



EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 Crenshaw Boulevard, Torrance, California 90506-0001
Telephone (310) 532-3670 or 1-866-ELCAMINO

December 8, 2011

Board of Trustees
El Camino Community
College District

Dear Members of the Board:

The Regular Board meeting will be held on Monday, December 12, 2011, in the Board Room. This will also be the Board's Annual Organizational meeting. Attachment 1 gives additional information for your consideration of Board member appointments.

Mr. Steve Napolitano, Foundation Board President, will present the Annual Report of the El Camino College Foundation.

Following are highlights of the consent agenda for the Regular Board meeting:

- A. Student and Community Advancement includes Board Policy 5700 – Athletics for a first reading. This policy was developed through the appropriate Collegial Consultation processes including review at College Council.

The 2012/2013 and 2013/2014 El Camino College School Year Calendars are presented as part of the implementation of recommendations made by the Impartial Factfinding to the Agreement between the El Camino Community College District and the El Camino College Federation of Teachers, Article 7, Section 2 – Committee Recommendation adopted by the Board of Trustees on November 28, 2011. Although the majority of the Calendar Committee did not support the 2013-2014 calendar without winter, the District is moving forward to use the option to “not offer or modify the length of winter or summer sessions commencing with summer 2012.” The decision to use this option was delayed for a year in order to give students adequate time to prepare for the change in calendar and to modify their educational plans.

- B. Administrative Services, Item A, requests a budget augmentation of \$100,000, to repay the Federal Department of Education for District overpayments of Federal financial aid awards. See memo from Jeanie Nishime regarding Title IV (R2T4) for additional information. (Attachment 2)

- C. Administrative Services, Measure E, Item B, Contract with Flewelling & Moody, is necessary to bring an existing area on the first level of the Bookstore building up to code. This work was separated from the Bookstore Modernization Phase 1A project to prevent delaying that project while the plans were modified and resubmitted to the Division of the State Architect. The additional fee is warranted due to the added work on the part of the architect to bid and provide construction administration for this work as a separate project.
- D. Item D awards a bid in the amount of \$2,477,000 to Minco Construction for parking lot lighting and security upgrade project.
- E. In reference to Item H, a unilateral change order is initiated and implemented by the District. The primary use is to modify a construction contract's scope, term or price when the District and contractor are unable to reach agreement on a price for the change order. Use of an unilateral change order does not preclude a contractor from pursuing dispute resolution remedies available through the contract.
- F. Human Resources includes routine personnel actions along with a request for approval and ratification of the El Camino College Employees Association, Chapter 6142, CFT, AFT, AFL-CIO contract.
- G. The Superintendent/President's section includes authorization of Board Travel, adoption of Board Goals for 2011-12 and a Boundary Review Committee Update, see attachment 3, memo from Ann Garten, to President Fallo, December 5, 2011.
- H. Other Action Item. As the Board will recall, all State projects for the Compton Center are awarded to El Camino Community College District. Both Boards of Trustees must adopt and award the bids. Due to this State requirement, the recommendation in the Other Action Item – Consideration of Bids and District's Options – Infrastructure Project – Compton Community College District is to reject all bids on the Central Plant/Stadium & Utility Infrastructure Phase 1 Project, Project Number 08001.00.

Following are additional items for your perusal:

1. Open letter read to the Board of Trustees at its November 28, 2011 Board meeting by faculty member Alice Martinez.
2. Memo from Vice President Nishime, November 21, 2011, regarding Fall 2011 F-1 Visa Agents/Students Contact Report;

3. Memo from the Los Angeles County Office of Education, December 2, 2011, regarding Oath of Office/Governing Board information;
4. Break-Out Notes from the Principals Breakfast, November 2, 2011;
5. Letter from a student to the Board, October 24, 2011, regarding comments made in some classrooms.

President Fallo will be in his office at 3 p.m. on Monday if you wish to arrive for the meeting a little early. In the meantime, please contact Kathy or me if you have any questions, comments or concerns.

Sincerely,



Jeanie M. Nishime
Vice President
Student and Community Advancement

EL CAMINO COLLEGE
Office of the Presidents
Annotated agenda for the December 12, 2011 Board Meeting

- I. Roll Call, Pledge of Allegiance to the Flag
- II. Approval of Minutes of the Regular Board Meeting of November 28, 2011
- III. Presentation – Hawthorne Police Chief Robert Fagor
- IV. Oath of Office – Trustees Brown, Beverly and Combs
- V. Mr. Steve Napolitano will present the El Camino College Foundation Reprot
- VI. Annual Organizational Meeting
Public Comment
 - A. Election of Officers of the Board of Trustees
 1. President – Currently Trustee Beverly
 2. Vice President – Currently Trustee Gen
 3. Secretary – Currently Trustee O'Donnell
 - B. Representative, Los Angeles County Committee on School District Organization –
Currently Trustee Brown
 - C. Representative, Los Angeles County School Trustees Association – Currently Trustee
O'Donnell
 - D. Representative, California Community College Trustees – Currently Trustee Combs
 - E. Representative, El Camino College Foundation – Currently Trustee Beverly

Recommendations for items F through K are shown on the agenda.



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

December 6, 2011

TO: President Thomas M. Fallo

SUBJECT: TITLE IV (R2T4)

Return to Title IV (R2T4) is a liability the District assumes when federal financial aid funds have been distributed to students who fail to complete the courses for which they enroll. The District's R2T4 obligation increased 61% from 2009-10 to 2010-11. We anticipate another significant increase for 2011-12.

The significant increase in R2T4 in Fall 2011 is the result of a 15-20% increase in applications and more files processed early in the fall semester. Our goal is to expedite the delivery of funds to students who complete their files early in the year so that they can receive part of their financial aid payment prior to the start of the semester. However, this efficiency also results in a greater R2T4 obligation since we do not know which students will fail to attend classes at El Camino College until after the census period.

As faculty process no-shows more efficiently, I anticipate that R2T4 institutional liability will increase. This may be a good time to explore other ways to assist students such as an automated advanced purchase for textbooks for those students who meet all eligibility requirements rather than a cash award.

Financial Aid projects the R2T4 institutional liability in 2012-13 to increase to \$170,000 for El Camino College and \$100,000 for Compton Educational Center. El Camino College is responsible for assuring the timely R2T4 payment for both Compton and El Camino since financial aid funds are awarded only to El Camino Community College District. The Compton District does reimburse El Camino Community College District for the payment of the R2T4 liability incurred by students who select Compton as their financial aid location.



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

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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M E M O R A N D U M

December 5, 2011

To: President Fallo

From: Ann M. Garten
Community Relations Director

Re: Boundary Review Committee Update

Although the Boundary Review Committee (BRC) Action Plan is included in the December Board agenda, the following is a brief summary of the next steps for the process.

The BRC completed five Public Forums, one held in each of the current Trustee Areas. We received specific input from a few community members at these forums. More than 600 unique visitors viewed the informational items on the BRC web page.

The BRC is scheduled to meet on Tuesday, December 13, 2011, at 4:00 p.m. At this meeting the committee members will utilize input received from the public, as well as their own knowledge of each of their "communities of interest" to draw the proposed new Trustee Area boundaries. The committee will draw the proposed boundaries on a large map, which will then be sent to the District's Mapping Consultant.

The Mapping Consultant will compute the population in each of the proposed Trustee Areas, as well as conduct a review to ensure that no "communities of interest" are unnecessarily jeopardized. He will then report the findings to the BRC; and may recommend minor adjustments to the proposed map. We anticipate receiving the first draft map from the Mapping Consultant in early January 2012.

Open letter to the Board of Trustees of El Camino College:

El Camino College claims in its mission statement to “work together to create an environment that emphasizes people, respect, integrity, diversity and excellence. Our College will be a leader in demonstrating accountability to our community.” The mission statement goes on to clearly define what each of those means. However, you are being asked to sign this contract that is, in essence, the antithesis of our college’s mission statement.

First of all, the administration has not made a claim of inability to fund a single item that they are now asking the board of trustees to change. What they are claiming is that we need to downgrade ourselves to be like all of the neighboring community colleges. We don’t pay our president the 3rd highest pay for a community college president in the STATE of California so that we can be a mediocre college. We didn’t hire 3 new Vice Presidents at upwards of \$150,000 per year, so that we could be average. We don’t pay you a stipend, very unusual for a board of trustees, so that we can be average. All of our counselors have been 12 month employees, for longer than anyone can remember, so that we won’t be mediocre in our commitment to the students and the community we serve. We attract high-quality instructors with our commitment to excellence and our fair benefits. All of this is what enables us to “deliver quality and excellence in all we do,” as we claim in our mission statement.

Moreover, according to our mission statement, “We act ethically and honestly toward our students, colleagues and community.” Signing this proposed contract would be unethical and will likely put the college in some expensive legal battles. There is a serious question as to the morality and legality of changing the counselors’ contracts from 12 to 10 months, using an imposed contract. There are also legal and moral issues with changing the benefits of retirees after they have already retired (also in this proposed contract). Furthermore, the faculty has been forced to decide on medical benefits for the coming year without knowing how much they will be paying, a highly unusual and unethical practice.

Finally, our mission statement claims that "We work in a spirit of cooperation and collaboration." It further states that "Our College will be a leader in demonstrating accountability to our community." However, if this contract is imposed, it will remove the last few checks and balances that are in place to ensure that the college focuses on educating students. Currently two major assurances of accountability come from the Calendar Committee and the Insurance Benefits Committee, both of which are committed to cooperation and collaboration. The proposed contract seeks to eliminate the ability of these committees to hold the administration accountable to the community:

When the administration has proposed changes to the calendar, such as eliminating winter session, the calendar committee has stood up for the students to ensure the students have the best opportunity to succeed, graduating at the highest rate possible. By eliminating winter, we hurt our top students due to the inability to use summer classes for transfer. Winter Session elimination is about shifting FTES for the benefit of receiving money from the state. Winter session cannot be shifted between different academic years and summer can be shifted depending on which year we were "under" cap (the amount the state will fund). Clearly, the decision is based on money and not on student success. Left to their own devices, the administration would eliminate winter session, despite the fact that it helps our graduation AND transfer rates.

When asked to save money, the faculty and staff on the Insurance Benefits Committee spent countless hours going over the books and coming up with ways to save money. This past spring there was a plan to save \$800,000 a year, but it was voted down by the administration.

The fact that we are here before you today, is a product of this administration and how it has continually shown grand disregard for the faculty, staff and students. This coming year our school will be going through accreditation. It is imperative to the process that we are following our mission statement. It is now up to you to ensure the administration remains accountable and works in the spirit of cooperation and collaboration that the school touts as part of its mission.

I am writing this on behalf of the faculty, staff and students. It is your responsibility to ensure that this college maintains its level of excellence and acts in a moral and ethical manner which can only be done if the administration is continually held accountable for their actions. It would be best for the students and the community to not sign the proposed contract, keeping the current contract intact. The current contract is affordable (according to the administration) and supports the mission statement of the college. I have shown here that if you sign this contract you will be going against everything that this community expects from this college and your constituents expect from you.

I sincerely thank you for your time and consideration,

Alice Martinez



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

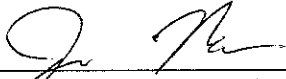
November 21, 2011

TO: President Thomas M. Fallo

SUBJECT: Fall 2011 F-1 Visa Agents/Students Contact Report

The F-1 Visa program at El Camino College continues to thrive. Leonid Rachman, International Student Recruiter, has been very successful in developing a base for recruiting students through designated Agents throughout Asia and some US recruiting companies. The following table provides a report of these recruiting efforts and the number of students referred and enrolled for fall 2011:

<u>Country Represented</u>	<u>Number of Agents</u>	<u>Number Students Referred & Enrolled</u>
USA (California)	3	5
China	3	4
Hong Kong	3	21
Japan	4	11
Korea	4	5
Myanmar	1	1
Sweden	1	1
Thailand	2	2
Vietnam	4	<u>4</u>
Total Referred & Enrolled		54



Jeanie M. Nishime, Ed.
Vice President



December 2, 2011

TO: Superintendents and Presidents
Governing Board Members
Los Angeles County School and Community College Districts

FROM: Melvin Iizuka, Director
Division of Business Advisory Services

SUBJECT: Oath of Office/Governing Board Information

The California Government Code requires that all governing board members execute an oath at the beginning of each new term. Government Code (GC) §1360 specifies:

“Unless otherwise provided, before any officer enters on the duties of his office, he shall take and subscribe the oath or affirmation set forth in Section 3 of Article XX of the Constitution of California.”

Further, GC §1367 provides as follows:

“No compensation nor reimbursement for expenses incurred shall be paid to any officer by any public agency unless he has taken and subscribed to the oath or affirmation required by this chapter.”

In compliance with the above requirements, the Los Angeles County Office of Education (LACOE) requests that you complete the following attached documents in order to maintain accurate and complete records regarding your district’s governing board. **Please note that these documents are required to be completed every year by all districts whether or not a governing board election is held.**

Oath of Office (Attachment 1)

- Complete this form for newly elected, newly appointed (either to fill a vacancy or in lieu of an election), or re-elected (incumbents) governing board members only. **All incumbents elected to a new term must execute a new Oath of Office form.**
- See sample form (Attachment 1A) and step-by-step instructions (Attachment 1B).

2011-12 Governing Board Information (Attachment 2)

- Complete the requested information for each of your district's governing board members, including identification of board officers and present terms of office. **Please note that the name and residence address for all governing board members is required on this form. This information will only be used to confirm residency within the school district, and will not be provided to the public.**
- Indicate present terms of office **only**. For re-elected governing board members (incumbents), indicate re-elected term dates only, **not** dates for all years of service.
- Identify your district's voting representative to elect members to the Los Angeles County Committee on School District Organization.
- Provide the date of your district's annual organizational meeting, and the day and time of your regular governing board meetings.
- See sample form (Attachment 2A) and step-by-step instructions (Attachment 2B).

Note: Education Code §35143 requires that the annual organizational meeting be held within 15 calendar days of the first Friday in December (no later than **December 17, 2011**). Districts that are governed by a city charter will hold their annual organizational meeting on the date specified in the charter.

If your district's annual organizational meeting is held in December, the original documents are due by January 20, 2012. If your district is governed by a city charter, the original documents are due 30 days after the annual election or annual organizational meeting (as specified by the city charter), whichever occurs later.

Send completed **original** documents to:

Los Angeles County Office of Education
Division of Business Advisory Services
Attention: Ms. Mary Bracamontes
9300 Imperial Highway
Downey, CA 90242-2890

This bulletin and its attachments are posted on the LACOE Web site at the following address:

www.lacoe.edu/bas

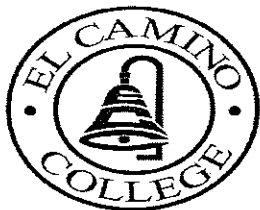
Select "Bulletins" on the left side of the screen under the heading "BAS Resources," and then use the "Find" function to locate a specific bulletin by number or keyword.

Oath of Office/Governing Board Information
December 2, 2011
Page 3

Should you have any questions concerning this bulletin, please call Mr. Matthew Spies at (562) 922-6336, or Ms. Allison Deegan at (562) 922-6270.

MI/AD:mb
Attachments

Info. Bul. No. 130
BAS-60-2011-12



El Camino College

BREAK-OUT NOTES FROM PRINCIPALS' BREAKFAST – 11/2/11

Lloyd Continuation (Notes from Stephanie Rodriguez)

- School does not have Stem Initiatives
- ALCOA is working with the school and the Northrop Grumman Fastener program at Compton Center
- Recovering high school credits is school's goal
- 55 students enroll in Geometry
- 147 enrolled in Algebra

Leuzinger (Notes from Stephanie Rodriguez)

- 2 California partnerships grants related to manufacturing technology and multi-media
- They have a multi-media academy including a Video game design
- Offer one Environmental career course
- School offers:
 - Geometry
 - Biology honors
 - Advanced AP Math
 - Chemistry honors
 - Physics AP
- The school is limited by classroom space to offer more math and science classes
- They now have new science labs
- Follow-up with Pamela Brown, Assistant Principal (Ryan Smith, Principal) regarding Robotics:
 - They have 3 student labs to support PLTW – Prof. Gilbert (instructor)
 - Expanded over last 2 yrs
 - Calculus A, B
 - Pre-Calculus
 - C at Community Colleges

- All juniors and seniors are required to take Math, Algebra 2 honors + 12 sections
- Students use Net books

Gardena (Notes from Stephanie Rodriguez)

- Intervention programs offered to students in math
- Offer Math analysis - 40 students enrolled
- Offer one AP Calculus with 1 section
- Developing faculty is a goal
- 10 – 12 grade students are required to take Algebra 2
- A Math tutorial program called Aleks program is offered to students
- 4 sections of Geometry offered
- 6 sections of Algebra offered

CAMS (Notes from Jose Anaya)

All students go into AP Calculus (4 years of Math)

Hillcrest (Notes from Jose Anaya)

The goal is to have students passing CASHEE exam, so all students take Algebra. Then most are done with Math after they complete Algebra. It would be difficult to give all students 4 years of Math

San Pedro (Notes from Jose Anaya)

Offer more than 4 years of Math

Geometry, Algebra I, Calculus, Algebra II, Statistics

If they take 4 years of Math, they go onto Universities.

20% take 4 years of Math. Student do struggle with Math

Very difficult to give 100% of students 4 years of Math

Lawndale (Notes from Jean Shankweiler and Don Goldberg)

STEM Efforts – Science Academies

Marine Science

Biomedical Career Academy

2 years Math required and that is what most take
1 year Algebra and 1 year Geometry

Hawthorne (Notes from Jean Shankweiler and Don Goldberg)

STEM Efforts – Engineering Academy is one choice for students among various academies

2 years Math required and that is what most take
1 year Algebra and 1 year Geometry

DaVinci (Notes from Jean Shankweiler and Don Goldberg)

STEM Efforts

Charter focused on STEM

PLTW required in grades 9 – 11, will soon be implemented in grade 12

ECC comes – Ron Way and Karen Hess work with PLTW

PLTW backbone of the school

Math Requirements

Geo - 9, Algebra 2 - 10, Trig or Pre Calculus - 11, 12 Calc or applied math, 3 required but 4 encouraged

All three schools expressed interest in participating in the SET program in the new HIS-STEM grant.

- This should be passed on to the program directors so this can be pursued when the SET program coordinator is hired
- DaVinci has Northrop-Grumman engineers participating in their after school program, which would be of benefit to ECC students who would work alongside them

DaVinci expressed interest in having a MESA Club or similar program established there, perhaps with ECC involvement

Redondo Union High School (Notes from Regina Smith)

- Approximately 50% of the senior class enrolls in Algebra II.
- Wants to start a preparation campaign to better educate parents and students.

- Community needs to be aware of the data that less than 50% transfer to a University.
- Have students take the Placement exam during their junior and senior year.
- Have a Robotics program but unfortunately no courses.
- Currently trying to obtain a NSF grant.
- One goal is to increase A-G and students eligible for Chemistry & Biology Science.
- Offer courses beyond Intro. to Engineering.
- Remember it's not the course but the teacher who is dynamic.

RECEIVED NOV - 3 2011

Date: October, 24 2011

Board of Trustees
El Camino College
16007 Crenshaw Blvd
Torrance, CA 90506
Phone Number: (310) 660-3406

Claudia Orejel
2728 Hermosa Ave
Hermosa Beach, Ca 90254
claudia.orejel@dbschenker.com

Dear Members of the Board,

The reason for my letter is to advise the Members of the Board that I have witnessed attending lectures that the teaching faculty often makes comments that are racially or politically motivated and are not educational in content. I understand that everyone, including teachers, have personal opinions but these should not be openly expressed in a classroom environment. Teachers need to challenge students to think about subject matter, read materials that support or question a point of view, not add weight to the discussion with their own perceptions or opinions.

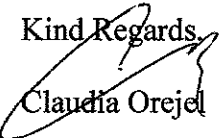
Too often as a student I have been offended, specifically by comments that characterize a class of people based on their respective ethnic backgrounds. Often when discussing politics with the class their opinions challenge students to accept their own ideologies which students find intimidating.

To validate the above, I have had about ten teachers since enrolling at El Camino College and only two never stated anything about race or background. Students who are attending El Camino College are trying to improve their lifestyles. Many teachers perhaps do not understand this or choose not to accept this. Teachers need to keep in mind that not all students are 18 years of age and many are adults that are now focused on gaining a higher education to improve their employment opportunities.

cc: Francisco Arce, Keith Curry, Jeanie Nishime.

Finally, teachers are educated so I hold them up on a higher standard and I would expect from them to be professional at all times. I feel that the Members of the Board need to remind there faculty at least once per year of how important it is to educate and be respectful of students ethnic backgrounds and political preferences. Attending college is for many students the opportunity to evolve and become more functional in society.

Kind Regards,


Claudia Orejel