



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

October 10, 2017

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the Monday, October 16, 2017 Board agenda. There will be a Ribbon Cutting of the El Camino College *Warrior Pantry* at 3:30 pm in Physics 116. The Board meeting will follow beginning at 4:00 pm in the East Dining Room. We will open the meeting with the Roll Call and Public Comment on Closed Session Items. We will then adjourn to Closed Session. Following Closed Session, we will reconvene in Open Session at 5:00 pm.

Open Session will begin with a presentation by Associate Dean César Jiménez on the Guided Pathways initiative. There will also be a presentation by Lindsey Ludwig, Manager of the International Student Program, on the academic program, the non-credit Intensive English Language program, and the students enrolled in these programs. Ann Garten, Director of Community Relations, will then provide an overview and demonstration of the new El Camino College website which is scheduled to launch later during the week of October 16th.

The consent agenda includes the following:

- A. **Academic Affairs** presents a number of routine items including a request to ratify a Letter of Agreement between the Inter-Industry Conference on Auto Collision Repair (I-CAR) and El Camino College, which provides ECC students with access to I-CAR curriculum, examinations and certifications valued by industry. The consent agenda also includes a request to ratify an agreement with the Yosemite Community College District for participation in the Child Development Training Consortium.

There is also a recommendation to ratify a Memorandum of Understanding with Loyola Marymount University for participation in the Integrated Teacher Preparation Planning Project. This project is designed to provide a seamless teacher preparation process to move students on a pathway between El Camino College and Loyola Marymount University. Other consent agenda items include a recommendation to approve a partnership agreement between El Camino College and Wiseburn Unified School District for student fieldwork and observation; a recommendation to approve El Camino College choral department's participation in the Music Association of California Community College's festival and concert tour in San Francisco, CA; a recommendation to ratify an Educational Training Agreement between Dignity Health d/b/a St. Mary Medical Center and El Camino College for the paramedic program; a recommendation to approve a contract with Executive Advisory for training and conflict resolution workshops; and a recommendation to approve

student participation in the MESA Student Leadership Conference in Los Angeles later this month.

- B. **Student Services** presents a number of routine items including a recommendation to approve a contract with Global Source Logistics, Inc. for employment of CalWORKS Work Study students. There is also a recommendation to approve an agreement with the Regents of the University of California to support the Puente Project for the next three years. El Camino College will receive \$3,000 per year for this partnership. In addition, there are two Board items recommending approval of international travel for student recruitment trips in Spring 2018.

- C. **Administrative Services** includes a recommendation to ratify the District's participation in the Chancellor's Office Tax Office Program (COTOP) which assists districts in the collection of unpaid student fees. There is also a recommendation to approve Bid Award 2017-1 in the amount of \$25,210 for the Hazardous Waste Bunker Re-Roof Project to Best Contracting Services; a recommendation to approve a change order in the amount of \$12,903.32 for Climatec for the Science Complex RCx Project due to architecture and engineering design changes, or unforeseen conditions; and a recommendation to amend the contract with Youngblood & Associates for pre-employment polygraph services to fill vacant positions in the Police Department for both the Compton College and El Camino College campuses. There is also a recommendation to approve the purchase of Harlequin WoodSpring vinyl dance floor material using a multiple party purchasing agreement. This flooring was included in the college planning and resource allocation process and will be installed in Dance Room #230. The total cost is \$97,057. The consent agenda also includes a recommendation to approve an agreement to transfer the Engelbarts Estate from the District to the El Camino College Foundation, where the estate funds will earn a higher interest rate. This agreement meets the requirements established by the donors on the use and management of the funds.

The Administrative Services consent agenda also includes a recommendation to adopt the 2017-18 Education Protection Account funding and expenditures plan as required by statute. There is also a recommendation that the Board receive the quarterly fiscal report (311Q Report) for the quarter ending June 30, 2017. Last, the consent agenda also includes a recommendation to ratify routine purchase orders and blanket purchase orders.

- D. **Measure E** presents for ratification Purchase Orders and Blanket Purchase Orders, as well as approval of the Measure E Category Budgets and Balances reports. In addition, the Measure E consent agenda includes a contract amendment in the amount of \$2,980 with the DLR Group for architectural services to add additional wireless access point locations to the Student Services Center Replacement Project. There is also a recommendation to approve a contract with Leighton Consulting Inc. for geotechnical exploration services for the Demolition of Student Services and Student Activities projects.

- E. **Human Resources** section of the consent agenda includes a recommendation to ratify an agreement in the amount of \$9,000 for investigative services with Susan Liberati, as well as a recommendation to amend an existing agreement with Community College Search Services to include conducting reference checks for the Vice President of Student Services position.

The Human Resources consent agenda includes a recommendation to approve:

1. Academic Personnel Actions
2. Classified Personnel Actions
3. Temporary Non-Classified Personnel Actions
4. Administrative and Supervisor Personnel Actions

In addition, the Human Resources consent agenda includes recommendations to approve new or revised job descriptions for:

- Employee Relations Specialists (revised)
- Audio Visual Technician (revised)
- Investigator (new)

Last, the Human Resources consent agenda includes a recommendation to approve a revised salary schedule for student workers and temporary non-classified employees, effective December 20, 2017, to comply with the State of California's adoption of a new minimum wage rate of \$11.00 per hour.

- F. **President/Board** section includes a recommendation to approve the receipt of grant awards from Long Beach Community College District for the Go-Biz Capital Infusion Program (under the direction of the Small Business Development Center). Under this agreement, El Camino College will receive \$80,000 to provide technical assistance to small businesses. There is also a recommendation to amend an existing agreement with Long Beach Community College District in the amount of \$25,000 in additional funds for the El Camino SBDC for technical assistance and training programs for small businesses. There is a third agenda item which recommends approving a new agreement with Long Beach Community College District for an additional \$80,000 to support technical assistance to small businesses served by the El Camino College Small Business Development Center.

The President/Board consent agenda also includes a recommendation to approve a contract with FAJ Consulting Services to conduct loan outreach and referrals to the SBDC for advising. There is a recommendation to ratify an amendment to the contract with Lawrence Livermore National Security, LLC to extend the period of performance through June 30, 2018. This extension is at the request of Lawrence Livermore National Security, LLC.

The agenda also includes a request to approve the Community Education Winter/Spring 2018 Schedule of Classes. There is also a number of recommendations to approve agreements for customized training through the college's Employment Training Panel contract.

One item of interest is the recommendation to approve a contract with artist Yumi Kiyose who will produce and install a sculpture to be known as "Triumph of Knowledge." The commission of this artwork is funded through the Les Thomas endowed fund and is the first of three such pieces of art to be commissioned by the college through this fund. The artwork will be placed near the Humanities Building on campus.

Last, the President/Board consent agenda includes a recommendation to rescind signature authority for Ms. Jo Ann Higdon due to retirement, and a recommendation to approve travel

expenses to the California Association of Black School Educators 2017 Annual Conference for Trustee John Vargas.

The Action Agenda includes the following:

A. Academic Affairs – No Items

B. Student Services – No Items

C. Administrative Services has one item which is a recommendation to approve additional funding in the amount of \$200,000 for the digitization project. This project is designed to scan and electronically file historical records and paper documents. The additional funding is within the overall approved budget amount for the project for this fiscal year.

D. Measure E – No Items

E. Human Resources – No Items

F. Compton College – No Items

G. Superintendent/President – No Items

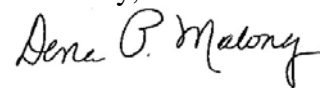
H. Future Action Items - General Information has two items. One item is a documented procedure to guide Superintendent/President search processes in the future. The development of a written process for conducting Superintendent/President searches is one of the Board's goals for this year.

The second item is the presentation of the Compton College Quality Focused Essay (QFE) for first reading. Compton College is required to submit a QFE as a special report to ACCJC by November 30, 2017. The draft report was prepared by a committee of faculty, staff and students. The QFE focuses on integrated planning and distance education as the priority areas of improvement for Compton College. The QFE will be back on the agenda on November 20th for second reading and adoption by the Board.

I. Policies and Procedures – No Items

If you have any questions, comments or concerns about the agenda, please feel free to call me prior to the Board meeting. I will be available to meet with members of the Board at 3:00 pm, prior to the ribbon-cutting ceremony at the Warrior Pantry in Physics 116 at 3:30 pm.

Sincerely,



Dena P. Maloney, Ed.D.
Superintendent/President