



EL CAMINO COMMUNITY COLLEGE DISTRICT
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April 12, 2018
Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, April 16, 2018 meeting of the El Camino Community College District Board of Trustees. Prior to the Board meeting, at 3:30 pm we will hold a groundbreaking ceremony for the new Administration Building. We will be at the site of the new building, on the south side of the site, facing the MBAH Building.

Following the groundbreaking, the Board meeting will begin at 4:00 pm in the Alondra 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.

We have two presentations scheduled for the meeting. Ms. Ann O'Brien, Executive Director of Marketing and Communications, will present the 2018 El Camino College Marketing Plan. Following that, Mr. Ross Miyashiro, Vice President of Student Services, will provide an update on the Process Improvement initiative launched in fall 2016. This presentation will also touch on the technology tools to support our improved business processes.

The consent agenda includes the following:

- A. Academic Affairs** presents a recommendation to approve proposed curriculum changes effective 2019-20.
- B. Student Services** presents several contracts relating to speakers for the First Generation conference on April 27, 2018. There is a recommendation to approve a routine agreement to support the Summer Youth Swim Lesson Program in summer 2018, as well as a recommendation to approve an agreement with Unita, LLC as the site of a planning meeting for the Student Equity Plan team. Last, there is a recommendation to approve F-1 Visa contract renewals with twenty service providers. These agreements use the template approved by the Board at its February 26, 2018 board meeting.

C. Administrative Services presents several routine items. There is a recommendation to receive the AB 2910 Quarterly Fiscal Status Report (known as the 311Q). There is a recommendation to approve the notice of job completion with KYA Services, LLC relating to the replacement of the floor in a dance classroom. There is also a request to ratify Purchase Orders and Blanket Purchase Orders. Last, there is a recommendation to accept for second reading and approval two board policies:

- Board Policy 3501 *Campus Security and Access*
- Board Policy 3515 *Reporting of Crimes*

D. Measure E includes several items. There are commendations to approve a contract with National Roofing Consulting for the Gymnasium project and a contract with KPFF Consulting Engineers for the Pool Project. There are also recommendations to approve change orders with American Gardens for the Sand Volleyball project and with Tobo Construction for the Students Services building project. Last, there are recommendations to ratify Measure E Purchase Orders and Blanket Purchase Orders, as well as approval of the Measure E Category Budgets and Balances reports.

E. Human Resources section of the consent agenda includes a recommendation to approve an amendment for \$125 to the agreement with Joe Darin Coaching. There is a recommendation to approve a contract amendment with Jim Marteney for additional training services so that we can certify more faculty to teach online courses, and to meet the demands for Canvas training. There is a recommendation to approve a contract with Thomas Brown and Associates for training specified in our 2016-19 EEO Plan. There is also a recommendation to approve a revised job description for the position of Director, Public Safety Education. There is a recommendation to approve the Declaration of Indefinite Salaries for Retroactive Pay for 2018-19 as required annually by the Los Angeles County Office of Education. There is also a recommendation to approve personnel actions as follows:

- Administrator/Supervisor Personnel
- Academic Personnel Actions
- Classified Personnel Actions
- Temporary Non-Classified Personnel Actions

Last, there is a recommendation to accept for second reading and approval four board policies:

- Board Policy 3420 *Equal Employment Opportunity*
- Board Policy 3550 *Drug Free Environment and Drug Prevention Program*

- Board Policy 7335 *Health Examinations*
- Board Policy 7100 *Commitment to Diversity*

F. President/Board section has one item recommending approval of a new one-year contract with Anchor Consulting for \$21,600. The prior contract has ended and the new contract has a more focused scope of work at a greatly reduced cost to the District.

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 that the Board of Trustees receive the Proposition 39 General Obligation Bonds Audit Report for the year ending June 30, 2017. A representative from the audit firm of Clifton Larson Allen LLP will be on hand at the beginning of the Open Session meeting to address any questions from the Board of Trustees.

D. Measure E has two items on the Action Agenda. The first is a recommendation to approve the amending of the agreement with Twining Consulting for the Gymnasium Project for \$140,000. The amendment is related to the construction delays in this project. The second item is a recommendation to approve the Notice of Completion with American Gardens for the Sand Volleyball project.

E. Human Resources – No Items

F. Compton College – No Items

G. Superintendent-President/Board has three items. One is a recommendation to ratify a three-year agreement for \$294,800 with Long Beach Community College District and the El Camino Community College District, to support the Small Business Development Center at El Camino College. The second item is a recommendation to vote for a slate of candidates for the California Community College Trustee (CCCT) Board. Trustee Mary Combs reviewed the candidate packets for the open positions and has prepared a recommendation for your consideration. Last, there is a recommendation to approve the order for governing board elections in November 2018. Two seats of the El Camino Community College District governing board will be on the ballot on November 6, 2018, representing Trustee Area 2 and Trustee Area 5.

Future Action Items/General Information – several items are provided as general information. The National Education Center for Education Statistics provides an annual Data Feedback Report, which details institutional data as compared to a group of similar colleges. The 2017 Data Feedback Report for both Compton College and El Camino College is provided to you. There is also a letter from the Commission on Accreditation for Respiratory Care (COARC), which announces the continuation of accreditation of the El Camino College Associate of Science degree in Respiratory Care Program. The next reaffirmation of accreditation of this program will take place no later than 2028. There is also an information item with the list of programs that completed the Program Review process in 2017. Last, there is an updated FTES Goal and Actual 2013-2018 Report. Our current projection is to apply 473 FTES from summer 2018 to the current fiscal year in order to achieve our enrollment goal.

H. Policies and Procedures – Five Board policies are presented for first reading:

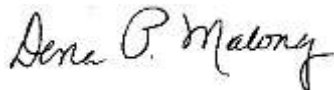
BP 7250 Educational Administrators
BP 7350 Resignations
BP 7240 Confidential Employees
BP 7345 Catastrophic Leave Request
BP 7370 Political Activity

Three Administrative Procedures are presented for information:

AP 7145 Personnel Files
AP 7370 Political Activities
AP 7126 Applicant Background Check

I am looking forward to seeing you on April 16, 2018 at 3:30 pm for the Ground Breaking Ceremony at the Administration Building site, followed by the Board of Trustees meeting at 4:00 pm in the Alondra Room. As always, if you have any questions regarding the agenda, please feel free to call me prior to the Board meeting.

Sincerely,



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