



EL CAMINO COMMUNITY COLLEGE DISTRICT

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December 14, 2016

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the Monday, December 19, 2016 Board agenda. At 4:00 pm, we will open the meeting with the Roll Call and Public Comment on Closed Session Items. We will then adjourn to Closed Session. Following Closed Session, we will reconvene in Open Session at 5:00 pm.

Open Session will begin with a short presentation by El Camino College Foundation Board President David Kartsonis on the 2015/16 Foundation Annual Report. The Report details the 2015/16 accomplishments and progress of the Foundation's Strategic Initiatives.

The consent agenda includes the following:

- A. **Academic Affairs** presents a number of routine items including an agreement for a clinical site for the nursing and radiologic technician programs, and approval of proposed curriculum changes effective 2017/18. Of note is the presentation for second reading and adoption of Board Policy 4010 *Academic Calendar*, and the presentation for second reading and adoption of the agreement with Centinela Valley Union High School District AB 288 Dual Enrollment.
- B. **Student and Community Advancement** includes a number of contract amendments with local school districts for the California Career Pathways Trust grant. There is also a recommendation for international travel to support recruiting for the International Student program, and a recommendation to accept a grant to support the new ECC PRIDE leadership development program. In addition, there is a recommendation to approve an agreement with FLOWATER for on-campus water stations. This is an initiative of the ASO and has been reviewed by the ASO and the College Council, as well as the appropriate departments within Administrative Services.
- C. **Administrative Services** has one consent agenda item recommending the ratification of routine Purchase Orders and Blanket Purchase Orders.
- D. **Measure E** presents for ratification Purchase Orders and Blanket Purchase Orders, as well as approval of the 2002 and 2012 Measure E Bond Budget Summary. You will also see a

contract amendment with HMC Architects in the amount of \$6,250 due to unanticipated engineering changes relating to electrical work.

E. **Human Resources** section of the Consent Calendar includes three items relating to personnel actions for:

1. Academic Personnel
2. Classified Personnel
3. Temporary Non-Classified Employees

You will also find a recommendation for the destruction of physical employment records which have now been digitized and archived. There is also a recommendation to approve an agreement with Community College Search Services (CCSS) to assist with the recruitment of the Vice President of Human Resources. After two open recruitments, we recommend that an external search firm assist in recruiting potential applicants to ensure a sufficient pool of qualified candidates. Last, you will find a recommendation to amend an agreement with James Marteney, Jr. to provide training to support the conversion from Etudes to Canvas, as well as a recommendation to approve an agreement with Mathew Koutroulis for use of the Flex Reporter software program to document flex activities as required by the state Chancellor's Office.

F. **President/Board** consent agenda includes a variety of items relating to organizational matters including designating the order of administrative authority in the absence of the Superintendent/President, signature authority on a variety of district accounts, and other business matters. There is also a recommendation to approve conference-related registration and travel expenses for members of the Board of Trustees.

The Action Agenda includes the following:

- A. **Academic Affairs** – No Items
- B. **Student and Community Advancement** has two items relating to grant acceptances.
- C. **Administrative Services** – No Items
- D. **Measure E** action items include a contract amendment with Allan Buick & Bers for the Stadium project in the amount of \$17,000 for additional waterproofing inspection services. In addition, there is a recommendation to approve a change order in the amount of \$431,725 on the Parking Structure Upgrade Lot F & E Project. The details on this change order are listed in the Board agenda item, the largest single contributor being \$430,260 for additional spall repair in Phase 2 between Grid Lines 1-28.

There is also a recommendation to approve a contract with Creative Design Associates to develop an updated ADA Transition Plan. The total cost for the development of the plan is \$215,851. This firm has developed ADA Transition Plans for numerous community colleges

and other public agencies, and has previously conducted facilities analysis for ADA accessibility at El Camino College.

E. **Human Resources** – No Items

- F. **Compton Educational Center** includes a recommendation for approval of the 2017-2022 Comprehensive Master Plan (CMP) for the ECC Compton Center/Future Compton College. The CMP includes the Educational Master Plan and the Facilities Master Plan. Two additional components are in development: the Staffing Plan and the Technology Master Plan. A link to the CMP is included in the agenda item.

The agenda also includes a recommendation to accept the 2017 ECC Compton Center Self-Evaluation Report in support of candidacy for the ECC Compton Center. The Self-Evaluation Report was developed with broad input and participation from the El Camino College Compton Center and El Camino College. The ECC Compton Center Faculty Council approved the Self-Evaluation Report at its December 1, 2016 meeting, and the El Camino College Academic Senate granted approval at its December 6, 2016 meeting. The agenda item includes a link to the Self-Evaluation Report, which is currently being laid out for final printing. Physical copies of the report will be available for members of the Board at the meeting.

The ECC Compton Center External Evaluation Team visit is scheduled for Monday, March 6, 2017 through Thursday, March 9, 2017.

- G. **Superintendent/President's** section includes items relating to the organization of the Board for 2017. The Board will elect officers, appoint a Secretary to the Board, and also appoint Board members to serve on various boards and organizations. There is also an item regarding establishing the date, time and place of Board meetings for 2017.

You will note that there is an item regarding the El Camino Community College District Board of Trustees election calendar. Senate Bill 415 requires districts to align their Board elections with the national election cycle when certain specific conditions are met. El Camino Community College District is one of sixteen districts impacted by SB 415. Two draft resolutions are included in the agenda for consideration by the Board.

- H. **Future Action Items – General** includes an information item regarding a grant opportunity with Lawrence Livermore National Laboratories for Cleantech entrepreneurs, and a grant opportunity with the National Science Foundation's ADVANCE Program to increase participation of women in science and engineering careers. There is also a recommendation to revise the Board goal setting and self-evaluation process to better align with the college's integrated planning cycle. This is a follow up to a discussion at the November 21st Board meeting regarding the Board's self-evaluation and goal setting process.

- I. **Policies and Procedures** includes information items for two Administrative Procedures. AP 4236 outlines the process for awarding credit for military service and AP 5035 outlines the process used when withholding student records. There is also a notice of a review of

Board Policy 5035 *Withholding of Student Records*. This review resulted in no changes to the existing policy.

If you have any questions, comments or concerns about the agenda, please feel free to call me prior to the Board meeting. I will be available in my office at 3:00 pm to meet with you prior to the Board meeting which follows at 4:00 pm on Monday, December 19, 2016.

Sincerely,



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