



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

June 15, 2011

Members of the Board
El Camino Community College District

Dear Members of the Board:

Welcome to the Board packet for the June 20th meeting—the last full day of spring and a continued day of June gloom.

Weather could not dim the joy of the year-end activities and our Commencement ceremonies were again best-day-of-the-year events. Thank you for your support and participation in various ceremonies. I trust you were as proud and joyful as the students and their families at each and every event. Faculty, staff and students at both locations deserve great credit for our common unity of excellence in education.

The Board meeting will start with the presentation of the Men's and Women's successful track teams. As you know, the Women's team was the Co-State Champion this year.

The June 20th agenda is highlighted by the Tentative Budget. At the time of writing this letter, the State budget is still unsettled. Nevertheless, we have an excellent contingent plan as witnessed in the tentative budget. I will make some brief comments regarding the Tentative Budget during the Board meeting.

The rest of the agenda is relatively routine which, at this time of the year, means a number of actions are recommended to establish contracts, purchasing agreements and employee activities. These are highlighted by:

- A. Academic Affairs recommends authorization for the Summer Study Abroad programs. With the tremendous demand for classes at the College, this may be the final year for this type of recommendation. It is difficult to authorize Study Abroad programs with classes of 16 students for Spain and 18 students for Ireland.
- B. Administrative Services presents the Five-Year Construction Plan for approval, pages 30 and 31, and submittal to the State Chancellor's office.
- C. Please note in Human Resources, as the result of the District's commitment to all employees' salary allocations and the commitment to step and column,

sabbatical and other worst-case scenario employee impacts, I have rescinded my voluntary salary reduction. Also, please note the Vice Presidents' stipend recommendation to increase from \$500 to \$1,000 per month.

- D. The Redistricting Action Plan will begin to have more activity as census data is available. The first meeting of the committee is being planned for July.

The agenda is routine (I hope not to jinx it) and should be relatively short.

The Closed Session includes updates on collective bargaining and the President's evaluation which should require some time and attention. Kathy has included confidential communication to you on the President's Evaluation.

The following are enclosed for your perusal:

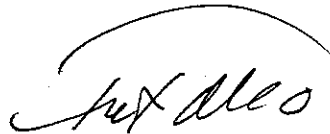
1. Memo from Jo Ann Higdon, June 15, 2011, regarding Tentative Budget along with projected ending balances;
2. Memo from Ann Garten, June 14, 2011, regarding contract with Caldwell Flores Winters, Inc. along with Proposal for Redistricting Study;
3. Letter from U.S. Department of Education, Federal Study Aid, May 20, 2011, regarding Audit Findings;
4. Memo from Arvid Spor, June 14, 2011, presenting Planning and Budgeting Committee recommendations;
5. Letters congratulating members of the Board of Governors, May 25, 2011;
6. Letter to Assemblymember Betsy Butler, Assemblymember Holly Mitchell, and Assemblymember Steven Bradford, May 25, 2011, supporting AB 684, Community College District Trustee Elections;
7. Letter from the California Community Colleges Board of Governors, May 19, 2011, regarding the Osher Scholarship Endowment;
8. Letter from Jeff Lenham, Advisory Committee Chairperson, El Camino Sign Language Interpreter Training Program, June 9, 2011;
9. Student Success Stories, Academic Affairs, May 11, 2011;
10. *The SLO Progressive*, June 10, 2011;

11. *Myriad 2011*;

12. *Warrior Life*, Spring 2011.

As you can see, we are beginning the end of this Academic Year and prepare initiation of a new school year. I look forward to your questions, comments and concerns prior to the Board meeting and your attendance at our first summer meeting of 2011.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tom Fallo", with a large, sweeping flourish above the name.

Thomas M. Fallo
Superintendent/President

TMF:kao

Cc: Vice Presidents, Director, Community Relations



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

June 15, 2011

To: President Fallo

Subject: Tentative Budget

Looking to the next four fiscal years, we are prepared to weather the expected difficult fiscal times ahead. Our current expectation is that these upcoming years can be managed with cautious budgeting combined with reliance on our reserve.

Our Tentative Budget projects an estimated beginning reserve balance of \$23.5 million for our FY 2011-12 Unrestricted General (operating) Fund. This budget reflects deficit budgeting of some \$7 million in the upcoming fiscal year. Thus, our Tentative Budget projects a budgeted ending reserve of \$16.5 million for June 30, 2012.

It is anticipated our actual ending reserve will be higher by at least \$3 million, resulting in a June 30, 2012 ending reserve balance estimated at \$19.5 million. Said differently, we expect our reserve balance to decline approximately \$4 million during the upcoming budget year.

Four years of depleting our reserves by \$4 million per year would yield a remaining ending reserve on June 30, 2015 of some \$7.5 million. This amount is slightly higher than the 6% board approved minimum reserve level. We must also recognize that cash flow will become more challenging as our reserves decline.

Regardless of the chaotic State fiscal picture, our District is fiscally sound and will remain so in the foreseeable future.

Jo Ann Higdon

Vice President, Administrative Services

PROJECTED ENDING BALANCES

Fund 11

Budgeted EB for FY 2011-12

| | |
|-----------------------------|--------|
| Projected Beginning Balance | \$23.5 |
| Budgeted deficit spending | -\$7.0 |

| | |
|--|--------|
| Projected Budgeted Ending Balance for FY 2011-12 | \$16.5 |
| Estimated savings from budget to actual | \$3.0 |

| | |
|--|--------|
| Projected Actual Ending Balance for FY 2011-12 | \$19.5 |
|--|--------|

| | |
|-----------------------------|--------|
| Use of Reserve for FY 12-13 | -\$4.0 |
| Use of Reserve for FY 13-14 | -\$4.0 |
| Use of Reserve for FY 14-15 | -\$4.0 |

| | |
|---|-------|
| Projected Ending Balance for FY 2014-15 | \$7.5 |
|---|-------|



PUBLIC RELATIONS & MARKETING
MEMORANDUM

Ann M. Garten, Director, Community Relations
Extension: 3406

Date: June 14, 2011

To: President Fallo

From: Ann M. Garten
Community Relations Director

Re: June 20th Board Agenda – Caldwell Flores Winters, Inc. (CFW, Inc.)

The Board agenda includes a contract with Mapping Consultant, CFW, Inc.

As outlined in their proposal, CFW, Inc. has obtained data from the U.S. Census Bureau and determined that the District consists of 6,583 blocks with a total population of 540,121.

CFW, Inc. will assist the District in balancing the five trustee areas in population counts while maintaining consistency in local neighborhood populations in each trustee area. CFW, Inc. will prepare a map and summary of relevant population data for use by the Boundary Review Committee (BRC) in holding public hearings.

Following the public hearings, CFW, Inc. will conduct a redistricting workshop with the BRC. The anticipated outcome of this workshop will be one to three potential redistricting scenarios. The final draft of the redistricting scenario maps will be presented to the Board of Trustees for review.

Upon adoption by the Board of Trustees, the El Camino Community College District will submit the new trustee areas to the LA County Registrar-Recorder's Office.

The current timeline projects completion of the boundary Review process in May or June 2012.

Proposal for a Redistricting Study

Introduction

After the completion of an update of the Census of the US, California and its sub agencies are required to analyze local populations and adjust representative boundaries to equalize each representative's territory based on new population statistics. Public Law 94-171 (PL 94-171) provides the US Census Bureau with the authority to distribute redistricting data to the California Department of Finance for use in each state and local district's redistricting effort. To ensure individual privacy, the US Census data, including the PL 94-171 data, are aggregated data for which the smallest unit is the "census block" or block. Blocks are units that represent the smallest discernable statistical count, and are aggregated into block groups and Census Tracts.

Caldwell Flores Winters, Inc.'s (CFW, Inc.) has obtained the PL 94-171 data from the US Census Bureau for Los Angeles County. It has extracted the redistricting data within the territory of the El Camino Community College District (district) for which there are 6,583 blocks with a total population of 540,121 persons. This proposal is to assist the district create five trustee areas, each of which would contain approximately 108,024 persons, and which would balance population counts while maintaining compactness and consistency in local neighborhood populations within each area.

Scope Of Work

Preparation of Data and Map

The project will begin with the preparation of a large map and summary compilation of relevant population data for use by the redistricting committee in holding public hearings in each of the district's current five trustee areas. The committee members would conduct a public hearing in each trustee area to receive public comments and input for the redistricting effort. CFW, Inc. will also provide support for the committee by responding to questions and assist in resolving issues raised by the public in each of the hearings.

Conducting Redistricting Workshop with Redistricting Committee

CFW, Inc. proposes to receive the results of the public hearings, develop materials for a redistricting workshop, and conduct a three hour redistrict workshop with the redistrict committee to guide the committee members through the first redistricting effort. The expected outcome of the workshop will be one to three redistricting scenarios that will be analyzed for compliance with the redistricting criteria.



RECEIVED

MAY 31 2011

MAY 20 2011

Dr. Thomas M. Fallo, President
El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506-0002

RE: Audit Control Number (ACN): 09-2010-10981
FAC ACN: 09-2010-110030
OPE ID: 00119700

Dear Dr. Thomas:

The U.S. Department of Education (Department) has reviewed a single audit report of El Camino Community College District (El Camino). This audit report, prepared by Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants, in accordance with the Office of Management and Budget Circular A-133, covers the period July 1, 2009 through June 30, 2010. This letter advises El Camino of the Department's final audit determination concerning the portions of the audit report that relate to the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs).

The Department has considered the corrective action plan and/or management's response provided in the audit report. Enclosed is the Department's final audit determination for this audit. Also enclosed is El Camino's response to this audit. Any supporting documentation submitted with the institution's written response is not included with this final audit determination. However, it will be retained and available for inspection by El Camino upon request. Copies of the final audit determination, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after the final audit determination is issued.

Sections .315(b) and .320(c) of OMB Circular A-133 require El Camino to prepare and submit as part of the reporting package a *Summary Schedule of Prior Audit Findings* that reports the status of prior audit findings. In preparing that Schedule, El Camino must comment on all actions taken to correct each finding noted in this audit report, including any action required in the enclosure to this letter.

Information from El Camino and/or the auditor was sufficient to resolve the following findings:

Finding Number 2010-3(1) – *Ineligible Disbursement of Academic Competitiveness Grant (ACG)* – The auditor noted that one student was awarded and paid the ACG award when the student's High School Continuation Form indicated that the student was not

cc: Higdon, Nishine

U.S. Department of Education, Federal Student Aid, School Participation Team - San Francisco/Seattle
50 Beale Street, Suite 9800, San Francisco, CA 94105
www.FederalStudentAid.ed.gov

eligible for the award. On May 9, 2011, El Camino provided documentation to this office confirming that the student's ACG award was returned to the Department.

Finding Number 2010-3(2) – *Pell Grant Overpayment* – The auditor noted that one student was paid a Pell Grant based on nine units enrolled; however, the student's records indicated the student was only enrolled in six units. Further investigation revealed the student was actually enrolled in nine units at the time of disbursement and the discrepancy was therefore the result of back dating of the withdrawal. In addition, El Camino stated that it will use census dates to 'freeze' student accounts and to create a query to monitor changes in enrollment on a regular basis.

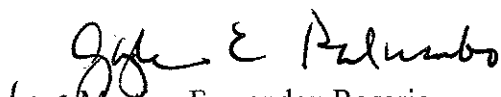
Finding Number 2010-3(3) – *Information in Student File is Inconsistent* – The auditor noted that one student's appeal could not be physically located, although the system indicated an appeal had been filed and approved. El Camino stated the appeal was located following the auditor's visit.

El Camino is advised that repeat findings in future audits or failure to satisfactorily resolve the findings of this audit may lead to an adverse administrative action. An adverse action may include the imposition of a fine, or the limitation, suspension, or termination of the eligibility of the institution pursuant to 34 C.F.R. Part 668, Subpart G.

Program records relating to the period covered by this audit must be retained until the later of: resolution of any loans, claims, or expenditures questioned in the audit, 34 C.F.R. § 668.24(e)(3)(i), or the end of the retention period applicable to the record under 34 C.F.R. §§ 668.24(e)(1) and (e)(2).

El Camino's continued cooperation throughout the audit resolution process is appreciated. If El Camino has any questions about the Department's review, please call Hyun Jhong Yi of my staff at (415) 486-5511.

Sincerely,


for Martina Fernandez-Rosario
Area Case Director

Enclosures: Final Audit Determination
Response to Audit

- cc: Ms. Hortense Cooper, Director of Financial Aid
Western Association of Schools and Colleges – Accrediting Commission for Community
and Junior Colleges, Accreditor
- California Community College - Chancellor's Office, State Authorizing Agency
- ECMC (Formerly known as EdFund), Guaranty Agency

El Camino College

OPE ID: 00119700

ACN: 09-2010-10981

FAC ACN: 09-2010-110030

FINDING NUMBER: 2010-4, Federal Work-Study (FWS) Discrepancies, Pages 75-76

AUDIT FINDING:

The auditor stated that El Camino had 15 students that did not have a timecard signed by the student or supervisors.

The auditor recommended that better internal controls be established over the FWS timecards. Care must be given to recording the students' time correctly and charging their time to the appropriate program.

FINAL AUDIT DETERMINATION:

34 C.F.R. § 675.19, *Federal Work-Study Fiscal Procedures and Records*, states that an institution must establish and maintain program and fiscal records that includes a certification by the student's supervisor, an official of the institution or off-campus agency, that each student has worked and earned the amount being paid. The certification must include or be supported by, for students being paid on an hourly basis, a time record showing the hours each student worked in clock time sequence, or the total hours worked per day and include a payroll voucher containing sufficient information to support all payroll disbursements.

In response to this finding under District Response, El Camino stated that it concurs with the auditor's recommendation. El Camino implemented and disseminated a written procedure during 2009-2010 to correct this condition. Timesheets received in the payroll department without student or supervisor signatures are being returned to the supervisor for the appropriate signatures.

It appears that El Camino has taken the necessary corrective action to address this finding. On April 4, 2011, El Camino submitted to this office its updated procedures that all signature lines must be completed on the FWS timesheets before being submitted to the Payroll Office.

El Camino must continue to review, and revise as necessary, its internal policies and procedures to ensure that FWS regulations are adhered to.

El Camino College

OPE ID: 00119700

ACN: 09-2010-10981

FAC ACN: 09-2010-110030

FINDING NUMBER: 2010-5, Funds Not Held in an Interest Bearing Account, Pages 77-78

AUDIT FINDING:

The auditor noted that El Camino is not maintaining their funds in an interest bearing account and could not demonstrate that it did not earn over \$250 in interest on funds it drew down during the award year.

The auditor recommended that El Camino should either request the bank to change the bank account to an interest bearing account or make sure they are monitoring the daily averages to ensure they are in compliance.

FINAL AUDIT DETERMINATION:

34 C.F.R. § 668.163, *Maintaining and Accounting for Funds*, states that an institution must maintain Title IV, HEA program funds in a bank or investment account that is Federally insured or secured by collateral of value reasonably equivalent to the amount of those funds. An institution does not have to maintain Direct Loan, Federal Pell Grant, FSEOG and FWS program funds in an interest-bearing account or an investment account for an award year if - the institution drew down less than a total of \$3 million of those funds in the prior award year and anticipates that it will not draw down more than that amount in the current award year; the institution demonstrates by its cash management practices that it will not earn over \$250 on those funds during the award year; or the institution requests those funds from the Secretary under the just-in-time payment method.

El Camino stated that it received confirmation from Bank of America that the bank account used for managing student financial aid funds has been converted to an interest bearing account on March 25, 2011.

El Camino College

OPE ID: 00119700

ACN: 09-2010-10981

FAC ACN: 09-2010-110030

FINDING NUMBER: 2010-7, Late Return to Title IV (R2T4) Funds, Pages 79-80

AUDIT FINDING:

The auditor noted that seven out of 40 R2T4 funds were returned after the 45 day deadline.

The auditor recommended that the District implement procedures to ensure that R2T4 funds occurs within 45 days from the date the District determines that the student withdrew from all of his or her classes.

FINAL AUDIT DETERMINATION:

34 C.F.R. § 668.22, *Treatment of Title IV Funds When a Student Withdraws*, states that when a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance (not including Federal Work Study or the non-Federal share of FSEOG awards if an institution meets its FSEOG matching share by the individual recipient method or the aggregate method) that the student earned as of the student's withdrawal date.

An institution must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew.

In its response to this finding under District Response, El Camino stated that the Financial Aid office will implement procedures to ensure the return of Title IV funds within the 45 day limit. On April 4, 2011, El Camino submitted to this office its current procedures that students who withdrew within the 60% period will have their R2T4 funds evaluated.

It appears that El Camino has taken the necessary corrective action to address this finding.

Please note that due to the institution's noncompliance in the late return of Title IV funds, the Department has incurred additional interest expense. And, although the Department will not assess a liability for the additional costs at this time, it may do so in the future if this finding is repeated in an audit or program review.

El Camino must continue to review, and revise as necessary, its internal policies and procedures to ensure that R2T4 calculations are completed correctly and any refunds due are paid in a timely manner.

EL CAMINO COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2010

The following findings represent significant deficiencies, material weaknesses, and/or instances of noncompliance including questioned costs that are required to be reported by OMB Circular A-133.

STUDENT FINANCIAL AID ELIGIBILITY DETERMINATION

2010-3 Finding

Program: U.S. Department of Education (DOE), Student Financial Assistance Cluster
CFDA No.: 84.007; 84.032; 84.033; 84.063; 84.375; 93.407

Federal Programs Affected

CFDA No. 84.063 and 84.375

Compliance Requirements

Eligibility

Criteria or Specific Requirement

The District must review and document each student's eligibility before it disburses Federal funds to students for each payment period.

- 34 CFR Sections 690.61, 690.75 through 690.78, and 668.164(g)
- CCR, Title 5, Sections 58003.1, 58004, 58005, and 58051
- California Community Colleges *Student Attendance Accounting Manual (SAAM)*, pages 1.02-1.04

Condition

Significant Deficiency - One instance was noted in which a student was awarded and paid the ACG award when the student's High School Continuation Form indicated the student was not eligible for the award. Another student was noted to have been paid out Pell based on nine units enrolled; however, the student's records indicated the student was only enrolled in six units. Further investigation revealed the student was actually enrolled in nine units at the time of disbursement and the discrepancy was therefore the result of back dating of the withdrawal. Additionally, one student's appeal could not be physically located although the system indicated an appeal had been filed and approved.

Questioned Costs

Not applicable. Questioned costs below the amount required to be reported in accordance with Section 510(a) (c) of the OMB Circular A-133.

EL CAMINO COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2010

Context

We selected a total sample of 60 students between the El Camino College Campus and the Compton Center campus. All three of the discrepancies were at the El Camino College Campus.

Cause

Inadequate documentation to support eligibility and the amount awarded based on enrollment status were the primary causes. We noted that drop dates on rosters can be changed after the awards were calculated without notifying the student financial aid office, an issue that may be systematic and involves the admissions office system.

Effect

Students not awarded properly causes potential financial hardship to students and impacts the unrestricted resources of the District in that the awards are repaid to the Department of Education when over-awarded.

Recommendation

A report should be written within the student accounting system that would provide the registrars and the student financial aid office the ability to ensure enrollment information recorded is correct and no changes have been made that would impact the student financial aid award as required by Title IV. Communication between the offices should be improved to ensure Federal awards are not inappropriately disbursed to ineligible students.

District Response

The District agrees with the audit finding. The District will review whether an internal program can be written that would alert the financial aid office when a financial aid student has a change in units subsequent to the awarding of financial aid. Timely submission of attendance rosters will be stressed with all faculty.

ACTIVITIES ALLOWED - UNALLOWED

2010-4 Finding

Program: U.S. Department of Education (DOE), Student Financial Assistance Cluster
CFDA No.: 84.007; 84.032; 84.033; 84.063; 84.375; 93.407

Federal Program Affected

CFDA No. 84.033

Compliance Requirement

Activities Allowed - Unallowed

EL CAMINO COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2010

Criteria or Specific Requirement

OMB Circular A-133's compliance supplement under activities allowed
A-102 Common Rule, Circular A-110

Condition

Significant Deficiency - Ineffective controls over Federal work study timecards identified at the El Camino campus as follows:

A population of fifty (50) students was tested in regards to time cards for the Federal work study program. There were a total of fifteen (15) students' timecards that were either not signed by the student or supervisors.

Questioned Costs

No questioned costs.

Context

The condition was identified as a direct result of sampling the District's internal controls over the Federal work study program's timecards.

Cause

The condition materialized due to the ineffective internal controls over the Federal work study program and their associated timecards.

Effect

A fiscal impact related to the condition identified could not be established. However, the District can potentially face future financial penalties from the Department of Education if they are not in compliance with the requirements of the program.

Recommendation

It is recommended that better internal controls be established over the Federal work study timecards. Care must be given to recording the students' time correctly and charging their time to the appropriate program.

District Response

The District concurs with the audit recommendation. The District implemented and disseminated a written procedure during 2009-2010 to correct this condition. Timesheets received in the payroll department without student or supervisor signatures are being returned to the supervisor for the appropriate signatures.

EL CAMINO COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2010

CASH MANAGEMENT

2010-5 Finding

Program: U.S. Department of Education (DOE), Student Financial Assistance Cluster
CFDA No.: 84.007; 84.032; 84.033; 84.063; 84.375; 93.407

Federal Programs Affected

CFDA No. 84.007; 84.033; and 84.063

Compliance Requirement

Cash Management

Criteria or Specific Requirement

All schools must maintain a bank account into which the department transfers, or the school deposits, FSA program funds. The account must be federally insured or secured by collateral of value reasonably equivalent to the amount of FSA program funds in the account. For Direct Loan, Pell Grant, FSEOG, and FWS programs, the funds must be maintained in an interest-bearing account or an investment account unless the school can demonstrate that it would not earn over \$250 in interest on the funds it will draw down during the award year.

- 34CFR 668.24 - Recordkeeping requirements
- 34CFR 668.163 - Maintaining and accounting for funds

Condition

Significant Deficiency - The District is not maintaining their funds in an interest bearing account and could not demonstrate that it did not earn over \$250 in interest on the funds it drew down during the award year.

Questioned Costs

It could not be determined.

Context

The auditor selected two months of bank statements to test. During one month tested, the daily average balances ranged from \$17,038 to \$21,052. Within the other month, one week's average ranged from \$4,396,562 to \$1,693,210.

Cause

The department that oversees this Federal requirement was not aware of the Federal requirements.

EL CAMINO COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2010

Effect

The District is at risk of noncompliance with the Federal requirements for cash management.

Recommendation

The District should either request the bank to change the bank account to an interest bearing account or make sure they are monitoring the daily averages to ensure they are in compliance with this requirement.

District Response

The District will convert the Federal financial aid bank account to an interest bearing checking account. The District is also monitoring the daily cash balance of the Federal funds on deposit.

SPECIAL TESTS AND PROVISIONS

2010-6 Finding

Program: U.S. Department of Education (DOE), Student Financial Assistance Cluster
CFDA No.: 84.007; 84.032; 84.033; 84.063; 84.375; 93.407

Federal Programs Affected

CFDA No. 84.007; 84.032; 84.033; 84.063; and 84.375

Compliance Requirement

Special Tests and Provisions

Criteria or Specific Requirement

A-133 Compliance Supplement, 34 CFR Section 668.173(b):

Returns of Title IV funds are required to be deposited or transferred into the SFA account or electronic fund transfers initiated to ED or the appropriate FFEL lender as soon as possible, but no later than 45 days after the date the institution determines that the student withdrew. Returns by check are late if the check is issued more than 45 days after the institution determined the student withdrew or the date on the cancelled check shows the check was endorsed more than 60 days after the date the institution determined that the student withdrew.

Condition

Significant Deficiency - During our review of the requirements for return to Title IV, it was observed that the District is returning their portion of the funds owed more than 45 days after the District has been made aware of the funds owed back. Therefore, the District is not in compliance with the above mentioned criteria.

EL CAMINO COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2010

Questioned Costs

No questioned costs. The District did return the funds; however, they were not returned within the 45 day requirement.

Context

The auditors tested 40 students and noted seven students were out of compliance.

Cause

The District has not implemented policies and procedures to ensure the compliance with Federal requirements.

Effect

The District is not in compliance with the Federal requirements described in A-133 Compliance Supplement 34 CFR section 668.173(b).

Recommendation

It is recommended that the District implement procedures to ensure that the return of Title IV funds occurs within 45 days from the date the District determines the student withdrew from all of his or her classes.

District Response

The District agrees with the audit recommendation. The District Financial Aid office will implement procedures to ensure Title V funds are returned to the Department of Education within 45 days of the District's determination of a student's withdrawal from all classes.

SUSPENSION AND DEBARMENT

2010-7 Finding

Federal Programs Affected

U.S. Department of Education (DOE) - Career and Technical Education Act: Perkins IV, Title I, Part C (CFDA No. 84.048)

U.S. Department of Education (DOE) - Title V (CFDA No. 84.031S)

U.S. Department of Education (DOE) - STEM - Improving Student Success Transfer (CFDA No. 84.031C)

Compliance Requirements

Suspension and Debarment

From: Spor, Arvid

Sent: Tuesday, June 14, 2011 3:20 PM

To: Fallo, Thomas

Cc: Higdon, Jo Ann; Arce, Francisco; Nishime, Jeanie; Solomita, Lynn

Subject: PBC Recommendations

Dear President Fallo,

The PBC met today to finish our review and discussion of the 2011 – 2012 Tentative Budget. The committee made two recommendations and asked for a written response to their GASB recommendation.

Recommendation 1: The PBC recommends that the college reduce its contribution from the general fund to the Worker's Compensation and Dental Self-Insurance funds on the order of \$200,000 and \$500,00 respectively for the 2011 – 2012 year. (votes = 6 - yes, 0 - no, and 1 - abstention)

Recommendation 2: The PBC recommends the adoption of the 2011 – 2012 Tentative Budget. (votes = 4 - yes, 3 - no, 0 - abstention)

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

1. That any unexpended 2011-2012 Fund-15 monies should not be transferred to GASB; and
2. That the 2011-2012 Fund-15 GASB line item for \$900,000 be zeroed out with the \$900,000 moved into the contingency line item.

Chris Gold would like to have the reference to the Academic Senate review of the Guiding Principles removed from the last paragraph of the section titled "El Camino College Tentative Budget Planning Proposal for 2011-12". I have italicized the wording below. Francisco or Jo Ann can show you the portion of the page in question.

Excerpt from the 2011 – 2012 Tentative Budget.

The Tentative Budget Proposal continues to follow the Guiding Principles, adopted by the vice presidents, recommended to the Planning and Budgeting Committee, *and reviewed by the Academic Senate* and College Council during this Spring semester.

Please contact me if you have any questions.

Arvid

Arvid Spor, Ed.D.

Dean, Enrollment Services

El Camino College

aspor@elcamino.edu

(310) 660-3593, x-3483



EL CAMINO COMMUNITY COLLEGE DISTRICT

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

May 25, 2011

Dr. Peter MacDougall
Board of Governors
California Community Colleges
1102 "Q" Street, 4th Floor
Sacramento, CA 95811

Dear Peter,

Congratulations on your recent confirmation to the California Community Colleges Board of Governors. Your experience as a continuing member of the BOG will be a great benefit in fulfilling our mission. The key leadership you provide at this critical time in our state and nation will make an important difference for our students.

On behalf of El Camino College, we look forward to continuing to work together to provide academic excellence for student success. Again, congratulations.

Sincerely,

Thomas M. Fallo
Superintendent/President



EL CAMINO COMMUNITY COLLEGE DISTRICT

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

May 25, 2011

Dr. Deborah Malumed
Board of Governors
California Community Colleges
1102 "Q" Street, 4th Floor
Sacramento, CA 95811

Dear Deborah,

Congratulations on your recent confirmation to the California Community Colleges Board of Governors. Your experience as a continuing member of the BOG will be a great benefit in fulfilling our mission. The key leadership you provide at this critical time in our state and nation will make an important difference for our students.

On behalf of El Camino College, we look forward to continuing to work together to provide academic excellence for student success. Again, congratulations.

Sincerely,

Thomas M. Fallo
Superintendent/President



EL CAMINO COMMUNITY COLLEGE DISTRICT

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

May 25, 2011

Mr. Henry A.J. Ramos
Board of Governors
California Community Colleges
1102 "Q" Street, 4th Floor
Sacramento, CA 95811

Dear Mr. Ramos,

Congratulations on your recent confirmation to the California Community Colleges Board of Governors. Your experience as a continuing member of the BOG will be a great benefit in fulfilling our mission. The key leadership you provide at this critical time in our state and nation will make an important difference for our students.

On behalf of El Camino College, we look forward to continuing to work together to provide academic excellence for student success. Again, congratulations.

Sincerely,

Thomas M. Fallo
Superintendent/President



EL CAMINO COMMUNITY COLLEGE DISTRICT

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

May 25, 2011

Dr. Natalie Berg
Board of Governors
California Community Colleges
1102 "Q" Street, 4th Floor
Sacramento, CA 95811

Dear Dr. Berg,

Congratulations on your recent appointment to the California Community Colleges Board of Governors. Your experience as an educator, dean and trustee will be a great benefit in fulfilling our mission. The key leadership you provide at this critical time in our state and nation will make an important difference for our students.

On behalf of El Camino College, we look forward to working together to provide academic excellence for student success. Again, congratulations.

Sincerely,

Thomas M. Fallo
Superintendent/President



EL CAMINO COMMUNITY COLLEGE DISTRICT

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

May 25, 2011

The Honorable Betsy Butler
California State Assembly
State Capitol
10th & I Street
Sacramento, CA 95814

**Re: AB 684 (Block): Community College Districts Trustee Elections, as amended 4/25/11;
Assembly Appropriations Committee, May 11, 2011 -- SUPPORT**

Dear Assemblymember Butler,

On behalf of El Camino College, we ask you to support AB 684 (Block): Community College Districts Trustee Elections, as amended on April 25, 2011.

AB 684 is important to the El Camino Community College District, as we are currently in the process of undergoing a redistricting study. At the May 16, 2011 Board of Trustees meeting, a seven-member Boundary Review Committee was appointed. The committee will begin the process to evaluate new Trustee Areas based on the latest census data.

As amended, AB 684 would authorize a governing board of a community college district to change election systems, in accordance with the California Voting Rights Act (CVRA), upon the adoption 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.

We also support inclusion of community college districts under the current law, which provides a process for K-12 school boards to change their election process without the cost of an election to be in compliance with CVRA by appealing to the State Board of Education. AB 684 would authorize a similar process for community college districts. AB 684 allows significant cost savings to be in compliance with state law, but also provides state level oversight and a fair hearing process...

El Camino College appreciates your support of AB 684, as we work to ensure our system is proportionate, fair, and consistent with "one person, one vote" representation.

Sincerely,

Thomas M. Fallo
Superintendent/President

Cc: The Honorable Marty Block



EL CAMINO COMMUNITY COLLEGE DISTRICT

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

May 25, 2011

The Honorable Holly Mitchell
California State Assembly
State Capitol
10th & I Street
Sacramento, CA 95814

**Re: AB 684 (Block): Community College Districts Trustee Elections, as amended 4/25/11;
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El Camino College appreciates your support of AB 684, as we work to ensure our system is proportionate, fair, and consistent with "one person, one vote" representation.

Sincerely,

Thomas M. Fallo
Superintendent/President

Cc: The Honorable Marty Block



EL CAMINO COMMUNITY COLLEGE DISTRICT

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

May 25, 2011

The Honorable Steven Bradford
California State Assembly
State Capitol
10th & I Street
Sacramento, CA 95814

**Re: AB 684 (Block): Community College Districts Trustee Elections, as amended 4/25/11;
Assembly Appropriations Committee, May 11, 2011 -- SUPPORT**

Dear Assemblymember Bradford,

On behalf of El Camino College, we ask you to support AB 684 (Block): Community College Districts Trustee Elections, as amended on April 25, 2011.

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El Camino College appreciates your support of AB 684, as we work to ensure our system is proportionate, fair, and consistent with "one person, one vote" representation.

Sincerely,

Thomas M. Fallo
Superintendent/President

Cc: The Honorable Marty Block



CALIFORNIA COMMUNITY COLLEGES
BOARD OF GOVERNORS

State of California

SCOTT HIMELSTEIN
President

1102 Q Street | Sacramento, California 95811-6549
t. 916.322.4005 | f. 916.327.8721
www.cccco.edu

May 19, 2011

Mary Combs
El Camino CCD
16007 Crenshaw Blvd.
Torrance, CA 90506

Dear Ms. Combs,

May 6, 2008 was a special day for California Community Colleges and their students. On that day just three years ago, philanthropist Bernard Osher stood with then-Governor Arnold Schwarzenegger to make history by launching the Osher Initiative for California Community College Students, and announcing a monumental \$25 million gift to establish the California Community Colleges Scholarship Endowment.

You likely already know the rest of the story: with the gift came a commitment from The Bernard Osher Foundation of another \$25 million as an incentive for our system to raise an additional \$50 million by June 30, 2011. The end result would be unprecedented for community colleges in America – a \$100 million permanent scholarship endowment that would support upwards of 5,000 students every year, forever.

While time may be running short on this initiative, it is not over yet. **There is still ample opportunity for California Community Colleges to take advantage of the generous promise made by The Osher Foundation three years ago, giving donors a unique 50 percent match on every dollar given to the cause by June 30.** With a matter of mere weeks remaining, it is crucial that we make every second count.

To date, just over \$24.8 million has been raised as part of this campaign, which you can see outlined in the attached fundraising progress spreadsheet. This has triggered more than \$12.4 million in match dollars from the Osher Foundation, creating an endowment of \$62.2 million that will generate at least 3,100 full-time scholarships each year, forever. But with your help, we can still work toward growing this fund and increasing the number of desperately needed scholarships that will be provided, year after year.

With the heightened awareness of the need to support our colleges and students, the difficult times we are facing in terms of public dollars committed to higher education, and of course the rare opportunity to realize a 50 percent return on every dollar raised, the time is ripe to provide a final appeal to donors and supporters that they can forever help local students by investing in the California Community Colleges Scholarship Endowment.

You will notice on the attached spreadsheet that many colleges have already raised significant funds that have been invested in the Endowment, with a number of colleges actually exceeding the original fundraising targets that were established at the launch of the campaign. If your college or colleges have already met or exceeded the original targets, please note that the opportunity remains to continue raising funds – and receiving the applicable match dollars – above and beyond these goal amounts. On the other hand, if you

notice that your college or colleges have not raised funds toward this endeavor, encourage college leadership that time still remains to do so.

For more information on this extraordinary initiative and opportunity, please visit www.SupportTheEndowment.org, or contact the Foundation for California Community Colleges directly at endowment@foundationccc.org or 866.325.3222, extension 144.

Thank you for continuing to make this initiative – and the countless students who will ultimately benefit from it – a priority over the coming weeks.

Regards,

A handwritten signature in black ink, appearing to read "Scott Himelstein". The signature is fluid and cursive, with a large, stylized "S" and a long, sweeping underline.

Scott Himelstein, President
California Community Colleges Board of Governors

CALIFORNIA COMMUNITY COLLEGES SCHOLARSHIP ENDOWMENT

FUNDRAISING BY COLLEGES (AS OF MAY 10, 2011)

| COLLEGE NAME | ORIGINAL FUNDRAISING TARGET* | FUNDS RAISED TO DATE | FUNDRAISING PROGRESS | % |
|-------------------------------|------------------------------------|-------------------------|-------------------------|-------|
| Alameda, College of | \$160,661 | \$0 | <div></div> | 0% |
| Allan Hancock College | \$422,750 | \$100,000 | <div></div> | 24% |
| American River College | \$949,933 | \$29,912 | <div></div> | 3.15% |
| Antelope Valley College | \$475,006 | \$0 | <div></div> | 0% |
| Bakersfield College | \$567,092 | \$567,092 | <div></div> | 100% |
| Barstow College | \$98,379 | \$30,600 | <div></div> | 31% |
| Berkeley City College | \$125,774 | \$0 | <div></div> | 0% |
| Butte College | \$455,602 | \$23,500 | <div></div> | 5% |
| Cabrillo College | \$486,099 | \$0 | <div></div> | 0% |
| Canada College | \$172,988 | \$0 | <div></div> | 0% |
| Canyons, College of the | \$613,188 | \$318,210 | <div></div> | 52% |
| Cerritos College | \$722,548 | \$200,000 | <div></div> | 28% |
| Cerro Coso Community College | \$131,227 | \$100,000 | <div></div> | 76% |
| Chabot College | \$431,698 | \$13,835 | <div></div> | 3.2% |
| Chaffey College | \$619,246 | \$0 | <div></div> | 0% |
| Citrus College | \$513,388 | \$26,668 | <div></div> | 5% |
| Coastline Community College | \$263,756 | \$277,090 | <div></div> | 105% |
| Columbia College | \$94,786 | \$166,834 | <div></div> | 176% |
| Contra Costa College | \$247,151 | \$0 | <div></div> | 0% |
| Copper Mountain College | \$63,525 | \$16,925 | <div></div> | 27% |
| Cosumnes River College | \$380,990 | \$8,403 | <div></div> | 2% |
| Crafton Hills College | \$175,911 | \$21,554 | <div></div> | 12% |
| Cuesta College | \$396,825 | \$600 | <div></div> | 0.15% |
| Cuyamaca College | \$239,291 | \$93,338 | <div></div> | 39% |
| Cypress College | \$460,866 | \$207,295 | <div></div> | 45% |
| De Anza College | \$840,979 | \$23,000 | <div></div> | 3% |
| Desert, College of the | \$336,549 | \$336,549 | <div></div> | 100% |
| Diablo Valley College | \$663,960 | \$0 | <div></div> | 0% |
| East Los Angeles College | \$944,537 | \$950,279 | <div></div> | 101% |
| El Camino College** | \$973,717 | \$1,068,268 | <div></div> | 110% |
| Evergreen Valley College | \$300,438 | \$7,403 | <div></div> | 2% |
| Feather River College | \$61,120 | \$395 | <div></div> | 0.65% |
| Folsom Lake College | \$225,863 | \$0 | <div></div> | 0% |
| Foothill College | \$577,676 | \$23,050 | <div></div> | 4% |
| Fresno City College | \$756,753 | \$323,087 | <div></div> | 43% |
| Fullerton College*** | \$1,082,335 | \$163,994 | <div></div> | 15% |
| Gavilan College | \$225,596 | \$0 | <div></div> | 0% |
| Glendale Community College | \$687,506 | \$26,668 | <div></div> | 4% |
| Golden West College | \$472,720 | \$200,000 | <div></div> | 42% |
| Grossmont College | \$548,530 | \$414,063 | <div></div> | 75% |
| Hartnell College | \$279,134 | \$208,000 | <div></div> | 75% |
| Imperial Valley College | \$297,859 | \$26,668 | <div></div> | 9% |
| Irvine Valley College | \$336,422 | \$167,690 | <div></div> | 50% |
| Lake Tahoe Community College | \$75,962 | \$0 | <div></div> | 0% |
| Laney College | \$339,310 | \$100 | <div></div> | 0.03% |
| Las Positas College | \$300,373 | \$68,000 | <div></div> | 23% |
| Lassen College | \$65,284 | \$0 | <div></div> | 0% |
| Long Beach City College | \$928,107 | \$643,017 | <div></div> | 64% |
| Los Angeles City College | \$656,503 | \$150,247 | <div></div> | 23% |
| Los Angeles Harbor College | \$285,947 | \$129 | <div></div> | 0.05% |
| Los Angeles Mission College | \$268,096 | \$1517 | <div></div> | 0.57% |
| Los Angeles Pierce College | \$620,391 | \$808 | <div></div> | 0.13% |
| Los Angeles Southwest College | \$207,427 | \$100,096 | <div></div> | 48% |

| COLLEGE NAME | ORIGINAL FUNDRAISING TARGET | FUNDS RAISED TO DATE | FUNDRAISING PROGRESS | % |
|--|-----------------------------|----------------------|----------------------|------|
| Los Angeles Trade Tech College | \$503,577 | \$102,723 | <div></div> | 20% |
| Los Angeles Valley College | \$548,545 | \$911 | <div></div> | 0% |
| Los Medanos College | \$317,578 | \$0 | <div></div> | 0% |
| Marin, College of | \$193,781 | \$193,781 | <div></div> | 100% |
| Mendocino College | \$116,384 | \$0 | <div></div> | 0% |
| Merced College | \$416,777 | \$382,583 | <div></div> | 92% |
| Merritt College | \$193,660 | \$0 | <div></div> | 0% |
| MiraCosta College | \$361,394 | \$581,303 | <div></div> | 161% |
| Mission College | \$286,804 | \$32,431 | <div></div> | 11% |
| Modesto Junior College | \$621,008 | \$0 | <div></div> | 0% |
| Monterey Peninsula College | \$339,728 | \$339,728 | <div></div> | 100% |
| Moorpark College | \$475,460 | \$17,460 | <div></div> | 4% |
| Mt. San Antonio College | \$1,302,960 | \$581,124 | <div></div> | 45% |
| Mt. San Jacinto College | \$450,225 | \$5,000 | <div></div> | 1% |
| Napa Valley College | \$258,095 | \$48,352 | <div></div> | 19% |
| Ohlone College | \$357,552 | \$0 | <div></div> | 0% |
| Orange Coast College | \$781,219 | \$0 | <div></div> | 0% |
| Oxnard College | \$192,735 | \$192,735 | <div></div> | 100% |
| Palo Verde College | \$91,122 | \$49,400 | <div></div> | 54% |
| Palomar College | \$845,299 | \$197,600 | <div></div> | 23% |
| Pasadena City College | \$979,577 | \$611,951 | <div></div> | 62% |
| Porterville College | \$140,151 | \$32,000 | <div></div> | 22% |
| Redwoods, College of the | \$193,342 | \$67,500 | <div></div> | 35% |
| Reedley College | \$416,367 | \$84,923 | <div></div> | 20% |
| Rio Hondo College | \$571,040 | \$184,000 | <div></div> | 32% |
| Riverside Community College | \$1,191,301 | \$257,800 | <div></div> | 22% |
| Sacramento City College | \$710,961 | \$1,000 | <div></div> | 0.1% |
| Saddleback College | \$671,175 | \$643,988 | <div></div> | 96% |
| San Bernardino Valley College | \$415,399 | \$210,000 | <div></div> | 51% |
| San Diego City College | \$704,865 | \$720,033 | <div></div> | 102% |
| San Diego Mesa College | \$769,310 | \$38,563 | <div></div> | 5% |
| San Diego Miramar College | \$316,682 | \$23,828 | <div></div> | 8% |
| San Francisco, City College of | \$1,574,046 | \$1,266,819 | <div></div> | 80% |
| San Joaquin Delta College | \$735,550 | \$0 | <div></div> | 0% |
| San Jose City College | \$333,309 | \$8,804 | <div></div> | 3% |
| San Mateo, College of | \$333,995 | \$0 | <div></div> | 0% |
| Santa Ana College | \$1,004,933 | \$26,668 | <div></div> | 2% |
| Santa Barbara City College | \$676,279 | \$676,679 | <div></div> | 100% |
| Santa Monica College | \$807,701 | \$807,701 | <div></div> | 100% |
| Santa Rosa Junior College | \$884,307 | \$589,538 | <div></div> | 67% |
| Santiago Canyon College | \$376,944 | \$40,002 | <div></div> | 11% |
| Sequoias, College of the | \$352,169 | \$13,500 | <div></div> | 4% |
| Shasta College | \$313,643 | \$14,085 | <div></div> | 4% |
| Sierra College | \$632,134 | \$64,550 | <div></div> | 10% |
| Siskiyou, College of the | \$103,918 | \$0 | <div></div> | 0% |
| Skyline College | \$278,253 | \$27,000 | <div></div> | 10% |
| Solano Community College | \$381,268 | \$27,000 | <div></div> | 7% |
| Southwestern College | \$671,910 | \$26,668 | <div></div> | 4% |
| Taft College | \$108,411 | \$67,550 | <div></div> | 62% |
| Ventura College | \$400,206 | \$552,224 | <div></div> | 138% |
| Victor Valley College | \$399,700 | \$20,000 | <div></div> | 5% |
| West Hills College Coalinga | \$87,024 | \$0 | <div></div> | 0% |
| West Hills College Lemoore | \$129,661 | \$0 | <div></div> | 0% |
| West Los Angeles College | \$302,526 | \$90,000 | <div></div> | 30% |
| West Valley College | \$405,500 | \$250,000 | <div></div> | 62% |
| Yuba College | \$344,760 | \$177,774 | <div></div> | 52% |
| Foundation for California Community Colleges | | \$749,125 | <div></div> | |
| Pending gifts and transfers | | \$6,605,916 | <div></div> | |
| TOTAL | \$50,000,000 | \$24,810,385 | <div></div> | |

(INITIAL GIFT) \$25,000,000

(MATCH 1:2) \$25,000,000

TOTAL ENDOWMENT: \$100,000,000

\$25,000,000

\$12,405,193

\$62,215,578

* Based on percentage of total FTES 2007/08

** Includes Compton College

*** Includes Continuing Ed. FTES



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

May 11, 2011

STUDENT SUCCESS STORIES

HEALTH SCIENCES/ATHLETICS

Greg Evangelatos' Success Story: I sharpened the edges of my skis for the last time of my career. It had been a hard winter and I was tired from traveling back and forth from college to the racing camps designated by the U.S. Disabled Ski Team. The crashes in the slalom courses were just part of the daily training, but the hazards of racing were starting to wear on me and I was thinking more about college than gold metals. After all, I had already taken a gold medal at the Paralympic Winter Games in Albertville, France and swept the golds two years before at the World Championships. The Norway Paralympics were coming up soon and I knew the Norwegian mountains were steep, icy and very fast. I didn't have the time to focus on Norway, after all I wasn't living in Winter Park, Colorado anymore. Now Los Angeles was my home and graduating from college was my new goal. My skis were sharp, I was racing fast, but I had taken too many risks and pushed myself too hard; bang, I slammed into a slalom pole, and the ski bindings didn't release my boots. Down the slopes I rolled head over heels until I slid to a stop holding my knee. I never dreamed the path to recovery would bring me to El Camino College.

Two years ago, I began my rehabilitation from a total knee replacement. The orthopedic surgeon adamantly suggested swimming to help me recover from my surgery. I wasn't a good swimmer, so I was hesitant. However, once I met a young lady on the bus who was swimming in the adaptive Physical Education class at El Camino College, I knew if she could learn to swim that I could too. Her disability was more challenging than mine. I was only blind.

The road to recovery was long and hard. I had gained 40 lbs. since my accident and I felt like a whale getting in and out of the pool. At the beginning it was hard just lowering myself into the pool with only one strong knee. Now, just four semesters later, with the lessons from El Camino's knowledgeable instructors Russell Serr and Mark Lipe, I have found new inspiration. This semester I have also enrolled in a weight lifting class. Thus, combining El Camino's courses Adapted Cardiovascular Fitness with Swimming-Hydro exercise, I have lost weight, been taken off high blood pressure medicine and improved my strength and stamina. The increased stamina is helping me to achieve a Real Estate license. I love the freedom of gliding across the water, just like gliding down a snow covered mountain.

INDUSTRY AND TECHNOLOGY

Automotive Training Program: Ron Jackson, Equipment Maintenance Superintendent, Public Works Department, City of Gardena, reports that Marvin Poz, the third El Camino student hired there as a Mechanic Intern, became a full-time employee of the City of Gardena as of last week. His current job title is Equipment Mechanic Trainee. They are all pleased to have Marvin aboard as a full-time employee. His mechanical knowledge and his abilities pay tribute to his ongoing

education provided by the professional automotive training staff at El Camino College. Ron Jackson said that he also began his career by attending the same classes at El Camino as Marvin, (back in 1969, under instructors Frances Carlson and Mr. Palmquist).

Ron believes that driven by his enthusiasm, Marvin will continue in this field for many years.

They look forward to continuing an ongoing educational relationship with El Camino College by supporting the students with the Mechanic Intern Program.

MATHEMATICS

ECC students win 2011 computer programming competition:

Progfest is an annual California State University Los Angeles programming challenge that offers high school and community college students an opportunity to solve college-level and real-world programming problems by applying the principles of computer science.

After placing second in 2010, El Camino College's team placed first in the 2011 community college competition held in February. The members of the winning team were Austin Cathey, Dubem Enyekwe, and Jose Gallegos Lugo.

ECC MESA students receive NSF-MESA scholarships:

Three ECC pre-engineering students were awarded significant scholarships in the regional MESA NSF scholarship competition. The students, their awards, planned majors and hometowns are:

Rising Sophomore Award \$12,500

| | | |
|--------------------|------------------------|----------|
| Gilberto Hernandez | Mechanical Engineering | Lawndale |
|--------------------|------------------------|----------|

Transfer Ready Award \$10,500

| | | |
|---------------|-----------------------|-----------|
| Bret Lopez | Aerospace Engineering | Inglewood |
| Mario Cabrera | Aerospace Engineering | Hawthorne |



The SLO Progressive

Volume I, Issue 3

June 10, 2011

Highlights:

- 99% of courses with SLOs at ECC & CEC; 100% of programs with SLOs at ECC
- 37% of courses assessed to date at ECC (22% at CEC)
- 88% of programs assessed at ECC
- Second Core Competency Assessment underway ("Critical, Creative, and Analytical Thinking")
- 4-Year Cycle for SLO Assessment to start in Fall 2011

Inside this issue:

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| Achieving Proficiency in SLOs | 1 |
| CurricUNET Update; Four-Year Timelines Due; New SLO Leaders | 1 |
| SLO Successes Apparent in Program Reviews | 2 |
| Spring 2011 SLO Success Stories by Division | 3 |
| ECC's Second Core Competency Assessment Underway | |
| SLOs by the numbers | 4 |

Achieving Proficiency in SLOs By Jenny Simon, SLO Assessment Coordinator

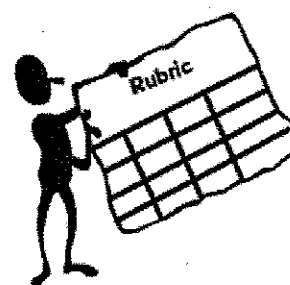
The ACCJC (Accrediting Commission for Community and Junior Colleges) has mandated that all of its member colleges achieve "proficiency" in SLOs and assessments by the end of Fall 2012 (according to the "Rubric for Institutional Effectiveness: SLOs"). How close is El Camino College to achieving proficiency? I would argue that we are either very close or have already achieved it. Here are the standards and how El Camino College has met them:

"SLOs and authentic assessment are in place for courses, programs and de-

grees." ECC has identified SLOs and assessment methods for 99% of its courses, 100% of its programs / degrees, and 6 Core Competencies for its General Education program.

"Results of assessment are being used for improvement and further alignment of institution-wide practices." AND "Decision-making includes dialogue on the results of assessment and is purposefully directed toward improving student learning."

These are certainly true statements—faculty and staff are not only engaging in assessment, but



also using results of these assessments to make decisions about improving their programs. This is evident not only in the Assessment Reports submitted for each assessed SLO, but also in recent program reviews, which include SLOs, assessment results, and improvements made as a result.

"There is widespread institutional dialogue

(cont. on pg. 2)

CurricUNET Update; Four-Year Timelines Due; New SLO Leaders

At the end of Spring 2011, Jenny Simon will step down as SLO coordinator. **Kelly Holt, (HSA), and Kaysa Laureao-Ribas (Math)** will take over as the new co-coordinators.

The CurricUNET SLO Module was put on hiatus starting in March due to interface issues. The SLO

module is now being re-configured for more consistency between modules in CurricUNET and is set to go live by August of this year.

Starting in Fall 2011, SLOs will be assessed on a four-year cycle. This means all program- and course-level SLOs need

to be assessed at least once every four years. Programs have been asked to submit their **four-year timelines** by the end of May. If your program has not done so, please contact your division facilitator or ALC representative for more information.

Achieving Proficiency in SLOs (cont.)

about the results.” SLOs and their assessments have become an integral part of conversations about improving student learning throughout the campus. This is evident in meeting minutes, various types of reports, as well as the college’s engagement in assessing its institutional core competencies.

“Appropriate resources continue to be allocated and fine-tuned.” The college has made allocating resources for SLOs and assessments a high priority. For example, it allocates resources for the college SLO Coordinator, as well as at least one facilitator for each division. ECC has also purchased CurricUNET as its online database to submit, store, and keep track of its SLOs and assessment reports.

“Comprehensive assessment reports exist and are com-

pleted on a regular basis.” For each SLO that is assessed, a report including the SLO, assessment method, data, and recommended changes is submitted. By the end of this semester, it is projected that at least 50% of all

courses at ECC will have been assessed (with 88% of all programs). (CEC is projected that 49% of its courses will be assessed by the end of Spring 2011). The college is now re-

quiring that all SLOs (course- and program-level, and all core competencies) be assessed at least once every four years to align with the four-year program review cycle.

“Course student learning outcomes are aligned with degree student learning outcomes.” About a year ago, the college engaged in an activity in which it “mapped” all core competencies to each course and program. These maps can be found on the SLO website

(www.elcamino.edu/academics/slo).

“Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.” According to the recent campus climate survey, results indicate that “Over 90% of students agreed with the statements ... that involved student publishing, explaining, and relating course content to SLOs. While no large performance gaps were noted, it is notable to see that over 95% of students are aware of and value SLOs and related activities.”

ECC has also achieved at least one standard in the “Sustainable Continuous Quality Improvement” category of the rubric: **“Learning outcomes are specifically linked to program reviews.”** SLOs and their assessment have become part of ECC’s program review template; each program is asked to include its SLOs, assessment methods, results, and recommendations for improvement.

SLO Successes Apparent in Program Reviews

SLOs very recently have become an integral part of the program review process. Now, programs are asked to: a) list each course- and program-level SLO in the discipline; b) provide a timeline for the four-year cycle for course and program level SLO assessments; c) describe the assessment results and explain the recommended/implemented changes resulting from course and program level SLO assessment; d) based on the ACCJC Rubric for Student Learning Outcomes, determine and discuss the program’s level of

SLO/assessment implementation: Awareness; Development; Proficiency; or Sustainable Continuous Quality Improvement.

Most recent program reviews have indicated that the programs are mostly at “proficiency” or above in SLO implementation.

There are now some good examples of program reviews in which decisions have been made based on the assessment of SLOs. For example, the Reading department continually assesses SLOs in its courses,

and as a result, has noted a low level of success in the course that is three levels below transfer. The department is currently considering options to improve outcomes for students placing into this course, including an accelerated curriculum as well as a tutor-staffed reading lab. The Music program has used its SLO assessment data to request an increase in support for more listening/burning stations in the Music Library to increase access to class musical examples and assigned listening.

Spring 2011 SLO Success Stories by Division

Industry and Tech: Adjunct faculty in the division are exceedingly willing to participate in SLOs and their assessment. One incident in particular, involving Ray Lewis, SLO Facilitator, Industry and Tech, and an adjunct Administration of Justice instructor, Mark Arnold, who is also a Presiding Judge in Torrance shows how much adjuncts (as well as Ray himself) are willing to go the extra mile. Ray Lewis relates that Judge Arnold was "... conducting a murder trial, with witnesses, def and jury waiting, recessed to talk to me in chambers, and together on his office computer, completed his SLO statements and assessment plan.

Fine Arts: The Research and Planning Group for California Community Colleges will be featuring the Art Department's Program SLO Assessment from 2009 in its October issue of their newsletter *Perspectives* as an example of a successful collaborative assessment process.

Behavioral and Social Sciences: Child Development faculty view the benefits of assessing SLOs as twofold. For students, SLOs provide a clear description of what they will learn in a course and program and how it will be measured as well as providing them with language to communicate their learning with others. For faculty, SLO assessments are tools to continually evaluate and improve teaching content and methods. As a result of their efforts, Child Development faculty members are leading the Behavioral and Social Sciences Division in achieving the intended objectives of the SLO process.

Humanities: In the linked classes, Matt Cheung, Jennifer Annick and Kristi Daniel-DiGregorio were able to use SLOs as a starting point for a joint project. The students have to do service learning which incorporates the SLOs of all three classes. In English 84 they have to read,

comprehend main ideas of college level texts, in English A they must write at college level and in HD 10 they have to work interdependently and set goals. The Service Learning project utilizes a lot of the HD 10 SLOs. After that, they have to write reflections and do a research project. The writing aspect covers the objectives from English A and they have to use the skills from 84 to do research properly.

Natural Sciences: After reflecting on a SLO statement that they wrote, the biology department decided to make changes in their labs so that students "participate in the scientific process" more so than before. In the future, more tasks and activities will have student propose hypotheses, design an experiment or perform an investigation, and analyze the data that they collect.

ECC's Second Core Competency Assessment Underway

With ECC's first core competency assessment in "Communication and Comprehension" completed last semester, the second one is now underway in "Critical, Creative, and Analytical Thinking." The Core Competency is as follows:

Critical, Creative, and Analytical Thinking: Students solve problems, make judgments and reach decisions using critical, creative and analytical skills.

The assessment of this core competency involves three types of data: student survey data; faculty survey data; and grade data

from courses aligned with this core competency.

The Office of Institutional Research conducted a random selection of 19 sections from both the Torrance and Compton campuses. The instructors of these course sections were asked to participate in administering the student survey as well as taking the follow-up faculty survey.

The student survey asked students to rate themselves from beginner (1) to advanced (5) in six skills related to the core competency. Some of these skills include: ability to create a solution or approach to a problem,

apply theory to analyze data or solve a problem, and draw a conclusion based on evidence or information.

The faculty survey asked the faculty member to rate the same students that took the student survey in the same skills (though the instructor was allowed to choose not to rate the students in certain skills based on their knowledge of the students' abilities.)

Grade data of the same students' "Critical, Creative, and Analytical Thinking" courses will be compiled by Institutional Research.

EL CAMINO COLLEGE

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*Be sure to visit ECC's SLO
Website at
www.elcamino.edu/academics/slo
to download forms, find out
about deadlines, and find some
useful resources to help you in
your work.*

Upcoming Deadlines to Keep in Mind

Ongoing

Starting in Fall 2011, all course- and program-level SLOs need to be assessed **every four years**, in alignment with the program review cycle.

This means that approximately 25% of all course SLOs should be assessed annually, in addition to program-level SLOs.

Please submit assessment reports on CurricUNET by the **third week of the semester following assessment**.

Fri., May 24, 2011

4-year SLO Assessment cycle planning grids are due.

SLOs by the Numbers

| Division | Number of Courses with an SLO (% of Total Number of Courses) | Programs with an SLO (% of Total Number of Programs) | Courses Assessed (% of Total Number of Courses) | Programs Assessed (% of Total Number of Programs) |
|-----------------------------------|--|--|---|---|
| Behavioral and Social Sciences | 128 (100% of 128 courses) | 9 (100% of 9 programs) | 49 (38% of 128 courses) | 9 (100% of 9 programs) |
| Business | 87 (91% of 96) | 7 (100% of 7) | 14 (15% of 96) | 2 (29% of 7) |
| Fine Arts | 224 (100% of 224) | 9 (100% of 9) | 57 (25% of 224 courses) | 9 (100% of 9) |
| Health Sciences and Athletics | 190 (100% of 190) | 10 (100% of 10) | 101 (53% of 190) | 10 (100% of 10) |
| Humanities | 135 (100% of 135) | 6 (100% of 6) | 43 (32% of 135) | 6 (100% of 6) |
| Industry and Tech | 237 (98% of 242) | 15 (100% of 15) | 74 (31% of 242) | 9 (60% of 15) |
| Library and Learning Resources | --- | 1 (100% of 1) | --- | 1 (100% of 1) |
| Mathematics | 37 (100% of 37) | 6 (100% of 6) | 34 (92% of 37) | 6 (100% of 6) |
| Natural Sciences | 81 (100% of 81) | 7 (100% of 7) | 42 (58% of 81) | 7 (100% of 7) |
| Student and Community Advancement | --- | 19 (100% of 19) | --- | 19 (100% of 19) |
| TOTAL | 1117 (99% of 1126 courses) | 88 (100% of 88 programs) | 414 (37% of 1126 courses) | 78 (88% of 89 programs) |

ITP Advisory Committee El Camino College

June 9, 2011

Dean Rory Natividad
Health Sciences and Athletics
16007 Crenshaw Blvd.
Torrance, CA 90506

Dear Dean Natividad,

As chairperson of the El Camino College Sign Language Interpreter Training Program (ITP) Advisory Committee and on their behalf, I would like to address a topic that arose during our meeting on June 3, 2011. The committee discussed the issue of an impending move for the sign language lab in Spring 2012, as well as temporary and permanent locations for the ITP in the future.

While we were distressed to learn that the Sign Language Lab will giving up such an ideal location and will have to undergo yet another move, we were relieved when Dipte Patel, our Director, assured us that you and she are working hard to find adequate space for the lab and ITP classrooms. She also indicated that President Fallo and Dr. Arce have been made aware of faculty concerns over the move and have taken these concerns into consideration. We appreciate the support that El Camino has given the ITP in the past and that you, specifically, are giving to the ITP at present! The advisory committee would like to help in any way that you feel could be useful and hope that a summary of our discussion highlights may provide some additional insights for considering future locations.

- ASL is a visual language which requires teaching in a broad semi-circle fashion. Given that ECC's student cap is 30 per classroom, this requires large classrooms to accomplish this seating configuration so that no student's sight line is blocked.
- The current lab space is quite large and fully utilized. The committee has concerns that a temporary space (prior to the new student services building) will not be adequate enough to accommodate existing equipment and materials.
- While ITP space is being included into the new student services building plans, without the addition of a 3rd floor, we fear that projected space will not be adequate to house a sizeable lab and large classrooms for some of the 500+ ITP students. We understand that there has been support for the 3rd floor addition and want to add our voice to this support.
- Currently, many of our classes being taught by deaf instructors are spread across campus. In the event of an emergency (especially during evening hours), having deaf instructors in one area with access to video relay equipment and access to others who know sign language becomes a safety recommendation to consider strongly.
- We highly recommend locating the ITP lab and classrooms near the Deaf and Hard of Hearing Program to encourage interaction between students and native users. This will greatly support current program methodologies.

ITP Advisory Committee El Camino College

- We were encouraged to learn that the health science departments within our division recently have been given upgraded permanent space, and we strongly hope that the ITP is afforded the same status and consideration.

In closing, we ask that priority be given to finding the ITP a temporary space that fits the program's size and teaching methodologies. This is especially important given that the term "temporary" translates to 5 years! We also ask that our voice be added to those in support of adding a 3rd floor to the new Student Services Building, currently in the planning stages, so that the ITP and Deaf and Hard of Hearing Services can be joined to provide an enriched language environment for students who can interact with native signers. Lastly, if possible, would you ask President Fallo to share our recommendations with the ECC board.

Thank you for taking time to read our concerns and suggestions. Please do let Dipte or me know if you have any questions regarding this letter of support for the ITP. You can contact me at jefflenham@mac.com.

Respectfully,

Jeff Lenham

Jeff Lenham, Advisory Committee Chairperson
El Camino Sign Language Interpreter Training Program

c.c. President Tom Fallo, Dr. Arce, Dipte Patel and the ITP Advisory Committee