



## EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

[www.elcamino.edu](http://www.elcamino.edu)

December 15, 2014

Board of Trustees  
El Camino College

Dear Members of the Board:

By the time we meet, finals will be taken and we trust that faculty and students will be on an enjoyable holiday break.

The order of the December Board meeting is relatively routine, beginning with presentations on the El Camino College Student Equity Plan and 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 consent agenda is initiated with relatively routine items as follows:

1. Academic Affairs presents curriculum changes and an explanation of continued compliance with new regulation requiring Board approval of non-substantial curriculum changes, as noted on Attachment A.

Also presented for a Second Reading is Board Policy and Procedure 4040 (Library Services). Library Services are being revised to bring the policy and procedure in compliance with current practices required by accreditation. The District had a library services policy; however, a procedure was not developed. The procedure is presented as an information item for the Board.

Also included is your acceptance of the Student Equity Plan (SEP). The SEP is funded by the State in the amount of \$1,044,414 to assist the College with improving access, course completion, ESL and basic skills completion, degree and certificate completion, and transfers. The SEP is primarily geared toward improving the college experience of students that were disproportionately impacted by the implementation of the Student Success and Support Program (SSSP). The College identified the most impacted groups as African Americans, Latino, Pacific Islander, and foster youth students. In Monday's Board presentation, Ms. Jaynie Ishikawa and Dr. Francisco Arce will provide a brief

presentation on the Student Equity Plan and steps the College will take to implement this program.

2. Student and Community Advancement includes a recommendation for international travel and a Second Reading of Board Policy 1200 (ECC Mission, Vision, Values, and Strategic Initiatives). Once adopted, the new mission and strategic initiatives will form the basis of all planning. The measurable objectives identified under each strategic initiative will allow the college to measure its performance and better address accreditation standards.

An administrative organizational restructuring of the Student and Community Advancement area is planned. The affected divisions are Counseling & Student Services and Enrollment Services. Those divisions will be renamed Counseling & Student Success and Student Support Services, respectively. The job description for the Dean of Enrollment Services has been revised to reflect the new title and alignment of programs between the two divisions. A new position of Assistant Dean, Counseling & Student Success, was created to address the mandated services arising from the SSSP program. Both of these position descriptions are found in the Human Resources section of the agenda. The revised job description for the Dean of Counseling & Student Success was approved by the Board last October.

3. Administrative Services presents a series of contracts and purchase orders.
4. Measure E provides recommendations on a series of change orders which are also addressed in supplemental Attachment B.
5. Human Resources includes a number of employment and personnel changes and recommendations for revised classification specifications for Classified and Administrative positions. Please see Attachment C for an explanation of the Interim Director of Nursing appointment.
6. The Superintendent/President's report includes recommended action on the establishment of Board goals and a number of Board policies.

Expect to see a large volume of policies and procedures in the coming year. College Council is recommending a subcommittee process to address the large number of policies and procedures that have not been reviewed for over a decade. We have approximately one hundred policies that must be reviewed to meet accreditation standards.

Letter to the Board – Page 3  
December 15, 2014

The closed session agenda includes a personnel item and anticipated litigation.

The following items are presented for your information:

1. Memo from Dr. Francisco Arce regarding El Camino College Compton Center Eligibility Proposal for Accreditation. We expect to bring the eligibility application for our Compton Center to the Board for adoption in January. This is the first step in the process to achieve Candidacy and ultimately Accreditation for the Compton Center.
2. Correspondence from Los Angeles County Office of Education regarding Los Angeles County Committee on School District Organization – Election Results
3. Schedules for CCLC Effective Trusteeship Workshop and Annual Legislative Conference on January 23-26, 2015. Please inform Ms. Constantino of your intent to attend the CCLC sponsored workshop and/or conference by December 17 so arrangements can be made on your behalf.
4. Correspondence from Ms. Constantino regarding Required/Local Official Online Ethics Training. The deadline for compliance is December 15.

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

Sincerely,



Jeanie Nishime  
Vice President, Student and  
Community Advancement

**EL CAMINO COLLEGE**

Vice President – Academic Affairs

December 10, 2014

TO: President Thomas Fallo

FROM: Francisco Arce *FMA*

SUBJECT: Board Review and Approval of Curricular Proposals: Continued  
Compliance with New Regulation Requiring Board Approval of Non-  
substantial Curriculum Changes

The Academic Affairs Curriculum Board of Trustees Agenda will continue to include full documentation for all curricular actions. The most recent edition of the *Program and Course Approval Handbook* distributed by the California Community Colleges Chancellor's Office requires colleges to maintain evidence documenting district board approval for curricular actions submitted to the Chancellor's Office for review. These curricular actions include new courses and programs, substantial changes, non-substantial changes, and active/inactive status updates. Substantial curricular changes include changes to degree status and credit units. Non-substantial curricular changes include changes to course numbers, course titles, and transfer status.

As part of its review of non-substantial changes to curriculum, the Board has been reviewing and accepting changes in course numbering for many courses. The numbering change is the result of changes in course repeatability. In the past many courses could be repeated as many as three times; however, the new regulations limit course enrollment to one time. This necessitated many course number changes in order to maintain consistency with the college's course numbering system. For example, the formerly repeatable course Art 10ab became Art 110. Also, course numbers are being updated to three-digit numbers within the 100 to 200 series which represents transferable, lower division coursework. This numbering system is more consistent with local transfer institutions.

The District is in compliance with the *Program and Course Approval Handbook*, 5<sup>th</sup> Edition and continues to validate that curricular actions submitted to the Chancellor's Office were approved by the Board of Trustees. Board of Trustees meeting minutes and College Curriculum Committee minutes retained at the college are sufficient documentation for audit purposes.

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

[www.elcamino.edu](http://www.elcamino.edu)

December 8, 2014

To: President Thomas Fallo

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

Subject: Change Order Item D on Page E3

Item D, 1 – The Contractor (Sinanian Development, Inc.) was directed to provide labor, materials and equipment to perform over-excavation and compaction at the west side fire road. The soils engineer recommended the use of geo grid fabric along the entire fire road, due to the shallowness of the utilities. Contractor was also directed to add a water valve, isolating the Construction Technology Building from the existing water loop. Credit for original over excavation and compaction work in the amount of \$31,963 has been accepted and is netted in the amount shown on this change order.

Item D, 2 – Sinanian Development, Inc. was directed to provide labor, materials and equipment to pot hole and to investigate feasible routing (north of Central plant) for new hydronic piping serving the new Stadium Project site. The routing was modified completely, based on existing conditions; fittings were added to the route as well as the overall length of the pipes. Credit for original work for the sum of \$ 52,516.91 has been accepted and is netted in the amount of this change order. This change order also includes repair and relocation of an existing light pole box. Note that extra piping required for all hydronic changes will be submitted in a future change order.

Item D, 3 – The Contractor was directed to provide labor, materials and equipment to extend hydronic piping on the south side of site for points of connection for future buildings east of Stadium. In order to extend piping, contractor had to pot hole and investigate depth and location of existing utilities at this location. Trench depth and width were in excess of 8 feet to avoid existing utilities. Change requested included fittings (which added more welding), a new vault and valves, replacing existing asphalt and new grass. Credit for original work in the amount of \$ 65,353.58 has been accepted and is netted in the amount shown on this change order. Note that extra piping required for all hydronic changes will be submitted in a future change order.

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



**EL CAMINO COLLEGE  
HUMAN RESOURCES OFFICE**

DATE: December 10, 2014

TO: Thomas Fallo, Superintendent/President

FROM: Linda Beam, Vice President of Human Resources

**SUBJECT: Interim Director of Nursing Appointment**

---

Included for Board of Trustees approval is the appointment of Wanda Morris, RN, MN, as the Interim Director of Nursing beginning January 1, 2015 to December 31, 2015. With the resignation of Dr. Octavia Hyacinth, the nursing program required an immediate Director appointment in order to maintain the Bureau of Registered Nursing (BRN) accreditation requirements.

Ms. Morris is currently the Dean of Student Learning for Compton Community College District (CCCD) and meets BRN qualifications for the interim Director of Nursing assignment. The district will enter into an inter-jurisdictional agreement with CCCD for the one-year appointment and will reimburse CCCD for salary/benefit costs.

**EL CAMINO COLLEGE**

Vice President – Academic Affairs

December 10, 2014

TO: Thomas Fallo

FROM: Francisco Arce

*fmh*

SUBJECT: El Camino College Compton Center Eligibility Proposal for Accreditation

The first step to initiate the eligibility of the Compton Center to become an accredited college requires El Camino College to prepare an eligibility proposal to the Accrediting Commission for Community and Junior Colleges (ACCJC). Staff started this process about six months ago after several conference calls with ACCJC staff and separate meetings with the Superintendent/President, the Special Trustee of the Compton Community College District, and the President of ACCJC. Having completed the El Camino College self-evaluation report and site visit to validate the evidence in the report, we are now ready to proceed with the eligibility proposal. In order to achieve eligibility, the eligibility proposal must demonstrate that Compton Center meets all 21 criteria for eligibility as outlined in the *ACCJC Eligibility Requirements for Accreditation* document.

This month, we will finalize our response to the 21 criteria and prepare the final proposal for submission to the ACCJC at the end of January 2015. In January, it will be recommended to the Board to adopt the eligibility proposal to ACCJC for the Compton Center to attain candidacy to become a college. Staff believes that the Compton Center fully meets the 21 eligibility criteria and will complete the eligibility proposal for the Board's review and acceptance. If approved for eligibility, the Compton Center will be required to complete a self-evaluation study during a two year period.



**Los Angeles County  
Office of Education**

**INFORMATIONAL  
BULLETIN # 3974**

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Arturo Delgado, Ed.D., *Superintendent*

November 10, 2014

**TO:** Superintendents and Presidents  
Los Angeles County School and Community College Districts

**FROM:** Keith D. Crafton, Secretary  
Los Angeles County Committee on School District Organization  
and  
Assistant Director  
Regionalized Business Services  
Division of Business Advisory Services

**SUBJECT:** Los Angeles County Committee on School District Organization –  
Election Results

The annual election for members of the Los Angeles County Committee on School District Organization (County Committee) was held in conjunction with the Los Angeles County School Trustees Association (LACSTA) fall meeting on October 30, 2014. The County Committee appreciates your support and wishes to thank the school and community college districts that submitted nominations, and all who participated in the election process, either as candidates, or as governing board representatives.

**Election Results**

First Supervisorial District (one vacancy)

**Mr. Frank Ogaz** was re-elected to another term, and will serve as one of the representatives of the First Supervisorial District through October 2018.

Mr. Ogaz previously served on the board of the El Monte Union High School District and currently serves on the Los Angeles County Schools Regionalized Business Services Corporation, and has served on the County Committee since 1995.

Fourth Supervisorial District (one vacancy)

**Mr. Owen Griffith** was re-elected to another term, and will serve as one of the representatives of the Fourth Supervisorial District through October 2018.

Mr. Griffith previously served on the Torrance Unified School District Board of Education, and has served on the County Committee since 1990.



Los Angeles County Committee on School District Organization - Election Results  
November 10, 2014  
Page 2

This bulletin is available on the Los Angeles County Office of Education (LACOE) website at:

[www.lacoe.edu/bulletins](http://www.lacoe.edu/bulletins)

Use the "Search" function to locate a specific bulletin by number or keyword.

If you have any questions regarding the election or this bulletin, please contact me at (562) 922-6144.

Approved:  
Marlene P. Dunn, Director  
Division of Business Advisory Services

KDC/AD/EH:ah



## Events

# Effective Trusteeship Workshop

**January 23–25, 2015**  
**Sheraton Grand, Sacramento**

[Click here to register online.](#)

The Effective Trusteeship Workshop is the single best overview of responsibilities required for board members of California community colleges. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee. There will be ample opportunity to discuss your questions. The *Trustee Handbook* will be provided at the workshop, along with other important resources.

## Who Should Attend

*All recently elected and appointed trustees should attend the Effective Trusteeship Workshop.* Continuing trustees, student trustees, and CEOs are also very welcome, and will gain much from the workshop. Board presidents and vice presidents are encouraged to attend the Effective Trusteeship session with their new trustees and participate in the continuing education sessions or the *Board Chair Workshop* in the afternoon on Saturday.

Board Chair Workshop – \$75

**Saturday, January 24 • 1:45 p.m. – 5:00 p.m.**

*Limited to 35 registrants; the Board Chair workshop is included as part of the Effective Trusteeship Workshop, or participants may register for the Board Chair Workshop separately.*

Being a board president is an important leadership role. The chair runs board meetings, fosters teamwork, represents the board, and works closely with the CEO. The workshop is designed for board presidents, vice presidents, CEOs, and interested trustees. The Board Chair Handbook will be distributed.

## Topics include:

- Board Chair Roles
- Running Effective Meetings
- Handling Difficult Situations
- CEO – Board Chair Relations

## Workshop Schedule

*schedule is subject to change*

## Friday, January 23

- |                       |   |
|-----------------------|---|
| 11:00 a.m.            | Registration Opens  |
| 1:00 p.m. – 2:45 p.m. | Brown Act ( <i>special workshop</i> )   |
| 3:00 p.m. – 5:00 p.m. | New Trustees Introduction to Roles and Responsibilities ( <i>special workshop</i> ) |
| 3:00 p.m. – 5:00 p.m. | Best Practices in Board Orientation ( <i>special workshop</i> )                     |
| 5:30 p.m. – 6:30 p.m. | Reception for New Trustees  |

## Saturday, January 24

- |                        |  |
|------------------------|--|
| 8:00 a.m. – 7:00 p.m.  | Registration Opens   |
| 9:00 a.m. – 12:00 p.m. | Effective Trusteeship Plenary Session                          |
| 12:00 p.m. – 1:30 p.m. | Connecting with Colleagues (Lunch on Own)                      |
| 1:45 p.m. – 3:30 p.m.  | Introduction to Major Issues                                   |
|                        | The Role of the Board in Labor Negotiations                    |
| 3:45 p.m. – 5:00 p.m.  | The Board's Role in Fiscal Policy                              |
|                        | Accreditation: Before, During and After the Visit              |
| 6:00 p.m. – 7:00 p.m.  | Reception  |
| 7:00 p.m. – 9:00 p.m.  | Dinner with CCCT Board Members and a message from Brice Harris |

## Sunday, January 25

*The workshop is proudly sponsored by*

**aa/rr**  
 Atkinson, Andelson  
 Loya, Ruud & Romo  
A Professional Law Corporation

## Event Details:

[⇒ ONLINE REGISTRATION](#)

[⇒ Workshop Schedule](#)

[⇒ Registration Fees](#)

[⇒ Hotel/Travel Information](#)

## Legislative Conference

January 25 & 26

*The Effective Trusteeship and Board Chair Workshops* are scheduled in conjunction with the Annual Legislative Conference. **Separate registration is required.**

[⇒ Register for the Legislative Conference](#)

8:00 a.m. – 9:15 a.m. Breakfast Session: The Board and CEO Partnership

#### Registration Fees

##### **Effective Trusteeship Workshop: \$340**

*includes all workshops and sessions, Saturday reception, dinner and Sunday breakfast, the Trustee Handbook and other publications. This fee also includes the Board Chair Workshop.*

##### **Board Chair Workshop ONLY: \$75**

*includes refreshments, the League's Board Chair Handbook and other publications. The fee is required only if you are NOT attending the Effective Trusteeship Workshop.*

#### **Cancellation Policy**

***All cancellations must be in writing. No refunds are available if cancellation is received after January 9, 2015. All refunds will be assessed a \$50 cancellation fee.***

Community College League of California  
2017 O Street, Sacramento CA 95811-5211  
(916) 444-8641 | (916) 444-2954 fax  
Email: [cclc@ccleague.org](mailto:cclc@ccleague.org)

[View Our Corporate Partners](#)

[Sitemap](#) | [Privacy Policy](#)

© 2014 Community College League of California. All Rights Reserved.  
Website Design by The Lone Designer



Events

## Annual Legislative Conference

**January 25–26, 2015**  
**Sheraton Grand, Sacramento**

[Click here to register online.](#)

The League's Annual Legislative Conference provides a unique opportunity to connect with other advocates and learn the latest news on higher education in California. Attendees will also learn about new members of legislative committees, legislative proposals affecting colleges and student learning, and advocacy strategies for the current legislative year. Join your community college colleagues in the launch of this exciting legislative year as we advocate for community colleges.

Conference Schedule

*Schedule is subject to change.*

**Sunday, January 25**

7:00 a.m.	Registration Opens
9:30 p.m. – 10:30 a.m.	General Session
10:45 p.m. – 11:45 a.m.	Concurrent Sessions
12:00 p.m. – 1:30 p.m.	General Session & Lunch
1:45 p.m. – 2:45 p.m.	Concurrent Sessions
3:00 p.m. – 4:00 p.m.	Community College Budget & Fiscal Update
4:15 p.m. – 5:30 p.m.	Roundtable Conversations
5:00 p.m. – 6:00 p.m.	Affiliate Meetings
5:30 p.m. – 7:00 p.m.	Networking Reception

**Monday, January 26**

7:30 a.m. – 9:15 a.m.	Breakfast & General Sessions
9:30 a.m. – 10:30 a.m.	Concurrent Sessions
10:45 a.m. – 12:15 p.m.	General Session
12:30 p.m. – 1:30 p.m.	General Session & Lunch

Registration Fees

*The registration fees cover all workshop and/or conference costs (except non-CCLC sponsored functions and/or district organized dinners), including the meals listed below.*

**Full Conference: \$445**

*includes Sunday luncheon and reception, and Monday breakfast and luncheon*

**Advocacy Team: \$400**

To encourage participation in advocacy by representative teams from campuses, we offer a discounted rate of \$400 per person for teams of five (5) or more. To qualify, each team must either consist of a trustee, faculty member, administrator, classified member AND a student from the same college OR five or more students from the same college. A separate registration form must be completed for each individual.

**Daily Registration Options**

**Sunday, January 25: \$300**

*includes Sunday luncheon and reception*

**Monday, January 26: \$285**

*includes Monday's continental breakfast and luncheon*

Individuals Meal Prices

**Sunday Lunch: \$70**

**Sunday Reception: \$80**

**Monday Breakfast: \$35**

**Event Details:**

[⇒ ONLINE REGISTRATION](#)

[⇒ Registration Fees](#)

[⇒ Hotel/Travel Information](#)

**Effective Trusteeship Workshop**

January 23–25

The *Effective Trusteeship and Board Chair Workshops* are scheduled in conjunction with the Annual Legislative Conference. **Separate registration is required.**

[⇒ Register for ETW and/or Board Chair Workshop](#)

**Monday Lunch: \$70**

**Cancellation Policy**

*All cancellations must be in writing. No refunds are available if cancellation is received after January 9, 2015. All refunds will be assessed a \$50 cancellation fee.*

Community College League of California  
2017 O Street, Sacramento CA 95811-5211  
(916) 444-8641 | (916) 444-2954 fax  
Email: [cclc@ccleague.org](mailto:cclc@ccleague.org)

[View Our Corporate Partners](#)

[Sitemap](#) | [Privacy Policy](#)

© 2014 Community College League of California. All Rights Reserved.  
Website Design by The Lone Designer

**Constantino, Cindy**

---

**From:** Constantino, Cindy  
**Sent:** Tuesday, November 04, 2014 3:49 PM  
**To:** beverlylawcorp@aol.com; Brown, Kenneth; Combs, Mary; cliff@cliffnumark.com; John Vargas (johncvargas@gmail.com)  
**Cc:** Fallo, Thomas  
**Subject:** REQUIRED / Local Official Online Ethics Training (AB 1234)  
**Attachments:** eth\_loc\_guide\_final.pdf; 2715 - Code of Ethics Standards of Practice.pdf  
**Importance:** High

The information below was forwarded by Dr. Jaynie Ishikawa ([jcishikawa@elcamino.edu](mailto:jcishikawa@elcamino.edu)), Director of Staff and Student Diversity. Should you have any questions, please do not hesitate to contact me.

Thank you.

***Cynthia Constantino***

El Camino College  
 President's Office  
 310.660.3111  
 fax. 310.660.6067  
[cconstan@elcamino.edu](mailto:cconstan@elcamino.edu)  
 website: [www.elcamino.edu](http://www.elcamino.edu)

**Board Members:**

State law (AB 1234) requires cities, counties and special districts, including El Camino College, to provide ethics training to their local officials.

Local officials are required to receive a minimum of **two hours** of specified ethics training **every two years**.

**Who needs to comply:** The requirement applies to elected and appointed officials, including ECC Board Members, who receive either compensation for their public service or reimbursement for their expenses.

**Deadlines for compliance:** **Monday, December 15, 2014** (unless indicated otherwise)

AB 1234 required all officials who took office **before** January 1, 2006 to take their first ethics training by December 31, 2006, and every two years thereafter. All officials who took office **after** January 1, 2006 are required to take their first ethics training no later than one year from their first day of service in public office. Thereafter, recertification is required every two years, measured from the date of the last training. ECC records indicate that each Board Member took office the third Monday in December of the year elected/appointed to office.

If you have completed an AB 1234 Ethics Training within the last two years (i.e. December 16, 2012 or after), please forward proof of completion to the President's Office or to my attention as you are not required to take the online training offered below.

**Online training:** The Fair Political Practices Commission offers free online training that satisfies the local officials ethics training requirement.

To take the training, Board Members must follow the registration instructions under "create a new account" on the link below:

**<http://localethics.fppc.ca.gov/login.aspx>**

Please note that the online training will take approximately **two hours** in total to complete. However, the training does not need to be completed in one session, as users may log in and out as their schedule dictates. Because of the two hour time requirement, the program includes a time-tracking component that will report your total time spent on the training.

**Proof of Completion:** Upon completion of the online training, please print the certificate of completion and **submit a copy** (scan or hard copy) to the President's Office or my office for record keeping. If you have completed AB 1234 Ethics Training elsewhere, please forward proof of completion as well.

For your reference, attached please find additional information on AB 1234's requirements as well as a copy of Board Policy 2715 (Code of Ethics for Board Members). If you have any questions, please let me know.

Best,  
Jaynie

\*\*\*\*\*

**Jaynie Ishikawa**  
Director, Staff & Student Diversity  
El Camino College  
16007 Crenshaw Blvd.  
Torrance, CA 90506  
(310) 660-3813

NOTICE: This email message and its attachments may contain legally privileged and confidential information intended solely for the use of the addressee. If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying or other use of this message or its attachments is strictly prohibited. If you have received this email message in error, please notify the sender immediately by telephone at (310) 660-3813 or by email at [jcishikawa@elcamino.edu](mailto:jcishikawa@elcamino.edu), and delete this message, all copies and backups.



## **Ethics Training for Local Government Officials**

Government Code section 53235 requires ethics training for specified local government officials. The training can consist of self-study materials, an online course, or in-person training. The Attorney General's Office anticipates that an online training course may be developed to satisfy core curriculum requirements, but additional local training would still be necessary to address purely local issues.

Persons wishing to create a local ethics training course must consult with the Attorney General and the Fair Political Practices Commission concerning the sufficiency and accuracy of course content. (Gov. Code, § 53235, subd. (c).) In response to this requirement for consultation with the Attorney General, the following outline has been prepared to provide uniform guidance from the Office of the Attorney General regarding appropriate course content. The outline also provides links to relevant educational materials regarding ethics. Due to the demand for ethics training, it is anticipated that the Office of the Attorney General will be unable to review and comment on individual course materials. This outline provides uniform guidance, but the course preparer must be familiar with applicable law and the publications issued by the Attorney General and the Fair Political Practices Commission.

**Of course, review of this outline and/or the linked materials, or completion of an ethics course, is no substitute for competent legal advice in a given situation. You should seek the advice of counsel if you have a specific legal question.**

### **Curriculum Accuracy**

For in-person training, the ethics law portion of any course should be delivered by an attorney licensed to practice law in California and knowledgeable about California's ethics laws. (For online and self-study training materials, the course should be prepared under the supervision of such an attorney.)

All course content should comply with the ethics laws contained in California's Constitution, statutes and common law. In addition, the course content should be consistent with the publications issued by the Office of the Attorney General, including, but not necessarily limited to, publications on conflicts of interest, the Brown Act and the Public Records Act. (See the "Publications" link on the Attorney General's web site.) Course content should also comply with the informational materials issued by the Fair Political Practices Commission, which are available at [www.fppc.ca.gov](http://www.fppc.ca.gov)



### **Course Sufficiency**

Local government officials must receive training in two areas. Instruction should be provided on general ethics principles (Gov. Code, § 53235, subd. (d)), and the training must provide a brief summary of specific laws concerning conflicts of interests, perquisites of office and government transparency.

#### **General Ethics Principles**

The discussion of general ethical principles should include the manner in which values such as trustworthiness, respect, fairness and responsibility promote public trust in government. It should also include the importance of avoiding even the appearance of impropriety.

#### **Conflicts of Interest, Perquisites of Office, Government Transparency**

The training regarding conflicts of interest, perquisites of office and governmental transparency should include the following:

- (1) Laws relating to personal financial gain by public servants, including, but not limited to:
  - (A) Laws prohibiting bribery (Pen. Code, § 68).
  - (B) Conflicts of Interest under the Political Reform Act (Gov. Code, §§ 87100, 87103).
  - (C) Contractual Conflicts of Interest (Gov. Code, § 1090 et seq.).
  - (D) Conflicts of Interest and Campaign Contributions (Gov. Code, § 84308).
  - (E) Conflicts of Interest When Leaving Office (Gov. Code, §§ 87406.3, 87407).
- (2) Laws relating to claiming perquisites of office, including, but not limited to:
  - (A) Limitations on the Receipt of Gifts (Gov. Code, §§ 86203, 89503, 89506).
  - (B) Honoraria Ban (Gov. Code, § 89502).
  - (C) Misuse of Public Funds (Pen. Code, § 424; Gov. Code, § 8314; *Fair Political Practices Commission v. Suitt* (1979) 90 Cal.App.3d 125; *Stanson v. Mott* (1976) 17 Cal.3d 206).
  - (D) Prohibitions against gifts of public funds (Cal. Const., art. XVI, § 6).
  - (E) Mass mailing restrictions (Gov. Code, § 89001).

- (F) Prohibitions against acceptance of free or discounted transportation by transportation companies (Cal. Const., art. XII, § 7).
- (3) Government transparency laws, including, but not limited to:
- (A) Economic interest disclosure under the Political Reform Act (Gov. Code, §§ 87200 et seq.).
  - (B) Brown Act (Gov. Code, §§ 54950 et seq.).
  - (C) Public Records Act (Gov. Code, §§ 6250 et seq.).
- (4) Laws relating to fair processes, including, but not limited to:
- (A) Common law bias prohibitions.
  - (B) Due process requirements.
  - (C) Doctrine of Incompatible Offices (Gov. Code, §§ 1099).
  - (D) Competitive bidding requirements for public contracts.
  - (E) Disqualification from participating in decisions affecting family members (anti-nepotism laws).

A self-study or online course should include testing to assess the official's retention of the information presented. (§ 53235, subd. (d).)

Both in-person and self-study training materials should refer participating local agency officials to additional resources to assure that the participating official has access to the full range of information required by these curriculum guidelines. These resources may be found on the Attorney General's webpage at [www.caag.state.ca.us](http://www.caag.state.ca.us), the Fair Political Practices Commission webpage at [www.fppc.ca.gov](http://www.fppc.ca.gov), and the Institute for Local Government at [www.ca-ilg.org/AB1234Compliance](http://www.ca-ilg.org/AB1234Compliance).

Once the initial ethics training has been completed, agencies may wish to focus more intensely on specific areas of concern in subsequent training sessions and provide a more cursory review of the enumerated laws. We recognize that the two hours of mandatory training is a basic minimum, and encourage agencies to provide additional training throughout the year in order to promote ethical and transparent government at the local level.

### **Training Deadlines**

**Initial Compliance Period:** Local agency officials in local agency service as of January 1, 2006 (except for officials whose term of office ends before January 1, 2007), must complete their training by December 31, 2006. For local agency officials who commence service after January 1, 2006, they must complete their training by no later than one year after their first day of service in public office.<sup>1</sup>

**Subsequent Compliance Periods:** After the initial training, each official must complete a training course once in each subsequent two-year period.

### **Learning Objectives**

The Attorney General would encourage every course preparer to assure that his or her course content will satisfy the following desirable objectives:

- (1) Alert officials to the kinds of financial interests, relationships and/or activities that may either be prohibited or trigger disclosure or disqualification obligations under ethics laws described in Government Code section 53234(d).
- (2) Advise officials to 1) avoid prohibited activities, 2) comply with disclosure, disqualification and other affirmative ethics law requirements, and 3) consult with qualified legal counsel and/or regulatory authorities regarding the specifics of any situation that may involve prohibited or required conduct.
- (3) Note that ethics laws create minimum standards for ethical conduct by public officials; the public's expectations and ethics principles are likely to create a higher standard for behavior.
- (4) Advise participants of the legal and other consequences of violating ethics laws.
- (5) Include examples of conduct scenarios that are covered by the ethics laws in question.

---

<sup>1</sup> Government Code section 53235.1(b) provides as follows:

Each local agency official who commences service with a local agency on or after January 1, 2006, shall receive the training required by subdivision (a) of Section 53235 no later than one year from the first day of service with the local agency.

**Proof of Participation**

Government Code section 53235.2 requires local agency officials to maintain records that indicate both the dates of training and the entity that provided the training. These records are disclosable public records and must be maintained for five years after the training.

## Board Policy 2715

## Code of Ethics/Standards of Practice

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for the following Code of Ethics:

As a Board member, I am a member of a select group of people chosen by the citizens of the El Camino Community College District to perform a vital service. I have been granted a position of "trusteeship" over the District. I have an obligation to fulfill this trust to the best of my ability. To become a capable and successful Board member, I must be willing to devote the necessary hours to serve as trustee, attend Board meetings, college functions, conferences and workshops and to study thoroughly the issues and problems demanding decisions.

To this end, I pledge my best efforts under this Code of Ethics:

1. Trustees will confine Board action to policy determination, to assuring fiscal stability of the District, and to delegating authority to the Superintendent/President as the Board executive.

Knowing that under all circumstances, the Board of Trustees is legally responsible for effective operation of the District, trustees will use appropriate channels to conduct all college business. Although district employees, students and community residents may freely express their views to Board members, trustees will use discretion in involving themselves or in taking action in matters they have placed under the authority of the chief executive officer.

2. Trustees will oversee spending public funds appropriately, prudently and legally, including those relating to their own expenses.

Trustees will base their decisions on all information available to them in each situation. They will exercise special care to assure that their own expenses are authorized, legitimate, reasonable and directly related to their trusteeship.

3. Trustees will observe appropriate conduct at Board meetings to facilitate decision-making that reflects the best interests of the College and the community.

Trustees will take action only in public sessions. They will maintain confidentiality of privileged information. They will assure an atmosphere in which controversial issues may be presented fairly and one in which the dignity of each individual is maintained.

4. Trustees will encourage and welcome active involvement of students, employees and residents of the District.

Trustees will listen to their constituency with respect to establishing policy on College operation along with proposed developments and will consider their views when making deliberations and decisions.

5. Trustees will avoid any conflict of interest and will always act in a professional manner.

Trustees will not intentionally use their position for personal gain or personal prestige. They will fulfill their responsibilities without regard to prejudice, provinciality, partisanship or animosity, thereby bringing credit to the College through conduct in business, social, professional and personal relationships.

6. Trustees will abide by majority decisions of the Board, while retaining the right to seek changes in decisions through ethical and constructive channels. Trustees recognize that a single Board member has no legal authority as an individual and that decisions may be made only by a majority vote. Therefore, members will work together to maintain a spirit of cooperation and respect at all times regardless of differences of opinion and individual trustee decisions.

7. Trustees who violate the Board's code of ethics harm the Board and District. The Board will be prepared to investigate the factual basis behind any legitimate charge or complaint of Trustee misconduct. Charges by any person that a Trustee has violated laws and regulations governing Board behavior or the Board's Code of Ethics/Standards of Practice shall be directed to the Board President or the Board of Trustees itself.

If deemed appropriate, the Board President shall establish an ad hoc committee to examine the charges and recommend further courses of action to the Board.

If a violation is determined to warrant disciplinary action, any of the following may be considered depending upon whether it is a first, second or subsequent occurrence and the severity of the issue.

- A. Discussion with the Board President, or if the Trustee in question is the Board President, by the Board Vice President or next ranking Board officer.
- B. To the extent the member's conduct has exposed the Board or the District to potential legal action, the Board President may arrange a confidential meeting between the Board President, the member and the District counsel to further discuss the issue.

- C. Letter of Reprimand from the Board President, or if the Trustee in question is the Board President, by the Board Vice President or next ranking Board officer.
- D. As deemed advisable, the Board shall schedule additional workshops or retreats on codes of ethics and the importance of upholding them.
- E. As a final step, if all other steps have been unsuccessful, the Board may consider a Resolution of Censure.

Censure is an official expression of disapproval adopted by the Board of Trustees. A Board member may be subject to a Resolution of Censure by the Board of Trustees should it be determined that a serious violation of Trustee misconduct has occurred.

In the event that the alleged violation constitutes a violation of the laws of the State of California, the Board should consider whether to refer the violation to the Los Angeles County District Attorney or the Attorney General of California.

Reference:

Accreditation Standard IV B.1 a, e, h.

El Camino College  
Adopted: 4/16/01  
Amended: 7/20/09  
Replaces Board Policy # 9240