



**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
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January 13, 2020

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 21, 2020 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.

Our presentation portion of the meeting will begin with comments by Ms. Alicia Herrera, a representative from Eide Bailly (formerly Vavrinek, Trine, Day & Co., LLP). She will provide a brief overview of the El Camino Community College District audit for the year ending June 30, 2019, and answer any questions the Board may have regarding the audit. There is a recommendation that the Board accept the Financial Report later in the Action Agenda.

There are also two presentations scheduled for this meeting, Dr. Amy Grant, Dean of Natural Sciences, will provide an informational presentation on the status of the Horticulture Program, which was approved for discontinuance at the January 22, 2019 board meeting. Last, Mr. Colin Preston, Director of Athletics, and Mr. Russell Serr, Interim Dean of Health Sciences, will provide an informational presentation on the accomplishments of the El Camino College Athletics Program.

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

- A. Academic Affairs** has numerous routine agenda items. There is a recommendation to approve an agreement with Robin Harrington to provide training on the new Perkins V federal funding program. There are two items recommending agreements with local hospitals to serve as clinical sites for the El Camino College Nursing Program. There is a recommendation to approve an agreement with Charles R. Drew University of Science and Medicine, offering El Camino College nursing students concurrent enrollment in the Registered Nursing to Bachelor of Science in Nursing (RN to BSN) program. The contractor will waive the application fee for nursing students enrolled at El Camino College. For every ten students enrolled in the undergraduate program, the contractor is offering a full tuition scholarship to one student nominated by El Camino College.

There is a recommendation to approve an agreement with Koje Enterprises LLC, to produce a campus event to link CTE students with entrepreneurial opportunities within their field of study. El Camino College is part of the Strong Workforce Entrepreneurial Mindset regional project. This regional project supports the development of credit and non-credit curriculum around entrepreneurship, hosting of

events/activities and connecting students with small business owners and entrepreneurs. The agreement is supported by Strong Workforce funding and will not exceed \$17,222. There is a recommendation to approve a contract with NCHERM Group, LLC (NaBITA) to conduct an assessment of the College's Assessment, Intervention and Management of Safety (AIMS) team program, assist with the development of policies and procedures, and provide training to AIMS team members. The agreement will not exceed \$38,500 and is supported by a Chancellor's Office Mental Health grant. There is also a recommendation to approve a Memorandum of Understanding between the El Camino College District and the California Community College TechConnect, a no cost agreement for the use of/or the installation, integration and utilization of CCC TechConnect's Learning Tool Integrations with the District's Canvas learning platform.

Among the routine items included in the Academic Affairs consent agenda is a final agreement with UCLA for a federally funded STEM grant project. El Camino College, a sub recipient under this grant, will assist in developing curriculum for the project. There is also a recommendation to approve a trip for four journalism students plus an advisor to the College Media Association Spring 2020 National College Media convention in New York City March 11-15. The total cost of the trip is estimated to be \$7800. There are two recommendations to approve the Forensics team's participation in the Sunset Cliff's Classic in Point Loma Nazarene University in San Diego, CA and the PSCFA Champs competition at Palomar College in San Marcos, CA. There is also a recommendation to approve two Instructional Services Agreements (one with Inglewood Unified School District and one with Redondo Beach Unified School District) for delivery of non-credit classes through their respective adult schools.

There is a recommendation to approve the Sabbatical Leaves for 2020-21. Seven faculty members are recommended for one-semester full pay leave, and one faculty member is recommended for one-semester half-pay leave. The list of faculty members and their sabbatical leave topics are listed in the agenda.

There is a recommendation the Board review for second reading and adoption Board Policy 4020 – Program Curriculum and Course Development. This policy was presented for first reading at the December 16, 2019 board meeting. Last, there is a recommendation to approve proposed curriculum changes effective 2020-2021.

**B. Student Services** has four routine agenda items. There is a recommendation to approve a Memorandum of Understanding between El Camino College District and the Coalition for Humane Immigrant Rights. Assembly Bill 1809 (Chapter 33, Statutes of 2018), appropriated funds for the California Department of Social Services (CDSS) to execute agreements with qualified organizations to provide immigration legal services and support to persons on California Community College campuses. El Camino College was one of over sixty community colleges in California selected to provide legal services under this funding. We will provide office space in the Student Services Building to the legal professionals providing immigration legal services to students, faculty and staff under this MOU. There is also a recommendation to approve a personal services agreement with Dr. Mara Lee Grayson, who will serve as the keynote speaker at the SITE Winter Institute. The agreement will not exceed \$1000. There is also a recommendation to approve international travel for Leonid Rachman, F1 Visa Coordinator, to

participate in the Ryugaku Journal (RJ) World Fair May 2020, May 14 through May 18, 2020 in Tokyo, Japan. Last, there is a recommendation to approve an agreement with Plan B LLC, DBA Neon Entertainment, for comedian Fumi Abe's comedy act. The El Camino College Interclub Council is sponsoring the program to entertain and engage ECC students.

**C. Administrative Services** has four agenda items on the consent agenda. There is a recommendation to ratify purchase orders and blanket purchase orders for the month of January 2020. There is also a recommendation to ratify reconciled purchase orders from July 1, 2019 – November 30, 2019. In addition, there is a recommendation to ratify reconciled purchase orders for December 16, 2019. The reason for the reconciled purchase orders is that we discovered a system error in which some purchase orders were not printed on the purchase order report during these months. Although the purchase orders were processed through the financial system, these purchase orders were not printed on the report presented to the Board. Last, there is a recommendation that the Board review for second reading and adoption Board Policy 6340 Bids and Contracts. This board policy was presented for first reading at the December 16, 2019 board meeting.

**D. Measure E** has five items on the consent agenda. There is a recommendation to ratify Measure E Purchase Orders and Blanket Purchase Orders. As with the agenda item in the Administrative Services consent agenda, there is a second agenda item recommending the board ratify reconciled purchase orders from July 1, 2019 through November 30, 2019. There is a recommendation to approve a change order with ACC Contractors for the Administration Building project. The total change order is for \$6,728 and consists primarily of owner-requested items. There is also a recommendation to approve a contract amendment with KPFF Consulting Engineers for the Gymnasium project. KPFF provides qualified storm water prevention services. This contract amendment for \$5,450 is due to delays in the completion of the Gymnasium project. Last, there is a recommendation to accept the Measure E Budgets and Balances Report.

**E. Human Resources** has six items on the consent agenda. There are recommendations to approve revised job descriptions for the following positions:

- Research Analyst
- Investigator

There is also recommendations for approving of personnel actions for the following:

- Academic Personnel Action Items
- Administrator Personnel Action Items
- Classified Personnel Action Items
- Temporary, Non-Classified Service Employees Action Items

**F. Community Advancement** has a recommendation to approve the extension of the Affiliation Agreement with Northrop Grumman Electronics. The agreement enables El Camino College ECHT students to participate in an ECHT 95 course held at Northrop Grumman. Upon approval, the agreement will be extended to February 28, 2021.

**G. President/Board** has three items on the consent agenda. There is a recommendation to approve a personal services agreement with Edward B. Martinez to provide professional consulting expertise for the El Camino College/Compton College library archive project. The agreement will not exceed \$3,896.25. There is also a recommendation to renew an agreement with the Executive Advisory Board (EAB). The College is a member of EAB and has access to high quality research, technical assistance and toolboxes for assessment/implementation of best practices in student success. The agreement includes a no-cost early termination at the conclusion of each year. We intend to end the agreement in 2022, in which case the cost of this agreement will not exceed \$37,850. Last, there is a recommendation to adopt the 2020-23 El Camino College Strategic Plan. This plan was presented to the Board at the December 16, 2019 meeting for first reading. It has undergone extensive consultation. Dr. Viviana Unda, Director of Institutional Research and Planning will be at the board meeting to respond to questions.

**Action Agenda:**

**A. Academic Affairs – No Items.**

**B. Student Services – No Items.**

**C. Administrative Services** has four items. There is a recommendation that the Board accept the Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc. This report was prepared in compliance with GASB 74 and 75. The actuarial study calculates the District's fiduciary net position to be \$23,559,896. The new Other Post-Employment Benefits (OPEB) liability is now \$27,567,735. The study will help inform the development of strategies and actions to close this gap and fund the OPEB liability.

There is also a recommendation to approve the Non-Resident Tuition Fee for 2020-21 in the amount of \$290 per unit. The board item also includes a recommendation to approve the non-resident capital outlay fee of \$25 per unit of coursework. Both fees will commence with the summer 2020 session.

There is a recommendation to accept the El Camino College District Financial Report for the year ending June 30, 2019. The District received an unqualified audit with no findings.

Last, there is a recommendation to accept the State Audit Report for Mandated Minimum Conditions for State Aid. This state audit examined the claims submitted by the District for the period July 1, 2001 through June 30, 2012. The District claimed \$43,849,646 and was paid \$8,908,678. The audit disallowed most of the claim costs and determined the district earn \$854,170 in mandated costs. The district now uses the block grant method for receiving mandated cost reimbursement. This method is based on a formula per FTES. The District does not have to repay the overpayment for the mandated costs if it continues to use the new method of reimbursement.

**D. Measure E – No Items.**

**E. Human Resources – No Items.**

**F. Community Advancement – No Items.**

**G. Superintendent-President/Board** has two items. There is a recommendation to approve strategic marketing services to support enrollment management goals. A comprehensive Request for Proposals process was used to solicit proposals from interested providers. The proposals were to address (1) Brand Development services (2) Website Redesign services and (3) Marketing Campaign services.

After an extensive evaluation process that included paper screening of written proposals and presentations by the vendors, Stamats was selected to provide services for brand development and website redesign, and Interact was selected for marketing campaign services.

The agenda item details the costs for each entity. Combined, the costs are as follows:

• Year One	Brand Development/Website Redesign/Marketing Campaign	\$361,350
• Year Two	Marketing Campaign	\$ 70,000
• Year Three	Marketing Campaign	\$ 70,000

This cost does not include fees for optional services such as customized photography, video services, and travel.

In addition, there is a recommendation to approve a Letter of Intent with the City of Torrance for the establishment of the South Bay Public Safety Training Center. This letter indicates that the District and the City will work together to create this shared use facility to house the El Camino College Fire Academy and the on-going training needs of local and regional fire departments.

**H. Future Action Items/General Information** includes four items. There is a recommendation that the Board of Trustees receive for informational purposes:

- The FTES & Enrollment Management Report
- The Horticulture Feasibility Report (which accompanies the Horticulture Update presentation earlier in the meeting)
- The Guided Pathways Essential Practices: Scale of Adoption Self-Assessment
- Agreement with Los Angeles County Registrar’s Office to serve as a Voting Center

The Guided Pathways Essential Practices report is presented for first reading. It will be presented for second reading and adoption at the February 18, 2018 board meeting. The report must be submitted to the state Chancellor’s Office by March 30, 2020.

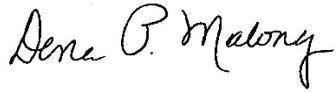
At the request of the Los Angeles County Registrar’s Office, the East Dining Room at El Camino College will serve as a polling place for the March presidential 2020 primary election. Due to recent legislation, voting will now take place in “voting centers” staged at public venues across the county using electronic balloting machines. These voting centers are open for several days leading up to Election Day, and are available to any L.A. County voter irrespective of polling precinct. The East Dining Room will be open for voting from February 29 – March 3.

**J. Policies and Procedures** includes the following items:

- Administrative Procedure 6330 – Purchasing (Information)
- Administrative Procedure 6435 – Bids and Contracts CUPCCAA (Information)

I am looking forward to seeing you on Tuesday, January 21, 2020 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, prominent initial "D".

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