



**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**16007 Crenshaw Boulevard, Torrance, California 90506-0001**  
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May 18, 2017

Board of Trustees  
El Camino College

Dear Members of the Board:

I am pleased to present to you the Monday, May 22, 2017 Board agenda. At 3:00 pm, we will have a brief groundbreaking ceremony at the new Student Services building under construction on Manhattan Beach Blvd. The meeting will commence at 4:00 pm in the Alondra Room. 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 recognition of the El Camino College Forensics Team, who recently won four national competitions. Following that, we will recognize 2016-17 Student Trustee Nicole Mardesich as this is her last meeting of the year. The presentations portion of the meeting will conclude with a presentation by Irene Graff, Director of Institutional Research and Planning, on the Student Success Scorecard and Institutional Effectiveness Reports for both El Camino College and the Compton Center.

***The consent agenda includes the following:***

- A. **Academic Affairs** presents a number of routine items including a request to ratify agreements with outside speakers for events associated with the Celebration of Chicano Culture month; a recommendation to approve a partnership agreement with the University of Phoenix for concurrent enrollment in the bachelor's degree in nursing program for El Camino College nursing students; a recommendation to approve a clinical education agreement with Citrus Valley Health Care Partners for nursing preceptor training in our nursing facilities; other routine agreements, and approval of proposed curriculum changes effective 2017-18. The consent agenda also includes a second reading and recommendation for adoption of Board Policy 4235 *Credit by Exam*.
  
- B. **Student and Community Advancement** includes a recommendation to approve routine contract agreements with five agencies for recruitment of F1-Visa students for El Camino College and three agreements for recruitment of students for the El Camino Language Academy; recommendation to approve two international recruitment trips to Asia for the F1 Visa Coordinator; and several routine contracts for services relating to customized training services and community training programs through the Community Advancement Division.

The consent agenda also includes an agreement with the Redondo Beach Unified School District in support of AB104 Adult Education program plans, and a recommendation to receive the El Camino College Student Success Scorecard and Institutional Effectiveness Partnership Framework of Indicators.

- C. **Administrative Services** includes the recommendation to approve an agreement with Total Compensation Systems for the retiree health valuation report and actuarial study in compliance with the requirements of current GASB accounting standards 74/75; and a recommendation to continue with the international student health insurance through the current contracted carrier, Student Insurance. Student fees cover the cost of this insurance and there is no cost to the District. The consent agenda also includes routine Purchase Orders and Blanket Purchase Orders; and a recommendation to approve an agreement with Ricoh to provide Student Pay to Print and Copy Services in the Library.
  
- D. **Measure E** presents for ratification Purchase Orders and Blanket Purchase Orders, as well as approval of the Measure E Category Budgets and Balances reports. There is also a recommendation to amend the contract with International Parking Design in the amount of \$3,450 for design changes related to adding a louver frame system along the second through fourth levels of the entire north building elevation in Lot C.
  
- E. **Human Resources** section of the consent agenda includes a recommendation to approve a revised job description for the Vice President of Administrative Services; a recommendation to approve a job description for the Director, Career Technical Education (funded by the Strong Workforce grant); a recommendation to approve an agreement with Community College Search Services to support recruitment of candidates for the Vice President of Administrative Services; a recommendation to approve an agreement to provide a team building facilitator for the Classified Professional Development Week team building event; and four items relating to personnel actions for:
  - 1. Temporary Non-Classified Employees
  - 2. Classified Personnel
  - 3. Academic Personnel
  - 4. Administrative and Confidential Personnel
  
- F. **President/Board** section includes a recommendation to appoint a Foundation Board member to the Citizens' Bond Oversight Committee, and a recommendation to approve absence of two Board members with no loss of compensation.

In addition, two Board policies are recommended for second reading and adoption: Board Policy 2610 *Presentation of Initial Collective Bargaining Proposals*, and Board Policy 3550 *Drug Free Environment and Prevention Program*. Last, the consent agenda includes a recommendation for second reading and adoption of the resolution of the *Board of Trustees of El Camino Community College District Supporting Excellent, Comprehensive Educational Programs for All Students*.

*The Action Agenda includes the following:*

**A. Academic Affairs – No Items**

**B. Student and Community Advancement** includes a recommendation to approve an agreement with the Long Beach CCD for the Small Business Development Center sub award at El Camino College. The agenda also includes a recommendation to receive three Economic and Workforce Development grant awards: the Sector Navigator for the Retail, Hospitality, and Tourism Sector; the Sector Navigator for the Advanced Manufacturing Sector; and the Deputy Sector Navigator Advanced Manufacturing Sector. Last, the SCA action items include a recommendation for three large agreements with the Torrance Unified School District and the Redondo Beach Unified School District. The agreements support different components of the South Bay Adult Education Consortium Regional Plan and cover activities from May 23 – December 31, 2017 (Redondo and Torrance) and July 1, 2017 – June 30, 2018 (Torrance).

**C. Administrative Services** includes a recommendation to approve the notice of completion for the Library Waterproofing Project with Best Contracting Services; a recommendation to approve \$240,000 in additional funds to support the completion of Phase I of the backlog records scanning in Admissions and Records; and a recommendation to approve a \$692,770 contract with Climatec for the retro-commission and upgrade of the science building complex HVAC and fume hood automation and control systems. This project is funded through our Proposition 39 energy efficiency funding. The Administrative Services items also include a recommendation to approve resolution #05-22-17A relating to the assignment of Delinquent Tax Receivables; and a recommendation to approve Resolution #05-22-17B supporting the Supplemental Employee Retirement Plan (SERP). The faculty who are interested in the SERP will be listed in the action items under Human Resources. Management, classified and confidential retirements will be presented at the June Board meeting once retirement dates are finalized.

**D. Measure E – No Items**

**E. Human Resources** includes the list of faculty who have applied for the SERP.

**F. Compton Educational Center – No Items**

**G. Superintendent/President – No Items**

**H. Future Action Items – General** includes an information item and first reading of AB288 Dual Enrollment Agreement with Torrance Unified School District.

**I. Policies and Procedures** includes first readings of the following revised or new Board policies:

Board Policy 3710 Intellectual Property and Securing of Copyright (First Reading)  
Board Policy 3400 Statement of Economic Interest (First Reading)

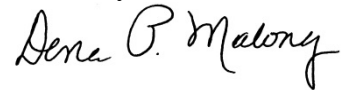
Board Policy 7120 Recruitment and Selection (First Reading)  
Board Policy 7130 Compensation (First Reading)  
Board Policy 7230 Classified Employees (First Reading)

We also present for information only the following new or revised Administrative Procedures:

Administrative Procedure 3710 Intellectual Property and Securing of Copyright  
Administrative Procedure 3400 Statement of Economic Interest  
Administrative Procedure 7125 Verification of Eligibility for Employment  
Administrative Procedure 7233 Compensation

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 in Library 162 at 2:30 pm to meet with you prior to the Groundbreaking at 3:00 pm and the Board meeting which follows at 4:00 pm on Monday, May 22<sup>nd</sup> in the Alondra Room.

Sincerely,

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

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