



EL CAMINO COMMUNITY COLLEGE DISTRICT
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March 11, 2019

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, March 18, 2019 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 adjourn to Closed Session. Following Closed Session, we will reconvene in Open Session at 5:00 pm.

There are three presentations scheduled for this meeting. Mr. Ross Miyashiro, Vice President of Student Services, will provide a presentation on a proposed expansion of the International Student Program. Next, a team consisting of Mr. Daniel Berney, Mr. Chris De La Cruz, and Dr. Lisa Mednick Takami will provide a presentation on the El Camino College PRIDE Leadership Program. The last presentation will be on a recent Keenan Break Away Study requested by the Insurance Benefits Committee. Ms. Susan Vogt from Keenan and Associates will conduct the presentation.

The consent agenda includes the following:

A. Academic Affairs presents thirteen routine items including a recommendation to approve an agreement with Hawthorne School District to provide fieldwork experiences for El Camino College students enrolled in the Child Education Program. There is a recommendation to approve an agreement with Executive Advisory Group to strengthen communications and teamwork within several academic divisions. There are also four recommendations to approve participation and travel for Forensic Team Tournaments in the spring term. There are two recommendations to approve participation and travel in STEM MESA leadership conferences in Santa Cruz, California and Stanton, Washington. There is a recommendation to approve a contract with Robin Harrington for training on the Perkins V. This federal program is transitioning from IV to V and will have new rules and plan requirements. All who work with Perkins or who receive Perkins funding must be familiar with the new requirements prior to the transition this year.

There is also a recommendation to approve an agreement with Substance Media to produce marketing videos for the Computer Information Systems programs, including Cyber Security and

Cloud Computing. This agreement is for \$40,000 and includes development of content and three days of on-campus filming. Our Perkins IV grant provides funding for this project.

There is a recommendation to approve an agreement with the State of California Employment Development Department to serve a student who qualifies for Trade Adjustment Assistance (TAA). The agreement will provide up to \$10,000 for the eligible student to earn an Associate Degree in Accounting. This is the first time El Camino College has participated in the TAA training program. There is a recommendation to ratify a no-cost agreement with Pasadena Hospital Association, LTD (DBA Huntington Hospital). Huntington Hospital will serve as a clinical site for El Camino College students enrolled in the Paramedic Program.

Last, there is a recommendation to approve proposed curriculum changes effective 2019-2020

B. Student Services presents three agenda items. There is a recommendation to amend a current agreement with Immigrants Rising, to provide additional training sessions on the latest legislation, admission policies and best practices to serve undocumented students. There is no additional cost to this amendment. There is also a recommendation to approve an agreement with Howe & Associates for \$10,000 to conduct research and analysis on transfer outcomes for students transferring to Historically Black Colleges and Universities (HBCU). The Chancellor's Office Transfer Guarantee Agreement Project is the source of funding for this contract. Last, there is a recommendation to approve Overseas F1 Recruiting Agent Contracts. Revenue from the International Student Program pays for these performance-based agreements.

C. Administrative Services presents five agenda items. There is a recommendation to approve an agreement with Cumulus Technology Services for \$18,000 to assess, review and analyze the Information Services Department technology infrastructure, budget and staffing. The college received the recommendations of the PlanNet study in 2015. It is time to assess progress made and the plans for the future as outlined in the Technology Master Plan.

There are also recommendations to approve Notices of Completion for the Heat Pump Replacement for PE South project, and the Exterior Lighting Project. Both projects are complete and have been accepted by a District Representative. There is also a recommendation to accept the Quarterly Fiscal Status Report (311Q2) as required by AB2910. Last, there is a recommendation to ratify Purchase Orders and Blanket Purchase Orders.

D. Measure E includes six agenda items. There is a recommendation to approve a contract with Perkins Eastman Dougherty Architects relating to the development of the South Bay Public Safety Training Center project. This contract totals \$63,250 for the programming required by the Fire Academy Structure project. Second, there is a recommendation to approve a contract with Beck & Grabowski Design for campus signage and wayfinding design services. The firm will provide

campus wide design services for the new Signage Master Plan that includes an electronic interactive directory system, large marquee electronic reader board and other pedestrian and building identification signage (approximately 40 signs). The contract will not exceed \$36,000. There is also a contract amendment with Schools Construction Compliance, LLC. for \$7,500 for the Student Services Building. The amendment is due to the extension of the construction timeline on this project. There is also a recommendation to approve an agreement with Anderson Brule Architects for \$10,000 for assessment of campus and furniture standards. It has been seven years since the standards were assessed and updated.

Last, there is 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 seven items.

There is a recommendation to approve revised job descriptions for the following positions:

- Vice President of Student Services/Assistant Superintendent
- Vice President of Administrative Services/Assistant Superintendent
- Chief of Police/Director of Public Services Instructional Programs

These revisions reflect a change in the reporting relationship for the Chief of Police/Director of Public Services Instructional Program position.

There is also a recommendation to approve personnel actions as follows:

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

F. Compton College – No Items.

G. Community Advancement includes four routine agenda items. There is a recommendation to approve an agreement with Wilmington Urgent Care Center and Family Clinic as an externship site for Medical Assistant students enrolled in the Community Education Program. There is also a recommendation to approve an agreement with Happy Alien Productions for the design of marketing materials for the Small Business Development Center. The cost of services will not exceed \$28,520 and will be paid out of the SBDC grant. There is also a recommendation to approve a personal services agreement with Vincent J. Dipane for \$3,200 for teaching services. Mr. Dipane will provide American First Aid and CPR training to twenty Early Childhood Education students. There

is also a recommendation to approve an agreement with the Trustees of the California State University for \$42,000 for the development of open educational resources at El Camino College. The grant award was presented to the board at its December 17, 2018 meeting.

Last, there are three recommendations regarding the President's Office. One is a recommendation to add the Interim Vice President of Administrative Services an authorized signer on District accounts. There is also a revision to the order of administrative authority in the absence of the Superintendent/President. Last, there is a recommendation to revise the designated Acting Secretary to the Board of Trustees in the absence of the Superintendent/President.

The Action Agenda includes the following:

A. Academic Affairs – No Items

B. Student Services – No Items

C. Administrative Services – No Items

D. Measure E – There are three items on the action agenda for Measure E. There is a recommendation to approve a contract amendment with LPA Architects for the new Arts Complex building design for \$148,320. This reflects an 8% fee on the final design. The original construction cost for this project was \$22,386,000. The final construction cost after design is \$24,240,000. Additional square footage was needed to meet the programming needs of the instructional programs to be offered in the new building.

There is also a recommendation to approve a contract amendment with Anderson Brule Architects for the new Behavioral and Social Science building design project for \$323,079. The contract amendment reflects the increase in building size, an additional elevator, and other changes based on the programming needs of the instructional programs to be offered in the new building.

There is also a recommendation to approve a contract with tBP Architecture for design work relating to the Student Activities Relocation Project. In order to proceed with the demolition of the old Student Activities building, the Student Development Office and the Associated Students Organization must relocate to the basement of the Communications Building. The swing space in the Communications building must be designed to support the programming needs of these departments. The cost of the agreement will not exceed \$180,000.

E. Human Resources – No Items.

F. Compton College – No Items.

G. Community Advancement has two items on the Action Agenda. There is a recommendation to ratify an agreement with Long Beach City College for \$150,000 to expand the technical assistance services offered by the El Camino College Small Business Development Center. The source of these funds is the California Governor GO-BIZ office. Secondly, there is a recommendation to approve an agreement with Lisi Aerospace, Hi Shear Corporation. Lisi Aerospace will receive \$100,000 in ETP funds through two agreements of \$50,000 each, with a different scope of work.


H. Superintendent-President/Board – No Items.

I. Future Action Items/General Information has two items. First, we are introducing a new, quarterly report on the status of the Measure E Capital Construction projects. This is an information item. Secondly, there is a recommendation that the Board discuss possible dates for the 2019 Annual Board Planning Workshop. A number of dates are offered for consideration by the Board of Trustees.

J. Policies and Procedures – No Items.

I am looking forward to seeing you on Monday, March 18, 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,



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