



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

Telephone (310) 532-3670 or 1-866-ELCAMINO

February 16, 2012

Dear Members of the Board

The February meeting of the El Camino Community College District Board of Trustees will be held on Tuesday, February 21, 2012, in the Board room. The campus will be closed on Monday, February 20, 2012, to celebrate the President's Day holiday. Please plan to park south of the Administration Building in either of the two visitor parking stalls or any open slot labeled A-2 through A-8. AND, you may enter the Administration Building through the recently re-opened doors near the President's Office.

1. Your meeting will begin with two public hearings. The first listed as "Resolution to Establish Trustee Areas and to Approve the Election of Board Members in a By-Trustee Area Election Process," allows for public comment on the recommendation of the Boundary Review Committee's proposed trustee areas as shown on page 11 of the agenda. A larger version of the map proposed by the Boundary Review Committee was delivered to the Board members this week. Please bring your copy with you on Tuesday. Copies of the proposed map in this large version will be available to the public at the Board meeting.

The Resolution is shown on pages 9 and 10 of the agenda for the Board's consideration. Members of the Boundary Review Committee have been invited to attend the meeting. The letter from Spencer Covert regarding the Change of Governing Board Members Boundary Areas and Method of Election dated January 18, 2012 is in your packets and marked Attachment A.

2. The second Public Hearing presents the District's proposals for Negotiations between the District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO. It is intended that contract negotiations begin contract negotiations for a successor agreement to the imposed agreement dated November 28, 2011.

Your attention is drawn to the following highlights of the agenda:

- A. Academic Affairs includes second reading and adoption of Board Policy 4231, Grade Change. This policy has been reviewed through the Collegial Consultation process. Sabbatical leaves for 2012-2013 are also presented.

- B. Student and Community Advancement includes a request to approve Leonid Rachman's travel to participate in the Israel-American Recruiting Fair.
- C. Administrative Services includes several contracts necessary for the start of school and for the work of various Community Advancement departments.
- D. Item C, on page 25, Bid Award – Utility Infrastructure Phase 1, Central Plan and Stadium Lighting Project, is for work to be done at the Compton Center. As the Board will recall, all State projects for the Compton Center are awarded to the El Camino Community College District. Both Boards of Trustees must adopt and award the bids.
- E. The Administrative Services, Measure E, item A, updates the General Obligation Bond Fund Categories and Project Summary.
- F. Item C, Change Order with Taisei Construction Corporation – Math Business Allied Health Project, is recommended for your approval for the reasons outlined on the agenda.
- G. Human Resources includes several personnel and employee changes and a listing of the District's proposal for Negotiations with the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO.
- H. The Compton Center section of the agenda includes a status report on the Academic Affairs Area Plan.
- I. The Superintendent/President's section recommends appointment of Ms. Jo Ann Higdon, to the California Community Colleges Chancellor's Office Redevelopment Committee.
- J. Closed Session includes a number of important issues for your consideration.

I am very pleased to tell you that Dr. Martha C. Brown, the mother of Trustee Ken Brown, has accepted an appointment to the Citizens' Bond Oversight Committee at the Compton Center. The Brown family is united in its support of the students in our community.

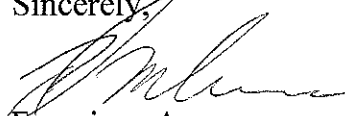
California's Community Colleges 2012-13 Budget Talking Points were distributed at the Community College League of California's Annual Legislative Conference, January 29 and 30. As noted on Attachment B, community colleges could experience additional budget reductions for the current year (2011-2012), even though we are more than halfway through the year.

The following items are enclosed for your perusal:

1. Letter from the Accrediting Commission for Community and Junior Colleges, February 1, 2012, showing that the Commission took action at its January 2012 meeting to require that the College complete a Follow-Up Report which will be followed by a visit of Commission representatives;
2. Memo from Chancellor Jack Scott, February 7, 2012, updating the Student Success Task Force Recommendation;
3. Letter from Spencer Covert, January 13, 2012, regarding El Camino Federation of Teachers, Local 1388 vs. El Camino Community College District, PERB Unfair Practice Charge LA-CE 5609-E, Notice of Withdrawal and Case Closure;
4. Memo from Keith Curry, Interim CEO of the Compton District, February 16, 2012, summarizing key points in the Annual Financial Report, June 30, 2011, which will be posted to the Compton District website;
5. Update on Retirement board Authority Activities, Vice President Higdon, February 16, 2012;
6. Letter from Chancellor Jack Scott, January 17, 2012, commending the El Camino College Police Department for facilitating a training course on campus;
7. Memo from the Community College League of California, December 6, 2011, regarding the California Community College Trustees Election – 2012;
8. Message from Compton Community College District Interim CEO, Dr. Keith Curry, January 27, 2012;
9. Community College League of California publication, "Introduction to Fiscal Responsibilities," a resource for Community College Trustees.

President Fallo has been travelling on behalf of the California Manufacturing Technology Center this week and will return in time for the Board meeting. He will be in his office on Tuesday, February 21, 2012, from 3 p.m. to meet with you. In the meantime, please call Kathy if you have any questions, comments or concerns.

Sincerely,



Francisco Arce

Vice President, Academic Affairs

SPENCER E. COVERT*
HENRY R. KRAFT
JONATHAN J. MOTT
MICHAEL Y.M. TOY
DOUGLAS N. YEOMAN*
CYNTHIA A. YOUNT
STEVEN MONTANEZ
NANCY FINCH-HEUERMAN
DIGNA OLMOS
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January 18, 2012

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EC-30

Writer's E-mail:
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Board of Trustees
El Camino Community College District
16007 Crenshaw Boulevard
Torrance, CA 90506

Attention: President Thomas M. Fallo

Re: Change of Governing Board Member Boundary Areas
and Method of Election

Dear Members of the Board of Trustees and President Fallo:

We understand that the District's Board of Trustees (the "Board") is considering the realignment of the boundaries of its five trustee areas. In addition, a change in the method Board elections from trustee area nominations with at large elections ("At Large Elections") to trustee area nominations with trustee area elections ("Trustee Area Elections") is also being considered. The Boundary Review Committee (the "BRC") has prepared a draft trustee area map (the "BRC Map").

The current election cycle under the current boundary map is as follows:

- a. Trustee terms subject to the November 5, 2013 election
(Trustee Area 4 - Dr. Gen and Trustee Area 5 - Ms. O'Donnell).
- b. Trustee terms subject to the November 3, 2015 election
(Trustee Area 1 - Mr. Brown, Trustee Area 2 - Mrs. Combs and
Trustee Area 3 - Mr. Beverly.)

Under the current proposed schedule, the Board would consider adoption of a resolution approving the BRC Map and plan in February 2012 and submit the BRC Map and plan to the Board of Governors ("BOG") for its consideration March or May, 2012. Under the BRC Map, the change to the election cycle would be as follows:

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Board of Trustees

President Thomas M. Fallo

January 18, 2012

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a. Because Trustees are entitled to serve to the end of their terms, may not be disenfranchised and were approved by the electorate of the entire District, the following Trustee areas become subject to the November 3, 2015 election: Trustee Area 1 -Mr. Brown, Trustee Area 4 - Mrs. Combs and Trustee Area 3 - Mr. Beverly, all of whose current terms will expire on December 4, 2015.

b. Because Trustees are entitled to serve to the end of their terms and the voters in individual trustee areas may not be disenfranchised and are entitled to representation as soon as possible, the following Trustee areas become subject to the November 5, 2013 election: Trustee Area 2 - no incumbent, unless either Ms. O'Donnell or Dr. Gen is a resident of Trustee Area 2 by July 18, 2013, and Trustee Area 5 - no incumbent, unless either Dr. Gen or Ms. O'Donnell is a resident of Trustee Area 5 by July 18, 2013. We observe that Dr. Gen's and Ms. O'Donnell's current terms will expire December 6, 2013.

Because of the proposed schedule, none of the terms of any of the trustee areas (November 5, 2013 or November 3, 2015) will expire concurrently with the adoption of the new boundaries and method of election (March or May, 2012).

Discussion

The District currently holds its Board member elections on the first Tuesday after the first Monday in November of odd-numbered years as provided in Education Code section 5000 and Elections Code section 1302(a). The next established Board election dates are November 5, 2013 and November 3, 2015.

Education Code section 72036 provides in pertinent part as follows:

"Notwithstanding any other law, the governing board of a community college district may change election systems, in accordance with the provisions of this section and the California Voting Rights Act of 2001 (Chapter 1.5 (commencing with Section 14025) of Division 14 of the Elections Code), upon the adoption by the board of trustees of a resolution in support of electing the trustees in accordance with this section and upon the approval of the Board of Governors of the California Community Colleges, as follows:

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Board of Trustees

President Thomas M. Fallo

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(a) The governing board of a community college district may establish elections by trustee areas. In establishing trustee areas, the territory of a district shall be divided into trustee areas, and one member of the governing board shall be elected from each trustee area. A candidate for election as a member of the governing board shall reside in, and be registered to vote in, the trustee area he or she seeks to represent. The governing board shall set the initial boundaries of each trustee area to reflect substantially equal population in each district as enumerated in the most recent decennial federal census. Thereafter, the boundaries of trustee areas shall be adjusted pursuant to Section 5019.5, and may be abolished or adjusted as otherwise provided in this code.

Education Code section 72036 provides that community college districts may transition from At Large Elections to Trustee Area Elections upon: (i) the adoption of a resolution by the District's Board in support of transitioning to Trustee Area Elections; and (ii) the approval of the BOG of the California Community Colleges. Education Code section 72036 is a separate statutory authorization which combines the power of a community college district to rearrange the boundaries of trustee areas and adopt an alternative method of electing governing board members. (Education Code section 5019.) The alternative method of election would be a transition from At Large Elections to Trustee Area Elections. (Education Code section 5030.)

Although Education Code section 72036 provides specifically that sections 5019 to 5030, inclusive, do not apply to the governing board's determination of the number of members, Education Code section 72036 is silent as to the process to follow when the transition is to both realign boundaries and create new trustee areas by adopting an alternate method of election.

Looking to Education Code section 5019 to 5030, inclusive for guidance, Education Code section 5021(a) provides that if the electorate approves a trustee area proposal, any effected board member serves out his/her term, and succeeding board members are elected according to the method of election and provisions specified in Education Code Section 5030.

Education Code section 5021(b) provides that if the County Committee approves a realignment proposal, any effected board member serves out his/her term, and succeeding

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board members are elected according to the method of election and provisions specified in Education Code Section 5030.

As provided in the attached proposed schedule, July 18, 2013 is the first day to file a declaration of candidacy with the County Registrar Recorder for the November 5, 2013 election. August 5, 2013 is the last day to file a declaration of candidacy with the County Registrar Recorder. July 15, 2015 is the first day to file a declaration of candidacy with the County Registrar Recorder for the November 3, 2015 election. August 3, 2015 is the last day to file a declaration of candidacy with the County Registrar Recorder.

Applying these principles to the attached proposed schedule results in the following:

a. Because Trustees are entitled to serve to the end of their terms, may not be disenfranchised and were approved by the electorate of the entire District, the following Trustee terms become subject to the November 3, 2015 election: Trustee Area 1 - Mr. Brown, Trustee Area 4 - Mrs. Combs and Trustee Area 3 - Mr. Beverly.

b. Because Trustees are entitled to serve to the end of their terms and the voters in individual trustee areas may not be disenfranchised and are entitled to representation as soon as possible, the following Trustee terms become subject to the November 5, 2013 election: Trustee Area 2 - no incumbent, unless either Ms. O'Donnell or Dr. Gen is a resident of Trustee Area 2 by July 18, 2013, and Trustee Area 5 - no incumbent, unless either Dr. Gen or Ms. O'Donnell is a resident of Trustee Area 5 by July 18, 2013.

Please contact the undersigned if you have any questions.

Very truly yours,

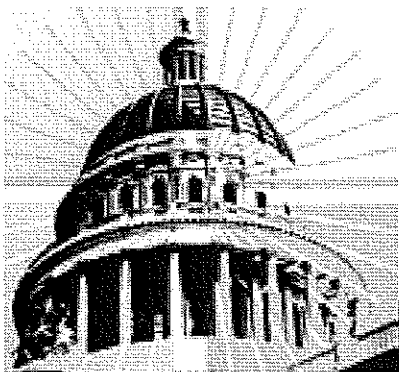


Michael Y. Toy

MYT/pg
w/enclosure

PROPOSED BOARD ELECTION SCHEDULE

<u>Date</u>	<u>Action(s) to be taken</u>
11/01/11	Established Board election date [Present Trustee Areas 1, 2, 3].
7/18/13	First day for candidates to file declarations of candidacy for 11/05/13 Trustee election
8/05/13	Last day for candidates to file declarations of candidacy for 11/05/13 Trustee election
11/05/13	Established Board election date [Proposed Trustee Areas 2 and 5].
7/15/15	First day for candidates to file declarations of candidacy for 11/03/15 Trustee election
8/03/15	Last day for candidates to file declarations of candidacy for 11/03/15 Trustee election
11/03/15	Established Board election date [Proposed Trustee Areas 1, 3, 4].



CALIFORNIA'S COMMUNITY COLLEGES 2012-13 BUDGET POINTS

Community College League of California

JANUARY 2012

A BALANCED APPROACH

We support a balanced approach, including a modest increase in temporary tax revenues to protect vital state programs along with necessary budgetary cuts to bring the budget into structural balance.

NO FURTHER MIDYEAR CUTS

We oppose the reduction of general fund moneys in the current fiscal year (2011-12) for assumed redevelopment revenues until increased revenue from the wind-down of redevelopment agencies materializes and other deficits (including shortfalls of fees and property taxes) are addressed. It is estimated that these shortfalls will cost community colleges at least \$150 million alone in the current fiscal year. This unexpected cut, on top of the \$385 million already taken in the 2011-12 budget, further curtails student access and success.

SINCE 2009-10:

- actual per-student funding has been cut by \$300, while cost-of-living has increased 16%
- funding for 130,000 full-time equivalent students slashed
- deep cuts to student success initiatives
- fees have doubled from \$600/year to \$1,380/year

NEW TAX REVENUES TO RESTORE CUT CLASSES

We support development of an alternative to the deferral buy-down proposed by the Governor. While this accounting maneuver helps the state's books, a better investment to spur economic recovery would be funding high-demand courses in transfer, career technical and basic skills education and to support a new Student Support Initiative.

MAINTAIN COLLEGE AFFORDABILITY THROUGH CAL GRANTS

We oppose the proposed cuts to Cal Grants because they disproportionately impact community college students, both before and after transfer. Specifically, the proposed cuts would eliminate 30% of community college Cal Grant entitlement recipients who are dependents of parents with an average income of \$19,184. These grants are used to pay for books and other living expenses and, without them, students will find college unaffordable.

SUPPORT EDUCATIONAL OPPORTUNITIES FOR TRANSITIONING FAMILIES

We oppose the CalWORKs and child care cuts which will effectively eliminate the possibility of education as a means to self-sufficiency and abolish the primary vocational training pipeline for child care workers in the state. Under the new work participation requirements outlined by the Governor, low-income students pursuing an educational plan at community colleges will no longer be able to attend. In addition, the Governor's child care cuts will result in the closure of an estimated 98 community college campus child care centers. On top of removing a necessary component which allows student parents to attend college, the state will lose a critical vocational education training pipeline. These combined cuts proposed by the Governor will eliminate the now-tenuous educational lifeline to social mobility for low-income students.

THE VOTERS PROPOSITION 98 COMMITMENT SHOULD NOT BE MANIPULATED

We oppose the proposed "rebenching" of Proposition 98 to include \$2.8 billion in general obligation debt as an unconstitutional manipulation of the school funding guarantee. Alternative revenue sources and solutions should be sought instead to minimize non-98 general fund expenditures if the tax measure is not successful.

From: Chancellor Jack Scott

Sent: Tuesday, February 07, 2012 4:04 PM

Subject: Student Success Task Force Recommendations Update

Dear Colleagues and Friends,

I am writing to update you on the status of the California Community Colleges Student Success Task Force recommendations. I thank you for the significant input you provided throughout the past year, especially during the public vetting process. Your contributions were invaluable in strengthening the policy recommendations that were ultimately endorsed by the California Community Colleges Board of Governors on January 9, 2012.

Last week, the Board of Governors submitted the recommendations of the Student Success Task Force to the State Legislature, as required by Senate Bill 1143. To receive the recommendations, the Legislature convened a joint hearing of the Assembly Higher Education Committee and the Senate Education Committee. I am pleased to report that the members of the committees were quite supportive of the task force's work in improving outcomes for our students.

At the hearing, Board Member and task force Chair Peter MacDougall and I presented an overview of the recommendations. Then a panel of six task force members presented additional details on the plan. From my perspective, four key themes stood out:

- ***The California Community Colleges change lives.*** For 2.6 million students each year, our colleges are the gateway to advancement. The education and training we provide helps our students to achieve their educational goals and lift themselves and their families to greater economic and social opportunities.
- ***The task force recommendations are aimed at promoting successful completion for all our students.*** Too many of our students never achieve their educational goals and completion rates for Latino and African American students lag behind those of White students. As a system we can and must work to help more of our students to achieve their educational goals while maintaining our system's deep commitment to access for all segments of the state's population.
- ***The task force recommendations are not a substitute for more funding.*** I began my remarks by pointing out that deep budget cuts over the past few years have taken a tremendous toll on the colleges' ability to serve students, as witnessed by the 133,000 potential first-time students denied access in 2009-10. While the task force recommendations will help us to refocus and improve how we use our existing resources, substantial additional state investment will be needed to fully

achieve the significant improvements envisioned in the task force recommendations.

- ***Implementation is key.*** The task force recommendations provide a valuable framework for improvement, but they represent a high-level plan. Specific implementation strategies will be required for each recommendation and these will need to be developed with great thought and care.

During the hearing, which lasted three hours, legislators listened intently and engaged in thoughtful questioning and discussion. It was clear from their comments and tone that they hold the community colleges in high regard, valuing our role in bringing education and training to millions of Californians every year. It was also evident that the legislators are deeply interested in partnering with our system to find strategies to ensure that even more of our students achieve their educational goals.

With the hearing complete, we now turn toward implementation of the task force recommendations. The 22 task force recommendations will be accomplished through a variety of mechanisms. A few will require statutory changes; some will involve changes in regulations enacted by the Board of Governors. However, many will be carried out voluntarily through the dissemination of best practices. These changes will not happen overnight, but will be phased in over time.

As the Chancellor's Office develops implementation details for each of these proposals, we will work closely with teams of college practitioners to tap into the expertise that they bring to policy development. Whenever possible, we will work with standing advisory committees that are familiar with the relevant policy areas. When necessary to generate broader input, we will convene additional advisory groups. Once developed, proposals will be brought through the Consultation Council before proceeding to the Board of Governors. Through this open and inclusive process, we will ensure that the resulting policy changes are implemented in a manner that most fully benefits our students and colleges.

As we move forward, I welcome your participation in efforts to improve the completion rates for our students. As I have often said throughout the Student Success Task Force process, I believe the greatest innovations and improvements will come from local campuses as they discuss means of greater student success at their colleges.

Sincerely,

Jack Scott, Ph.D.
Chancellor



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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NORVAL WELLSFRY

CORRECTED LETTER

February 1, 2012

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

Dear President Fallo:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 10-12, 2012, reviewed the Midterm Report submitted by El Camino College. The purpose of this review was to assure that the recommendations made by the 2008 comprehensive evaluation team have been addressed and resolved by the institution and that the college had also addressed the self-identified planning agendas which were included in the institutional self study. The Commission took action to require that the College complete a Follow-Up Report. That report will be followed by a visit of Commission representatives.¹

The Commission requires that the Follow-Up Report be submitted by **October 15, 2012**. The Follow-Up Report should demonstrate that the institution has addressed the recommendations noted below, resolved the deficiencies, and now meets Accreditation Standards.

Recommendation 1: As cited in previous (1990, 1996, and 2002) accreditation recommendations the college should complete the full implementation of its process for tracking planning, program review, budgeting, and evaluation process and complete the cycle to assure that all the departments and sites (including the ECC Compton Center) of the college participate in the program review process, and that the results of program review clearly link to institutional planning and the allocation of resources. (I.B.3; I.B.3; II.A.2.e; II.A.2.f; III.B.1; III.B.1.a; III.B.2.a; III.b.2.b).

¹ Institutions that will be preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission will want to review the new publication *Guidelines for the Preparation of Reports to the Commission*. This publication contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (www.accjc.org/college-reports-accjc).

Dr. Thomas Fallo
El Camino College
February 1, 2012
Page Two

Recommendation 2: The College should immediately define and publish a timeline in respect to how it will develop and implement student learning outcomes at the course, program and degree levels, establish systems to assess student learning outcomes and use the results of such assessments to make improvements in the delivery of student learning, to ensure the College shall attain, by 2012, the level of Proficiency in the ACCJC Rubric for Evaluating Instructional Effectiveness—Part III: Student Learning Outcomes. The College should immediately implement processes to communicate to students expected student learning outcomes in course outlines, course syllabi, college catalog and/or other effective channels (II.A.1.a; II.A.1.c; II.A.2.a-b; II.A.2.f; II.A.6).

Recommendation 4: The College needs to assure that online courses and programs are consistent in meeting the same level of rigor as on campus programs, that all services available on campus are available online, that student learning outcomes are incorporated into these offerings and that this information is clearly communicated to students taking these courses. (II.A.1.b; II.A.2; II.A.2.a.2; II.A.6; II.A.7).

Recommendation 5. El Camino College and the ECC Compton Center need to fully integrate SLO Assessment into the faculty evaluation process. The ECC Compton Center must implement its faculty evaluations and use the results of these evaluations to encourage instructional improvements and faculty development plans (III.A.1.b; III.A.1.c).

Recommendation 6: El Camino College must develop a fiscal management plan for all sites, matched to its revenues, to assure the fiscal soundness of the institution (III.D.2.c, III.D.2.d, III.D.2.g; III.D.3).

Institutions are expected to meet Standards at all times during the six-year review cycle and to fully address recommendations made by previous teams. El Camino College is reminded that as the Compton Center is a satellite of the College, conditions at the Center that fail to meet the Commission's Eligibility Requirements, Accreditation Standards, or Commission policies will have a direct and negative impact on El Camino College's ability to remain compliant with ACCJC expectations.

I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with Accreditation Standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. El Camino College is being granted additional time to correct the deficiencies for good cause and must correct the deficiencies noted in the recommendations listed above by **October 2012** or the Commission will be compelled to act.

Dr. Thomas Fallo
El Camino College
February 1, 2012
Page Three

The Commission requires that you give the Midterm Report and this letter appropriate dissemination to your College staff and to those who were signatories of your report. This group should include campus leadership and the Board of Trustees.

The Commission also requires that the College make all reports and action letters available to students and the public by placing them on the institution's website. The Midterm Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation. Should you want an electronic copy of the report, please contact Commission staff.

Please note that the next comprehensive evaluation of El Camino College will occur in **Fall 2014**.

Commission Reminder: The Commission expects that institutions meet Standards that require the identification and assessment of student learning outcomes, and the use of assessment data to plan and implement improvements to educational quality, by fall 2012. The Commission reminds El Camino College that it must be prepared to demonstrate that it meets these Standards by fall 2012 (Standards I.B.1, II.A.2.e, II.A.2.f, II.B.4, II.C.2, and III.A.1.c).

On behalf of the Commission, I wish to express continuing interest in the institution's educational quality and students' success. Professional self-regulation is the most effective means of assuring institutional integrity, effectiveness, and quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Dr. Jeanie Nishime, Accreditation Liaison Officer
Board President, El Camino Community College District



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KEITH CURRY, Ed.D.
Chief Executive Officer

THOMAS E. HENRY
Special Trustee

Tuesday, February 14, 2012

Special Trustee

Dear Special Trustee Henry:

On February 14, 2012, Vavrinek, Trine, Day and Company LLP, an independent, external auditing firm completed the Compton Community College District annual financial audit. Vavrinek, Trine, Day and Company, LLP is required to conduct its audits in a manner consistent with both federal accounting standards and the California Community Colleges Board of Governor's audit requirements. This audit covers the fiscal year ending June 2011.

The audit report and findings are included in the February 15, 2012 Special Board Meeting packet material. We are pleased that we received an unqualified opinion audit report. The audit findings for 2010-2011 fiscal year begin on page 61 of the audit report. There are twenty-six audit findings, most of which are the results of compliance testing by the auditors. Below are a brief summary of the findings:

1. Audit findings # 1-7, are various adjusting journal entries that were proposed by the auditors. The Administrative Services staff has begun the required research and the District will implement additional training for staff. Additionally, the District is in the process of hiring a Chief Business Officer who will be responsible for implementing procedures and internal controls to resolve these audit findings.
2. The auditors recommend that the District hire an Internal Auditor. The auditors recommend that the Internal Auditor position will maintain and monitor the internal control process throughout the District. The District has taken this recommendation under advisement. The Chief Business Officer will be responsible for reviewing and ensuring that proper internal control procedures are adhered to.
3. Audit finding #11, the auditors recommend that cash reconciliation of the clearing account is completed on a monthly basis. The District agrees and has taken steps to implement this recommendation.
4. Audit finding # 12, the auditors recommend that all payments to employees through the Associated Student Body should be processed through the District payroll system. The Administrative Services staff has begun to implement this recommendation.
5. Audit finding # 13, the auditors recommend that the District implement controls for using District credit cards to ensure that receipts are submitted to Administrative Services and to ensure payments are made on timely basis to avoid late charges. The District's Director of Fiscal Affairs will take immediate steps to implement this recommendation.

6. Audit finding # 14, the auditors recommend that the District develop detailed desk procedure guidelines for staff preparing contracts. The District agrees with this recommendation and the Director of Fiscal Affairs will take immediate steps to implement this recommendation.

7. Audit finding # 18, the auditors recommend that the District train an employee in the proper reconciliation of the payroll clearance fund procedure to ensure all balances owed to third parties are remitted to the proper agency in a timely manner. The District's Manager of Accounting will implement this recommendation.

8. Audit finding # 19, the auditors recommend that management monitor and ensure employees use their vacation on time. The District will review and revise existing board policies and administrative regulations to implement this recommendation.

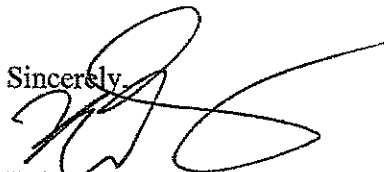
9. Audit finding # 22, the District is not in compliance with the 50 Percent Law calculation. The District has submitted a waiver of the 50 Percent Law calculation requirement for the 2010-2011 fiscal year to the State Chancellor's office.

10. Audit finding # 25 is an apportionment (FTES) finding for contracted services with Universal College of Beauty. The District was not in compliance with guidelines and legal opinion provided by the State Chancellor's Office for instructional services agreements. All instructors providing educational services to students are to have valid contracts with the District and are to be under the monitoring and control of a District Instruction Dean. The District has begun to address this deficiency by generating contracts for faculty working under an instructional services agreement that are not paid directly by the district. The District will initiate discussions with the Chancellor's Office with regards to prior year funding.

11. Audit finding # 26, the District under reported student enrollment fees to the State Chancellor's Office. The Manager of Accounting has begun the required research of this finding.

In closing, over the next month I would like to inform you that District staff will develop a plan to address all of the audit findings and recommendations. The plan will be presented to you at the April 2012 Board Meeting.

Sincerely,



Keith C. Curry
Interim CEO

c. CCCD Board of Trustees
Tom Fallo, President, El Camino College
Vice President, Deans, Directors



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

Telephone (310) 532-3670 or 1-866-ELCAMINO

February 16, 2012

TO: President Thomas Fallo

FROM Jo Ann Higdon, Vice President, Administrative Services

SUBJECT: Update on Retirement Board of Authority Activities

The purpose of this memo is to update you on the activities of the ECC Retirement Board of Authority (RBA) which was authorized by the Board of Trustees at its August Board Meeting.

The numerous Trust documents and other official statements and forms have now been developed and executed and will be available on the web site. Our RBA has now met four times and the minutes will also be placed on our web site.

As part of these meetings, the RBA has verified that the results of all investments will be available on a quarterly basis and will be linked to our web site. This was a requirement expressed by the El Camino College Board of Trustees.

For your information, attached is the time line of tasks that was developed by the RBA for remainder of this fiscal year.

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

El Camino Community College District
Retirement Board of Authority (RBA)
Implementation Timeline

August 15, 2011	Board approval of RBA
September 13, 2011	RBA Meeting
November 15, 2011	RBA Meeting
November 18, 2011	RBA Meeting
February 8, 2012	RBA meeting with Futuris to complete Risk Tolerance Questionnaire
February 8, 2012	Morgan Stanley delivers Risk Tolerance score to BTC
February 9, 2012	BTC sends final Investment Policy Statement to RBA for signature by all RBA Members
February 15, 2012	RBA returns executed Investment Policy Statement to BTC
February 21, 2012	Authorized signature forms prepared by BTC and sent to RBA Board
March 1, 2012	Administrative Manual completed; Benefit Information gathering begins
April, 2012	Vol. I of Substantive Plan completed
Spring 2012	Contribution to the Trust
June, 2012	Vol. II of Substantive Plan completed
Quarterly	RBA Meeting
Annually	Review and update of Substantive Plan

RECEIVED JAN 19 2012

SPENCER E. COVERT*
HENRY R. KRAFT
JONATHAN J. MOTT
MICHAEL Y.M. TOY
DOUGLAS N. YEOMAN*
CYNTHIA A. YOUNT
STEVEN MONTANEZ
NANCY FINCH-HEUERMAN
DIGNA OLMOS
JOYCE E. PAUL
MICHAEL T. TRAVIS

PARKER & COVERT LLP
A LIMITED LIABILITY LAW PARTNERSHIP INCLUDING PROFESSIONAL CORPORATIONS
ATTORNEYS AT LAW

17862 EAST SEVENTEENTH STREET
SUITE 204 • EAST BUILDING
TUSTIN, CALIFORNIA 92780-2164

CLAYTON H. PARKER
RETIRED

TELEPHONE: (714) 573-0900
TELECOPIER: (714) 573-0998
www.parkercovert.com

*A PROFESSIONAL CORPORATION
REF. OUR FILE

EC-238

Writer's E-mail:
scovert@parkercovert.com

January 13, 2012

El Camino Community College District
16007 Crenshaw Boulevard
Torrance, CA 90506

Attention: Dr. Thomas M. Fallo
Superintendent/President

Re: *El Camino Federation of Teachers, Local 1388 v.*
El Camino Community College District
PERB Unfair Practice Charge LA-CE-5609-E
Notice of Withdrawal and Case Closure

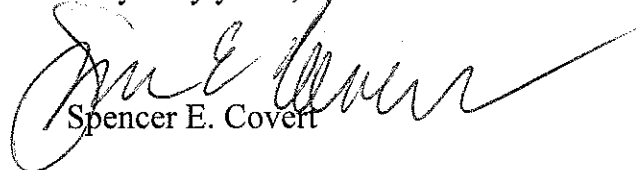
Dear Dr. Fallo:

On the eve of the factfinding hearing in October 2011, the Federation, through its attorney Lawrence Rosenzweig, filed an unfair practice charge with PERB, claiming that the District did not provide requested information to the Federation. The undersigned, upon receipt of the charge, contacted Mr. Rosenzweig, but he was unwilling to dismiss the matter at the time despite the fact that the requested information was provided to the Federation prior to the factfinding hearing. Ultimately, the undersigned filed a written response with PERB, explaining why the charge lacked merit and should be dismissed.

On January 3, 2012, Mr. Rosenzweig withdrew the pending charge without prejudice. ("Without prejudice" means that the charge may be refiled, but refileing can be problematic because there is a six-month statute of limitations at PERB.)

Enclosed is the notification from PERB of the withdrawal and case closure, along with the Federation's withdrawal of the charge.

Very truly yours,



Spencer E. Covert

SEC/pg
Enclosure

cc: Lynn Solomita, Vice President, Human Resources
Barbara Perez, Vice President, El Camino College Compton Center
Jo Ann Higdon, Vice President, Administrative Services

STATE OF CALIFORNIA
PUBLIC EMPLOYMENT RELATIONS BOARD



EL CAMINO FEDERATION OF TEACHERS,
LOCAL 1388,

Charging Party,

v.

EL CAMINO COMMUNITY COLLEGE
DISTRICT,

Respondent.

Case No. LA-CE-5609-E

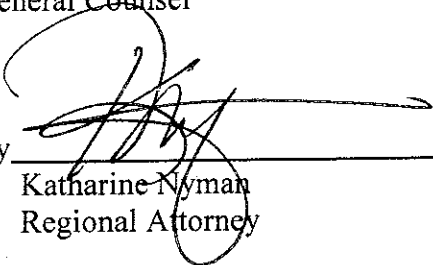
**NOTICE OF WITHDRAWAL AND
CLOSURE OF CASE**

NOTICE IS HEREBY GIVEN that the above-captioned unfair practice charge has been withdrawn by the Charging Party without prejudice. Accordingly, the case is closed.

DATED: January 5, 2012

M. SUZANNE MURPHY
General Counsel

By


Katharine Nyman
Regional Attorney

Attachment

1 LAWRENCE ROSENZWEIG
2 PROFESSIONAL CORPORATION
3 2730 Wilshire Boulevard
4 Suite 425
5 Santa Monica, California 90403
6 (310) 453-0348

7 Attorney for Charging Party

2012 JAN -5 AM 9:37

8 STATE OF CALIFORNIA
9 PUBLIC EMPLOYMENT RELATIONS BOARD

10
11 EL CAMINO FEDERATION OF
12 TEACHERS,

13 Charging Party,

14 Vs.

15 EL CAMINO COMMUNITY COLLEGE
16 DISTRICT,

17 Employer.

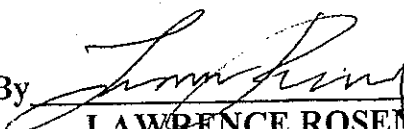
CASE NO. LA-CE-5609-E

NOTICE OF WITHDRAWAL

18
19 The Charging Party in this matter hereby withdraws the charge without prejudice.
20

21 DATED: January 3, 2012

22 By

23 
24 LAWRENCE ROSENZWEIG
25 Attorney for Charging Party.
26
27
28

PROOF OF SERVICE BY U.S. MAIL

State of California)
)
County of Los Angeles)

I am employed in the County of Los Angeles, State of California. I am over the age of 18 and not a party to the within action; my business address is **2730 Wilshire Boulevard, Suite 425, Santa Monica, California 90403.**

On January 3, 2012, I served the foregoing document described as:

NOTICE OF WITHDRAWAL

=====

on Interested parties in this action by placing the () original a (X) true copy thereof enclosed in a sealed envelope addressed as follows:

**Spencer Covert
PARKER & COVERT
17862 E. 17th Street
Suite 204
Tustin, California 92780-2168**

- [] **{CERTIFIED MAIL}**
- [X] **{by MAIL}**, I am readily familiar with the firm's practice of collection and processing correspondence for mailing. It is deposited with the U.S. Postal Service on the same day in ordinary course of business. I know that the envelope was sealed and, with postage thereon fully prepaid, placed for collection and mailing on this date in the United States mail at Santa Monica, California.
- [] **{FAX and REGULAR MAIL}** I caused such envelope with postage thereon fully prepaid to be placed in the United States Mail at Santa Monica, California. (714) 573-0998
- [] **{BY PERSONAL SERVICE}** I caused such envelope to be delivered by hand to the offices of the addressee.
- [X] **{STATE}** I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed at Santa Monica, California this 3rd day of January, 2012.


MARIA CHAVEZ

PROOF OF SERVICE

I declare that I am a resident of or employed in the County of Sacramento, California. I am over the age of 18 years and not a party to the within entitled cause. The name and address of my residence or business is Public Employment Relations Board, 1031 18th Street, Sacramento, CA 95811-4124.

On January 5, 2012, I served the NOTICE OF WITHDRAWAL AND CLOSURE OF CASE regarding Case No. LA-CE-5609-E on the parties listed below by

X placing a true copy thereof enclosed in a sealed envelope for collection and delivery by the United States Postal Service or private delivery service following ordinary business practices with postage or other costs prepaid.

___ personal delivery.

___ facsimile transmission in accordance with the requirements of PERB Regulations 32090 and 32135(d).

Spencer Covert, Attorney
Parker & Covert
17862 East 17th Street
Suite 204 East Bldg.
Tustin, CA 92780-2164

Lawrence Rosenzweig, Attorney
Law Offices of Lawrence Rosenzweig
2730 Wilshire Blvd., Suite 425
Santa Monica, CA 90403

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on January 5, 2012, at Sacramento, California.

C. Shelly

(Type or print name)



(Signature)

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>

RECEIVED JAN 24 2012



January 17, 2012

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

Dear Dr. Fallo,

I want to take this opportunity to commend the El Camino College Police Department for facilitating a training course for a tactical response to an active shooter on a college campus. This first-of-its-kind course is a wonderful example of how your college is making excellent progress in preparing for and mitigating against potential threats to public safety.

Making this training available for your police officers alone deserves ovation; but also impressive is your team's willingness to share their expertise and resources across our community college system. I understand that police officers from Mt. San Antonio College and Victor Valley College also participated in the training. In these difficult fiscal times the thought of police officers from many different colleges coming together to commit themselves to making our entire system safer is very uplifting.

As an active shooter is the single greatest common catastrophic threat all California Community Colleges face, I am deeply reassured that your police department is well prepared to respond to this terrible scenario and grateful for your help preparing other colleges. In this time of grave budget uncertainty, it is imperative that we work together to build diverse partnerships, innovate, and creatively seek outside funding. Chief Trevis is an exemplar of doing just this in the field of emergency preparedness and law enforcement.

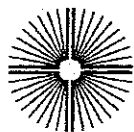
It is my sincere hope that other colleges will follow the great example El Camino College has set. I was very glad to hear the tactical response to an active shooter course was a success and I would like to commend you and your team for taking the steps necessary to be ready in case of a catastrophic disaster.

Sincerely,

A handwritten signature in cursive script that reads "Jack Scott".

Jack Scott, Ph.D.
Chancellor

CC: Chief Trevis, Jo Ann Higdon.



**COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA**

Date: December 6, 2011
To: California Community College Trustees
California Community College Chancellors/Superintendents
From: Scott Lay
Subject: CCCT Board Election - 2012

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nominating Ballot mailed to the League office, and please use only these forms. Although not required, it is recommended that nomination materials be sent via certified mail, return receipt requested. Faxed materials will **not** be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. Seven persons will be elected to the board this year; six incumbents are eligible to run for re-election. CCCT board members are elected by the institutional member governing boards for alternate three-year terms. No CCCT board member shall serve more than three (3) terms consecutively.

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 6, 2011.

If you have any questions about the CCCT board election process, please call the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)

- Official Nominating Form
- Official Biographical Sketch Form
- Official Statement of Candidacy
- CCCT Board Terms of Office
- CCCT Board Roster

CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2012**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the _____ Community
College District nominates _____ to be a
candidate for the CCCT Board.

This nominee is a member of the _____ Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2012**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: _____ Date: _____

Address: _____

City: _____ Zip: _____

Phone: _____
(home) (office)

E-Mail: _____

EDUCATION

Certificates/Degrees: _____

PROFESSIONAL EXPERIENCE

Present Occupation: _____

Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: _____

Years of Service on Local Board: _____

Offices and Committee Memberships Held on Local Board: _____

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*)

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

CIVIC AND COMMUNITY ACTIVITIES

OTHER

CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2012** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: _____ DATE: _____

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

<u>Election</u>	<u>Group</u>	<u>Seat</u>	<u>First Elected/Appointed</u>	<u>Next Election</u>	<u>Terms Left for Incumbent</u>
2012	I.	Chaniot	2009	2012	2
	I.	Jones (Bernard)	2008	2012	1
	I.	*Mann	2005	2012	0
	I.	Ontiveros	2008	2012	1
	I.	Otto	2009	2012	2
	I.	Stampolis	2009	2012	2
	I.	Zableckis	2009	2012	2
2013	II.	Barreras	2006	2013	1
	II.	Gulassa	2010	2013	2
	II.	Hart	2010	2013	2
	II.	Jaffe	2009	2013	1
	II.	Kinsman	2010	2013	2
	II.	*Singer	2004	2013	0
2014	III.	Casas Frier	2010	2014	1
	III.	Castellanos	2011	2014	2
	III.	Chadwick	2011	2014	2
	III.	*Figueroa	2007	2014	0
	III.	Gomez	2010	2014	1
	III.	Jones (Robert)	2011	2014	2
	III.	Larwood	2011	2014	2
	III.	Moreno	2011	2014	2
* Board member is unable to seek reelection due to three-term limit.					

**CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2011-12 BOARD ROSTER**

ISABEL BARRERAS, 1st Vice President
State Center CCD

BERNARD "BEE JAY" JONES
Allan Hancock Joint CCD

LAURA CASAS FRIER
Foothill DeAnza CCD

ROBERT JONES
Los Rios CCD

STEPHAN CASTELLANOS
San Joaquin Delta CCD

EVA KINSMAN
Copper Mountain CCD

NANCY CHADWICK
Palomar CCD

PAULINE LARWOOD
Kern CCD

JANET CHANIOT
Mendocino-Lake CCD

JEANETTE MANN, President
Pasadena Area CCD

MARY FIGUEROA
Riverside CCD

JIM MORENO
Coast CCD

PAUL GOMEZ
Chaffey CCD

MANNY ONTIVEROS, 2nd Vice President
North Orange County CCD

CY GULASSA
Peralta CCD

DOUGLAS OTTO
Long Beach CCD

JERRY HART
Imperial CCD

DONALD L. SINGER
San Bernardino CCD

FRANCISCO HINOJOSA
Contra Costa CCD

CHRISTOPHER STAMPOLIS
West Valley-Mission CCD

LOUISE JAFFE
Santa Monica CCD

MARCIA ZABLECKIS
Barstow CCD

JANUARY 27, 2012



MESSAGE FROM INTERIM CEO

DR. KEITH CURRY

Happy New Year to everyone!

As we gear up for the start of the spring semester, I want to update you on some important business that took place at our January Board meeting. In keeping with one of our ongoing goals - to enhance and expand our community engagement - Special Trustee Henry appointed community members to two District committees.

Special Trustee Henry appointed eight community representatives to the Special Trustee Advisory Committee. As outlined in AB 318, the Compton Community College District (CCCD) Special Trustee Advisory Committee is organized exclusively for the following purposes:

- Provide advice to the Special Trustee of the Compton Community College District regarding policy matters that affect the District and its operations;
- Promote community awareness of the District's efforts, focus on quality instruction, educational mission, fiscal stability and ultimately accreditation.
- Foster community support for the District.

This committee will meet a minimum of four times per year. All committee meetings are open to the public. The first meeting is scheduled for Tuesday, January 31 at 7:30 p.m. in the Board Room.

Trustee Henry also appointed five individuals to serve on the CCCD Redistricting Committee. This committee is an important part of the District's overall redistricting process. Redistricting Committee members will review and provide input regarding the redistricting proposals.

The first Redistricting Committee meeting is scheduled for Thursday, February 2 at 11:00 a.m. in the CEO Conference Room. The meeting is open to the public. A recommendation for new trustee area boundaries will be presented to the Special Trustee at the May 2012 Board meeting.

For more information on these committees and/or the members, go to the Compton District website and click on: [Redistricting Committee](#) and [Special Trustee Advisory Committee](#).

Domitila Aguilar - Lynwood
Amelia Apple - Student Rep
Oscar J. Edwards - Compton
Amirah Hendrickson - Carson
Marie Hollis - Compton Concerned Citizens
Dr. Lestean Johnson - Compton Chamber
Cynthia Macon - Compton Concerned Citizens
Wilma Wilson - Carson

Community Reps appointed to the CCCD Redistricting Committee:

LeGrand Clegg – Compton

Mary Louise Godoy - Compton

Mark Guillen - Paramount

Martina Rodriguez - Lynwood

Olivia Verrett - Carson

Special Trustee Henry will consider appointments to the CCCD Bond Oversight Committee at the February 7 Board meeting.

Each of these committees has their own way of assisting us make "Every Student a Success Story"!