



**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**16007 Crenshaw Boulevard, Torrance, California 90506-0001**  
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March 16, 2017

Board of Trustees  
El Camino College

Dear Members of the Board:

I am pleased to present to you the Monday, March 20, 2017 Board agenda. Due to upcoming construction activities for the new Administration Building, the March meeting will take place in the East Dining Room. At 4:00 pm, 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 short presentation by Dr. Jeanie Nishime, Vice President of Student and Community Advancement, on the *Process Improvement Project*. Following that, there will be a short presentation by Scott Kushigemachi, English professor, on the *Integration of SSSP, SEP and BSI Planning*. In addition, there will be copies of the 2015-16 Fact Book for both the Compton Center and El Camino College available at the meeting.

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

- A. **Academic Affairs** presents a number of routine items including a recommendation for approval of Habona, a Nigerian dance troop which performed during Black History Month; approval of an agreement with Brandman University to provide nursing students the opportunity to concurrently enroll in its BSN program; approval of travel for MESA students to attend the annual MESA Leadership Retreat in Santa Cruz, California; several agreements to support clinical sites for the Nursing Program; an agreement with Rancho Santiago Community College District as the fiscal agent for the Strong Workforce Program (regional funds); and approval of proposed curriculum changes effective 2017-18.
- B. **Student and Community Advancement** includes routine contract agreements relating to the customized training services through the Community Advancement Division; an agreement to extend an existing Memorandum of Understanding with Northrop Grumman Corporation for the delivery of Electrical Training; approval of Community Education Summer 2017 Schedule of Classes; an agreement as a sub-recipient in a National Science Foundation Grant entitled the Washington Baltimore Hampton Roads-Louis Stokes Alliance for Minority Participation (WBHR-LSAMP) Project designed to increase the number of minorities completing degrees in science, technology, engineering and mathematics (STEM); and an

agreement with Santa Clarita Community College District to provide assistance with the Teacher Preparation Pipeline grant.

In addition, Student and Community Advancement also includes agreements with five F-1 Visa educational agents to recruit F-1 Visa students for the El Camino Language Academy.

Last, there is a recommendation to delete Board Policy 5505 (Minimum Academic Standards and Service Limitations for Student Participation in Student Government, Campus Committees and Student Clubs), which is now included in ASO Student Bylaws, and other Board policies and procedures.

- C. **Administrative Services** includes the recommendation to ratify routine Purchase Orders and Blanket Purchase Orders.
- D. **Measure E** presents for ratification Purchase Orders and Blanket Purchase Orders; a recommendation to approve the Category Budget and Balances Project Summary; and a recommendation to approve an amendment totaling \$55,000 with Leighton Consulting for additional geotechnical inspection services for the Gymnasium Project. The heavy rains this year has required additional testing of soils, as well as testing of replacement soils due to erosion during the winter months. In addition, there is a recommendation to amend a contract with Kimley Horn to conduct civil engineering services for the College Master Plan. The amendment totals \$5,000 and reflects the District's need to update the campus-wide underground water, sewer and fire utilities and combine them onto campus utility plans.
- E. **Human Resources** section of the Consent Calendar includes a recommendation to approve a revised job description classification for the Curriculum Advisor position to reflect current terminology and duties; and four items relating to personnel actions for:
  - 1. Temporary Non-Classified Employees
  - 2. Classified Personnel
  - 3. Academic Personnel
  - 4. Administrative and Confidential Personnel Actions
- F. **President/Board** section includes a second reading and a recommendation for approval of four Board policies (BP 1100, BP 2010, BP 2710, and BP 2745). There are also five Board policies that have been reviewed and are deemed obsolete or part of other policies. Upon review and through the consultation process, we recommend that these policies be deleted.

In addition, there is a recommendation to approve a contract with KWALL LLC, a web design firm. The Website Design Committee and its subcommittee to evaluate possible web design consultants have reviewed proposals from companies which responded to a Request for Proposal and recommends KWALL to conduct our website redesign project.

*The Action Agenda includes the following:*

**A. Academic Affairs – No Items**

**B. Student and Community Advancement** has three items on the Action Agenda. The first item is the second reading and recommended adoption of the El Camino College 2017-2022 Comprehensive Master Plan. SCA also recommends an amended agreement with the Cerritos College Foundation for the delivery of training using Employment Training Panel Funds. This Amendment changes the original Agreement from \$84,000 to \$350,000, an additional \$266,000. In addition, SCA recommends approval of an agreement with Quest Consulting and Training Corp. to provide training utilizing El Camino College's Employment Training Panel (ETP) ET17-0256 funds.

**C. Administrative Services** has a recommendation that the Board award Bid No. 2016-7 to Terra Pave, the lowest responsive bidder, to complete a Campus Repaving Project. The area for re-paving are the eastbound roadway in front of Campus Police continuing through Lot J.

**D. Measure E** action items include a recommendation to approve an agreement with S & K Engineers in the amount of \$40,000 to update/modify the College's as-built infrastructure drawings for electrical, low voltage, and hydronics systems. Measure E also includes a recommendation to amend the agreement with HMC Architects in the amount of \$781,255 due to the increased scope of the Competition Pool, Lockers and Classroom project. HMC Architects' original fee of eight percent (8%) of estimated construction costs was based on a 2011 Master Plan construction budget of \$20.8 million for this project. At the time, the final scope of the project was not established. After programming and the finalization of scope, the current estimated project construction budget is \$33,749,764. The District has renegotiated a fee of 7.66% of the current estimated construction budget, thereby amending the contract by an additional \$781,255.

**E. Human Resources** includes a number of recommendations.

There is an agenda item to publicly disclose the provisions of the Federation of Teachers, Local 1388, AFT, AFL~CIO, and any new Agreement to ensure the public is aware of the estimated costs associated with a collective bargaining agreement before it becomes binding on the District. Upon review of the disclosure information, the item also includes a recommendation to approve the faculty salary increases and the resulting new 2017 salary schedules.

Following that, there is a recommendation for approval and ratification of the El Camino College Federation of Teachers, Local 1388, AFL-CIO, contract effective through December 31, 2019.

The HR section also includes a recommendation to approve the Memorandum of Understanding between the El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFL-CIO, regarding the reemployment

preference of part-time faculty employees under the provision of Education Code, Section 87482.3.

Last, there is an agenda item which publicly discloses the cost of recommended compensation changes for “unrepresented employees” which are the Administrative, Supervisor, Confidential, Special Services Professional, and Vice President employees. Upon review of the disclosure information, the item includes a recommendation to approve the unrepresented employees’ salary increases and the resulting new 2017 salary schedules.

**F. Compton Educational Center – No Items**

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

**H. Future Action Items – General** includes a list of the Academic Program Reviews completed in 2016, and a link to the Program Review website to access each Program Review. There is also an information item which has a summary of the Strong Workforce Program local plan developed by our faculty and administrators earlier this year.

**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 in my new office in Library 162 at 3:00 pm to meet with you prior to the Board meeting which follows at 4:00 pm on Monday, March 20<sup>th</sup> in the East Dining Room. Attached for your convenience is a map with directions from the reserved parking area to our new location.

Sincerely,



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