



EL CAMINO COMMUNITY COLLEGE DISTRICT
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August 16, 2017

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the Monday, August 21st Board agenda. 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 a 2017-18 budget briefing by Ms. Jo Ann Higdon. This will be an introduction to the full Budget Workshop scheduled for Tuesday, September 5, 2017 at 3:00 pm, which will precede the September 5th Board meeting.

The consent agenda includes the following:

- A. Academic Affairs** presents a number of routine items including a request to approve three offerings through the Center for the Arts (Discovery Film Series, 2017-18 Guest Artist Events, and the Resident Artist Events for 2017-18). The Academic Affairs consent items also include several agreements for nursing preceptorship with local universities, and dual enrollment, and an agreement with National University for a dual enrollment opportunity for nursing students. There are also several AB 288 dual enrollment agreements with local high school districts presented for second reading and adoption. You will note several Instructional Service Agreements for contract-based classes at local high schools – we are working with our high school partners to offer these as AB 288 classes in the spring. Board Policy 4230 *Grading and Academic Record Symbols* is presented for second reading and adoption along with a recommendation to approve proposed curriculum changes for the 2018-19 academic year.
- B. Student and Community Advancement (SCA)** includes a number of agreements for training and consulting services through the Business Technology Center and the Small Business Development Center (SBDC). There is also a recommendation to approve two agencies (Legal Aid Society of Orange County and Gidda's Home Health Services, Inc.) as CalWorks paid work-study sites. CalWorks has a structured process for reviewing and recommending work study partners. The criteria for serving as a CalWorks work study site is listed in the Partnership Agreement, attached to the agenda item.

SCA also includes a recommendation to approve the Community Education Fall 2017 Schedule of Classes, along with proposed agreements with partners to provide Phlebotomy training and Veterinary Assistant training through Community Education. These are fee-based programs. Last, SCA includes a proposed agreement with US Merchant Marine Veterans WWII to provide firefighting and lifeboat training aboard the SS Lane Victory.

- C. Administrative Services** includes a Notice of Completion for the Campus Paving Improvement Project with contractor Terra Pave; a recommendation to approve a retainer agreement with Orbach Huff Suarez & Henderson LLP for legal services; a recommendation to approve a Public Hearing on the 2017-18 El Camino Community College District Budget at the September 5th Board meeting; and a recommendation to approve routine purchase orders and blanket purchase orders. There is also a recommendation to approve the donation of a 1991 Acura Legend to the Compton Community College District for use in the Compton College automotive program.
- 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 approve a contract amendment with HMC Architects for the Gymnasium Project. The Gymnasium project was rebid, resulting in additional costs for services by HMC. The District negotiated with HMC on the additional costs, agreeing to \$13,740. In addition, the District requested the project include a generator, not part of the original design. The total contract amendment for these two changes is \$42,320. Measure E also includes a recommendation to approve a Change Order for American Gardens, Inc. for the Sand Volleyball Project to modify an area west of the sidewalk. We are adding a modular building to support Adaptive PE. The Measure E section also includes recommendations for two additional contracts. One is a contract agreement with National Roofing Consultants, Inc. for roofing and inspection services for the Student Services Building, and the other is a contract with Civil Engineering Services for the Pool and Classroom Complex Relocation Project, for the Adaptive PE modular building.
- E. Human Resources** section of the Consent Agenda includes recommendations to approve several agreements to conduct Implicit Bias Training relating to our selection process. This training will be open to all staff members. There is also a recommendation to approve an agreement with James Marteney to conduct Online Training Certification classes, and Canvas classes. The Human Resources section also includes a recommendation to approve the following revised or new job descriptions:

- Executive Director of Marketing and Communications (formerly Director of Community Relations)
- Director, Public Safety Education (new - Strong Workforce Program)
- Admissions & Records Supervisor (revised)

The Human Resources section of the Consent Agenda also includes recommended Personnel Actions for:

1. Classified Personnel
2. Administrative, Supervisor Personnel

3. Academic Personnel
4. Temporary Non-Classified Employees

F. Compton College section has a recommendation to approve a Promise Program agreement between Compton College and Compton Unified School District. The Compton Promise “To and Through College” program will commence in Fall 2018. The Compton College section also includes a recommendation to approve a partnership agreement between Compton College and Charles Drew University (CDU) of Medicine and Science. The purpose of the partnership is to establish a pathway for Compton College students who are interested in completing their undergraduate education at CDU in the health profession. It will also establish a framework for student exchange and collaboration among faculty and staff; and together explore other potential partnership opportunities.

G. President/Board section includes a recommendation to approve anticipated travel for Trustee Kenneth Brown and Student Trustee Kongdy Lam. Board Resolution No. 08-21-17 entitled *Providing College Access and Affordability through the South Bay Promise* is presented for second reading and adoption. The El Camino College Board of Trustees 2017-18 Goals and Priorities were developed at the July 2017 Board Planning Workshop, and are presented for Board approval. Also included in the President/Board section of the Consent Agenda are several items relating to the order of administrative authority in the absence of the Superintendent/President, the Acting Secretary of the Board. There is also a recommendation to rescind the signature authorization of retired Vice President, Dr. Jeanie Nishime, and an item recommending approval of the signature authorization for Vice President of Human Resources, Jane Miyashiro.

The Action Agenda includes the following:

A. Academic Affairs – No Items

B. Student and Community Advancement action item is a recommendation to approve the acceptance of the award of the Assessment, Remediation and Retention for Associate Degree Nursing Program 2017-18 Grant from the California Community College Chancellor's Office. The one-year grant in the amount of \$171,000 will increase capacity of the college's nursing program to enroll additional students. It will also increase the number of students who graduate and pass the National Council Licensure Exam (NCLEX).

C. Administrative Services action agenda is a recommendation to approve/ratify the retainer agreement with Parker & Covert to continue legal services required by the District.

D. Measure E consists of one item recommending Board approval of a Change Order with Bomel Construction Company for \$723,639. This Change Order provides for the manufacture and installation of louvers on the north face of Lot C parking structure.

E. Human Resources – No Items

F. Compton College – No Items

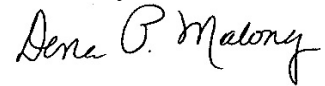
G. Superintendent/President – No Items

H. Future Action Items - General Information – No Items

- I. Policies and Procedures** Board Policy 2100 *Board Elections* was revised to reflect alignment of Board elections with statewide elections. The revised policy was reviewed by the College Council and is now recommended for first reading.

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 3:00 pm to meet with you prior to the Board meeting, which begins at 4:00 pm on Monday, August 21st in the Alondra Room.

Sincerely,

A handwritten signature in black ink that reads "Dena P. Maloney". The signature is written in a cursive style with a large, stylized initial "D".

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