



EL CAMINO COMMUNITY COLLEGE DISTRICT
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October 8, 2018
Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, October 15, 2018. The Board meeting will begin at 4:00 pm in the Alondra room. We will open the meeting with the Roll Call and 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 Board meeting. Ms. Jenny Pon-Ishikawa and Ms. Jennifer Simon, Guided Pathways coordinators, will provide an update on the 2018-19 Guided Pathways implementation plan. Following that, Ms. Irene Graff, Director of Research and Planning, will provide a presentation on the 2018 Campus Climate Survey. This presentation will be her last as Ms. Graff is retiring after thirteen years of service to the District. We will present her with a certificate of appreciation for her contributions to the District and the development of the Research and Planning department at El Camino College.

The consent agenda includes the following:

A. Academic Affairs presents eleven items including a recommendation for second reading and approval of a CCAP Agreement between El Camino College District and Da Vinci Schools. There are two recommendations relating to agreements with Amazon Web Services (to allow access to AWS Cloud Computing tools, and to provide access to AWS curriculum). There is a recommendation to approve an agreement with Physician Choice Home Health as a clinical site for El Camino College nursing students. There is a recommendation to approve a Personal Services Agreement with Vincent Dipane to provide Pediatric First Aid and CPR training to 40 El Camino College Childhood Education students under the Teacher Preparation Pipeline grant.

There is also a recommendation to approve an agreement with Butt-Glenn Community College District (Technology Center) for participation in a cloud-based library services platform. This agreement provides access to the library management system at no cost for the implementation year, and first year of use. The price quoted for subsequent years is less

than our current system. In addition, the Chancellor's Office is seeking additional funding for 3-5 more years, for all those colleges who subscribe to this library services platform.

There is also a recommendation to approve travel to Puerto Rico for a staff member who is participating on an accreditation team visit to the University of Puerto Rico. She will represent the Joint Review Committee on Education in Radiologic Technology. The Board of Trustees previously approved this travel but the site visit was subsequently cancelled due to weather.

The agenda also includes a recommendation to approve travel for the El Camino College Forensics Team to participate in the 2018 Paul Winters International tournament at the University of the Pacific in Stockton, CA, as well as a recommendation to approve travel for the ECC Choral to attend the Music Association of California Community Colleges Conference in San Diego CA.

There is also a recommendation to approve an agreement with the Yosemite Community College District, Child Development Training Consortium for \$22,500. Last, there is a recommendation to approve curriculum changes effective the 2019-20 academic year.

- B. Student Services** presents three agenda items. There is a recommendation to approve agreements with F-1 Recruiting agencies for overseas recruitment for the international student and El Camino College English Language Programs. There is also a recommendation to approve an agreement with Career America, LLC for educational video materials relating to financial aid. Last, there is a recommendation relating to the reclassification of records (A&R) and destruction of records (A&R) in accordance with Board Policy and Administrative Procedure 3310 Records Retention and Destruction.
- C. Administrative Services** presents four agenda items. There is a recommendation to approve a routine contract with Facilities Planning and Consulting Services for assistance in preparing scheduled maintenance plans, capital outlay plans, funding proposals relating to facilities projects, capital outlay plans, and to perform project closeouts through the FUSION system for capital outlay projects. There is also a proposal to approve an agreement with Cambridge West Partnership to develop a business plan and provide technical assistance for the South Bay Public Safety Training Center. There is a recommendation to approve participation in the Chancellor's Office Tax Offset Program (COTOP), which provides collection services for unpaid fees of resident and out-of-state students. Last, there is a recommendation to ratify Purchase Orders and Blanket Purchase Orders.
- D. Measure E** includes eight agenda items. There is a recommendation to approve a contract with JT Engineering for engineering services for the "pole building" in the Construction

Technology program, for \$25,800. There is a recommendation to approve a contract amendment with Anderson Brule Architects for design work relating to the Classroom Building as part of the Behavioral and Social Sciences building project, for \$15,000. There is a recommendation to approve contract amendments with DLR Group for the time extension of the Student Services building, for \$36,000. There is a recommendation to approve contract amendments with School Construction Compliance for additional state mandated labor compliance services required for the Student Services building. There is a recommendation to approve a contract amendment with the Vinewood Company for additional DSA Class 1 inspection services for the Gymnasium project, for \$92,068. There is a recommendation to approve a change order with ACC Contractors for the architectural engineering requirements in the Administration Building project, for \$7,575. Last, there is a recommendation to approve the Measure E Category Budget and Balances report, and a recommendation to ratify the Measure E Purchase Orders and Blanket Purchase Orders

E. Human Resources section of the consent agenda includes numerous items. There is a request to approve five new or revised job descriptions:

- Management - Director, Research and Planning (revised and updated)
- Classified - Clery Act Coordinator (revised – based on requirement from State Dept. of Justice)
- Classified – Job Placement Specialists (new – based on Strong Workforce Program requirement)
- Classified - Campus Security and Access Technician (replacement – based on job audit)
- Classified - Enrollment Data Analyst (replacement – based on job audit)

There is also a recommendation to approve an agreement with four speakers who will participate in a panel discussion on contemporary issues and challenges of race and justice in the United States. The speakers are listed below:

- Dr. Robin D.G. Kelley
- Dr. Irene Sanchez
- Mr. Matthew Sedillo
- Mr. David Barsamian

Last, there is a recommendation to approve personnel actions as follows:

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

- Supervisor, Special Services Professional, and Confidential Personnel Actions

F. Compton College has two items for the consent agenda. One is a Memorandum of Understanding between Compton Community College District and the Paramount Unified School District, to facilitate the sharing of student data to track performance and student success, in support of Assembly Bill 705. The second is a similar Memorandum of Understanding between Compton Community College District and the Lynwood Unified School District.

G. Community Advancement includes ten agenda items. There is a recommendation to approve receipt of a grant from the California Youth Advocacy Network relating to the Smoke/Tabaco Free Campus policy. In addition, there are seven items relating to training services. There is a recommendation to approve an agreement with the South Orange Community College District for delivery of customized training through our ETP contract. Last, there is a recommendation to approve an agreement with the Centinela Valley Union High School District for delivery of adult education classes.

H. President/Board – No Items

The Action Agenda includes the following:

A. Academic Affairs – No Items

B. Student Services has one item recommending ratification of a contract with Chico’s Center for Healthy Communities for the CalFresh Outreach program. This will provide grant funds to the El Camino Community College District to inform students from low-income households about the availability, eligibility requirements, application procedures and benefits of CalFresh. The goal of the CalFresh Outreach initiative is to increase the number of El Camino College students and their families to apply, follow-through and become eligible for benefits. Given the data regarding student hunger insecurity at El Camino College, this is an important and much-needed resource for students.

C. Administrative Services has two items. There is a recommendation to approve a contract with GonLED to retrofit the current lighting fixtures to LED lighting fixtures for cost savings to the District. The District commissioned S&K Engineers to calculate the estimates for the lighting fixtures in the following buildings: Social Sciences, Natural Sciences, Humanities, Chemistry Sciences, Physics, and Life Sciences. This project provides 952 LED lighting fixtures and will not exceed \$423,509.99. There is a recommendation to approve the adoption of the Education Protection Account Funding and Expenditures for fiscal year 2018-19. The estimated amount of Education Protection Act (EPA) funds we expect to

receive is \$6,265,885. The entire amount will be spent in the category of instructional salaries.

- D. Measure E** has four items. There is a recommendation to approve a contract with Atlantic Relocation for moving services relating to the Student Services building project at a cost of \$327,093. There is also a recommendation to approve a change order with AMG for the Gymnasium project totaling \$177,627. The majority of the change order cost is related to the installation of a back-up generator to service the Gymnasium and the Pool/Classroom buildings in the event of a power outage. Both of these facilities will house events involving large numbers of attendees and for safety reasons, a back-up generator is necessary.

There is also a recommendation to approve a contract with CSI Fullmer Furniture for \$104,900 for furniture in the new Gymnasium building. Last, there is a recommendation to approve an amendment to the agreement with HMC Architects for the Gymnasium project for \$318,161 for work beyond the 20-month construction timeline specified in the contract.

E. Human Resources - No Items

- F. Compton College** has one item recommending the adoption of Board Resolution 10-15-2018 terminating the partnership agreement between the El Camino Community College District and the Compton Community College District, effective June 7, 2019 at 11:59 pm. The resolution directs the Superintendent President to notify the state Chancellor's Office and the Compton Community College District Board of Trustees of the intent to terminate the agreement as specified in the Partnership Agreement between the El Camino Community College District and the Compton Community College District dated November 30, 2016.

- G. Community Advancement** has four agenda items relating to the acceptance of the following grants or contracts:

- a.** IEPI grant for \$200,000 to implement strategic enrollment management strategies identified through the IEPI process.
- b.** National Science Foundation S-STEM grant in the amount of \$1,087,768.54 for the Computing Talent Initiative project with El Camino College, California State University Dominguez Hills, Hartnell College, and the California State University at Monterey Bay
- c.** Historically Black Colleges and Universities (HBCU) Transfer Agreement project, to increase the 2018-19 grant award from \$300,000 to \$500,000
- d.** California Manufacturing Technology Consulting agreement providing \$120,000 to El Camino College to support advanced manufacturing in our region

H. Superintendent-President/Board – No Items

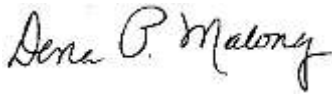
I. Future Action Items/General Information has four items for information. There is a FTES Goal to Actual Report that provides both history (3 years), current year, and one-year projection of FTES for the District. Second, presented for information purposes is an item disclosing the cost of the recent GO Bond sale in August 2018. Third, we have provided a Grant Report detailing the grants received by the District. We will provide this report to you on a quarterly basis. Last, there is an information item regarding the campus activities planned for the week of October 15-19, which has been declared the Undocumented Students Week of Action through a resolution by the California Community College Board of Governors.

J. Policies and Procedures has six Administrative Procedures presented for information:

- Administrative Procedure 2110: Vacancies on the Board (new)
- Administrative Procedure 3500: Campus Safety (new)
- Administrative Procedure 6200: Budget Preparation (new)
- Administrative Procedure 6300: Fiscal Management (new)
- Administrative Procedure 7234: Overtime (revised)
- Administrative Procedure 7150: Evaluation (revised)

I am looking forward to seeing you on October 15, 2018 at 4:00 pm in the Alondra Room for the meeting of the E Camino Community College District Board of Trustees. 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