



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

www.elcamino.edu

December 16, 2013

Board of Trustees
El Camino Community College District

Dear Members of the Board:

Many campus constituents are celebrating the end of the Fall 2013 semester. We are welcoming new Trustees Cliff Numark and John Vargas to the historic changes in the El Camino Community College District Board of Trustees as a result of the 2012 redistricting.

Even with these changes, the order of the December Board meeting is relatively routine.

The Oath of Office is administered to Trustees Numark and Vargas followed by the presentation of the Annual El Camino College Foundation Report.

The first action item on the agenda is the Board's Annual Organizational Meeting where officers and representatives are elected and appointed; the time, date, place of Board meetings and other administrative authorities are determined. The Board agenda order clearly presents actions necessary and current incumbents in each of the Board positions.

The Superintendent/President's recommendations are relatively routine. The highlights include the following:

1. Academic Affairs presents more transfer degrees which will create important opportunities for students to transfer to California State University campuses. We currently have 11 transfer degrees approved at the State level. The additional degrees recommended on this agenda bring us closer to our 23 AA/AS transfer degree target.

The informative FTES summary presents highlights of El Camino College and the Compton Center's FTES (Full-Time Equivalent Student) goals and sections offered at both locations. Please recognize both locations borrowed summer session FTES to make the previous year's goals that continues through the 2013-14 academic year.

2. Student and Community Advancement's relatively routine report is highlighted by the acceptance of the California Employment Training Panel grant. El Camino's Business Training Center successfully secured a statewide grant to manage the community college's efforts with the statewide Employment Training Panel. (See Attachment A)
3. Administrative Services reports are routine. Please note that the First Reading of Board Policy 3570 (Restricted – Smoking Areas) omits any reference to E-cigarettes. A dialogue on this issue continues.
4. The Administrative Services Measure E report provides important recommendations on a number of relatively routine items. Please note item G, Contract Amendment supplemental information for LPA Architects (Attachment B).

Also note highlights of a series of ribbon cuttings and groundbreakings starting in February (Attachment C).

5. The Human Resources section includes relatively routine personnel actions and a series of Board Policies for First Reading to be recommended for adoption at the January Board meeting.
6. The Compton Education Center informational report is an update on the Process to Accreditation. It is important to note that if all goes well in Spring 2014, El Camino could initiate an eligibility application for the El Camino College Compton Center.
7. The Superintendent/President's report includes the travel of Trustees Brown, Combs, Numark and Vargas to the Community College League of California Effective Trustee Workshop and Legislative Conference on January 24-27 and an adoption of the Board of Trustees 2014 goals. This item requires Board input. We included the 2013 goals for reference and the Trustee evaluation instrument from 2013.

The Closed Session will highlight updates on labor negotiations, anticipated litigation and existing litigation.

As a follow-up from the November Board meeting, the recording of the minutes for the October 21, 2013 was reviewed and verified that the advisory vote was "no" on the first motion. Therefore, there was no change in the minutes.

The following items are presented for your information:

1. Oath of Office
2. Los Angeles County Registrar-Recorder/County Clerk -- Official Canvass Certificate
3. Memo from Ms. Higdon regarding Bond Rating Updates
4. Memo from Dr. Nishime regarding F-1 Visa Recruiting Agent
5. AALRR Alert Article: "Brown Act Amendment Requires Reporting of Individual Votes"
6. Press Release: "El Camino College Public Relations & Marketing Department Wins Two Gold Awards"
7. Chancellor's Office Press Release: State Agency Invests in Advancing Worker Skills in Manufacturing Across California With a \$1.2 Million Grant
8. El Camino College Board of Trustees Self-Evaluation Questionnaire 2013
9. CCLC BoardDocs Pro Formal Proposal

If you have any questions, comments or concerns about the December agenda, please feel free to call Ms. Cindy Constantino or me prior to the meeting so we may research responses to your requests. As always, I look forward to greeting you for social activities at 3:00 p.m. in my office prior to the meeting at 4:00 p.m.

Sincerely,

Thomas M. Fallo
Superintendent/President

**EL CAMINO COLLEGE****Office of the Vice President-Student & Community Advancement****Jeanie Nishime – Vice President**

December 10, 2013

TO: President Thomas M. Fallo

SUBJECT: Employment Training Panel (ETP)

The following is information regarding the Employment Training Panel (ETP) grant, which outlines (1) the process for administering grant, (2) when another college is used to provide training or a service, and (3) the Business Training Center's donation of \$200,000 to El Camino College each year.

Administering the Grant

The ETP grant is administered by the Business Training Center (BTC) – Center for Customized Training Department (CCT).

El Camino College is one of a few community colleges authorized to offer Employment Training Panel (ETP) funds to manufacturers statewide. Although the BTC has statewide coverage, the majority of clients are within Southern California. The BTC focuses on building partnerships with other colleges to deliver these programs for the following reasons:

- Expanded grant opportunities
- Ability to share instructors and expertise.
- Ability to expand our course offerings (i.e. Alternative Fuel and Renewable Fuel and Vehicle Technology).
- Ability to efficiently and effectively serve industry utilizing a network of providers in Southern California.
- Allows smaller colleges the opportunity to receive ETP funding to serve their respective industries who normally would not apply for ETP funds on their own.

The ETP process is kept simple for our partnering colleges. El Camino College serves as fiscal agent and submits all paperwork to the ETP. The partnering college is responsible for providing the instruction, submitting attendance rosters, and coordinating activities. The ETP views the partnering college as a Sub-Contractor under the school's grant.

ETP encourages these types of partnerships statewide and has recognized ECC as a model program to emulate.



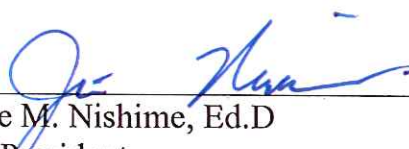
EL CAMINO COLLEGE

Office of the Vice President-Student & Community Advancement

Jeanie Nishime – Vice President

Donation of \$200,000 to the College

The ETP program generates revenues in excess of expenses within the guidelines of the grant. At the end of the fiscal year, a portion of these revenues are transferred from the BTC to ECC. Using a general ledger journal entry, the BTC transfers \$200,000 in revenue to the District's General Operating Fund.



Jeanie M. Nishime, Ed.D
Vice President

JMN/mre



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December 10, 2013

To: President Fallo

From: Thomas Brown

Re: LPA Contract Amendment

LPA was awarded the contract for the original Stadium Track Replacement Project at the November 2010 Board Meeting. The scope of the Stadium Track Replacement Project consisted of the demolition of an existing athletic field, a track, one-story structures, handball walls and a stadium and was planned in one phase. The contract awarded LPA was based upon the original scope and planned staffing hours for this project.

In January 2011, during the planning and programming phase, it was determined that the practice field would need to be constructed of artificial turf to compensate for the loss of the North Field due to the relocation of the New Shops Building Replacement Project. This artificial field would need to be in place prior to the Shops Replacement. Therefore, the Stadium Track Replacement Project was separated into two phases. The original contract with LPA for what became Phase I was left intact. Phase II contract costs had to be renegotiated because of additional planning, construction, and bidding costs.

The added services are based on scope change, and additional staffing hours. LPA has submitted a proposal to amend the original contract to add Phase I construction administration and to extend Phase II construction administration to include DSA's required changes. The amount of the contract amendment is \$415,443.

Thomas Brown
Director
Facilities Planning and Services



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M-E-M-O-R-A-N-D-U-M

Date: December 10, 2013

To: President Fallo

From: Ann M. Garten
Director, Community Relations

Re: Ribbon Cutting and Groundbreakings

We have scheduled a few ceremonial events for El Camino College facilities for spring 2014. The unveiling of the ECC alum James Russell statue is scheduled for Tuesday, February 18, 3:30 p.m., just prior to the Board meeting. The location will be between the Administration and MBA buildings.

The groundbreaking event for the Athletic Education and Fitness Complex Phase 2 has been set for Monday, March 17, 3:30 p.m., again just prior to the Board meeting.

The Science Technology Engineering and Mathematics (STEM) Center ribbon cutting and grand opening will take place in April 2014. The exact date and time is yet to be confirmed.

For photo opportunities, we will have ribbon and large scissors for the ribbon cutting and hard hats, shovels, etc. for the groundbreaking. A map with the exact location for all events will be provided closer to each event.

OATH OF OFFICE

I, Cliff Numark, - do solemnly swear –
that I will support and defend –
the Constitution of the United States –
and the Constitution of the State of California –
against all enemies, - foreign and domestic; -
that I will bear true faith and allegiance –
to the Constitution of the United States –
and the Constitution of the State of California; -
that I take this obligation freely, -
without any mental reservation –
or purpose of evasion; -
and that I will well and faithfully discharge –
the duties upon which I am about to enter.

OATH OF OFFICE

I, John Vargas, - do solemnly swear –
that I will support and defend –
the Constitution of the United States –
and the Constitution of the State of California –
against all enemies, - foreign and domestic; -
that I will bear true faith and allegiance –
to the Constitution of the United States –
and the Constitution of the State of California; -
that I take this obligation freely, -
without any mental reservation –
or purpose of evasion; -
and that I will well and faithfully discharge –
the duties upon which I am about to enter.

Los Angeles County
Registrar-Recorder/County Clerk

Certificate of the Canvass of the Election Returns

I, **DEAN C. LOGAN**, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I did canvass the returns of the votes cast for each elective office and/or measure(s) for

El Camino Community College District

at the Local and Municipal Consolidated Elections, held on the 5th day of November 2013.

I FURTHER CERTIFY that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said jurisdiction, and that the whole number of votes cast for each candidate and/or measure(s) in said jurisdiction in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this 25th day of November 2013.



Dean C. Logan
DEAN C. LOGAN
Registrar-Recorder/County Clerk
County of Los Angeles



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December 10, 2013

TO: President Thomas Fallo

FROM: Jo Ann Higdon

RE: Bond Rating Updates

Over the past several months, El Camino College District has undergone a required review of its bond rating by both Moody's and Standard and Poor's rating agencies. This procedure is known as a "rating surveillance" and is the result of new Federal regulations. The process was rigorous.

I am proud to report that our College's ratings are now:

| | |
|----------------------|-----------|
| Standard and Poor's: | AA/Stable |
| Mood's: | Aa1 |

These ratings are a result of their opinion of the College's very strong financial position. These excellent ratings will enable our College to issue future debt at a very low cost.

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



EL CAMINO COLLEGE
Office of the Vice President-Student & Community Advancement
Jeanie Nishime – Vice President

December 10, 2013

TO: President Thomas M. Fallo

SUBJECT: F-1 VISA RECRUITING AGENT

The F-1 Visa student is a non-immigrant exchange student who has come to the United States for a specific period of time under the sponsorship of a government approved agency. The recruitment of international students is a competitive market. To improve our competitive advantage, a recommendation was made and approved to utilize the services of an educational agent, whose expertise centered on the consistent recruiting and referral of international students to El Camino College. In 2007, the agent-assisted program was implemented and is still being used with very good results. International students in northeast and southeast Asia rely heavily on the services of educational agents to find a college, university, or language school to attend. The educational agents serve as key representatives in recruiting students for the international student programs as well as the El Camino College Language Academy (ECLA). Agents are paid on the successful enrollment of the student. If the student does not attend, there is no contract and no payment is made to the agent. Since the inception of the use of educational agents, the program has grown steadily each year with the referral of students for the F-1 Visa program.

Jeanie M. Nishime, Ed.D.
Vice President

Education Law Practice Group

November 22, 2013

AALRR Alert



Warren Kinsler
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Brown Act Amendment Requires Reporting of Individual Votes

On September 6, 2013, Governor Jerry Brown signed Senate Bill 751, amending the Ralph M. Brown Act (Government Code § 54950 et seq.) to require the votes of each member of a legislative body of a local agency to be publicly reported. The Brown Act requires all meetings of the legislative body of a local agency, such as school or college district governing boards, be held in public, unless a closed session is specifically authorized, and prohibits a secret ballot at these meetings. SB 751 requires the "legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action." (SB 751 adds Government Code § 54953(c)(2).)

Purpose of Legislation

The purpose of the legislation is to provide greater public transparency by legislative bodies such as school and college district governing boards, commissions, standing committees, and other legislative bodies of a local agency. Currently, some legislative bodies report only

the number of "ayes" and "noes" rather than reporting how individual members vote on specific actions taken in public. Certain closed session actions have, for a long time, required a report of each member's vote or abstention immediately upon the board's return to public session from closed session. (See, e.g., Government Code § 54957.1(a) (5) [requiring a public report of personnel actions taken in closed session and the vote or abstention of every member present].)

Significance for School and College District Board Meetings

Beginning on January 1, 2014, the votes of individual board members must be publicly reported. We recommend individual board members orally report the roll-call vote when it occurs and carefully record this roll-call vote in the formal meeting minutes. For example, meeting minutes may not simply reflect that the board adopted or rejected an agenda item; the individual votes must be contemporaneously reported, and

the minutes should reflect how each member voted. Additionally, merely reporting the tally of votes from a closed session on matters requiring a report of the vote pursuant to Government Code section 54957.1, without disclosing how each member voted, would continue to be a violation of the Brown Act.

By January 1, 2014, districts should review their board policies and bylaws to reflect this amendment. Additionally, board members who chair meetings subject to the Brown Act should be advised that they must orally report the roll-call vote on each item on the public agenda to ensure compliance with this new requirement.

--> "Beginning on January 1, 2014, the votes of individual board members must be publicly reported."



NEWS

El Camino College | Public Relations & Marketing Department

16007 Crenshaw Blvd., Torrance, CA 90506

Contact: Ann M. Garten, Director, Community Relations

Telephone: (310) 660-3406 | E-Mail: agarten@elcamino.edu

For Immediate Release

November 15, 2013

El Camino College Public Relations & Marketing Department Wins Two Gold Awards

The El Camino College Public Relations & Marketing Department recently won two Gold Medallion Awards at the 2013 National Council for Marketing & Public Relations (NCMPR) regional conference. Entries for this prominent awards program are judged by a panel of industry leaders in advertising, public relations, marketing, design, and other related areas.

Gold awards were received in the "Radio Ad/PSA" and the "Social or Online Marketing" categories.

Judges' comments regarding the college's 30-second radio ad on KROQ praised the overall style of the spot, noting: "good voice, good music, good theme." Part of a registration campaign intended to promote classes added for Fall 2013, the ad also focused on the message that students should apply and register as soon as possible to get the classes they need. The radio ad also included banner ads on KROQ's website, and directed listeners to a unique Web page that provided more information regarding the fall semester, and how to apply, register and find classes for fall. Listen to the radio ad at: www.elcamino.edu/administration/publicrelations/docs/KROQ-El-Camino-College-05-16-13.mp3

ECC also won a gold award in the Social or Online Marketing category, recognizing the college's success in implementing and maintaining a highly successful Twitter, Facebook, and Instagram presence. ECC's level of engagement, measured by the number of fans – as well as shares, comments and likes on various posts – indicate a successful mix of visuals, humor, student spotlights, important information, and current events. Judges' comments note that the Twitter page is especially active: "Nice use of hashtags and regular updates."

The National Council for Marketing & Public Relations is the only organization of its kind that represents marketing and public relations professionals at community and technical colleges. NCMPR has more than 1,550 members from more than 650 colleges across the United States, Canada and other countries.

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CALIFORNIA COMMUNITY COLLEGES

CHANCELLOR'S OFFICE

PRESS RELEASE

November 21, 2013

Contact: Paul Feist

Office: 916.327.5353

Cell: 209.670.6240

Office E-mail: pfeist@cccco.edu

State Agency Invests in Advancing Worker Skills in Manufacturing Across California With A \$1.2 Million Grant

Network of community colleges to train more than 1,000 workers statewide

SACRAMENTO, Calif. -- California Community Colleges Chancellor Brice W. Harris announced today that the California Employment Training Panel approved a \$1.2 million statewide job training grant to be led by the El Camino Community College District. The grant will be used to train more than 1,000 workers in skills such as e-commerce and database management, blueprint reading, hazardous materials handling and project management.

"Our system is uniquely suited to providing this type of training for our students and our state's businesses," Chancellor Harris said. "To remain competitive in the global marketplace, businesses need to have the best-trained employees and the California Community Colleges, with El Camino College leading the way, provide those people to help drive our state's economy."

The \$1.2 million grant was part of \$7.9 million released by the California Employment Training Panel for more than 20 job training contracts to California businesses.

"This represents a coordinated effort between state agencies to target investment at the advanced manufacturing sector important to our state and regional economies," said Van Ton-Quinlivan, California Community Colleges Vice Chancellor for Workforce and Economic Development. "The Employment Training Panel was particularly pleased with their experience for how this sector was organized under the Doing what MATTERS for Jobs and the Economy framework, easily locating El Camino College's Center for Applied Competitive Technologies thanks to the look-up maps on our website (doingwhatmatters.cccco.edu). They would like to do more via these college networks."

The majority of training under this grant will be conducted at participating employer worksites. The core group of participating employers consists primarily of large and small manufacturers.

"Our focus has always been to bring innovative processes and new technology to the workforce through customized training, workshops and technical assistance to employers," said Eldon Davidson, Customized Training Director for El Camino Community College District's Center for Applied Competitive Technologies. "Once again, we are pleased to partner with the Employment Training Panel, which has proven to be a valuable partner in the support and success of our workforce training programs."

The Employment Training Panel is a business- and labor-supported state agency that assists employers in strengthening their competitive edge in the economy by providing funds to off-set the costs of job skills training. The panel is a performance-based program and provides funds for trainees who successfully complete training and are retained in good-paying jobs at or above a required wage base, for at least 90 days. The program, funded by the Employment Training Tax paid by California employers, helps businesses threatened by out-of-state and international competition.

Since its inception in 1983, the Employment Training Panel program has provided approximately \$1.25 billion to train more than 800,000 workers at more than 78,000 California companies.

The California Community Colleges is the largest system of higher education in the nation. It is composed of 72 districts and 112 colleges serving 2.3 million students per year. Community colleges supply workforce training, basic skills courses in English and math, and prepare students for transfer to four-year colleges and universities. The Chancellor's Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges.

###

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2013**

Page 1

| <u>Individual Trustees' appraisal of all members' activities.</u> | | Strongly Agree | Agree | Disagree | Strongly Disagree | No Respon |
|--|--------------|-----------------------|---------------|-----------------|--------------------------|------------------|
| I. Priorities and Planning | | | | | | |
| 1. Most of the issues occupying the Board's time and attention are directly related to the mission and goals of the institution. | KB,MO RG, | MC,BB BM | | | | |
| 2. All members of the Board have a clear understanding of the vision of the college. | | MC,KB RG,BB BM | MO | | | |
| 3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district. | | MC,KB RG,BB BM | | | | MO |
| II. Board and Chief Executive Officer Relations | | | | | | |
| 1. The Board and CEO maintain optimum communications. | | MC,KB | RG BB, BM | | | MO |
| 2. The roles of the CEO and the Board are clearly defined. | MC,KB RG | BB, BM | | | MO | |
| 3. Trustees keep the CEO well informed of contacts with the community. | | MC,KB BB, BM | RG | | | MO |
| 4. Trustees keep the CEO well informed of contacts with college employees. | | MC, BM | KB, RG, BB | | | MO |
| III. Board and College Relations | | | | | | |
| 1. Trustees are knowledgeable about the college's history. | | MC,KB RG,BB BM | | | | MO |
| 2. Trustees are well versed concerning the college's strengths and weaknesses. | | MC,KB RG,BB | BM | | | MO |
| 3. Trustees are knowledgeable about the mission of the college. | | MC,KB RG,BB BM | | | | MO |
| 4. The Board is sensitive to the concerns of students. | KB,BB | MC,RG BM | MO | | | |
| 5. The Board is sensitive to the concerns of employees. | KB,BB | MC,RG BM | | | MO | |
| 6. The Board supports the college by attending various events. | KB | MC,RG BB, BM | | | MO | |
| IV. Board and Community Relations | | | | | | |
| 1. Trustees are well informed concerning the needs of the community. | | MC,KB RG,BB | BM | | | MO |
| 2. Trustees fairly and assertively represent the communities they serve. | | MC,KB RG,BB | BM | | | MO |
| 3. Trustees use their community ties to promote a positive image of the college | RG | MC,KB BB, BM | | | | MO |
| V. Board Agendas | | | | | | |
| 1. The Board Agendas always focus on policy issues. | | KB,MO RG,BM | MC,BB | | | |
| 2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues. | BB | MC,KB MO,RG | BM | | | |
| 3. The Board Agendas are organized logically which facilitates efficient use of time. | BB | MC,KB MO,RG BM | | | | |

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2013**

Page 2

| <u>Individual Trustees' appraisal of all members' activities</u> | Strongly Agree | Agree | Disagree | Strongly Disagree | No Response |
|--|-----------------------|----------------------|-----------------|--------------------------|--------------------|
| VI. Board Organization and Dynamics | | | | | |
| 1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees. | RG,BB | MC,KB BM | | MO | |
| 2. The roles of the Board officers are conscientiously implemented. | RG,BB | MC,KB | BM | MO | |
| 3. All public meetings of the Board are conducted in compliance with the Brown Act. | MC,RG KB,MO BB | BM | | | |
| VII. Board Decision-Making Processes | | | | | |
| 1. Trustees demonstrate respect for the opinions of others at Board meetings. | | KB,RG BB, BM | MC | MO | |
| 2. Board meetings are structured to assure that all relevant information is considered before making a decision. | MC | KB,MO RG,BB BM | | | |
| 3. Board members are provided with adequate information needed to fully understand the issues. | MC,BB | MO,RG | KB, BM RG | | |
| VIII. Trustee Development and Education | | | | | |
| 1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities. | RG | MC,KB MO,BB | BM | | |
| 2. Board members have a thorough understanding of the district's mission and goals. | RG | MC,KB BB, BM | | | MO |
| 3. Board members are well informed and knowledgeable about legislative issues that may impact the college. | | MC,KB RG,BB BM | | MO | |
| 4. Board members are well informed and knowledgeable about state policy issues that may impact the college. | | MC,RG BB, BM | KB | MO | |
| 5. Information about important issues is readily shared among Board members. | MC,RG BB | KB, BM | MO | | |
| IX. Board Goals | | | | | |
| 1. The Board prepares an annual set of written goals and objectives. | RG | MC,KB BB | | | MO BM |
| 2. The annual objectives of the Board are measurable | RG | KB,BM | | | MC MO BB |
| 3. The Board has a set of clearly defined performance standards. | RG | KB, BM | | | MC MO BB |
| 4. The Board's goals and objectives are clearly communicated to the college community. | | MC,KB RG,BB BM | | MO | |
| X. Board Evaluation | | | | | |
| 1. The Board systematically identifies and reports its accomplishments. | | KB,RG BB, BM | RG | | MC MO |
| 2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance. | KB | RG,BB BM | MO,RG | | MC |
| 3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive. | KB,RG | MC,BB | BM | | MO |



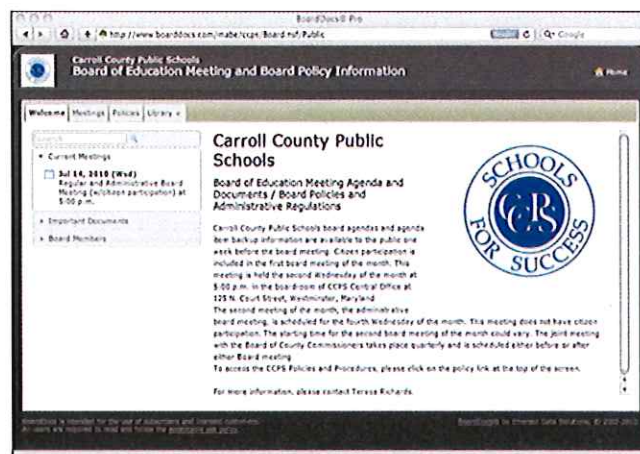
CCLC BoardDocs Pro Formal Proposal

Executive Overview

Introduction

BoardDocs® Pro is a state-of-the-art, cloud-based Governance Document Management Service from Emerald Data Solutions™ and the CCLC. Developed specifically for governing bodies, BoardDocs provides a means of immediately publishing and revising agenda items, supporting documents, policies and procedures via the Internet. Administrations can quickly and easily create, approve and track agenda items and other correspondence. CCLC BoardDocs Pro service offers governing bodies a simple way to eliminate paper-based processes while maintaining a searchable, legal repository for all documents.

BoardDocs Pro improves governance by making documents readily available to board members, designated staff and the public in a professional, easy-to-access format. The administration maintains total control over who sees what information - and when. Using a simple browser, governance stakeholders can access documents from most Internet-connected devices via the Web.



BoardDocs Pro also improves governance by providing a collaborative environment that enables organizations to partner with leading consultants for policy development, management and publication.

BoardDocs Pro is much more than software. It's literally a turn-key solution that includes any and all project supervision, labor, materials, hosting, hardware, licensing, on-site training, 7 x 24 technical support and documentation necessary to implement an electronic board document management system. The organization need only provide Internet-connected devices to access the system. Note also that BoardDocs Pro is fully supported on most mobile devices, including the Apple® iPad™.

Benefits Summary

In addition to improvements in governance processes and board effectiveness, our subscribers consistently report tremendous annual cost savings, time-of-staff savings of up to 75%, increased transparency with stakeholders and multiple environmental benefits.

CCLC BoardDocs Pro Formal Proposal

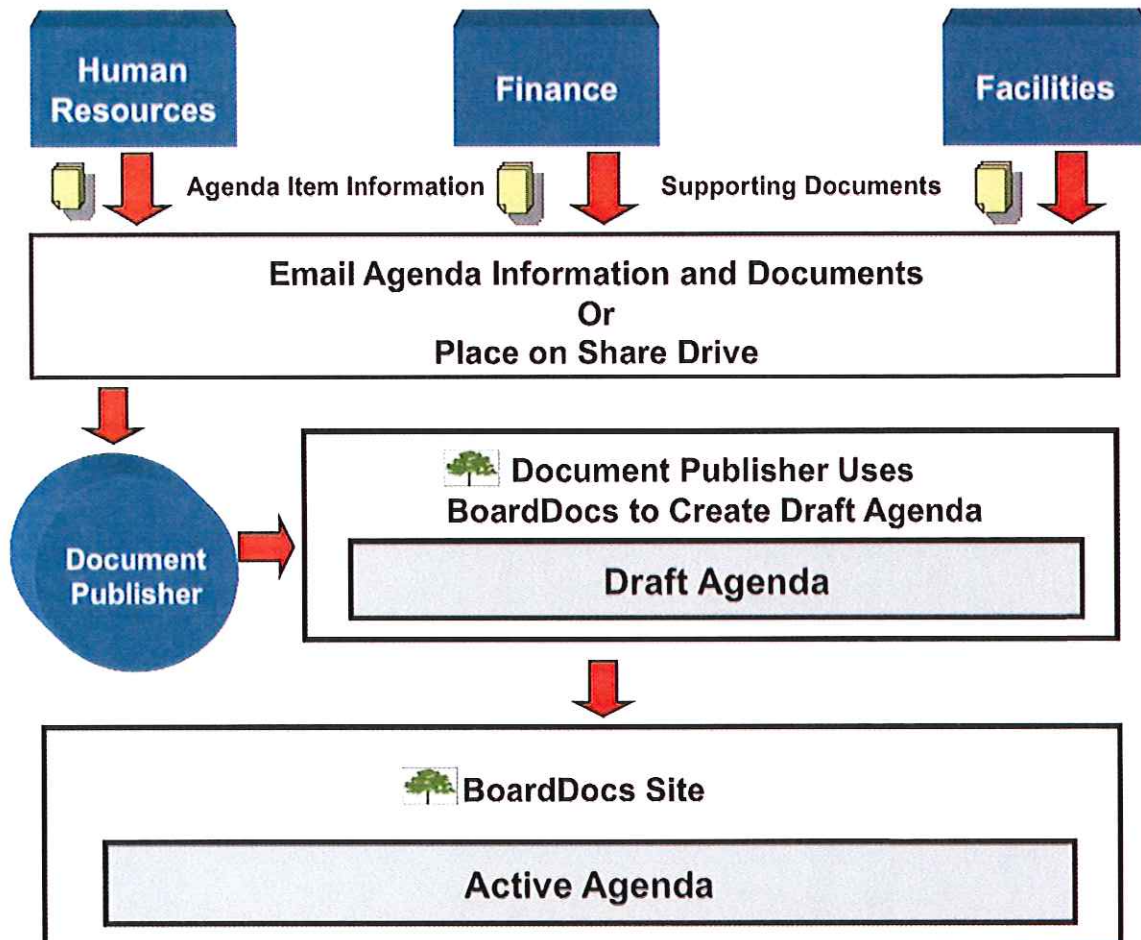
Document Submission, Creation and Publishing

Document Submission Options

BoardDocs Pro is easily customized to meet your organization's document workflow requirements. Data can be collected and entered into the system in three ways:

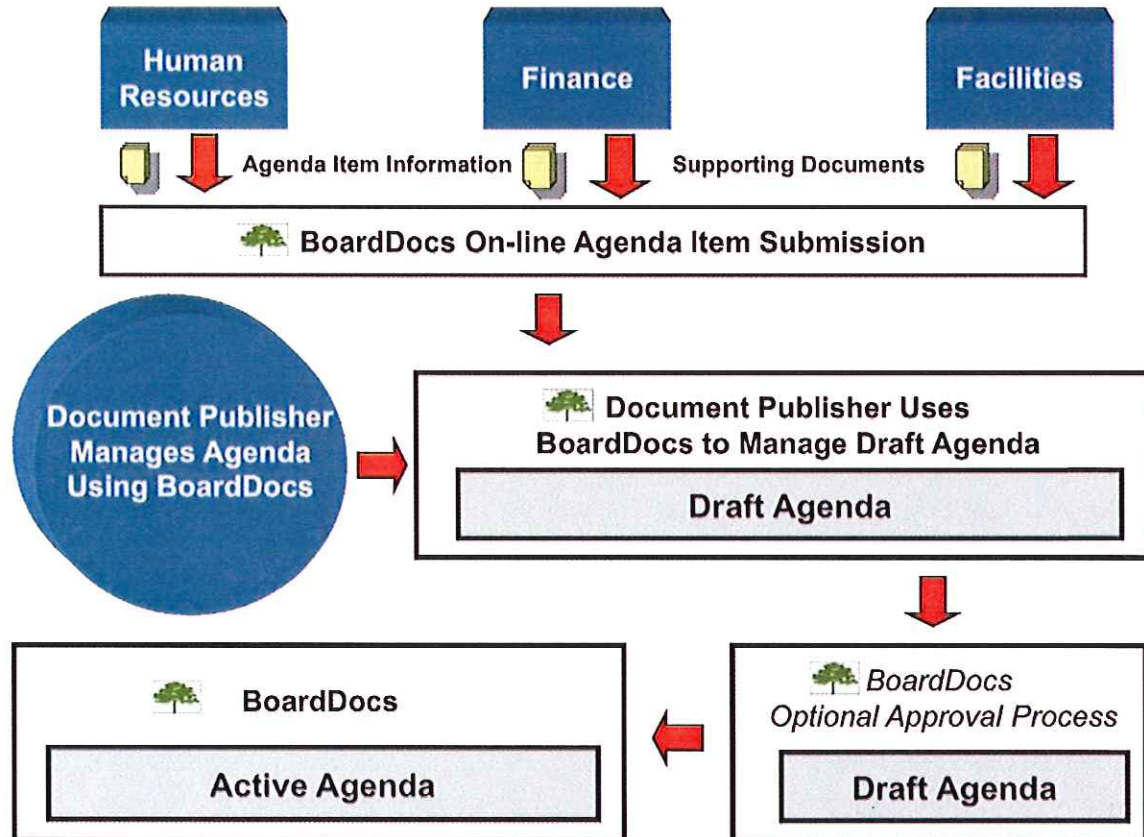
1. Smaller organizations may prefer to designate a single person or a small group of people to gather electronic versions of their documents and enter them into the system. Using this simple method, the document publisher receives agenda item information and supporting documents via email or network share and creates the agenda items using the BoardDocs Pro document publisher software.

This method often gives the document publisher(s) the ultimate control over all facets of the agenda item creation process.



CCLC BoardDocs Pro Formal Proposal

2. The second option provides an easy way for designated staff members to create and submit their own agenda items using the BoardDocs Pro advanced user interface. As the items are submitted, the document publisher acts as the gatekeeper by ordering, checking and finalizing the agenda items.



Mid-sized and larger organizations will often choose to use the online submission of agenda items due to a geographically dispersed staff or to accommodate the large volume of information that needs to be included in packets. This option also benefits submitters of regular or reoccurring reports as it provides a way for submitters to easily create, duplicate and manage regular reports in a private work area.

CCLC BoardDocs Pro Formal Proposal

3. The third option is similar to option two, but adds the ability for document submitters to select from one of several customizable approval trees that the item must proceed through prior to reaching the document publisher. By using this process, any number of approval trees can be set up where serial lists of approvers can be maintained. Once an agenda item is submitted and an approval tree is designated, an email message is sent to the first approver in the tree and the document publisher is notified. The approver has several options:

- They can review the item and approve it
- They can edit the item and approve it with changes
- They can route the item and send it back to the submitter or any previous approver

Once approved, the next approver is notified via email and the item can no longer be edited by the submitter. The next approver will have the same three options and the agenda item will continue to move through the approval tree until everyone has approved the item. The document publisher can monitor this process and review the approval queue for each user. Additionally, the document publisher can force approval of an item, as well as re-start the approval process.

Each document is securely stamped with the workflow history of the creator and each approver so board members will know who signed off on each item prior to it being placed in the packet.

Final Publishing

While any designated administrator can submit agenda items to draft meetings using a browser, only designated document publishers can activate meetings. Access is ultimately managed by the document publisher at the meeting, agenda item and sub-agenda item level. Additional workflow rules are used to release meeting information and documents based on role and by date.

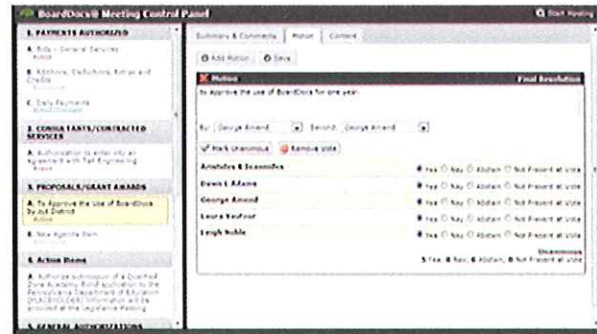
The formatting of the submitted items is up to the submitter and the document publisher. Rich text formatting is available to all users, and when cutting and pasting from standard office applications, formatting is preserved. By using attachments, any type of file format is supported to provide backup information. By allowing users to control the formatting and presentation of each agenda item, the organization can define exactly how the information will be presented to the board, administration, and/or the public.

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Meeting Management

Meeting Control Panel

BoardDocs Pro provides comprehensive tools for meeting management. The core of our meeting management is the Meeting Control Panel (MCP). The organization can designate any administrator or even a board member to be the meeting moderator. Because the MCP is Web-based, there is no software to install. Using the MCP, designated meeting moderators have the ability to move agenda items in and out of consent, re-order the agenda, record motions, record the vote, enable online voting and take notes that will show on the minutes.



“Follow Me” Technology

With BoardDocs Pro “Follow Me” technology, it’s easy to be sure that everyone is on the same page. As the meeting moderator moves through the meeting, the board members can follow along. Board members simply click on the blinking agenda item at any time to be taken immediately to the current agenda item.

Voting

BoardDocs Pro is easily customizable and can collect actions in two ways. You can designate a moderator to record the action details during or after the meeting, or you can use the online voting system built into the service. Using the meeting control panel, the action information and any additional notes are stored in each agenda item and made available to the public and authenticated users.

BoardDocs Pro supports multiple motions per agenda item, multiple votes per item, real time modification of motions, simple majority, super majority, and provides the ability to override the results to meet virtually any voting scenario.

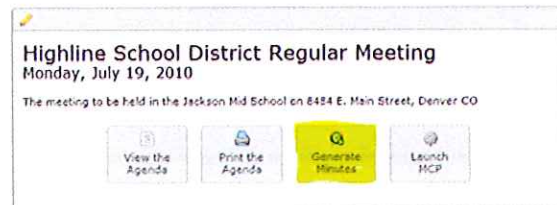
No matter how you record the action information, the results can be shown to the public via the BoardDocs Pro ScoreBoard. ScoreBoard is an automated screen that follows the progress of the meeting and keeps the public up-to-date with the actions of the board. It is typically displayed on large screens in the board room during the meeting.

BoardDocs Pro also supports consent agenda items. Using the consent feature, the board can vote on several agenda items at once and BoardDocs Pro will populate the resulting vote in each agenda item. Items can be removed from or added to the consent agenda in real time during the meeting with a simple click by the meeting moderator.

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Minutes

BoardDocs Pro uses the action information stored in each agenda item to generate draft minutes of the meetings. Once the minutes are generated for a meeting, the document publisher can format and edit using the BoardDocs Pro integrated word processor. Once complete, the minutes are placed in the system as an agenda item for a future meeting. Once approved by the board, they are automatically released to the public and associated with the correct meeting.



BoardDocs Pro Features and Benefits

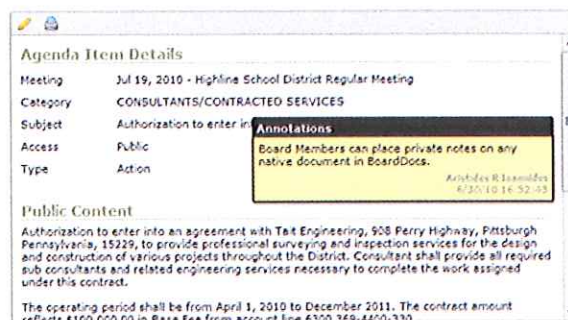
Ease of Use

BoardDocs Pro is currently being used by tens of thousands of users nationwide. Our industry-standard solution provides an advanced user interface where board members can access information in an intuitive manner. All information associated with agenda items, policies and library items is consolidated in a customizable and easy-to-use packet. Using the packet, board members get an instant snapshot of all policies under consideration, current meetings, upcoming events, important documents and can even track progress of selected board goals.

BoardDocs has conducted a tremendous amount of research and taken recommendations from thousands of board members to assure that every board member can use the service. We add on-site training for each board member, with outstanding documentation and video tutorials to further assure that every board member will feel comfortable accessing electronic versions of the packet. If a board member needs additional help, we provide 24-hour, toll-free technical support at no additional charge.

Annotations

BoardDocs Pro provides support for board members to enter private notes on any native BoardDocs Pro document. The notes are stored separately from the organization's data in a private notebook on BoardDocs' servers. While most solutions store annotations together with the organization's data, BoardDocs Pro's private annotation solution is unique. By maintaining the information in a separate database, the organization is not required to provide the annotations in response to a FOIA request.





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Meeting Video

Meeting video allows BoardDocs Pro users to easily share meeting video with stakeholders. This feature simplifies the task of associating and managing videos of meetings by providing easy-to-use tools that automate the process involved with delivering video over the Web. Users can easily associate video with each meeting and tag individual agenda items to any part of the video, all while displaying them through the organization's existing BoardDocs interface. BoardDocs powerful search tools provide users the ability to search for any agenda item within a meeting. Once the item is found, stakeholders are presented with the highest fidelity experience of what happened during the meeting, with the agenda item, background information, associated strategic goals, voting results and video from one simple interface.

Secure Browsers

Board members and administrators access the information published by the document publisher through the current version of most popular Web browsers. Information for authentication travels over the Internet securely using 128-bit encryption.

Client Requirements

BoardDocs Pro readers, submitters, approvers and publishers use the BoardDocs advanced user interface via popular Web browsers on just about any Internet-connected device. BoardDocs is platform independent and has been tested with Internet Explorer 8.0, Firefox 5.0, Safari 4.0 and better. BoardDocs does not require Java, Active X or any other browser plug-ins. The organization is only responsible for supplying any client hardware and network infrastructure necessary to connect to BoardDocs services via the Internet.

Integrated Solution

BoardDocs Pro is the only solution to provide paperless meeting, library, goal tracking, events, video and policy solutions in one product. Other solutions require separate products for policies and agenda items. BoardDocs provides for all of the governance document needs in one simple system. This allows our clients to use one service for the features boards need the most to support and streamline their governance activities.

Hosting and Technology Partners

Our hosting environment is supported by technology partners who are regarded as the best-in-class providers of their services. Application services are provided by clusters of Oracle/Sun servers, behind four F5 enterprise load-balancers that are connected to redundant, high-speed network connections. These clusters are hosted at two SAS 70 Type 2 dedicated hosting centers; one in Denver, CO and the other in Sterling, VA. Both feature emergency backup environmental systems for continuous, 7 x 24 operation. At each site, data is kept on dual, fully-redundant fiber arrays with redundant connections to all servers and independent copies of the data are kept and stored on dual Raid 5+1 configured arrays at each site, so hardware failure is extremely unlikely. Additionally, each week night, between 11:30 PM and 3:00 AM, production data is copied to a NAS-attached array. This backup is kept for 1 week, except for Friday's backup, which is stored for 3 additional weeks.



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Storage

BoardDocs provides document archives and instant access for at least 10 years of information. If after 10 years the amount of information does not exceed 10 GB, additional data will be stored until the limit is reached. Data exceeding the 10-year limit will be archived on optical media and provided to the organization.

Customization

BoardDocs service includes customization at no additional charge. Through customization, BoardDocs is ideal for both large and small organizations. While each organization has different agenda, formatting and workflow needs, our extensive customization assures that your processes will not be driven by the software. Rather, our technology will work to support your existing meeting format, agenda and workflow.

Search

BoardDocs provides the ability to perform searches against the full text of any document in the system – including attachments. The document publisher determines what documents or parts of documents users can access. Through MetaSearch, BoardDocs also provides the capability to perform searches of public agenda items and policies from similar organizations using the BoardDocs service. Using this exclusive feature, administrators and board members can research policies and procurement on a national basis.

Custom Interface

BoardDocs supports the branding of public and private Web sites with the subscriber's information. Organization logo support is provided for the site and all printed documents. At any time, the subscriber can further modify the public and private Web sites with custom verbiage and designated documents. The public site of BoardDocs is designed to tie into the organization's Web site, and includes a link back to the organization's Web site.

BoardDocs features several ways for subscribers to access data in the BoardDocs Pro database outside of our standard interface, including RSS and XML access to all public data. Using XML and RSS, dynamic information can be integrated into existing Web sites or custom queries can be made from most popular third-party reporting tools. Custom interfaces to the BoardDocs Pro data can also be created.

Ownership of Data

While BoardDocs maintains the data on behalf of each subscriber, we believe that the organization should maintain ownership and have unlimited access to all data. The customer shall retain all ownership of content posted to the database and have exclusive control of who can access the data and when. Designated publishers will control access and the system.

Technical Support

BoardDocs provides 7 x 24, US-based, no-charge technical support for all document publishers and authenticated users for the life of the agreement. The technical support is available via toll-free phone number with a guaranteed response time of two hours with a 24-hour resolution.



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User Reports

BoardDocs is able to provide reporting on when users log in and document access. If this information is provided to the organization, it will then be available to anyone via FOIA and Sunshine regulations. Most public governing bodies do not want this information collected or released to anyone.

User Accounts

Each user will have an individual user ID and password. Initially, passwords and user names will only be shared with the designated document publisher. After implementation, changes to user names and passwords can be managed by designated publishers using BoardDocs' People Manager.

Maintenance and Updates

BoardDocs provides ongoing maintenance, including minor fixes and updates to the software for the term of the agreement. Updates and fixes are automatically applied daily, as necessary, without user intervention. BoardDocs is continually responding to the needs of our subscribers and partners by improving our service and adding new features. This process is continuous and has taken BoardDocs from a simple paperless meeting solution to a comprehensive eGovernance solution.

BoardDocs will inform the customer and provide version upgrades as they become available at no additional charge. All version upgrades will be scheduled in advance and performed only after approval by the organization. Since BoardDocs is 100% Web based, there is no need to manage client software or install updates on workstations.

Training and Implementation

We have found that video or Web training is not sufficient to assure complete success. As a result, every implementation of BoardDocs is performed on-site.

BoardDocs will assign a dedicated Implementation Specialist and Technical Analyst to assist in the implementation of the solution. The Implementation Specialist will conduct three on-site training sessions based on our proven curriculum. Each attendee will receive documentation, customized for the subject matter of their training session. Additionally, the organization's IT staff will receive a comprehensive IT Implementation Guide.

The training sessions will be scheduled on two consecutive days and will consist of the following:

Document Publisher – This session is to be attended by the designated document publisher(s). The instructor will lead a six- to eight-hour session where the attendee(s) will publish an entire meeting and learn how to load and manage the data and how the data is presented by BoardDocs Pro.

Senior Staff – This consultative session will explore the processes and workflow in preparing information to be managed using BoardDocs Pro. This two-hour session should be attended by the senior cabinet and their administrative assistants.



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Board Members – Each board member will attend a two-hour, instructor-led session where they will learn how to access the information from any Internet-enabled location and how to participate in a meeting using BoardDocs Pro.

Other than a \$1,000, one-time start-up fee, there is no charge for initial training and implementation. BoardDocs will provide subsequent visits for training, on-site support or attendance of meetings at the organization's request for no additional charge. For subsequent visits, Emerald Data Solutions will submit travel expenses, including airfare, ground transportation and hotel for reimbursement. The BoardDocs Web site also features documentation and video tutorials if any user would like a quick refresher on how to use the system. BoardDocs maintains support and training staff in seven states, so help is never far away.

About Emerald Data Solutions

Emerald Data Solutions is 100% employee owned and has been providing technology solutions to public and private organizations since 1989. Our past clients have included the State of Georgia, BellSouth, Turner Broadcasting and hundreds of local governments. Currently, Emerald Data Solutions is exclusively dedicated to the development and delivery of BoardDocs eGovernance services. BoardDocs was initially developed in 2000 for Marietta City Schools, and since the national introduction of BoardDocs Pro in June of 2002, over 600 organizations have chosen BoardDocs as their paperless governance solution.

Our staff includes a former school district technology directors, former school board clerk, former database administrator for the DOE's Yucca Mountain Facility, former Fortune 50 executive trainers, top developers and certified support analysts. We have trained thousands of administrators and board members so we understand organizations and how board materials are collected and distributed.



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Features and Costs Summary (ISP/Hosted)

The BoardDocs Pro service includes the following features:

- BoardDocs eAgenda Solution
- BoardDocs ePolicy Development and Publication Solution
- BoardDocs Library with support for Events, News, Board Goal Management and Tracking, and Customizable Board Member Pages
- Searchable Meeting Video that associates video with specific agenda items
- Integrated Audio Player – listen to meetings indexed by agenda item
- Social Sharing via Twitter, Facebook and email
- Customizable packets for each type of stakeholder (Exec/Board Member, Administrative, Public)
- Private Document Annotation for Board Members
- Web-based Document Workflow with Customizable Approval Trees and Collaborative Annotations
- Online or manual Voting with support for virtually any type of voting scenario
- Automated Minutes Generation and Release
- Automated Public ScoreBoard, with voting results and speaker timers
- “Follow Me” so Board members will never get lost
- Calendar Integration - quickly add any event or meeting to your calendar
- Access to BoardDocs MetaSearch
- Search Functionality for consolidated searches on any content
- XML Capabilities to dynamically drive BoardDocs data into your organization’s Web site
- 7 x 24 secure, power-redundant hosting, with daily backups
- Up to 10 years of history with DVD archiving of data beyond 10 years
- User and security administration via People Manager
- No Extra Charge On-site Training
- 7 x 24, Toll-Free, US-Based End-user technical support
- No Extra Charge for Customization
- All software enhancements, including version updates and fixes for the term of the agreement

| COST SUMMARY | |
|--|------------------------------|
| BoardDocs Pro Document Management System – One-time start-up fee: | \$1,000 |
| * BoardDocs Pro Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, updates, upgrades, implementation and customization) | \$9,000 /yr 1 year agreement |
| * Price quotes are valid for 60 days from date of submission. | |

In some states, BoardDocs Pro service fees are invoiced by a designated billing agent. Services are invoiced at the beginning of each annual term. See the BoardDocs Pro “End User Agreement” (EUA) for more terms regarding the delivery of BoardDocs. Please contact us for pricing on self-hosted solutions.



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Company Contact Information

Corporate Office, Payments and Legal Notices:

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Marietta, GA 30068

Other Information:

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DUNS: 131937562
(800) 407-0141 x 3514
email: boarddocs@boarddocs.com
<http://www.BoardDocs.com>



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Reference Sheet

BoardDocs Pro Reference #1:

Ventura County Community College District
255 West Stanley Ave.
Suite 105
Ventura, CA 93001
Patti Blair: 805-652-5578
pblair@vcccd.edu

BoardDocs Pro Reference #2:

San Jose/Evergreen Community College District
600 S. Bascom Avenue
San Jose, CA 95128
Joy Pace: 408-288-3136
joy.pace@sjeccd.edu

BoardDocs Pro Reference #3:

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7387 S. Campus View Drive
West Jordan, UT 84084
Main Phone: 801-567-8100
Roxane Siggard: 801-567-8180
roxane.siggardjordan.k12.ut.us