



**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**16007 Crenshaw Boulevard, Torrance, California 90506-0001**  
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November 12, 2018  
Board of Trustees  
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, November 19, 2018 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 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. Dr. Rory Natividad, Dean of Health Sciences and Athletics, will provide a presentation on the Deaf and Hard of Hearing Interpreter Services provided by the District. Following that, Ms. Ann O'Brien, Executive Director of Marketing and Communication, will provide a presentation on the completion of the 2018 Bridging Study and new marketing focus. She will also share a short video developed to accompany the new marketing focus.

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

- A. Academic Affairs** presents five items including a recommendation to approve an agreement with Torrance Care Center West as a clinical site for the nursing program, and a recommendation to approve an agreement allowing El Camino College to serve as a clinical site for students in the athletic training program at Chapman University. Students will work under the supervision of the certified athletic trainers and team physician to accomplish clinical competencies during their internship. There is also a recommendation to approve an agreement with Loyol Creative, to produce marketing materials for the Paralegal Program, as well as a recommendation to approve the destruction of Class 3 records in the Special Resource Center, per Board Policy and Administrative Procedure 3310. Last, there is a recommendation to approve curriculum changes effective for the 2019-20 academic year.
- B. Student Services** presents six 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 international travel for the F-1 Visa Coordinator, to participate in the AEO Spring

2019 SE Asia Tour. The cost of this recruitment trip will not exceed \$8500. Also relating to the International Student Program, there is a recommendation to approve an agreement with Flywire Online Payment Solution. This service will provide an electronic method for international students to pay the \$50 international student application fee charged by El Camino College.

There are also two items relating to agreements with Ferrilli. By way of background, Assembly Bill 19 requires districts to participate in the federal student loan program in order to receive funding for the statewide College Promise program for first-time, full time students. The agreement with Ferrilli is to provide technical assistance and training in the issuance of Direct Loan awards for the 2019 award year. The second agenda item with Ferrilli is a change in the scope of work under an existing contract with Ferrilli for the Hobson's Starfish product. Ferrilli will reallocate the remaining 52 hours of support on this contract to training, documentation and other technical support. There is no additional cost to the District for this change in scope of work.

Last, there is a recommendation to approve the reclassification and destruction of records in the Admission and Records Office per Board Policy 3310.

- C. Administrative Services** presents three agenda items. There is a recommendation to receive the AB2910 Quarterly Fiscal Status Report and the AB2910 Annual Fiscal Status Report for 2017-18. There is also a recommendation to ratify Purchase Orders and Blanket Purchase Orders.
  
- D. Measure E** includes six agenda items. There is a recommendation to amend a contract with JT Engineering for engineering services relating to the demolition of the Student Activities Building and the Student Services Building. We have requested additional surveying and mapping of the underground utilities for these buildings. The amendment to the contract will not exceed \$39,360. There is also an amendment to the agreement with KPFF for the Student Services Building project for services relating to the Qualified Storm Water Pollution Prevention Plan (SWPPP). The amendment extends the agreement until January 2019 with an additional cost of \$11,800. There is also a recommendation to amend the agreement with Twining Consulting for materials testing and inspection services (Gymnasium project), through December 2018. The cost of this contract amendment is \$73,700. There is also a recommendation for a change order with Tobo Construction for \$14,710. This change order is primarily related to rain delays in excess of contract allowance during December 2016 and January 2017. These delays have resulted in time extension of 14 calendar days. 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 six items. There is a recommendation to approve revisions to the job description for the Front Office Receptionist position. Second, there is a recommendation to approve an agreement with Shaw Consulting for technical assistance in developing Job Function Analyses (JFA's), interactive process meetings, and/or assessments regarding reasonable accommodations.

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

- Academic Personnel Actions
- Supervisor, Special Services Professional, and Confidential Personnel Actions
- Classified Personnel Actions
- Temporary Non-Classified Personnel Actions

**F. Compton College – No Items.**

**G. Community Advancement** includes seven agenda items. There is a recommendation to approve an agreement with Chevron for \$32,000 in support of a Project Lead the Way summer STEM program for high school students. There are two recommendations relating to the Small Business Development Center. One is an agreement with Long Beach City College for the SBDC California Governor's Office Capital Infusion grant, with \$80,000 for consulting and technical assistance to small businesses served by the El Camino College SBDC. The other is an amendment to the existing agreement with Long Beach City College increasing the grant award by \$55,200. There is also a recommendation to approve the Community Education Winter/Spring 2018 Schedule of Classes. There is a recommendation to approve an agreement with CrEATive Plate, LLC. to provide kids' cooking classes through Community Education. There is also a recommendation to approve an agreement with Go! Launch Marketing to produce marketing materials for the Center for Customized Training, not to exceed \$15,000. Last, there is a recommendation to approve an agreement with Golden Aspen Communications, to provide training to college business clients (paid through the contract with the Employment Training Panel).

**H. President/Board has two agenda items.** The first is a recommendation to amend the contract with Fifty & Five for \$40,000. Fifty & Five provides strategic advertising consulting services on tactics as well as analytics and digital media buying, which is not possible to handle in-house. Digital media buying agencies have the ability to buy digital space in bulk for numerous clients. The second is a recommendation to approve the absence of a Board Member from the October 15, 2018 meeting, due to illness, with no loss of pay.

*The Action Agenda includes the following:*

**A. Academic Affairs – No Items**

**B. Student Services – No Items**

**C. Administrative Services** has one item, which is a recommendation to approve an agreement with GonLED for Lighting Retrofit services to the Library Building. The contract will not exceed \$149,074.99. This is a Prop 39 Retrofit project. GonLED just completed a similar project for the Science area of the campus.

**D. Measure E - No Items.**

**E. Human Resources - No Items**

**F. Compton College - No Items**

**G. Community Advancement** has two agenda items. The first is a recommendation the Board approve the acceptance of the Veteran’s Resource Center grant, which provides \$100,000 for enhancing the services provided to veteran students at El Camino College. There is also a recommendation to ratify an agreement with Honeywell International, to provide training under the District’s Employment Training Panel contract. The agreement provides up to \$125,000 in ETP funded training to Honeywell.

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

**I. Future Action Items/General Information** has two items. Presented for first reading is a recommendation to discontinue the El Camino College Horticulture Program. The recommendation reflects Board Policy and Administrative Procedure 4021 Program Discontinuance. Under this policy and procedure, a task force was formed in 2016 to review the Horticulture Program. The review and analysis is detailed in the Task Force Report attached to this agenda item. Based on the review analysis and input/feedback gained through collegial consultation, the recommendation is to discontinue the program. Upon Board approval, the task force has designed a three-year plan for discontinuance commencing in spring 2019. This timeline will minimize the impact on students and provide sufficient notice to new students about the future of the program. Thus recommendation will be brought back to the Board for a second reading and approval at the December 17, 2018 Board meeting.

The second item presented is a notice of the transfer of police department equipment to the Compton Community College District on June 7, 2019. The agenda item includes an inventory of the equipment to be transferred to the Compton Community College District at the conclusion of the partnership. A resolution to terminate the Agreement for Police

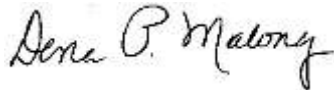
Services effective June 7, 2019 at 11:59 pm will be presented to the Board at a future meeting.

**J. Policies and Procedures** has four administrative procedures presented as information items. All of these procedures have been reviewed through the collegial consultation process:

- Administrative Procedure 4236 *Advanced Placement and International Baccalaureate Credit*
- Administrative Procedure 3435 *Discrimination and Harassment Complaints*
- Administrative Procedure 4055 *Academic Accommodations for Students with Disabilities*
- Administrative Procedure 4022 *Course Approval*

I am looking forward to seeing you on November 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,

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

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