



EL CAMINO COMMUNITY COLLEGE DISTRICT
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April 10, 2019

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, April 15, 2019 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.

There are three presentations scheduled for this meeting. Ms. Lou Bahar, Chair of the Citizens' Bond Oversight Committee, will address the board on the 2018 Committee Annual Report. Next, Mr. Michael Pascual, Director of Purchasing and Risk Management, will provide a presentation on the Alternative Bidding Procedure under California Uniform Public Construction Cost Accounting Act (CUPCCAA). Last, Mr. Jose Anaya, Dean of Community Advancement, will provide a presentation on El Camino College's Adult Education program.

The consent agenda includes the following:

- A. Academic Affairs** presents four routine items including a recommendation to approve an agreement with On Course Training to provide a one-day workshop for up to 50 participants in student centered teaching strategies. The agreement will not exceed \$5,000. There is also a recommendation to approve an agreement with Behavioral Health Services (BHS) to provide El Camino College students access to mental health services through BHS. This is a no-cost agreement. The third item is a recommendation to approve an agreement with Galicia Commissioning Group to decommission, transport and deliver three HVAC training units donated to the college by Southern California Edison. Cost will not exceed \$19,200, paid from Strong Workforce funding. Last, there is a recommendation to approve proposed curriculum changes effective 2019-2020.
- B. Student Services** presents fourteen agenda items. There are several recommendations to approve professional services agreements with speakers in support of the First Gen Symposium on April 19, 2019 and Tolerance Training scheduled for May 17, 2019. There is a recommendation to approve an agreement with Gourmet Blends Corporation to provide part-time employment and training for CalWORKS Work Study students. There is a recommendation to approve an agreement with Grossmont Cuyamaca College District Auxiliary organization, to participate in its Financial Aid Consortium. This consortium consists of Ellucian colleges who wish to automate the Cal Grant process and the importing of data from the California Dream Act application. The agreement will not exceed \$15,000 paid out of Fund 12.

There is a recommendation to approve acceptance of the UMOJA Grant for 2019. This will provide \$16,000 in funding to support the Project Success program at El Camino College. There is also a recommendation to approve an agreement with SunFlicks Outdoor Movies. This firm will provide projection systems and screens for the next ASO movie night on May 23, 2019. There is also a recommendation to approve an agreement with SH Education Services Company to recruit F1 Visa students for the El Camino International Student Program. The performance-based fee of \$500 per student is payable upon successful completion of the fall or spring semester. There is also a recommendation to approve the transfer of police equipment to Compton Community College District per the Agreement for Police Services. The equipment transfer will be coordinated with the end of the partnership on June 7, 2019. There is also a recommendation to approve the destruction of records in EOPS, in accordance with state regulations and board policy. Last, there are four recommendations for approval of agreements related to the 2019 El Camino College Commencement Ceremony.

C. Administrative Services presents seven agenda items. There is a recommendation to approve an agreement with HGA Architects to design, provide and bid documents to remove accessibility barriers between Parking Lots C, F, and H and the front of the entrance to the stadium. The contract will not exceed \$36,400. Next, there is a recommendation to approve an agreement with S&K Engineers to design and prepare bid documents to enhance exterior lighting on campus at a cost not to exceed \$15,000. The 2018 Climate Survey indicated that there was a need for improved campus lighting. Next, there is a recommendation to approve an agreement with MDC Engineers to prepare design and bid documents to replace the standby generator near the El Camino College Police Station. The agreement will not exceed \$47,500. There is also a recommendation to approve an amendment to an agreement with Kardent Design for the Baseball Netting and Restroom Project. The Board of Trustees approved the initial agreement at its September 2018 meeting. The project now includes the design and engineering of a restroom facility to serve the baseball venue at an additional cost not to exceed \$40,950.

There is also a recommendation to approve an agreement with Total Compensation Systems to conduct an actuarial study of the District. Actuarial studies are conducted every two years. The cost of this agreement will not exceed \$12,500. There is also a recommendation to approve a contract with LendLease to provide construction management services for the Public Safety Training Center – Phase 1. The cost of this agreement will not exceed \$22,500 paid out of Fund 49, the Public Safety Training Center Fund. Last, there is a recommendation to ratify Purchase Orders and Blanket Purchase Orders.

D. Measure E includes twelve agenda items. There is a recommendation to approve a contract with JT Engineering to provide civil engineering services for ADA access related to the Lot F and E Traffic Signal Project. The agreement will not exceed \$5,820. There is a recommendation to approve an agreement with Alta Environmental to provide hazardous material abatement monitoring services during the demolition of the Student Activities and Student Services buildings. The agreement will not exceed \$36,232. There is a recommendation to approve an agreement with DUDEK to prepare CEQA documents relating to the Arts Complex, Behavioral Sciences and Baseball Netting/Restroom projects, to determine if these projects are consistent with the 2013 environmental impact report. The cost of this agreement will not exceed \$23,520. There is also a recommendation to approve a contract with National Roofing Consultants for waterproofing and roofing inspection services on the Administration Building project. This agreement will not exceed

\$23,800. Last, there is a recommendation to approve an agreement with Leighton Consulting Inc. to provide geotechnical observation and testing services for the Student Services and Student Activities Demolition projects. This agreement will not exceed \$62,060.

Measure E also includes recommendations for approval of three contract amendments and two change orders. There are recommendations to approve amendments to agreements with the National Roofing Consultants (\$5500), HMC Architects (\$79,359), and Vinewood Company (\$51,773) due to time delays on the Gymnasium project. There is a recommendation to approve a change order with ACC Contractors for the Administration Building for \$20,754 to address one district request (no cost time extension of 15 calendar days) and four Architecture/Engineering requirements. There is also a recommendation to approve a change order with Tobo Construction for the Student Services Building for \$30,933. These change requests reflect several district requests, and five requests relating to Architecture/Engineering requirements.

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 eleven agenda items. There is a recommendation to approve the contract with Irene Sanchez and Matt Sedillo to facilitate a 3-hour poetry workshop that will serve 60 students. The workshop will conclude with a spoken word performance that will be open to the entire campus community. This agreement will not exceed \$4,500. There is a recommendation to approve the contract with The Leadership in Diversity Group to facilitate two 2-hours workshop on the topic of implicit biases and a 1- hour introduction to intergroup dialogue for ECC faculty, classified staff and managers on April 25, 2019 followed by 3-hour workshop on intergroup dialogue on April 26, 2019. This agreement will not exceed \$6,000. There is also a recommendation to declare indefinite salaries for retroactive pay as required by LACOE in accordance with the California Constitution, Article 11, Section 10(a).

There is also a recommendation to approve new or revised job descriptions for the following positions:

- Revised Job Description – Clerk
- Revised Job Description – Associate Dean – Counseling and Student Services
- Revised Job Description – Accompanist - Piano
- New Job Description – Director of the International Student Program

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

- Academic Personnel Actions
- Administrator, Supervisor Personnel Actions
- Classified Personnel Actions
- Temporary Non-Classified Personnel Actions

F. Compton College – No Items.

G. Community Advancement includes seven routine agenda items. There is a recommendation to ratify a Memorandum of Understanding between El Camino College's SBDC and Kinecta Federal Credit Union to provide referral services and technical assistance to small businesses. The SBDC will receive up to \$25,000 through this partnership with Kinecta. There is also a recommendation to accept a grant of \$10,000 to provide advising and specialized assistance to small businesses in the South Los Angeles area impacted by the gentrification trends in their community. There is also a routine agreement with Disney Cruise Lines for specialized Coast Guard approved Standards for Training Certification and Watchkeeping (STCW). This agreement will provide up to \$35,000 in revenue to the District. There is also a recommendation to ratify an agreement with Lisi Aerospace/Hi-Shear Corporation for \$50,000 of ETP-funded training. There is a recommendation to approve an agreement with Virgin Orbit for customized training resulting in \$8,683.80 in revenue to the District. There is a recommendation to approve a contract amendment with SpaceData LLC for backup support of data relating to our ETP contract tracking and invoicing with the State of California. The amendment totals \$15,000 paid out of ETP funds held by El Camino College. Last, there is a recommendation to approve the Community Education Summer 2019 Schedule of Classes.

Last, there is one recommendation regarding the President's Office to approve travel for Trustee Kenneth Brown, Dr. Dena Maloney, and Ms. Rose Mahowald to the Annual Trustee Conference in Lake Tahoe May 3-5, 2019. Total estimated cost for three attendees is \$4,100.

The Action Agenda includes the following:

A. Academic Affairs- No Items

B. Student Services – No Items

C. Administrative Services has two items on the action agenda. The first item is a recommendation that the Board accept the 2017-18 Proposition 30 General Obligation Bonds annual financial and performance audit report. Clifton Larson Allen, LLP, conducted the audit. The District received an unmodified opinion on both its financial audit and performance audit.

The second item is a recommendation that the Board adopt Resolution 04-15-219A and 04-15-2019B adopting the California Uniform Public Construction Cost Accounting Act Procedures (CUPCCAA). The Board received an information presentations on CUPCCAA at its July 2018 meeting, as well as the presentation included in the agenda for the April 15, 2019 meeting. Mr. Sherman Wong of the Public Agency Law Group and Mr. Michael Pascual will be at the board meeting to respond to questions regarding CUPCCAA.

D. Measure E – No Items.

E. Human Resources – No Items.

F. Compton College – No Items.

G. Community Advancement has one item recommending the Board approve and ratify the contract between the Long Beach Community College District and the El Camino Community College District for \$294,800 for delivery of Small Business Development Center services for Calendar Year 2019.

H. Superintendent-President/Board has two items on the Action Agenda. There is a recommendation to vote for six candidates for the California Community College Trustee Board. If elected, each candidate will serve a three-year term. Trustee Mary Combs is responsible for evaluating the candidates' application materials and making a recommendation to the El Camino Community College District Board on which candidates to support.

Second, there is an item to approve the appointment of two candidates to the Measure E Citizens' Bond Oversight Committee. Each candidate will represent a "community at large" seat on the Oversight Committee and will serve a three-year term. The seat that represents a bona fide taxpayer group is yet to be filled. The CBOC by-laws permit the incumbent to continue to serve until the Board of Trustees appoints a replacement.

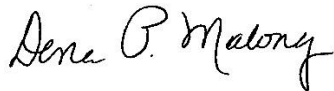
I. Future Action Items/General Information has one information item on the FTES Goals to Actual report.

J. Policies and Procedures has three administrative procedures for information only as follows;

- Administrative Procedure 7800 – Discipline and Dismissal – Non Represented Classified Supervisors, Managers and Directors
- Administrative Procedure 2410 – Board Policies and Administrative Procedures
- Administrative Procedure 2710 – Conflict of Interest

I am looking forward to seeing you on Monday, April 15, 2019 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,



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