



EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 Crenshaw Boulevard, Torrance, California 90506-0001
Telephone (310) 532-3670 or 1-866-ELCAMINO
www.elcamino.edu

December 9, 2019

Board of Trustees
El Camino College

Dear Members of the Board:

Happy Holidays! I am pleased to present to you the agenda for the Monday, December 16, 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 is one presentation scheduled for this meeting. Ms. Andrea Sala, Executive Director of the El Camino College Foundation, will provide an informational presentation on the accomplishments and goals of the Foundation.

The consent agenda includes the following:

- A. Academic Affairs** has three routine agenda items. There is a recommendation to approve the Forensics team's participation in the Great Salt Lake Invitational Tournament in Salt Lake City, Utah. Six students and an advisor will travel to the tournament, which takes place January 18-20, 2020 at the University of Utah. There is also a recommendation for a second reading and adoption of Board Policy 4220, Standards of Scholarship. Last, there is a recommendation to approve proposed curriculum changes effective 2020-2021.

- B. Student Services** has three routine agenda items. There is a recommendation to adopt Resolution No. 12-16-2019 recognizing the 50th anniversary of the Extended Opportunity Program and Services (EOPS) programs. Established in September 1969, the mission of EOPS is to advance social justice and serve students affected by language, social, and economic handicaps so that these students have the opportunity and support to achieve their educational goals. The resolution recognizes the important contribution made by the El Camino College EOPS program in meeting the college mission to "make a positive difference in people's lives."

There is a recommendation to approve an agreement with Decypher the Game, Shaghayegh Shojaei to provide professional development sessions for the EOPS/CARE & CalWORKs department. A staff professional development workshop will be provided on February 4 and a workshop for up to 150 students will be provided on February 10. The total fee for both workshops shall not exceed \$3000. There is also a recommendation to approve agreements with international student recruiting agencies for both the English Language Program and the International Student Program. The fee will not exceed

\$1500 per student, paid over two semesters. The international student program budget supports the cost of these recruitment fees.

C. Administrative Services has six agenda items on the consent agenda. There is a recommendation to ratify an agreement with Cumulus Technology, LLC to provide management assistance to the Information Technology System division. The agreement will not exceed \$36,000 and will end by January 31, 2020. There is also a recommendation to ratify purchase orders and blanket purchase orders. There is also a recommendation that the Board receive the CCFS 311Q first quarterly report for Fiscal Year 2019-20. Last, there are three recommendations for second reading and adoption of three board policies:

- a. Board Policy 6330 *Purchasing*
- b. Board Policy 6540 *Insurance*
- c. Board Policy 7400 *District Travel*

D. Measure E has six items on the consent agenda. There is a recommendation to approve a contact amendment with LPA Architects for additional design work for the new Arts Complex Project. The amendment authorizes the firm to provide services for the design and planning of furniture for the project. The amendment will not exceed \$44,000. There is also a recommendation to approve a Change Order with ACC Contractors for the Administration Building project. The change order is detailed in the agenda item and includes work related to the project's storm drain system, fire line piping system, and technology-related changes requested by the ITS department among other things. The Change Order will not exceed \$87,151. There is also a recommendation to approve two Change Orders (12 and 13) with AMG for the Gymnasium project. Change Order 12 consists of two district-requested changes, one architecture/engineering (A/E) change and one change relating to unforeseen circumstances. The District and the contractor have agreed to the cost of these changes, which totals \$62,917. Change Order 13 also includes district-requested changes, A/E changes and unforeseen conditions. This unilateral change order totals \$64,410. There is also a recommendation that the Board accept the Measure E 2012 Budget and Balances Report. This report provides detail on the budget changes since the last report ending October 31, 2019. Last, there is a recommendation to ratify Measure E Purchase Orders and Blanket Purchase Orders.

E. Human Resources has four items on the consent agenda recommending approving of personnel actions for the following:

- Supervisor and Special Services Professional Personnel Action Items
- Academic Personnel Action Items
- Classified Personnel Action Items
- Temporary, Non-Classified Service Employees Action Items

F. Community Advancement has five routine items on the consent agenda. There is a recommendation to approve an agreement with Project Lead the Way to provide services in support of the Chevron Engineering Design Challenge for local students. This agreement will provide \$4500 to El Camino College. There is also a recommendation to approve an agreement with Alfabet Soup to provide loan

outreach services to small businesses on behalf of the El Camino College Small Business Development Center (SBDC). This agreement will not exceed \$35,000 paid through the Go-BIZ grant. Similarly, there is a recommendation to approve an agreement with Rithya Siddhartha Tang to provide financial analysis and loan outreach services to small business on behalf of the El Camino College SBDC. The agreement will not exceed \$21,000. There is a recommendation to approve a Purchase Order from the City of Glendale to support their employees' tuition for Community Education career-training programs starting in winter/spring 2020. The City of Glendale wishes to directly contract with El Camino College for employee training. Last, there is a recommendation to approve the Winter/Spring 2020 Community Education Class Schedule.

G. President/Board has numerous items on the consent agenda. There is a recommendation to approve a six-month extension with Fifty & Five to provide digital marketing support and media buying in the first half of 2020. Fifty & Five will need to continue work initiated in winter 2019 to support digital advertising and social media marketing of El Camino College's winter and spring marketing campaigns and the college's Center for the Arts. The agreement will not exceed \$47,000. There is also a recommendation to approve an agreement with Sierra Learning Solutions to conduct two four-hour sessions on the use of data for informed decision-making and planning. The contract will not exceed \$5,000. There is also two recommendation for second reading and adoption of the following board policies:

- Board Policy 2110 *Vacancies on the Board*
- Board Policy 3440 *Service Animals*

There is a recommendation to approve travel for the Superintendent/President to attend the annual ACCA/ACBO Budget Workshop on January 15, 2020. There is also a recommendation to approve travel for a Board member to attend the 2020 Effective Trustee Conference and the annual Legislative Conference January 24-27, 2020 in Sacramento, California

The consent agenda also includes a number of items relating to the order of administrative authority in the absence of the Superintendent/President, authorization of signatories on various District documents, authority to sign financial instruments such as checks and warrants, and approval of employment documents, purchase orders and other documents. Last, there is a recommendation to approve the absence of a Board Member from the November 18, 2019 Board Meeting.

Action Agenda:

A. Academic Affairs has one agenda item. There is a recommendation to approve an agreement with the Panopto, a software program for online education development. The software will provide El Camino College with a video recording, streaming, managing and sharing platform. It is ADA accessible and provides high accuracy auto-captioning of videos. It is compatible with Canvas. The contract provides a three-year license and services agreement, plus a free seven-month transition license for the District's benefit. The seven-month transition phase begins on December 1, 2019 and ends on June 30, 2020. The contract officially commences on July 1, 2020 and ends on June 30, 2023. The three-year agreement will not exceed \$185,424.

B. Student Services – No Items.

C. Administrative Services – No Items.

D. Measure E has one item. There is a recommendation to approve a comprehensive change order with Tobo Construction for a total of \$289,227. The board item details the 24 changes and the cost of each change.

E. Human Resources has one item recommending an increase to the TNC and Student Worker Wage Rate to be compliant with the California minimum wage increase from \$12.00 per hour to \$13.00 per hour for 2020.

F. Community Advancement has one item recommending approval of an agreement with Cerritos College Foundation for \$163,000 to provide training to local industry. The source of funds is the El Camino College Employment Training Panel contract approved in November 2019.

G. Superintendent-President/Board has four organizational board agenda recommendations. The first recommendation is that the Board of Trustees elect officers for the 2020 calendar year. The second recommendation is that the Board appoint Dr. Dena P. Maloney to serve as Secretary of the Board for the 2020 calendar year. The third recommendation is to establish the date, time and place of Board meetings for the 2020 calendar year. Last, there is a recommendation that the Board appoint members to serve on various boards and organizations.

In addition, there is a recommendation to approve a contract with Nuventive (the El Camino College District’s planning platform) to provide data analytics and other enhancements needed for Program Review and annual planning. The contract will not \$143,787.78 for a term of 3 years and 7 months.

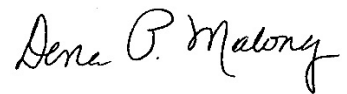
H. Future Action Items/General Information includes three items. There is a recommendation that the Board of Trustees accept for first reading the 2020-23 Strategic Plan. There is also a recommendation that the Board review the 2020 Legislative Priorities. Third, there is a recommendation that the Board accept the quarterly Bond Project Status Report.

J. Policies and Procedures includes the following items:

- Board Policy 4020 – Program Curriculum and Course Development (First Reading)
- Administrative Procedure 4020 – Program Curriculum and Course Development (Information)
- Board Policy 6340 – Bids and Contracts (First Reading)
- Administrative Procedure 6340 – Bids and Contracts (Information)
- Administrative Procedure 4102 – Career & Technical Programs (Information)
- Administrative Procedure 6370 – Contracts (Information)
- Administrative Procedure 6700 – Civic Center and Other Facilities Use (Information)

I am looking forward to seeing you on Monday, December 16, 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 cursive script that reads "Dena P. Maloney". The signature is written in black ink and is positioned below the word "Sincerely,".

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