



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

www.elcamino.edu

January 16, 2013

Board of Trustees
El Camino Community College District

Dear Members of the Board:

Happy New Year!

Although you have enjoyed a couple special meetings this year, the Tuesday, January 22, 2013 is your first regular meeting of the calendar year. Thank you for all you are doing in the Special Board meetings and for the first half of the 2012-13 school year.

The January Board agenda is highlighted by a presentation of the Foundation Annual Report by Foundation President, Mike Goguen (report is included in your packet), and an Ethics presentation by Ms. Leisa Biggers, Director of Staff and Student Diversity.

Item five on the agenda is a continuation of the Annual Organizational Meeting listing the selections you made at the December 2012 meeting and the remaining appointments for the Los Angeles County School Trustees Association and the El Camino College District Foundation.

The consent agenda is highlighted by:

- A. Academic Affairs includes an important recommendation to close the Child Development Center and three Associate in Arts degrees in subject matters for Transfer (AA-T). Another recommendation includes the Sabbatical Leave of Absence requests for 2013-14, the projects are included in your packets. Sabbatical Leave Reports from 2011-12 are posted on the web at:
http://www.elcamino.edu/administration/board/agendas/2013/Sabbatical_Leave_reports_2011-2012.pdf.
- B. Student and Community Advancement is highlighted by a revised Accreditation Self-Evaluation 2014 Timeline.
- C. Administrative Services report includes the 2011-12 Audit Report with a copy in your packets and a link imbedded in the agenda. Also included is a contract with James Russell for a campus sculpture, Attachment A provides background.

- D. Measure E 2002 Bond Fund report includes relatively small change orders.
- E. Vice President Beam has submitted a Human Resource Board Letter regarding the Superintendent/President's employment status (Attachment B).
- F. The Superintendent/President report requests authorization for Trustees Gen and Brown to attend the Community College League of California Effective Trustee Workshop and Legislative Conference and three Board Policy actions.

We will have a closed session for the items noted on the agenda. Other communications in your packet (Attachment A) highlights a review of the February 19, 2013 Board Meeting start time and your involvement in facilities activities.

The following items are presented for your review:

1. Facilities Projects for Spring 2013;
2. Memo from Ms. Jo Ann Higdon regarding the Non-Residential Fee for 2014-13;
3. Memo from Dr. Francisco Arce regarding the Child Development Center Closure Proposal;
4. Memo from Dr. Francisco Arce regarding Sabbatical Leave Projects 2013-14;
5. Memo from Dr. Francisco Arce regarding Associate Degrees for Transfer;
6. Memo from Ms. Jo Ann Higdon regarding Audit Report, Letters and Findings;
7. Memo from Dr. Francisco Arce regarding Black History Calendar of Events;
8. Correspondence from Dr. Steven Keller, Superintendent of the Redondo Unified School District acknowledging receipt of a gift bag for the State of Education Event;
9. Correspondence from the California Community Colleges Board of Governors regarding the 2013 Classified Employee of the Year Award;
10. 2012-13 Governing Board Information;
11. State of California Statement of Facts Roster of Public Agencies Filing.

If you have any questions, comments or concerns, please feel free to contact Susan or me. I will be in my office from 3 p.m. on Tuesday and look forward to greeting you then.

Sincerely,



Thomas M. Fallo
Superintendent/President

Attachment A

Board Letter items

February 19 Board Meeting start time:

At the December 2012 Board Meeting, Student Trustee Hormati made a request to change the start time of the February 19 Regular Board Meeting to accommodate her class schedule. The Board agreed to begin the meeting at 5:30 p.m. Subsequent to that meeting it has come to our attention that Trustee Brown has a scheduling conflict on Tuesdays, and would be unable to attend the meeting if it begins at 5:30 p.m. Therefore, it is recommended that the February 19 Regular Board Meeting begin at its regular time of 4:00 p.m. with the understanding that Student Trustee Hormati will arrive late.

Facilities openings:

Each time you come to campus, you see construction projects being completed, and new ones are beginning. During the spring Semester we anticipate groundbreaking events as new construction gets underway, as well a grand opening or two. Faculty and staff have recently moved into the Math Business Allied Health (MBA) Building. Classes will be held in the MBA Building for the spring semester. We are planning a grand opening celebration sometime in March. As soon as a specific date is identified, we will inform the Board. Additionally, we will celebrate the completion of Phase One of the Athletic Education and Fitness Complex this spring.

Several construction projects are also slated to begin in the spring. The Shops Building, Industry and Technology Building, STEM Center, Parking Lot F (channel parking structure) and Athletic Education and Fitness Complex Phase Two are all scheduled to begin construction this spring.

James Russell Sculpture:

The Board Agenda includes a contract with Mr. James Russell, commissioning a statement sculpture to be created and installed at the main entrance to campus, between the Math Business Allied Health (MBA) Building and the Administration Building. Funds for the sculpture will be provided by the El Camino College Foundation, as well as from monies previously allocated for a specimen tree.

A concept proposal to engage Mr. Russell was previously approved at the October 2011 Board Meeting. Mr. Russell was one of the 50th Anniversary ECC Distinguished Alumni and is a longtime supporter of El Camino College. Mr. Russell's work has been featured in more than 50 selected solo and group exhibitions, and is represented in more than 30 corporate and private collections. In addition, he has spoken extensively for the Getty Institute for National Educators on the role of the artist in public art.



EL CAMINO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCE OFFICE

DATE: January 11, 2013
TO: Board of Trustees
FROM: Linda Beam, Vice President of Human Resources
SUBJECT: Superintendent/President Employment Status

Human Resources includes two actions relative to the Superintendent/President's employment. The first item is the Board accepting the withdrawal of Superintendent/President Fallo's resignation, and secondly, consider approving a new four (4) year employment contract effective February 1, 2013.

EL CAMINO COLLEGE

Facilities Projects for Spring 2013

PROJECT	Event
Math Business Allied Health Building	Grand Opening event Wednesday, March 6, 4:30 p.m.
Shops Building	Prior to May 20 or June 17 Board meeting – groundbreaking event
Industry & Technology (formerly Math/Computer Science)	Prior to May 20 or June 17 Board Meeting – demolition event
STEM Center	Prior to May 20 or June 17 Board meeting – demolition event



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January 16, 2013

TO: President Fallo
FROM: Jo Ann Higdon, Vice President, Administrative Services
RE: Non-Resident Student Fee for 2013-14

Each year, we are required to establish a tuition fee for students who are residents of a state other than California or residents of a foreign country. One of the options for the calculation of this fee is the selection of the state-wide average cost of education provided by the Chancellor's Office. El Camino College has used this option for several years. For the upcoming year, the state-wide rate average is \$184 per unit. Staff recommends we continue the use of the state-wide fee.

In addition, code provides the option for a College to charge a capital outlay fee. For the upcoming year, staff is recommending a capital outlay fee of \$32 per unit.

El Camino College had approximately 700 F-1 visa students in the Fall of 2012.

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



EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

January 15, 2013

To: President Fallo

From: Francisco M. Arce *FMA*

Subject: Child Development Center Closure Proposal

The January 22, 2012 Board of Trustees Consent Agenda will include an information item that recommends the closure of the Child Development Center. Student participation in the Center services has declined resulting in higher annual deficits in the last five years. Several attempts to market the Center did not ameliorate the declining participation trend. Currently, 10 students use the Center for childcare, 36 non students use the Center. Staff members do not use the Center services.

The closure will result in the transfer of two classified employees and the lay-off of three teachers. This was discussed with the ECCE and the ECCFT union presidents. The director is retiring on June 30, 2012. The teachers will be given March 15 notices of non employment if the Center is closed. The Development Center teachers are members of a separate union from the academic faculty, but are represented by ECCFT through a separate Agreement. Vice President, Linda Beam and I met with the Center staff on January 8 to discuss the recommendation for closure. If the Board approves the closure, all of the staff members will be counseled to assess their skills, knowledge and experience. Clearly, the three pre-school teachers are the most affected.



EL CAMINO COLLEGE

Office of the Vice President-Academic Affairs

January 3, 2013

TO: President Thomas Fallo

FROM: Francisco M. Arce *FMA*

SUBJECT: Summary of Sabbatical Leave Projects

The Sabbatical Leave Committee is pleased to forward the following leaves of absence for 2013/2014:

One-Semester Sabbatical (one semester at full pay)

Debra Breckheimer – English (Fall 2013)

Type of Sabbatical: Professor Breckheimer will enroll in formal classwork in pursuance of an advanced degree or to increase the applicant's teaching field.

Project: Professor Breckheimer plans to take six courses, each containing 24 lectures, all of which directly relate to the developmental reading and writing, and transfer level composition courses that she teaches.

Tom Cody – English (Fall 2013)

Type of Sabbatical: Professor Cody will focus on a program of independent study in the applicant's teaching field other than formal class work.

Project: Currently, to develop his students' ability to think critically in English 1C, Professor Cody examines the conflict between moral and political law in classic literary texts. In order to learn the implications of these texts, students need to apply scholarly commentary and explication.

Professor Cody plans to construct a course management system, using ETUDES that provides exercises and scholarly resources for each of the texts used in the course. His project will allow him to provide online resources that teach students how to research and characterize the essential elements of political and moral discourse. The project will organize some of these resources for his students and provide a model for other teachers.

Eugene Engle – Physical Education (Spring 2014)

Type of Sabbatical: Professor Engle will focus on a program of independent study in the applicant's teaching field other than formal class work.

Project: Professor Engle will work as an intern with the Stanford University or UC Davis football program. He will be part of the coaching staff, sit in on planning meetings, discuss techniques and strategies, develop new plans, help reach out to alumni for financial support, speak to community groups as a representative of the athletic program, assist with on-campus recruiting, and any other activities that will further enhance the quality of the football program. The purpose of the project is to gain valuable knowledge and information that will be used to improve the quality of the ECC

football program as well as further enhance student learning and success.

Milan Georgevich – Math (Fall 2013)

Type of Sabbatical: Professor Georgevich will focus on a program of independent study in the applicant's teaching field other than formal class work.

Project: Professor Georgevich will visit two branches of the University of Malawi and will collaborate with the Mathematics Department faculty regarding pedagogical techniques in the teaching of Mathematics. He will attend their classes, take notes, and interview students about their studying techniques, as well as share his own teaching ideas so that they can compare and contrast the possibly different teaching styles. The purpose is to learn different methods and strategies related to teaching math and to observe diverse student learning styles from a vastly alternate culture. Professor Georgevich will gain a deeper understanding of student learning and will be better prepared to help the diverse student population at ECC. The goal is to use this information in his courses, in order to increase success and retention rates and in the assessment of SLOs.

Pete Marcoux – English (Fall 2013)

Type of Sabbatical: Professor Marcoux will focus on a program of independent study in the applicant's teaching field other than formal class work.

Project: Professor Marcoux plans to conduct a study of Cloze tests and to prepare Directed Learning Activities (DLAs) to help basic skills students succeed. The DLAs will be primarily shared with the entire Reading department. However, if there are any other faculty on campus who uses the Cloze model in testing, these directed learning activities will also benefit their students. He will produce these DLAs primarily in Etudes. He also plans to create a website to make these materials available to everyone, especially those who do not use Etudes.

Gregg Scott – Math (Fall 2013)

Type of Sabbatical: Professor Scott will focus on the writing of computer software for instructional use.

Project: Professor Scott will develop a software tool that integrates animation and video presentations of selected Algebra topics taken from the spectrum of Course Objectives and SLO statements of the Developmental Math series. Instructors can use it to demonstrate concepts visually with animations and videos they have selected or use preloaded content. Students can use as a study guide and resource finder.

Elizabeth Shadish – Philosophy (Fall 2013)

Type of Sabbatical: Dr. Shadish will focus on a program of independent study in the applicant's teaching field other than formal class work.

Project: Dr. Shadish's plan includes (1) exploring pedagogical methods in the teaching of philosophy beyond those she has seen and developed at ECC, and (2) deepening her knowledge of African philosophy, with the intention of bringing this new expertise to her teaching. The purpose of the project is to improve the teaching of philosophy, specifically in an environment of culturally and ethnically diverse students; to offer insights gleaned from her work to interested colleagues; and to strengthen the philosophy curriculum in the area of African philosophy.



EL CAMINO COLLEGE
Vice President – Academic Affairs
January 15, 2013

TO: President Thomas Fallo
FROM: Dr. Francisco Arce *FALLO*
SUBJECT: Associate Degrees for Transfer

Below is the list of associate degrees for transfer (AA-T or AS-T) that are in various stages of approval. The Chancellor's Office approved the Communication Studies, Geology, Psychology, and Sociology transfer degrees for El Camino College. Three more degrees are ready for the Chancellor's Office approval:

1. Administration of Justice
2. Mathematics
3. Physics

There are 17 degrees at some stage of development in the College Curriculum Committee and will be submitted to the Chancellor's Office for approval during the latter part of the Spring semester and Summer 2013:

1. Anthropology
2. Art History
3. Business Administration
4. Computer Science
5. Early Childhood Education
6. Elementary Teacher Education (Liberal Studies)
7. English
8. Geography
9. History
10. Journalism
11. Kinesiology
12. Music
13. Philosophy
14. Political Science
15. Spanish
16. Studio Art
17. Theatre Arts

By Fall 2013, these transfer degrees will be approved by the Chancellor's Office and we will be in compliance.

The degrees will improve transfer to the California State University because students are given priority admission to a CSU campus if they complete a transfer AA-T/AS-T degree. Students must complete the associate degree for transfer with a minimum GPA of 2.0 to receive priority admission into the CSU system.

In most disciplines, once the AA-T and AS-T degree is offered, the existing AA/AS degree will be inactivated, however, some programs may choose to keep the traditional degree until students migrate to the new AA-T or AS-T degree.



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January 15, 2013

TO: President Thomas Fallo
FROM: Jo Ann Higdon, Vice President, Administrative Services
RE: Audit Report, Letters and Findings

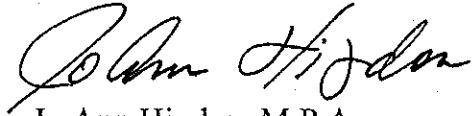
The January Board packet materials include the audit report, letters and findings. The independent auditors' report letter provides a "clean opinion" of the financial statements (refer to paragraph three of page two of the audit report).

Also included is the management letter which certifies we are in compliance with OMB Circular 133 (Federal requirements). This letter also confirms there were no significant difficulties in dealing with management in performing the audit and that no disagreements arose during the course of the audit.

The audit findings for FY 2011-12 begin on page 74 of the audit report. There are four findings (reduced from eight findings in the previous financial audit).

1. The first finding is a repeat of a previous year finding regarding outdated reconciling items. While fiscal staff had completed these reconciliations in many of the funds, they had not yet completed one of the funds. Their work continues on this remaining fund.
2. The continued deficit spending in the Child Development Fund was also a repeat of a previous finding. The auditors continue to remind us of the continued financial support provided by the unrestricted general fund.
3. In this audit finding, we are cautioned to more precisely follow the Budget and Accounting Manual when assigning accounting code numbers to expenditure classification. While we have made many of these changes, we have cautioned the auditors of the likelihood of such year-end adjustments each year as we refine our commitment to produce the most accurate set of financial statements at each year end.
4. The numerous requirements of the U.S. Department of Education continue to be an on-going challenge. All funds were returned, but there were delays in those

returns. The College implemented steps during winter of 2011 to remedy this situation. While improvements were noted in the following spring, this time delay was not fully resolved. We are redoubling our efforts.

A handwritten signature in black ink, reading "Jo Ann Higdon". The signature is written in a cursive style with a large initial "J" and "H".

Jo Ann Higdon, M.P.A.

Vice President, Administrative Services



EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

January 15, 2013

To: President Tom Fallo

From: Francisco M. Arce

Subject: Black History Calendar of Events

The Black History Month Celebration features several important events programmed by the Black History Advisory Committee chaired by Dr. Gloria Miranda, Dean of Behavioral and Social Sciences. This year's programs are particularly significant as a major component observe Dr. Martin Luther King's contributions to the Civil Rights era. A faculty and staff panel will reflect on Dr. King's "I Have A Dream" speech. The programs were developed with students as the primary audience. On February 21st, Dr. Cecil Murray, a major figure in the African American community because of his connection to the First African Methodist Episcopal Church (AME) will speak on the legacy of Dr. King. On that day a tribute to Mr. Leo Middleton, the former ECC Director of Staff and Student Diversity will be observed. Fanny Lou Hamer, a famous civil rights activist who said, "I am sick and tired of being sick and tired" in reference to the horrible conditions in Mississippi will be portrayed by Mizune, an African American Actress. These performances and lectures are sure to enrich students' awareness of African Americans contributions to life, culture and politics in the United States.

We believe students will find the various events both educational and stimulating.

The Committee:
Dr. Elaine Cannon
Dr. Michael Wynn
Ms. Maria Brown
Ms Elaine Moore
Mrs. Dawn Reid
Dr. Daniel Walker
Mr. Brian Mims
Dr. Gloria Miranda

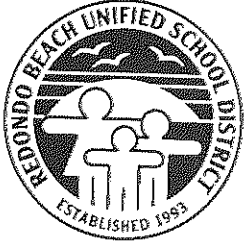
Black History Month 2013 Calendar of Events

Fifty Years: The Dream Continues

- Friday, February 15, 2013 Library Exhibit Opening and Reception
Library Lobby, 6 p.m.
- Tuesday, February 19th Faculty and Staff Panel Presentation: Reflections
on "I Have A Dream," East Dining Room, 1-2:30
p.m.
- Film and Discussion: 41st and Central—The Untold
Story of the Black Panthers, 6 p.m., Marsee
Auditorium
- Wednesday, February 20th EMERGE Group Artists Presentation
Distance Education Room, 1-2 p.m.
- Thursday, February 21st Keynote Speaker—Dr. Cecil Murray: Legacy of Dr.
Martin Luther King/Tribute to Leo Middleton's
Years of Service for Black History Month, 1-2 p.m.,
Campus Theater
- Tuesday, February 26th "I've Known Rivers" student performance,
1-2 p.m., Campus Theater
- Wednesday, February 27th Fannie Lou Hamer Story—one woman
Presentation by actress Mizuni, 1-2 p.m. East
Dining Room
- Thursday, February 28th Taste of Soul and Poster Exhibit on Black
Inventors, 11 a.m.—2 p.m., East Dining Room
- Thursday, March 7th Black College Fair, Library Lawn, 10 a.m.—1p.m.
Workshop 1-2 p.m. in Distance Education Room

RECEIVED JAN - 9 2013

**Redondo Beach
Unified
School District**



1401 Inglewood Avenue

Redondo Beach

California 90278-3999

Tel. 310 379-5449

Fax 310 798-8610

December 12, 2012

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

Dear Dr. Fallo:

On behalf of the Redondo Beach Unified School District and its Board of Education, thank you for the Gift Bag for the State of Education event held on October 3.

The Board of Education was pleased to acknowledge your donation with gratitude at its regular meeting on December 11.

We greatly appreciate your continued support of our school district and its educational programs.

Sincerely,
REDONDO BEACH UNIFIED SCHOOL DISTRICT

Steven Keller
Steven Keller, Ed.D.
Superintendent of Schools

rb



MANUEL BACA, PH. D.
President

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MEMORANDUM

January 2, 2013

TO: Members, Board of Trustees

FROM: Manuel Baca, President, Board of Governors
Brice W. Harris, Chancellor
Keetha Mills, President/CEO, Foundation for California Community Colleges

SUBJECT: 2013 Classified Employee of the Year Award

The Board of Governors along with the Chancellor's Office and the Foundation for California Community Colleges is pleased to announce that it's once again time for the annual Classified Employee of the Year Award. The purpose of this award is to recognize outstanding classified employees throughout the community college system.

Please visit our website at <http://extranet.cccco.edu/SystemOperations/BoardofGovernors/RecognitionandAwards.aspx> to get more information about this award. You are all a very important part of this award process and without your support these awards would not be possible.

Thank you.

cc: Board.

2012-13 GOVERNING BOARD INFORMATION

BOARD MEMBERSHIP - DISTRICT:

El Camino Community College District

Please type names, residence address, residence/business telephone numbers, and present terms of office for officers and members of the governing board of your district which are effective as a result of your annual organizational meeting. If your board is elected on a trustee area basis, please indicate the area number for each board member (*).

<u>Name and Residence Address</u>	<u>Telephone Numbers</u>	<u>Present Term</u>	
		<u>Began</u>	<u>End</u>
<u>William Beverly</u> Pres. <i>Name</i> <u>2330 Ardmore</u> <i>Residence Address</i> <u>Manhattan Beach, CA 90266</u> <i>City, State Zip Code</i>	Res: _____ Bus: <u>310-660-3111</u>	<u>2011</u>	<u>2015</u>
		<u>*Trustee Area No. 3</u>	
<u>Maureen O'Donnell</u> Clerk <i>Name</i> <u>1522 Beech Avenue</u> <i>Residence Address</i> <u>Torrance, CA 90501</u> <i>City, State Zip Code</i>	Res: _____ Bus: <u>310-660-3111</u>	<u>2009</u>	<u>2013</u>
		<u>*Trustee Area No. 5</u>	
<u>Ray Gen</u> <i>Name</i> <u>1360 E. Mariposa Avenue</u> <i>Residence Address</i> <u>El Segundo, CA 90245</u> <i>City, State Zip Code</i>	Res: _____ Bus: <u>310-660-3111</u>	<u>2009</u>	<u>2013</u>
		<u>*Trustee Area No. 4</u>	
<u>Kenneth A. Brown</u> <i>Name</i> <u>7717 S. Victoria Ave.</u> <i>Residence Address</i> <u>Inglewood, CA 90305</u> <i>City, State Zip Code</i>	Res: _____ Bus: <u>310-660-3111</u>	<u>2011</u>	<u>2015</u>
		<u>*Trustee Area No. 1</u>	
<u>Mary E. Combs</u> <i>Name</i> <u>4533 W. 160th Street</u> <i>Residence Address</i> <u>Lawndale, CA 90260</u> <i>City, State Zip Code</i>	Res: _____ Bus: <u>310-660-3111</u>	<u>2011</u>	<u>2015</u>
		<u>*Trustee Area No. 2</u>	
_____ <i>Name</i>	Res: _____		
_____ <i>Residence Address</i>	Bus: _____		<u>*Trustee Area No.</u>
_____ <i>City, State Zip Code</i>			
_____ <i>Name</i>	Res: _____		
_____ <i>Residence Address</i>	Bus: _____		<u>*Trustee Area No.</u>
_____ <i>City, State Zip Code</i>			

Representative to elect members to the Los Angeles County Committee on School District Organization (Education Code §§35023/72403).

NAME Kenneth A. Brown was elected at the annual organizational meeting as this governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2012.

GOVERNING BOARD MEETING INFORMATION:

Date of Annual Organizational Meeting in 2012-13: December 17, 2012
 Board Meeting Days: 3rd Monday of the month Time: 4:00 p.m.

[Signature]

 Signature of Superintendent/Secretary to the Governing Board

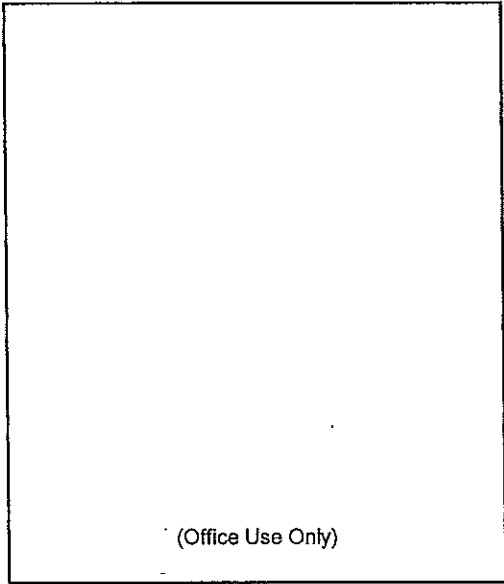
Return form to: Ms. Mary Bracamontes
 Los Angeles County Office of Education
 Division of Business Advisory Services
 9300 Imperial Highway
 Downey, CA 90242-2890



**State of California
Secretary of State**

**STATEMENT OF FACTS
ROSTER OF PUBLIC AGENCIES FILING**

(Government Code section 53051)



(Office Use Only)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing Update

Legal name of Public Agency: El Camino Community College District

Nature of Update: Annual reorganization of Board of Trustees, new President, Vice President, and Secretary of the Board of Trustees

County: Los Angeles County

Official Mailing Address: 16007 Crenshaw Blvd., Torrance, CA 90506

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): President

Name: William Beverly Address: 2330 Ardmore, Manhattan Beach, CA 90266

Secretary or Clerk (Indicate Title): Secretary

Name: Ray Gen Address: 1360 E. Mariposa Avenue, El Segundo, CA 90245

Members:

Name: Maureen O'Donnell Address: 1522 Beech Avenue, Torrance, CA 90501

Name: Kenneth A. Brown Address: 7717 S. Victoria Avenue, Inglewood, CA 90305

Name: Mary E. Combs Address: 4533 W. 160th Street, Lawndale, CA 90260

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

December 17, 2012

Date

NAME [El Camino College/President's Office]

[Signature]

ADDRESS 16007 Crenshaw Blvd.

Signature

CITY/STATE/ZIP [Torrance, CA 90506]

Thomas M. Fallo, Superintendent/President
Typed Name and Title