



## 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)

January 15, 2015

Board of Trustees  
El Camino College

Dear Members of the Board:

Happy New Year! I trust your semester break and holiday activities were exciting and rewarding, and surely your New Year's resolutions are still intact.

As you recall, our January Board meeting is Thursday, January 15, at 4:00 p.m. in the Board Room.

The January agenda is relatively routine. Nevertheless, a few exciting issues include the acceptance of our Annual Financial Audit, the acceptance of our Eligibility Application for the Compton Center, and the finalization of the 2015 Board of Trustees Goals.

The order of business for the January meeting is initiated with the auditor's presentation of the 2013-2014 audit. Board members will have a copy of the audit in your Board packet and the agenda includes a link for public perusal in Administrative Services B, page AS-3.

The consent agenda includes routine items in Academic Affairs and Student and Community Advancement. Other items include the following:

1. Administrative Services, as mentioned previously, includes the Quarterly Fiscal Status Report (Attachment A), Non-Resident Tuition Fee for 2015-2016 (Attachment B), Consideration of Approval to Purchase Materials through Public Agency Contracts (Attachment C), and a return of the proposed Board policy Smoke & Tobacco Free Campus (Attachment D). Lastly, it includes the Board policy and administrative procedures for Security of District Personnel and Property (Attachment E).
2. Measure E includes the usual presentation of budgets and balances and change orders which are included in Attachment F.
3. Human Resources include proposed routine actions and continuance for reemployment for VP Francisco Arce through May 2015 (Attachment G).

Letter to the Board – Page 2  
January 15, 2015

4. Compton Education Center includes maybe one of the most exciting and we trust rewarding recommendations in the January agenda and that is your acceptance of the Accreditation Eligibility Application for El Camino College Compton Community Educational Center. Special Trustee Henry and I, upon your action, will present this application to Dr. Barbara Beno at the AACJC offices in Novato, California, on Thursday, January 22.
5. The Superintendent/President and Board of Trustees agenda includes the finalization of 2015 Board of Trustees Goals and a number of Board policies for second reading and adoption.

We have a three-item closed session agenda and will not be reporting out after the session.

Supplemental reading includes the following:

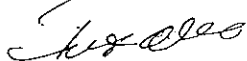
1. Communication from Dr. Francisco Arce noting El Camino College's accomplishment in satisfying the Board of Governors goals in providing transfer opportunities for our students as developed by our faculty, and
2. Dr. Arce's recommendation of Discontinuance of El Camino courses for the Inglewood City Honors Program.
3. Summary of Sabbatical Leave Projects for 2015-2016

As you are aware, the holiday season included intensive preparations for the start of the spring semester in two new facilities. Faculty and staff are working with contractors to prepare the Industry Technology Education Center (ITEC) and Center for Applied Technology (CAT) buildings and as mentioned previously, we will want to begin discussion of ceremonial openings after the semester starts.

Our February meeting stands on Tuesday, February 17, right after the President's Day holiday on Monday, February 16.

If you have any questions, comments or concerns about the agenda, please feel free to call Ms. Cindy Constantino or me prior to the Board meeting so we can provide an informed response. I will be available in my office at 3:00 p.m. to meet with you prior to the Board meeting at 4:00 p.m. on Thursday, January 15.

Sincerely,



Thomas M. Fallo  
Superintendent/President



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January 7, 2015

To: President Thomas Fallo  
From: Jo Ann Higdon, M.P.A.  
Subject: Item A, Page AS 2 - Quarterly Fiscal Status Report, 311 Q

Per the Board's request, the College's mandatory quarterly fiscal reporting to the State is presented in more detail in the attachment to this letter.

On the attachment, the first three dollar columns are year-to-date amounts for the current FY 2014-15. The last three dollar columns are the corresponding year-to-date amounts for the previous FY 2013-14.

This format of accounting presentation allows comparisons and analysis of differences between comparable time periods and can result in more timely identification of fiscal issues. That said, the 311Qs are prepared on a cash rather than an accrual basis and often material differences are due to timing and cut-off differences. For this particular 311Q, that is the reason for the two significant differences listed below.

Note A: The difference in Local Income is due to the County's timely posting of a large sum of local property taxes in December of 2014 whereas the County's similar posting in the previous fiscal year was not posted until January of 2014.

Note B: The difference in Operating Expenses is due to the difference of timing in the College's insurance payments between the two years.

Please note the College accounting staff focus on detailed cash flow analysis which also accomplishes comparisons on a frequent basis (sometimes as frequent as weekly or even daily during particularly difficult fiscal years).

A handwritten signature in cursive script that reads "Jo Ann Higdon".

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

Attachment

FISCAL YEAR 2014-15  
 Quarter Ended (Q2) Dec 31, 2014

<u>General Fund</u> <u>Unrestricted</u>	<u>2014-15</u>		<u>2014-15</u> <u>Percentage</u>	<u>2013-14</u>		<u>2013-14</u> <u>Percentage</u>	<u>Notes</u>
	<u>2014-15 Budget</u>	<u>Year-to-Date</u> <u>Actuals</u>		<u>2013-14 Budget</u>	<u>Year-to-Date</u> <u>Actuals</u>		
	Fund 11	Fund 11		Fund 11	Fund 11		
<b>INCOME</b>							
Federal	\$ 145,000	\$ 48,953	33.76%	\$ 140,000	\$ 31,754	22.68%	
State	67,915,429	35,386,136	52.10%	62,839,980	33,127,751	52.72%	
Local	41,688,878	23,080,676	55.36%	40,757,190	12,667,791	31.08%	A
Interfund Transfers	0	0		0	0		
<b>Total Income</b>	<b>\$ 109,749,307</b>	<b>\$ 58,515,765</b>		<b>\$ 103,737,170</b>	<b>\$ 45,827,296</b>		
<b>APPROPRIATIONS</b>							
Academic Salaries	\$ 48,843,963	\$ 24,246,218	49.64%	\$ 45,697,683	\$ 21,903,440	47.93%	
Classified Salaries	28,047,438	10,744,901	38.31%	26,277,227	9,978,542	37.97%	
Staff Benefits	18,554,940	10,204,027	54.99%	18,506,815	9,356,263	50.56%	
Supplies/Books	1,863,408	558,832	29.99%	1,356,000	559,814	41.28%	
Operating Expenses	7,934,117 *	3,856,675	48.61%	9,160,319	5,353,538	58.44%	B
Capital Outlay	1,855,710	137,405	7.40%	1,115,000	192,991	17.31%	
Other Outgo	6,260,876	5,453,727	87.11%	6,515,597	3,682,750	56.52%	
<b>Total Appropriations</b>	<b>\$ 113,360,452</b>	<b>\$ 55,201,785</b>		<b>\$ 108,628,641</b>	<b>\$ 51,027,338</b>		
<b>Net Revenues</b>	<b>\$ (3,611,145)</b>	<b>\$ 3,313,980</b>		<b>\$ (4,891,471)</b>	<b>\$ (5,200,042)</b>		

\* Other operating expenses net of estimated expenditure savings - \$4,000,000.



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January 7, 2015

To: President Thomas Fallo  
From: Jo Ann Higdon, M.P.A.  
Subject: Item C, Page AS 3 - Non-Resident Tuition Fee for 2015-2016

Every January, each California community college must establish by Board action the Non-Resident fees for the upcoming year (beginning summer).

The rules for the establishment of such fees are rather complex and are not a topic of this letter. Using those rules and the limited flexibility of those rules, the recommendation by staff to the Board is based upon:

1. Using the state-wide allowable rate of \$200 per unit for the basic fee.
2. Limiting the capital outlay portion of the fee to \$42--the amount charged in the previous year.

Using this approach, both student services and administrative services are comfortable with our remaining competitive in this market.

A handwritten signature in cursive script that reads "Jo Ann Higdon".

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



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January 7, 2015

To: President Thomas Fallo

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

Subject: Item G, Page AS 6 – Consideration of Approval to Purchase Materials Through Public Agency Contracts

This board agenda item is required due to the new enforcement/interpretation by LACOE (Los Angeles County Office of Education) on the processing of "piggyback" purchases.

El Camino College has long followed the practice of using "piggyback" purchases to provide both cost savings and expediency in procurement. Staff brings "piggyback" purchases to the Board as informational items.

LACOE has informed our staff that LACOE will now require our Board take action, on an annual basis, to approve a blanket agenda item to authorize the use of this methodology. Staff will continue to provide specific informational items to the Board.

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Jo Ann Higdon, M.P.A.  
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To: President Thomas Fallo  
From: Jo Ann Higdon, M.P.A.  
Subject: Item H, Page AS 7, 8 - Board Policy 3570 Smoke & Tobacco Free Campus

The topic of smoking on campus has been discussed since the early days of the development of the College. The College's currently policy on smoking enforces State law that prohibits smoking within 20 feet of building entrances and inside any structures. In most instances, our El Camino family members are good citizens and follow that rule.

However, there are some areas on campus where individuals consistently violate that rule. Not only does their second-hand smoke irritate others, they often throw cigarette butts on the grounds which cause additional work for staff and unsightly appearance of our campus. Electronic cigarettes (vaping) have also become a concern of some campus staff.

This topic arose to the surface yet again approximately a year and a half ago. Discussions have taken place in numerous venues which have included collegial consultation. Human Resources is working with our health-care vendors to provide support to those employees desiring assistance with smoking cessation.

Clearly, this is still a topic on which various individuals have differing opinions. However, it is now time to bring closure to this topic. Per your request, Board Policy 3570 is presented to the Board for first reading.

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

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January 7, 2015

To: President Thomas Fallo

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

Subject: Items I & J, Page AS 7, 9 through 11 - Board Policy & Administrative Procedure 6520 – Security for District Personnel & Property

At last month's board meeting, Board Policy 6520 and Administrative Procedure 6520 were presented for first reading. The use of the title "Security for District Personnel and Property" was questioned.

In general, the College uses the League's template for policies and procedures when applicable. The current League's template title is "Security for District Property". However, the text of the administrative procedure discusses both personnel and property. Therefore, other districts have chosen to title this Board Policy & Administrative Procedure 6520 as "Security for District Personnel and Property".

From a management perspective, one can view the term "assets" (stated in Board Policy 6520) to include our most valuable resource--our personnel. I used that rationale in titling these proposed items for El Camino College.

A handwritten signature in cursive script, appearing to read "Jo Ann Higdon".

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





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January 7, 2015

To: President Thomas Fallo  
From: Jo Ann Higdon, M.P.A.  
Subject: Construction Change Orders (Measure E Agenda)

Item B, page E5: Change Order for Golden Star Technology. This small change order adds the installation of Audio Visual and IT equipment in the conference room in the Industry & Technology building. This is an owner request.

Item C, page E6: Change Order for Golden Star Technology, Inc. This small change order adds the installation of Audio Visual and IT equipment in the conference room in the Shops building. This is an owner request.

A handwritten signature in cursive script that reads "Jo Ann Higdon".

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



EL CAMINO COLLEGE  
HUMAN RESOURCES OFFICE

DATE: January 7, 2015  
TO: Thomas Fallo, Superintendent/President  
FROM: Linda Beam, Vice President of Human Resources  
SUBJECT: **Francisco Arce – Modified Retirement Date**

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Dr. Francisco Arce, Vice President of Academic Affairs, submitted his retirement effective February 2, 2015. The Board accepted his retirement at the October 2014 meeting.

Dr. Arce has requested to amend his retirement date to June 1, 2015, in order to provide continued administrative coverage, with a short transition overlap with the new Vice President. The recruitment process for the new Vice President of Academic Affairs is in progress with initial interviews scheduled later this month.

It is recommended that the Board of Trustees accept Dr. Arce's request to amend his retirement date.



**EL CAMINO COLLEGE**  
 Vice President – Academic Affairs  
 January 7, 2015

TO: President Thomas Fallo

FROM: Francisco Arce *FMA*

SUBJECT: Associate Degree for Transfer & Progress Toward the 100% Goal

We are pleased to inform you that the College has met the system wide associate degree for transfer (ADT) by 100%. The College set a goal to meet the system wide minimum of 22 degrees per school and we met our individual college goal. The following degrees are approved by the Chancellor's Office:

1. Administration of Justice AS-T
2. Anthropology AA-T
3. Art History AA-T
4. Business AS-T
5. Communication Studies AA-T
6. Early Childhood Education AS-T
7. Economics AA-T
8. Elementary Teacher Education AA-T
9. English AA-T
10. Geography AA-T
11. Geology AS-T
12. History AA-T
13. Journalism AA-T
14. Kinesiology AA-T
15. Mathematics AS-T
16. Physics AS-T
17. Political Science AA-T
18. Psychology AA-T
19. Sociology AA-T
20. Spanish AA-T
21. Studio Arts AA-T
22. Theatre Arts AA-T

Special thanks goes to the College Curriculum Committee, Mark Lipe (Chair), Quajuana Chapman (Curriculum Advisor), Lori Suekawa (Articulation Officer), and all the faculty that worked on the degrees to help the College achieve 100% compliance with the Chancellor's Office goal. The College will continue to develop additional degrees as they are approved at the state level. The degrees are having a positive impact on student's ability to transfer. Last year, 122 ADTs were awarded.



**EL CAMINO COLLEGE**  
Vice President – Academic Affairs  
January 7, 2015

TO: President Thomas Fallo

FROM: Francisco Arce *FMA*

SUBJECT: Discontinuance of ECC Courses at City Honors High School

It is recommended that the College discontinue offering classes at City Honors High School (CH) at the conclusion of Spring 2015. The reason for this recommendation is a series of persistent and unresolved issues in working with the CH administration and counseling staff. For reasons unknown to us, the City Honors administration is unable to follow through on the completion of student application materials and concurrent enrollment forms. Each semester, the College must deal with dozens of incomplete student files, making it impossible for staff to successfully register and track CH students. The College has offered classes since Fall 2010 and during this time in each of the fall semesters, there was an average of 50-60 incomplete student files because the CH administration did not complete the registration process of the students.

There are numerous other complaints from faculty and administrators at El Camino College that work with the CH administration to resolve the endless issues affecting students. Without going into a list of these grievances, we believe we have made a diligent effort to work with CH and offer an adequate number of classes. Since Spring 2011, the College has offered 26 classes at CH. However, we believe it is in the best interest of the El Camino College District to withdraw from offering courses at City Honors High School.



**EL CAMINO COLLEGE**

Vice President – Academic Affairs

January 8, 2015

TO: President Thomas Fallo

FROM: Francisco M. Arce *FMA*

SUBJECT: Summary of Sabbatical Leave Projects

The Sabbatical Leave Committee is pleased to forward the following leaves of absence for 2015/2016:

**One Semester Sabbatical (one semester at full pay)**

**Ali Ahmadpour – Art History (Fall 2015)**

Type of Sabbatical: Professor Ahmadpour will focus on a program of independent study for instructors in Fine Arts.

Project: Professor Ahmadpour plans to study and document the process of transculturation as it pertains to the art and architecture of Mexico. He will learn about the changing conditions in the contemporary world where the visual arts are an increasingly important part of the larger visual culture as it pertains to Art 101 (Art and Visual Culture in Modern Life).

**Stacey Allen – Sociology (Fall 2015)**

Type of Sabbatical: Professor Allen will focus on formal work in pursuance of an advanced degree or to increase the applicant's proficiency in the applicant's teaching field.

Project: Professor Allen will enroll in three courses at the University of Central Missouri to meet the requirements of the Graduate Certificate program in Women, Gender, and Sexuality Studies. It will prepare her to initiate, develop, and implement a women's studies program at ECC.

**Francesca Bishop – Communication Studies (Spring 2016)**

Type of Sabbatical: Professor Bishop will focus on a program of independent study for instructors in Fine Arts.

Project: Professor Bishop will travel to three schools that offer International Public Debate Association (IPDA) and/or British Parliamentary (BP) debate. She will learn about the intricacies of coaching the event, observe practices, interview the competitors, and attend/judge tournaments.

**Julie Land** – Educational Development Disabilities Specialist (Spring 2016)

Type of Sabbatical: Professor Land will focus on formal work in pursuance of an advanced degree or to increase the applicant's proficiency in the applicant's teaching field.

Project: Professor Land plans to enroll in classes to receive the Wilson Reading System Certification. The course will help her instruct students with deficits in the area of language, particularly in reading and writing. She will develop a way to incorporate it into reading classes and support programs on campus.

**Susan Tummers-Stocum** – Mathematics (Fall 2015)

Type of Sabbatical: Professor Tummers-Stocum will focus on formal work in pursuance of an advanced degree or to increase the applicant's proficiency in the applicant's teaching field.

Project: Professor Tummers-Stocum will complete two courses to pursue her Doctorate of Education at William Howard Taft University. She plans to complete classes in principles of curriculum development and research methods to assist in her dissertation.

**Marianne Waters** – Anthropology (Spring 2016)

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

Project: Professor Waters will research the remains of California sea otters recovered from various archaeological sites in Southern California. Her research will provide knowledge in the courses she teaches (physical anthropology, cultural anthropology, and physical anthropology lab classes).

**Karen Whitney** – Art (Spring 2016)

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

Project: Professor Whitney will research, compile, and write a reader on the field of visual culture with the intent to make visual culture students more accessible to the introductory art students enrolled in Art 101. She will learn accessible custom text and visual culture principles which will be more easily communicated to the beginning students, thereby improving the depth of their understanding.