



EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 Crenshaw Boulevard, Torrance, California 90506-0001
Telephone (310) 532-3670 or 1-866-ELCAMINO
www.elcamino.edu

March 19, 2020

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, March 23, 2020 Board of Trustees meeting. Under the revised provisions of the Brown Act and the Bagley-Keenan Act, the Board meeting will be conducted remotely. The Board President will convene the meeting at 4:00 pm in the Alondra Room at the El Camino College Campus. Remaining members of the Board may participate via telephone or Zoom. The public may participate in Public Comment via email. Full information regarding the technical aspects of the Board Meeting can be found in the BoardDocs website.

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**.

Presentations: There are no scheduled presentations for the March 23, 2020 meeting.

The consent agenda includes the following:

- A. Academic Affairs** has four routine agenda items. There is a recommendation to approve an agreement with Chabot-Las Positas Community College District for \$28,176 for the California Early Childhood Mentor Program. The funding includes stipends for a faculty regional coordinator, mentor teachers, and directors in the early childhood education field. There is a recommendation to approve an agreement with Torrance Memorial Medical Center to provide clinical site, instruction and supervision for a period of three years for El Camino College Radiologic Technology and Respiratory Care students. There is also an agreement with the University of Phoenix to provide a variety of fee waivers and other incentives to El Camino College employees enrolled in degree programs through the University of Phoenix. Last, there is a recommendation to approve proposed curriculum changes effective 2020-21.
- B. Student Services** has two agenda items. There is a recommendation to approve a Memorandum of Understanding with the Department of Defense. This MOU allows El Camino College to recruit active members of the military in accordance with the military's Tuition Assistance Program. There is also a recommendation to approve an agreement with MSCR for candidate background checks for the El Camino College Police Department. The cost will not exceed \$1000 per case and .53 cents per mile in connection with background check activities.
- C. Administrative Services** has three agenda items on the consent agenda. There is a recommendation to amend a contract with Cumulus Technology Services to provide management assistance through June

30, 2020. The agreement will not exceed \$27,000. There is also a recommendation to ratify purchase orders and blanket purchase orders as well as a recommendation to ratify reconciled purchase orders that were omitted from the February 18, 2020 board agenda.

D. Measure E has four items on the consent agenda. There is a recommendation to approve an agreement with Alma Strategies to conduct a space inventory and space utilization analysis of El Camino Community College District. The updated data will help plan future District facility and capital improvement needs as well as updating the District's Five-Year Construction Plan and Space Inventory. We also need this data to update the District's Facility Master Plan. The contract with Alma Strategies will not exceed \$79,000. There is also a recommendation to approve a contract amendment with National Roofing Consultant, Ind. for the Gymnasium Project. The amendment for \$4300 will provide additional roofing and waterproofing inspection services due to the time extension of the Gymnasium Project. There is a recommendation to accept the Measure E Budgets and Balances Report, as well as a recommendation to ratify Purchase Orders and Blanket Purchase Orders.

E. Human Resources has five items on the consent agenda. There is a recommendation to approve a new job description for the position of Systems Programmer. This position is currently filled and the changes to the job description are based on a job audit of current duties. There are recommendations for approving of personnel actions for the following:

- Academic Personnel Action Items
- Administrator Personnel Action Items
- Classified Personnel Action Items
- Temporary, Non-Classified Service Employees Personnel Action Items

F. Community Advancement has seven routine items relating to Employment Training Panel contracts or other grants.

G. President/Board has one item on the consent agenda. There is a recommendation to excuse the absence of a Board member.

Action Agenda:

A. Academic Affairs - No Items.

B. Student Services - No Items.

C. Administrative Services has six items on the Action Agenda. There is a recommendation to approve a Real Property Lease Agreement with Pioneer Theaters, Inc. Following a valuation study and negotiations with Pioneer Theaters, we are proposing the Board approve entering into a new five (5) year real property agreement for the lease of District's Parking Lot L - East Lot located at the southwest corner of Redondo Beach Boulevard and Crenshaw Boulevard. The agreement will commence July 1, 2020 and end June 30, 2025 with an option to extend the lease for another five (5) year term upon mutual agreement of the parties.

The monthly rental fee for the base year shall be \$23,314.00 and a revenue of \$279,760.00 per year. For the base year period of five (5) years, the expected revenue is \$1,398,800.00.

There is also a recommendation to approve a contract with ReviewSnap, the District's online performance evaluation tool. ReviewSnap provides tracking of performance review dates. It is accessible online and helps to manage the timeliness of performance reviews in accordance with ACCJC accreditation standards. Licensing cost for ReviewSnap is \$68,600 per year for 3 years for a total of \$205,800 for 3,500 users.

There is also a recommendation to adopt resolutions to establish funds with the LA County Office of Education:

- Resolution #03-23-2002A – *Fund 72 for the Student Representation Fee Fund*
- Resolution #03-23-2020B – *Fund 81 for the Student Organization Fund*
- Resolution #03-23-2020C – *Fund 82 for the Scholarship & Trust/Agency Fund*

There is also a recommendation that the Board accept the Proposition 39 General Obligation Bond Audit Report for the year ending June 30, 2019. The District received an unmodified opinion on its annual financial statements and performance audits for 2018-19.

Measure E has two items on the Action Agenda. There is a recommendation to approve a Change Order with ACCE for the Administration Building. The Change order is a request by the District to remove and replace the existing asphalt roadway that has deteriorated. There is also a request relating to an unforeseen condition and the need to provide curing near a planter. The Change Order will not exceed \$154,542.

There is a recommendation to take action on previously approved Bilateral Change Orders 6, 7, 8, 9, 10, and 12 for the Gymnasium Project. The Board initially approved these Change Orders as Bilateral Change Orders for payment on all labor and materials costs ("Direct Costs") associated with certain completed additional work on the Project. It is recommended that in order to make payment to AMG for Direct Costs previously approved by the Board, the Bilateral Change Orders be converted into Unilateral Change Orders.

D. Human Resources – No Items.

E. Community Advancement has one item on the Action Agenda. There is a recommendation that the Board ratify an agreement with Los Angeles Community College District as a Sub-Grantee for a Department of Labor/Employment Training Administration grant. El Camino College has committed to enrolling at least 172 pre-apprentices, registered apprentice (RA) and/or industry-recognized apprenticeship program participants (IRAPs) over 4 years. ECC will be reimbursed up to \$1,200 per pre-apprentice, RA and/or IRAPs for a total not to exceed \$206,400.

F. Superintendent-President/Board has three items on the Action Agenda. There is a recommendation to adopt a resolution to order biennial Governing Board elections. Elections will be held November 3, 2020 to elect members to governing boards in school and community college districts in Los Angeles County, including El Camino Community College District. District voters will be asked to elect Trustees in Areas 1, 3, and 4. The Board is required to adopt and file a resolution with the County of Los Angeles, ordering the election by May 15, 2020.

There is also a recommendation that the Board adopt Resolution No. 323-2020 *COVID-19 Authority to Act*. This resolution defines an emergency under Government Code 3100 and Section 1102 of the Public Contract Code, among other regulations, and declares that emergency conditions exist at El Camino Community College District. The Resolution authorizes the Superintendent/President and his/her designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the student and staff and other authorized actions under Government Code 3100 and section 20654 of the Public Contract Code.

Last, there is a recommendation to approve the lending of medical equipment to Torrance Memorial Medical Center. The COVID-19 pandemic has led to a shortage of medical equipment and supplies needed to treat patients. Due to the state of emergency at the state, federal and county levels, we recommend the suspension of our normal administrative procedures and request the Board approve the loan of three (3) ventilators valued at \$70,000 each to Torrance Memorial Medical Center until September 2020. At a later date, we will fully comply with Board Policies, Administrative Procedures and other regulations relating to the lending of District Equipment. The three ventilators will be sterilized and refurbished upon return.

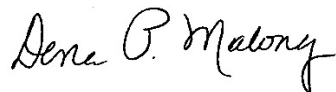
G. Future Action Items/General Information has the Bond Quarterly Status report on bond activities.

H. Policies and Procedures has two items, recommending the Board accept for first reading the following Policies:

- Board Policy 3505 Emergency Response Plan
- Board Policy 1200 Mission, Vision and Values

I am looking forward our meeting on Monday, March 23 at 4:00 pm. 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