



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

www.elcamino.edu

March 16, 2016

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the Monday, March 21, 2016 Board agenda. At the beginning of the meeting, we will have the opportunity to congratulate three Physics students who participated in the University Physics Competition in November 2015, and were recognized with a Silver Medal Award. Additional details are included on Attachment A. The presentation scheduled for the March meeting is on the HSI STEM grant and will be presented by Professor and Project Co-Director of the grant, Arturo Martinez.

The consent agenda includes the following:

- A. **Academic Affairs** presents Attachment B, an informational item on an FTES report for both El Camino College and the Compton Educational Center. The ECC Enrollment Management Committee has been working on a detailed plan for meeting our FTES targets and will be presenting the plan at the April 2016 Board of Trustees meeting.

Proposed curriculum changes effective for the 2016/17 academic year will also be presented. These curricular actions have been approved by the College Curriculum Committee and include such items as changes in course number, changes in catalog description, the addition of new major and/or certificates, the inactivation of courses, and distance education course review. Your approval of these curricular actions is now requested.

Also included in the Academic Affairs agenda items is the request to approve participation in the Mathematics, Engineering, and Science Achievement (MESA) Conference to be held in Santa Cruz, California.

The agenda also includes the request for approval of a contract with Grammy-winning saxophonist Bob Mintzer, as a performing artist in the ECC Jazz Festival. Mr. Mintzer's impressive background can be found on Page AA 17 in the agenda.

- B. **Student and Community Advancement** has eight items on the agenda. These include the approval of the Community Education Classes for summer 2016. A wide variety of classes have been planned for the summer program.

Also included is the first reading of two updated Board policies. Board Policy 3900 (Speech: Time, Place and Manner) has been updated and reflects information from the Community College League's policy service. Board Policy 5050 (Student

Success and Support Program) replaces existing Board Policy 6131 and reflects the changes in matriculation following the implementation of the Student Success and Support Program. Both proposed policies have been reviewed by the College Council earlier this year. The Administrative Procedures which accompanies these proposed policies are included as information items in the agenda.

Board Policy 5120 (Transfer Center) is also presented for first reading and reflects a minor change in language. Board Policy 5506 (El Camino College Student Rights and Responsibilities) is presented to you with a recommendation for deletion. The Community College League never had a separate policy template for Student Rights and Responsibilities but El Camino College created one anyway. Many of the students' rights and responsibilities from BP 5506 are now incorporated into AP 5050. Last, there is a recommendation regarding a student expulsion, details of which are included under separate cover.

- C. **Administrative Services** includes two contracts relating to instructional services provided by the District. One contract is with the Inglewood Unified School District City Honor High School to provide Art 110 and Communication Studies I courses during the spring 2016 semester. These courses are being offered for credit but El Camino College will not collect state apportionment for the courses as they are closed to City Honor students only. The second contract is with the Lennox Mathematics, Science and Technology Academy. El Camino College will offer Ethic Studies I and Film/Video 110 courses during the spring 2016 semester. Under this agreement, students will receive college credit and El Camino College will collect state apportionment as the classes are open to the public. Supplemental information that explains these contracts are noted on Attachment C.

Other contracts under \$87,800 are routine in nature. In the section for contracts over \$87,800 you will note an agreement with Los Angeles Air Conditioning Inc. This contract marks the beginning of the second phase of the Energy Conservation Project process which the Board approved in September 2014. This item is supplemented by Attachment D which explains the contract and provides history on the Energy Conservation Project.

There are several Personnel Services Agreements relating to Cyber Security Training. These agreements with Douglas Spindler, Sam Bowne, and Tracy Strunk are part of a CTE Enhancement funding project to develop training. We are partnering with Glendale College and Pasadena College on Computer Information Systems training. As part of this project, El Camino College is hosting a cyber security conference on campus. Attachment E explains this project and distinguishes the training provided by each Cyber Security expert.

Attachment F provides supplemental information regarding a contract with California Hospital Medical Center. The contract is an addendum to the original agreement and

extends the period of time that California Hospital Medical Center will serve as a clinical site for our allied health programs.

Board Policy 3530 (Weapons on Campus) is presented for first reading along with its accompanying Administrative Procedure which is provided for informational purposes only. This policy has been reviewed by the College Council prior to its inclusion on the agenda.

Routine purchase orders and blanket purchase orders are presented for your ratification.

- D. **Measure E** includes clarification of the agreement with HMC Architects on the dates of service for work relating to the new competition pool, lockers, and classroom project. The Board approved entering into a contract with HMC at its August 17, 2015 meeting. Supplemental information is provided on Attachment G. In addition, Item G in the agenda is a further amendment to the agreement with HMC Architects to provide topographic survey and utility locations survey. This amendment increases the contract amount by \$16,000.

Further, there are four contract amendments (Item C, D, E, and F, Pages E3- E5) relating to the Athletic Education and Fitness Complex Stadium Phase 2 project. These amendments are due to delays in completing the project. Attachment H provides additional information on these amendments.

- E. **Human Resources** is recommending employment and personnel changes, and the approval of temporary and non-classified service employee actions. A request to approve two new classification specifications is also included in the agenda.

The Information Security Specialist is a new IT position that was recommended by the PlanNet report and will provide the college with a resource to improve and oversee the security of our data.

The Supervisor of Technical Services is a replacement position from a retirement last year. It is a supervisory position, and there is no change in pay level, only updated job description regarding reporting supervisor.

In addition, there is a revised position description for the position of Switchboard Operator/Receptionist (Classified Position).

- F. **Compton Center** report includes an update on accreditation and information on the Accreditation Forums scheduled for both campuses in May. An agreement with Molina Medical Management to provide health center services is on the Compton Community College District board agenda scheduled for March 22, 2016. Updates

Letter to the Board
March 21, 2016

on the Compton Center enrollment management plan and comprehensive master plan is also included.

- G. **Superintendent/President** section of the agenda has a recommendation that the Board approve holding Closed Session at 4:00 p.m. prior to Open Session at 4:30 p.m. Attachment I accompanies this recommendation.

Supplemental reading includes a memo from Ms. Ann Garten regarding Follow Up from the February Board Meeting.

If you have any questions, comments or concerns about the agenda, please feel free to call me or Ms. Cindy Constantino prior to the Board meeting. I will be available in my office at 3:00 p.m. to meet with you prior to the Board meeting at 4:00 p.m. on Monday, March 21, 2016.

Sincerely,



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



EL CAMINO COLLEGE

Vice President – Academic Affairs

March 14, 2016

TO: President Dena Maloney

FROM: Jean Shankweiler *Jean Shankweiler* 3/14/2016

SUBJECT: Physics Competition

El Camino College is proud to introduce three Physics students Huy Ho, Keith Inouye, and Kenta Morimoto, who participated in the University Physics Competition in November 2015 and were recognized with a Silver Medal Award.

The competition is an international contest for undergraduate students. For this competition, the students spent time in the fall semester working with their advisor, full-time physics instructor John Coroneus, to improve their problem solving, critical thinking and writing skills along with strengthening their research abilities. Once the topic for the competition was announced, the students, worked in teams of three at their home college, had 48 hours to analyze a real-world scenario using the principles of physics, and then wrote a formal paper solving the assigned problem. The students could not consult the instructor or anyone else during this 48 hour period.

The students had the choice of one of 2 problems – “Problem A – Terraforming Mars” or “Problem B -Golfing Around a Tree.” The El Camino team chose Problem B. Of the 150 papers submitted by schools, including universities such as the University of Toronto, Georgia Institute of Technology, The College of Wooster, CSU Fresno and numerous international universities, 2 teams (1.2%) were ranked as Gold Medal Winners, 25 teams (17%) were ranked as Silver Medal Winners, 43 teams (29%) were ranked as Bronze Medal Winners and 80 tams (53%) were ranked as Accomplished Competitors.

Congratulations to our students, their advisor and our Physics Department.

**EL CAMINO COLLEGE**

Vice President – Academic Affairs

March 14, 2016

TO: President Dena Maloney

FROM: Jean Shankweiler

Jean Shankweiler 3/14/16

SUBJECT: FTES Report

The FTES reported for El Camino College and the Compton Center are presented as an information item and represent a projection of the FTES generated for 2015-16. The spring FTES reported here is based on census day enrollments. More accurate numbers will be available after the 320 report is submitted in April.

In 2015-16, the funded base for El Camino College is 19,163 FTES and the fully funded growth cap is 19,539 FTES. With a decline in enrollment noted for fall 2015 and a projected decline in spring 2016, it is anticipated the college will need to borrow 1,522 FTES from summer to meet the fully funded goal of 19,539 FTES. The college is examining strategies to increase FTES. Strategies include the development of College and Career Access Pathways with local high schools, a strategic increase in online education and non-credit course offerings in AB 104 Adult Pathways. The Enrollment Management Committee is working to develop a 3-year Enrollment Management Plan encompassing these strategies. The plan will include goals for increasing FTES and enrollment to meet the fully funded FTES goals.

Enrollment at the Compton Center also continues to decline. The Center went into stabilization for the 2014-15 year, with the goal to achieve the 6,060 FTES for the 2015-16 year. Both fall and spring semester enrollments show a decline, indicating 603 FTES will need to be borrowed to reach the enrollment goals for 2015-16. The Compton Center has already proposed an Enrollment Management Plan to increase enrollment and the FTES generated. One strategy already in process is the introduction of a Cosmetology program for the fall 2016 semester.

**EL CAMINO COLLEGE**

Vice President – Academic Affairs

March 14, 2016

TO: President Dena Maloney

FROM: Jean Shankweiler

Jean Shankweiler 3/14/16

SUBJECT: Inglewood-Lennox Contract

The March agenda contains contracts with Inglewood Unified School District (A.a.1) and the Lennox Mathematics, Science and Technology Academy (A.a.2) for the delivery of instruction. The Inglewood Unified School District (IUSD) contract is with City Honors to provide courses in Art and Communication Studies. The contract is exclusive with City Honors, allowing only students from that school to attend classes. This contract does not generate apportionment for the college. IUSD is contracted to pay El Camino College approximately \$10,800 to cover the cost of the instructor's salaries.

The contract with Lennox Academy is for Ethnic Studies and Film/Video courses during the spring semester. This contract provides courses that are open to the public and thus generate apportionment for the district. Therefore, the contracting school district will not be invoiced for costs to the district.



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To: President Dena P. Maloney

From: Jo Ann Higdon, M.P.A.

Subject: Item B, Page AS 6 - Los Angeles Air Conditioning, Inc.

This contract is the beginning of the second phase of the Energy Conservation Project process (Government code section 4217) approved by the board in September 2014. Phase one, which focused on the Natural Science Building, was completed last year. Phase two is now ready to begin on the PE Building. This contract with Los Angeles Air Conditioning replaces the fluid cooler unit. Air handler units in the PE Building will be addressed in the next phase.

Jo Ann Higdon, M.P.A.

Vice President Administrative Service

**EL CAMINO COLLEGE**

Vice President – Academic Affairs

March 14, 2016

TO: President Dena Maloney

FROM: Jean Shankweiler

Jean Shankweiler 3/14/16

SUBJECT: Cyber Security Contract

The March Board of Trustees agenda contains personal service agreements for Douglas Spindler, Sam Bowne and Tracy Strunk as items C.b.1, C.b.5, and C.b.6. These three contracted parties will be part of a Cyber Security conference hosted by El Camino College

El Camino College received CTE enhancement funding to collaborate with other community colleges in the region. The funding is to develop training in specifically identified disciplines. The discipline identified at El Camino is Computer Information Systems (CIS). El Camino College is collaborating with Glendale College and Pasadena College on CIS projects. Cyber security was selected as part of the collaboration due to the high growth projection in cyber security jobs.

El Camino College was allocated \$100,000 was allocated in enhancement funding to train CIS faculty in cyber security and to aid in the development of cyber security programs. In fulfillment of the requirements of the enhanced funding, a cyber security conference is being offered at ECC for CIS faculty within the Los Angeles and Orange County region. Experts in the cyber security field will present at the conference. Tracy Strunk is presenting on real world attacks, Sam Bowne will present on hacking real servers, and Doug Spindler will present a virtual tour of Microsoft's security and response center. They will also offer a hands-on workshop on lock picking, command injection, and SQL injection attacks.



EL CAMINO COLLEGE

Vice President – Academic Affairs

March 14, 2016

TO: President Dena Maloney

FROM: Jean Shankweiler

Jean Shankweiler 3/14/16

SUBJECT: California Hospital Medical Center Contract

The March agenda contains an addendum to the California Hospital Medical Center contract as item D.b.1. The amendment allows Nursing, Radiological Technology and Respiratory Care students to benefit from clinical experience at the contracted hospitals.

The original contract was for a period of two years, beginning February 12, 2014. The original contract provides that the service may be extended if all parties agree to the extension. The Purchasing Department is permitted to contract with service providers for a period of up to five years. To provide continuity of service for the students, this addendum provides an extension of the contract an additional two years, from 2/13/16 – 2/13/18. The addendum was completed by our Purchasing Department on February 13, 2016 to provide that continuity. This contract is of particular benefit, in that it provides clinical sites for all three of our health affiliated programs.



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To: President Dena P. Maloney

From: Jo Ann Higdon, M.P.A.

Subject: Item B, Page E2, Contract - HMC Architects

At the August 2015 board meeting, the board approved entering into the contract with HMC Architects. Information was provided on the RFP process, the selection committee and the five firms which were interviewed.

Item B clarifies the dates of services. There is no change to the cost of the contract. This contract is funded from the Bond Fund.

Jo Ann Higdon, M.P.A.
Vice President Administrative Service



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To: President Dena P. Maloney

From: Jo Ann Higdon, M.P.A.

Subject: Item C, D, E and F, Pages E3 through E5 - Contract Amendment

These four contract amendments are required due to the contractor's delay in completing the Stadium Project. It is anticipated there will be two additional amendments next month.

The District will have the opportunity to recover these and other costs from the contractor.

Jo Ann Higdon, M.P.A.
Vice President Administrative Service



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Date: March 16, 2016

To: El Camino Community College District Board of Trustees

From: Dena P. Maloney, Ed.D. *Dena P Maloney*
Superintendent/President

Re: Recommendation as to Structure of Board Meetings

The governing boards of community college districts may conduct Closed Session meetings on matters specified in the Ralph M. Brown Act, Government Code 54950 and following, as well as Education Code 72122. The current practice of the El Camino Community College District is to hold Closed Session meetings as needed following regular, Open Session meetings of the Board.

I recommend that the Board of Trustees restructure its schedule and hold Closed Session meetings of the Board prior to the Open Session meeting. In so doing, the Board will have the opportunity to discuss topics as specified in the Brown Act before holding its Open Session. Many governing boards throughout the community college system schedule Closed Session prior to Open Session.

Under this recommendation, Closed Session would be scheduled from 4:00 pm – 4:30 pm. Open Session would start at 4:30 pm. If needed, the Board would have the option to return to Closed Session following the completion of its Open Session.

Should you approve this recommendation, the change could be implemented beginning with the April 18, 2016 Board meeting.



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M-E-M-O-R-A-N-D-U-M

Date: March 15, 2016

To: President Maloney

From: Ann M. Garten
Director, Community Relations

Re: Follow Up From February Board Meeting

This memorandum includes information in response to questions from the Board of Trustees during the February 17, 2016 meeting.

The attached memo to Vice President Nishime addresses the questions relative to the contract with "GameTrain Learning, Inc.", which was on the February agenda.

In addition, the Board made an inquiry as to whether or not we email Title IX information to students. Beginning in fall 2016, the Public Relations and Marketing Department will coordinate with the Office of Student Diversity to distribute Title IX information to students via email at the beginning of each semester.

Please let me know if additional information is needed.



El Camino College
Division of Counseling & Student Success
February 23, 2016

To: Dr. Jeanie Nishime, Vice President
Student and Community Advancement

CC: Dr. Dipte Patel, Dean
Division of Counseling & Student Success

From: Mary Beth Barrios, Associate Dean
Division of Counseling & Student Success

Re: Contract Agreement; GameTrain Learning, Inc.

BACKGROUND

The Seymour-Campbell Student Success Act of 2012 established the Student Success and Support Program (SSSP) to “increase California Community College student access and success by providing effective core matriculation services”. These core matriculation services include academic interventions or follow up for at-risk students.

In previous years El Camino College’s SSSP plan has focused on increasing and making available the core services of assessment, orientation and educational planning. This year, the SSSP plan focused on addressing the needs and augmenting services for our at-risk students. This is demonstrated with the establishment of the new RISE Center, added workshops, and in the collaboration with Student Equity Plan on the early alert system.

Randall Fujimoto reached out to the Student Success Advisory Committee Co-chair to introduce “Alternate Reality Game Learning” (ARG). ARG’s have been used in elementary and high school teaching, in the School of Cinematic Arts at USC and for organizational trainings at companies such as IBM. Randall offered to provide a demonstration of this activity to the SSAC committee free of charge. This idea was presented to the committee during the November 12th meeting and the demonstration of the ARG was presented to the committee during the December 10, 2015 meeting. Following this meeting, there were some areas that voiced an interest in piloting the ARG to include outreach orientations, probation workshops and counseling orientations. The benefits as seen during the demonstration are: it can be tailored to any workshop or learning topic; it facilitates connecting with others and the development of a support network for the participants; it increases the engagement of the participant thereby increasing learning and retention; promotes learning in a creative way that captures the attention of students; promotes perseverance and focus on task completion. It was decided to pilot one workshop for probation students first. Following the pilot, it would be decided whether or not a pilot for the other areas would follow based on the first pilot outcomes and feedback (\$13,000 per pilot).

SERVICES & UTILIZATION

GameTrain Learning, Inc. will develop a pilot ARG for our probation workshop. This Alternate Reality Game component could serve as a standalone workshop or be used in addition to the current probation workshop pending pilot assessment, outcomes and faculty/student feedback.

OBJECTIVE

To introduce a fun and exciting method for reaching students in which traditional teaching methods have not been successful.

To augment the services offered to student on probation while promoting learning skills and strategies for success to include working in teams, seeking help and support from others, perseverance and task completion.

OUTCOMES & ASSESSMENT

- To increase the number of student who complete the probation workshop
- To increase connections and support between students
- To provide a fun alternative to learning and retaining information presented during probation workshops

Measured by:

- A comparison of the number of students who complete the probation workshop
- A follow up survey to students who participated in the pilot that asks if they are still in contact with any of the other students who participated (if they have created a network)
- Students will have the opportunity to continue to participate in the learning game even after the workshop ends. A count of how many students continue to participate in the learning game will provide a way to measure if the game is engaging
- A follow up survey asking key components of material learned in the probation workshop ARG