



**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**16007 Crenshaw Boulevard, Torrance, California 90506-0001**  
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February 19, 2018

Board of Trustees  
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, February 26, 2018 meeting of the El Camino Community College District Board of Trustees. 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.

Open Session will begin with a presentation on the 2018 Campus Climate Survey by Ms. Irene Graff, Director of Institutional Research and Planning. There will also be a presentation and update on the El Camino College Bond-Funded Building Program. Brian Fahnestock, Vice President of Administrative Services, along with Jack Bay, Executive Director of Facilities Planning, Operations and Construction, will provide the presentation. Last, there will be a presentation by Dr. Jean Shankweiler, Vice President of Academic Affairs, on the El Camino College 2016-19 Enrollment Management Plan. The presentation will provide an update on our enrollment management efforts and projected enrollment data for 2017-18.

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

**A. Academic Affairs** presents a number of routine items on the consent agenda. There is a recommendation to approve an agreement with ACCENT, for the summer 2018 Study Abroad Program, and an agreement with University Tickets, Inc. for ticket sales services. There are recommendations to approve an agreement with the LA County Office of Education for Infant//Toddler courses and student support relating to the Head Start State Preschool; an agreement with California Hospital Medical Center to serve as a clinical site for the Radiologic Technician program; and an agreement with Darrian O'Reilly to serve as Guest Choreographer for the Spring 2018 Dance Concert.

Last, there is a recommendation to approve two field trips for the Journalism program. Ten students and one advisor request attendance at the 34th Annual Associated Collegiate Press Midwinter National College Media Convention in Long Beach, California. Two students and

one advisor also request attendance at the College Media Association Spring 2018 National College Media Convention in New York City. Other students may attend at their own expense.

**B. Student Services** presents four routine items in the consent agenda. There is a recommendation to approve a minor revision to the El Camino Community College District 2017-18 School Year Calendar. There is also a recommendation to approve an agreement with Howe & Associates for research and reporting services for the Historically Black Colleges and University (HBCU) grant project. Related to this is a recommendation to approve an agreement with Riverside Community College District to serve as a fiscal agent in the distribution of additional funds from the Chancellors Office for this project. Last, there is a recommendation to approve a new F-1 Visa Agent Contract template designed to combine and simplify the two F-1 Visa Agent agreement templates currently used for the International Student Program.

**C. Administrative Services** presents three routine items. There is a recommendation to approve the fee of \$82,500 for auditing services through Vavrinek, Trine, Day & Co., Inc. for the year ending June 30, 2018. There is also a recommendation to approve the reissue of two stale checks, and a request to ratify Purchase Orders and Blanket Purchase Orders.

**D. Measure E** includes a number of items on the consent agenda. There is a recommendation to approve a change order for the Lot F & E Parking Structure Upgrade Project with AMG & Associates. Several changes provided savings to the District totaling \$435,878 and one change resulted in a negotiated cost to the District for \$520,000. We are recommending approval of a change order of \$84,122 that reflects these costs and savings.

There is also a change order for the Lot C Parking Structure Project with Bomel Construction resulting in a credit to the District of \$26,269. There is also a change order for the Sand Volleyball Courts Project with American Gardens, Inc. for changes requested by the District.

The Measure E consent agenda also includes recommendations to approve two contract amendments. There is a recommendation to ratify an amendment for \$44,295 to the agreement with Sandy Pringle Associates Inspection Consultants for the Lot F & E Parking Structure Upgrade Project. This amendment provides three additional months of certified DSA inspection services due to delays in completion of this project. There is also a recommendation to approve a contract amendment with Leighton Consulting for geotechnical observation and testing of imported soil for the Gymnasium Project, and additionally, the Sand Volleyball Court Project.

There are two recommendations for agreements relating to the Administration Building Project. There is a recommendation to approve an agreement with KPFF Consulting Engineers for consulting services associated with the Qualified Storm Water Pollution Prevention Plan (SWPPP). There is also a recommendation with School Construction Compliance LLC. for \$28,000 to provide labor compliance consulting services.

There are two recommendations for agreements relating to the Pool Classroom Building Project. One is with School Construction Compliance LLC for \$71,400 to provide labor compliance consulting services (similar to the agreement with the same firm for the Administration Building Project, however, the Pool Classroom Building Project is a much larger project). The other is a recommendation to approve an agreement with ALTA Environmental to provide hazmat abatement and monitoring services. There is also a recommendation to approve an agreement with Facilities Planning and Consulting Services for analytical support of the Final Project Proposal for the Music Building Project.

Last, the Measure E consent agenda items include 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 several revised and one new job descriptions:

- Assistant Director of Facilities Planning and Services (revised)
- Locksmith (revised)
- Project Director – Student Equity Program (revised)
- Vice President of Human Resources and Vice President Student Services (corrections to title)
- Lead Locksmith (new)

There is also a recommendation to approve personnel actions as follows:

- Academic Personnel Actions
- Classified Personnel Actions
- Temporary Non-Classified Personnel Actions
- Administrative and Management Personnel Actions

**F. President/Board** section includes six items. There is a recommendation to approve Destruction of Class 3 Records in the Community Advancement Division; a recommendation to amend an agreement with the Cerritos College Foundation by increasing the contract amount by \$25,000; and a recommendation to approve international travel for Betty Sedor,

Director of the El Camino College Community Education department. The cost of this travel is covered by the Community Education department restricted general fund. There is also a recommendation to approve a contract amendment with SpaceData for programming and support services relating to the tracking and reporting of Employment Training Panel funds. There is a recommendation the Board of Trustees ratify an amendment to the agreement between the District and the Long Beach Community College District. This amendment provides \$40,000 to be added to the existing agreement, an increase to the funds provided to El Camino College for the Advanced Manufacturing and Engineering Technology Linked Learning (AMETLL) grant. Last, there is a recommendation to appoint Lou Bahar to a three-year term as the ECC Senior Representative to the Citizens' Bond Oversight Committee.

***The Action Agenda includes the following:***

**A. Academic Affairs -NONE**

**B. Student Services – NONE**

**C. Administrative Services** has numerous items. The Administrative Services action agenda includes a recommendation to adopt Resolution No. 02-26-2018A *Delegating Authority to Award Contracts for Energy Efficient and Energy Generation Projects ("Energy Service Contracts")*. The California Clean Energy Jobs Act ("Proposition 39"), codified at Public Resources Code 26200 et seq., provides grant funds for energy projects, such as energy efficiency upgrades and clean energy generation, at public school districts, charter schools, state special schools, county office of education and community college districts. The state Chancellor's Office has recently indicated that there are unused funds for Proposition 39 projects, providing an opportunity to move quickly in developing a proposal for submission. This resolution by the Board of Trustees will enable the College to submit a proposal quickly.

The Administrative Services action agenda also includes a recommendation to adopt Resolution No. 02-26-2018B *Authorizing Procurement of Food Service Vendor Services and Delegation of Authority to Enter into Contract with Food Service Vendor (s)*. District food services are provided through a third party vendor. The agreement with our current provider will end on June 30, 2018. Planned construction on the campus will disrupt food service in two locations on the campus over the course of the next several years. Under these conditions, more flexibility is needed in securing food services on campus.

Although the District is generally required to engage in a competitive proposal process to contract with food/beverage vendors, there are exceptions permitted by law where a

competitive proposal process would be incongruous, futile, unavailing, undesirable, impractical or impossible. The Resolution authorizes the Superintendent/President or her designee to secure proposals to provide food/beverage services without engaging in a competitive proposal process, provided such contracts are subsequently approved or ratified by the Board of Trustees.

Administrative Services action agenda also includes a recommendation to approve a 28-month contract with Simpler Systems to install, configure, and customize software to improve access to Colleague financial data. Simpler System will create report templates for both budget development and budget management purposes, and provide end-user training.

Administrative Services action agenda includes recommendations to approve agreements with Civitas Learning and Campus Logic, for software tools used in student services. There is also a recommendation to approve replacing the current end of life Cisco ASA firewall and VPN client software with a current next generation firewall system utilizing both on premise and off premise advanced security systems. There is also a recommendation to approve the purchase of three Avtek IP dispatching system for the El Camino College Police Department.

The final item on the Administrative Services action agenda is a recommendation to approve a notice of job completion and authorize final payment to Climatec, LLC for the work performed on the Science Buildings Retrofit project.

**D. Measure E** has numerous items on the action agenda. There is a recommendation to award Bid No. 2017 – 4 to ACC Contractors for the new Administration Building project. ACC Contractors' bid was \$16,850,000. There is also a recommendation to approve an agreement with RMA Group for special testing and inspection services for the Administration Building project as well.

For the Pool Classroom Building Project, there is a recommendation to approve a contract with Sandy Pringle Associates Inspection Consultants to perform DSA inspection services, a recommendation to approve an agreement with Leighton Consulting, Inc. for geotechnical observation and testing services and a recommendation to approve an agreement with Twining Consulting to provide special inspection and materials testing.

Also recommended is a change order for the Student Services Center Project with Tobo Construction, crediting the District for \$195,646. This is largely due to the shifting of site work from the Student Services Project to the Lot C Project.

There is a recommendation to approve a three-year contract extension with Lend Lease (US) Construction for the management of the El Camino Community College District, bond-funded building program. This contract extension is preceded by two competitive proposal

processes in 2009 and again in 2013. On both occasions, the District selected Lend Lease as the program manager. In 2015, the District extended the 2013 agreement for a three-year period. The current contract will end May 31, 2018. Since its original contract with the District, Lend Lease has successfully managed nine District projects.

The total cost over the next three years for this recommended extension is \$9,522,165 and reflects a process of negotiations between the District and Lend Lease.

Lastly, there is a recommendation for the Board to issue a notice of completion for Bomel Construction on the Lot C Parking Structure project. The total construction cost of this project is \$18,922,742.

**E. Human Resources** has three items on the action agenda. There is a recommendation to approve a Memorandum of Understanding (MOU) between the El Camino Community College District El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO regarding Tuberculosis Examinations. This MOU implements the provisions of Education Code 87408.6, which allows the use of a TB Risk Assessment test in lieu of a tuberculin skin test.

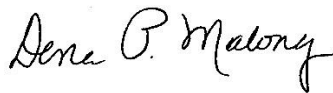
There is also a recommendation to approve and ratify a Memorandum of Understanding (MOU) between the El Camino Community College District and the El Camino Police Officers Association. The MOU reflects a revision to the bargaining agreement regarding Field Training Officer assignment requirements, as well as a 5% salary increase to the POA effective January 1, 2017. Last, there is an item recommending approval of the revised Police Officer Association salary schedule, and the required certification that the District can meet the financial obligations for the three years covered by this MOU.

**F. Compton College – No Items**

**G. Superintendent-President/Board – No Items**

I am looking forward to seeing you on February 26, 2018 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