



**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
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March 15, 2021

Board of Trustees  
El Camino College

Dear Members of the Board:

I am pleased to present you the agenda for the Monday, March 15, 2021 regular meeting of the Board of Trustees. 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 BoardDocs 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:***

We have three presentations at the meeting. Ms. Alicia Herrera of Eide Bailey will provide an overview and discuss the highlights of the El Camino Community College District's Annual Financial Report for the year ending June 30, 2020. We will then receive an update on the status of the El Camino College Presidential Search from search consultants Dr. Ben Duran and Dr. Lisa Sugimoto of PPL, Inc. Following that, Dr. Viviana Unda, Director of Institutional Research and Planning will provide an informational presentation on the fall 2020 Student Withdrawal Survey.

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

- A. Academic Affairs** has four items on the consent agenda. There is a recommendation to ratify an agreement with Network Kinecton. The Network Kinecton team are job and internship placement specialists that work with colleges, workforce investment boards & employers to create the connection between job seekers in various programs and the careers they desire. This agreement will not exceed \$33,670 and will be paid through Strong Workforce funds. There is also a recommendation to approve an agreement with consultant Robin Harrington to assist in the review and design of a streamlined proposal system for Perkins V funding. Ms. Harrington will produce and deliver faculty training for Perkins V (via Zoom), and enter the Perkins V application into the Chancellor's Office NOVA system. This contract is funded with Perkins funding and will not exceed \$14,000. There is also a recommendation to ratify an agreement with the Chabot-Las Positas Community College District to support the California Early Childhood Mentor Program. El Camino College will receive \$27,097 in grant funds through this agreement. Last, there is a recommendation to approve proposed curriculum changes effective for the 2021-22 Academic Year.

- B. Student Services** has one item on the consent agenda. There is a recommendation to ratify a cooperative agreement between the University of California, the Center for Educational Partnerships at UC Berkeley, and El Camino College in support of the Puente Project. The goal of the Puente Project is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. The agreement will provide up to \$5,500 over the three year agreement.
- C. Administrative Services** has four agenda items. There is a recommendation to adopt the Non-Resident Tuition Fee and Capital Outlay fee for 2021-22 Academic Year. The district is proposing the non –resident fee of \$276 per unit, and the capital outlay fee of \$20 per unit. By law, the capital outlay fee must be charged to all non-resident students, not just those who are international students. There is also a proposal to ratification to amend the contract with BankMobile for electronic student fund disbursement system services. The District uses BankMobile to handle all electronic fund disbursements services to students. Negotiating the rates to be paid extended beyond the contract ending date; BankMobile kept the rate in place until negotiations were concluded. There is also a recommendation to receive the CCFS-311Q second quarterly report for Fiscal Year 2020-2021, as required by 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 a contract with Leighton Consulting, Inc. to provide to provide geotechnical observation and testing services for the Construction Tech Building Project. The contract will not exceed \$38,588. There is a recommendation to approve a similar agreement with Leighton Consulting, Inc., to provide geotechnical observation and testing services for the Baseball Field Improvements Project. This contract will not exceed \$48,837. There is also a recommendation to approve Change Order #1 with Garza Construction for the Accessibility Pathway Improvement – Phase 1 project due to unforeseen conditions. The Change Order cost is \$17,000. There is a recommendation to receive the Measure E Category Budget and Balances Report, and a recommendation to ratify Measure E Purchase Order and Blanket Purchase Orders.
- E. Human Resources** has eight items on the consent agenda. There is a recommendation to approve an agreement with Executive Advisory for a management training webinar on leading multi-generational teams. There is a recommendation to approve a revised job description for the Director of Accounting position. Additional responsibilities and a change in the reporting relationship of the position is reflected in the revised job description. There is also a recommendation to approve a new job description for the Student Success Coordinator position. A job audit of the current job description revealed the District did not have a job description on record that accurately captured the duties, responsibilities, and scope of work for a position that oversees office operations and supports a cohort-based success program. Approval of the new job description will not add to the existing head count and will not impact the general fund since the entire position is supported by Fund 12 monies. There is also a recommendation to approve revised job descriptions for administrative and clerical positions with typing requirements. The typing requirements do not reflect the duties of today’s office operations, and often limited the pool of eligible applicants for these positions.

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 four items on the consent agenda. There is a recommendation to renew an agreement with Black Rocket Productions LLC, which provides classes for the El Camino College “Kids College” offered through Community Education. Revenue from class enrollments will cover the expense of this agreement. There is also a recommendation to approve a Letter of Engagement with SynED, an organization that provides wraparound services to National Guard personnel and other students taking CompTIA classes. The Letter of Engagement with SynED, Inc., will generate an expenditure that will be covered by the existing Memorandum of Agreement with Headquarters, Department of the Army. There is also a recommendation to approve an agreement with the Community College Foundation (TCCF). The Community Education department's Foster Care Education program will provide Resource Family Approval (RFA) training services for The Community College Foundation valuing \$6,000 through this agreement. Last, there is a recommendation to approve a personal services agreement with Julio C. Rivera to provide welding instruction at the Federal Correctional Institution, Terminal Island, California. The instructor will develop, prep, and deliver on-site high quality customized training including, but not limited to welding with strong analytical background, Shielded Metal Arc Welding, Semi-Automatic and Gas Tungsten Arc Welding as well as strong skills with Oxy-fuel welding. The instructor will also assist students in receiving welding certifications. This agreement constitutes an expense of \$42,000 that will be covered through the agreement with FCI approved by the Board of Trustees at the February 16, 2021 Board meeting.

**G. President/Board - No Items.**

*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 the Board of Trustees accept the Fiscal Year 2019-20 Financial Audit Report. A representative from Eide Bailly, Inc. will be at the meeting during the Presentation portion of the meeting to provide an overview of the audit, and answer any questions the Board may have regarding the audit. There is also a recommendation that the Board approve Interfund Transfers for Fiscal Year 2020-21.

**D. Measure E** has four items on the Action Agenda. There is a recommendation to accept the Notice of Completion for the Pool-Classroom Project. The required work for the Pool/Classroom Building Project, Bid #2017-3 has been completed in accordance with the conditions and specifications of the subject contract and accepted by a District representative. There is also a recommendation to award a contract for a DSA Project Inspector of Record for the Baseball Field, Field Safety Netting & Construction Technology Construction project to Sandy Pringle Associates, Inc. Sandy Pringle Associates Inc. received the highest score (24 points out of a possible 35 points) and was also the lowest price proposal. The agenda item includes the scores and the cost proposals for all bids that were submitted. The contract will not exceed \$139,120.

There is also a recommendation to award a contract to CABD Construction, Inc. for the Baseball Field Netting and Construction Technology Building Construction projects. CABD Construction, Inc. was the lowest, responsive and responsible bid received. The agenda item includes the scores

and the cost proposals for all bids that were submitted. The cost will not exceed \$5,396,500, including Alternate #1 (including and installing ground box and power), and Alternate #2 (provide Ethernet conduit at Scoring Box).

Last, there is a recommendation to approve entering a contract with FieldTurf USA, Inc. for synthetic field turf for the Baseball Field renovations. For this project, the District is utilizing the State of California Multiple Award Schedule (CMAS) contract with FieldTurf USA, Inc. as its procurement vehicle for this contract. The CMAS contract is available for use by any California state, local government agency and school districts (including community colleges) and it saves the District time and resources in issuing its own procurement solicitation. This method of procurement is allowed under the California Public Contract Code Section 10298. The cost of this contract will not exceed \$744,962.

**E. Human Resources – No Items.**

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

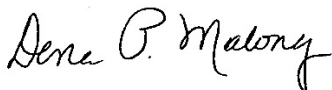
**G. Superintendent-President/Board** has one item on the Action Agenda. There is a recommendation to approve voting for six candidates for the California Community College Trustee (CCCT) Board. Trustee Murakawa reviewed the application materials and is making this recommendation on behalf of the Board of Trustees.

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

- a. Bond Project Status Report – Information
- b. 2020-21 Board Goals – Information

I am looking forward to our meeting on Monday, March 15, 2021. As always, if you have any questions regarding the agenda, please feel free to call or email me on March 15<sup>th</sup> before noon prior to the Board meeting.

Sincerely,



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