



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

Telephone (310) 532-3670 or 1-866-ELCAMINO

www.elcamino.edu

August 10, 2020

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, August 17, 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 Board Room on the first floor of the Administration Building 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**. 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: Ms. Iris Ingram, Vice President of Administrative Services, will provide an informational presentation on the 2020-21 state budget and its impact on California Community Colleges.

The consent agenda includes the following:

- A. Academic Affairs** has seven routine agenda items. There is a recommendation to approve a no-cost agreement with Better World Books, which accepts books no longer needed in our Library collection, sells them and provides the resulting funds to the Friends of the Library. There is also an agreement for an outreach liaison to provide recruitment services for the Retail Management Certificate Program. The agreement will not exceed \$10,000 paid through the Perkins V grant. There is a recommendation to approve an agreement with Network Kinexion, which will provide job placement services for the CTE programs. The agreement will not exceed \$31,080 paid through the Strong Workforce funding.

There is a recommendation to conduct a second reading and approval of the Distance Education Plan, which was presented for first reading at the July 20, 2020 board meeting. There is a recommendation to conduct a second reading and adopt Board Policy 4025 and Board Policy 4110. Last, there is a recommendation to approve proposed curriculum changes effective 2021-22.

B. Student Services has eight routine agenda items. There is a recommendation to approve an agreement with ProtoCall Services Inc. to provide after-hours mental health services to students. ProtoCall Services, Inc. is the nation's leading provider of third-party telephonic behavioral health services and will be used as an "After Hours Emotional Crisis Line" for students at El Camino College. After an initial setup fee of \$250, the cost of the agreement is based on call volume. The estimated annual cost is \$25,000 per year and either party with a 30-day notice can terminate the agreement. There is also a recommendation to approve a Memorandum of Understanding with Loyola Marymount University to support field experience for graduate students in counseling.

Last, there are recommendations for second reading and adoption of six board policies:

- Board Policy 5015 – Residence Determination
- Board Policy 5020 – Nonresident Tuition
- Board Policy 5030 – Fees
- Board Policy 5040 - Student Records, Directory Information and Privacy
- Board Policy 5052 – Open Enrollment
- Board Policy 5055 – Enrollment Priorities

C. Administrative Services has five agenda items on the consent agenda. There is a recommendation to approve an agreement with ComputerLand of Silicon Valley for Adobe software licenses. The cost will not exceed \$66,767 and reflects discounted pricing obtained by the Community College Foundation on behalf of all California community colleges. There is also a recommendation to approve a one-year agreement with the Community College League of California for Turnitin Plagiarism Detection software. This one-year agreement provides a phased in period for faculty to convert from Turnitin to Unicheck, a less costly alternative approved by the Board at its July 20, 2020 meeting. The cost of this one-year agreement will not exceed \$53,958 and will be paid out of instructional block grant funds.

There is also a recommendation to approve an agreement with Formstack, a data management and online form builder system first implemented at El Camino College in 2018. Formstack has transformed paper processing of forms and approval documents throughout the campus. The approval trees provide for audit tracking of decisions made and approved via FormStack. The costs of this agreement will not exceed \$60,378. There is also a recommendation to approve an agreement with MJ Johnson for grant-writing services in support of the Strengthening Community Colleges grant available through the US Department of Labor. The College is developing a proposal to expand our capacity to develop robust online and digital learning programs, as well as expand digital learning to workforce development. The fee for MJ Johnson's services will not exceed \$7,500. Last, there is a recommendation to ratify purchase orders and blanket purchase orders.

D. Measure E has five items on the consent agenda. There is a recommendation to approve a deductive change order for \$244,578 for the Demotion of Existing Student Services and

Student Activities Center. This reflects the remaining allowances under the contractor's agreement for this project. There is also a recommendation to approve Change Order 2 for the Central Plant Retro-Commission project with ACCO Engineered Systems for \$4,161 due to unforeseen conditions. There is a recommendation to approve Change Order #5 with Tilden-Coil Constructors for the Pool and Classroom Building project. The change order reflects an owner request totaling \$42,526 and an unforeseen condition totaling \$32,046. The details regarding these two changes are identified in the board item. Last, there is a recommendation to ratify Measure E purchase orders and blanket purchase orders, and a recommendation to receive the Measure E Category Budget and Balances report.

E. Human Resources has five items on the consent agenda. There is a recommendation to approve a revised and updated job description for the Assistive Computer Technology Specialist. The revision is a product of a job audit for this position, which was last updated sixteen years ago. There is no revision to the salary range for this position because of the job audit.

There is also a recommendation to approve personnel actions for the following:

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

F. Community Advancement has seven routine items. There are recommendations to approve agreements with training providers to support entrepreneurs in the restaurant industry impacted by COVID-19. These agreements will be paid out of the Small Business Development Center grants. There are also recommendation to approve a routine contract with the Beverly Hills Chamber of Commerce, also paid for by the SBDC grant. There is a recommendation to approve an agreement with the Headquarters of the US Army for educational classes for Army National Guard personnel. Last, there is a recommendation to approve an agreement with Rancho Santiago Community College District (RSCCD) to provide \$30,000 in ETP funds to serve businesses in the RSCCD service area.

G. President/Board has one item on the consent agenda. There is a recommendation to approve the Board of Trustees 2020-21 goals and priorities, which were developed at the July 24, 2020 Board Planning Workshop.

Action Agenda:

A. Academic Affairs has three items on the Action Agenda. There is a recommendation to approve an agreement with Los Angeles County Office of Education, to provide tuition, books, and academic support for Head Start Teachers employed by the Los Angeles County Office of Education (LACOE) enrolled in infant/toddler classes. This agreement will allow these Head Start teachers to meet the educational requirements to maintain employment. This is the fourth consecutive year of this successful partnership with LACOE. There is also a recommendation to approve an agreement with Note Taking Express, a web-based software system that takes uploaded recordings and creates professional notes. This program will enable the College to meet its requirements for notetaking services for students requiring this accommodation. The agreement will cost \$200,000 paid through DSPS funding. Last, there is a recommendation to approve an agreement with the South Bay Work Force Investment Board to provide services relating to job search, industry panel presentations, and resume/interview skills assistance. The six-month agreement will not exceed \$30,000 paid through Strong Workforce funds.

B. Student Services – No Items

C. Administrative Services has five items on the Action Agenda. There is a recommendation to approve a four-year renewal agreement with ComputerLand of Silicon Valley for the purchase of Microsoft products and services. The Foundation for California Community Colleges (FCCC) has negotiated multiple statewide technology agreements for all California Community Colleges. This provides a cost-advantage for districts across the state. The cost of this agreement in year one is \$110,980.

The second recommendation on the Action Agenda for Administrative Services is the recommendation that the Board accept the COVID-19 Response Block Grant. The block grant consists of both federal and state funds and are to support activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19. In addition, the Legislature intended for these funds to be used to prioritize services for underrepresented students. The funds are allocated based on the pro-rata share of 2018-19 FTES. El Camino College has been allocated \$910,376 in federal funds, which must be spent by December 31, 2020. El Camino has also been allocated \$1,117,498 in state funds, which must be expended by June 30, 2022.

There is also a recommendation to approve an agreement with Wolfram Mathematica to support mathematic instruction at El Camino College. The cost of the three-year agreement is \$87,471. There is also a recommendation to approve an agreement for contractor services with GonLED for the LED Site Campus Lighting Project. The cost of this agreement will not exceed \$109,306 and is based on a piggyback pricing agreement through their California Community College/College Buys contract. Last, there is a recommendation to adopt Resolution No. 08-17-2020A "California Environmental Quality Act, Categorical Exemptions for Baseball Field Improvements Project". This resolution authorizes the district to adopt a Notice of Exemption (NOE)

for the Baseball Field improvement project based on a CEQA study of the projected impact of the project. The board item details the categorical exemptions identified in the study. Upon approval by the Board of Trustees, the NOE will be filed with the Los Angeles County Clerk and the State Office of Planning and Research, which starts the 35-day statute of limitations period on legal challenges to the District's decision that the Project is subject to CEQA Categorical Exemptions.

- D. Measure E** has four items on the Action Agenda. There is a recommendation to award construction management services task orders for the Behavioral and Social Sciences project and the Arts Complex project to Lundgren Management. The criteria and bid amounts are detailed in the board item. The cost of this construction management award is \$2,259,000. Construction is scheduled to begin in fall 2020.

There is also a recommendation to approve Change Order #15 to ACC Contractors for the Administration Building. The change order totals \$290,555 and is the final change order for this project. The change order consists of unforeseen conditions, architectural and engineering requirements, and owner requests. There is also a recommendation to approve the Notice of Completion to ACC Contractors for the Administration Building project. The project has been completed in accordance with the conditions and specifications of the ACC contract and accepted by a District representative.

Last, there is a recommendation to award the Music Building Architectural and Related Design professional services contract to the DLR Group. The evaluation and selection process consisted of a panel of individuals who scored the qualified applications. Through this process, the DLR Group received the highest score. DLR Group's proposed price is a lump sum amount of \$2,771,000. The term of the contract shall be from August 18, 2020 to August 31, 2024 (Post Construction). DLR Group has designed the Music and Theater Complex for Long Beach Community College and the Fine Arts Complex for Allan Hancock College and Irvine Valley College.

E. Human Resources – No Items

- F. Community Advancement** has three items. There is a recommendation to approve a contract with the Learning Resources Network Inc. (LERN) to provide not-for-credit personal development classes through the Community Education department. The agreement calls for revenue sharing of enrollment fees between the District and LERN. Second, there is a recommendation to approve an agreement with Long Beach City College (LBCC) to provide services to El Camino Small Business Development Center clients funded by LBCC CARES Act funds for this purpose. The agreement will provide \$195,000 to El Camino to provide this assistance to small businesses. Last, there is a recommendation to approve the Community Education Fall 2020 Schedule of Classes.

G. Superintendent-President/Board – No Items

H. Future Action Items/General Information has six items. There is a Notice of a Public Hearing on the 2020-21 Budget to be held on September 8, 2020. There is also an informational item regarding unit and division name changes, and a change in reporting relationship as follows:

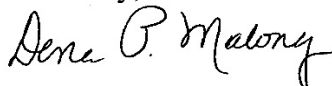
- *Unit Name Change:* Distance Education shall be renamed Online and Digital Education
- *Unit Name Change:* Library Learning Resources shall be renamed Library and Learning Resources
- *Division Name Change:* The Office of Staff and Student Diversity shall be renamed Office of Title IX, Diversity and Inclusion
- *Reporting Relations Change:* The Professional Development and Learning department shall report to Library and Learning Resources

Last, the 2019-20 Board of Trustees Self-Evaluation results are provided for information.

I. Policies and Procedures – No Items

I am looking forward to our meeting on Monday, August 17, 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