EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 Crenshaw Boulevard, Torrance, California 90506-0001
Telephone (310) 532-3670 or 1-866-ELCAMINO
www.elcamino.edu
November 16, 2015

Board of Trustees
El Camino College

Dear Members of the Board:

Welcome to the Monday, November 16, Board agenda. I trust we will all have a wonderful Thanksgiving in recognition of your superb work in the appointment of the sixth Superintendent/President of the El Camino Community College District. Dr. Dena Maloney will attend the November Board meeting and we will all celebrate her appointment with a little break from the activities early in the meeting.

The regular agenda is initiated with a presentation on the Student Equity Program from Vice President Jean Shankweiler. Supplemental information is included on Attachment A. The consent agenda is highlighted by a number of relatively routine transactions and include the following:

A. Academic Affairs includes an information item which permits El Camino College students to attend the Keck Graduate Institute. Additional details are included on Attachment B. Other items include Destruction of Records recommendation and proposed curriculum changes for the 2016-17 academic year.

B. Student and Community Advancement recommends a Destruction of Records action and one grant application and grant acceptance. The grant for Foster Youth is supplemented by Attachment C. The remaining action includes updates of eight Board Policy first readings and seven Administrative Procedures.

C. Administrative Services presents the usual recommendations for contracts, personal services agreements, contract amendments and a small change order to the Natural Science roof project.

D. Measure E provides the usual expenditure updates. Two contract amendments are supplemented by a confidential communication, Attachment D, and a change order for the stadium project, Attachment E.

E. Human Resources recommends employment and personnel changes and the approval of temporary and non-classified service employee actions. Also

Letter to the Board of Trustees
November 16, 2015

presented for approval are recommended changes for 2016 salary schedules, which is supplemented by Attachment F. In addition, Attachment G includes changes for student worker and non-classified temporary pay schedules to increase the mandated minimum wage increase. There is also a structural change modification for student worker and non-classified employees. After a change in the Assessment/Testing Center Supervisor's updated job description is a list of Local Minimum Qualifications, which is supplemented by Attachment H.

F. The consent agenda is concluded with a recommendation from the Superintendent/President to adopt Board Policy and Administrative Procedure 3540 on Sexual and Gender-Based Misconduct. It also reports the 2015 Board of Trustees Self-Evaluation and initiates the discussion of 2016 Board goals.

Supplemental reading includes the following:
1. Letter from Superintendent/President Fallo regarding CCLC's Excellence in Trusteeship Program
2. Instructional Technology (IT) Plan
3. Active Shooter/Handling Hostile Behavior Training as of 2/11/2015

Again, congratulations on the selection of Dr. Dena Maloney. I trust all the faculty, staff and students will be well-served by your selection and this will be a joyous Thanksgiving holiday. If you have any questions, comments or concerns about the agenda, please feel free to call me or Ms. Cindy Constantino prior to the Board meeting so that we may provide an informed response. As always, 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 Monday, November 16.

Sincerely,

Thomas M. Fallo
Superintendent/President

EL CAMINO COLLEGE
Vice President – Academic Affairs
November 10, 2015

TO: President Thomas Fallo

FROM: Jean Shankweiler   *Jean Shankweiler*

SUBJECT: Student Equity Plan

The El Camino College Student Equity Plan (SEP) was awarded $2,112,177 for 2015-16 to bridge the gap in student success for a variety of student groups. The gap in equity is measured using five Student Success Indicators: Access, Course Completion, ESL and Basic Skills Completion, Degree and Certificate Attainment, and Transfer. The plan developed by each school must examine the student populations disproportionately impacted in each of the success indicators. The student populations to be examined include veterans, low income, students with disabilities, current and former foster youth, and racial or ethnic groups.

The El Camino College Student Equity Plan is under the direction of Ms. Idania Reyes. To meet the revised guidelines from the Chancellor's Office for 2015-16, the SEP director has held two workshops during the months of September and October to explain the requirements of the program and to solicit funding requests from various campus groups and individuals. The Institutional Research office provided data which determined the students disproportionately impacted in the success indicators. Ms. Reyes and her team have been meeting with groups requesting funds to confirm the students targeted in each activity are disproportionately impacted and how the funding will best be used to close the gap.

The plan and the data used to develop the plan will be briefly introduced in a presentation at the November 16 ECC Board of Trustees meeting. The plan must be approved by numerous campus entities, including Academic Senate, classified employees as well as the Board of Trustees. The plan is in draft form, undergoing review by these groups, and will be presented to the Board of Trustees for approval at the December 14 meeting. This revised plan must be submitted to the Chancellor's Office by December 18, 2015.

Thank you.

EL CAMINO COLLEGE
Vice President – Academic Affairs
November 10, 2015

TO: President Thomas Fallo

FROM: Jean Shankweiler

SUBJECT: Keck Graduate Institute

The Keck Graduate Institute is one of the Claremont Colleges. It offers a number of graduate degrees in the sciences, including a Master's Degree in Bioscience (MBS), a Master's degree in Engineering (MEng), a Post-Baccalaureate Pre-Medical Certification (PPC), a Post-Doctoral Professional Masters (PPM), and a Pharmacy Doctorate (PharmD). The tuition for these programs ranges from $41,921 to $48,921, including required health insurance. The memorandum of understanding included in the packet will provide admissions benefits to El Camino STEM majors that have transferred, are completing a Bachelor's degree and are interested in these unique programs.

Thank you.

EL CAMINO COLLEGE
Office of the Vice President-Student & Community Advancement
Jeanie Nishime – Vice President
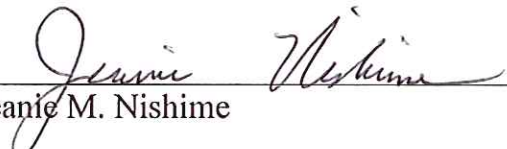
November 10, 2015

TO: President Thomas M. Fallo

SUBJECT: Foster Youth Grant

At El Camino College, foster youth have been identified as a segment of the student population which is not succeeding at same rate as the general student population. El Camino College serves approximately 164 foster youth for which the gap in success rates for credit courses, basic skills courses, and transfer level courses is more than 20% than that of the general student population.

Courses	Groups	Enrollments	Successful	Success Rate
Credit	General	118,721	82,598	69.6%
	Foster Youth	773	367	**47.5%**
Basic Skills	General	7,043	4,337	61.6%
	Foster Youth	111	45	**40.5%**
Transfer	General	98,220	70,032	71.3%
	Foster Youth	574	284	**49.5%**

The college has proposed a Warrior Scholars Program with two primary objectives: (1) creating a student-focused program that will provide customized services to meet the individual needs of current and former foster youth; and (2) collecting data to demonstrate the need for programs and services aimed at foster youth. Currently, there are insufficient funds to provide foster youth with programs and services to assist their transition to college and ensure successful retention, persistence, graduation, and transfer to four-year universities. It is anticipated that the Foster Care program with appropriate and sufficient financial support will be able to bridge the student equity gap by 5% as it relates to the completion of credit, basic skills, and transfer level courses at the conclusion of a two year period.

Jeanie M. Nishime

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November 10, 2015

To: President Thomas Fallo

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

Subject: Change Order Sinanian Development, Inc., Page E4

Items 1 through 3 of this change order are district requests. Item 1 replaces a landscaped space with an additional asphalt and rubber track area. This modification will not only make the area more functional but will also reduce irrigation. Item 2 significantly increases Wi-Fi access throughout the stadium. Item 3 expands the security system. The credit recognized in item 4 is a result of "mock-ups" no longer deemed necessary by the architect.

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

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DATE: November 9, 2015

TO: President Fallo

FROM: Linda Beam, Vice President of Human Resources

SUBJECT: 2016 Salary Schedule Increases – Effective January 1, 2016

The previously negotiated collective bargaining agreements with the Federation of Teachers, the El Camino Classified Employees, and the Police Officers' Association, included a provision that effective January 1, 2016, the salary schedules are to be increased by the state-funded cost of living adjustment (COLA). This has been determined to be 1.02%. Therefore, the salary schedules included reflect this agreed-upon increase.

The unrepresented groups (management, supervisory, and confidential employees) are included and recommended for the same 1.02% COLA increase.

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DATE: November 9, 2015

TO: President Fallo

FROM: Linda Beam, Vice President of Human Resources

SUBJECT: **Student Worker and Non-Classified, Temporary Pay Schedule
(Increase in California Minimum Wage and Structural Modification)**

On January 1, 2016, the California minimum wage will increase from $9.00 per hour to $10.00 per hour. In reviewing the change in hourly wages, it was also determined that a restructuring of the Student Worker and Non-Classified, Temporary pay schedules was in order.

The current student pay schedule utilizes a five "step" structure with a twenty-five cent ($.25) differential for some duty levels and a one dollar ($1.00) differential for others. The current student worker pay schedule requires the management of 26 individual "step" placements. The recommended restructure results in a streamlining of pay rates of two "steps" per level, while also incorporating the new minimum wage requirement.

Because hourly employees submit monthly timesheets with a 20th to 19th of the month time period, it is recommended that these pay schedules become effective December 20, 2015. This would minimize the payroll department's need to calculate two separate rates of pay within one month's reporting. This slight change in the effective date should be negligible, as many of the student and non-classified workers are not scheduled during the week leading to the holiday break.

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DATE: November 9, 2015

TO: President Fallo

FROM: Linda Beam, Vice President of Human Resources

SUBJECT: El Camino College's Local Minimum Qualifications List

The California Community Colleges Chancellor's Office regularly updates its system-wide "*Minimum Qualification for Faculty and Administrators in California Community Colleges*" manual. This document provides an update of discipline lists as adopted by the Board of Governors and the Academic Senate for California Community Colleges.

The California Education Code permits community college districts to adopt local qualifications which may exceed, but not be less, than the state adopted minimum qualifications. Long ago, El Camino College (ECC) developed local qualifications to reflect the interests of the college's academic rigor.

The attached updated local minimum qualification list reflects system-wide updates and ECC specifics. The list was presented and discussed with the ECC Academic Senate. It is included for Board approval to facilitate the accurate posting of our upcoming faculty vacancy announcements.

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November 10, 2015

Board of Trustees
El Camino Community College District

Dear Members of the Board:

The Accrediting Commission for Community and Junior Colleges (ACCJC) has adopted new standards for accrediting community colleges. Within the Community and Governance standard, ACCJC has updated the standards for board governance and education to include - "*The governing board has an ongoing training program for development, including new member orientation*". (Standard IV.C.9)

The Community College League of California (CCLC) has developed an "Excellence in Trusteeship Program" designed to facilitate ongoing education for all trustees in California community colleges. The program is intended to provide a solid foundation for effective board governance. Board development may be obtained through CCLC events, local board workshops, and national association conferences and webinars.

The program covers seven areas of competency: Accreditation, Student Success, Governance, Fiscal Responsibility, Board Evaluation, Ethics, and Brown Act Training. (*see attachment #1*) Board development opportunities include attending CCLC events, online webinars, print resources and local and national board training events. (*see attachment #2*)

Although the CCLC program is not required for elected governing board members, it is imperative that every California community college be able to demonstrate board development as part of the accreditation self-evaluation report going forward. The "Excellence in Trusteeship Program" is a great way to demonstrate board development.

Ann Garten has researched the procedures for each board member to register for the "Excellence in Trusteeship Program". Go to the link below and register yourself and submit a receipt for reimbursement, or President's Office staff will register each board member and pay the $150 fee for the program. Once registered, each board member will need to begin tracking and entering board development programs once they have been completed on the, "Track My Progress" section of the online form. CCLC will accept any training that has already been completed during this calendar year. For example, if you attended the Effective Trustee Workshop conference in January 2015, that can be entered toward certification.

You will find more information and the up-to-date schedule of training opportunities here:
www.ccleague.org/i4a/pages/index.cfm?pageID=3819

If you have any questions, or need additional information, please contact Ann Garten agarten@elcamino.edu or 310-660-3406.

Sincerely,

Thomas M. Fallo

EXCELLENCE IN TRUSTEESHIP PROGRAM LEARNING OUTCOMES

Competency & Subtopics	What Trustees Need to Know	How to Get the Skills & Knowledge
Accreditation • Institutional effectiveness • Setting priorities • Policy development • Participatory governance • Student success • Linking budget to strategic plan • Trustee roles and responsibilities • Board/CEO relationship	• Role of Trustees in accreditation • What is covered in the four standards • The accreditation process and where the District is in the cycle • Different sanctions and their significance • Why data is critical to accreditation	• Local reports from the District's Accreditation Liaison Officer • District visit from ACCJC staff • District accreditation workshops • Workshops at statewide meetings • ACCJC online course on accreditation
Board Evaluation • Board/CEO relationship • Trustee roles and responsibilities • Accreditation • Policy development	• What is the District's policy on Board and CEO evaluation? • Does it comply with recommended standards? • How often is the policy reviewed? • What are best practices in this area? • Who participates in the evaluation process?	• Local and state workshops • League assistance • Comparison with what other Districts do
Fiscal Responsibilities • Fiscal literacy • Local fiscal operations • State budget • Budget development process • Being prudent/not stifling innovation • Linking the budget to strategic planning • Statutory and fiduciary responsibility • Advocacy • Connecting with stakeholders • Collective bargaining	• How to read a budget and understand the terminology • What to look for in an audit • Annual budget cycle • How the budget is developed • Seeking funding outside State allocations • District Foundation • How cost figures into program review • Importance of a reserve • Facility maintenance costs and needs • How contracts are negotiated	• Reports from the District's finance officer on a quarterly and annual basis • Local workshops on financial and facility topics • State conferences • Reading articles from the Chancellor's office and expert in the field

Competency & Subtopics	What Trustees Need to Know	How to Get the Skills & Knowledge
Governance • Trustee roles and responsibilities • Meeting effectiveness • Working as a unit • Policy development • Statutory and fiscal responsibility • Internal constituencies • Advocacy • Connecting with stakeholders • Student success • Accreditation • History of community college governance • Linking the budget to planning • Goal setting and communication	• Duties and limits of trustees • What it means to be a policy-making board • How to delegate the authority for running the District to the CEO • How to avoid micromanagement • The difference between advocating for a cause and considering the good of the whole • Best practices in participatory governance • How to "find it" in the Government Code, Ed Code, or Board Policy • How CA law defines Student Success • How to read and interpret the Student Success Scorecard • Best ways to represent the District to the public • How to refer complaints trustees	• Effective Trustee Workshop • Board Chair Workshop • CCLC Legislative Conference • Trustee Conference • Annual Convention • The Trustee Handbook • District workshops on various aspects of trusteeship • State and regional conferences
Student Success • Accountability and institutional effectiveness • Budget development process • Community relations • Connecting with stakeholders • Goal setting and communication • Linking the budget to planning • Accreditation • Setting priorities • Local and state budgets • Statutory and fiscal responsibility	• How to define Student Success • What are the District's numbers on the Student Success Scorecard • What staff members are involved in Student Success • Who is in charge? • The details of the District's Basic Skills programs • What are student learning outcomes? • How does program review work?	• Local board retreat/workshops • State and regional conferences on student success • Readings, including League resources related to each topic, leadership books
Brown Act	• What is the Open Meeting Law • Posting agendas • Special meetings • Emergency meetings • Closed session topics • Reading out from closed session	• Local training from a qualified attorney • Brown Act sessions at state meetings
Ethics • Conflicts of Interest • Required forms and deadlines	• How to avoid conflicts of interest • Avoiding the appearance of impropriety • What forms need to be filed, how, and deadlines	• Local ethics training by a qualified attorney • Statewide conferences • FPPC online ethics course

Board Governance Education

> *"The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution." – WASC Accreditation Standard IV.C.1*

An educated and well-informed governing board is the foundation of a successful community college. As the policy-making body of the community college, the governing board is responsible for the overall success of the institution and the students served.

Excellence in Trusteeship is a program designed to facilitate the ongoing education of all trustees in California community colleges by providing a solid foundation for effective board governance. You can obtain the training through League events, local board training, and national association conferences and webinars. Whatever venue you select, you are sure to get the most current and up-to-date governance information available.

Program Overview

> *"Community college boards ensure the wise and prudent delivery of education, a critical local and state resource, on behalf of the people in their communities. They are guardians of and stewards for the public's interests. Trustees, as members of boards, ensure that the community college district fulfills its responsibility to lead and serve its ever-changing communities." – CCLC, Trustee Handbook, p.23, Rev. 2013*

The program covers seven (7) areas of competencies with subtopics to complete the knowledge and skills learning to support strong leadership. Participants attend sessions in each of the seven (7) competencies which define the roles and responsibilities of governance boards and provide tools that keep efforts focused on student learning.

A certificate of participation in governance leadership from the League can be earned with completion of the program. Participants must complete the program within 24 months of the start date. The program can be completed in one year.

Competencies

Accreditation
This module covers accreditation as a regional peer-review process that looks at the entire campus/district, and provides an opportunity for continuous self-improvement, grounded with data-driven evidence.

Student Success
This module covers topics from the Student Success Act of 2012, Senate Bill 1456, including utilizing student services in individual education planning, monitoring student progress, and improving completion and transfer rates.

Governance
This module covers the governing board's policy-making function, and its role in the participatory governance process.

Fiscal Responsibilities
This module will cover the skills and knowledge needed to make fiscal policy decisions and set guidelines for fiscal and asset management practices that support college goals and student success.

Board Evaluation
This module will cover the role of the board and its limits; how to run effective meetings; and how to develop and maintain a strong Board/CEO relationship; the board self-evaluation and its evaluation of the CEO.

Ethics Training
Learn how to perform in both ethical and legal ways as you govern.

Brown Act Training
Learn how to set agendas, provide for public comment, run board meetings and when to hold closed sessions.

Excellence in Leadership and Governance

Program Details

"The governing board has an ongoing training program for board development, including new member orientation." – WASC Accreditation Standard IV.C.9

What are the program requirements?

- submit an application;
- in 24 months complete three (3) sessions per competency plus ten (10) sessions in competencies of choice (27 sessions total); and
- submit the Track Your Progress form for review to receive a Certificate of Participation.

Note: Brown Act and Ethics trainings require only one session per competency.

Where can I get training?

- League events and online resources
- Local or national board training events

What are the costs?

- $150 registration and program review fee

How do I sign up for the program?

Apply Online at
www.ccleague.org / ETP

For more information contact:

Carmen Sandoval
Director of Education Services
csandoval@ccleague.org

Yolanda Avalos
Program Associate
yolanda@ccleague.org

Excellence in Trusteeship Program

Presented by the Community College League of California

Excellence in Trusteeship Program

2015 Schedule of Training Opportunities

What follows is a list of sessions from the League 2014 Effective Trusteeship (ETW) and Board Chair (BCW) workshops, the Annual Legislative Conference (ALC) and the Annual Trustees Conference; the Academic Senate of California Community Colleges (ASCCC), the Accrediting Commission for Community and Junior Colleges (ACCJC), ACCT's Governance Leadership Institute (GLI) and the Fair Political Practices Commission (FPPC) arranged by competency. You can use this schedule to track your progress.

New sessions will be added as information becomes available. *Unless specified all sessions will be counted as one unit.*

Accreditation	EVENT	EVENT DATE/TIME	Sub-Topics
Trustee Handbook	League print resource available online	Chapters – 11, 12, 13, 14, 17, 18, 19, 20,21, 22, 30, 31	
Accreditation Basics	ACCJC	Online	Accountability and Institutional Effectiveness – 2 units
What Boards Need to Know About Institutional Accreditation	ACCT Webinar	Online	
Best Practices in Board Orientation	ETW	1/23/15, 3:00 – 5:00	Accreditation,
Effective Trusteeship	ETW	1/24/15, 9 -Noon	Accreditation, student success, governance - 3 units (1 unit each)
Surviving Accreditation Sanction and Living to Tell About It	ETW	1/25/15, 3:45 – 5:00	Accreditation
Title IX 101: Butte College's Real Experience (Exposed)	ALC	1/26/15, 9:15 – 10:15	Accreditation **or** Governance **or** Student Success
The Inside Scoop: A Discussion with Legislative Staff	ALC	1/26/15, 9:15 – 10:15	Accreditation **or** Governance
A Conversation with Legislative Leaders	ALC	1/26/15, 10:25 – 11:15	Accreditation **or** Governance

Higher Education Outlook	ALC	1/26/15, 11:15 – 11:45	Accreditation **or** Student Success
Senate President Pro Tempore Kevin de Leon	ALC	1/26/15, 12:30 – 1:30	Accreditation **or** Student Success
Board Evaluation	EVENT	EVENT DATE/TIME	Sub-Topics
Trustee Handbook	League print resource available online	Chapters – 14, 23	Function of the Trustee Board, Goal Setting and Communication
ACCT	Webinar	Online	
Board Chair Workshop	ETW	1/24/15, 1:45 – 5:00	Function of the Trustee Board, Goal Setting and Communication – 3 units
Board Self-Evaluation Resource Guide Assessing Board Effectiveness: Resources for Board of Trustees Self-Evaluation	League print resource available online		Function of the Trustee Board, Goal Setting and Communication
The Board and CEO Partnership: Making it Work	ETW	1/25/15, 8:00 – 10:15	Board Evaluation
Fiscal Responsibilities	EVENT	EVENT DATE/TIME	Sub-Topics
Introduction to Fiscal Responsibilities	League Publication,	Chapters, 7, 9, 10, 11	State and local budget management
Introduction to Fiscal Responsibilities	League Publication,	Chapters, 2, 5. 6 7	Budget planning and development
Trustee Handbook	League print resource available online	Chapters – 25, 28, 29, 30, 31, 32	
What Trustees Need to Know About Financial Oversight	ACCT Webinar	Online	
The Role of the Board in Labor Negotiations	ETW	1/25/15, 1:45 – 3:30	Fiscal Responsibilities
The Board's Role in Fiscal Policy	ETW	1/25/15, 3:45 – 5:00	Fiscal Responsibilities
An "Enhanced" Opportunity: Implementing the new CDCP Rate	ALC	1/25/15, 10:30 – 11:30	Fiscal Responsibilities

Meeting California's Community College Facility Needs	ALC	1/25/15, 1:30 – 2:30	Fiscal Responsibilities **or** Governance **or** Student Success
Community College Budget and Fiscal Update	ALC	1/25/15, 2:45 – 4:00	Fiscal Responsibilities
Community College Students and Financial Aid: A Key to Student Success	ALC	1/26/15, 9:15 – 10:15	Fiscal Responsibilities **or** Student Success
Governance	EVENT	EVENT DATE/TIME	Sub-Topics
Introduction to Fiscal Responsibilities	League Publication	Chapters, 1, 4, 8 & Appendices	Policy and local decision-making roles
ACCT	Webinars	Online	
Intro to Roles and Responsibilities	ETW	1/23/15, 3:00 – 5:00	Trustee Education Foundation/Board Functions
The Role of the Board in Labor Negotiations	ETW	1/25/14, 1:45 – 3:30	Governance
Bridging the Higher Education Divide	ALC	1/26/14, 9:30 – 10:30	Governance
Positioning California for Innovation and Jobs: CTE Partnerships	ALC	1/25/15, 1:30 – 2:30	Governance **or** Student Success
Advocating for Community Colleges: A Student's Perspective	ALC	1/26/15, 9:15 – 10:15	Governance **or** Student Success
Student Success	EVENT	EVENT DATE/TIME	Sub-Topics
Introduction to the Student Success Initiative	ETW	1/25/15, 1:45 – 3:30	Student Success
Meeting the Needs of Veterans at a California Community College	ALC	1/25/15, 10:30 – 11:30	Student Success
Reinvesting and Redesigning Inmate Education	ALC	1/25/15, 10:30 – 11:30	Student Success
The Community College Baccalaureate: California's New	ALC	1/25/15, 10:30 – 11:30	Student Success

Frontier			
California Looking Forwad: Why Equity and Inclusion Matter for All of Us	ALC	1/25/15, 11:45 – 1:15	Student Success
Giving All Students a Chance: Dual Enrollment and College Access Pathways	ALC	1/25/15, 1:30 – 2:30	Student Success
Closing the Gaps: Adult Education Partnerships and Implementation	ALC	1/25/15, 1:30 – 2:30	Student Success
CCCCO Technology Initiatives Showcase	ALC	1/25/15, 4:00 – 5:00	Student Success
The Democracy Commitment	ALC	1/26/15, 7:30 – 10:15	Student Success
Brown Act	EVENT	EVENT DATE/TIME	Sub-Topics
Introduction to the Brown Act	ETW	1/23/15, 100 – 2:45	Board meeting effectiveness
Keeping Order: Robert's Rules for Trustees	ACCT Webinar	Online	Board meeting effectiveness
Ethics	EVENT	EVENT DATE/TIME	Sub-Topics
AB 1234 Local Ethics Training	FPPC	Online	Governance, board meeting effectiveness
Guide to Ethical Governance	ACCT Webinar	Online	

Vice President, Administrative Services
IT Plan - November 10, 2015

	Action	Status	Estimated Date
1	Fill vacant ITS positions	selection process began (4)	Two in final stages of Background process
		Tech Serv Sup, (3) Sr. Net Admin	
		Helpdesk technician (2)	Committee will meet within 2 weeks
2	Establish CTO position	Posted in June	Complete 10/26/2015
3	Restructure Distance Ed/Media	Await hiring of CTO	
4	Move Web Development to IT	Await hiring of CTO	
5	Perform Registration Health Check	Initial Check 7/16 - update 2 services and run final in Sept.	Initial completed 7/16 - Final verification test scheduling w/vendor
6	Initiate project to convert Colleague to MS SQL platform	Project planning now in progress	pending support proposal with vendor
7	Reassess Tactical Plan	Plan is under review	
8	Deploy Footprints	In Progress	Pilot due Nov/Dec
9a.	Sunset Cisco Equipment	In Progress	Dependent upon vendor delivery schedule
9b.	Deploy Redundant Controller	In Progress	Dependent upon vendor delivery schedule
9c.	Expand WANs	Vantage assessment proposal received 7/26 - kickoff 9/4	Proposal received, Additional data was requested from vendor. Final proposal due back.
9d.	WiFI Access design consulting	Vendor proposal received (9c)	Proposal received

Active Shooter/Handling Hostile Behavior Training as of 2/11/2015

1. ECC Management Forum September 2013 40 people in attendance
2. CEC Admissions and Records May 24, 2013 24 people in attendance
3. ECC Admissions and Records August 16, 2013 19 people in attendance
4. MESA (MBMM room 135) July 7, 2013 8 people in attendance
5. Kids College Fall 2013 5 people in attendance
6. Fine Arts Div. Office July 11, 2013 4 people in attendance
7. Financial Aid Office July 11, 2013 16 people in attendance
8. Business Division Fall 2013 4 people in attendance
9. Foundation Office July 22, 2013 7 people in attendance
10. Cashiers Office Fall 2013 6 people in attendance
11. Counseling Division March 12, 2013 20 people in attendance
12. EOP&S Sept. 17, 2013 31 people in attendance
13. Building Captains April 24, 2013 22 people in attendance
14. Industry and Technology Div. May 29, 2013 13 people in attendance
15. Library Staff May 30, 2013 13 people in attendance
16. Building Captains (makeup) June 5, 2013 7 people in attendance
17. Staff Development May 7, 2014 18 people in attendance
18. Active Shooter/ASO December 2013 5 ASO / 15 Police Staff
19. Active Shooter (Officers) January 13, 2015 34 ECC staff/Officers plus 6 Compton USD PD
     Note: Active shooter exercises with officers are done each college semester break for the past 6 years. These exercises alternate between ECC Torrance campus and Compton Center.
20. Active Shooter March 4, 2015 40 Building Captains.
21. Active Shooter March 18, 2015 7 directors from enrollment Services. Div.
22. Active Shooter March 20, 2015 15 officers and cadets.
23. Active Shooter April 8, 2015 16 SRC employees
24. Active Shooter June 4, 2015 35 employees (Staff Development Day)
25. Active Shooter June 26, 2015 15 Officers
26. Handling Hostile Behavior August 4, 2015 30 (Life Science),(Dr. Grant)

Clery Act/ Crime Prevention Presentations

1. Deans Meeting February 13, 2013 20 people in attendance
2. Student and Staff Forum November 21, 2013 79 people in attendance
3. New Student on Line Orient. December 19, 2013 Unknown
4. Management Forum May 6, 2014 45 people in attendance.

5. Classroom Presentation   May 1, 2014   18 people in attendance
6. Student Ambassadors   September 12, 2014   20 people in attendance
7. Club Advisors   October 2014   10 people in attendance
8. Counseling Division   Feb. 14, 2014   20 people in attendance
9. FYE   Aug. 18, 19, 20, 2014 175 people in attendance
10. PE Coaches   September 2, 2014   10 People in Attendance
11. Football Players   September 4, 2014   40 people in attendance
12. Classroom   September 30, 2014   25 people in attendance
13. Custodians   October 2013   38 people in attendance
14. Custodians   October 17, 2014   44 people in attendance

15. Campus Safety Forum   October 30, 2014 (2 Sessions)   34 people in attendance.
16. Flex Day Campus Safety   January 15, 2015   35 people in attendance
17. Campus Safety Forum   January 27, 2015 (2 Sessions)   20 people in attendance
18. Site Safety Assessment   June 16, 2015 (Staff Development Office) 3 people attended.
19. Title 9/Clery   September 24, 2015 (Jaynie Ishikawa)   15 people attended.