



**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
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January 18, 2019

Board of Trustees  
El Camino College

Dear Members of the Board:

Happy New Year! I am pleased to present to you the agenda for the Tuesday, January 22, 2019 Board of Trustees meeting. The meeting is being held on the 22<sup>nd</sup> due to the observance of the Martin Luther King holiday on Monday, the 21<sup>st</sup>. 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.

Before our scheduled presentations at the Board meeting, a representative from Vavrinek, Trine, Day & Co., LLP will provide the highlights of the El Camino Community College District audit for the year ending June 30, 2018, and answer any questions the Board may have regarding the audit. In the Action Agenda for this board meeting, there is a recommendation that the Board of Trustees accept the 2017-18 Audit Report.

We also have two presentations on the agenda. Mr. Ross Miyashiro, Vice President of Student Services, and Ms. Marilyn Valdez, Student Trustee, will provide a presentation on proposed changes to the decision-making process for expenditures of revenues from the ASO fees. Following that, Dr. Rory Natividad and Mr. Colin Preston will provide a presentation on the El Camino College Athletic Program.

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

- A. Academic Affairs** presents eight routine items including a recommendation to approve an agreement with ACCENT for the Summer 2019 Study Abroad program to Spain. There is also a recommendation to approve two student trips for the Forensics program and the Journalism program. Also included on the agenda, is a recommendation to approve an agreement for marketing and outreach activities for the Paralegal Studies Program. This agreement will not exceed \$15,000. There is a recommendation to approve an agreement with Providence Health Systems as a clinical site for the nursing program. There is a recommendation to approve an agreement with Grand Canyon University to provide El Camino College nursing students the opportunity to enroll in the Bachelor of Science in Nursing concurrent enrollment program at a reduction in tuition rate. There is a recommendation to approve Sabbatical Leaves for 2019-20. Last, there is a recommendation to approve curriculum changes effective for the 2019-20 academic year.
- B. Student Services** presents seven agenda items. There is a recommendation to ratify a Memorandum of Understanding with the Umoja Community Education Foundation. There are two agenda items relating to the International Student program. The first is a recommendation to approve travel for Mr. Leonid Rachman, F-1 Visa Coordinator at El Camino College, to participate in the Ryugaku Journal (RJ) Spring

Fair 2019 in Japan. The purpose of the trip is the recruitment of F-1 Visa students. There is also a recommendation to approve agreements with seven F-1 recruiting agents, who will recruit F-1 Visa Students for both the academic courses (International Student Program) and the non-credit intensive English Language Program. There is a recommendation to approve an agreement with Hobsons for professional consulting services relating to the Starfish product. This agreement will not exceed \$12,000. There is also a recommendation to approve data sharing agreements with Centinela Valley Union High School District and Redondo Beach Unified School District. These agreements are part of the South Bay Promise partnership between El Camino College and local school districts in our region to support research on student success. Last, there is a recommendation to approve a Memorandum of Understanding with Alliance College. This MOU is designed to develop and expand a no-cost partnership between Alliance and El Camino College to support college transition, persistence and completion of Alliance Schools alumni attending ECC who are from low-income families and often first-generation college students.

**C. Administrative Services** presents three agenda items. There is a recommendation to approve the F-1 Visa Health Insurance rate for spring 2019 through the current contracted carrier, Student Insurance. This is the same rate as was charged in the fall 2018 semester. There is also a recommendation to approve the GANN limit for 2018-19. Last, there is a recommendation to approve to ratify Purchase Orders and Blanket Purchase Orders.

**D. Measure E** includes four agenda items. There is a recommendation for a change order with ACC Contractors for \$4,020 relating to requests by the district and architecture/engineering requirements. ACC is the contractor for the Administration Building project. There is also a recommendation to approve an agreement with Schools Consulting Services not to exceed \$95,000 to provide administrative support to District facilities management, legal counsel, and program management staff for the Gymnasium project. Schools Consulting Services may also assist with other projects as needed and requested by the District. There is also 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 eight items. There is a recommendation to approve new or revised job descriptions for:

- Associate Dean, Industry and Technology (revised)
- Pest Control Technician (new – replaces vacant position in Facilities)
- Custodian Trainer (new – replaces vacant position in Facilities)
- Assistant Director of Community Education (replacement for out-of-date position description – this position is an enterprise-funded position)

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

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

**F. Compton College – No Items.**

**G. Community Advancement** includes three agenda items. There is a recommendation to approve an agreement with Southern California Gas Company. Under this agreement, El Camino College will have access to Southern California Gas course materials and curriculum that will form the basis for ECC non-credit classes to prepare students for employment with SoCal Gas. There is also a recommendation to extend the Career Pathways agreement with Northrop Grumman Electronics for an additional two years. If approved, the extended agreement will end February 28, 2021. The Career Pathways agreement provides a cooperative education program on the Northrop Grumman campus for electronics and computer hardware students. Last, there is a recommendation to approve a \$25,000 training contract with Designed Metal Connections. The El Camino College Employment Training Panel contract will cover the cost of this training.

**H. President/Board** - There is one agenda item. There is a recommendation to nominate, endorse and support Trustee Kenneth A. Brown as a candidate for the California Community College Trustees (CCCT) Board. Trustee Brown currently sits on the CCCT Board and seeks re-election for his second term.

*The Action Agenda includes the following:*

**A. Academic Affairs** – There is one item on the action agenda from Academic Affairs relating to an agreement with the South Bay Workforce Investment Board (SBWIB). The SBWIB will provide pathways, internships, employer site visits, bus transportation, classes on blueprint for workplace success, professional development, and job placement services relating to the El Camino College Strong Workforce Program. The total agreement will not exceed \$150,000.

**B. Student Services – No Items**

**C. Administrative Services** - There is a recommendation to accept the annual financial audit report prepared by Vavrinek, Trine, Day and Co. for the El Camino Community College District for fiscal year 2017-2018. A representative from the audit firm will be available during the presentation portion of the agenda to provide highlights and respond to questions from the Board of Trustees.

**D. Measure E** –There is one item on the action agenda for Measure E. There is a recommendation to approve a change order for Tobo Construction for \$147,622 for the Student Services building project. The District requested this change order in response to onsite slab testing results prior to flooring installation. We must furnish and install an elective concrete slab moisture reduction system to guarantee flooring adhesion. This change order includes a time extension of nine calendar days.

**E. Human Resources – No Items.**

**F. Compton College – No Items.**

**G. Community Advancement** – There is one item on the action agenda for Community Advancement. This is a recommendation to approve an amendment to the Education Futures Regional Model project grant. The total grant award is now \$120,828.

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

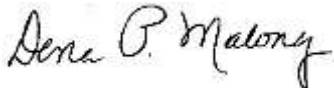
**I. Future Action Items/General Information** has three items. The first is an information item indicating the change in minimum qualifications for teaching Astronomy. Because of this change, local minimum qualifications now match the state minimum qualifications for teaching Astronomy. The second information item is the FTES Goals to Actual Report, which provides a five-year snapshot of FTES goals and actual FTES earned. The last item is the Second Quarter Grants Report detailing grants awarded during the period October 2018- December 2018.

**J. Policies and Procedures** – has three Board Policies submitted for first reading and three Administrative Procedures presented as information items:

- Board Policy 4226 Multiple and Overlapping Enrollments (Resubmitted for First Reading)
- Board Policy 5500 Standards of Student Conduct (First Reading)
- Board Policy 2717 Personal Uses of Public Resources (First Reading)
- Administrative Procedure 4226 Multiple and Overlapping Enrollments (Information)
- Administrative Procedure 5500 Standards of Student Conduct (Information)
- Administrative Procedure 3050 Institutional Code of Ethics (Information)

I am looking forward to seeing you on Tuesday, January 22, 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