



EL CAMINO COMMUNITY COLLEGE DISTRICT
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December 14, 2020

Board of Trustees
El Camino College

Dear Members of the Board:

Happy Holidays! I am pleased to present you the agenda for the Monday, December 21, 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 Vice 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 BoardDocs site.

The Board meeting will begin **at 4:00 pm**. We will open the meeting with the Roll Call. We will then administer the *Oath of Office* for newly elected Board members. We will do so via Zoom for those Board members who are participating remotely. After administering the Oath of Office, we will adjourn to Closed Session. Following Closed Session, we will reconvene in Open Session **at 5:00 pm**.

Presentations:

We have two presentations at the meeting. Mr. Michael Pascual will provide a brief update on our Sustainability Plan action item to install solar panels on the campus. Following that, Ms. Andrea Sala, Executive Director of the El Camino College Foundation, will provide an informational presentation on the Foundation's achievements in 2019-20.

The consent agenda includes the following:

- A. Academic Affairs** has seven items on the consent agenda. There is a recommendation to approve an agreement with the Port of Long Beach to provide Post public safety classes for the Port of Long Beach Harbor Patrol. There is also a recommendation to purchase 25 Apple Computers to support instruction in the Fine Arts Division. The cost will not exceed \$83,007 funded through the Strong Workforce program. There is a recommendation to approve an agreement with Stamats to produce photo and video content to market Career Education programs. We need to enhance our marketing, web site and photo supply for CTE programs. The proposed agreement with Stamats will not exceed \$50,000 also funded through the Strong Workforce Program.

There is also a recommendation to approve an agreement for with Credly, Inc. to purchase digital badges for the health sciences program. Badges are now in demand by employers for specific areas of competency and are supportive of the goals of the Strong Workforce Program. The agreement with Credly will not exceed \$3,000 paid through Strong Workforce funding. There is also a recommendation to approve an agreement with Cedar Sinai Marina Del Rey Hospital to serve as a clinical site for Radiation Technology students. There is also a recommendation for second reading and adoption of Board Policy 4235 Credit for Prior Learning. Last, there is a recommendation to approve proposed curriculum changes effective for the 2021-22 Academic Year.

- B. Student Services** has two items on the consent agenda. There is a recommendation to approve an agreement with HealthRIGHT 360 as a resource for providing outpatient services, substance abuse disorder treatment, and residential treatment. The District will refer to HealthRIGHT 360 students in the *Formally Incarcerated Returning Students Thriving (FIRST)* program who are in need of such services. There is also a recommendation to approve an amendment to the agreement with NOVA Information Group for six additional months of support from its original end date of December 31, 2020 to July 1, 2021. The cost of the extension will not exceed \$29,925. NOVA Information Group provides integration support for Starfish (ECC Connect) with the Colleague Student Information System.
- C. Administrative Services** has six agenda items. There is a recommendation to approve a contract with Assa Abloy to remove and replace the first floor sliding doors of the MBAH building. The contract will not exceed \$49,944. There is also a recommendation to approve the purchase of a new generator for the El Camino College Police Department. The generator will be purchased from Cullicut Energy and will not exceed \$86,577. There is a recommendation approve the purchase of 35 laptops and a charging cart for the El Camino Fire Technology Program. The purchase will not exceed \$52,487. There is also a recommendation to approve a renewal of a licensing agreement to access Etudes CourseEvalHQ, a software package for collecting student evaluation data. The one-year agreement will not exceed \$8,000. There is also a recommendation that the Board receive the CCFS-311Q first quarterly report for Fiscal Year 2020-2021 in accordance with AS 2910, Chapter 1486, Statutes of 1986. 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 Change Order #4 for the Central Plant Retro Commissioning Project. The contractor on this project is ACCO Engineered Solutions. The Change Order amounts to \$45,786 and reflects an owner-request along with an unforeseen condition relation to the project. There is also a recommendation to approve a contract with Leighton Consulting as part of the new Music Building Project. Leighton Consulting will provide geotechnical observation and field exploration services. The contract will not exceed \$37,124. There is also a recommendation to approve an agreement with Remo Colindres for consultant services relating to specific construction projects. Mr. Colindres has expertise in the documentation and record-keeping relating to these projects. Last, there are recommendations to receive the Measure E Category Budget and Balances Report, and to ratify Measure E Purchase Order and Blanket Purchase Orders.
- E. Human Resources** has five items on the consent agenda. There is a recommendation to approve a new job description for the position of Dean of Library and Learning Resources. This recommendation is the result of a job audit for the Director of Library and Learning Resources position. It does not reflect an addition to headcount.

There are also recommendations to approve the following personnel actions:

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

- F. Community Advancement** has eight items on the consent agenda. These relate to contracts with training providers to support classes through Community Education as well as recommending

approval of the Community Education Winter/Spring Schedule of Classes. In addition, there are several recommendations to approve agreements with subject matter experts and other consultants who support the Small Business Development Center. These agreements are paid for through SBDC grant funding. Last, there is a recommendation to approve a license agreement with CourseStorm, a registration software system needed to support employer registrations for classes offered by the Business Training Center. The one-year license agreement will not exceed \$2,495.

- G. President/Board** has numerous items on the consent agenda. There is a recommendation that the Board approve the registration costs for members of the Board and the Superintendent President, who will be participating in the Effective Trustee Conference and the Legislative Conference, both of which are provided by the Community College League of California. Both conferences will be held virtually in January 2021. There is also a recommendation that the Board conduct a second reading and adoption of Board Policy 6339 Student Centered Funding Formula Data Management Ownership and Responsibilities.

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.

Action Agenda:

- A. Academic Affairs –No Items.**

- B. Student Services – No Items.**

- C. Administrative Services** has two items on the Action Agenda. There is a recommendation to approve a contract with Perkins, Eastman, Dougherty Architects to provide master planning, programming documents, schematic design, design development, contract documents, DSA submittal and construction administration for the Public Safety Training Center. The proposed site for the new center is in the City of Torrance. The contract will not exceed \$748,000 paid from Fund 49 “Safety Training Center Fund”. There is also a recommendation that the Board of Trustees approve the adoption of the Education Protection Account Funding and Expenditures for fiscal year 2020-2021. These funds are part of the District’s computational revenue calculation. The language in Proposition 30, which established these funds, requires that Boards adopt the intended use of the funds for instructional costs. The 2020-21 EPA funds for the El Camino Community College District is \$20,900,950.00. The entire amount was spent in the category of instructional salaries.

- D. Measure E** has four items on the Action Agenda. There is a recommendation to approve a contract with Garza Construction for the Accessibility Pathway Improvements Project – Phase 1. Garza was selected using guidelines from CUPPCA and will be responsible for providing materials and labor, to remove pathway accessibility barriers to comply with the 2010 Americans with Disabilities Act (ADA) Standards. The cost will not exceed \$196,250. This item was on the November 16, 2020 agenda and is recommended for a vote on this agenda. There is also a recommendation to approve Change Order #6 for Tilden-Coil Constructors, for the Pool and Classroom Building Project. The Change Order reflects a mix of Owner Requests, A&E Requirements, and Unforeseen Conditions. The Change Order totals \$116,636. There is also a recommendation to approve the construction management services Task Orders for the Music Building project to Element Construction. Although Cordoba Corp. submitted a proposal that is lower by \$104,326, the Task Order proposal by Element Consulting Group, Inc. was deemed to be of better value for the District due to the proposed

additional staffing that will be needed in the design and construction phases of a complex building such as this one. Last, there is a recommendation to adopt Resolution No. 12-21-2020A, California Environmental Quality Act (CEQA); Adoption of Addendum to Environmental Impact Report for the El Camino College District Facilities Master Plan (“Addendum”)(State Clearinghouse No. 2003061012); Music Building Relocation (“Project”) affirming an addendum to the Final Environmental Impact Report for the revised location and size of the Music Building Replacement. At the time of the last Facilities EIR in 2012, the Project square footage was identified as 68,200 gross square feet and the Project was to be constructed east of the Softball Field and Sand Volleyball Courts. The Project square footage has been adjusted and revised to 66,580 gross square feet and the location of the Project has been changed to the site of the demolished Art and Behavioral Science Building. The District retained an environmental consulting firm, Dudek, to assess the environmental effects of the Project as revised. Dudek completed its evaluation and issued a written report dated December 2020 and titled “Addendum to the Environmental Impact Report for the El Camino College District Facilities Master Plan (State Clearinghouse No. 200361012)” (“Addendum”) a copy of which is attached to the board item. The Addendum concludes that the relocated Project site and reduced Project size will not result in any substantial changes above and beyond those discussed and detailed in the FEIR. Also, the Addendum concludes that based on the analysis incorporated into the Addendum, none of the conditions described in Public Resources Code §15162 or Section 15163 of the CEQA Guidelines require preparation of a subsequent or supplemental FEIR relating to the revised location and size of the Project.

E. Human Resources – No Items.

F. Community Advancement has three items. There is a recommendation that the Board ratify the acceptance of a sub-grantee award from the California Governor’s Office of Planning and Research. The award of \$200,000 will support the strengthening of California defense manufacturers through training and technical assistance. The grant performance period is September 1, 2020 through August 31, 2022. There are also two recommendations to accept grant awards to the El Camino College Small Business Development Center. The first is an agreement with Long Beach City College under the SBDC Go-Biz Capital Infusion grant project to accept \$100,000 to support specialized training and advising to small business owners resulting in economic impact for the South Bay and surrounding cities. The second recommendation is also an agreement to accept \$225,000 from Long Beach City College under the SBDC TAEP grant. The purpose of this grant is to provide funding to the Small Business Development Center to establish, develop, operate and host a technical assistance expansion program. Small Business Development Center is to provide small business clients with direct technical assistance, direct technical training, research to assess small business service needs and marketing to include outreach and support expansions in current SBDC activities.

G. Superintendent-President/Board has six agenda items. The first is a recommendation that the Board elect officers for 2021. There are three positions under consideration: Board President, Board Vice President, and Secretary of the Board. A separate motion must be made for each office. There is also a recommendation to appoint Dena P. Maloney as Secretary to the Board. The third item is a recommendation to approve a schedule of regular meetings of the Board for 2021. The fourth item is a recommendation to appoint board members to serve on various boards and organizations in 2021. This also requires a separate motion for each board or organization.

There is also a recommendation that the Board of Trustee establish a Board Policy Committee to work with the Superintendent/President in reviewing and revising El Camino Community College

District board policies in Chapter 1 and Chapter 2. Chapter 1 Board Policies relate to the District; Chapter 2 Board Policies relate to the Board of Trustees. The proposed Board Policy Committee will review these selected board policies with an equity lens. Any revisions recommended by the Board Policy Committee will then be reviewed through the collegial consultation process before being recommended for adoption by Board as a whole. Last, there is a recommendation that the Board accept the Annual Audit Report for the El Camino College Foundation.

H. Future Action Items/General Information has two items.

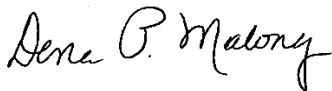
- a. Bond Project Status Report
- b. Guided Pathways Essential Practices: Scale of Adoption Self-Assessment – FIRST READING

I. Policies and Procedures has one item:

- Administrative Procedure 4105 – *Distance Education* - Information .

I am looking forward to our meeting on Monday, December 21, 2020 at 4:00 pm. As always, if you have any questions regarding the agenda, please feel free to call or email me before noon prior to the Board meeting.

Sincerely,



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