



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

www.elcamino.edu

November 17, 2014

Board of Trustees
El Camino College

Dear Members of the Board:

Well, treats were delivered, Dia de los Muertos celebrated, an extra hour of sleep enjoyed, and preparation for feasts have begun. Fall is here – pray for rain.

Our November Board agenda has some unique activities yet is still quite standard. The agenda is initiated with a presentation from Ms. Irene Graff on El Camino College Mission, Vision, Values and Strategic Initiatives. As a prelude to Student and Community Advancement's item C, Board Policy 1200 with the same title as the presentation, the consent agenda is initiated with relatively routine items as follows:

1. Academic Affairs presents Center for the Arts presentation change, proposed curriculum changes and a Board policy and procedure on Library Services.
2. Student and Community Advancement presents some relatively routine activities and includes a recommendation for international travel supplemented by Attachment A (International Recruitment – F-1 Visa Students). Also presented for a First Reading is important Board Policy 1200, as well as Board Policy and Procedure 3250 (Institutional Planning). Additionally, a student expulsion recommendation is transmitted to you under separate confidential cover and also listed as a closed session item. As in past practice if you would like to discuss the item, you may delay SCA-F until closed session. Please note that last month's Board Policy and Administrative Procedure 2410 is withdrawn but expected to return at the December meeting after further collegial consultation (see Attachment B).
3. Administrative Services presents a series of contracts and purchase orders.
4. Measure E provides recommendations on a series of contracts and a change order which are also addressed in supplemental Attachment C.
5. Human Resources includes a number of employment and personnel changes and Attachment D, the approval of the El Camino Police Officers Association (POA)

Letter to the Board – Page 2
November 17, 2014

Contract. As in other items if the Board has any questions concerning the negotiations, you may pull the approval of the POA contract and make an announcement after the closed session.

6. The Superintendent/President and Board of Trustees evaluation is scheduled for a Committee of the Whole discussion. Your packet may contain a communication from Trustee Numark who is unable to attend the November 17 Board meeting. It will be presented as an enclosure to your Board packet. Evaluation information was transmitted to you and this link permits you to again refresh the discussion on Board of Trustees evaluation with the anticipation of creating your goals for approval at the December 2014 Board meeting. We trust you will enjoy the discussion.

http://www.elcamino.edu/administration/board/agendas/2014/Board%20Self-Evaluation%20Resources_ECCCD.pdf

Our closed session agenda includes five separate items. A second confidential item being forwarded to you under separate cover is the Resignation Agreement and General Release of an employee.

This Board packet also includes the following:

1. Plan for the Puente program
2. 2014-15 Outreach Plan and Report
3. Communication from Mr. William Garcia on Financial Aid Satisfactory Academic Progress Policy
4. Response from the August contract with Mindswing Consulting
5. Communication from VP Jo Ann Higdon on Campus Safety
6. Invitation to attend our Classified Service Awards on Wednesday, November 19
7. Announcement of the Society of Music Fall Recital
8. Communication from the Redondo Beach Unified School District

I am sure you are all aware, as we are proud, that the Compton Community College District, under CEO Keith Curry's leadership, passed a \$100M Measure C Construction Bond at the November 4 election. If you have any questions, comments or concerns about the agenda, please feel free to contact Ms. Cindy Constantino or me prior to the Board meeting so we can provide informed response.

Sincerely,

Thomas M. Fallo
Superintendent/President

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

November 7, 2014


TO: President Thomas M. Fallo

SUBJECT: International Recruitment – F-1 Visa Students

Leonid Rachman's latest trip for international recruitment of F-1 Visa students focused on the ELS American Educational Centers tour, which covered the areas of Seoul, Korea; Ho Chi Minh City, Viet Nam; Guangzhou, China; and Nagoya, Osaka, and Tokyo, Japan, October 22 through November 4, 2014. El Camino College was one of 11 colleges and universities invited to participate in this tour. El Camino was selected because of its 16-year partnership with ELS, our exemplary reputation, size, and location. For this trip, El Camino College was awarded a partial travel grant which paid the majority of the trip's costs. This report will focus on the results of this trip, as well as two trips scheduled for Board approval at the November 17, 2014 Board meeting for Southeast Asia and Russia. These two trips will take place in January and March, respectively, in 2015:

Area	Participating 4-year colleges	Participating Comm. Coll.	Participating Agencies	No. of Students Attending	Expected Enrollment
Seoul	7	4	8	24	5
Vietnam	7	4	23	--	10
G'zhou	2	6	26	--	10
Nagoya	1	6	1	36	2
Osaka	1	6	1	48	10
Tokyo	1	6	1	122	10

Mr. Rachman's upcoming tour scheduled for St. Petersburg and Moscow, Russia in January, 2015 is expected to generate a minimum of three students from that recruitment trip. A second tour is scheduled in March 2015 to Southeast Asia. It is expected that 10-15 students will enroll at El Camino College as a result of this recruiting effort.


 Jeanie M. Nishime, Ed.D.
 Vice President

JMN/mre



EL CAMINO COLLEGE

Office of the Vice President-Student & Community Advancement

Jeanie Nishime – Vice President

November 10, 2014

TO: President Thomas M. Fallo

SUBJECT: Board Policy/Administrative Procedure 2410 –
Board Policy and Administrative Procedure

Board Policy/Administrative Procedure 2410 – Board Policy and Administrative Procedure was sent to the Board of Trustees for first reading at the October 20, 2014 Board meeting. Since that time, it has been determined that additional consultation is needed. Therefore, the policy is pulled from the November 17, 2014 Board's agenda. The policy will be brought back for second reading and adoption at the December 15, 2014 Board meeting.

Jeanie M. Nishime
Vice President



EL CAMINO COMMUNITY COLLEGE DISTRICT

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November 6, 2014

To: President Thomas Fallo

From: Jo Ann Higdon, M.P.A.

Subject: Measure E Agenda

Item B, page E 2 – In preparation for the start of the Student Services and Lot C projects, forensic investigations of the soil conditions under the existing Shops Building is necessary to identify any soil remediation that may be required.

Item C, page E 3 – As the Shops Building Replacement project nears completion, the services of the geotechnical firm, AMEC, are required to certify the exterior areas of the building prior to and during the placement of the base material before the concrete yards are poured. The prior changes to the contract were for geotechnical observations and testing related to the relocation of the hydronic pipe into the street area where numerous existing utilities were discovered.

Item D, page E 3 – Additional welding inspection services were required above the number of originally projected inspections.

Item E, page E 3 – Number 1 - The District determined that since the contractor was required to provide the installation of the IT equipment in the building, it was prudent for the contractor to also supply the uninterruptable power supply and the power distribution systems. Items number 2 thru 10 are miscellaneous changes due related to the existing conditions of a 50-year old, poured-in place concrete building where many irregularities and unforeseen existing condition have been uncovered.

Jo Ann Higdon, M.P.A.

Vice President Administrative Service



EL CAMINO COLLEGE
HUMAN RESOURCES OFFICE

DATE: November 12, 2014

TO: Thomas Fallo, Superintendent/President

FROM: Linda Beam, Vice President of Human Resources

A handwritten signature in blue ink, appearing to read "L. Beam".

SUBJECT: Police Officers' Association Agreement & Recommendation

Per Government Code Section 3547.5, the District is required to disclose contract settlement costs at a public meeting. Therefore, the recommended Board action for the tentative agreement with the Police Officers' Association (POA), includes a three year projected cost (affecting 4 fiscal years).

The POA's current contract expires December 31, 2014. The agreement reached includes a 5% salary increase effective January 1, 2014 through the term of this contract. This tentative agreement does not include an additional step.

Importantly, the POA has agreed to a new three (3) year contract covering the period of January 1, 2015 through December 31, 2017, with limited re-openers in Year #3.

The Superintendent/President and the Vice President of Administrative Services certify that the estimated costs incurred by the El Camino Community College District under the ECCE Agreement can be met by the District during the term of the January 1, 2014 – December 31, 2014 agreement and the January 1, 2015 – December 31, 2017 agreement.

POA COMPENSATION ESTIMATE BY FISCAL YEAR (compensation estimates reflect prior year compounding and applicable statutory benefits):

Existing Contract:

Fiscal Year 2013/2014 (6 Months, 1/1/14 – 6/30/14)

The cost of the salary increase of 6 months, 5% on-schedule increase is approximately \$37,885.

Existing Contract (expires December 31, 2014) and New 3 Year Contract (January 1, 2015 to December 31, 2017)

Fiscal Year 2014/2015 (6 Months, 7/1/14 – 12/31/14: Existing Contract and 6 Months, 7/1/14 – 6/30/15: New Contract)

The cost of the salary increase of 6 months, 5% on-schedule increase and 6 months, 1% on-schedule increase is approximately \$83,786.

Fiscal Year 2015/2016 (12 Months, 7/1/15 – 6/30/16)

The cost of the salary increase of 6 months 1% on-schedule increase and estimated on-schedule district-funded COLA of 2.2% is approximately \$109,648.

Fiscal Year 2016/2017 (12 Months, 7/1/16 – 6/30/17)

The cost of the salary increase for 12 months is yet to be determined, based upon the district-funded COLA and re-openers for salary.

Fiscal Year 2017/2018 (6 Months, 7/1/17 – 12/31/17 – the term of the new contract)

The cost of the salary increase for 6 months is yet to be determined, based upon re-openers for salary.

The full tentative agreement is included in the Board agenda.

**EL CAMINO COLLEGE****Vice President, Academic Affairs and Vice President-Student &
Community Advancement**

November 12, 2014

TO: President Thomas Fallo

FROM: Francisco Arce
Jeanie Nishime

SUBJECT: Puente Program Status

The Office of Institutional Research and Planning (IRP) recently completed a study of the Puente Program 2009 to 2011. The purpose of the study was to track Puente students from their initial participation to determine their academic and goal completion over time. The study compares the Puente cohort to a group of similar non-Puente students. The study compares fall to fall persistence rates, average GPA, success rates, retention rates, English 1A completion; completion of transferable units, degrees awarded, and transfer rates. In all areas, the Puente students scored above the control group suggesting that Puente students were more successful as a result of participation in the Puente Program. Another study completed by IRP compares three cohorts, Puente, Project Success and First Year Experience (FYE) during the period fall 2009 to fall 2011. It is important to recognize that each of these learning communities is different and comparison between programs, according to IRP, is not recommended. However, it gives one an idea of the benefits of cohort learning communities. Overall, the Puente, Project Success, and FYE learning communities were more successful than the control groups.

Based on these findings and commitments from the Counseling and Humanities Divisions, it is recommended that the Puente program come out of hiatus in spring 2015. Griselda Castro has agreed to accept the assignment as Puente counselor and she will be paired with Rachel Ketai from the Humanities Division. Both faculty members have Puente experience and have agreed to a three-year commitment to the program.

In order to provide additional stability to the program, it is recommended that recruitment for a second full-time Puente counselor begin in spring 2015. This position was identified during the faculty prioritization process and is one of twenty-one new faculty recruitments scheduled for the spring. A second team was suggested by the Puente Project Office and identifying a full time counselor and English faculty member will allow us to have two rotating teams on a three-year cycle.



EL CAMINO COLLEGE

**Vice President, Academic Affairs and Vice President-Student &
Community Advancement**

To be successful, the Puente counselor must share roles with the English teacher and assume primary responsibility for required Puente activities such as recruiting students, selecting mentors and coordinating with the system office. The counselor also counsels previous Puente cohorts until graduation and transfer status is achieved. If this recommendation is accepted, the Puente Project Office will be contacted with updated appointments and information to schedule team training. We anticipate having a reinvigorated Puente team and a new cohort of Puente students beginning their studies in fall 2015.

FA/JN/mre

El Camino College
2014-2015 Academic Year
Outreach Plan and Report



By: Office of Outreach & School Relations
November 2014

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Outreach Personnel

The Office of Outreach & School Relations current employs one full-time administrator, two full-time classified employee, three temporary classified employees, ten academic counselors, and thirty-five Student Ambassadors. Over the years, the number of personnel assigned to the Office of Outreach & School Relations has fluctuated due to funding available from the College District and enrollment trends and goals.

During the economic recession, the El Camino College Foundation provided financial support for the Student Ambassador program in the amount of \$25,000. With the passage of the Student Success Act of 2012 and the subsequent increase in Student Success & Support Program (SSSP) funding, formerly known as Matriculation, the expense shifted from the ECC Foundation to SSSP.

Student Ambassadors are hired to help meet the outreach demands of high school and other educational institutions. Student Ambassadors are current El Camino College students who represent the College at college fairs, college nights, provide campus tours, and assist with on and off-campus outreach activities. Beginning the 2012-2013 Academic Year, former Student Ambassadors who transferred to out-of-state colleges and universities were recruited to represent the College at out-of-state college fairs.

Academic Counselors who are assigned to work with the Office of Outreach & School Relations play an important role in helping students navigate the matriculation process and to develop education plans to help meet individual goals and needs.

2011-2012	2012-2013	2013-2014*	2014-2015
1 Director 1 F/T Classified 33 Ambassadors 1 Counselor	1 Director 1 F/T Classified 25 Ambassadors 1 Counselor	1 Director 1F/T Classified 3 P/T Classified 31 Ambassadors 4 Counselors	1 Director 2 F/T Classified 3 P/T Classified 35 Ambassadors 10 Counselors

*During the 2013-2014 Academic Year, additional funding for personnel was provided to the Office of Outreach & School Relations given the passage of the Student Success Act of 2012 (SB 1456) including the hiring of additional Student Ambassadors to specifically be assigned to the Financial Aid Office.

Outreach Timeline

June, July, and August

Recruit and train Student Ambassadors to provide outreach services to prospective and current students on and off-campus. An extra cohort of Student Ambassadors are recruited and trained to specifically serve the El Camino College Financial Aid Office.

Take inventory of marketing giveaways and order new marketing giveaways.

Update high school principal and counselor contact electronic listserv and hard copy contact roster for the subsequent academic year.

August

Welcome new, continuing, and returning students to El Camino College for the start of the fall semester at information tables throughout campus the first week of classes.

Work with in-district high schools to ensure off-campus college courses offered at high school campuses are ready for the start of the fall semester.

Inform on-campus entities of outreach opportunities at in-district high schools and other educational venues for the academic year.

September and October

An e-mail message blast is sent to both in-district and out-of-district high school counselors with outreach information. A hard copy letter with the "Outreach Services Request Form" is sent to every in-district high school principal. Campus Tours are scheduled upon request for any high school or by individual student. Information Tables and Information Sessions are hosted at in-district and out-of-district high school campuses.

Outreach personnel participate in regional, state, and out-of-state college fairs and nights.

The annual High School Principal's Breakfast is scheduled and hosted by the President.

November and December

Prospective students may begin to apply on November 1st when the online admission application is activated for the following summer term and fall semester. Application Workshops and Orientation Workshops are hosted at in-district and out-of-district high school campuses.

January

Welcome new, continuing, and returning students to El Camino College for the start of the spring semester at information tables throughout the campus the first week of classes.

Work with in-district high schools to ensure off-campus college courses offered at high school campuses are ready for the start of the spring semester.

January, February, and March

High school students who have applied for Admission and have participated in an Orientation are invited to take the Assessment/Placement tests at El Camino College or off-campus at in-district and out-of-district high schools campuses. In-district high schools are offered free transportation for their students to visit El Camino College to take the Assessment/Placement tests and complete any remaining steps to receive priority registration.

In-district and out-of-district high school students are encouraged to meet with an El Camino College academic counselor on-campus or at high school campuses to develop an Education Plan for the summer term and fall semester.

Financial Aid Office personnel host "Cash for College" evening events at in-district and out-of-district high school campuses to help prospective students and their parents learn how to apply for federal and state financial aid including scholarships.

Outreach personnel participate in regional, state, and out-of-state college fairs and nights.

April and May

The Office of Outreach & School Relations hosts in-district and out-of-district high schools that request Campus Tours and want their students to complete any remaining steps to register for classes for the summer term and fall semester.

June

All new, continuing, and returning students who apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) and submit all of the proper financial aid documentation by June 1st are guaranteed a financial aid award letter and disbursement during the first week of the fall semester.

Communication Timeline

The Office of Outreach & School Relations working in conjunction with the Office of Public Relations & Marketing engages in active communication with prospective students throughout the matriculation process. Electronic communication includes e-mail messages, on-campus marquee announcements, MyECC student portal announcements, and messages sent via social media including, but not limited to, Facebook and Twitter. The following is an outline of the communication timeline.

November

Online admission application is available for the following summer and fall terms.

December

Online orientation is available for the following summer and fall terms.

January

Assessment testing will be proctored on and off-campus at educational institutions.

February

Academic counseling is available on and off-campus for the following summer and fall terms.

March

Online financial aid application is available for the following award year.

April

Online registration is available for summer term.

May

Online applications are available for special student support programs (e.g., EOPS, FYE, etc.).

June

Online registration is available for fall term.

July

Online payment is required for courses for fall term.

Outreach Services

The Office of Outreach & School Relations provides comprehensive outreach services to all in-district and out-of-district high schools that request our services.

ECC Prospective Student Interest Form

Inquiries by prospective students, their parents, and high school personnel may be submitted online 24/7 by visiting the Office of Outreach & School Relations webpage available at www.elcamino.edu. All online inquiries are responded to within 48 hours by outreach personnel. Prospective students may also download an on-demand e-brochure that is customizable to meet their educational needs and match their personal interests.

Number of Interest Forms Received

2011-2012	2012-2013	2013-2014	2014-2015
2,444 Inquiries 949 Applicants 410 Enrollees 43% Yield	3,261 Inquiries 1,123 Applicants 481 Enrollees 42% Yield	2,246 Inquiries 675 Applicants 295 Enrollees 44% Yield	Goal: 50% yield

Strategies:

- Utilize personal e-mail accounts to communicate with students in addition to mailing customized marketing publications.
- Use a mobile application that will help track and remind students of the matriculation steps needed to enroll at the College.
- Other Student Services programs will be asked to assist with outreach efforts especially if the inquiry includes a request for information about a specific program.
- The three core services of orientation, assessment testing, and education planning will be the emphasis so that students may receive priority registration.

Admission Application

All students must complete an online admission application called Open CCCApply before being able to continue with the rest of the core services. An El Camino College student identification number and e-mail account are issued upon submission of the admission application. Because the student can apply to multiple California community colleges with one application, submitting the application is not an indication of the student's commitment to El Camino College.

Number of Admission Applications Received

Fall 2011	Fall 2012	Fall 2013	Fall 2014
19,498 Applications 6,981 Enrollees 36% Yield	20,347 Applications 6,976 Enrollees 34% Yield	20,481 Applications 7,434 Enrollees 36% Yield	Goal: 40% yield

Strategies:

- Mailing customized marketing publications
- Creation of a mobile application to help students track the completion of the core services of orientation, assessment testing, and education planning.
- Email and phone follow-up with applicants who complete at least one core service but have not registered for classes.

Application Workshop

Application workshops help prospective students learn of how to apply online for admission to El Camino College. Workshops take place at high school campuses and are hosted by outreach personnel.

Application Workshops Offered

2011-2012	2012-2013	2013-2014	2014-2015*
9 Workshops	1 Workshop	10 Workshops	Goal: 12 Workshops

*Application Workshops are not in high demand from high schools since most high school counseling or career center personnel feel comfortable utilizing the online admission application. Outreach personnel focus on providing students with core services once they have submitted an admission application.

Orientation Workshop

Orientations workshops are provided in a variety of forums to help meet the needs of prospective students throughout the academic year.

Orientation Workshops Offered

2011-2012	2012-2013	2013-2014*	2014-2015
No data	No data	1,023 Students	Goal: 1,500 Students

*In-person orientations were offered due to technical problems with the online orientation.

Strategies:

- A new online orientation will be implemented during the 2014-2015 Academic Year and the goal is to have all new students view the online orientation.
- Outreach personnel will assist students to access the new online orientation and help them through completion.

Assessment Testing

Assessment testing helps appropriately place students within the El Camino College's English and mathematics curriculum. Assessment testing is required prior to students meeting with an academic counselor to develop an education plan. Assessment testing may take place on or off-campus.

On-Campus Assessment Testing of Students

2011-2012	2012-2013	2013-2014	2014-2015
15,269 Students	14,420 Students	14,059 Students	Goal: 15,000 Students

Off-Campus Assessment Testing of Students

2011-2012	2012-2013	2013-2014	2014-2015*
340 Students 249 Enrollees 73% Yield	433 Students 295 Enrollees 68% Yield	966 Students 588 Enrollees 61% Yield	Goal: 1,200 Students 70% yield

Strategies:

- Free transportation is provided to all in-district high schools to test on-campus.
- Utilize the LRC, Basic Skills lab for increased on-campus testing (100 computers vs 48 computers in the Assessment Center).
- An increase of outreach personnel will provide a greater number of off-campus testing.

Education Plan

Education plans are created for students by academic counselors either on or off-campus. Abbreviated education plans are one or two semesters in length. Comprehensive education plans are two or more semesters in length. Education plans outline course sequence by semester/term and help students meet their educational goal(s) of completing a vocational certificate, earning an associate degree, and/or transfer to a four-year university.

Students who received an Abbreviated Education Plan Off-Campus

2011-2012	2012-2013	2013-2014	2014-2015
No data	No data	1,726 Students	Goal: 2,000 Students

*Data for education plans not collected prior to the 2013-2014 Academic Year. The Student Success Act of 2012 (SB 1456) requires all California community colleges to track the completion of education plans for reporting and funding purposes.

Strategies:

- Hire additional adjunct counselors for high school outreach.
- Assign academic counselors to in and out-of-district high schools to complete abbreviated education plans for all high school applicants who complete assessment and orientation.

Priority Registration

In and out-of-district high school students who complete the core services of orientation, assessment testing, and education plans by an established deadline are granted priority registration for the subsequent semester/term prior to continuing students at El Camino College.

The following chart reflects the number of students who completed the core services and were eligible to receive priority registration.

Priority Registration Student Recipients

2011-2012	2012-2013	2013-2014*	2014-2015
No data	No data	1,238 Students	Goal: 1,500 Students

*The method in which priority registration was assigned to students changed during the 2013-2014 Academic Year. New in-district students were assigned priority registration over continuing students.

Financial Aid

The Office of Outreach & School Relations works closely with the Financial Aid Office to offer high school personnel with financial aid information to help prospective students and their families learn of federal and state-based financial aid in addition to scholarships.

Number of Financial Aid Applicants

2011-2012	2012-2013	2013-2014	2014-2015
28,978 Applicants	31,776 Applicants	32,060 Applicants	Goal: 32,200 Applicants

Strategies:

- Participate in high schools' "Cash for College" events in early spring.
- Utilize Financial Aid Student Ambassadors to offer financial aid workshops at high school sites.

Campus Tours

The Office of Outreach & School Relations offers all in and out-of-district high schools the opportunity to visit campus and take campus tours. Campus tours are led by Student Ambassadors who are trained on the variety of academic and student support programs offered as well as the extracurricular activities afforded to students.

Campus Tours Offered

2011-2012	2012-2013	2013-2014	2014-2015*
32 Tours	32 Tours	55 Tours	Goal: 70 Tours

Strategies:

- Free transportation provided to in-district high schools.
- Work with specialty programs offered at high schools including, but not limited to, Advancement Via Individual Determination (AVID) and Project Lead the Way, to provide meaningful and insightful campus tours that includes the new Science, Technology, Engineering, and Mathematics (STEM) Center.

Outreach to High School Administrators

In an effort to increase student enrollment from in-district high schools, the Vice President of Academic Affairs and the Vice President of Student & Community Advancement, have met with high school principals to offer outreach services, college classes, and to provide comprehensive high school report cards regarding their students' performance at El Camino College. The following is a listing of visits to in-district high schools during the spring 2014.

February 12, 2014	Inglewood Unified School District Special Trustee
February 14, 2014	Hawthorne High School
April 10, 2014	Leuzinger High School
April 18, 2014	North Torrance High School
April 22, 2014	Lawndale High School
April 23, 2014	Morningside High School
April 24, 2014	Inglewood High School
May 7, 2014	Torrance High School
May 9, 2014	South High School
May 9, 2014	West High School

In the fall, President Fallo hosts a high school principals' breakfast. Twenty-five superintendents and principals attended this fall's breakfast which was held in the STEM Center and featured two STEM student speakers. Many of the principals were interested in having STEM student speakers from ECC speak to middle and high school student groups.

The Vice President of Student & Community Advancement and new Vice President of Academic Affairs will continue to visit with high school administrators to offer outreach services during the 2014-2015 Academic Year.

The following high schools will be scheduled:

Redondo Union
Mira Costa
El Segundo
Hawthorne Math and Science Academy
Inglewood
City Honors
Morningside

Concurrent Enrollment

In response to the decrease in the number of concurrently enrolled students at El Camino College, college administrators plan to streamline the concurrent enrollment process for in-district high school students and offer additional college courses on high school campuses. Studies have found that high school students that concurrently enroll in college courses are more likely to pursue a college education and are more likely to graduate and transfer once enrolled.

Apportionment classes are those offered by El Camino College for college credit and that are open to the public even if offered off-campus at high school campuses.

Contract classes are those offered by El Camino College that are paid for by high school districts and where enrollment may be limited to high school students enrolled in the sponsoring district.

Number of Apportionment and Contract Classes

2011-2012	2012-2013	2013-2014	2014-2015*
10 Contract 0 Apportionment	12 Contract 0 Apportionment	1 Contract 9 Apportionment	1 Contract 9 Apportionment

*These are the number of contract and apportionment classes that are scheduled to be offered during fall 2014. The final number of contract and apportionment classes offered during the 2014-2015 Academic Year will become available in summer 2015.

South Bay Promise

To better serve the needs of students in the northern part of the District, El Camino College in partnership with the South Bay Workforce Investment Board, Centinela Valley Union High School District (CVUHSD), Inglewood Unified School District (IUSD), and California State University, Dominguez Hills (CSUDH) will create a "South Bay Promise" program modeled after the successful Long Beach Promise. A small pilot began in Fall Semester 2014. Students were identified by high school personnel at both school districts and those selected were enrolled in the First Year Experience (FYE) program at El Camino College. Tuition and books required by the FYE program was covered for the first year of the students' enrollment.

The two school districts were only able to get a commitment from twelve students for the inaugural program. Planning has begun to identify students from each district to achieve a class of 60 students in Fall 2015.

Number of South Bay Promise Student Participants

2014-2015	2015-2016
12 Students	60 Students

Strategies:

- The emphasis will be on 11th and 12th graders in high school.
- South Bay Promise information sessions will be hosted at ECC.
- Adjunct outreach counselors who are assigned to Centinela Valley Union High School District (CVUHSD) and Inglewood Unified School District (IUSD) high schools will be made aware of this program.
- CVUHSD and IUSD high school counselors will be responsible for referring students to the program. ECC will admit up to thirty (30) students from each district.
- All students admitted to the South Bay Promise will need to attend an information session hosted by ECC, sign a pledge form, complete all three core services (orientation, assessment testing, and education plan), and apply and be admitted to the FYE program by March 31st.
- California State University, Dominguez Hills (CSUDH) will assign their transfer outreach person already assigned to ECC to outreach to the twelve (12) current students being served by the program at ECC.

In-District High School Student Enrollment Trends

El Camino College serves the following traditional high schools located within its college boundaries. Below are the student enrollment trends for the past three fall semesters.*

High School	Fall 2011	Fall 2012	Fall 2013	Total**	Average Percentage of Graduating Class	2013 Percentage UC/CSU Eligible
El Segundo	44	49	38	131	15%	79.6%
Hawthorne	141	127	112	380	27%	22.7%
Inglewood	35	34	18	87	8%	13.9%
Lawndale	79	97	143	319	28%	54.0%
Leuzinger	122	123	96	341	23%	34.3%
Mira Costa	77	62	52	191	11%	88.5%
Morningside	31	34	26	91	12%	30.2%
North	190	209	228	627	38%	48.2%
Redondo Union	148	158	146	452	24%	61.8%
South	148	113	103	364	22%	61.4%
Torrance	192	171	128	491	30%	48.8%
West	163	139	145	447	30%	60.5%
Total	1,370	1,316	1,235	3,921	Avg. 22%	Avg. 50%

*Fall Semester 2014 student enrollment data will not become available until spring 2015.

**A number of the charter schools were opened during the past three years, which lowered the amount of students coming from traditional high schools within the same school districts.

Adult Schools Served

El Camino College serves the following adult schools:

ABC Adult School	Cerritos
Abram Friedman Center	Los Angeles
Centinela Valley Adult School	Lawndale
Compton Adult School	Compton
Downey Adult School	Downey
Gardena Community Adult School	Gardena
Hamilton Adult Education Center	Torrance
Harbor Occupational School	San Pedro
Inglewood Adult School	Inglewood
Long Beach School for Adults	Long Beach
South Bay Adult School	Redondo Beach
Torrance Adult School	Torrance

California Assembly Bill 86

El Camino College is an active participant in the Adult School Consortium and has pledged to work specifically with Centinela Valley Adult School, Inglewood Adult School, South Bay Adult School, and Torrance Adult School. One of the goals of the Consortium is to create a pipeline for adult learners to access and enroll at El Camino College. An El Camino College adult school liaison will be assigned to all four in-district adult schools and will be responsible for ensuring that interested adult learners complete all core services. The adult school liaison will be supported by academic counselors and outreach personnel.

El Camino College has pledged to help with the following:

- Obtain data to determine how many adult learners have matriculated at El Camino College in recent years that have attended adult schools.
- Not to duplicate programs and services offered by the adult schools.
- Office of Outreach & School Relations to provide core services directed at adult learners including the placement of outreach personnel and academic counselors at adult school sites.
- Develop two plans in coordination with the Consortium – a doable plan without additional financial resources that can be implemented immediately and a long-term plan with potential future funding from the state.
- Find innovative ways to inform and encourage adult learners to earn their high school diploma or the equivalent in order to allow them to apply for federal student aid. A listing of local adult schools was distributed for review.

California Outreach Efforts

In an effort to increase the number of students that enroll at El Camino College, the Office of Outreach & School Relations participates in college fairs throughout the state of California in collaboration with local, regional, and national associations including the National Association of College Admission Counseling (NACAC) and the Western Association of College Admission Counseling (WACAC).

Northern California

Alameda (May 8, 2015)
Contra Costa (May 9, 2015)
Marin (May 5, 2015)
North Bay (May 6, 2015)
Sacramento (May 3, 2015)
San Francisco (May 2, 2015)
San Joaquin Valley (May 4-5, 2015)
Santa Clara (May 7, 2015)

Southern California

Inland Empire (April 22, 2015)
Los Angeles/Pasadena (April 30, 2015)
Orange County (April 26, 2015)
San Diego (April 28, 2015)
Ventura (April 20, 2015)

Out-of-State Outreach Efforts

El Camino College has enrolled the following number of out-of-state students through targeted outreach efforts.

2011-2012	2012-2013	2013-2014*	2014-2015
33 Students	39 Students	30 Students	50 Students

*Although funding for out-of-state recruitment was provided during the 2013-2014 Academic Year, the vast majority of students attending the college fairs were high school sophomores and juniors which means we will not begin to see the fruits of our labor until the 2014-2015 Academic Year. Data will become available in fall 2015.

In an effort to increase the number of out-of-state students that enroll at El Camino College, the Office of Outreach & School Relations plans to participate in college fairs in the following states in collaboration with the National Association of College Admission Counseling (NACAC). The college fairs that are hosted by NACAC draw thousands of prospective students and their parents and high school counselors from a large geographic area.

Arizona

Phoenix (September 28, 2014)

Oregon

Portland (November 2-3, 2014)

District of Columbia

Washington, D.C. (October 2-3, 2014)

New Jersey

Atlantic City (November 13, 2014)

Pennsylvania

Philadelphia (October 26, 2014)

Maryland

Baltimore (April 24, 2015)

Gaithersburg (April 21, 2015)

Landover (April 22, 2015)

Nevada

Las Vegas (October 23, 2014)

Reno (October 26, 2014)

Hawaii

Honolulu (April 16, 2015)

Strategies:

- NACAC utilizes "Lead Retrieval" which is technology that allows each college representative in attendance to scan pre-completed student information cards so that follow-up can be done efficiently at the conclusion of the college fair utilizing e-mail, social media, and social networking sites. Each scanner can hold up to 10,000 student leads.
- Former Student Ambassadors who have transferred to out-of-state four-year colleges and universities are recruited by the Office of Outreach & School Relations to represent El Camino College at out-of-state college fairs. This arrangement helps El Camino College save on valuable financial resources while helping build and maintain active alumni nationwide network.

Enhanced Outreach Efforts for the 2014-2015 Academic Year

1. Adjunct counselors will be assigned to in and out-of-district high schools to build relationships with the high school counselors and students. Ten have been hired and trained for this purpose
2. Adjunct counselors will create abbreviated education plans for high school students in their assigned school who have applied and assessed in order to receive priority registration.
3. A new online orientation was completed and made available on November 10, 2014 to ensure that all first-time students complete this core service for priority registration.
4. Outreach & School Relations personnel will hold concurrent enrollment workshops to assist parents understand the process and complete the paperwork accurately.
5. The Financial Aid Office will guarantee the awarding and disbursement of funds by the first week of the fall semester to students who complete the FAFSA and submit all required documentation by June 1st.
6. The International Student Program will work to enroll approximately 750 students for the 2015-2016 Academic Year - an approximate 10% increase in international student enrollment.
7. The Veterans Resource Center will work with the U.S. Department of Veterans Affairs and community-based veterans service groups to increase the number of military veteran students and their eligible dependents that enroll at the College.
8. STEM student speakers will be deployed upon request to high schools and middle schools.
9. With the University of California proposing a 5% tuition increase each year for the next five years, messaging to parents and counselors regarding the value of attending ECC will be a critical component of the Outreach Plan.



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard Torrance, California 90506-0001

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

MEMORANDUM

To: President Fallo

From: William L. Garcia, Dean of Enrollment Services

Date: Monday, October 27, 2014

RE: Financial Aid Satisfactory Academic Progress Policy

This memorandum serves as an official response to the financial aid eligibility questions raised at the October 2014 Board of Trustees meeting. The two issues are compliance to conform to U.S. Department of Education (USDOE) regulations; and changes made to El Camino College financial aid procedures. A brief description of the impact to El Camino College students is included.

Compliance Issue

In January 2013, as a result of an internal audit of policies and procedures, it was discovered that the Satisfactory Academic Progress (SAP) policy in place was not compliant with federal regulations as outlined in the USDOE Federal Student Aid Handbook. USDOE requires students to maintain at least a minimum 2.0 grade point average (GPA); to complete at least 67% of the units they attempt; and not to exceed 150% maximum timeframe of their declared educational program. The College was out of compliance because the maximum timeframe was not being enforced due to Datatel/Colleague not being set up properly.

Consultation & Revisions

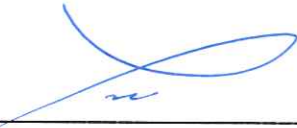
To comply with USDOE regulations, the College changed the SAP policy for the 2013-2014 and 2014-2015 Financial Aid Award Years. The financial aid managers have consistently been open to receiving feedback to the changes made to SAP policy. Each time the SAP policy was revised college personnel including advisors, counselors, and managers were consulted and provided with the opportunity to provide input going forward. Some of the changes made to the most recent SAP policy are a result of feedback from counselors assigned to the Extended Opportunity Programs & Services (EOPS) and the Special Resource Center (SRC).

Impact on Students

In following the USDOE regulations during the past two award years, the new SAP policy has resulted in approximately 40% fewer students being eligible to submit a SAP appeal for consideration; however during this same period of time the percentage of approved SAP appeals has increased by approximately 25%.

Counselors have also been made aware of the USDOE regulation that limits the duration of a student's eligibility to receive the Pell Grant to the equivalent of six years under the mandate titled, Pell Grant Lifetime Eligibility Used (LEU). Students who intend to transfer, such as Puente students, need to preserve their Pell Grant awards for the more costly fees at the four-year university.

In researching the concerns brought to the Board of Trustees, we discovered that a telephone message was left with the Director of Financial Aid. However, neither the Dean nor Vice President was contacted regarding these issues prior to the discussion at the October Board meeting.



William L. Garcia
Dean



EL CAMINO COLLEGE
COMMUNITY ADVANCEMENT DIVISION OFFICE
MEMORANDUM

TO: Dr. Thomas Fallo

DATE: 11/4/2014

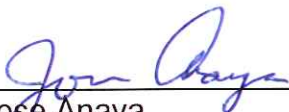
FROM: Jose Anaya

SUBJECT: Contract with Mindswing Consulting

The contract with Mindswing Consulting (ECC Board approved Aug. 18, 2014) is to provide statewide marketing support for the new Sector Navigator for Retail/Hospitality/Tourism sector grant that was awarded to El Camino College District in July 2013. Under the contract Mindswing Consulting develops and maintains the statewide website www.californiaRHT.com and provides print and social media branding and marketing services to Philip Sutton, the Statewide Sector Navigator, and to three regional navigators for Retail/Hospitality/Tourism based at Skyline and Merced Colleges and the Rancho Santiago CCD.

In addition, Mindswing Consulting maintains the statewide Workplace Learning Resource Center website www.wprlc.org that includes a curriculum database of workplace literacy curriculum developed through the Workplace Learning Resource Centers and provides access to the curriculum under a creative commons to other educational institutions and community based organizations.

Mindswing Consulting is the marketing company of Barbara Fanning who performed the duties described above for El Camino College District last year. Mindswing Consulting has worked with the statewide Workplace Learning Resource Center initiative since 2007 responsible for the marketing of the initiative and the development of the curriculum database under contracts with North Orange County CCD and Foothill/DeAnza CCD.



Jose Anaya
Dean, Community Advancement

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

www.elcamino.edu

November 6, 2014

To: President Thomas Fallo

From: Jo Ann Higdon, M.P.A.

Subject: Campus Safety

As part of our response to various safety comments, two public forums (one evening and one daytime) were held last week. The purpose of these forums was two-fold: (1) to review general information regarding personal safety, and (2) to listen to concerns and ideas expressed by the attendees. The panel included: Mr. Rocky Bonura (Director of Safety and Health), Dr. Janice Schaeffer (first forum) (Co-Chair of the AIMS ad hoc committee), Ms. Ann Garten (Public Information Officer), Chief Mike Trevis (Chief of Police), Mr. Mike Travis (Attorney) and myself. The evening forum had approximately 18 attendees and the day forum had approximately 43 attendees. Conversations also continued at the end of each forum.

Items reviewed included: (1) the safety posters that are placed throughout campus, (2) the college web pages for both Health and Safety and the Campus Police. Both of these web pages contain links that cover a variety of topics:

- A. Office of Safety and Health
 - a. Emergency Procedures
- B. Campus Police
 - a. Nixle Alert
 - b. AIMS (Assessment, Intervention and Management of Safety)
 - c. Crime Prevention and Information
 - 1. Clery Act Information (annual report of crimes)
 - 2. Megan's Law (sex offenders)
 - 3. Safety and Security
 - 4. Campus traffic safety
 - 5. Crime Prevention
 - 6. Campus Active Shooter
 - 7. Self-Defense
 - 8. Sexual Assault
 - 9. ID Theft Information
 - 10. Bike Safety
 - 11. Campus Watch Program

- d. Disaster Preparedness
 - 1. Homeland Security
 - 2. Threat Assessment
 - 3. Handling Suspicious Mail
 - 4. Radioactive Dirty Bombs
 - 5. American Red Cross
 - 6. CDC
 - 7. FEMA
 - 8. Fire Prevention
- e. News Releases and Crime Alert Bulletins

The attendees provided comments on topics including: (1) request for multiple [12] earthquake drills during the year; (2) phones in every classroom and lab; (3) door locking mechanisms from within each room; (4) the need for more discussion at the department/division-level meetings; (5) concern over students who have done physical harm to others being allowed to return to school. There will be a full de-briefing of our forum committee next week. That de-briefing will then be brought to Cabinet for further discussion.

A review of our Safety training programs on campus in the last two years include, but are not limited to:

1. Flex Day presentations on Active Shooter Training	252 attendees
2. Flex Day Presentations on Managing Hostile Behavior	84 attendees
3. Management Forum on Active Shooter Training	57 attendees
4. Campus Forums on Safety	61 attendees
5. Division/Area/Department meetings on Active Shooter/ Handling Hostile Behavior	262 attendees
6. Clery Act/Crime Prevention	544 attendees
7. Earthquake drills (which include shelter in place)	2 attendees
8. Active Shooter Drills (includes South Bay Police Agencies and other community colleges as participants)	3 drills
9. Various "live" safety programs (including: Haz Mat, Respirator Training, Needle Stick Prevention, Fork-lift Training, Blood Borne Pathogen Training, AED/ CPR, Material Handling Training, etc.)	approximately 350 attendees
10. Approximately 20 safety tip emails	All employees
11. On-line safety training.	approximately 500 attendees

We will continue to be aggressive in our training, and we are pleased with the training that has occurred to date. We encourage all employees to continue their vigilance in supporting the "See Something—Say Something" program.

Our police department was honored in 2012 by the Chancellor's Office for their proactive approach to "Active Shooter Training". Furthermore, our Chief and staff were honored by the FBI in 2012.

While criticism has recently appeared in the student newspaper over the manner in which a recent case was handled, the professional press in the area, the FBI, and our attorney have all indicated support for our handling of that event. From the time our police were informed to the time our police arrived at the student's residence, only nineteen minutes had elapsed. The student was not on campus during that time. Thus, no "shelter in place", lock down, alarm or alert was necessary at that time.

In today's environment, it is always important to be diligent and observant of those around you—whether you are grocery shopping, in a mall, in a theatre, at school, walking down the street, driving a car or just "living". The campus has tens of thousands of individuals passing through our doors each day. We are proud that our students, faculty and staff take safety very seriously, but not to the extent of becoming inaccessible to those we are here to serve.

A handwritten signature in cursive script, reading "Jo Ann Higdon". The signature is written in dark ink and is positioned above the printed name.

Jo Ann Higdon, M.P.A.

Vice President Administrative Service



EL CAMINO COMMUNITY COLLEGE DISTRICT

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

November 7, 2014

Ms. Kimberly Garcia
Board of Trustees
El Camino College

Dear Ms. Garcia,

You are cordially invited to attend the 2014 Classified Service Awards Program at El Camino College on Wednesday, November 19, 2014, in the Student Activities Center. The awards will be presented to the Classified employees by Dr. Fallo at 2:00 p.m. There will be light refreshments preceding the ceremony at 1:30 p.m.

We look forward to seeing you.

Sincerely,

Linda Beam
Vice President
Human Resources



El Camino College

The Society of Music presents its

Fall Recital

**Featuring a mixed selection of classical, jazz, and pop music,
100% of the recital proceeds will be donated to the
Dr. Chris Mello Memorial Scholarship, in honor of Dr. Mello's
dedication to our Music Department and Society of Music Club.**

Haag Recital Hall

November 21, 2014 at 7:00pm

\$10 Tickets at Marsee Box Office

El Camino College
www.elcamino.edu

16007 Crenshaw Blvd. Torrance, CA 90506
Phone: (310) 532-3670 Toll Free: 1 (866) ELCAMINO (1-866-352-2646)

The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, or retaliation.

**Redondo Beach
Unified
School District**



1401 Inglewood Avenue

Redondo Beach

California 90278-3999

Tel. 310 379-5449

Fax 310 798-8610

EL CAMINO COLLEGE

2014 OCT 23 PM 12:25

OFFICE OF THE
PRESIDENT

October 15, 2014

El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506

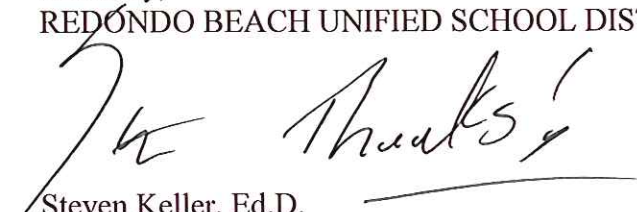
Dear Members of the Board of Trustees:

On behalf of the Redondo Beach Unified School District and its Board of Education, thank you for your generous response to the Partners In Education fundraising appeal.

At its regular meeting on October 14, the Board of Education was pleased to accept with gratitude your donation of \$500 for student planners.

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

Sincerely,
REDONDO BEACH UNIFIED SCHOOL DISTRICT


Steven Keller, Ed.D.
Superintendent of Schools

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