



EL CAMINO COMMUNITY COLLEGE DISTRICT
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April 9, 2021

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present you the agenda for the Monday, April 19, 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 3:30 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 3:30 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 two presentations at the meeting. Ms. Lou Behar, 2019-20 Chair of the Citizens' Bond Oversight Committee, will provide a brief overview of the 2019-20 Citizens' Bond Oversight Committee (CBOC) Annual Report. Dr. Rene Lozano, Coordinator of the El Camino College Transfer Center, will provide an overview of the Transfer Center program's services and impact on student success at El Camino College. Following these presentations, Dr. Jaynie Ishikawa, Director of the Office of Title IX, Diversity and Inclusion, will conduct a board training on Implicit Bias in preparation for final interviews in the Superintendent/President search process.

The consent agenda includes the following:

- A. Academic Affairs** has five items on the consent agenda. There is a recommendation to approve a purchase of a Pierce Quantum Pumper to replace a similar piece of equipment lost in the fire at the El Camino Fire Academy in Inglewood. Payment by our insurance is covering the \$60,000 to replace this pumper. There is also a recommendation to ratify an extension to the sub-award for El Camino College's participation in the WBHR-LSAMP Project. El Camino College has been a partner on Howard University's Washington Baltimore Hampton Roads-Louis Stokes Alliance for Minority Project (WBHR-LSAMP) since 2015. This is a five-year project, but El Camino College was provided a no-cost, one-time only extension for an additional year. There is also a recommendation to approve an agreement with the Network for Teaching Entrepreneurship (NFTE) to conduct two webinars for the Business Management Entrepreneurial program. The cost will not exceed \$5,500, paid through Perkins V funding. There is also a recommendation to approve an agreement with Pointer Search Partners to provide LinkedIn workshops for the Paralegal program. Three virtual workshops will be conducted, each of which can accommodate up to 70 students. The cost will not exceed \$5,000, paid through Perkins V funding. Last, there is a recommendation to approve proposed curriculum changes effective for the 2022-23 Academic Year.

- B. Student Services** has three items on the consent agenda. There is a recommendation to approve an agreement with Wonsulting to support an ASO virtual “data science day” featuring data science professionals and career development workshops. Wonsulting specializes in LinkedIn workshops tailored for college students looking to effectively network while seeking data-driven internships and early career opportunities. The agreement will not exceed \$800. There is also a recommendation to approve an agreement with Francisco X. Rivera, the 2021 El Camino College Commencement Speaker. Mr. Rivera is an alumnus of El Camino College, transferring to Cal State Long Beach and earning a Bachelor Degree in Journalism. He is a noted broadcaster, working in sports broadcasting for soccer, football, ice hockey and baseball. In 2012, Rivera became the youngest broadcaster to call a World Series game on Spanish television in the United States. He has also served as a host and analyst for FOX NFL coverage, including Super Bowl XLVIII. In 2018, Rivera was introduced as the new Spanish voice of the Los Angeles Kings on ESPN Deportes Radio. Last, there is a recommendation to approve an agreement with LowerMark for international student insurance. The three-year agreement limits rate increases to no more than 4% per year. As these costs are borne by international students, there is no cost to the District.
- C. Administrative Services** has six agenda items on the consent agenda. There is a recommendation to approve a contract with Leighton Consulting, Inc. to provide geotechnical observation and testing services for Public Safety Training Center Project. The cost will not exceed \$35,903 and will be paid out of Fund 49, designated for this project. There is also a recommendation to approve an agreement with Cal Valda to provide a topographic survey for the Public Safety Training Center Project. The cost of this agreement will not exceed \$40,280 paid through Fund 49. There is also a recommendation to approve an agreement with DUDEK to prepare CEQA documents for the Public Safety Training Center. The cost will not exceed \$69,827 paid through Fund 49. There is also a recommendation to reissue a stale dated warrant (#24314498) issued on January 31, 2018 in the amount of \$457.00. The warrant was never deposited. There is also a recommendation to declare vacant the bona fide taxpayer group representative to the Citizens’ Bond Oversight Committee. Following this action, the District will advertise the open seat and invite applications for review. Last, there is a recommendation to ratify purchase orders and blanket purchase orders.
- D. Measure E** has four items on the consent agenda. There is a recommendation to approve a contract with Atlantic Relocation for move management services for the Student Activities and Bookstore/Café project. The cost will not exceed \$71,726. There is also a recommendation to approve an agreement with Smith Emery Laboratories for specialized testing and inspection services for the same project (Student Activities and Bookstore Café). The cost will not exceed \$55,540. 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 nine items on the consent agenda. There is a recommendation to retire the job description for the Marketing & Operations Supervisor and replace it with the job description for an Assistant Director of Marketing & Operations position which broadens the responsibilities of the position as it has evolved over time. There is also a recommendation to approve the job description of the Director of Non-Credit position. This position will oversee the planning, development and implementation of non-credit programs in response to local workforce talent needs. This position will also help grow enrollment in non-credit programs at El Camino College. It will be funded by Strong Workforce Program funds. There is also a recommendation to approve a new classified job description for the Pool Maintenance Technician position. This position will replace the former Pool Maintenance Worker job description which does not have the appropriate skills or knowledge to

manage and maintain a computerized pool system now in place in the Pool/Classroom building. There is also a recommendation to approve the revised job description for the Director of Athletics and Kinesiology. The revised job description has been updated to reflect the scope of responsibility and work expectations and requirements for this position. There is also a recommendation to approve the board action that declares that all management, academic, classified, confidential and other unrepresented employees' salaries are declared indefinite for 2021-2022.

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 fifteen items on the consent agenda. There is a recommendation to approve the Community Education Summer 2021 Schedule of Classes. There is also a recommendation to approve an amendment to Contract CN99785.5 between Long Beach Community College District and El Camino Community College District, providing a co-cost extension through September 30, 2021. There is also an agreement with Have Presence, LLC. This contractor will provide services to the El Camino College Small Business Development Center, paid for by the Long Beach City College CARES Act funds. There is also a recommendation to approve an agreement with Inspectors' Clinic, Inc. to provide further instructional support for welding classes at the Federal Correctional Institution – Terminal Island. The agreement will not exceed \$84,000 and will be paid through the FCI-Terminal Island contract. There is also a recommendation to approve an agreement with HJAAS Factory Outlook to purchase a ST-20 Series Turning Machining Center which will be located at the Northrop Grumman Space Park facility. The machining center will be used to support apprenticeship training at Northrop Grumman. The cost of \$63,733 will be paid from the California Apprenticeship Innovation grant at El Camino College.

There is also a recommendation to approve an amendment with Evolutionary Measures, Inc. by increasing the original agreement by \$15,000. This is based on increased demand for customized training in the post-COVID environment. The cost for this increase will be paid by the El Camino College ETP funds. There is also a recommendation to approve an agreement with S&H Machining. This agreement will not exceed \$20,000 paid through the El Camino College ETP funds. Training will focus on blueprint reading skills.

Last, there is also a recommendation to provide ETP-funded COVID-19 training to eight companies in the health care industry. The Employment Training Panel (ETP) is allowing sub-contractors to offer COVID-19 Safety Training to current employees as well as employees who may have been laid-off and later on rehired (back-fill). Each contract is a separate item on the consent agenda. The eight companies are:

- Alhambra Healthcare and Wellness Center
- Amaya Spring Healthcare and Wellness Center
- Brighton Place San Diego
- Brighton Place Spring Valley
- Granite Hills Healthcare and Wellness Center
- Ivy Creek Healthcare and Wellness Center
- Pasadena Park Healthcare and Wellness Center

- Pinegrove Healthcare and Wellness Center

G. President/Board has one agenda item. There is a recommendation to approve an agreement with Maleman Ink to support public information relating to the Public Safety Training Center. The agreement will not exceed \$3,000 for four months and will be paid through Fund 49 – Public Safety Training Center.

Action Agenda:

A. Academic Affairs has two items on the Action Agenda. There is a recommendation to approve an agreement with the Centinela Valley Union High School District for \$150,000 as part of the CVUHSD K-12 Strong Workforce Program. El Camino College will perform eight tasks under this agreement, which are detailed in the agenda item. There is also a recommendation to approve the receipt of \$838,476 in Strong Workforce Program – Regional Funds. El Camino College will use these funds to support and advance the goals of the Strong Workforce Program through local projects that strengthen Career Education programs.

B. Student Services has three items on the Action Agenda. There is a recommendation to approve the receipt of the California Community College Historically Black Colleges and Universities (HBCU) Transfer Agreement Project. El Camino College was the sole awardee of this competitive grant proposal. The total amount for this project is \$2,905,000 over five years. The objectives of the project are to:

- Provide effective organization and governance to ensure the success of the HBCU Transfer Agreement Project;
- Provide effective HBCU partner relationship building, management, and oversight;
- Construct and maintain an effective statewide outreach campaign to involved stakeholders, including students, parents, high school and college counselors, instructional faculty, community-based organizations, and faith-based organizations;
- Form, participate in, and maintain strategic partnerships with other state and national groups having shared goals, such as with Umoja, A2MEND, The Black Common Application, Black Expo, and HBCU Alumni Chapters, etc.; and
- Maintain the necessary data infrastructure to collect, measure, and evaluate program outcomes in respect to the objectives.

There is also a recommendation to approve the renewal of the Campus Logic contract for 3 years from 7/1/2021 through 6/30/2024, with a cost not to exceed \$289,230. Campus Logic has modernized and streamline financial aid applications and has allowed the college to disburse financial aid awards in a more accurate and timely fashion. Last, there is a recommendation to approve an increase of the blanket Purchase Order to cover registration and enrollment fees for South Bay Promise students at El Camino College. The South Bay Promise covers enrollment fees for eligible students. The increase is \$363, 477 resulting in a total blanket purchase order of \$863,447.

C. Administrative Services has two items on the Action Agenda. There is a recommendation the Board of Trustees accept the Fiscal Year 2019-20 Proposition 39 General Obligations Funds Audit Report. A representative from Clifton Larson Allen, LLP, for the fiscal year 2019-20 will be at the meeting during the presentation portion of the meeting if there are any questions. There is also a recommendation that the Board ratify the purchase of 400 laptops from HP INC to support the College's Computer Lifecycle Replacement Plan. The total cost of this purchase will not exceed

\$415,948. There is also a recommendation to select GA Technical to provide the services on the Campus Police Generator Project. This project will replace a rental generator and requires expert installation services. GA Technical is the lowest cost bidder and is recommended to be awarded the installation contract. The cost will not exceed \$211,000. Similarly, there is a recommendation to select GA Technical as the contractor for installation of a new generator for the Library. GA Technical was the lowest cost bidder on this project as well. The cost will not exceed \$126,000. Both the Campus Police Generator Project and the Library Generator Project will be paid out of Fund 41.

D. Measure E has five items on the Action Agenda. There is a recommendation to accept the Notice of Completion for the Central Plant Recommissioning Project. The required work for the Project, Bid #2019-01 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 approve an increase to the agreement with Public Agency Law Group for legal services in relation to Measure E projects. The increase is \$77,078 resulting in a total blanket purchase order of \$172,078. There is also a recommendation to award a contract for a DSA Project Inspector of Record for the Student Activities Relocation and Bookstore Café Renovation Project to Knowland Construction Services. The recommended contractor received the highest score (25 out of 35 points) and was the second-lowest bid with a difference of \$3,696 from the lowest bid. The contract will not exceed \$108,416. There is also a recommendation to award the task order to Element Consulting, Inc. for Construction Management Services relating to the demolition of the BSS/Arts Complex and the Music Building. Among the three construction management services contractors, Element Consulting had the lowest bid. Last, there is a recommendation to award a contract to Caltec Corp for the Student Activities Relocation and Bookstore Café Renovation project. Caltec had the lowest responsive and responsible bid for this project. The contract will not exceed \$3,064,000.

E. Human Resources has one agenda item. There is a recommendation that the Board ratify the Memorandum of Understanding between the El Camino Community College District and the El Camino College Federation of Teachers regarding Lab/Lecture Parity, Article 8, Section 5 and Appendix B, Teaching Load.

F. Community Advancement – No Items.

G. Superintendent-President/Board has four items on the Action Agenda. There is a recommendation to approve a renewal agreement with Modern Campus (formerly Omni Update), El Camino College's web content management system. A content management system is required to house information and services about the college and is the tool used to update content. Hundreds of El Camino campus users are currently trained in the Omni CMS platform and regularly use it to maintain the El Camino website. There is also a recommendation that the adopt Resolution 2021-19-04A reaffirming El Camino College District's commitment to equity, diversity and inclusion. The resolution details the inclusion of students in the governance of the college, the underlying principles and values in board statements and policies, the commitment to address underrepresentation of faculty, staff, and administrators, the focus on actionable goals in the college's Equal Opportunity Plan, the provision of professional development opportunities which strengthen cultural competence and mitigating implicit bias, and the commitment to providing professional development for all faculty which supports a culturally responsive curriculum which acknowledges and supports the value of diversity. There is also a recommendation that the Board of Trustees adopt Resolution 2021-19-04B declaring its support of Black Student Success Week (April 26-30). The resolution details the disproportionate impact and equity gaps in the success rates of African American students at El Camino College, and the commitment the Board holds to achieving

local Vision for Success goals relating to student achievement gaps. Last, there is a recommendation to approve the amended and restated agreement between the El Camino Community College District and the El Camino College Foundation. This is the first time this agreement has been refreshed since its approval in 1983.

H. Future Action Items/General Information has four agenda items.

- Accrediting Commission of Community and Junior Colleges (ACCJC) Annual Report and Annual Fiscal Report – Information
- Recognizing the Service of Jess Negrete, Member of the Citizen’s Bond Oversight Committee – Information
- Board of Trustees – Future Discussion on Project Labor Agreements – Discussion
- 2020-21 Board Goals – Information

I. Policies and Procedures has numerous items for first reading or information.

Board Policies – First Reading:

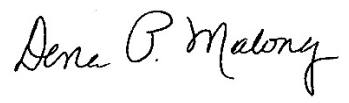
- BP2200 Board Duties and Responsibilities
- BP2210 Officers
- BP2220 Committees of the Board
- BP2435 Evaluation of the Superintendent/President
- BP2745 Board of Trustees – Self Evaluation
- BP3100 Records Retention and Destruction – Reviewed – No Changes
- BP3200 Accreditation
- BP4300 Field Trips and Excursions
- BP4260 Pre-Requisites and Co-Requisites
- BP5035 Withholding of Student Records
- BP5130 Financial Aid – Review Only – No Changes
- BP5800 Prevention of Identity Theft in Student Financial Transactions – Review Only
No Changes

Administrative Procedures – Information Only

- AP3100 Records Retention and Destruction
- AP3200 Accreditation
- AP4236 Advanced Placement and IB Credit – RETIRE
- AP4237 Credit for Military Service – RETIRE
- AP4260 Pre-Requisites and Co-Requisites
- AP4300 Field Trips and Excursions
- AP5012 International Students
- AP5035 Withhold of Student Records
- AP5130 Financial Aid
- AP5800 Prevention of Identify Theft in Student Financial Transitions

I am looking forward to our meeting on Monday, April 19, 2021. As always, if you have any questions regarding the agenda, please feel free to call or email me on March 15 before noon 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