



EL CAMINO COMMUNITY COLLEGE DISTRICT
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February 10, 2019

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Tuesday, February 19, 2019 Board of Trustees meeting. The meeting is being held on the 19th due to the observance of the Washington's Day holiday on Monday, the 18th. The Board meeting will begin at 4:00 pm in the Alondra room. We will open the meeting with the Roll Call and adjourn to Closed Session. Following Closed Session, we will reconvene in Open Session at 5:00 pm.

There are two presentations scheduled for this meeting. Mr. Brian Fahnstock, Vice President of Administrative Services and Mr. Jorge Gutierrez, Executive Director of Facilities Planning, Operations and Construction, will provide an update on the bond-funded construction program. Following that, Dr. Jean Shankweiler, Vice President of Academic Affairs, Mr. Ross Miyashiro, Vice President of Student Services, and Ms. Ann O'Brien, Executive Director of Marketing and Communications, will provide a presentation on Enrollment Management.

The consent agenda includes the following:

- A. Academic Affairs** presents seven routine items including a recommendation to approve an agreement with Chabot-Las Positas Community College District to support the development of the Early Childhood Mentor Program. El Camino College will earn \$26,038 for its work under this agreement. There is also a recommendation to approve travel for 12 students to the Society of Professional Journalists Region 11 2019 Conference in Las Vegas, Nevada. There is a recommendation for four students to attend the A2Mend 12th Annual African American Male Summit in Los Angeles. There is a recommendation to approve a \$3500 agreement with Corrine Hoisington as the keynote speaker for the 2019 ECC Technology Conference on March 29, 2019. There is also a recommendation to approve the renewal of an agreement with EMSI for its Career Coach product. This agreement will not exceed \$14,000. Perkins funds will support this agreement. Last, there are two board policies presented for second reading and adoption: Board Policy 4226 *Multiple and Overlapping Enrollments*, and Board Policy 5500 *Standards of Student Conduct*.
- B. Student Services** presents two agenda items. There is a recommendation to approve an agreement with Immigrants Rising, to provide training regarding the latest legislation, admission policies and best practices to serve undocumented students. This training will be conducted as part of the Undocumented Ally Training Program on March 29, 2019. There is a recommendation to delete Board Policy 5032 *Student Activities Fee*. Board Policy 5032 conflicts with BP/AP 5420 *Associated Students Finance*, which is a legally required policy adopted by the Board in June, 2015

C. Administrative Services presents three agenda items. There is a recommendation to approve an agreement with BankMobile. This vendor will provide the secure technology platform to refund student financial aid balances under Title V of the federal government code. This vendor will replace services provided by Sallie Mae, which was taken over by Higher One, which later became BankMobile. The terms of the agreement are January 20, 2019 through January 19, 2022. The cost shall not exceed \$7,500 per year. There is also a recommendation that the Board adopt the non-resident tuition fee schedule and a non-resident capital outlay rate for fiscal year 2019-20. We recommend the non-resident tuition fee be \$265, commencing with the summer 2019 term. The recommended non-resident capital outlay fee is \$20 for a total cost of \$285 per unit. This fee schedule is consistent with most of our surrounding colleges. Last, there is a recommendation to approve to ratify Purchase Orders and Blanket Purchase Orders.

D. Measure E includes nine agenda items. There is a recommendation to amend the contract with HGA Architects for the Bookstore Café project. This amendment will expand the contract to include consulting on other elements of design including engineering, electrical and plumbing, IT, landscape architecture and coordination with DSA, among other things. The amendment will not exceed \$76,000.

There are recommendations to approve amendments with service providers for the Gymnasium Project due to the extension of the construction schedule. These include an amendment to the contract with School Construction Compliance LLC not to exceed \$3300 and an amendment to the contract with HMC Architects not to exceed \$15,000. There is also a recommendation to approve a change order with AMG Construction for \$79,176 to install the infrastructure for a future generator to provide emergency power to both the Gymnasium and Pool & Classroom Building. The board approved a change order for the generator equipment for \$142,650 at its October 15, 2018 meeting. At the December 17, 2018 meeting, the Board approved a deductive change order in the same amount, as the necessary equipment had not yet been ordered. The change order proposed for the February 19, 2019 board meeting will authorize AMG to complete the infrastructure work only. Another contractor will complete the equipment and installation at a later date.

There is also a recommendation to approve an amendment to the contract with HMC Architect for \$3500 to design auto openers and card readers at specific doors in the Pool and Classroom Building. There is also a recommendation to approve an amendment to the agreement with DLR Group due to the additional timeline extension through April 2019. This resulting cost will not exceed \$30,000.

There is a recommendation to approve a change order to the contract with Tilden-Coil Contractors, Inc. for the Pool & Classroom Building project. The contractor submitted a claim for delays due to the discovery of asbestos material in the waterproofing materials in the existing basement walls. This original Alta Environmental report did not note this. This led to an extra 28 days on the project timeline, deemed to affect the critical path of the project. The change order will not exceed \$83,471.

Last, there is a recommendation to approve the Measure E Category Budget and Balances report, and the recommendation to ratify the Measure E Purchase Orders and Blanket Purchase Orders

E. Human Resources section of the consent agenda includes five items. There is a recommendation to approve an agreement with Executive Advisory Group to facilitate communications and change management team building within the Administrative Services area. This agreement will not exceed \$25,000. Last, there is a recommendation to approve personnel actions as follows:

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

F. Compton College – No Items.

G. Community Advancement includes seven routine agenda items. There is a recommendation to approve an agreement with Play-Well TEKnologies to conduct an engineering camp for kids through the Community Education Department. Student fees will support the cost of this agreement. In addition, there are five agreements on the consent agenda for Employment Training Panel (ETP) funded contracts. The college will provide training to local employers, using ETP funds. The last item is a recommendation to approve a no-cost time extension to the Education Futures Initiative – Teacher Preparation Pipeline Website project. The Board of Trustees originally approved this agreement on September 4, 2018.

H. President/Board has two items on the Consent Agenda. There is a recommendation for a second reading and adoption of Board Policy 2717 *Personal Use of Public Resources*. The Board of Trustees heretofore had not adopted this legally required board policy. The second item is to approve the absence of a board member at the January 22, 2019 board meeting due to personal necessity.

The Action Agenda includes the following:

A. Academic Affairs – No Items

B. Student Services – No Items

C. Administrative Services - There is a recommendation to adopt Resolution #02-19-2019A for the closure of the Child Development Center Fund (Fund 33). The Child Development Center closed in June 2014. The LA County Office of Education requires the Board of Trustees approve the establishment or closure of any accounting fund. The purpose of Resolution #01-19-2019A is to close Fund 33 and transfer any remaining funds to Fund 11. At the time of closing this fund, there is a zero balance in Fund 33.

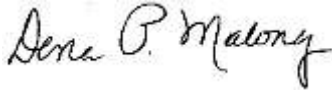
The second item is a recommendation to adopt Resolution #01-19-2019B for establishing Fund 49 for the South Bay Public Safety Training Center. The 2018-19 state budget included \$10,000,000 to establish the Training Center. El Camino College received the funds in December 2018. We now need to establish Fund 49 as the designated repository for these funds. We must properly account for the revenue and expenditures, keeping these funds separate from the General Fund and dedicated solely to the South Bay Public Safety Training Center.

Last, there are two Notices of Job Completion for GonLED lighting retrofit projects for the Library and for the Science Complex. Both projects are complete per the specifications of the project and have been accepted by a representative of the District.

- D. Measure E** – There is one item on the action agenda for Measure E. There is a recommendation to approve a change order for Tobo Construction totaling \$131,987 for the Student Services building project. There are a number of changes within this change order, some of which are Architecture/Engineering changes, and others are at District request.
- E. Human Resources – No Items.**
- F. Compton College – No Items.**
- G. Community Advancement – No Item**
- H. Superintendent-President/Board – No Items.**
- I. Future Action Items/General Information – No Items.**
- J. Policies and Procedures – No Items.**

I am looking forward to seeing you on Tuesday, February 19, at 4:00 pm in the Alondra Room. As always, if you have any questions regarding the agenda, please feel free to call or email me prior to the Board meeting.

Sincerely,



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