



EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 Crenshaw Boulevard, Torrance, California 90506-0001
Telephone (310) 532-3670 or 1-866-ELCAMINO
www.elcamino.edu

February 13, 2017

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the Tuesday, February 21, 2017 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 Dr. Jean Shankweiler, Vice President of Academic Affairs, on the ECC Enrollment Management Plan and the progress made in stabilizing enrollment at El Camino College. This will be followed by a brief presentation by Irene Graff, Director of Institutional Research and Planning, on the 2017 Comprehensive Master Plan (CMP). The CMP is being presented for first reading at this meeting and will be on the agenda in March for second reading and adoption.

The consent agenda includes the following:

- A. **Academic Affairs** presents a number of routine items including a recommendation for approval of travel to the Spring National College Media convention for the journalism program, approval of William E. Johnson III as a speaker for Black History Month, and approval of proposed curriculum changes effective 2017-18.
- B. **Student and Community Advancement** includes routine contract agreements relating to the customized training services through the Community Advancement Division; an agreement with Santa Monica College as a sub-grantee under the Career Advancement Academy grant; an extension of the contract with Ferilli for programming work relating to the implementation of the Educational Planning Initiative (Hobson's Early Alert and Degree Planner tools); an agreement with FANS International Group for recruitment of students in the El Camino Language Academy; and an agreement with the Community College Foundation/Resource Family training services for Foster/Kinship Care providers.
- C. **Administrative Services** includes the recommendation to ratify routine Purchase Orders and Blanket Purchase Orders; approval of an agreement with ADT Security Systems for services

at the Bookstore and at the Fire Academy facility; and an agreement with Ricoh USA for the lease of 42 copiers on campus through a piggyback leasing agreement.

- D. **Measure E** presents for ratification Purchase Orders and Blanket Purchase Orders, as well as approval of the 2002 and 2012 Measure E Budget and Balances summary report; a change order with Sinanian Development Inc. for the stadium project representing a credit of \$74,921 back to the District; and a change order with Bomel Construction for a total of \$40,991 which represents a combination of credits/additional expenses relating to changes requested by the District or architect/engineering requirements.
- E. **Human Resources** section of the Consent Calendar includes the recommendation to approve a revised job description for the Athletic Trainer position to reflect current terminology, duties and reporting structure; and three items relating to personnel actions for:
 - 1. Academic Personnel
 - 2. Temporary Non-Classified Employees
 - 3. Classified Personnel

F. **President/Board – No Items.**

The Action Agenda includes the following:

A. **Academic Affairs – No Items**

B. **Student and Community Advancement** has one item recommending the Board approve the El Camino College 2017 Accreditation Midterm Report. The report covers the following specific areas: (1) District's Response to Commission Action Letter and Team Recommendations, (2) Institutional Self-Evaluation (August 2014) Actionable Items, (3) Annual Fiscal Report Data, (4) Annual Report Data, and Appendices. The Midterm Report is due to the Commission by March 15, 2017.

C. **Administrative Services** has a recommendation that the Board approve the awarding of Bid number 2016-6 to Minako America Corporation dba Minco Construction for the installation of door locks in classrooms across the campus. These locks will allow for the securing of classroom doors from within the classroom and is part of the overall plan for increasing safety on the campus. Administrative Services also recommends the approval of an agreement with Keenan & Associates for the Supplemental Employee Retirement Plan Service Agreement (SERP). The agreement specifies the services relating to the design, implementation and administration of a SERP. Exhibit A on the attached service agreement delineates the services to be provided. The cost of these services is 4.5% of the total premium.

D. **Measure E** action items include a recommendation to approve the notice of completion for Sinanian Development Inc. for the Stadium Project.

E. **Human Resources – No Items**

F. Compton Educational Center – No Items

G. Superintendent/President has one item relating to the consolidation of future Board of Trustees elections pursuant to SB 415, Hueso – Voter Participation. At the December 19, 2016 Board of Trustees meeting, the Board approved Option 1 which extends the current terms by one year so that the next cycle of elections would be held in 2018 and 2020. All elections will be consolidated by the November 2020 Statewide General Election. SB 415 requires governing boards to submit a resolution affirming its action to the Los Angeles County Board of Supervisors. Resolution No. 02-21-17 is attached to this agenda item for this purpose.

H. Future Action Items – General includes the El Camino College 2017 Comprehensive Master Plan as a first reading. The Board will hear a presentation on the CMP earlier in the meeting.

I. Policies and Procedures includes first reading of four revised Board policies and one information item for a Board administrative procedure:

1. BP 1100 – The El Camino Community College District – first reading
2. BP 2010 – Board Membership – first reading
3. BP 2710 – Conflict of Interest – first reading
4. BP 2745 – Board Self Evaluation – first reading
5. AP 2745 – Board Self Evaluation – information only

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 Tuesday, February 21, 2017.

Sincerely,



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