



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

February 11, 2020

Board of Trustees  
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Tuesday, February 18, 2020 Board of Trustees meeting. 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.

Our presentation portion of the meeting will begin with a presentation on the status of the Measure E Bond Projects. Vice President Iris Ingram and Jorge Gutierrez, Executive Director of Facilities, Planning and Construction Services will provide this presentation. Second, Dr. Viviana Unda, Director of Institutional Research and Planning will provide an informational presentation on the actions taken in response to the 2018 Campus Climate Survey. Last, Mr. Robin Dreizler, Dean of Enrollment Services, and Ms. Ann O'Brien, Executive Director of Marketing and Communication, will make a presentation on Strategic Enrollment Management and the components that support a holistic approach to meeting enrollment goals. This presentation will provide the background needed for consideration of two strategic marketing contracts later in the Action Agenda.

***The consent agenda includes the following:***

- A. Academic Affairs** has five routine agenda items. There is a recommendation to approve an agreement with Robin Harrington for consulting and technical assistance in preparing a new four-year Perkins V plan, along with a focused one-year plan as required by the Department of Education. The contract, paid out of Perkins funding, will not exceed \$14,000. There is a recommendation to approve an agreement with MVP (Mentors in Violence Prevention) to provide a total of 18 hours of training for student leaders and staff. A key goal of the training is to help student leaders develop the skills to more proactively and effectively address sexual assault and relationship abuse prevention in their sphere of influence, both in their leadership positions on campus and in their personal and professional lives. The contract, paid out of the Mental Health grant, will not exceed \$20,000.

There is also a recommendation to approve the renewal of an agreement with EMSI Career Coach, which helps students match their strengths with careers, and then map those careers to El Camino College programs. The agreement, paid through Perkins IV funds, will not exceed \$14,000. There is also a recommendation for second reading and adoption of the El Camino College Guided Pathways Scale of Adoption Self-Assessment. This assessment evaluates the college's adoption of practices within the Guided Pathways framework. The Self-Assessment must be submitted to the Chancellor's Office by March 30, 2020. Last, there is a recommendation to approve international travel for Dr. Amy

Grant, who was selected to attend the Fulbright International Education Administrators Seminar. Dr. Grant will be traveling to Moscow, Tula, and Volgograd, Russia. There is no cost to the District for this travel, which will span April 3-20, 2020.

- B. Student Services** has one item. There is a recommendation to approve ten (10) Associated Students Organization (ASO) students and two (2) advisors to attend the American Student Association of Community Colleges 2020 National Student Advocacy Conference, March 13-18, 2020, in Washington D.C. The cost will not exceed \$25,000 and will be paid out of the Associated Students Organization fund.
- C. Administrative Services** has three agenda items on the consent agenda. There is a recommendation to approve an agreement with RedShelf, a company that provides access to digital textbooks either through purchase, or through rental. The El Camino College Bookstore will manage this contract and provide students point of access to RedShelf materials. There is also a recommendation to ratify purchase orders and blanket purchase orders for the month of February 2020. There is also a recommendation to ratify reconciled purchase as well as a recommendation to ratify reconciled purchase orders that were omitted from the January 21, 2020 board agenda.
- D. Measure E** has seven items on the consent agenda. There is a recommendation to approve an agreement with Kardent for the ADA Accessibility Improvement Project Pathway Improvement Plan Phase 2 and 3. This project will improve the pathway access from Lot K and J to the Murdock Stadium. The project cost to design and develop bid documents will not exceed \$66,000. There is also a recommendation to approve a change order with Tilden-Coil reflecting owner requests, which relate to handicap accessibility and after-hours monitoring of access to the building. The cost will not exceed \$65,781. There is also a recommendation to approve a change order with ACC Contractors for the Administration Building Project. These owner requests are detailed in the board agenda item and will not exceed \$32,521. There is also a recommendation to amend the contract with Sandy Pringle Inspection Consultants Inc. The amendment reflects the increased contract amount for the Administration Building contract amount and will not exceed \$52,413.

There is a recommendation to accept the Measure E Budgets and Balances Report, as well as a recommendation to ratify Purchase Orders and Blanket Purchase Orders. Last, there is also a recommendation to ratify reconciled purchase as well as a recommendation to ratify reconciled purchase orders that were omitted from the January 21, 2020 board agenda.

- E. Human Resources** has eight items on the consent agenda. There are recommendations to approve revised job descriptions and new job descriptions for the following positions:
- Director of Grants Development and Management
  - Associate Dean of Academic Affairs
  - Admissions and Records Technician II
  - Admissions and Records Technician III

There are recommendations for approving of personnel actions for the following:

- Academic Personnel Action Items
- Administrator Personnel Action Items
- Classified Personnel Action Items
- Temporary, Non-Classified Service Employees Action Items

**F. Community Advancement** has numerous items relating to Employment Training Panel contracts or other matters. There is a recommendation to approve an amendment to an agreement with KORE1 LLC, which increases the total agreement by \$30,000. This agreement is part of the CASCADE cyber-security project for the aerospace supply chain. There is also a recommendation to ratify an amendment in the agreement with UCLA CESMI for the Smart Manufacturing project. The amendment extends the billing cycle to January 32, 2020.

There are several agreements to provide customized training to local businesses through the Employment Training Panel contract awarded to El Camino College. These are:

- Empower RF Systems \$25,000
- Lisi Aerospace/Hi Shear Corp. \$50,000
- Omni Metal Finishing \$50,000
- Quest Consulting and Training \$50,000

There is a recommendation to approve an amendment to the agreement with Cerritos College Foundation for the provision of Employment Training Panel funded training. The amendment increases the amount available to Cerritos College by \$75,000.

Last, the Department of Children and Family Services (DCFS) has awarded The Community College Foundation (TCCF) to provide Resource Family Approval (RFA) training services in Los Angeles County. El Camino College has been selected by TCCF to serve as a subcontractor (as per the TCCF subcontractor agreement), providing RFA curriculum training for prospective resource (foster and/or adoptive) parents. As part of the pathway to becoming a Resource Family, prospective resource parents are required to complete RFA training consisting of 12 Pre-Approval hours and 8 Pre-Placement hours. El Camino College will receive \$37,500 to provide this training.

**G. President/Board** has four three items on the consent agenda. There is a recommendation to approve the absence of a board member from the January 21, 2020 board meeting. There is also a recommendation to ratify travel for a board member to attend the Community College League of California’s Annual Legislative Conference in Sacramento on January 25-27, 2020. There is also a recommendation to approve travel for the Superintendent/President to attend the Faculty and Staff Diversification Symposium on March 19-20, 2020. Last, there is a recommendation to approve the Letter of Intent with the City of Torrance for the establishment of the South Bay Public Safety Training Center. The City of Torrance modified the previous agreement by changing the name and title of the signatory on behalf of the City of Torrance.

**Action Agenda:**

- A. **Academic Affairs** has one agenda item. There is a recommendation to approve an amendment to the agreement between Rancho Santiago Community College District and El Camino Community College District, Strong Workforce Program. This amendment will increase the agreement amount for Net Lab/Cyber Security to \$91,681 from \$78,373, resulting in an overall total for all projects to \$739,544.
- B. **Student Services - No Items.**
- C. **Administrative Services – No Items.**
- D. **Measure E** has one item recommending approval of an agreement with Atlantic Relocation Systems to provide move management services for the new Administrative Services building. The agreement will not exceed \$109,140.91.
- E. **Human Resources – No Items.**
- F. **Community Advancement** has two item on the Action Agenda. There is a recommendation that the Board ratify the most recent Employee Training Panel contract with El Camino College (Multiple Employer, ET20-0171) for \$749,196. These funds will be used to support employee training at eligible companies under the requirements of the Employment Training Panel. There is also a recommendation that the Board approve an agreement with Standard Homeopathic Company for customized training, paid through the Employment Training Panel (ET20-0171). Standard Homeopathic Company is participating in four, 26-hour cohorts of Applied Lean Techniques for Production Team as well as other topics. The cost, covered through the ETP contract, will not exceed \$125,000.
- G. **Superintendent-President/Board** has one item. There is a recommendation to approve strategic marketing services to support enrollment management goals. The presentation provided at the beginning of the meeting sets the context for marketing and customer relationship management at El Camino College.

Through a comprehensive RFP process, we are recommending that Stamats be awarded a contract for Brand Development and Website Architecture Redesign services. We also recommend that Interact Marketing Company be awarded a contract for marketing strategy and implementation services. The combined cost for these contracts are

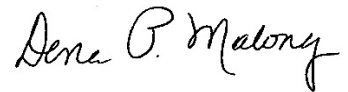
● Year One	Brand Development/Website Redesign/Marketing Campaign	\$361,350
● Year Two	Marketing Campaign	\$ 70,000
● Year Three	Marketing Campaign	\$ 70,000

This cost does not include fees for optional services such as customized photography, video services, and travel.

- H. **Future Action Items/General Information – No Items**
- I. **Policies and Procedures** has one item, recommending the Board accept for first reading of revised Board Policy 1200 *Mission, Vision and Values*.

I am looking forward to seeing you on Tuesday, February 18, 2020 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,

A handwritten signature in black ink that reads "Dena P. Maloney". The signature is written in a cursive style with a large, prominent initial "D".

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