



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

www.elcamino.edu

June 14, 2016

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the Monday, June 20, 2016 Board agenda. At 4:00 p.m., 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 4:30 p.m.

Open Session will begin with the administration of the Oath of Office to 2016/17 Student Trustee, Ms. Nicole Mardesich. We will then hear a presentation on the 2016/17 Tentative Budget by Jo Ann Higdon, Vice President of Administrative Services. In accordance with Section 58305 of the California Code of Regulations, college districts are required to approve a tentative FY 2016/17 budget in order to provide the operating funds for the period of July through September 15, 2016, when a final budget is presented for adoption. The Board will be presented with a recommended final budget at the August 15th (for review) and September 7th (for adoption) Board meetings.

The consent agenda includes the following:

- A. **Academic Affairs** presents proposed curriculum changes effective for the 2017/18 Academic Year for new courses, CTE Two-Year review, and one new Distance Education online course.

Academic Affairs also presents for first reading revisions to Board Policy 4228 *Independent Study*. The corresponding Administrative Procedure is presented as an informational item. In addition, the 2016-2019 Enrollment Management Plan is now published. The Plan includes input and suggestions from a wide range of committees on the campus. It will serve as a guide to our enrollment management strategies over the next three years. We will continue to add strategies as we implement the Plan. An annual report on the outcomes from these strategies, along with the FTES generated by each, will be produced and shared with the Board. The Plan will be available as a handout at the Board meeting.

- B. **Student and Community Advancement** includes a request for approval of a Student Equity Plan, Success and Support Program, and Basic Skills Initiative Joint Planning Retreat on August 18-19, 2016. The Retreat will provide an opportunity to review past program accomplishments, as well as plan for 2016/17 activities. Forty-one participants will participate in this event. The SSSP, Student Equity, and Basic Skills Initiatives are important strategies for improving student success and equity of outcomes for students. As the majority of students enter El Camino College at the developmental level in English and math, including the Basic Skills Initiative in the planning retreat is essential to the planning

process. The Retreat will result in a cohesive plan to coordinate services and streamline activities in 2016/17.

Student and Community Advancement is also presenting as an information item Administrative Procedure 5130 *Financial Aid*, which has been updated to reflect changes to the BOG Fee Waiver program. As of fall 2016, failure to meet standards relating to academic standing and progress may result in the loss of the BOG Fee Waiver.

- C. **Administrative Services** agenda items include the 2016/17 Tentative Budget. As noted in my introduction to this letter, California Code of Regulations 58305 (a) requires that, on or before the first day of July, community college districts must file a tentative budget with the County Superintendent of Schools. The Tentative Budget allows the district to maintain operations until the approval of an Adopted Budget in September 2016. The Adopted Budget will reflect updated information provided at regional budget workshops provided by the Chancellor's Office later this summer.

Other Administrative Services agenda items include the Five-Year Construction Plan required by the Chancellor's Office. The plan identifies major construction projects for the period 2016–2021.

There are a number of contracts under \$87,800. Of note is an agreement with Interact, a consulting firm which works specifically with two-year colleges. Interact will provide El Camino College with guidance and technical assistance in evaluating our intake and enrollment process including admissions, advising, counseling, assessment, transcripts and other processes. Assessment of our process and improvement planning is one of our strategies in the Enrollment Management Plan. Interact will help the college determine where our processes may be a barrier to students in accessing the college and its programs. The agreement includes "spoofing" which is a mystery shopper (or in this case, "mystery student") program to evaluate the students' experience with our business processes. The agreement provides services to both the Compton Center as well as the ECC campus. I am establishing a Steering Committee comprised of counseling faculty, classified staff and administrators to oversee our work with Interact.

Other contracts under \$87,800 include routine maintenance for the District's Business Training Center facility, contract education and Employment Training Panel related agreements, CalWORKS work activity site agreements with local employers, agreements to support the specialized needs of the marketing and public relations department, and several agreements relating to training services to the U.S. Coast Guard and the FCI – Terminal Island.

Among the contracts over \$87,800 are routine contracts for services through Student and Community Advancement relating to training services paid for through grants. Under the

Amendment section, you will see amendments to existing contracts to either amend the cost or the performance period from the original agreement.

Last, we are recommending that the Board of Trustees approve the District's use of existing public agency contracts and other cooperative purchasing agreements (piggy-back agreements) as allowed under California Public Contract Code, Section 20652. LACOE requires the Board to approve in advance the use of piggy-back contracts where the District has determined that such contracts are in its best interests for specific purchases.

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

- D. **Measure E** includes a recommendation to amend the contract with the DLR Group for the Student Services Center Replacement Project. The original contracted scope of work for the Student Services Building included the hardscape for two projects (both Student Services Building and Parking Garage C). It became apparent that Parking Garage C will be completed long before the Student Services Building. Thus, we must modify the existing documents for the Student Services Building by extracting a portion of the hardscape from the Student Services Building to be included in the Parking Garage C project.

The Measure E section also includes a recommendation to amend the contract with the Vinewood Company for DSA certified inspection services relating to the Athletic Education and Fitness Complex Stadium Phase 2 Project due to the extension of time for project completion.

Several routine change orders are also included in the Measure E section. Most relate to credits back to the District for changes in scope of work or changes in materials.

Routine purchase orders and blanket purchase orders are also included for ratification.

- E. **Human Resources** is recommending employment and personnel changes, and the approval of temporary and non-classified service employee actions.

You will note two resignations from faculty due to their desire to take positions closer to their place of residence, as well as a large volume of Special Assignment Pay for summer projects by our faculty. The Human Resources Section also includes a recommendation that the stipends paid to El Camino College employees for work relating to Compton Education Center be extended through July 31, 2016. This will allow an opportunity for review and discussion with appropriate representatives. Updated information and recommendation will be presented to the Board at the July 18 meeting.

Last, we are presenting for approval the 2016/17 Equal Employment Opportunity (EEO) Plan. Title 5 regulations require districts to submit an EEO Plan every three years. A supplemental information memo with additional background on the Plan is provided in Attachment A.

Letter to the Board of Trustees
June 20, 2016

- F. **Compton Center** report includes an update on accreditation, Compton Center enrollment, and the 2016/17 Compton Community College District Tentative Budget. In accordance with the El Camino College/Compton Community College District Partnership Agreement, the CCCCD Tentative Budget has been reviewed and approved by the Superintendent/President of El Camino College. The Compton Center enrollment is very nearly at 6060, the FTES enrollment goal for 2015/16. Final enrollment numbers will not be available until after the June 20th Board meeting. The Adopted Budget for the Compton Community College District will reflect actual FTES for 2015/16.

The Compton Center report also provides an information item concerning the return of local authority of the elected Compton Community College District Board of Trustees. Assembly Bill 318 and applicable Education Code, Section 71093 (a), outlines the steps for the return of local authority to the Compton Board. There must be concurrence by the policy makers (FCMAT, the Department of Finance, the State Chancellor, and the Governor's Office) that the Compton District has met the requirements for return of local authority as outlined in AB 318. This is a separate process from accreditation under the purview of ACCJC. A letter from the Special Trustee to FCMAT requesting concurrence is available as a link in the Board agenda. A hard copy will also be provided in your Board packet.

- G. **Superintendent/President** section of the agenda presents one item requesting approval for travel to the Council for Higher Education (CHEA) 2016 Summer Workshop in Washington, D.C. This workshop will be very informative in my work with the Accreditation Work Group #2.

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 which follows at 4:00 p.m. on Monday, June 20, 2016.

Sincerely,



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



**EL CAMINO COLLEGE
HUMAN RESOURCES OFFICE**

DATE: June 14, 2016
TO: Dena Maloney, Superintendent/President
FROM: Linda Beam, Vice President of Human Resources

A handwritten signature in black ink, appearing to read "L. Beam", written over the "FROM:" line.

SUBJECT: Equal Employment Opportunity (EEO) Plan – 2016-2019

In compliance with Title 5 of the California Code of Regulations § 53000 et. seq., the District is required to establish EEO & Non-Discrimination Policies & Procedures, establish an EEO Advisory Committee, collect and monitor applicant/employee data, and implement an EEO Plan. EEO Plans must be submitted every three years and is due on June 30, 2016. Recently, the Chancellor's Office has based disbursement of its annual EEO fund allocation on a "Multiple Methods Allocation Model."

Each district must incorporate six (6) of nine (9) multiple methods of promoting equal employment opportunities in hiring and promotion at community college districts in order to receive an EEO fund allocation. The nine multiple measures are divided into three general categories: pre-hiring, hiring, and post-hiring. The first multiple method, which is mandatory for all districts, is the creation and implementation of an EEO advisory committee and EEO plan. The other multiple methods include implementing focused outreach, procedural changes to address diversity throughout the hiring process, consistent and ongoing training for hiring committees, and professional development focused on diversity.

The EEO Committee consists of the Director of Staff & Student Diversity (District's EEO Officer), the Director of Human Resources, Professional Development Coordinator, Director of the Special Resource Center, Deans of Humanities and Behavioral & Social Sciences, as well as representatives for Institutional Research, the Academic Senate, and classified employees. The Committee meets throughout the year and seeks to facilitate implementation of the District's EEO Plan, promoting diversity throughout the hiring process. Highlights from the EEO Plan include 1) requiring the District to collect and monitor applicant and employee data for demographic information by categories such as technical/paraprofessional, clerical, professional non-faculty, and administrative positions; 2) requiring all hiring committee members to receive training on EEO regulations, cultural proficiency, the value of diversity, and recognition of bias prior to serving on a hiring committee; and 3) establishing methods to address underrepresentation in various stages of hiring.

The EEO Plan is submitted to the Board of Trustees for review and approval in order for submission to the Chancellor's Office.