



EL CAMINO COMMUNITY COLLEGE DISTRICT
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May 12, 2020

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, May 18, 2020 Board of Trustees meeting. Under the revised provisions of the Brown Act and the Bagley-Keenan Act, the Board meeting will be conducted remotely. The Board President will convene the meeting at 4:00 pm in the Alondra Room at the El Camino College Campus. Remaining members of the Board may participate via telephone or Zoom. The public may participate in Public Comment via email. There is an email account set up for *Public Comments for Closed Session Items*, and an email account set up for *Public Comments for Open Session Items*. Full information regarding the technical aspects of the Board Meeting can be found in the Board Docs site.

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**.

Presentations: There are several presentations for this meeting. The first is a presentation in recognition of Student Trustee Lindsey Lee's service on the Board for the 2019-20 academic year. Trustee Lee has provided excellent service on the El Camino Community College District Board of Trustees. We wish her well and want to recognize her many contributions to the District.

The second presentation is a recommendation that the Board adopt a Resolution of Appreciation of the El Camino College Classified Employees. The week of May 18-22 is Classified Appreciation Week and a number of remote activities and professional development opportunities are planned to celebrate our outstanding classified staff.

Last, Jorge Gutierrez, Executive Director, Facilities Planning, Operations and Construction will present a brief update on the status of the El Camino College Sustainability Plan and goals for improving our energy efficiency, water usage, recycling other sustainability practices.

The consent agenda includes the following:

- A. Academic Affairs** has four routine agenda items. There is a recommendation to ratify an agreement with Pointer Search Partners to conduct online training in the use of LinkedIn, a business social media platform, for all career education students. This training is especially needed due to the economic downturn and the challenges of career search strategies in an online environment. Up to 70 students can participate in each training session. The total cost will not exceed \$5,000. Second, there is a recommendation to ratify an amendment to the agreement with Loyol Creative for expanding marketing and outreach efforts for the Paralegal Program. The cost of the expanded scope of work will not exceed \$3,956. There is also a recommendation to approve an amendment to an agreement with the Yosemite Community College District, Child Development Training Consortium. The amendment increases the funding to El Camino College by \$4,082. Last, there is a recommendation to approve proposed curriculum changes effective 2020-21.

B. Student Services has three agenda items. There is a recommendation to approve an agreement with Otis College of Art and Design to provide El Camino College Language Institute services to incoming students at Otis College. This is the second summer in which the ECLA collaborated with Otis College to deliver summer classes to prepare master's degree students for their fall term at Otis College. Otis College will pay El Camino College Language Academy \$1,300 per student for the educational programming and services.

Second, there is a recommendation to approve the renewal of contracts with F-1 Visa Recruiting Agents. The ISP referral fee shall be \$1,500 per student over the course of two semesters, not to exceed \$1,500 per student. The ECLA program shall remain at \$500 per student for the spring and fall terms and \$300 for summer student referrals. The total amount for student referrals per F-1 Visa Educational Agents will not exceed \$25,000 total per fiscal year. The agent is paid when the student completes the semester. No fee is paid if the student does not complete the semester.

Last, there is a recommendation to approve the renewal of an agreement with LowerMark Agency to provide health coverage for international students. There is no cost to the District as students pay this fee as part of their tuition. The cost for the coverage will be \$654.18 per student for each six-month period of fall 2020 and spring 2021.

C. Administrative Services has three agenda items on the consent agenda. There are recommendations to accept the 311 Quarterly Report for the second and the third quarters of 2019-20. AB 2910, Chapter 1486, Statutes of 1986, requires that California Community College Districts report quarterly on their financial conditions. Although submitted to the State Chancellors Office in a timely manner, the second quarter report was overlooked in the preparation of the March agenda due to the shutdown of the campus and activities related to COVID-19. Both reports are presented to the Board for acceptance. Last, there is a recommendation to ratify purchase orders and blanket purchase orders.

D. Measure E has three items on the consent agenda. There is a recommendation to approve a change order with ACC Contractors for \$16,341 for the Administration Building Project. The change order includes one Owner Requested change, one change relating to Field Conditions, and two changes relating to Architectural/Engineering Requirements. The details of these changes are included in the agenda item. There is a recommendation to accept the Measure E Budgets and Balances Report, as well as a recommendation to ratify Measure E Purchase Orders and Blanket Purchase Orders.

E. Human Resources has nine items on the consent agenda. The first item is a recommendation to certify the Equal Employment Opportunity Fund Multiples Method Allocation Certification Form 2019-20. As required by Education Code and Title 5, all districts must comply with Multiple Method 1, and must demonstrate compliance with at least six (6) of the eight (8) remaining Multiple Methods to qualify for the receipt of the EEO Funding. The methods are described in the Certification form attached to the agenda.

There is a recommendation to approve a number of job descriptions based on a job audit or as part of a change to reflect current operational needs. These job description changes do not represent new, open positions. These positions are already filled and are reflected in our Position Control inventory of positions. The job descriptions are:

- Budget Specialist – new job description
- Library and Learning Resource Specialist – replacement job description
- Library and Learning Resource Technician I – replacement job description

- Library and Learning Resource Technician II – replacement job description.

Last, there are recommendations for approving personnel actions for the following:

- Academic Personnel Action Items
- Supervisory Personnel Actions
- Classified Personnel Action Items
- Temporary, Non-Classified Service Employees Action Items

F. Community Advancement has five routine items relating to Employment Training Panel contracts and contracts for customized training programs to local businesses. In addition, there is a recommendation to approve an agreement with the South Bay Adults School for pre-apprenticeship educational programs in a wide range of career paths. The agreement totals \$551,000 and will be paid to El Camino College through the South Bay Adult School's Allocation of Adult Education Program Funds.

G. President/Board has one item on the consent agenda. There is a recommendation to approve an agreement with Anchor Consulting, a government relations firm, to help the college advocate for support and funding of the South Bay Public Safety Training Center and the Warrior Pantry. The positive results to date has led to this recommendation to execute another contract for six (6) months to commence June 1, 2020 to November 30, 2020 with an option to extend the contract for another six (6) months at the District's option (from December 1, 2020 to May 31, 2021). The cost for the service is \$2,000 per month for a total of \$12,000 for six (6) months. In the event the District exercise the option to extend the contract for another six (6) months, the cost will remain \$2,000 per month.

Action Agenda:

A. Academic Affairs has one item on the Action Agenda. Under the emergency authority granted to the state Chancellor, districts may extend their spring 2020 semester without first seeking approval of the Chancellor's Office. The El Camino College Academic Senate recommends the El Camino Community College District adopt a limited extension to the spring 2020 Semester, which will allow the completion of certain courses necessary to licensure, certification or program completion. These courses are related to Fire Technology and Nursing. If approved, the limited extension to the spring 2020 semester would conclude no later than June 30, 2020.

B. Student Services - No Items.

C. Administrative Services has three items on the Action Agenda. There is a recommendation to adopt Resolution #05-18-2020A, which authorizes the California Statewide Delinquent Tax Finance Authority to assign delinquent tax receivables for fiscal years ending June 30, 2020, 2021, and 2022. This recurring item is recommended on an annual basis. There is also a recommendation to adopt Resolution No. 05-18-2020B, which requests the Board of Supervisors of Los Angeles establish tax rates for bonds of the El Camino Community College District expected to be sold in 2020-21. We anticipate issuing the next series of Measure E 2012 bonds later this summer. The last item is a recommendation to ratify the acceptance of the CARES Act: Higher Education Relief Fund 2020 from the US Department of Education. The CARES Act funding allocation method is based on the number of Pell Grant students and students as a whole at each institution of higher education. El Camino College has been allocated an award of \$11,659,979. At least 50% of the funding must be distributed in direct aid to eligible

students. No more than 50% of the funding may be used for institutional costs relating to significant changes in instruction resulting from the corona virus.

D. Measure E has one item on the Action Agenda. There is a recommendation to approve a Change Order with Tilden-Coil Constructors for the Pool and Classroom Building. The Change Order will not exceed \$378,561 and consists of two items. There is an Architecture/Engineering change to relocating and adding fire sprinkler heads in various parts of the building, and there is an Owner Requested change relating to the labor, materials and equipment for the installation of a Generator to serve both the Pool and Classroom Building and the Gymnasium. The Generator was originally part of the Gymnasium project. On December 17, 2018 the board approved a recommendation to move the Generator to the Pool and Classroom building project. This Change Order reflects this move.

E. Human Resources – No Items.

F. Community Advancement has one item on the Action Agenda. There is a recommendation that the Board ratify the agreement with Long Beach City College to provide small business training and consulting through the El Camino College Small Business Development Center (SBDC). The agreement will provide \$390,000 for this scope of work by the El Camino College SBDC.

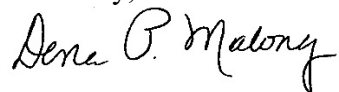
G. Superintendent-President/Board has one agenda item. There is a recommendation to adopt Board Resolution 05-18-2020D in support of Faculty Diversity in Hiring, and support a companion Resolution of the El Camino College Academic Senate Resolution 05-18-2020E. These two resolutions reflect a commitment to improve faculty diversity through more effective recruitment practices based on an analysis of individual hiring pools, strategies for improving diversity of candidates and professional development of selection committees. The Academic Senate and the College Council jointly recommend that the Board adopt the resolutions in support of increasing the institution's commitment to excellent faculty who reflect the diversity of the El Camino College student body.

H. Future Action Items/General Information has three items including a letter from the Commission on Accreditation for Respiratory Care, informing us that our program has met or exceeded all currently set thresholds for success based on our 2019 Annual Report of Current Status and Resource.

There is also an information item on the timeline for the Board of Trustees annual self-evaluation process. Last, there is an information item detailing the Los Angeles County Registrar-Recorder/County Clerk – Consolidated Calendar of Events for the general elections to be held on November 3, 2020.

I am looking forward to our meeting on Monday, May 18, 2020 at 4:00 pm. 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