



**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**16007 Crenshaw Boulevard, Torrance, California 90506-0001**  
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January 8, 2018

Board of Trustees  
El Camino College

Dear Members of the Board:

Happy New Year! I am pleased to present to you the agenda for the first meeting of 2018, scheduled for Tuesday, January 16. The Board meeting will begin 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 brief overview of the District Annual Financial Report by a representative of Vavrinek, Trine, Day & Co., LLP. The representative will respond to any questions by the Board during this time. The Annual Financial Report is presented in the Action Agenda with a recommendation that the Board accept the audit report.

Following that, we will have a presentation by Jose Anaya, Dean of Community Advancement, on the many ways in which El Camino College partners with education, community, and business entities to support economic and workforce development in our community. Last, we will receive a presentation on the El Camino College Athletics program by Rory Natividad, Dean of Health Sciences and Athletics, and Colin Preston, Director of Athletics and Kinesiology

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

- A. Academic Affairs** presents a number of routine items including a recommendation to approve the destruction of Class 3 records from the Nursing Department in accordance with California Code of Regulations and Board Policy 3310. There is a recommendation to approve faculty sabbatical leaves for 2018-19. Further, there is a recommendation to approve the participation of the El Camino Forensics Team in the Sunset Cliffs Classic Tournament to be held February 10-11, 2018 in San Diego California. There is also recommendation to ratify an amendment to the agreement with Instructure, Inc. for the Canvas course management system. The company has requested that the existing agreement

be amended to include language that reflects the use of the system at Compton College as well as El Camino College. Last, the consent agenda includes a recommendation to approve proposed curriculum changes effective 2018-19.

- B. Student Services** presents a number of routine items including several personal services agreements for professional development training programs within the Student Services area (EOPS/CARE and CalWORKS office and the Student Development Office). There are also several agreements with various international student representatives to advise and recruit students for the English Language Program and the International Student Program.
- C. Administrative Services** includes a recommendation to adopt the 2018-19 non-resident tuition fee of \$245 per unit of course work, and the non-resident capital outlay fee of \$25 per unit of course work. The total non-resident tuition fee is therefore \$270 per unit of course work, an increase of \$22 from the prior year. The calculation of these fees is in accordance with Education Code Section 76140 and Section 76141 (a). The Administrative Services consent agenda also includes the recommendation to accept the completion of the Hazardous Waste Bunker Reroof Project by Best Contracting Services. This \$25,201 project replaced the roof of the Hazardous Waste Bunker. Also included in the consent agenda is the recommendation to ratify routine purchase orders and blanket purchase orders. Last, the consent agenda includes the Quarterly Fiscal Status Report for the quarter ending December 31, 2017. The report is produced in accordance with AB2910, which requires districts to report quarterly on their financial conditions.
- D. Measure E** includes four items on the consent agenda. There is a recommendation to approve a change order for the Sand Volley Courts Project in the amount of \$55,109. This change order will support the infrastructure underground work, electrical/data/fire alarm, to feed the new restroom and adaptive fitness trailers serving the Athletics Department west of the Sand Volleyball Courts. It will also support asphalt work near the Sand Volleyball Court facilities. There is also a recommendation to approve a change order relating to the Manhattan Beach Blvd. Traffic Signal Project. This change order reflects a credit back to the district in the amount of \$9895. The Measure E consent agenda also provides a recommendation to ratify Measure E 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 a recommendation to approve personnel actions as follows:

- Academic Personnel Actions
- Classified Personnel Actions
- Temporary Non-Classified Personnel Actions

- Administrative and Supervisor Personnel Actions

There is also a recommendation to approve revised job descriptions:

- Director of Outreach and School Relations (revision)
- Financial Aid Supervisor (revised)
- HR Analyst (revised)
- HR Technician I (revised and renamed HR Technician)
- HR Technician III (revised and renamed HR Service Partner)

Last, the Human Resources consent agenda includes two board policies for second reading and adoption:

- Board Policy 3410 Nondiscrimination
- Board Policy 3430 Prohibition of Harassment

**F. President/Board** section includes four items. There are two items to provide customized training for local businesses under the El Camino College Employment Training Panel contract. There is also a recommendation to accept an augmentation of \$3000 for the AARP Foundation Work for Yourself@50+ older adult grant program under the direction of the Community Education department. There is also a recommendation to approve an agreement with FAJ Consulting to support access to capital assistance to SBDC clients.

*The Action Agenda includes the following:*

**A. Academic Affairs – No Items**

**B. Student Services** has one item recommending approval of the 2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program. The plan covers two years, but the budget portion of the plan reflects the 2017-18 allocation. El Camino College’s allocation for 2017-18 is \$6,534,221 with an institutional match of \$3,618,685.

Cesar Jimenez, Associate Dean of Counseling and Student Success, provided a presentation of the Integrated Plan at the November 20, 2017 Board meeting. Since that time, a team of faculty, staff, administrators and students has further developed the Plan. It is now ready for Board review and approval before it is submitted to the State Chancellor’s Office by January 31, 2018. Please note: We are having technical difficulty in removing the DRAFT watermark on the document.

**C. Administrative Services** has two items. There is a recommendation to accept the 2016-17 Annual Financial Report. The District received an unmodified opinion on its financial statements for 2016-17 Audit Report. A representative from Vavrinek, Trine, Day & Co., LLP will be in available during the Presentation portion of the meeting to provide an overview and respond to questions by the Board of Trustees.

The second item is a recommendation to accept the 2017 Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc. The study was conducted in accordance with GASB 74 and 75 and will inform the District's planning in relation to funding of retiree health care benefits. The report indicates that in the future, the District will need to address a gap in fully funding the liability.

**D. Measure E** has a number of items on the action agenda. There is a recommendation to award Bid No, 2017 – 3 to Tilden-Coil Constructors, Inc. for the new Pool and Classroom Building. This is a \$35.6M project. The district received two responsive bids. Tilden-Coil Constructors, Inc. provided a detailed bid proposal, provided the lowest bid and other supporting documents required by the District and is the recommended bidder for this project. There is also a recommendation to approve a contract with Sandy Pringle Associates Inspection Consultants to perform DSA inspection services for the Administration Building Project. This contract will not exceed \$299,500. There is also a recommendation to accept the notice of job completion for the Manhattan Beach Blvd. Traffic Signal Project. The total project cost \$358,038. There is also a recommendation to approve a change order with AMG & Associates Inc. in the amount of \$281,001 for the Gymnasium project. The change order reflects the need to demolish and relocate an existing electrical duct bank found under the new Gymnasium Building footprint. There is also a recommendation to amend the contract with Gensler for Master Architect Services. The recommended amendment is to correct the date of service and the total not exceed contract amount as presented to the Board in August 2016. The actual dates of service and contract amounts as corrected are August 2016 – August 2019, not to exceed \$80,000 per year and \$240,000 over the three year contract period. The last item is a recommendation to approve an agreement with Atlantic Relocation Systems for the Physical Education Relocation Project. This contract is through a CMAS agreement and will not exceed \$127,242.

**E. Human Resources - No Items**

**F. Compton College – No Items**

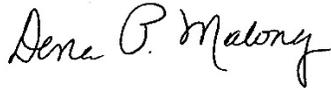
**G. Superintendent-President** has one item recommending the Board of Trustees review, discuss and modify if necessary, the schedule of Board meetings for 2018. This item was presented at the December 18, 2017 board meeting, at which time the Board approved the

schedule of regular board meetings for 2018. However, the Board also asked that this item be presented at the January board meeting for further review and possible modification.

**H. Future Action Items - General Information** include an information report on FTES Goals and Actuals, and an information item recommending the board review and discuss suggested Legislative Talking Points for meetings in Sacramento during the Community College League of California Annual Legislative Conference. The Board of Trustees will receive a presentation on Enrollment Management at the February meeting of the board.

I am looking forward to seeing you on January 16, 2018 at 4:00 pm in the Alondra Room. If you have any questions, comments or concerns about the agenda, please feel free to call me prior to the Board meeting.

Sincerely,

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

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