



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

www.elcamino.edu

September 3, 2013

Board of Trustees
El Camino Community College District

Dear Members of the Board:

Happy New Year!

The joy of the start of the new semester excites our faculty and students. The first Monday of school is always one of the most exciting days of the year. In the last few years, the upbeat excitement and positivity of the new students is encouraging, a joy I trust will carry them through two years hence.

The first action item on the agenda is the public hearing and adoption of the 2013-2014 El Camino Community College District budget. The document is enclosed in your packet and is online as noted in the agenda. Also, please refer to Ms. Higdon's final budget memo enclosed in your packet. (See Attachment A) Per Trustee Beverly's request, all Board candidates have been invited to the public hearing and adoption of the 2013-2014 budget at 4:00 p.m. on September 3. (See Attachment B)

Another very important report is a presentation of Student Learning Outcomes and Assessment status by Dr. Francisco Arce. Also included in the section for Academic Affairs is information on Project Lead the Way, which supports articulation and concurrent enrollment at ten high schools. (See Attachment C)

Although the rest of the agenda is relatively routine, the Student and Community Advancement highlights the following:

1. Item A – Accreditation Follow-Up Report: This document is also enclosed in your agenda packet for the public to view. You are in essence accepting a close to final draft of the report as it will be submitted to the Accrediting Commission before our next Board meeting. (See Attachment D)
2. Item B – Title III Endowment: Science, Technology, Engineering, and Mathematics (STEM) grant information is provided on Attachment E.

In the Human Resources section, you will notice a change in the physician and medical director of the Health Center.

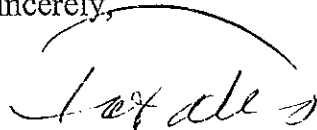
Letter to the Board
August 19, 2013

Also included is a recommendation for student expulsion. Attachment F is confidential and contains an update on the student expulsion. Should you desire to discuss this issue, a closed session has been scheduled. If not, you may vote on the action at the Board meeting.

The rest of the agenda is routine action items.

If you have any questions, comments or concerns about the budget or any other attachment, please feel free to call me, Ms. Higdon or Ms. Constantino before the Board meeting. We look forward to seeing you on Tuesday, September 3.

Sincerely,

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

Thomas M. Fallo
Superintendent/President

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

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August 29, 2013

TO: President Thomas Fallo

RE: Budget 2013-14

The State's fiscal environment has improved for this budget year. Both community colleges and K-12 have benefited from the passage of Proposition 30. While we celebrate this partial restoration of funds, El Camino College's 2013-14 State general apportionment is \$ 5.5 million (-5.6%) below our 08-09 State general apportionment. As you know, Proposition 30 is a temporary tax. The sales tax component expires Dec. 31, 2016 and the income tax component expires Dec. 31, 2018. Thus, we must remain fiscally prudent in our decision-making processes.

Enrollment management remains a key focal point for the College. In 2008-09, the State funded El Camino College for 19,682 FTES; by last year, the State's allocation had declined to 18,130 FTES. For 2013-14, the State will increase their allocation to approximately 18,472 FTES but this is still 6% below our College's 2008-09 FTES allocation. In order to attain the 18,472 FTES goal, the College will increase our section offerings by an additional 370 sections (a 6% annual increase). The budget includes the costs for the added course sections in Fund 11. In addition, our enrollment management and marketing programs have been augmented by \$200,000 (Fund 15; Budget page 76). Further good news is that the student fees remain at \$46 a unit.

The State also restored or partially restored funding to our categorical funds. This action by the State has relieved the need for El Camino to backfill funds in all but one of our categorical programs (DSP&S). The College has backfilled the DSP&S State funding by \$425,000 from Fund 15 (Budget page 76). Several other student success programs are also funded from Fund 15 (First Year Experience, Honors Transfer, Project Success and Puente).

In addition to the above priorities of additional course offerings and categorical augmentation, both on-going and one-time budget requests were prioritized using the College's established planning process. Plans were developed at the program level, prioritized by the unit (division), and forwarded to each area Vice President for further prioritization. Funding sources for plans with the highest priorities were identified from a variety of funds, including: The General Fund—Unrestricted (Fund 11), Instructional Equipment Block Grant, Scheduled Maintenance Block Grant, Bond Fund (Fund 44), and

Special Revenue (Fund 15). The resources available within these funds will total approximately \$4,000,000. A detailed listing will be finalized within the next several weeks.

We are also continuing our efforts to achieve full funding of our retiree health benefit program. Our last Actuarial Valuation estimated our liability at \$22,355,715. Our budget provides for \$1.9 million to be transferred to our irrevocable fund from Fund 15. That funding, coupled with our estimated investment earnings, is expected to produce an ending balance of \$18,783,771. We would only need \$3,571,944 to attain our goal of full funding. (Budget pages 23 and 67) As expected, this remains a controversial issue at our Planning and Budget Committee meetings.

In addition to the above items, the following budget items are of note:

Sources of Funds:

1. Deficit Factor: Although both our official State apportionment for last year and our advanced State apportionment for this year reduce our State apportionment revenue by an additional 3.6%, our budget recognizes only a 0.7% deficit reduction. The higher deficit factor is due primarily to a disagreement between Department of Finance and the various counties with respect to Redevelopment Funds (RDA). Our Chancellor's Office has taken the position that the Department of Finance will make whole any shortfalls of RDA funds. Given that assumption, our Chancellor's Office is estimating the actual deficit for both years will be 0.7% and last year's RDA issues should be resolved on or before February of next year.
2. Cash flow: The payments from the State have definitely improved. While our College is likely to participate in a small cash borrowing (TRANS) around December, we did not participate in the earlier borrowing.
3. COLA: For the first time since 2008-09, the State provided a COLA. Our College's share is estimated at \$1.47 million (1.57%). The State's computed cumulative COLA for the past five years is 15%.
4. Growth: While the State has provided 1.63% for growth funding, we do not budget this growth funding. However, as stated above, we have budgeted for the additional class section offerings to produce this growth. The actual amount of growth earned and funded will be reflected in the College's ending balance.

Uses of Funds:

5. Employer pension plan increases have remained the same for STRS and increased only 0.003% for PERS.
6. Employer paid health insurance premiums are expected to remain stable while individual coverage could increase or decrease as much as 34%.
7. \$500,000 for election expense has been included. (Budget page 6). This is based upon an estimate from LA County and just a caution that their estimates have been extremely low in the past.

8. Similar to last year, we have budgeted a cost savings of \$3,000,000 to reflect expected savings between our budgeted and actual expenditures and revenue. (Budget page 6).
9. In both Funds 14 and 15 (pages 75 and 76), we have budgeted additional funds for both sites for their auxiliary services. The purpose of this allocation is to supplant the additional student fees that had been proposed.

Transfers:

A complete list of transfers can be viewed on Budget page 58.

Ending Balance:

The College's ending balance for June 30, 2014 is projected to be \$15,875,641 (Budget page 4). Last year's budget versus actual ending balance increased by \$5,246,270 which was due mainly to the passage of Proposition 30.

We will be keeping close watch on the Department of Finance's resolution on RDA funds. As further information is received from the State, we will inform the Board of any major impacts to our College budget.



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



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August 23, 2013

Mr. Nilo Michelin
4439 W. 138th Street #B
Hawthorne, CA 90250

Dear Mr. Michelin:

Thank you for your interest in serving on the El Camino Community College District Board of Trustees.

Our Board President would like to invite you to attend our next Board of Trustees meeting which will focus on the Budget for fiscal year 2013-14. The meeting is scheduled for Tuesday, September 3rd at 4pm in the Administration Building, Room 104. Since Fall semester will have resumed, parking will be difficult. Please RSVP to my office at (310) 660-3593 x3107 so we can have a parking stall reserved.

Sincerely,

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



EL CAMINO COLLEGE
Vice President – Academic Affairs
August 28, 2013

TO: President Thomas Fallo
FROM: Francisco Arce *FMA*
SUBJECT: Project Lead the Way

Background

PLTW curriculum was developed and implemented into the Engineering Technology Program at ECC in 2006. Since 2006, ECC has received grant funding to support PLTW/Engineering Technology from Northrop Grumman, Chevron, Haas Manufacturing, through grants such as, CTE Collaborative, CTE Career Pathways, SB 70, and Workforce Investment Program.

Funding and Scholarships

Funding for equipment, faculty professional development, supplies, and scholarships have been provided to ECC and local high schools. Over the last three years, ECC was funded by PLTW for twenty \$1,000 scholarships in year one, thirty in year two, and this year, fifty \$1,000 scholarships. Local high school students from Hawthorne, Lennox, and DaVinci, as well as, ECC students have benefited from these scholarships. Over these three years, 100 students have received scholarships in engineering technology, robotics, and manufacturing.

High School Partners

As of fall 2013, ECC/ PLTW support articulation and concurrent enrollment at 10 high schools. The high schools include: CAMS, DaVinci, El Segundo, Hawthorne High School, Lennox, Palo Verdes, Palos Verdes Peninsula, Redondo Union, SoCalRoc, and Torrance High School, offering in excess of 42 courses. Conservatively, approximately 5,000 to 6,000 students have received PLTW/Engineering Technology preparation over the last seven years.

President Thomas Fallo
RE: Project Lead the Way
August 28, 2013

Articulation and Concurrent Enrollment

ECC/PLTW is nationally recognized as a model that is being duplicated across the nation. This is a result of Pathway to Engineering Middle School –Gateway to Technology, to PLTW high schools, to ECC which includes career Pathways to Engineering Technologist (Transfer Option) and Engineer Technician (A.S. degree and certificates). As a result of our successful articulation programs and curriculum, we have achieved articulation agreements with Cal Poly Pomona, CSU San Luis Obispo, and are in the process of developing articulation with Cal State Northridge.

Summary

PLTW involvement has been extremely successful, well funded, and consistent with the needs of the nation in re-building our manufacturing and technology related sectors. We are building a career pathway for students, becoming a premier provider, and developer of future technology leaders who will drive economic prosperity.



EL CAMINO COLLEGE
Vice President – Academic Affairs
August 27, 2013

TO: President Thomas Fallo

FROM: Francisco Arce *FA*

SUBJECT: 2013 Follow-Up Report

The El Camino College Follow-Up Report 2013 to the ACCJC is presented to the Board as an information item at the September Board meeting. There will also be a board presentation by VP Francisco Arce to discuss the progress the College has made on student learning outcomes and assessment since the November 14, 2012 Accrediting Commission visit. As a result of the visit the Commission placed the College on warning because it was determined that the El Camino College had not completely achieved proficiency status on student learning outcomes and assessment. The evaluation team report received in February 2013, identified that the college needed to:

1. Increase and strengthen course SLO assessment
2. Ensure degree program assessment of outcomes fully addresses range of knowledge and competencies expected of students
3. Ensure assessment results promote fine tuning of curriculum and other change resulting in improved student learning

After the November 2012 evaluation team visit on November 14, 2012, the College took to heart the preliminary comments made to VP Arce by the team leader. Several actions were initiated to strengthen the College's student learning outcomes assessment program. In December 2012, Academic Affairs in collaboration with the SLO coordinators, SLO facilitators, and academic deans began an audit of the SLO assessment program to ensure an accurate count and completion of the required assessment for all courses and programs. As a result of this audit, a list of courses was compiled that were missing a SLO statement and/or assessment. The faculty members in their respective disciplines were given until June 2013 to complete missing course or program assessments. The SLO coordinators worked to review and approve assessment reports and to request revised reports when appropriate. In April 2013, the newly hired Associate Dean of Academic Affairs assumed the overarching role to work with SLO Coordinators and the Deans to organize the faculty to complete and update the assessment reports. By June 2013, 93% of the courses were assessed.

Memo to President Thomas Fallo
RE: Follow-Up Report – 2013
August 27, 2013

In April 2013, the College purchased TracDat, a new SLO assessment tracking software, to maintain a relational database of SLOs and assessments. This software was implemented during summer 2013 by the SLO coordinators and Associate Dean of Academic Affairs. TracDat will facilitate faculty input and monitoring of assessment progress. Beyond better organization and database management, the College is in a process to improve its use of assessment to evaluate teaching and student learning in courses and programs. Around the campus, there are many discussions among the faculty and deans on how to improve the assessment process to help faculty develop meaningful assessment of student learning. The end goal is to become a more self-reflective educational environment with emphasis on continuous improvement of student success, degree and certificate completion, transfer, and student labor market preparation. In other words, the student experience at the College will become more meaningful when everyone enforces the notion that assessment fuels improvements in an ongoing manner. Assessment is also integrated in program review, curriculum review, planning, and evaluation.

In a short time, the College has become more focused on achieving a sustainable level of assessment of student learning in order to meet the accreditation standards and hopefully exceed them. I believe the follow-up report will demonstrate to the Board that we have improved our assessment process and, in the longer term, will improve student learning and meet the Commission standards.



EL CAMINO COLLEGE
Vice President – Academic Affairs
August 28, 2013

TO: President Thomas Fallo
FROM: Francisco Arce *Fma*
SUBJECT: STEM Grant

In Fall 2011, El Camino College received a grant from the U.S. Department of Education HSI-STEM program that includes \$277,000 to support the development of an endowment account for the STEM program after 20 years of maturity. The ECC Foundation will raise funds to match the federal government contribution to the trust. Specific details of the purpose, contributions, and allowable uses of funds are described in the attached documents. The STEM endowment is one component of several funded by this HSI-STEM grant program. The total grant is for \$4,125,000 or \$825,000 per year for five years.

The purpose of the (HSI) STEM and Articulation Program is to make permanent improvements in an institution's capacity to prepare students, particularly Hispanic and low-income students, to attain degrees in the fields of science, technology, engineering, or mathematics (STEM) and for careers in the physical or natural sciences, mathematics, computer science or information technology or sciences, engineering technology, and engineering. After the first year, grant-supported activities are underway that support the four objectives of the El Camino College HSI STEM Project.

The first three objectives indicate that El Camino College will increase the number of STEM degrees awarded and students transferring in STEM majors, particularly Hispanic students. In order to permanently increase these numbers, we are working to centralize, expand and strengthen our academic programs and student support services for STEM students. Activities include expanding the number of counselors and academic advisors available for our STEM students, community outreach, and faculty development.

It is recommended that the Board of Trustees approve the establishment of a STEM foundation account as required by the U.S. Department of Education grant conditions.

attachments

Endowment for Science, Technology, Engineering, and Mathematics Student Support Services

Statement of Purpose

Established with matching funds from the El Camino College HSI STEM Title III, Part F grant (DOE P031C11066), the *Endowment for Science, Technology, Engineering, and Mathematics Student Support Services* was created to fund programs and projects that directly support students pursuing science, technology, engineering and mathematics (STEM) certificates, degrees, or transfer plans. The goals of the HSI STEM grant are to make permanent improvements in the coordination of instructional, professional, and student services among the STEM programs, enhance the quality of STEM programs, and increase the capacity of El Camino College to set students on the path toward successful careers in the physical or natural sciences, mathematics, computer science, engineering technology, engineering, or other emerging STEM fields. Earnings from the endowment will be used to support projects that directly support STEM students at El Camino College and that meet the same goals as the HSI STEM grant.

Contributions

During the life of the HSI STEM grant, contributions received from public donors will be matched by HSI STEM funds, up to the limit established in the grant budget.

As a permanent endowment, the gift will be managed in accordance with the prudent standards established through the El Camino College Foundation's Endowment Spend Policy and are to be maintained in perpetuity.

Allowable Uses of Funds

Earnings from the endowment are restricted to support STEM students and programs. The preferred uses of funds are for innovative projects that support students in or preparing for STEM majors. Within an approved project, uses of funds may include:

- STEM equipment (new and replacement) and associated installation and structural modifications costs
- STEM technology upgrades, hardware, and software and associated installation or training costs
- STEM student events on campus, such as summer institutes, conferences and speaker series, associated training costs for faculty and staff, and food and hospitality costs, not to exceed 10% of the cost of the event
- STEM student events off campus, such as conferences, and associated registration, travel, food, and accommodation costs
- Other uses not listed here, but that

Funds may not be used to supplant the expenses of ongoing, day-to-day STEM student support programs. Uses of funds exclude scholarships, capital improvements and furniture (except related to new or replacement equipment).

Endowment for Science, Technology, Engineering, and Mathematics Student Support Services

Projects

Projects are expected to further the goals of the Endowment:

1. Improve the coordination of instructional, professional, and student services among the STEM programs,
2. Enhance the quality of STEM programs, and
3. Increase the capacity of El Camino College to set students on the path toward successful careers in the physical or natural sciences, mathematics, computer science, engineering technology, engineering, or other emerging STEM fields.

Projects can be discipline-specific or inter-disciplinary, but should have a direct and significant impact on STEM students. Projects can last up to three years and may be renewed. Projects must be aligned with program review or planning recommendations.

Project proposals should describe the project's objectives, the project activities, and how the activities align with program review or planning recommendations. The proposal should also include an action plan, a time line, and a year-by-year budget that falls within the projected annual Endowment earnings. Most importantly, the proposal should address how the project furthers the Endowment goals.

Project proposals should originate with faculty. Deans should facilitate collaboration among Departments and Divisions, so that, over time, all STEM fields have the opportunity to submit project proposals. Deans should assure that project proposals meet the criteria set forth in this section and the Allowable Uses of Funds section.

Requests for Proposals

Annually, the available Endowment earnings are limited and these funds may be tied up in existing projects for up to three years. Nine months before new earnings become available, the Foundation Executive Director will inform the STEM Departments/Divisions of the projected available Endowment earnings for the next three years and issue a request for proposals.

Faculty will have three months to create and submit a proposal.

The Endowment earnings available for distribution each year will be determined by the El Camino College Foundation in accordance with federal regulations and will be based upon annual earnings, less stewardship fees in accordance with current established policies. Since the projected Endowment earning available in subsequent years may vary, multi-year project proposals should build some flexibility into their budgets.

Allocation of Funds

A committee will review the requests and must reach consensus on which requests to fund. The committee shall consist of a representative from the El Camino College Foundation, the Vice President for Academic Affairs (or the equivalent), and five other members that represent the instructional and support programs for STEM students. These may include faculty, deans or staff.

Endowment for Science, Technology, Engineering, and Mathematics Student Support Services

In making its decisions, the committee is charged with considering the need, the merit, and the likely impact on the Endowment goals of each proposal. The committee must review each budget and decide if the budget is likely to fit the projected Endowment earnings. The committee should also consider the history of Endowment projects and strive to assure that, over time, Endowment projects have an impact on all STEM fields to some degree.