



## EL CAMINO COMMUNITY COLLEGE DISTRICT

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August 29, 2016

Board of Trustees  
El Camino College

Dear Members of the Board:

I am pleased to present to you the Wednesday, September 7, 2016 Board agenda. This is the first time we have conducted a meeting using BoardDocs. We expect a smooth transition to the use of this Board agenda tool but appreciate your patience. A technician from Information Technology Services will be on hand to assist with the technology at the meeting.

At 3:00 p.m., we will hold a Board Workshop on the 2016-17 Budget. This is a meeting of the Board of Trustees and is open to the public. The meeting will open with a Roll Call and Public Comment. Vice President Jo Ann Higdon will then provide a presentation on the budget, and respond to your questions.

At 4:00 p.m., we will hold the Regular Meeting of the Board. 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 a Public Hearing on the Final Budget for 2016-17. Agenda Item 5.2 Adoption of the Final Budget 2016-17 immediately follows the public hearing. Following that, there will be a Public Hearing on Negotiations between the El Camino College Federation of Teachers, Local 1388, AFL~CIO, and El Camino Community College District for January 1, 2017 through December 31, 2019.

We will then move to the Consent Agenda. The Consent Items are organized by organizational area as noted:

- AA Academic Affairs
- SCA Student and Community Advancement
- AS Administrative Services
- E Measure E
- HR Human Resources

Contracts are now included with the organizational unit responsible for their scope of work, but have been reviewed by Administrative Services to ensure the contract conforms to District specifications.

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*The consent agenda includes the following:*

- A. **Academic Affairs** presents four items for approval. The contract with Asian Americans Advancing Justice and the contract with Kenjus Watson support Student Equity activities in the Student Equity Plan. The contract with Quality Copy Inc. supports copy services for students in the Library. The agreement with Gerald Swiney provides for maintenance of the Construction Technology Department's woodworking equipment.
- B. **Student and Community Advancement** includes approval of a contract relating to the recruitment of international students. The provider will only be paid if it successfully refers students to El Camino College, and the student has paid for and completed at least eight weeks of the first and second semesters. Student and Community Advancement also presents for second reading and adoption of Board Policy 6620 *Naming of District Facilities and Properties*. This proposed policy has been revised based on Board feedback at the August 16<sup>th</sup> Board meeting and is now presented for your approval. Administrative Procedure 6620, which accompanies the proposed policy, is included as an information item further down in the agenda.

There are also several routine contracts relating to the Small Business Development Center, the Center for Applied Competitive Technologies and the Deputy Sector Navigator grant. The Community Education class schedule is also presented for your approval.

- C. **Administrative Services** agenda items include a routine contract for towing services, as well as a request for ratification of Routine Purchase Orders and Blanket Purchase Orders. Administrative Services is also presenting the Quarterly Fiscal Status Report for your review and approval.
- 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. The Measure E section also includes a recommendation that the Board approve a contract with School Construction Compliance, LLC to provide labor compliance, prevailing wage and apprenticeship consultation services for the Gymnasium Project.
- E. **Human Resources** section includes four items relating to personnel actions for:
1. Temporary Non-Classified Employees
  2. Classified Employees
  3. Administrative, Supervisory, and Confidential employees
  4. Faculty

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You will notice that each agenda item has an attachment which provides streamlined information on each action. There is also a recommendation to approve a revised job description for the Assessment/Testing Center Supervisor position.

The Action Items section of the agenda is new. It is also organized by organizational units of the college. Each item is considered and voted on individually. This reflects the Board's desire to remove non-routine items and large expenditure items from the Consent Calendar.

**A. Academic Affairs – No Items**

**B. Student and Community Advancement** has three items recommending the acceptance of grants. The Career Advancement Academy grant provides \$1,050,000 to provide basic skills training, work preparation training, and Economic Workforce Development/Career Technical Education training to undereducated, underemployed youth and young adults (18 - 30 year olds) who have dropped out of school or lack basic skills needed to obtain a certificate or degree in a typical college program. The GO-Biz grant through the Governor's Office of Business and Economic Development provides \$68,250 to assist small businesses. The Nursing Program support grant provides \$171,000 to expand and/or maintain prior expansion of the number of students enrolled in the El Camino College Nursing Program.

**C. Administrative Services** is recommending the Board award Bid #2016-4 for printing of class schedules to San Dieguito Printers. This company was the only responsive bidder to the bid request. Administrative Services is also recommending the District contract with Dell Marketing LP for a Wireless Access Point project to upgrade our wireless capability throughout the campus as referenced in the PlanNet study of 2015. This is a major step forward in improving wireless capability, capacity and volume on the campus. The contract totals \$1,900,000 through a piggy-back contract as detailed in the August 2016 Board agenda.

**D. Measure E** action item is the notice of job completion by Fieldturf USA, Inc. for the Athletic Education and Fitness Complex Phase 2 Project. There is also a recommendation to approve a contract with Twining Construction for testing and inspection services on the Gym project.

There are no action items from Human Resources, the Compton Educational Center, or the Superintendent/President. There are several **Future Action Items** noted on the agenda. Under **Policies and Procedures**, you will note Administrative Procedure 6620 as an information item. The **Oral Reports** section of the agenda includes the Compton Center Report, which includes the written attachment you are accustomed to seeing in your Board packet.

Under the agenda section entitled **Other**, you will see an agenda item which was submitted by two members of the community as provided under *Board Policy 2340: Agendas, and Board Policy 2345: Public Participation at Board Meetings*. This agenda item relates to community

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concerns regarding the construction of Parking Lot C. *Board Policy 2350: Speakers* provides the framework and guidelines for public participation in addressing the Board of Trustees.

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 2:00 p.m. to meet with you prior to the Board Budget Workshop at 3:00 p.m., and the Regular Board meeting which begins at 4:00 p.m. on Wednesday, September 7, 2016.

Sincerely,

A handwritten signature in cursive script that reads "Dena P. Maloney".

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