

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

#### www.elcamino.edu

January 14, 2016

Board of Trustees El Camino College

Dear Members of the Board:

Happy New Year! I trust your Near Year's resolutions are inspiring great joy throughout your life.

Today, Thursday, faculty returned in anticipation of our Saturday spring semester start of classes. We all eagerly look forward to the return of the students for a new semester of learning.

The Wednesday, January 20, 2016 meeting is relatively routine. The presentation for January on the South Bay Adult Education Consortium will be presented by Mr. Jose Anaya, Dean of Community Advancement, and Mr. Wayne Diulio, Director of the Torrance Adult School and Chair of the South Bay Adult Education Consortium. As you know, the recent funding changes for adult education have impacted adult education throughout the State.

The consent agenda is highlighted by a number of relatively routine transactions and include the following:

- A. Academic Affairs presents the 2016-2017 sabbatical leave recommendations (Attachment 1), Board Policy and Procedure for Academic Renewal, and a significant number of recommendations for curriculum changes for the 2016-2017 academic year.
- B. Student and Community Advancement includes recommendations for spring 2016 student conferences and forensic team travel, destruction of records and acceptance of a teacher preparation education grant.
- C. Administrative Services recommendations include the Quarterly Fiscal Status Report, which is supplemented by Attachment 2. Item B on page AS 2 is the 2014-15 audit report, a copy of which is in your packet and supplemented by Attachment 3. Item C on page AS 3, Non-Resident Tuition Fee for 2016-17, is supplemented by Attachment 4. Item D, #3, on page AS 4, Contracts under \$87,800, is supplemented by communications from Dr. Shankweiler and Dr. Nishime (see Attachment 5). Item F, #1, on page AS 7, requests an increase in contract amount for Action Contractors, Inc., and is supplemented

by Attachment 6. The remaining recommendations include a second reading of four Board Policies and Administrative Procedures.

- D. Measure E includes the regular presentation of budgets and balances, a new contract for S & K Engineering Services and a change order for parking structure upgrade on Lot F and E project. Supplemental information is provided on Attachment 7.
- E. Human Resources includes a number of routine personnel actions for the start of the spring semester.
- F. Compton Center report provides an update of the Center's Vision, Mission and Strategic Initiatives and interesting updates on topical activities.
- G. The Superintendent/President and Board of Trustees agenda provides travel recommendations for activities for Superintendent/President Elect Dr. Dena P. Maloney through the end of the 2015-2016 fiscal year. Also included is a recommendation to support the nomination of Board President Kenneth Brown for the CCCT Board, the return of your 2016 Board goals and a referenced document to support the Board goals discussion.

The Closed Session consists of an existing litigation and public employee Discipline/Dismissal/Release action.

Supplemental reading includes the following:

- Memo from Ms. Ann Garten regarding Follow-Up from December Board Meeting
- 2. Memo to the Board of Trustees regarding President Search Committee
- 3. Memo from Ms. Linda Beam regarding Presidential Search Costs Recap
- 4. Letter from Ms. Andrea Sala regarding Go Fund Me account for the Verdehyou Family
- Letter from Commission on Accreditation for Respiratory Care regarding Progress Report
- 6. El Camino Community College District School Year Calendar 2016-2017
- 7. Letter from Superintendent George Mannon regarding Membership of the Board of Education of the Torrance Unified School District
- 8. Letter from National Council for Marketing and Public Relations (NCMPR) regarding ECC Electronic Newsletter
- 9. Letter from Superintendent Gregory O'Brien regarding leadership of the Centinela Valley Union High School District Board of Education

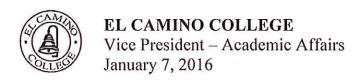
Letter to the Board of Trustees January 14, 2016

Please recall the Board changing our January Board meeting to Wednesday, January 20, 4:00 p.m., which falls after the Martin Luther King, Jr. holiday. If you have any questions, comments or concerns about the agenda, please feel free to contact me or Ms. Cindy Constantino on Tuesday or Wednesday prior to the Board meeting so that we may provide an informed response. As always, I welcome you to a casual meeting at 3:00 p.m. in my office. Enjoy your holiday.

Sincerely,

Thomas M. Fallo

Superintendent/President



TO:

President Thomas Fallo

FROM:

Jean M. Shankweiler

SUBJECT:

Summary of Sabbatical Leave Projects

The Sabbatical Leave Committee is pleased to forward the following leaves of absence for 2016/2017:

# One Semester Sabbatical (one semester at full pay):

## **Eyal Goldmann** – Physics (Spring 2017)

<u>Type of Sabbatical</u>: Professor Goldmann will focus on formal class work in pursuance of an advanced degree or to increase the applicant's proficiency in the applicant's teaching field.

<u>Project</u>: Professor Goldmann will enroll in three courses at UCLA or UCI on applications of physics in the earth sciences with an emphasis on atmospheric sciences. He would like to incorporate practical examples of physics principles into his teaching.

# **Lyman Hong** – English (Fall 2016)

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

<u>Project</u>: Professor Hong will contact research on literary and political impacts of the Civil War in various phases. He will develop a set of articles, quizzes, teaching plans, and exercises that will allow students to engage with a selected set of literary works.

# Trudy Meyer - Math (Fall 2016)

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

<u>Project</u>: Professor Meyer will develop a series of instructions on how to effectively use tablets such as the i-Pad together with various available apps in the classroom for a variety of concepts in the mathematics curriculum.

#### **Kevin O'Brien** – Film (Fall 2016)

<u>Type of Sabbatical</u>: Professor O'Brien will focus on a program of independent study for instructors in fine arts.

<u>Project</u>: Professor O'Brien will make a narrative film using current digital cinematography equipment anchored by a Hollywood-level camera. This would update his skill set to be able to incorporate in his classes the process of some of the new production practices.

#### Teresa Palos – Biology (Fall 2016)

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

<u>Project</u>: Professor Palos will observe and record behavioral patterns of varied common birds and assess the impact of various environmental parameters at the Madrona Marsh Preserve. This will help improve her knowledge of avian biology in a local ecological niche and gain an understanding of how to conduct field research.

### Carmen Sotolongo – Spanish (Fall 2016)

<u>Type of Sabbatical</u>: Professor Sotolongo will visit a country in which the language the instructor normally teaches.

<u>Project</u>: Professor Sotolongo plans to visit Spain where she can immerse herself in the language and culture. In addition to visiting places of historical and artistic value, she will visit the local university to observe Spanish classes to note differences or similarities with ECC methodologies.

# Arthur Verge – History (Fall 2016)

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

<u>Project</u>: Professor Verge plans to conduct research on the role of Pacific Islanders in California history. This research will be incorporated into his classroom lecture and with the public at large through publication.

# One Semester Sabbatical (one semester at half pay):

# Octavia Hyacinth - Nursing (Fall 2016)

<u>Type of Sabbatical</u>: Professor Hyacinth will focus on formal class work in pursuance of an advanced degree or to increase the applicant's proficiency in the applicant's teaching field.

<u>Project</u>: Professor Hyacinth will enroll in courses at CSULB to provide specialized training in women's health. She will receive a certification as a Women Health Nurse Practitioner to obtain approval to teach theory and clinical obstetrics courses in the Nursing Program.



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January 13, 2016

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 2015-16. The last three dollar columns are the corresponding year-to-date amounts for the previous FY 2014-15.

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.

Please note the College accounting staff focus on detailed cash flow analysis which also accomplishes comparisons on a frequent basis.

Jo Ann Higdon, M.P.A.

Vice President Administrative Service

Attachment

#### FISCAL YEAR 2015-16 Quarter Ended (Q2) Dec 31, 2015

General Fund Unrestricted	<u>20</u>	15-16 Budget	2015-16 Year-to-Date Actuals	2015-16 Percentage	<u>20</u>	14-15 Budget		2014-15 Year-to-Date Actuals	2014-15 Percentage
INCOME		Fund 11	Fund 11			Fund 11		Fund 11	
Federal State Local Interfund Transfe	\$ rs	150,000 82,191,467 46,576,434 0	\$ 14,425 41,602,203 20,898,666	9.62% 50.62% 44.87%	1057	145,000 67,915,429 41,688,878	. \$	48,953 35,386,136 23,080,676 0	33.76% 52.10% 55.36%
Total Income	\$	128,917,901	\$ 62,515,294		\$	109,749,307	\$	58,515,765	
APPROPRIATIO Academic Salarie Classified Salarie Staff Benefits Supplies/Books Operating Expen Capital Outlay Other Outgo	es \$ es	51,566,705 26,611,429 20,405,447 2,383,419 9,228,757 473,730 6,503,061	23,419,488 10,481,272 11,197,431 611,528 5,325,137 134,215 5,432,817	45.42% 39.39% 54.87% 25.66% 57.70% 28.33% 83.54%		48,843,963 28,047,438 18,554,940 1,863,408 7,934,117 1,855,710 6,260,876	**	24,246,218 10,744,901 10,204,027 558,832 3,856,675 137,405 5,453,727	49.64% 38.31% 54.99% 29.99% 48.61% 7.40% 87.11%
Total Appropriation	or \$	117,172,548	\$ 56,601,888		\$	113,360,452	\$	55,201,785	
Net Revenues	\$	11,745,353	\$ 5,913,406	• •	\$	(3,611,145)	\$	3,313,980	r T

<sup>\*</sup> Other operating expenses net of estimated expenditure savings - \$3,000,000. \*\* Other operating expenses net of estimated expenditure savings - \$4,000,000.



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January 13, 2016

TO:

President Tom Fallo

FROM:

Jo Ann Higdon, Vice President, Administrative Services

RE:

Audit Report, Letter and Findings

The January Board packet materials include the audit report, letters and findings. The independent auditors' report letter provides a "clean opinion" of the financial statements.

Also included are the Federal management letter (which states we are in compliance with OMB 133).

We are pleased to report the auditors had only one finding (page 91):

Finding 1: The District did not meet the State requirements for holding an open session public meeting to adopt a plan to expend EPA funds. There are no questioned costs associated with this finding. There were no questioned costs noted during our testing. Response: Implemented (see December 2015 Board Meeting).

Jo Ann Higdon, M.P.A.

Vice President Administrative Services

Joan Higdon



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January 13, 2016

To:

President Thomas Fallo

From:

Jo Ann Higdon, M.P.A.

Subject:

Item C, Page AS 3 - Non-Resident Tuition Fee for 2016-2017

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 to maintain the previous year's rates:

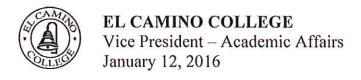
- 1. \$200 per unit for the basic fee.
- 2. \$42 per unit for the capital outlay fee.

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

Jo Ann Higdon, M.P.A.

Vice President Administrative Services

To am Hisdon



TO:

President Thomas Fallo

FROM:

Jean Shankweiler MS

SUBJECT:

Historical Black Colleges and Universities

El Camino College is partnering with Educational Student Tours to provide students a tour of Historically Black Colleges and Universities. The Student Equity Program will support the cost of ten students and two chaperones to participate in the tour from March 20-25, 2016. The tour will take students through Georgia, Alabama, Tennessee, Missouri and Arkansas to visit Clark-Atlanta University, Spelman or Morehouse University, Tuskegee University, Stillman College, Talladega University, Fisk University, Lincoln University and Philander Smith College. Students will be notified of the application process and requirements at the beginning of the spring 2016 semester.

Thank you.



#### EL CAMINO COLLEGE

# Office of the Vice President-Student & Community Advancement Jeanie Nishime – Vice President

January 13, 2016

TO:

President Thomas M. Fallo

SUBJECT: Historically Black College and University tours and recruitment

Within the scope of work of our HBCU grant with the Chancellor's Office, El Camino College will be working with EDU.Inc. to create virtual campus tours for partnered Historical Black Colleges and Universities (HBCU) to benefit students in all California Community Colleges. The following represents this year's HBCU's activities and recruitment opportunities at El Camino College and the Compton Center:

#### El Camino College

- 1. Twelve students will attend the Black College Tours scheduled for this spring and summer 2016.
- 2. During fall 2015, El Camino College supported 8 students with attending the Umoja Conference where colleges were represented. Representatives from 10 HBCUs attended the Fall Transfer Fair on September 29<sup>th</sup>. Last, a Black College Expo is scheduled for February 4<sup>th</sup>, which is an on campus event open to all ECC students where representatives from 22 HBCU's are expected to participate.

## Compton Center

- 1. The Compton Center sent sixty students on HBCU tour from November 10, 2015 through November 15, 2015.
- The Compton Center has assigned a part-time counselor in the Transfer Center to provide follow-up counseling services to the students who participated in the fall 2015 HBCU tour.
- 3. The Compton Center hosted a HBCU College Fair on Thursday, November 12, 2015.
- 4. The Compton Center is currently exploring the option of sending students on a HBCU tour during spring 2016.

Dipte Patel (on behalf of Jeanie M. Nishime)

JMN/mre



# El Camino College Interoffice Memorandum

To:

Dr. Jeanie Nishime

From:

Jose Anaya

Date:

January 14, 2016

Subject:

Increase in Contract Amount for Action Contractors, Inc.

Action Contractors, Inc. provides general maintenance services for the Business Training Center. Typically, the annual contract amount is for \$10,000. However, this year we anticipate additional expenses and therefore we have requested an increase of \$5,000 for a total contract amount of \$15,000.

The anticipated increase in expenses includes the following:

- Preventative maintenance and anticipated repairs due to the rains from "El Nino".
   The building has a history of leaks associated with its flat roof and damage from leaks can be extensive.
- Phasing out some of the old fluorescent light ballasts to improve light quality and energy efficiency. There are number of fluorescent lights throughout the building that need to be upgraded because of light flicker or they give off a yellow tinted light.
- Miscellaneous electrical issues throughout the building also need to be addressed.

Please let me know if you have any questions regarding this matter.



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January 13, 2016

TO:

President Tom Fallo

FROM:

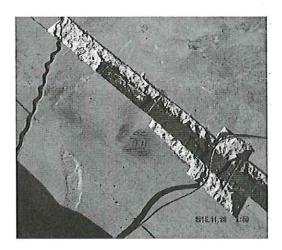
Jo Ann Higdon, Vice President, Administrative Services

RE:

Item C, Page E 6 - Change Order AMG & Associates - Parking Structure

Upgrade Lot F & E Project

The above item contain a change order in the amount \$180,088 for unforeseen conditions. The scope of repairs to Lot F (Channel Parking Lot) has included numerous concrete repairs which have become apparent during the demolition. A photo is presented as just one example of the challenges encountered.



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Jo Ann Higdon, M.P.A.

Vice President Administrative Services

# CAMA

# EL CAMINO COMMUNITY COLLEGE DISTRICT

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www.elcamino.edu

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

Date:

January 13, 2016

To:

President Fallo

From:

Ann M. Garten

Director, Community Relations

Re:

Follow Up From December Board Meeting

The attached information is in response to questions from the Board of Trustees during the December 14, 2015 meeting. The first item AP 5013, Students in the Military, indicates that ECC's language follows Ed Code, and therefore should not be changed. Attachment two clarifies the need for BP 6150 and the individual listing of signature authorizations.

Please let me know if additional information is needed.

# Response to board inquiries AP 5013 – Students in the Military

The following information is provided as reference and guidance to the three areas questioned by the Board at the December meeting, regarding AP 5013 – Students in the Military.

In response to a request to be less restrictive and excise portions of text regarding Civil Service Employee, Active Duty Nonresident Exemption and Discharged Member of the Armed Forces Nonresident Exemption within AP 5013, it is recommended we keep the text as written.

Section I. Paragraph D. Civil Service Employees. The language regarding the "relocation of at least 100 employees" for a student to be classified as a resident, is based upon Education Code 68084. It is recommended that the statement remain the same.

Section II. Paragraph A. Active Duty Nonresident Tuition Exemption. Ed Code 68075 specifies that a member on active duty may continue with nonresident tuition if they are transferred out of state while on active duty, as long as they are continuously enrolled. It is recommended that the statement remain the same.

Section II. Paragraph B. Discharged Members of the Armed Forces Nonresident Exemption. Education Code 68075.5 indicates exemption of nonresident tuition for up to one year is contingent upon filing an affidavit with the institution. Therefore it is recommended this text remain in the procedure.

#### References:

Education Code 68070-68085:

www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=68001-69000&file=68070-68085

AB 13 - Conway (Section 68075.5 of the Education Code amended):

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\_id=201320140AB13



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January 14, 2016

TO:

President Tom Fallo

FROM:

Jo Ann Higdon, Vice President, Administrative Services

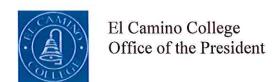
RE:

Signature Authorizations

The December Board Agenda included an item on "Signature Authorization" (pages AO 3-10). The question arose as to why this was needed given our BP and AP regarding Delegation of Authority and Designation of Authorized Signatures. This board action is used for a variety of requirements and requests. First and foremost, such details are required by Los Angeles County Office of Education (which serves as our fiscal agent). Also, we are often asked for each specifics by our banks, other public agencies and entities issuing grants and contracts.

Jo Ann Higdon, M.P.A.

Vice President Administrative Services



Date:

January 8, 2016

To:

**Board of Trustees** 

Subject:

**President Search Committee Members** 

The following members of the President Search Committee received their thank-you letters and gift pen:

Name	Date	Location
Beam, Linda	12/14/15	Board Meeting
Beverly, Bill	12/14/15	Board Meeting
Brown, Kenneth	12/14/15	Board Meeting
Cain, Kiwiana	1/7/16	Mailed
Combs, Mary	12/14/15	Board Meeting
Curry, Keith	12/14/15	Board Meeting
Dalili, Eman	12/14/15	Board Meeting
Flor, Paul	1/20/15	President's Office
Garten, Ann	12/14/15	Board Meeting
Gupta, Vishu	1/7/16	Mailed
Jones, Joan	1/7/16	Mailed
Key, Kenneth	1/8/16	Hand delivered to Division
Kjeseth, Lars	1/11/16	Hand delivered to Division
Krank, Eugene	1/7/16	Mailed
Lew, Tom	1/8/16	Hand delivered to Division
Nakano, George	1/7/16	Mailed
Numark, Clifford	12/14/15	Board Meeting
Pedrahita, Stephanie	1/7/16	Mailed
Pelayo, Laurie	1/11/16	President's Office
Perez, Barbara	12/14/15	Board Meeting
Reid, Daniel	1/7/16	Mailed
Stuart, Melvin	1/8/16	Hand delivered to Police
		Department
Turano, Debbie	1/7/16	President's Office
Vargas, John	12/14/15	Board Meeting
Wells, Chris	1/8/16	Hand delivered to Division
Young, Janet	1/8/16	Hand delivered to Division



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DATE:

January 13, 2016

TO:

President Fallo

FROM:

Linda Beam, Vice President of Human Resources

SUBJECT: Presidential Search Costs - Recap

As Dr. Dena Maloney enters the role of Superintendent/President on February 1<sup>st</sup>, the following is a recap of the direct costs associated with the search:

Advertising*	\$2,628.40
Campus Catering	\$991.00
Candidate Travel	\$1,650.61
Marriott (Interviews and Lodging)	\$11,399.48
Overtime	\$1,252.39
Search Consultants	\$21,500.00
Webcast	<u>\$2,390.00</u>
Total	\$41,811.88

<sup>\*</sup> The district has existing annual subscriptions to many educationally-related websites. This cost was above and beyond the normal distribution methods.

El Camino College support staff resources are not included in the total. However, many thanks to our colleagues in the Community Relations, Police, Facilities, Fiscal, Business Services, and Human Resource departments for their priceless assistance throughout.

January 5, 2016

President Fallo,

After the horrific shootings in San Bernardino this past December, Michael Burke, Chancellor of the Riverside Community College District, emailed his colleagues with the information that a member of the Riverside Community College District family, Arlen Verdehyou, tragically lost his wife, Bennetta Betbadal, in the shootings. He wrote that Arlen is a police officer at Riverside City College and has three children; two boys and a girl, ages 10, 12, and 15. His family and friends established a GoFundMe account for the Verdehyou family.

As you requested, we made a \$100 donation to the Go Fund Me account in memory of Bennetta Betbadal. When I made the donation, the account had raised \$95,421 to date.

Please let me know if you have any questions.

Thank you,

Andrea Sala

**Executive Director** 



# COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE

November 30, 2015

Thomas Fallo, EdD, President Respiratory Care Program El Camino Community College 16007 Crenshaw Blvd Torrance, CA 90506

Dear Dr. Fallo:

2015 DEC -9 AM 8: 0800584

PRESIDENT

PRESIDENT

RE: Program Number 200584

on for Respiratory Care (CoARC)

At its November 2015 meeting, the Commission on Accreditation for Respiratory Care (CoARC) accepted the Progress Report as the final Progress Report submitted for the AS Degree Respiratory Care Program sponsored by El Camino Community College, which currently holds Continuing Accreditation. The next comprehensive evaluation of the Program, including an onsite review, is scheduled to occur no later than 2018.

The CoARC's accreditation action was based on a policy change related to the positive (job) placement outcomes measure. A detailed explanation of this policy change is attached.

In addition to the comprehensive evaluation, CoARC regularly monitors the Program's compliance with established outcomes assessment thresholds (Standard 3.13) through the Annual Report of Current Status submitted annually by the Program as well as other documentation that may be requested. The next Annual Report of Current Status is due by July 1, 2016.

The CoARC commends you and your colleagues for your commitment to continuous quality improvement in education as demonstrated by your participation in programmatic accreditation.

Should you or your faculty have any questions, feel free to contact me.

Sincerely,

Thomas R. Smalling, PhD, RRT, RPFT, RPSGT, FAARC

**Executive Director** 

cc: Rory Natividad, MEd, Dean

Roy Mekaru, MHA, RRT, Program Director

Ian Gilmour, MD, Referee (Emailed)



# COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE

#### **CoARC Communication to our Communities of Interest:**

# Changes to Positive (Job) Placement Outcomes Measure November 21, 2015

As a result of the CoARC's ongoing effort to ensure that its policies and procedures ensure fair and consistent accreditation decisions, the Board of the Commission on Accreditation for Respiratory Care (CoARC) approved the following changes to the positive (job) placement outcomes measure which became effective 11/21/2015:

- The minimum threshold of 70% for positive (job) placement has been eliminated;
- Positive (job) placement is now defined as "a graduate who, within the three year reporting period, is employed utilizing skills within the scope of practice of the respiratory care profession (i.e., full-time, part-time, or per diem)."

Although CoARC will continue to require reporting of positive (job) placement on the Annual Report of Current Status, we will not be making accreditation actions based solely on positive (job) placement results. Positive (job) placement results for each program, along with other outcomes data, will continue to be published on our website as part of our commitment to provide the public with information regarding program outcomes and to allow potential students to use this information as a measure of programmatic quality during the application process.

#### Rationale for the Decision

The CoARC has adopted the principle that accreditation is a process that provides assurance to prospective students, their families and the public that accredited programs meet certain minimum requirements (i.e., *Accreditation Standards*). Accreditation actions taken by the CoARC are based solely on the sponsoring institution's demonstration of compliance with the published *Standards*.

The primary purpose of accreditation is to ensure that accredited programs produce graduates who are adequately trained to practice in their profession. The CoARC has specific criteria by which this determination is made. For example during the accreditation process, the CoARC determines such things as: whether the curriculum covers all the skills that a respiratory therapist will need for entry into practice; and whether each student will have sufficient patient encounters to master all necessary clinical skills. The CoARC also decides whether a program has sufficient resources to provide all its students with a quality education. The CoARC makes accreditation decisions based on outcome measures that are within the purview and control of a program and has therefore determined that positive (job) placement will no longer be used in making an accreditation decision.

Questions regarding this notice should be directed to Tom Smalling, Executive Director at (817) 283-2835 ext. 101, or by email at: <a href="mailto:tom@coarc.com">tom@coarc.com</a>

# EL CAMINO COMMUNITY COLLEGE DISTRICT SCHOOL YEAR CALENDAR 2016-2017

		JU	LY 2	016			NOVEMBER 2016				MARCH 2017										
S	M	Т	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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4	M *5			T 1 8	F 2 9	3 10	[1] [8]	M *2 9	T (3)	W (4)	T 5 12	F 6 13	[7] [14]	7	1 8	T 2 9	3 10	T 4 11		6 13	
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4 11 18	*5 12 19	T 6 13 20	7 14 21	T 1 8 15 22	F 2 9 16 23	3 10 17	[ 1 ] [ 8 ] [15] [22]	M *2 9 *16	T (3) 10 17 24	W (4) 11 18	T 5 12 19	F 6 13 20	[7] [14] [21]	7 14 21	1 8 15 22	T 2 9 16 23	W 3 10 17 24	T 4 11 18	5 12 19	6 13 20	
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4 11 18 25	*5 12 19 26	T 6 13 20 27	7 14 21 28	T 1 8 15 22 29	F 2 9 16 23 30	3 10 17 24	[1] [8] [15] [22] [29]	M *2 9 *16 23 30 FF	T (3) 10 17 24 31	W (4) 11 18 25	T 5 12 19 26	F 6 13 20 27	[ 7 ] [14] [21] [28]	7 14 21 28	1 8 15 22 *29	T 2 9 16 23 30 JU	W 3 10 17 24 31	T 4 11 18 25	5 12 19 26	6 13 20 27	
4 11 18 25	*5 12 19 26	T 6 13 20 27	7 14 21 28	T 1 8 15 22 29	F 2 9 16 23 30	3 10 17 24	[1] [8] [15] [22] [29]	M *2 9 *16 23 30 FF	T (3) 10 17 24 31	W (4) 11 18 25 UAF	T 5 12 19 26 T 2	F 6 13 20 27 017 F 3	[ 7 ] [14] [21] [28]	7 14 21 28	1 8 15 22 *29	T 2 9 16 23 30 JU	W 3 10 17 24 31	T 4 11 18 25 2017 T 1	5 12 19 26	6 13 20 27	
4 11 18 25	*5 12 19 26 O	T 6 13 20 27 CTO	7 14 21 28 OBE W	T 1 8 15 22 29 R 20 T	F 2 9 16 23 30 016 F	3 10 17 24 S	[1] [8] [15] [22] [29]	M *2 9 *16 23 30 FF	T (3) 10 17 24 31 EBR	W (4) 11 18 25 UAF W 1 {8}	T 5 12 19 26 T 2 {9}	F 6 13 20 27 017 F	[ 7 ] [14] [21] [28]	7 14 21 28 S	1 8 15 22 *29 M	T 2 9 16 23 30 JU T	W 3 10 17 24 31 NE 2 W	T 4 11 18 25 2017 T 1 8	5 12 19 26 <b>F</b>	6 13 20 27 S 3 [10]	
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- { }-Staff Development Flex Days Campus Remains Open Classes not in session
- Campus Closed
   Holidays (Management, Faculty, Staff, and Students) Campus Closed
- ( ) Campus Remains Open Classes not in session

# EL CAMINO COMMUNITY COLLEGE DISTRICT SCHOOL YEAR CALENDAR SUMMER 2017

	MAY 2017						JUNE 2017					JULY 2017								
S	M	Т	W	Т	F	S	S	M	Т	W	T	F	S	S	M	Т	W	T	F	S
	1	2	3	4	5	6					1	2	3	58500 51			1		125 220 22	[1]
7	8	9	10	11	12	13	4	5	6	7	8	9	[10]	[2]		*4	5	6		[8]
14	15	16	17	18	19	20	[11]	(12)	(13)	(14)	(15)	(16)		[9]	10	11	12	20	[14]	[22]
21	22	23	24	25	26	27	[18]		20	21			[24]	[23]		18 25	26	27	-	[29]
28	*29	30	31	1000		=0	[25]		27	28	29	[30]	£u	[30]		20	20	21	[20]	

		AUG	1001	2017		
S	M	Т	W	Т	F	S
		1	2	3	[4]	[5]
[6]	7	8	9	10	[11]	[12]
[13]	(14)	(15)	(16)	17	(18)	[19]
[20]	(21)	(22)	(23)	{24}	{25}	26
27	28	29	30	31		

ATICHET 2017

Summer Session ------2017

\*Six-Week Session
June 19 through July 27, 2017

\*Eight-Week Session
June 19 through August 10, 2017

\*These dates are subject to change.

#### Summer Four-Day Workweek Schedule - 2017

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 19, 2017 through Thursday, August 10, 2017.

The first Friday off is June 23, 2017 and the last Friday off is August 11, 2017.

Fall	Winter Intersession	Spring	Flex Days	Summer	No Classes
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{ } - Staff Development Flex Days - Campus Remains Open - Classes not in session

[ ]- Campus Closed

\*- Holidays (Management, Faculty, Staff, and Students) – Campus Closed

( ) - Campus Remains Open - Classes not in session

# EL CAMINO COMMUNITY COLLEGE DISTRICT SCHOOL YAR CALENDAR 2016-2017

Fall Semester - 2016 Faculty & Staff Development Flex Days	Thurs-Friday	August 25-26	2016
Mandatory Flex Day – 6 hours	Thursday	August 25-20 August 25	2016
Fall Semester Classes Begin	Saturday	August 27	2016
Weekday Classes Begin	Monday	August 29	2016
Last Day to Drop and be Eligible for a Refund (1 <sup>st</sup> 8-Week Session)	Friday	September 2	2016
Labor Day Holiday (Campus Closed)	Monday	September 5	2016
	Tuesday	September 6	2016
First Day to Apply for Graduation and Certificates (Fall)	Friday	September 9	2016
Last Day to Add (Full Semester Courses)	Friday	September 9	2016
Last Day to Drop and be Eligible for a Refund (Full Semester)	Friday	September 9	2016
Last Day to Challenge Residency Status for Current Semester		September 9	2016
Last Day to Drop Without Notation on Permanent Record	Friday	September 12	2016
ACTIVE ENROLLMENT CENSUS	Monday	October 14	2016
Last Day to Apply for Degrees and Certificates (Fall)	Friday	October 22	2016
Mid-Term Classes Begin	Saturday		2016
Veterans Day Holiday (Campus Closed)	Friday	November 11	
Last Day to Drop with a "W"	Friday	November 18	2016
Thanksgiving Day Holidays/Weekend (Campus Closed)	Thurs-Sun	November 24-27	2016
Fall Semester Ends	Friday	December 16	2016
Christmas Holidays (Campus Closed)	Fri & Mon	December 23 & 26	2016
Winter Recess (Campus Closed)	Fri – Mon	Dec 23, 2016 - Jan 2	2017
New Year's Holidays (Campus Closed)	Fri & Mon	Dec 30, 2016 & Jan 2	2017
Winter Session - 2017		· · · · · · · · · · · · · · · · · · ·	2015
First Day to Apply for Graduation and Certificates (Spring)	Tuesday	January 3	2017
Classes Begin	Thursday	January 5	2017
Last Day to Add	Tuesday	January 10	2017
Last Day to Drop Without Notation on Permanent Record	Tuesday	January 10	2017
Last Day to Drop and Be Eligible for a Refund	Tuesday	January 10	2017
Martin Luther King Holiday (All Employees)	Monday	January 16	2017
Last Day to Drop with a "W"	Monday	January 30	2017
Winter Session Ends	Tuesday	February 7	2017
Spring Semester – 2017			
Faculty & Staff Development Flex Days	Wed-Thurs	February 8 & 9	2017
Mandatory Flex Day – 3 hours	Thursday	February 8	2017
Lincoln's Day Holiday (Campus Closed)	Friday	February 10	2017
Spring Semester Classes Begin	Saturday	February 11	2017
Weekday Classes Begin	Monday	February 13	2017
Last Day to Drop and be Eligible for a Refund (1st 8-Week Session)	Friday	February 17	2017
Washington's Day Holiday (Campus Closed)	Monday	February 20	2017
Last Day to Add (Full Semester Courses)	Friday	February 24	2017
Last Day to Drop and be Eligible for a Refund (Full Semester)	Friday	February 24	2017
Last Day to Challenge Residency Status for Current Semester	Friday	February 24	2017
Last Day to Drop Without Notation on Permanent Record	Friday	February 24	2017
ACTIVE ENROLLMENT CENSUS	Monday	February 27	2017
Last Day to Apply for Degrees and Certificates (Spring)	Friday	March 3	2017
Spring Recess (Faculty and Students)	Sat-Fri	April 8-14	2017
Mid-Term Classes Begin	Saturday	April 15	2017
Last Day to Drop with a "W"	Friday	May 12	2017
Memorial Day Holiday (Campus Closed)	Monday	May 29	2017
El Camino College Compton Center Graduation	Thursday	June 8	2017
El Camino College Graduation	Friday	June 9	2017
Spring Semester Ends	Friday	June 9	2017

# Summer Sessions – 2017 – El Camino College

Six-Week Session – 2017		The state of the s	
Six-Week Session Begins	Monday	June 19	2017
Last Day to Drop and be Eligible for a Refund	Thursday	June 22	2017
Last Day to Add	Thursday	June 22	2017
Last Day to Drop without Notation on Permanent Record	Thursday	June 22	2017
ACTIVE ENROLLMENT CENSUS	Monday	June 26	2017
Independence Day Holiday (Campus Closed)	Tuesday	July 4	2017
Last Day to Drop with a "W"	Tuesday	July 18	2017
Six-Week Session Ends	Thursday	July 27	2017
Eight-Week Session – 2017			i vil en
Eight-Week Session Begins	Monday	June 19	2017
Last Day to Drop and be Eligible for a Refund	Thursday	June 22	2017
Last Day to Add	Monday	June 26	2017
Last Day to Drop without Notation on Permanent Record	Monday	June 26	2017
ACTIVE ENROLLMENT CENSUS	Tuesday	June 27	2017
Independence Day Holiday (Campus Closed)	Tuesday	July 4	2017
Last Day to Drop with a "W"	Thursday	July 27	2017
Eight-Week Session Ends	Thursday	August 10	2017

<u>Saturdays & Sundays – No Classes – 2016-2017 – El Camino College</u> <u>Fall Semester – 2016</u> <u>Spring Semester - 2017</u>

November 26 and 27

April 8 and 9

December 17 and 18

June 10 and 11

# EL CAMINO COMMUNITY COLLEGE DISTRICT SCHOOL YEAR CALENDAR 2016-2017 EIGHT-WEEK COURSE DATES

# **FALL 2016**

First Eight Weeks

August 27 through October 21

Second Eight Weeks

October 22 through December 16

**SPRING 2017** 

First Eight Weeks

February 11 through April 7

Second Eight Weeks

April 15 through June 9

# EL CAMINO COMMUNITY COLLEGE DISTRICT SCHOOL YEAR CALENDAR 2016-2017 HOLIDAYS FOR 12-MONTH EMPLOYEES

1.	Independence Day Holiday	Monday	July 4, 2016
2.	Labor Day Holiday	Monday	September 5, 2016
3.	Veterans Day Holiday	Friday	November 11, 2016
4.	Thanksgiving Holiday	Thursday	November 24, 2016
5.	Local Holiday	Friday	November 25, 2016
6.	Local Holiday	Friday	December 23, 2016
7.	Christmas Holiday (Observed)	Monday	December 26, 2016
8.	Local Holiday	Friday	December 30, 2016
9.	New Year's Holiday (Observed)	Monday	January 2, 2017
10	. Martin Luther King's Holiday	Monday	January 16, 2017
11	. Lincoln's Holiday (Observed)	Friday	February 10, 2017
12	. Washington's Holiday	Monday	February 20, 2017
13	. Memorial Day Holiday	Monday	May 29, 2017



# TORRANOE UNIFIED SCHOOL DISTRICT

2015 DEC 180. Feb 2854 15 1 TORRANCE, CALIFORNIA 90509-2954

OFFELEPHONE (310) 972-6500 PRESIDENT BOARD OF EDUCATION

MARTHA DEUTSCH DON LEE TERRY RAGINS MARK STEFFEN MICHAEL WERMERS

SUPERINTENDENT OF SCHOOLS GEORGE W. MANNON, Ed.D.

December 10, 2015

Dr. Thomas Fallo El Camino College 16007 Crenshaw Blvd. Torrance, CA 90506

Dear Dr. Fallo:

For your records, the membership of the Board of Education of the Torrance Unified School District is as follows, effective December 7, 2015:

Mrs. Martha Deutsch 4433 Highgrove Avenue Torrance, CA 90505 President

Mrs. Terry Ragins 3321 W. 180<sup>th</sup> Street Torrance, CA 90504 Vice President

Mr. Don Lee 21806 Grant Avenue Torrance, CA 90503 Clerk

Mr. Mark Steffen 1419 Beech Avenue Torrance, CA 90501

Mr. Michael Wermers 23310 Audrey Avenue Torrance, CA 90505

The address of the Torrance Unified School District is the official mailing address for the Board and the Superintendent of Schools.

Sincerely,

George W. Mannon, Ed.D.

Superintendent



#### 2015-16 Board of Directors

#### President Andrea Hanstein

Director of Marketing and Public Relations Foothill College 12345 El Monte Road Los Altos Hills, CA 94022 (650) 949-7645 hansteinandrea@fhda.edu

#### Vice President / President-Elect

Jennifer Boehmer Portland Community College, OR

#### Secretary

Dane Dewbre South Plains College, TX

#### Treasurer

Michele Kersten-Hart Oakland Community College, MI

#### Immediate Past President

Ron Taber Northern Essex Community College, MA

#### District 1

Mary De Luca The Community College of Baltimore County, MD

#### District 2

Brenda Davis Mississippi Gulf Coast Community College, MS

#### District 3

Kayte Hamel Kishwaukee College, IL

#### District 4

Joseph E. Huff, III Galveston College, TX

### District 5

Dewey Price Butler Community College, KS

#### District 6

Juan Gutierrez Orange Coast College, CA

#### District 7

Mark Browning North Idaho College, ID

#### Director-at-Large

Lynn Whalen Lincoln Land Community College, IL

#### **Executive Director**

Debbie Halsey 5901 Wyoming Blvd. NE, #J-254 Albuquerque, NM 87109 (505) 349-0500, ext. 1 dhalsey@ncmpr.org www.ncmpr.org

An affiliated council of



EL CAMINO COLLEGE
2016 JAN 13 AM 8: 09
OFFICE OF THE
PRESIDENT

January 6, 2016

Heather Parnock Publications Supervisor El Camino College 16007 Crenshaw Blvd Torrance, CA 90506

Dear Heather,

Congratulations! Your college is a Paragon winner!

Your entry in **Electronic Newsletter**, "**ECC Matters**," will receive a gold, silver or bronze Paragon at our national conference, scheduled March 13-15 in St. Louis, Missouri. We hope you'll be able to attend what has become NCMPR's biggest professional development event of the year.

For this year's Paragon Awards competition – the only one of its kind that recognizes excellence in communications exclusively among two-year colleges – more than 90 judges from around the country reviewed nearly 1,800 entries. Your winning entries, along with all of the national entries, will be displayed at the conference.

We'll celebrate the winners at our Paragon Awards program and dinner on Sunday, March 13, beginning at 6:30 p.m. If you haven't yet registered for the conference, you may still take advantage of the "early-bird" registration rate. Details, including the conference brochure and registration and hotel information, are online at www.ncmpr.org/16conf-reg.

*IMPORTANT NOTE:* We will ship to the conference location only those awards that will be picked up the evening of the awards ceremony. Please confirm your attendance by contacting me at dhalsey@ncmpr.org or (505) 349-0500, ext. 1. Otherwise, your awards will be mailed to your office about three weeks after the Paragon presentation.

Again, congratulations on your award. The NCMPR board of directors looks forward to personally congratulating you in St. Louis!

Sincerely,

Andre Hanntum

Andrea Hanstein NCMPR President Deben L. Halsey

Debra Halsey

NCMPR Executive Director

cc: Thomas M. Fallo, Superintendent/President, El Camino College



# Centinela Valley Union High School District Office of the Superintendent

14901 Inglewood Avenue, Lawndale, CA 90260 (310) 263-3201; (310) 978-9180 fax www.centinela.k12.ca.us

#### **BOARD OF EDUCATION**

Hugo M. Rojas II President

Gloria A. Ramos Vice-President

Rocio C. Pizano Clerk

Daniel D. Urrutia Member

Vacant Member

#### SUPERINTENDENT

Dr. Gregory O'Brien

#### **Business Services**

Ron Hacker Assistant Superintendent (310) 263-3220 (310) 644-8927 fax

#### **Educational Services**

Dr. Kelly Santos Assistant Superintendent (310) 263-3170 (310) 675-8179 fax

#### **Human Resources**

Michael Ono Assistant Superintendent (310) 263-3210 (310) 973-7983 fax

#### Hawthorne High School

Dr. Mark Newell *Principal* (310) 263-4400 (310) 675-7017 fax

#### Lawndale High School

Dr. Paula Hart Rodas *Principal* (310) 263-3100 (310) 675-8174 fax

#### Leuzinger High School

Dr. Pamela Brown *Principal* (310) 263-2200 (310) 675-7023 fax

#### Lloyde High School

Dr. Jim Tarouilly *Principal* (310) 263-3264 (310) 675-8013 fax

#### Centinela Valley Adult School/CV Independent Study School/SBCDS

Michael Martinez *Principal* (424) 255-4066 (424) 285-5377 fax January 5, 2016

Dr. Thomas M. Fallo, Superintendent/President El Camino College 16007 Crenshaw Blvd. Torrance, CA 90506

Dear Dr. Fallo:

For your information and for your records, we are very pleased to announce the leadership of the Centinela Valley Union High School District Board of Education, effective December 15, 2015:

Hugo M. Rojas II

President

Gloria A. Ramos

Vice-President

Rocio C. Pizano

Clerk

Daniel D. Urrutia

Member

Vacant

Member

The address of the Centinela Valley Union High School District is the official mailing address for the Board and the Superintendent of Schools: 14901 Inglewood Ave., Lawndale, CA 90260.

Sincerely,

Gregory O'Brien, Ph.D.

Superintendent

GO:dgb