



EL CAMINO COMMUNITY COLLEGE DISTRICT
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July 7, 2019

Board of Trustees
El Camino College

Dear Members of the Board:

Happy belated 4th of July! I hope your holiday was pleasant. I am pleased to present to you the agenda for the Monday, July 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.

We have one presentation scheduled for the meeting. Ms. Jaynie Ishikawa, Director of the El Camino College Office of Staff and Student Diversity, will provide a presentation on the Equal Employment Opportunity (EEO) Plan and Faculty Hiring trends at the College.

PUBLIC HEARING:

Pursuant to Government Code § 4217.12, the El Camino Community College District's Board of Trustees will conduct a hearing to consider adopting a resolution to authorize District staff to prepare and publish Requests for Qualifications and Price Proposals ("RFQ/P") for the Central Plant Re-Commissioning Project. This resolution, if adopted, will also authorize District staff to negotiate an agreement with the most qualified respondent(s) for the RFQ/P, which agreement shall be subject to Board approval. Public comment will be accepted during the public hearing

The consent agenda includes the following:

- A. Academic Affairs** presents four routine agenda items. There is a recommendation to approve an agreement with Castle Branch, Inc. for the organization and maintenance of nursing program clinical affiliate documents on a secure portal. There is also a recommendation to approve an agreement with Chamberlain University, which will offer a ten percent discount in tuition and waiver of the application fee for El Camino College nursing students, nursing graduates and employees who enroll in Chamberlain College of Nursing's online programs. Other degree options are also available under this agreement with Chamberlain. There is also a recommendation to approve the destruction of records for the Health Sciences and Athletics Division (Nursing Department) in accordance with Title 5 of the California Code of Regulations, and El Camino College Administrative Procedure 3310. Last, there is a recommendation to approve proposed curriculum changes effective 2020-21.
- B. Student Services** presents three routine agenda items. There is a recommendation to approve a Memorandum of Understanding with Alliance College-Ready Public Schools designed to increase the

graduation and transfer rates of Alliance alumni who matriculate to El Camino College. There is also a recommendation to approve the increase of commission fees paid to F-1 Visa Agents. This recommendation was included in the March 18, 2019 presentation on the International Student Program. Last, there is a recommendation to approve the reclassification and destruction of records in the Enrollment Services Division (Admissions and Records department) in accordance with Title 5 of the California Code of Regulations, and El Camino College Administrative Procedure 3310.

C. Administrative Services presents four agenda items. There is a recommendation to approve the annual agreement with the Los Angeles County Department of Education (LACOE) for use of the Human Resource System and People Soft Financial System software. This agreement will not exceed \$18,744. There is also a recommendation to ratify two contracts with LDP Associates, Inc. relating to the Uninterrupted Power Supply system. One agreement is designed to assess and repair the UPS, and the second agreement is to maintain the UPS for the period July 1, 2019-2020 through an annual maintenance agreement. The two agreements combined will not exceed \$75,285. There is also a recommendation to approve an agreement with Sandy Pringle Associates, Inc. for inspection services for the Fire Academy Burn Room Repair Project. This agreement will not exceed \$3,040. 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 RMA Group for special inspection and testing services of the reinforced masonry construction for the Administration Building Project. There is also a recommendation to approve a Change Order with ACC Contractors for \$25,274 for various Architect/Engineering requirements relating to the Administration Building project. There is also a recommendation to approve an amendment for HGA Architects for \$24,000 for the Bookstore Café project. The amendment is in response to changes required by DSA. There is also a recommendation to approve an amendment for HMC Architects for \$20,550 in response to DSA scope changes relating to the generator for the Pool and Classroom Building project. There is also a recommendation to approve a Change Order with AMG & Associates for \$43,429 in relation to Architectural Omissions and unforeseen circumstances for the Gymnasium project. There is also a recommendation to approve an amendment to the agreement with HMC Architects for \$79,359 for architectural services due to an extension of the construction timeline for this project.

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 new and revised job descriptions as follows:

- Student Health Services Technician (New)
- Skilled Trades Worker (New)
- Enrollment Services Supervisor (New)
- Admission & Records Technician I (New)
- Grounds Supervisor (Revised)
- Operations Supervisor (Revised)

- Pest Control Technician (Revised)

These revised and new job descriptions are updates for vacant positions, updates to current job descriptions already on record, or new job descriptions based on a job audit for people already working at El Camino College. They are not for new positions.

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. Community Advancement includes seven routine agenda items. There are recommendations to ratify a Memorandum of Understanding with the Clean Energy Smart Manufacturing Innovation Institute (CESMII) as a sub-recipient of the University of California Los Angeles, and an agreement with the University Corporation (California State University, Northridge). There is also a recommendation to approve an annual Memorandum of Understanding with the South Bay Workforce Investment Board (SBWIB) as required by the federal Workforce Innovation Opportunity Act (WIOA). There is also a recommendation to approve an amendment with Long Beach Community College District for the Small Business Development Center. The amendment will increase the contract amount by \$60,200 for a new total amount not to exceed \$355,000. There is a recommendation to approve an agreement with Maribel Galan to provide strategic planning, data analysis and reporting services under the Adult Education Block grant. The contract will not exceed \$20,000. There is also a recommendation to ratify an agreement with the U.S. Merchant Marine Veterans WWII (SS Lane Victory) for training on life raft proficiency. Program fees will cover the cost of this agreement. There is a recommendation to approve an agreement with Evolutionary Measures to develop and deliver on-site, customized training to contract companies. The contract is covered through the El Camino College Employment Training Panel contract and will not exceed \$30,000.

G. President/Board has two agenda items. One is to approve travel for the Superintendent/President for the 2019-20 year. There is also a recommendation to approve the absence of a Board Member at the June 17, 2019 Board of Trustees meeting, due to personal necessity.

The Action Agenda includes the following:

A. Academic Affairs has one agenda item. There is a recommendation to approve an agreement with Accessible Information Management for a case management system in the Special Resource Center. Our current system is out of date and not up to current standards for tracking case management data including the accommodations provided to Special Resource Center students. The system will facilitate better communication between departments and the Special Resource Center.

B. Student Services – No Items

C. Administrative Services has four agenda items. There is a recommendation to approve the annual contract with Ellucian for the Colleague ERP system. This contract will not exceed \$746,227. There is also a recommendation to approve an agreement with Planet Bids for an E-Procurement System. This system will streamline and facilitate the submission of pre-qualification applications online by potential contractors and submit all required documentations. In addition, the District staff will use this system to post public works and maintenance contracting opportunities and allow for the submission of informal bids by contractors. The cost for this agreement will not exceed \$156,475. Third, there is a recommendation to approve the El Camino College Sustainability Plan. This plan was developed through a campus-wide process of stakeholder input. The plan establishes five aspirational goal areas for achievement by 2021. The goal areas are 1) Transportation, 2) Waste, 3) Water, 4) Energy and 5) Operations. Each goal has a baseline measurement, with delineated action items to support goal achievement.

The last action item under Administrative Services is the recommendation to approve Resolution No. 07-15-2019A *Adoption of Government Code 4217.10, Energy Conservation Contract*. This resolution authorizes the district to select energy contractors based upon terms in the best interest of the District, if certain findings are made by the District's Board of Trustees in connection with such an energy service contract. This means that the District is able to procure the energy reduction services using an alternative contract award in the best interest of the District rather than awarding it to the lowest bidder. Upon adoption of this resolution, District staff is authorized to issue a Request for Qualification and Price Proposal to at least three (3) qualified vendors procure the energy service contract.

D. Measure E has two agenda items. There is a recommendation to approve an agreement with JT Engineering for engineering services relating to the Construction Technology Shade Structure Project. The cost of this agreement will not exceed \$187,000. There is also a recommendation to approve an amendment to an existing agreement with RMA Group. This amendment will not exceed \$137,154.64. It will address the cost of additional material testing and inspection services of steel fabrication relating to the Administration Building Project.

E. Human Resources – No Items

F. Community Advancement has one item regarding the acceptance of the American Association of Community Colleges *Expanding Community Colleges Apprenticeships Grant*. This grant award of \$140,000 will enable El Camino College to expand its current apprenticeship grant and position the college for possible federal funding of apprentice program expansion in the future.

G. Superintendent-President/Board has one agenda item recommending that the District name the field within Murdock Stadium "Featherstone Field" in honor of distinguished El Camino College football coach and alumni John Featherstone. Under Board Policy 6620 Naming of District Facilities and Properties, this recommendation has come forward through the El Camino College Foundation and is now presented to the Board of Trustees with the support of the Superintendent/President.

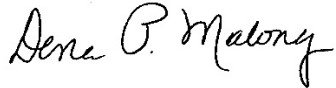
H. Future Action Items/General Information has three information items. One is the quarterly FTES Goals to Actuals Report. The second is a notice and scheduling of Public Hearing regarding negotiations between the Federation of Teachers, Local 1388, AFL AFC~CIO and the El Camino Community College District for

January 1, 2020 through December 31, 2022 full contract negotiations as requested by the El Camino Community College District. The public hearing will be scheduled for August 19, 2019. The third item is the 2018-19 fourth quarter report from the Grants Development and Management office, which is provided for informational purposes.

J. Policies and Procedures – No Items.

I am looking forward to seeing you on Monday, July 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,

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