95811

Dear Chancellor Scott:

The faculty of the Compton Community College District, meeting on Friday, August 26, 2011, has approved this letter to you to express our profound concern about the current crisis facing the partnership between the El Camino Community College District and the Compton Community College District.

Since 2003, the Compton faculty has witnessed a precipitous declaration of "show cause," the loss of accreditation, five Special Trustees, one President-Superintendent, four Provosts/ Chief Executive Officers, and six Chief Business Officers. We have also seen significant layoffs of both full and part-time faculty during this period of time.

In addition, we have also experienced a steep loss of enrollment starting in 2005, which has only now returned to a level equal to that prior to the crisis leading to the loss of accreditation.

During this same period of time, our students have taken courses under the aegis of three different community college districts.

Despite all these adversities, the faculty has continued to focus on its responsibility to assist students in achieving academic success and attaining their academic goals.

Now it appears that we are faced with yet another crisis, related to the partnership between the ECCD and CCCD, one that could have a major negative impact on our students, our institution and our careers.

For this reason we respectfully request that you come to the Compton Center prior to September 13, 2011, to meet with the faculty. We are anxious to know how the

current crisis can be positively resolved and what other measures you are undertaking to ensure the future of our institution and our district.

We know how busy your schedule is but we do hope that you will be able to find the time to meet with us.

Thank you for your unwavering support of the Compton Community College District.

Sincerely,

*Saul J. Panski*

Saul Panski,
President, Academic Senate

Cc:

Dr. Genethia Hudley-Hayes, Special Trustee , Compton Community College District
Dr. Thomas Fallo, President-Superintendent, El Camino Community College District
Dr. Keith Curry, Chief Executive Officer, Compton Community College District
Dr. Christina Gold, Academic Senate President, El Camino Community College District

## Letter from President Fallo to Compton Educational Center faculty on August 25, 2011.

On June 17, 2011, the El Camino College Superintendent/President hand delivered a letter to the State Chancellor giving notice of El Camino College's intent to terminate the agreement between the El Camino Community College District, the Compton Community College district and the California Community Colleges Chancellor's Office.

Notice was given in accordance with the agreement which states that if the El Camino College Superintendent/President does not concur with the Compton Community College District budget, El Camino College will be deemed to have given notice. Please be assured that the budget concerns at the CCCD are not a reflection on the Interim CEO, Dr. Keith Curry.

Upon receiving notice and in subsequent meetings, the Chancellor, Jack Scott; Accrediting Commission Executive Director, Barbara Beno; and former Special Trustee Tom Henry have expanded the concerns relative to ECC's notice to withdraw to be a structural issue.

As per the agreement, once notice is given, the Chancellor has 90 days in which to work to resolve the issues. The 90 period ends on September 13, 2011.

The Chancellor asked that the El Camino College Superintendent/President submit a revised agreement for the three parties. After declining, the Superintendent/President recommended that former Special Trustee Tom Henry be asked to draft a revised agreement as an interested third party. Mr. Henry has begun developing a working draft – it is not available for public distribution at this time.

If there is no resolution to the concerns presented by El Camino College, please be assured that El Camino College will remain in the partnership until a transfer to another partner district is successfully completed. We want to ensure that the El Camino College Compton Center students and the employees of the CCCD are not impacted in a negative manner.

Please remember, your continued actions and support of all efforts to recovery will continue to be extremely important regardless of who the partner district is.

September 6, 2011

Dear Tom Fallo and Genethia Hudley-Hayes,

The ECC Academic Senate would like to offer its support for the continuation of the ECC / CEC partnership. The partnership provides substantial academic benefits to CEC students and to students who enroll in classes at both sites. In addition, the Torrance campus and CEC faculty have successfully worked together to improve the quality of education, services and faculty development. Of course, we recognize that a sound budget and smooth administrative functioning are indisputably critical to the successful current and future operation of our institutions, yet our primary function is educating students – and we are succeeding in this together.

Torrance and Compton faculty have worked together to ensure that we share student learning outcomes and an excellent curriculum. In cooperation, we have refined our academic program review process and have brought new opportunities to CEC students, including First Year Experience and Supplemental Instruction. On fall and spring flex days our faculties have learned and presented together and some of us have shared the intensive faculty development experience of the Faculty Inquiry Partnership Program. We have done this work with the understanding and reassurance by administrators that CEC is making steady progress towards accreditation and subsequent separation.

From the student perspective, the partnership is a clear success. Enrollment at CEC has increased from 2,851 in fall 2006 to 8,734 in fall 2010. According to the 2011 *CEC Academic Performance Profile*, success rates increased between fall 2006 and fall 2009, bringing Compton up to the second highest success rate amongst its four peer colleges. Retention rates, although lower than their peers, have also increased steadily. Persistence improved even more quickly, rising by 4% (from 67% in fall 2006 to 71% in fall 2008). The latest CEC newsletter announced that 76 graduates will be transferring to four year institutions. "Fifty-five of them will transfer to Cal State University campuses, six will become University of California students and about 15 will study at private, or out-of-state, institutions of higher learning." Along with these successes, CEC students are enjoying the experience of learning from seasoned CEC faculty and from a growing contingent of new and highly qualified faculty eager to help move their students toward success and CEC towards accreditation.

If the partnership is dissolved, all the work in the areas of curriculum, student learning outcomes, and program review will become null and void and CEC faculty will once again need to completely over haul those areas to align with the new partnering district. In addition to this enormous amount of work, it is likely that dissolving the partnership would have a negative impact on CEC enrollment and would disrupt the course of study and academic progress of CEC students.

Given the academic success engendered by the partnership and the time and effort invested by the faculty and staff into its successful implementation, we encourage you to reach an agreement that allows the partnership to continue in a mutually beneficial way which ensures sound fiscal practices by both districts, including abiding by the 50% law. In addition we respectfully request that in the future you please be more forthcoming and transparent about problems that are brewing before they reach a crisis situation in which the partnership may potentially and imminently dissolve.

Sincerely,

ECC Academic Senate
Christina Gold, Senate President

CC: Chancellor Scott

**El Camino College**
**Comparative Transfer Trends to California State University Long Beach**
**2005-06 to 2010-11**

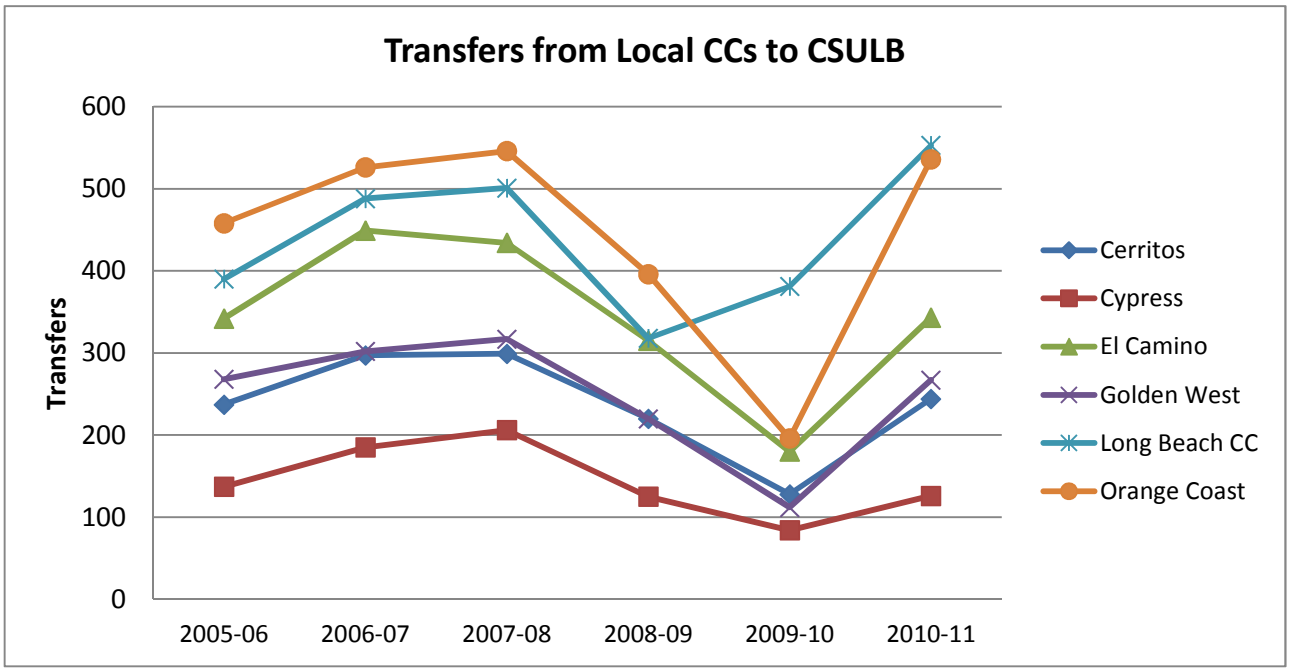
***Table 1: Transfers to CSU-Long Beach from Local Community Colleges (5 years) ****

| Transfer Year: | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 |
|---|---|---|---|---|---|---|
| Cerritos | 237 | 297 | 299 | 220 | 128 | 244 |
| Cypress | 137 | 185 | 206 | 125 | 84 | 126 |
| El Camino | 342 | 449 | 434 | 315 | 180 | 343 |
| Golden West | 268 | 302 | 317 | 220 | 112 | 267 |
| Long Beach CC | 390 | 488 | 501 | 318 | 381 | 553 |
| Orange Coast | 458 | 526 | 546 | 396 | 196 | 536 |

***Table 2: One-Year Percentage Change in Transfers and Five-Year Change***

| Transfer Year: | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | *5-Yr Change* |
|---|---|---|---|---|---|---|
| Cerritos | 25% | 1% | -26% | -42% | 91% | *3%* |
| Cypress | 35% | 11% | -39% | -33% | 50% | *-8%* |
| El Camino | 31% | -3% | -27% | -43% | 91% | *0%* |
| Golden West | 13% | 5% | -31% | -49% | 138% | *0%* |
| Long Beach CC | 25% | 3% | -37% | 20% | 45% | *42%* |
| Orange Coast | 15% | 4% | -27% | -51% | 173% | *17%* |

*Enrollment counts rebounded across the system due to Federal stimulus money supporting spring admissions.




Source: California Postsecondary Education Commission (CPEC), retrieved 12/14/2010.
Source of 2010-11 figures CSU Chancellor's Office, retrieved 8/30/2011.

**El Camino College (Torrance)**
**Reported CSU/UC Transfer Counts**
**Five-year Trend**

| Four-Year Institution | Distance | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 |
|---|---|---|---|---|---|---|
| UC, Berkeley | 353 mi | 25 | 21 | 47 | 36 | 38 |
| UC, Davis | 375 mi | 8 | 4 | 10 | 5 | 10 |
| UC, Irvine | 32 mi | 42 | 60 | 55 | 47 | 59 |
| UC, Los Angeles | 15 mi | 141 | 116 | 133 | 113 | 162 |
| UC, Merced | 268 mi | 3 | 1 | 1 | 3 | 4 |
| UC, Riverside | 58 mi | 22 | 14 | 17 | 14 | 25 |
| UC, San Diego | 94 mi | 26 | 26 | 39 | 37 | 45 |
| UC, Santa Barbara | 95 mi | 32 | 25 | 13 | 33 | 28 |
| UC, Santa Cruz | 300 mi | 10 | 5 | 8 | 8 | 6 |
| **University of California Total** | | **309** | **272** | **323** | **296** | **377** |
| California Maritime Academy | 363 mi | 0 | 0 | 3 | 2 | 3 |
| Cal Poly, San Luis Obispo | 165 mi | 12 | 2 | 5 | 5 | 2 |
| Cal Poly, Pomona | 32 mi | 44 | 47 | 29 | 33 | 22 |
| CSU, Bakersfield | 111 mi | 4 | 5 | 2 | 5 | 5 |
| CSU, Channel Islands | 46 mi | 3 | 1 | 6 | 1 | 2 |
| CSU, Chico | 449 mi | 12 | 6 | 2 | 7 | 2 |
| CSU, Dominguez Hills | 5 mi | 358 | 349 | 346 | 385 | 395 |
| CSU, East Bay | 335 mi | 2 | 3 | 4 | 3 | 2 |
| CSU, Fresno | 218 mi | 2 | 2 | 1 | 2 | 3 |
| CSU, Fullerton | 26 mi | 69 | 83 | 99 | 82 | 75 |
| CSU, Long Beach | 14 mi | 342 | 449 | 434 | 315 | 180 |
| CSU, Los Angeles | 16 mi | 90 | 74 | 90 | 83 | 55 |
| CSU, Monterey Bay | 275 mi | 3 | 2 | 2 | 1 | 2 |
| CSU, Northridge | 27 mi | 50 | 55 | 90 | 44 | 75 |
| CSU, Sacramento | 367 mi | 4 | 0 | 6 | 4 | 7 |
| CSU, San Bernardino | 61 mi | 7 | 9 | 4 | 10 | 4 |
| CSU, San Marcos | 85 mi | 0 | 2 | 2 | 3 | 2 |
| CSU, Stanislaus | 289 mi | 0 | 2 | 0 | 0 | 0 |
| Humboldt State University | 577 mi | 8 | 14 | 8 | 1 | 3 |
| San Diego State University | 106 mi | 31 | 30 | 29 | 24 | 7 |
| San Francisco State University | 353 mi | 19 | 15 | 20 | 16 | 23 |
| San José State University | 312 mi | 5 | 4 | 11 | 4 | 1 |
| Sonoma State University | 392 mi | 3 | 4 | 3 | 1 | 1 |
| **California State University Total** | | **1,068** | **1,158** | **1,196** | **1,031** | **871** |
| **Grand Total (UC and CSU)** | | **1,377** | **1,430** | **1,519** | **1,327** | **1,248** |

Source: California Postsecondary Education Commission

Green (lighter) highlights are medium pathways (20-99); blue (darker) highlights are larger pathways (100+).

**El Camino College Compton Community Educational Center**
**Reported CSU/UC Transfer Counts**
**Five-year Trend**

| Four-Year Institution | Distance | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 |
|---|---|---|---|---|---|---|
| UC, Berkeley | 357 mi | 0 | 1 | 0 | 0 | 0 |
| UC, Davis | 378 mi | 0 | 0 | 0 | 0 | 0 |
| UC, Irvine | 26 mi | 0 | 0 | 0 | 0 | 0 |
| UC, Los Angeles | 19 mi | 0 | 0 | 1 | 0 | 0 |
| UC, Merced | 272 mi | 0 | 0 | 0 | 0 | 0 |
| UC, Riverside | 52 mi | 1 | 1 | 0 | 0 | 0 |
| UC, San Diego | 90 mi | 0 | 0 | 0 | 0 | 0 |
| UC, Santa Barbara | 101 mi | 0 | 0 | 0 | 0 | 0 |
| UC, Santa Cruz | 305 mi | 0 | 0 | 0 | 0 | 0 |
| **University of California Total** | | **1** | **2** | **1** | **0** | **0** |
| California Maritime Academy | 367 mi | 0 | 0 | 0 | 0 | 0 |
| Cal Poly, San Luis Obispo | 171 mi | 0 | 0 | 0 | 0 | 0 |
| Cal Poly, Pomona | 26 mi | 6 | 0 | 2 | 1 | 0 |
| CSU, Bakersfield | 115 mi | 0 | 1 | 0 | 0 | 1 |
| CSU, Channel Islands | 52 mi | 0 | 0 | 0 | 0 | 0 |
| CSU, Chico | 452 mi | 0 | 0 | 0 | 0 | 0 |
| CSU, Dominguez Hills | 3 mi | 112 | 77 | 74 | 62 | 44 |
| CSU, East Bay | 339 mi | 0 | 0 | 4 | 1 | 0 |
| CSU, Fresno | 221 mi | 0 | 1 | 0 | 0 | 0 |
| CSU, Fullerton | 19 mi | 6 | 3 | 0 | 0 | 0 |
| CSU, Long Beach | 9 mi | 17 | 20 | 8 | 10 | 1 |
| CSU, Los Angeles | 14 mi | 19 | 9 | 7 | 6 | 3 |
| CSU, Monterey Bay | 280 mi | 0 | 0 | 0 | 0 | 0 |
| CSU, Northridge | 31 mi | 0 | 1 | 2 | 0 | 2 |
| CSU, Sacramento | 371 mi | 1 | 1 | 0 | 0 | 0 |
| CSU, San Bernardino | 55 mi | 5 | 3 | 3 | 3 | 1 |
| CSU, San Marcos | 80 mi | 0 | 0 | 0 | 0 | 0 |
| CSU, Stanislaus | 293 mi | 0 | 0 | 0 | 0 | 0 |
| Humboldt State University | 581 mi | 2 | 1 | 0 | 1 | 0 |
| San Diego State University | 101 mi | 0 | 0 | 1 | 0 | 0 |
| San Francisco State University | 358 mi | 0 | 0 | 0 | 0 | 0 |
| San José State University | 316 mi | 0 | 0 | 3 | 0 | 0 |
| Sonoma State University | 397 mi | 0 | 0 | 0 | 0 | 0 |
| **California State University Total** | | **168** | **117** | **104** | **84** | **52** |
| **Grand Total (UC and CSU)** | | **169** | **119** | **105** | **84** | **52** |

Source: California Postsecondary Education Commission

Green highlight indicates a medium pathway (20-99 transfers).

Note: 2007-08 represents the year immediately following the ECC partnership.

February 8, 2011

Dr. Charles B. Reed
Chancellor
The California State University System
401 Golden Shore, Suite 641
Long Beach, CA 90802-4210

Dear Chancellor Reed,

Please accept this appeal by the El Camino Community College District to be designated as a Local Admission and Service Area college for California State University, Long Beach (CSULB). Given our strong transfer history to CSULB and the fact that we are not designated as a Local Admission and Service Area college to any CSU, we respectfully submit this appeal. We are mindful of the fact that another CSU is geographically closer to us than CSULB. However, consideration should be given to our proximity to CSULB and the 6% of our out-of-district students who reside within the CSULB district boundaries.

El Camino Community College District has maintained an excellent transfer relationship with CSULB. However, since the adoption of the local area admissions policy in Spring 2007, El Camino College (ECC) experienced a noticeable decline in students transferring to CSULB. This sharp decline began in 2007-2008 – the same period in which the local area admissions policy was instituted. The local area policy has had an immediate and sustained effect on transfers from ECC for the last few years.

Transfers to CSU,Long Beach from El Camino College

| Transfer Year | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 | 2009-2010 |
|---|---|---|---|---|---|
| Transferred | 342 | 449 | 434 | 315 | 180 |

One-Year Percentage Change in Transfers

| Transfer Year | 2006-2007 | 2007-2008 | 2008-2009 | 2009-2010 |
|---|---|---|---|---|
| Percentage | 31% | -3% | -27% | -43% |

Of the 112 California Community Colleges, ECC ranked #1 in transferring students to the CSU system for 2009-2010*. Even though the local service area policy has impacted our students, ECC has consistently ranked among the top three community colleges in transferring students to CSULB. Our students prefer CSULB because of its outstanding reputation and geographic proximity to our college. However, with the enrollment constraints within the CSU system, we know that the local service area designation will continue to negatively impact our transfer admissions to CSULB.

If further data or information is needed to support our appeal, please let me know. I look forward to a favorable response to this appeal for El Camino Community District to become a part of the CSULB Local Admission and Service Area.

Sincerely,

Thomas M. Fallo
Superintendent/President

Cc: K. Alexander, President, CSULB

*California Postsecondary Education Commission (CPEC)

RECEIVED
APR 25 2011

# THE CALIFORNIA STATE UNIVERSITY

## OFFICE OF THE CHANCELLOR

BAKERSFIELD
CHANNEL ISLANDS
CHICO
DOMINGUEZ HILLS
EAST BAY
FRESNO
FULLERTON
HUMBOLDT
LONG BEACH
LOS ANGELES
MARITIME ACADEMY
MONTEREY BAY
NORTHRIDGE
POMONA
SACRAMENTO
SAN BERNARDINO
SAN DIEGO
SAN FRANCISCO
SAN JOSÉ
SAN LUIS OBISPO
SAN MARCOS
SONOMA
STANISLAUS

April 21, 2011

Dr. Thomas M. Fallo
Superintendent/President
El Camino Community College District
16007 Crenshaw Boulevard
Torrance, California 90506-0001

Dear Superintendent Fallo:

We received your request to change local jurisdiction status of El Camino Community College from California State University, Dominguez Hills to California State University, Long Beach. Unfortunately, like many other similar requests, we are unable to accommodate this change at this time for a number of reasons. The proximity of CSUDH to your campus is approximately 6 miles and CSULB is nearly 20 miles. This clearly places El Camino Community College as one of the closest campuses to CSUDH.

Within the last two years, three neighboring community colleges were added to local jurisdiction to CSULB which has placed substantial enrollment pressures on the campus, resulting in many additional programs moving to "impaction" or more restrictive admission requirements. Numerous additional community colleges have also requested to be considered in local jurisdiction to CSULB and some of those institutions are much closer to the Long Beach campus than El Camino.

Due to the budgetary pressures and uncertainty that we are facing from the state, we are very concerned about our ability to maintain local status for many community colleges throughout the state to our CSU campuses. Given all these reasons, changing local status at this time would be very problematic for CSUDH and CSULB.

With kind regards,

Sincerely,

Charles B. Reed
Chancellor

c: President F. King Alexander, CSU Long Beach
President Mildred García, CSU Dominguez Hills

401 GOLDEN SHORE • LONG BEACH, CALIFORNIA 90802-4210 • (562) 951-4700 • Fax (562) 951-4986 • creed@calstate.edu



4-25-11 cc VPs. Curry, Horton

# THE CALIFORNIA STATE UNIVERSITY

OFFICE OF THE CHANCELLOR

BAKERSFIELD
CHANNEL ISLANDS
CHICO
DOMINGUEZ HILLS
EAST BAY
FRESNO
FULLERTON
HUMBOLDT
LONG BEACH
LOS ANGELES
MARITIME ACADEMY
MONTEREY BAY
NORTHRIDGE
POMONA
SACRAMENTO
SAN BERNARDINO
SAN DIEGO
SAN FRANCISCO
SAN JOSÉ
SAN LUIS OBISPO
SAN MARCOS
SONOMA
STANISLAUS

June 15, 2011

Dr. Thomas M. Fallo
Superintendent/President
El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506-0001

Dr. Linda L. Lacy
President/Superintendent
Cerritos College
11110 Alondra Boulevard
Norwalk, California 90650-6298

Dear Superintendents Fallo and Lacy:

Thank you for your letter of May 24, 2011 regarding local admission areas affecting El Camino and Cerritos Colleges. A brief background may place the decision in context for you. In 2002, the California State University Board of Trustees adopted the principle of local admission areas to ensure that qualified students shall have access to quality higher education.

Originally, CSU Long Beach's (CSULB) local transfer admission area was designed to include only Long Beach Community College. That designation expanded two years ago when CSU Fullerton (CSUF) faced strong enrollment demand in a period of declining budgets. At that time, CSULB was directed to include in its local admission area the Orange Coast Community College system, so as to relieve enrollment demand on CSUF. By fall 2010, a diminished budget forced the Long Beach campus to downsize by 4,474 students, resulting in one of the smallest transfer classes in more than a decade. This coming fall, even without further budget cuts, CSULB is expected to only enroll 14% of 20,872 transfer applicants seeking admission. For these reasons, CSULB is not able to expand its local admission area at this time.

It is important to note that local admission areas only provide an advantage for admission to non-impacted programs, and more than 50% of applications for admission at CSULB are for impacted programs. At CSULB, currently the following majors are impacted: art, athletic training, biology, business administration, communication studies, communicative disorders, criminal justice, design, film and electronic arts, kinesiology (exercise science and kinesiotherapy options), liberal studies, health science, nursing, psychology, and social work. CSUF's programs are fully impacted for transfer students. At



401 GOLDEN SHORE • LONG BEACH, CALIFORNIA 90802-4210 • (562) 951-4700 • Fax (562) 951-4986 • creed@calstate.edu

CSUDH only the health science major (with prosthetics, orthotics, and cytotechnology options) is impacted.

In keeping with the CSU Board of Trustees policy on enrollment management, CSU Long Beach is proactive in considering students who might qualify as local to any non-impacted programs not offered by CSUDH. This fact, combined with the significant numbers of students from your institutions who elect to go to other CSU campuses, demonstrates that we are committed to serving your institutions.

I share your concern about students transferring in STEM fields, and I applaud your efforts to develop programming in this area. Both CSULB and CSUDH offer solutions for the problems identified. CSUDH is developing a BS in Environmental Engineering, for example, and has strong programs in physics, computer science, chemistry, and biology—none of which is impacted. The Dominguez Hills campus would welcome your students. Recently, I authorized CSULB to develop agreements with local and non-local community colleges for STEM majors. CSULB is planning to develop these agreements with at least eight feeder institutions, including your colleges. I have been informed that discussions have taken place with your transfer directors regarding agreements that will provide an admission advantage for students in STEM fields who complete appropriate lower-division preparation. These agreements will be developed over the next few months and will become effective in fall 2012.

While CSUDH does not have a speech communication option in its communication studies degree program, CSULB's speech communication option is impacted. As noted earlier, local admission area applicants have no advantage at the 16 impacted CSU campuses or in impacted programs (like speech communication at CSULB). All students, however, who earn an AA transfer degree under SB 1440 and who apply to an impacted program deemed to be similar, will be given a .10 point bump in their GPA eligibility, a distinct advantage for your students who pursue this pathway.

We share a common goal with your institutions to provide access for as many Californians as possible. In these difficult budget times, we will continue to work with our colleagues in all segments of K-16 education to provide access to excellence for the state and its college-going population.

With kind regards,

Sincerely,

Charles B. Reed
Chancellor

c: Dr. F. King Alexander, President, CSU Long Beach
Dr. Mildred García, President, CSU Dominguez Hills

# EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard Torrance, California 90506-0001
Telephone (310) 532-3670 or 1-866-ELCAMINO


May 24, 2011

Dr. Charles B. Reed, Chancellor
The California State University System
401 Golden Shore, Suite 641
Long Beach, CA 90802-4210

Dear Chancellor Reed,

Thank you for your April 21, 2011 response to El Camino College's (ECC) request for Local Service Area (LSA) designation to CSULB. However, we request further analysis.

In your letter, you indicate that over the past two years CSULB added three neighboring community colleges to its local jurisdiction. Those colleges reside within the Coast Community College District which already had LSA status with CSU Fullerton. By adding the Coast District to CSULB's LSA, students attending those institutions have preferential admissions not only to CSUF and CSULB but also to CSUDH, by virtue of its statewide designation. Students attending ECC and Cerritos College, on the other hand, have no LSA designation and have priority only at CSUs with statewide designations. Why would a community college receive LSA status with two CSUs when there are community colleges with no designated LSA designation?

You also mention the issue of proximity to a CSU. However, that too is a rather nebulous criterion. ECC is 16.2 miles and Cerritos College 11.2 miles from CSULB; whereas, Orange Coast College is 16.6 miles. Cypress College, which is a LSA for CSUF is 9.6 miles from CSULB but 13.3 miles to CSUF.

Another problematic issue is the LSA designation to CSULB for some of the high schools in our service area (Compton, Paramount, ABC, Bellflower and Downey Unified School Districts), which are negated if the student chooses to attend ECC, the ECC Compton Center, or Cerritos College. North Long Beach, which is outside of our service area, is actually closer to the ECC Compton Center than to Long Beach City College but students would lose their preferential admissions if they attend the ECC Compton Center rather than Long Beach City College.

5-25-11
E-mailed to Board, Ms. Curry, Hadley, Hayes.

El Camino College and the ECC Compton Center represent a greater headcount of underrepresented (African American and Hispanic) students than Orange Coast and Golden West Colleges combined. The Hispanic students at Cerritos College also represent a larger number than the combined populations at Orange Coast and Golden West Colleges. The LSA priority further minimizes the educational opportunities available to these students and their ability to complete their higher education.

The most egregious issue is the limited transfer majors at CSUDH as compared to CSULB. Of particular concern is the absence of a robust offering of STEM majors. There are no engineering majors and only general and/or education options in mathematics and physics offered at CSUDH. ECC is in the process of building a STEM Center, with the support of various industry partners, to address industry's desire to prepare an adequate workforce. Our engineering students face much more competitive admissions criteria at any CSU within a reasonable distance because of the lack of LSA designation.

There are many other majors not offered at CSUDH which disenfranchise our students. The absence of a Speech Communications major is another notable example. This year, ECC's speech team received a ranking by the National Parliamentary Debate Association as the number one Community College in the nation. These outstanding students would be an asset at any CSU but will be severely limited in their transfer options without a LSA designation. Just examining the listing of BA/BS degree options at CSUDH versus CSULB presents a glaring picture of the disparate treatment to which our students will be subjected.

We recognize that CSU faces enormous enrollment pressures. However, the passage of SB1440 and the admissions guarantee afforded to community college graduates to a CSU with which they have a LSA designation places ECC and Cerritos College students at a distinct disadvantage. We would welcome the opportunity to discuss these issues in a face-to-face meeting.

Thomas M. Fallo
Superintendent/President
El Camino College

Dr. Linda L. Lacy
President/Superintendent
Cerritos College