



## EL CAMINO COMMUNITY COLLEGE DISTRICT

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

October 16, 2008

Board of Trustees  
El Camino Community College District

Dear Members of the Board:

President Fallo is off campus attending the Network of California Community College Foundations Symposium in San Diego and the Commission on Athletics in San Francisco. He will be back in time for the Board meeting on Monday, October 20<sup>th</sup>, and I am sending this letter on his behalf.

The Board meeting will begin with Leo Middleton introducing members of the El Camino College Rotaract Club.

You will note the Public Hearing formally opening Full Contract Negotiations between the District and the El Camino Police Officers Association is listed on the agenda prior to consideration of the Consent agenda.

There are field trips listed in both the Academic Affairs and Student and Community Advancement sections of the agenda. I have solicited input from students and faculty on the usage of vans for field trips and excursions. I will begin revisions to our policy, based on the input I have received, with the safety of students and the academic enrichment created through field trips incorporated into the policy.

A resolution for your endorsement of the Education, Diversity, Growth in the Economy (EDGE) campaign is included in the agenda. EDGE is supported by the California Community College League, colleges and businesses in an effort to bring workforce development to the forefront of public policy concerns.

You will find a number of grant renewals in this agenda. In addition, two significant new grants are included on the agenda. The Chancellor's Office California Community Colleges Chancellor's Office, Division of Academic Affairs, California High School Exit Exam (CAHSEE) grant will allow us to partner with high schools in our service area and in Compton to assist students from the class of 2008 who did not pass the CAHSEE and, therefore, did not graduate from high school. We have also received a Department of Health and Human Services Head Start Career Advancement Project grant in the amount of \$1,470,740 over a five year period.

The Quarterly Financial Status Report for the quarter ending September 30, 2008 is presented in this agenda. You will notice that the receipt of \$19,000,000 in State General Apportionment was delayed until October and will appear in the next quarterly financial report. Funds 14 and 15 contain the allocation realized through our partnership with Compton. We receive \$1 million for operating a center and \$3 million for achieving a total FTES over 20,000. Fund 14 contains the \$1 million dedicated for Compton-related expenses and Fund 15, the \$3 million, is for special projects based on program plans and our GASB45 obligation.

A Committee of the Whole is also scheduled for the Board to start its evaluation. Your 2007-2008 Goals are presented for review. A separate copy of the Self-Evaluation for 2007-2008 is included in this packet along with a self-addressed envelop for return to the President's Office. It would be appropriate for you to suggest any goals you would like to include for 2008-2009.

The President's remarks will include statements on the national and state fiscal crisis as it relates to El Camino College.

Through the Civic Center, a group contracted to use the campus for an Antique Fair on the fourth Sundays of the month from December 28, 2008 to June 28, 2008. While this does not appear to be in direct violation with our contract with the Pioneer Theaters, we have not encouraged this kind of activity on campus.

The following items are enclosed for your information:

1. Letter from Assemblymember Dymally to Special Trustee Peter Landsberger regarding ACR 69, Task Force to facilitate communication, August 29, 2008 along with Trustee Landsberger's reply dated September 11, 2008;
2. Non-Resident Student Fees, September 11, 2008;
3. Memo from me to Dr. Fallo detailing outreach efforts for middle school students, September 23, 2008;
4. Memo from Bob Gann to Vice President Higdon regarding Music Building Automatic Door, October 9, 2008;
5. Memo from Barbara Perez to President Fallo dated October 8, 2008, regarding "Status of the Faculty Development Project at the Compton Center";

October 16, 2008

6. Invitation for Board members to attend the 2008 Classified Service Awards Program on November 6, 2008, at 1:30 p.m., in the East Wing of the Student Activities Center.

As you know, the grand opening of the new Learning Resources Building is scheduled for Monday, October 20, 2008 at 3 p.m. prior to the regularly scheduled Board meeting at 4 p.m. As you will see on the enclosed flyer, both Ray Bradbury and Eva Brown will join us as we celebrate the opening of the new wing of the library. Please contact Kathy to let her know if you will be able to attend.

Sincerely,



Jeanie M. Nishime  
Vice President, Student and  
Community Advancement

JMN/kao

Cc: Vice Presidents, Provost, Director of Community Relations

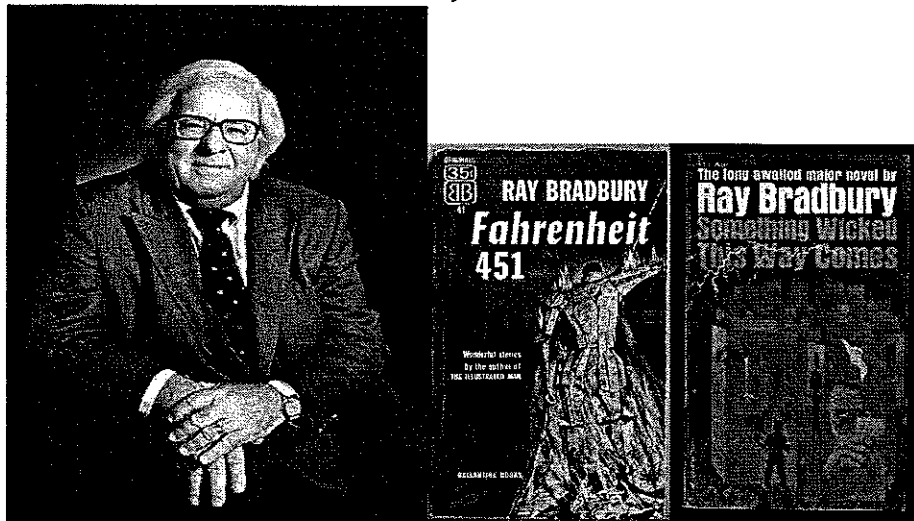
*El Camino College -- Schauerman Library*

***YOU ARE INVITED TO THE  
GRAND OPENING  
NEW LEARNING RESOURCES  
BUILDING***

***Monday, Oct. 20<sup>th</sup>, 3:00 – 5:00 p.m.***

***Featured Guests include:***

***Ray Bradbury, author of Fahrenheit 451,  
Illustrated Man, and much more.***



**AND**

***Eva Brown, Holocaust Survivor, author of If You Save One Life***

**We will also be dedicating the  
EVA BROWN PEACE & TOLERANCE COLLECTION.**

***North Reading Room – Schauerman Library***

STATE CAPITOL  
P.O. BOX 942849  
SACRAMENTO, CA 94249-0052  
(916) 319-2052  
FAX (916) 319-2152

DISTRICT OFFICE  
322 W. COMPTON BLVD., SUITE 100  
COMPTON, CA 90220  
(310) 223-1201  
FAX (310) 223-1202

# Assembly California Legislature



MERVYN M. DYMALLY  
ASSEMBLYMEMBER, FIFTY-SECOND DISTRICT

CHAIR  
HEALTH  
COMMITTEES  
BUDGET SUB #2  
AGRICULTURE  
UTILITIES AND COMMERCE

RECEIVED

SEP 03 2008

August 29, 2008

Dr. Thomas Fallo, President  
El Camino Community College  
16007 Crenshaw Blvd.  
Torrance, CA 90221

Dear Dr. Fallo,

As I read through the Second Six-Month Progress Report on Compton Community College District prepared by the Fiscal Crisis & Management Assistance Team (FCMAT), I become more and more distressed.

It is quite frustrating to read:

"Communications at the Compton Center have not shown significant improvement. Interviewees continue to describe the dissemination of information as ineffective and infrequent. No plan for internal and external communication has been developed or proposed. The Compton Center should create a comprehensive communications plan to combat rumors, streamline the dissemination of information and improve opportunities for two-way feedback."

I cannot emphasize strongly enough that the community of Compton must be involved in the rejuvenation of Compton Community College. With that goal in mind, and with the help of community leaders, we were able to get passed and enrolled ACR 69 designed to establish a Task Force for the purpose of facilitating communication. This legislation was enrolled **two months ago**. Copies were sent to every person mentioned in the legislation; however, no one has called a meeting to begin moving ahead and establishing a strong force for communication.

Other findings in this report cause additional frustration when I read that until recently there was no permanent business director who could monitor, train and oversee the much needed financial management of Compton Center. Furthermore; critical financial systems have not been reconciled, closing ledger balances have not been posted; staff continue to lack training and experience to do the necessary work; and a comprehensive budget policy has not been developed. True, El Camino Community College has hired an internal auditor who will work with Compton Center, but this does not seem like the kind of corrective action that will inspire independence in the Compton Center.

Under Academic Achievement, the report presents a moderately improved picture; unfortunately, there is a warning that

9-3-08

Board, VPs, Dr. Landsberger



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“.... inadequate planning for long-range institution planning, scope and quality of the written curriculum, quality of classroom instruction, mechanisms for program assessment and accountability, and professional faculty development.”

Frankly, the inadequacies make sense, since the very people (faculty, counselors and staff) who are improving the curriculum content, the achievement levels, and student retention are probably over-extended in their current duties and need assistance to move toward the longer range goals. I will address the ability to move toward the long term goals later in this letter.

The Human Resources and Personnel Management appear to be moving with few major complaints, and the dedicated people in the Human Resources Department should be praised for their hard work as they correct several mentioned deficiencies.


Although the Facilities Management and the improvement of the infrastructure of Compton Community College is struggling with many difficulties, the overall facilities, maintenance and operations are getting systems in place, and appear to be solving problems as they emerge. One question I have, however, is whether or not the Compton Center is carrying its share of the management in this sector, or is the Vice President of Administrative Services at El Camino Community College doing most of the oversight and management?

The most upsetting portion of the report is the section on **Governance and Community Relations**. The very purpose of ACR 69 was to solve all of the problems mentioned in this section about communications, involvement, lines of authority, rumor abatement, public relations, Community Collaboratives and advisory councils.

There are recommendations in this section that are of the highest urgency. I believe that many of the concerns raised in this Second Six Month Report could be addressed with the hiring of an individual as recommended, the kind of person who has, as the saying goes, “fire in the belly” to move Compton Community College forward, and back into its rightful role as a college for Compton.

Frankly, I must confess to a sense of frustration and disappointment at the failure to proceed with implementing ACR 69, and the critical review of the FCMA Team.

Respectfully,



Mervyn M. Dymally  
Assembly District 52

Cc: Dr. Cox, Provost CCC  
Dr. Fallo, President, El Camino  
Dr. Diane Woodruff, Acting Chancellor, CCC  
Assemblywoman Mary Hayashi, Chair Select Committee on Community Colleges



Serving the Communities of  
Carson, Compton, Lynwood,  
North Long Beach, Paramount  
and Willowbrook

1111 East Artesia Boulevard  
Compton, CA 90221-5393  
Phone: (310) 900-1600  
Fax: (310) 605-1458  
[www.compton.edu](http://www.compton.edu)

**LAWRENCE M. COX, PhD**  
Provost/CEO

**PETER LANDSBERGER**  
Special Trustee

RECEIVED

SEP 15 2008

September 11, 2008

Mervyn M. Dymally  
Assemblymember, Fifty-Second District  
P.O. Box 942849  
Sacramento, CA 94249-0052

Dear Assemblymember Dymally,

Thank you for your letter of September 4, 2008 and for the letter you sent to Provost Cox, President Fallo and Chancellor Woodruff on August 29, 2008. On behalf of the four of us I want to assure you that we share your concerns and understand your frustration about the pace of the recovery at Compton.

The recovery effort is a large and complicated undertaking that will inevitably take more time than any of us would like. Nevertheless, we have made real strides in forging a working relationship with El Camino and with Larry Cox's arrival (and the filling of other critical positions) we now have a team at Compton that will ensure the pace quickens. One measurable sign that we are moving in the right direction is that enrollment has increased by double digit percentages in each of the last several terms. As a result, we are increasingly confident that Compton will meet, and perhaps exceed, its enrollment goals this year.

With respect to ACR 69, we are defiantly moving forward on implementing the resolution. I did want Dr. Cox to have an opportunity to meet local officials and community leaders privately before convening the first meeting of the task force, but my current intent is to convene the task force in October.

You have been a consistently strong supporter of the Compton Community College District and I know that the recovery of the institution and the restoration of an independent, fully accredited college in the district are goals you fervently endorse. I look forward to your continued support and will certainly turn to you for further assistance when the need arises.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter J. Landsberger'.  
Peter J. Landsberger  
Special Trustee

c: Lawrence Cox, Provost, El Camino College Compton Center  
Thomas Fallo, President, El Camino College  
Diane Woodruff, Chancellor, California Community Colleges

cc. Board, VP's.



## EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard Torrance, California 90506-0001  
Telephone (310)532-3670 or 1-877-ECAMINO

September 11, 2008

TO: Members of the Board of Trustees

SUBJECT: Non-resident Student Fees

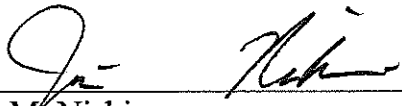
Out-of-State and Out-of-Country residents all pay the following fees:

\$181 per unit non-resident fee  
\$20 per unit enrollment fee  
\$14 per semester health fee

In addition to the above fees, international students are also required to pay:

\$14 per unit capitol outlay fee  
\$360 per semester VISA student health insurance

Board action in August 2008 reduced the capitol outlay fee to keep our costs competitive with surrounding community colleges.

  
\_\_\_\_\_  
Jeanie M. Nishime  
Vice President  
Student & Community Advancement

cc: President Thomas M. Fallo



September 23, 2008

To: Thomas M. Fallo, Superintendent/President

Subject: Outreach efforts for middle school students

As part of the Career & Technical Education (CTE) Collaborative Grant, we have \$100,000 for career exploration and development activities for 7<sup>th</sup> and 8<sup>th</sup> graders. The middle schools involved are:

- El Segundo Middle School
- Parras (Nick G.) Middle School
- Dana (Richard Henry) Middle School
- La Tijera Middle School

The grant duration is June 1, 2008 thru December 31, 2009. The main career exploration activities planned include:

- Develop and implement lessons for career awareness and exploration
- Develop and implement "Robotics Boot Camps"
- Develop and implement lessons for using "career exploration websites"
- Have students identify high school and post-secondary courses that are necessary to pursue careers of interest
- Provide opportunities for students to articulate career aspirations through presentations on career research

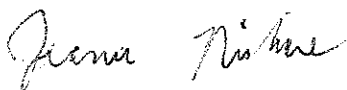
Outreach efforts are performed on a regular basis by our Outreach and School Relations staff and through the EOP&S Early Start Program. Below is a list of middle schools visited during the 2007/08 academic year by either the Office of Outreach and School Relations or EOP&S. Activities include, college days, career days, college nights, "High School and Beyond" presentations, ECC campus tours or presentations on our Early Start program. There are nearly 100 hours of outreach efforts documented and many more events not coordinated through the Outreach Office. For example, our Head Football Coach, John Featherstone among others is often invited to speak at middle school career days.

Schools visited in 2007/08

Adams (Lawndale)  
Adams (Redondo Beach USD)  
Bert Lynn (Torrance USD)  
Bethune (LAUSD)  
Bud Carson (Hawthorne)  
Carnegie (LAUSD)  
Carson (  
Casimir (Torrance USD)  
Cross Road Christian Academy (in City of  
Gardena)  
Crozier (Inglewood)  
Dana (Hawthorne)  
Dana (LAUSD)

Dodson (LAUSD)  
El Segundo (El Segundo)  
Hawthorne MS (Hawthorne)  
La Tijera Elementary (Inglewood)  
Lennox (Lennox USD)  
Magruder (Torrance USD)  
Monroe (Inglewood)  
Parent Elementary (Inglewood)  
Peary (LAUSD)  
Rogers (Lawndale)  
Roosevelt (Compton)  
Warren Lane Elementary (Inglewood)

In addition, the superintendents from TUSD, RBUSD, and PVUSD, and every middle school in those districts receive special invitations to attend the annual Ellison Onizuka Space Science Day. Space Day is the only annual event ECC markets specifically to every district middle school throughout the south bay. Last year, 1200 invitations were distributed with approximately 900 attendees (students and parents).

A handwritten signature in cursive script, reading "Jeanie Nishime".

Jeanie M. Nishime  
Vice President  
Student and Community Advancement

## Oswald, Kathy

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**From:** Higdon, Jo Ann  
**Sent:** Friday, October 10, 2008 8:00 PM  
**To:** Fallo, Thomas  
**Cc:** Oswald, Kathy  
**Subject:** Follow Up--Trustee Beverly

1. Street Fair: We have already signed off on about 8 Sundays for the Antiques Fair. I see no way to invalidate the contract. Frankly, it does not appear to be in any way a legal violation of the Swap Meet (ouch) contract. I am working on identifying the code sections pertaining to continuing usage and the need for Board approval. At this point, my read is that it would not fall within the "continuing usage" definition--but I'm still checking. Certainly, at some point in the future, we would be able to use this criteria to stop future rentals by the Antique Fair.
2. Music/Library door. Bob Gann's email on this topic has already been forwarded to you.
3. ECC series bond delay: There are pros and cons to such actions. As examples: While the community spirit argument is a good one, it is widely accepted that the cost of construction will plummet--I was already seeing that on bids at Cerritos. I will check with some construction management companies to validate that this is already happening. Assuming so, the good news is that we will get a lot more "bang for our buck"--so, the pro to a bond series sale: Great Purchasing Power of taxpayer money.
4. Overall Status on current investment situation on ECC: See next email.

Cheers,  
Jo

**From:** Gann, Bob  
**To:** Hlgdon, Jo Ann

**Sent:** Thursday, October 09, 2008 3:10 PM

**Subject:** Music Building Automatic Door

Jo Ann,

I attended the Sept. Board of Trustees meeting and made note of the Trustee's report of an unsafe door at the Music Building. The specific door was not specified, so the following morning, Tom Brown and I inspected all of the entrance doors and the doors adjacent to the Music Library. We were unable to find any that were malfunctioning. The staff person in the Music Library and the maintenance staff were questioned and they were unaware of any malfunctioning doors.

On 10/8/08 I was made aware another report was received, this time a specific door was cited, the automatic door at the Northeast entrance to the building. I again went to the door and checked its operation. It operated satisfactorily. I understand others also checked the door and found its operation satisfactory.

It appears the door has an intermittent malfunction or malfunctions under a limited set of conditions.

A automatic door service company is being contacted to inspect and repair any found deficiencies. I will communicate with you the results of the work.

Best regards,

Bob Gann  
El Camino Community College District  
16007 Crenshaw Blvd.  
Torrance, CA 90506  
310 660-3015 Phone



**EL CAMINO COLLEGE  
DIVISION OF HUMAN RESOURCES**

October 8, 2008

TO: Dr. Thomas Fallo

FROM: Barbara Perez

SUBJECT: Status of Faculty Development Project

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In the final report for the Faculty Development Project there were several issues that could be designated as institutional. Dr. Larry Cox and I worked with the managers in our respective areas to respond to these concerns prior to the start of the semester. This information was shared with the faculty at the Compton Center during their flex day on Friday, August 22.

**Keys – Issue:** An overall lack of keys has had a major impact on the operation of the Center. Most faculty do not have keys to the classrooms they are assigned and because the type of key used is unique and has only 1 vendor, it is difficult to get additional keys. All classrooms are being rekeyed but there will initially be 3 different keys, one for Math/Science, one for Voc Tech and one for the Row buildings. They have completed Math/Science and Voc Tech. Math/Science uses an electronic key system. The problem is key distribution. Maintenance wants to designate key custodians in the Academic area to issue and retrieve keys.

**Status:** New cylinders have been ordered for the row buildings and those locks should be replaced by the end of the fall semester. M&O and Campus Police will assist in opening rooms in emergency situations. Mark Hovatter plans to be around on Friday at flex to deal with any key issues. He is also going to talk with Chief Trevis to see what system ECC uses to track keys and then work with ITS to implement a program. Packets will be prepared for new faculty at the beginning of each semester or session that will include the keys that then need for that semester or session. Responsibility for getting these back at the end will fall to the three deans who are responsible for all instructions. Keys will be returned to their offices.

**Instructional Support: Issues:** lack of copiers, office equipment, supply budgets, basic audio-visual equipment, screens, and instructional support positions for voc tech area. Safety issues and hazardous waste disposal were also raised

**Next Steps:** Need to identify availability and location of copiers, work rooms, faculty computers, audio visual equipment and screens. Insure all equipment is in working condition. Establish procedures for reporting broken equipment for repair.

Determine if current instructional supply budget is adequate for the needs of programs. Establish procedures for ordering supplies in conjunction with the return of purchasing to the Center.

Analyze distribution of instructional assistants and support needs of voc tech.

**Status:** Instructional supplies and equipment are now being built into real division and office budgets. An assessment of all equipment and support personnel in instruction is taking place with the goal of making sure all areas of instruction have access to necessary instructional and office equipment and that support personnel are effectively and efficiently used to support instruction and student success. The budgets are being finished up by mid-August; the assessment of all equipment and personnel will be finished mid-semester. In the meantime we are doing all we can to ensure that faculty have access to what they need.

Life and Physical Sciences staff, in consultation with ECC staff, are mid-point through a planned 2-year acquisition of laboratory equipment, models and supplies to upgrade Compton resources, to ensure that they are comparable with El Camino resources, and to meet the needs for new course/section offerings. The office of Academic Affairs is taking the lead with this with the support from the deans and division chairs.

**Facilities Issues:** lack of upkeep, scheduling work when classes are in session, using rooms for storage, lighting, electrical, problems with heating and air conditioning.

**Next steps:** Lighting, electrical and HVAC problems have been identified and part of the capital construction projects. MIS problems being addressed this summer and work is planned to fix problems in Voc Tech and Math buildings. Need to meet with Mark to address the issues of upkeep and scheduling work when classes are in session. Make sure facilities receive a copy of the room book and know how to access updated information.

Work with department chairs to identify rooms being used for storage and make arrangements to have the items moved or surplus.

**Status:** M&O is finishing up a complete deep cleaning of every building on campus. The also met with instructional deans and division chairs to identify what needed to be done before fall semester to ensure that all classrooms were ready for instruction. Abel Sykes building is being cleared of unused equipment and supplies to make another classroom in that building available for swing space. Everyone is working hard to improve the appearance and cleanliness of the campus. M&O staff regularly indentify when lights need to be replaced.

An automated work order system is being implemented and once staff is trained, faculty and staff will be notified who they should report problems so that a work order is generated.

Work on the HVAC for MIS building will be completed by mid-September. Other issues are part of the infrastructure project and scheduled maintenance.

**Technology Issues:** lack of internet access in the classrooms and smart classrooms.

**Next Steps:** Review current purchases for technology carts – where are they housed, how will faculty know to how to use them. Meet with John Wagstaff and Rudy Ramos regarding access. Current construction plans incorporate upgrading the technology infrastructure. Are there any short-term solutions to increase access?

**Status:** The primary role of the Technology Committee is to update the Center Technology Plan to one that more accurately reflects current Center needs and that will synchronize with the Center Master Educational and Facilities plans. As part of this effort, the Technology Committee will be working on identifying all equipment on campus and developing a cascade plan to ensures all computers are upgraded with a three year cycle. It has also been recommended that all technology requests be combined in a Technology budget request so that the campus works together to meet technology needs at an affordable price. It has also been recommended that the Technology Committee establish a working group tat coordinates planning for Compton Center website.

Internet access in row building remains problematic. We would need at RF study to see if wireless would be functional however even if we go wireless it would require some cable pulling which introduces problems of possible asbestos remediation. One possible short-term solution is in the reprogramming of the LRC to incorporate an AV classroom that can be used by those faculty members that only use technology occasionally. For those that use it more intensively, they should be scheduled in either the Math or Voc Tech buildings.

Rudy is going to look into the AV carts that were ordered. ITS ordered 2 but he thought Academic Affairs ordered 4. Need to find and set up a procedure for their use.

John Wagstaff and Rudy will hold some workshops to show faculty how they can bring the web into their power point presentations even if there is no internet access in the classroom.

**Library/LRC Issues:** Information is not getting out to the faculty and students at large. Changes in services at the library/LRC are not being communicated to faculty and students. Services are being under-utilized despite calls for more services.

**Next Steps:** Prepare handout to send to all faculty and post in classrooms highlighting available services.

**Status:** The 2008-09 budget includes the salary for a head faculty librarian who will provide much needed leadership for the library as it plans for its move to the new LRC. Also at the end of 07-08 year, the KRC was able to implement a basic skills software required for Nursing students saving them having to come to ECC. The LRC has implemented WorKeys/Key Train for career readiness assessment and training. Likewise, the library added new materials to its collection in the 07-08 budget year.

The Library will begin working to implement upgrade and support for the online catalog system and training for staff. This will make possible reports, not now available, on library holdings and usage and will contribute to more effective collection management.

Discussions were held with Alice Grigsby about combining resources at both sites. She is investigating this. Currently we cannot advertise to Compton Center students access to on-line databases.



August 13, 2008

### **Update on Institutional Concerns Raised in the Faculty Development Project**

- **Keys Issue:** An overall lack of keys has had a major impact on the operation of the Center. Most faculty do not have keys to the classrooms they are assigned and because the type of key used is unique and has only 1 vendor, it is difficult to get additional keys. All classrooms are being rekeyed but there will initially be 3 different keys, one for Math/Science, one for Voc Tech and one for the Row buildings. They have completed Math/Science and Voc Tech. Math/Science uses an electronic key system. The problem is key distribution. Maintenance wants to designate key custodians in the Academic area to issue and retrieve keys.

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- **Library/LRC Issues:** Information is not getting out to the faculty and students at large. Changes in services at the library/LRC are not being communicated to faculty and students. Services are being under-utilized despite calls for more services.

**Next Steps:** Prepare handout to send to all faculty and post in classrooms highlighting available services.

**Status:** The 2008-09 budget includes the salary for a head faculty librarian who will provide much needed leadership for the library as it plans for its move to the new LRC. Also at the end of 07-08 year, the KRC was able to implement a basic skills software required for Nursing students saving them having to come to ECC. The LRC has implemented WorKeys/Key Train for career readiness assessment and training. Likewise, the library added new materials to its collection in the 07-08 budget year.

The Library will begin working to implement upgrade and support for the online catalog system and training for staff. This will make possible reports, not now available, on library holdings and usage and will contribute to more effective collection management.

Discussions were held with Alice Grigsby about combining resources at both sites. She is investigating this. Currently we cannot advertise to Compton Center students access to on-line databases.



## EL CAMINO COMMUNITY COLLEGE DISTRICT

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

October 13, 2008

Dr. Nathaniel Jackson  
Board of Trustees  
El Camino College

Dear Dr. Jackson,

You are cordially invited to attend the 2008 Classified Service Awards Program at El Camino College, on Thursday, November 6, 2008. There will be refreshments beginning at 1:30 p.m. The awards will be presented to the Classified employees by Dr. Fallo at 2:15 p.m. The program will be in the East Wing of the Student Development Center.

We look forward to seeing you.

Sincerely,

Barbara Perez  
Vice President, Human Resources