



EL CAMINO COMMUNITY COLLEGE DISTRICT
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December 9, 2018

Board of Trustees
El Camino College

Dear Members of the Board:

Happy Holidays! I am pleased to present to you the agenda for the Monday, December 17, 2018 Board of Trustees meeting. The Board meeting will begin at 4:00 pm in the Alondra room. We will open the meeting with the Roll Call and administer the Oath of Office to Trustee Elect Numark and Trustee Elect Michelin. We will also conduct an organizational item to elect officers of the Board. Following that, we will adjourn to Closed Session. Following Closed session, we will reconvene in Open Session at 5:00 pm.

We have two presentations scheduled for the Board meeting. First, we will recognize former Trustee John Vargas for his service to the District from 2013-2018. Following that, Andrea Sala, Executive Director of the El Camino College Foundation, will provide a brief presentation on the accomplishments and goals of the Foundation.

The consent agenda includes the following:

A. Academic Affairs presents nine routine items including a recommendation to approve an agreement with Long Beach Care Center as a clinical site for the nursing program. There is also a recommendation to approve an agreement with Citrus Valley Health Care Partners, to serve as a clinical site for students in the Paramedic Program. There are two recommendations for Instructional Services Agreements for delivery of educational programs. The WISH Academy, located in the West LA College service area, requests that we offer Engineering courses in spring 2019. We have secured approval from West LA College to offer these courses. We are also recommending approval of an ISA Agreement to offer English as a Second Language (ESL) non-credit classes at the Inglewood Community Adult School. There is also a recommendation to approve an agreement with Global Music Rights for \$3000, which enables the District to perform non-dramatic renditions of the music compositions which Global Music Rights, LLC controls the licenses. There is a recommendation to approve a \$4000 amendment with Medicat Tech to provide additional software features of "Enable Text" (secure messaging/communication) and "Self Check-In Site License" (electronic, off-site medical form completion capabilities), which gives our students more comprehensive access to Student Health Services. There is also a recommendation to approve two agreements for faculty workshops. On-Course will provide a two-day training workshop in effective teaching strategies for up to 50 faculty members at a cost not to exceed \$10,000. West Ed will provide a three-day reading apprenticeship workshop for up to 40 faculty members at a cost not to exceed \$29,145. Last, there is a recommendation to approve curriculum changes effective for the 2019-20 academic year.

B. Student Services presents two agenda items. There is a recommendation to approve a personal services agreement for \$5000 with Sonia Nazario, author of Enrique's Journey. Ms. Nazario will present the book

and lead a discussion on immigration issues on May 2, 2019. Second, there is a recommendation to approve a personal services agreement for \$3978 to provide further enhancements to the online orientation program at El Camino College.

C. Administrative Services presents six agenda items. There are two recommendations relating to agreements with Commline, Inc., which provides monthly services to the District's communication/2-way radio system including complimentary loaner program, preventative maintenance, firmware upgrades, and programming of fleet. The first recommendation includes a new three-year agreement with Commline for the Campus Police Department. This agenda item also includes an amendment to the current agreement for the period January – June 2019, for campus-wide support excluding the Campus Police Department. There is another agenda item recommending an amendment to the current agreement with Commline for support at the Compton College campus, commencing ~~July 1, 2019 through June 7, 2021.~~ **January 1, 2019 through June 7, 2019 (corrected December 12, 2018)**

There is also a recommendation to approve the transfer of police equipment to the Compton Community College District for use by the new Chief of Police, effective January 1, 2019. The remaining equipment will be transferred effective June 7, 2019.

There is also a recommendation to accept a donated 1996 Seagrave Triple Combination Pumper fire engine from Torrance Fire Department to the El Camino Community College District for use in our Fire Academy program. There is also a recommendation to approve the destruction of records in the Campus Police department, having met the retention period requirement and in compliance with Penal Code § 832.5; Government Code § 34090 and Government Code § 26202. Last, there is a recommendation to ratify Purchase Orders and Blanket Purchase Orders.

D. Measure E includes three agenda items. There is a recommendation for a change order with AMG that totals a positive adjustment of \$44,217. The change order reflects a positive adjustment of \$142,650 from AMG for the generator to be included in the Gymnasium project – it will be included in the Pool/Classroom Building project. The change order also reflects additional work not included on the architectural drawings for this project. There is also a recommendation to approve the Measure E Category Budget and Balances report, and the recommendation to ratify the Measure E Purchase Orders and Blanket Purchase Orders

E. Human Resources section of the consent agenda includes eleven items. There is a recommendation to approve new or revised job descriptions for:

- Assistant Director of Veteran's Services (new – grant funded)
- Director of Student Equity (revised – categorically funded)
- Director of Public Safety Education (revised – categorically funded)
- Director of Contract and Community Education (revised – enterprise funded)
- Learning Management System Specialist (revised – unrestricted general fund)

There is also a recommendation to approve an agreement with Liebert Cassidy Whitmore for \$2000 to provide a workshop on Section 504 compliance.

Last, there is a recommendation to approve personnel actions as follows:

- Academic Personnel Actions
- Administrator and Supervisor Personnel Actions
- Classified Personnel Actions
- Temporary Non-Classified Personnel Actions

F. Compton College – No Items.

G. Community Advancement includes eight agenda items. There are two recommendations relating to the delivery of classes through the Adult Education consortium. There are two recommendations relating to contract education and the use of the El Camino College Employment Training Panel funds. There is one recommendation to approve an agreement with Alfabet Soup for delivery of services by the Small Business Development Center (SBDC). There is a recommendation to approve an agreement with the Community College Foundation for training services to prospective foster and/or adoptive parents. There is also a recommendation to ratify an agreement with El Segundo Medical Center as a site for externship placements for students in the Medical Assisting Program offered through Community Education. Last, there is a recommendation to approve the acceptance of a \$42,000 grant from California State University, Office of the Chancellor for the Textbook Affordability Program to expand the development of Open Educational Resources (OER) classes at El Camino College.

H. President/Board has numerous consent agenda items. There is a recommendation to approve the Superintendent/President's travel to the ACCCA/ACCCBO Budget Workshop on January 16, 2019. There is also a recommendation to approve travel by the Superintendent/President and Trustees Brown, Combs, Michelin and Student Trustee Valdez to the Community College League Effective Trustee Workshop and Legislative Conference on January 25-28, 2019. The consent agenda also includes a number of items relating to the order of administrative authority in the absence of the Superintendent/President, authorization of signatories on various District documents, authority to sign financial instruments such as checks and warrants, and approval of employment documents, purchase orders and other documents. Last, there is a recommend to approve the absence of a Board Member from the November 19, 2018 Board Meeting.

The Action Agenda includes the following:

A. Academic Affairs – There are two items on the action agenda from Academic Affairs. There is a recommendation for a second reading and approval of the discontinuance of the Horticulture Program. There is also a recommendation to approve entering into a contract with College Net25 for services relating to scheduling, calendaring and space utilization management. This agreement is supported by the Institutional Effectiveness Partnership Initiative (IEPI) plan to support strategic enrollment management. The cost of the software license is \$167,835.

B. Student Services – No Items

C. Administrative Services - There is one item on the action agenda from Administrative Services. There is a recommendation to approve a contract from HPS Mechanical Inc. for the last phase of the District's waterline replacement efforts, for the On-Site Domestic Water Project. This project will replace a fifty-year old domestic waterline along Manhattan Beach Blvd. between Crenshaw Blvd. and Lot F. The contract will not exceed \$462,000.

D. Measure E - No Items.

E. Human Resources - There are four items on the action agenda from Human Resources. The first is a recommendation to approve a wage increase to the Temporary Non-Classified and Student Worker salary schedules, due to the increase in the California minimum wage from \$11.00 to \$12.00 per hour. There are also recommendations to approve the 2019 Academic Salary Schedule, Classified Salary Schedule and the Vice President, Administrator, Supervisor, Confidential, and Special Services Professional (unrepresented employees) Salary Schedules, to reflect a 2.71% COLA effective January 1, 2019.

F. Compton College - There are two items on the action agenda relating to Compton College. The first is a recommendation to approve a Memorandum of Understanding relating to access to student data by Compton College for research purposes following the conclusion of the partnership. The second item is a recommendation to adopt Resolution 12-17-2018 Terminating the Agreement Dated April 21, 2008 Regarding Police Services Between the El Camino College District and the Compton Community College District, effective June 7, 2019 at 11:59 pm. The resolution provides the background for the original agreement for police services, and directs the Superintendent/President of El Camino College to respond in writing stipulating El Camino College District concurs with the Compton District's intent to end the agreement for Police Services effective June 7, 2019.

G. Community Advancement – No Items.

H. Superintendent-President/Board – There are three items on the action agenda from the Superintendent-President/Board area. The first is a recommendation to appoint Dr. Dena P. Maloney as Secretary to the Board for the period December 17, 2018 to the Annual Organizational Meeting in December 2019. The second item is a recommendation to approve a schedule of regular meetings of the Board for 2019. The third item is a recommendation to appoint board members to serve on various boards and organizations in 2019.

I. Future Action Items/General Information has four items. The first is an information item indicating the Commission on Accreditation for Respiratory Care (CoARC) has accepted the final progress report for the El Camino College Respiratory Care program. The next comprehensive evaluation is scheduled to take place no later than March 31, 2028.

The second item is an information item regarding the requirement that Districts align their local plans with the Vision for Success and its goals for student achievement. The item includes guidance information from the Chancellor's Office and a recommended process for aligning local goals.

The third item is an updated FTES Goals to Actual Report, which shows that the District applied 412 FTES from the summer 2018 to the 2017-18 year, recording 19,643 total FTES. At the October 15, 2018 Board of Trustees meeting, the FTES Goals to Actual Report indicated the District would apply 1346 FTES from

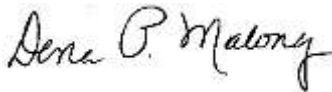
summer 2018 to the 2017-18 year, recording a total of 20,573 for 2017-18. However, further analysis of the Student Centered Funding Formula indicated it was not in the best interest of the District to apply so many of the current year FTES to the prior year. The District submitted a recalculation of the FTES report to the Chancellor's Office to reflect this.

Last, there is an information item detailing the draft Talking Points for Legislative Visits during the CCLC Legislative Conference on January 26-27.

J. Policies and Procedures – No Items.

I am looking forward to seeing you on December 17, 2019 at 4:00 pm in the Alondra Room. As always, if you have any questions regarding the agenda, please feel free to call or email 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, flowing style.

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