



# EL CAMINO COMMUNITY COLLEGE DISTRICT

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

November 12, 2009

Board of Trustees  
El Camino Community  
College District

Dear Members of the Board:

President Fallo is attending the American Association of Community Colleges Washington Institute in Washington, D.C., and will return to campus on Thursday, November 12, 2009.

The agenda for the November 16, 2009, Board meeting is highlighted by the following items:

1. A Public Hearing on Negotiations between El Camino Community College District and the El Camino College Employees, Local 6142, CFT, AFT, AFL-CIO.
2. The Academic Affairs section includes cancellation of four Center for the Arts performances necessitated by budgetary concerns.
3. Student and Community Advancement includes amendment of travel dates for Leonid Rachman to participate in Moscow and St. Petersburg, Russia, recruiting fairs. In answer to questions raised by the Board at its last meeting, please see Dr. Nishime's memo to President Fallo giving additional information regarding the F-1 Visa program, attachment A.

The Student and Community Advancement section also presents Board Policy 5500-Academic Honesty and Standards of Conduct for a first reading. Last year, major revisions were made to Board Policy 5500, Standards of Student Conduct. The Academic Senate included an expanded Academic Honesty section in the policy and renamed it Board Policy 5500, Academic Honesty and Standards of Conduct. The new policy and its associated procedures reflect the increase in disciplinary actions involving plagiarism and other forms of academic dishonesty. Much consultation with faculty, students and staff has gone into this revised policy which is coming to you for first reading this month. Administrative Procedures 5520 Student Discipline and Due Process and 5530 Student Rights and Grievances which outline implementation of the policy are included on the agenda as informational items.

4. The Administrative Services section includes the Memorandum of Understanding developed with Bovis Lend Lease as suggested at the October Board meeting along with a recommendation that the District enter a five-year contract with Bovis Lend Lease for construction management and project management services. Please see Vice President Higdon's memo dated November 10, 2009, attachment B.
5. The Human Resources section includes routine items along with the second reading and adoption of Board Policy 3430 Prohibition of Sexual and Other Forms of Harassment. Please see Memo from Vice President Perez responding to concerns expressed at the October Board meeting, attachment C.
6. The Superintendent/President's section of the agenda includes the Board members' self-evaluation and Goals for 2009-2010.

There is no closed session scheduled.

On November 3, 2009, Charles Davis, John Hamilton and Deborah Leblanc were elected to serve on the Compton Community College District Board of Trustees. President Fallo is encouraging the new Trustees to attend the Community College League of California Effective Trustee Workshop and Legislative Conference in Sacramento on January 24-25, 2010, and invites you to join them at the conference to introduce them to this statewide organization and help them as they develop their understanding of the duties of a member of the Board of Trustees. Please let Kathy Oswald know if you wish to attend.

Student Trustee David Nordel did not register for classes for the fall semester and has apparently left this area. The Associated Students will take action to disqualify him and are considering their options regarding the Student Trustee position.

The following items are enclosed for your perusal:

1. Memo from Ann Garten to President Fallo, November 5, 2009, regarding the Clery Act and crime reporting procedures;
2. Letter from Inglewood Redevelopment Agency, September 3, 2009, enclosing money owed for fiscal years 2003-04 through 200-08;
3. *The News*, Community College League of California, Fall 2009;

4. *Affinity*, a magazine for California Community College Alumni, featuring El Camino College on pages 12 and 13.

Demolition of the Business building has begun. It is likely that parking will be changed by Monday, November 16<sup>th</sup>. The President's Office will contact you that day to let you know where parking will be available.

President Fallo will return to campus on November 12, 2009 and you may contact him or Kathy Oswald if you have any questions, comments or concerns prior to the Board meeting on Monday, November 16, 2009.

Sincerely,

A handwritten signature in black ink, appearing to read 'Francisco Arce', written in a cursive style.

Francisco Arce  
Vice President, Academic Affairs

FMA/kao

Cc: Vice Presidents, Provost, Director of Community Relations



El Camino College  
Office of the Vice President – Student & Community Advancement  
Jeanie M. Nishime, Vice President

November 6, 2009

TO: President Thomas M. Fallo

SUBJECT: INTERNATIONAL RECRUITING TRIP – October 2009

Each fall and spring, the Coordinator for International Students recruits new international (F-1 Visa) students at overseas college fairs in Asia. The very weak US dollar continues to fuel an interest in American education. The UK, Australia, and Canada are no longer bargains compared to the cost of education in the United States.

The most recent Fall 2009 tour had exhibitions in Singapore, Jakarta, Kuala Lumpur, Bangkok, Hong Kong, and Tokyo. Below are the results of this particular recruitment tour.

**SINGAPORE:**

Number of school visits: 2

Number of students seen in school visits: 110

Number of students seen at public exhibition: 650

Expecting: For Spring - 1 student, for Fall - 2 students

**JAKARTA:**

Number of school visits: 3

Number of agencies visited: 1

Number of students seen in school visits: 385

Number of students seen at public exhibition: 595

Expecting: For Spring - 2 student, for Fall - 3 students, from agents 2 to 4 students

**KUALA LUMPUR:**

Number of school visits: 6

Number of students seen in school visits: 360

Number of students seen at public exhibition: 414

Expecting: For Spring - 1 student, for Fall - 3 students

**BANGKOK:**

Number of school visits: 4

Number of agencies visited: 3

Number of students seen in school visits: 375

Number of students seen at public exhibition: 770

Expecting: For Spring - 2 student, for Fall - 5 students, from agents 2 to 5 students



El Camino College  
Office of the Vice President – Student & Community Advancement  
Jeanie M. Nishime, Vice President

**HONG KONG:**

Number of students seen at public exhibition: over 3000  
Number of agencies visited: 3

Expecting: For Spring - 7 student, for Fall - 20 students, from agents 15 to 25 students

**TOKYO: September 23 – 26**

Number of agencies visited: 5  
Expecting from agents 20 to 25 students

The attached spreadsheet summarizes the yield rates from countries in which active recruitment takes place. All of the countries show increases except for Japan. A low birth rate and prolonged economic recession are partly responsible for the decrease in the Japanese student population. In addition, the state of Washington actively recruits Japanese students and pays a large finder's fee to agents who help them enroll students from Japan. However, Japanese students still make up 26% of the total F-1 Visa population at El Camino College. Continuing to have a presence in the Japanese market will help us retain this population of students.

Each F-1 student is required to enroll in at least 12 units in order to remain in good status with the Department of Homeland Security. They pay \$221 per unit in addition to the \$26 per unit enrollment fees. The income generated by one, full-time F-1 student is \$2,964 per semester. This fall, we have 721 F-1 Visa students generating approximately \$2,137,044. In one year, that can mean over \$4 million in income to the College. The annual recruitment budget for the International Student Program is approximately \$40,000. Recruiting and retaining 6-7 students per year would cover the cost of our recruitment efforts.

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Jeanie M. Nishime, Ed.D.  
Vice President-Student & Community Advancement

Attachment

**INTERNATIONAL RECRUITMENT FAIRS  
AND YEILD RATES BY COUNTRY**

Country	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009
China	18	21	30	37	49
Hong Kong	27	30	35	42	53
Indonesia	3	3	5	6	8
Japan	270	268	248	204	186
Malaysia	3	3	4	5	7
Philippines	10	12	15	16	18
Singapore	4	5	4	4	6
Thailand	4	4	4	6	8
Vietman	33	35	39	45	68

Recruitment Fairs	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009
China	X	X		X	
Hong Kong	X	X	X	X	X
Phillippines	X		X		
Indonesia	X	X	X	X	X
Signapore	X	X	X	X	X
Malaysia	X	X	X	X	X
Thailand	X		X	X	X
Japan		X		X	X
Vietnam				X	

**Administrative Services Area**

Inter-Office Memorandum

Date: November 10, 2009

To: Thomas M. Fallo

From: Jo Ann Higdon

Due to the growing needs of the college, staff determined it appropriate and prudent to explore construction management services offered by qualified firms in the industry. Hence, the District developed a Request for Proposals (RFP) for College Advocate/Owner's Representative (CA/OR). RFP 009-02 was advertised and distributed to seek proposals from qualified firms to provide a complete range of professional consulting services to support its construction program. The RFP outlined the project description and background to seek a CA/OR that will work closely with the District Staff and Campus Master Plan Architect to accomplish its goals for capital construction and renovation, through a variety of funding sources, including funding from Measure E.

On September 2, 2009 the RFP was released to the public and a District Selection Committee was formed and chaired by Rocky Bonura, Director of Business Services. The representative committee members included Tom Brown - Facilities, Jim Schwartz - Academic Affairs, Katie Gleason - Student Services, Deborah Shepley - independent architect/consultant, Jo Ann Higdon - Administrative Services, Bob Gann - Facilities, Fred Struner - Construction Management/Compton Center, Bruce Hoerning - Facilities, and Luukia Smith - Classified Staff.

A Mandatory Pre-Proposal Conference was held on September 11, 2009 for the purpose of providing details of the RFP to interested firms. A total of 27 firms were represented at this meeting. 11 firms submitted RFPs for consideration by the submittal deadline of September 21, 2009 at 2:00 p.m.

A proposal review sub-committee was formed that included Bob Gann, Director of Facilities Planning and Services (FPS), Bruce Hoerning, Assistant Director of FPS, Tom Brown, Assistant Director of FPS, Rocky

Bonura, Director of Business Services, and Deborah Shepley, Campus Master Plan Architect with HMC. The proposal review sub-committee performed this review from September 22 – 29 and subsequently presented their findings to the full Selection Committee on September 29, 2009. As a result of this meeting, 4 firms were selected for interviews on October 1, 2009. They were, in order of interview time; Bovis Lend Lease, Inc., Maas Companies/Gilbane, Parsons, and URS.

The 4 firms were interviewed as scheduled. The following table represents the initial rankings of the committee members:  
(Scores ranked from 1-4; 1 indicates highest preference)

	<b>Bovis Land Lease</b>	<b>Maas Companies/Gilbane</b>	<b>Parsons</b>	<b>URS</b>
<b>Total Scores</b>	<b>17</b>	<b>33</b>	<b>22</b>	<b>28</b>

Subsequent to this meeting, reference checks of the 4 firms were conducted jointly by Jo Ann Higdon and Rocky Bonura.

On October 9, 2009 the Selection Committee met to discuss the findings of the references, the fee estimate ranges, and for the purpose of determining the firm that offered the most beneficial programs to the District as the Selection Committee’s recommendation to the President/Superintendent.

The fee estimate range proposal of each firm is as follows:

URS..... \$8,178,367  
 Maas/Gilbane.....\$6,669,024  
 Bovis Lend Lease.....\$6,579,693  
 Parsons.....\$6,383,150

The following table represents the final rankings of the committee members:

	<b>Bovis Land Lease</b>	<b>Maas Companies/Gilbane</b>	<b>Parsons</b>	<b>URS</b>
<b>Total Scores</b>	<b>13</b>	<b>29</b>	<b>27</b>	<b>31</b>

After careful consideration and evaluation, the Selection Committee members agreed to recommend to the President/Superintendent, Bovis Lend Lease, Inc. as the District’s future CA/OR.



**Oswald, Kathy**

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**From:** Perez, Barbara  
**Sent:** Tuesday, November 10, 2009 8:30 AM  
**To:** Fallo, Thomas  
**Cc:** Oswald, Kathy; Arce, Francisco  
**Subject:** board letter on BP 3430

November 10, 2009

**TO:** Thomas M. Fallo  
**FROM:** Barbara Perez  
**SUBJECT:** BP 3430 – Prohibition of Sexual and Other Forms of Harassment

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While the term sexual does not need to be in the name of the policy, Ed. Code 66281.5 requires the District to have a written policy on sexual harassment. This provision also states that the sexual harassment policy can be incorporated in an existing document. I believe when El Camino adopted the original policy, sexual was added to the title for clarification although it does not need to be there.

The concerns were raised about what happens when someone falsely accuses a person of harassment. Are there any repercussions to that person? Initially, I would have to say no. The District would need to carefully investigate all claims and report the findings. If the individual continues to make claims after investigations indicate there is no evidence to support the claim, the District could proceed with disciplinary action although the individual could file a retaliation claim. This is where evidence of the District's response would be under scrutiny.

*Barb*

310-660-3593 ext. 3401

**From:** "Garten, Ann Marie" [agarten@elcamino.edu](mailto:agarten@elcamino.edu)>**Date:** November 5, 2009 6:16:59 PM CST  
**To:** "Fallo, Thomas" <[tfallo@elcamino.edu](mailto:tfallo@elcamino.edu)>

**Subject: Clery Act Info**

Last week Chief Trevis and I attended a Clery Act seminar and learned two new pieces of information regarding the required crime reporting procedures. The information is listed below. The first one means that we must list crimes that occur at Alondra Park. Since the golf course is fenced and locked we do not need to report their statistics. The form allows us to separate crimes on our campus from those occurring on "public property" which is the category under which Alondra park falls. Mike says he checked and we are reporting Alondra park crimes in a separate section.

The second piece of information we learned is that we will be required to report crimes that occur in the lobby and/or adjacent apartments to the one we are leasing for the Egyptian students. The information is in the second paragraph below.

There is an additional geographic location that applies exclusively to the crime log. In addition to recording reported crimes that occurred on campus, in or on noncampus buildings or property, or on public property within the campus or immediately adjacent to and accessible from the campus, reports of *crimes that occurred within the patrol jurisdiction of the campus police or security department are also entered into the crime log.*

Examples of properties typically meeting the requirements of noncampus properties are:

- Research facilities.
- University-owned hospitals.
- An off-campus student housing facility owned by a third party that has a written contract with your institution to provide student housing. It does not matter whether the rent is paid to the third party by the institution on behalf of the students or directly by the students (if there is no written contract with the institution, there is no requirement to disclose offenses occurring there).

# Inglewood



# California

REDEVELOPMENT AGENCY

RECEIVED

SEP 17 2009

September 3, 2009

El Camino Community College  
Attn: Dr. Thomas Fallo  
16007 Crenshaw Blvd.  
Torrance, CA 90506

Dear Attn: Dr. Thomas Fallo:

RE: PASS THROUGH PAYMENTS

Enclosed please find payment from the Inglewood Redevelopment Agency, in accordance with the statutory pass through payments required by AB1290. In 1994, the State Legislature passed AB1290 which instituted statutory payments by redevelopment agencies to affected taxing entities and placed additional restrictions on redevelopment agencies for both new and existing redevelopment project areas. Pursuant to the requirements of AB1290, payment is now rendered for the period covering fiscal years 2003-2004 through 2007-2008.

Upon preparing the report required by AB 1389, which was adopted by the legislature in the fall of 2008, the agency found that pass through payments had not been fully paid to your agency for the period covering fiscal years 2003-2004 through 2007-2008. The attached Table 1 outlines the amounts owed for that period. For school districts the Agency is required to pay the County a portion of the pass through to the state's Education Revenue Augmentation Fund (ERAF); the remaining portion is paid directly to the Local Education Agencies (LEA). The second reporting period required under AB 1389 for fiscal year 08-09, has a deadline of October 1, 2009, with a pass through payment deadline of February 1, 2010. The City of Inglewood is committed to meet the required deadlines under AB 1389 and make all payments owed by the deadlines stipulated to the legislation.

*CC BF*

If you have any questions you may contact Margarita Cruz, Redevelopment Manager at 310-412-5290.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy E. Wanamaker', with a horizontal line above the first few letters.

Timothy E. Wanamaker  
Executive Director  
Redevelopment Agency

Cc: Sheldon Curry, Assistant City Administrator  
Sidney Porter, Finance Manager  
Margarita Cruz, Redevelopment Manager

