



**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**16007 Crenshaw Boulevard, Torrance, California 90506-0001**  
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August 30, 2017

Board of Trustees  
El Camino College

Dear Members of the Board:

I am pleased to present to you the Tuesday, September 5, 2017 Board agenda. The Board meeting will follow a Board Budget Workshop, scheduled from 3:00 pm – 4:00 pm in the Alondra Room. The regular Board meeting will begin 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 Public Hearing on the 2017-18 budget as required by Title 5 of the California Code of Regulations. Following the Public Hearing, we recommend adoption of the 2017-18 Budget. This recommendation is reflective of the collegial consultation process and is supported by the Planning and Budget Committee as well as the College Council.

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

- A. Academic Affairs** presents a number of routine items including a request to approve the destruction of student records held by Student Health Services in accordance with Title 5 and Board Policy 3310. These records are Class 3 records defined as disposable within Title 5 of the California Code of Regulations. Academic Affairs consent agenda items also include a recommendation to approve El Camino College's participation in the Steve Hunt Debate to be held at Lewis and Clark College in Portland, Oregon from October 6-8, 2017. Students and an advisor for the ECC Forensics team will be attending the debate. There is also a recommendation to ratify a personal services agreement with James Gray for specialized training and consulting in closing equity gaps in the Math Department. The last item in the Academic Affairs portion of the consent agenda is a recommendation to ratify a personal services agreement with Robert H. Watson for piano tuning and maintenance services in 2017-18.
- B. Student Services – No Items**
- C. Administrative Services** includes a recommendation to approve an agreement for legal services with Lozano-Smith, a firm with expertise in community colleges, public safety, contract agreements, and a variety of other specialty areas of practice. This firm will be useful in advising the district on transition matters relating to the partnership with the

Compton Community College District. The Administrative Services section of the consent agenda also includes a recommendation to ratify routine purchase orders and blanket purchase orders.

**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.

**E. Human Resources** section of the consent agenda includes recommendations to approve revised or new job descriptions:

- Director, Public Information and Government Relations (new)
- Director of Business Services (revised)
- Evaluation Specialist (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. President/Board** section includes a recommendation to approve a number of agreements for the delivery of customized training through the Community Advancement Division including a contract for training with Disney Cruise Lines. There are several routine agreements relating to the Statewide Sector Navigator for Retail, Hospitality, and Tourism grant. In addition, there are several agreements relating to our partnership with the South Bay Workforce Investment Board (SBWIB). There is an agreement to provide technical training to participants referred to El Camino College from the SBWIB. The college will contract with Echolon Ventures to conduct this training. There is also a recommendation to approve a Memorandum of Understanding with the SBWIB. The SBWIB is mandated by the Workforce Innovation Opportunity Act to develop partnerships with educational institutions such as El Camino College.

Also included in the President/Board section of the consent agenda are several organizational items relating to the order of administrative authority in the absence of the Superintendent/President, the Acting Secretary of the Board. There is also an item recommending approval of the signature authorization for Vice President of Student Services, Ross Miyashiro, and Vice President of Administrative Services, Brian Fahnestock. Last, there is a recommendation for second reading and approval of Board Policy 2100 *Board Elections*.

***The Action Agenda includes the following:***

**A. Academic Affairs – No Items**

**B. Student Services – No Items**

**C. Administrative Services** action agenda is a recommendation to approve the Notice of Completion with Minako America Corporation for the installation of door locks on classroom doors.

**D. Measure E – No Items**

**E. Human Resources – No Items**

**F. Compton College – No Items**

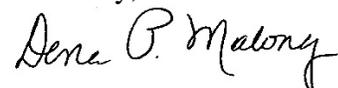
**G. Superintendent/President** includes one item to amend the agreement with Long Beach City College for the delivery of specialized training through the El Camino College Employment Training Panel contract. Due to strong demand for this training, we recommend amending the contract from its original value of \$85,000 to \$200,000. This is a two-year agreement which began in 2015.

**H. Future Action Items - General Information – No Items**

**I. Policies and Procedures – No Items**

If you have any questions, comments or concerns about the agenda, please feel free to call me prior to the Board meeting. Acting Superintendent/President Jean Shankweiler will be available in my office in DE 162 at 2:00 pm to meet with you prior to the Board Budget Workshop, which begins at 3:00 pm on Tuesday, September 5 in the Alondra Room.

Sincerely,



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