



EL CAMINO COMMUNITY COLLEGE DISTRICT
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June 8, 2020

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, June 15, 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 Board Room on the first floor of the Administration Building 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. There is an email account set up for *Public Comments for Closed Session Items*, and an email account set up for *Public Comments for Open Session Items*. Full information regarding the technical aspects of the Board Meeting can be found in the Board Docs site.

The Board meeting will begin **at 4:00 pm**. 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 several presentations for this meeting. The first presentation is the administration of the Oath of Office to Faith Adams, the 2020-21 Student Trustee.

The second presentation is an informational overview of the 2020-25 Making Decisions at El Camino College Guide which is presented for first reading at this board meeting. The Guide will be presented to the Board for second reading and adoption at the July 20, 2020 Board meeting.

Last, Vice President Iris Ingram will present the 2020-21 Tentative Budget. The Tentative Budget provides operating authority for the District until the Adopted Budget is approved in September 2020. As of this writing, the state has not approved its 2020-21 budget. Therefore, the district's tentative budget will not reflect final decisions by the state on revenue to districts. The Planning and Budget Committee will continue to meet during the summer months to prepare the Adopted Budget. We will hold a Board of Trustees Budget Workshop in late August, prior to the Board meeting on September 8, 2020 at which time we will present the Adopted Budget for Board approval.

The consent agenda includes the following:

- A. Academic Affairs** has four routine agenda items. There is a recommendation to approve an agreement with Pronto/Hit Labs Inc. to provide access to a Canvas plug-in tool for student-to-student interactions, as well as faculty to student interactions. Pronto has been used during the spring term through an agreement with the Chancellor's Office. It has proven to be effective in the online environment and is needed for both the summer and fall terms. The cost will not exceed \$18,140. There is also a recommendation to approve an agreement with EquatIO, another online tool that works with Canvas to support online STEM and math classes. EquatIO is built with Universal Design for Learning principles and provides equal access to STEM content. This is an agreement for a no-cost trial license for the tool. There is also an amendment to the agreement with St. Francis Medical Center Nursing Student

Affiliation Agreement. St. Francis Medical Center is currently negotiating a sale with Prime Healthcare and hopes to finalize the sale by July 2020. To maintain our affiliation with the clinical site, our normal one-year agreement is being extended only through August 31, 2020. Last, there is a recommendation to approve proposed curriculum changes effective 2021-22.

- B. Student Services** has four agenda items. There is a recommendation to approve an agreement with Hobsons to provide up to 20 consulting hours on the use of its early alert software (known as ECC Connect) and its Degree Planner software tool which we use for degree planning. The contract will not exceed \$4,000. There is also a recommendation to approve an agreement with Joe Mar Polygraph and Investigative Services Inc. for polygraph examinations of police department applicants. The cost will not exceed \$225 per examination. There is a recommendation to approve a renewal agreement with MSCR Investigative Services, LLC for POST-required background checks on police department applicants. The cost will not exceed \$1000 per applicant plus .53 cents per mile for travel. Last, there is a recommendation to approve a renewal agreement with Anne Dumke to serve as the Hearing Officer/Examiner for Notice of Parking violations for the ECC Campus Police Department. Cost will not exceed \$25 per hour.
- C. Administrative Services** has two agenda items on the consent agenda. There is a recommendation to approve an agreement with Yale/Chase Equipment Services to replace four electric utility carts that have exceeded their useful life cycle. The total cost for four carts will not exceed \$60,000 and will be paid out of Fund 41 - Capital Outlay. There is also a recommendation to ratify purchase orders and blanket purchase orders.
- D. Measure E** has three items on the consent agenda. There is a recommendation to approve a change order with ACC Contractors for \$47,385 for the Administration Building Project. The change order includes Owner Requested changes, changes relating to Architectural/Engineering Requirements, and changes due to unforeseen circumstances. The details of these changes are included in the agenda item. There is a recommendation to accept the Measure E Budgets and Balances Report, as well as a recommendation to ratify Measure E 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 a Foundation Development Officer. This position, funded through the Foundation, is solely focused on fundraising and is responsible for the President's Circle and the Community Partners fundraising initiatives. There is also a recommendation to approve personnel actions for the following:
- Academic Personnel Action Items
 - Administrator, Supervisor and Special Services Professional Personnel Actions
 - Classified Personnel Action Items
 - Temporary, Non-Classified Service Employees Personnel Action Items
- F. Community Advancement** has seventeen routine items relating to Employment Training Panel contracts and contracts for customized training programs to local businesses and Community Education classes.
- G. President/Board** has one item on the consent agenda. There is a recommendation to approve an agreement with Vectis Strategies, a government relations firm, to help the college advocate for support and federal funding of a proposed Space, Cyber and Supply Talent Development Center. This is a short-term agreement which aligns with the timeline for assessing potential sources of funding and the urgency to move quickly on requests for federal support of this project. The cost of this agreement will

not exceed \$45,000, consisting of \$36,000 for work in Washington, DC along with \$9000 for advisory work relating to communications and public relations. The agreement will end on December 31, 2020.

Action Agenda:

A. Academic Affairs has three items on the Action Agenda.

On May 19, 2020 the El Camino College Academic Senate passed a resolution in support of faculty usage of ECC default usage of the LMS (learning management system) for online/remote instruction. The resolution details the reasons for the support of the ECC Canvas system as the default system. Included is the ease of use for students on one common platform, the support provided by the Online and Digital Education for one common learning platform, and the protection of student records as required by Family Education Rights & Privacy Act (FERPA). The resolution recommends that all El Camino College faculty use an LMS to support or deliver materials and/or instruction in on-campus, online, hybrid, or remote courses and, in doing so, use the LMS provided by the college. Also, in accordance with the College Curriculum Committee distance education addendum, faculty are required to use the college approved learning management system for all distance education courses. We recommend that the Board take action to adopt the Senate resolution.

On June 2, 2020 the El Camino College Academic Senate passed a resolution regarding “Black Student Lives Matter”. The resolution affirms the rights of Black students, staff, faculty, and administrators to be treated with respect and dignity within schools and communities. The administration strongly supports the call to action within the Academic Senate resolution. The resolution aligns with the state Chancellor’s Office six-point call to action outlined on June 3, 2020. We recommend the Board of Trustees adopt this resolution as a call to action for the El Camino College District and in support of actions planned next year to support black students, faculty and staff at El Camino College.

Last, there is a recommendation to amend the Resolution to All Pass/No Pass grading policy to include the summer 2020 term. The Chancellor's Office emergency orders allow colleges to implement emergency approval for Pass/No Pass grading for the summer term. The resolution requires that students be permitted to select a Pass/No Pass grading option prior to the drop date. It also requires students be informed of the possible benefits and consequences for transfer and future educational decisions in making such a selection.

B. Student Services - No Items.

C. Administrative Services has three items on the Action Agenda. There is a recommendation to approve the selection of Cordoba Corp., Lundgren Management Corporation and Element Consulting, Inc. to the pool of qualified Construction Management Services firms.

LendLease, the current construction management firm, has served the district since 2009. Due to the fact that the District has not re-solicited this service for almost ten (10) years and in accordance to California Education Code Section 17596, which limits contracts to a maximum of 5 years, staff released a new solicitation titled “Construction Management Services Request for Qualification” (RFQ # 2019-6) on February 5, 2020. The RFQ was designed to allow the District to award up to three (3) most qualified firms that could, in the future, be considered for construction management services at the college for specific projects. The process resulted in evaluation of 7 responsive and responsible firms using a scoring rubric by a panel of evaluators. The bidders’ fee schedule was evaluated independently by the Purchasing Department. The top three firms to emerge through this process are Cordoba

Corporation, Lundgren Management Corporation and Element Consulting Inc. LendLease did not submit a proposal in response to the RFQ.

Over the next several months, each firm will be evaluated for specific projects on the campus, and the Board will be presented a recommendation to approve the recommended firm for each project. In addition, to ensure future optimum contract performance, four (4) Key Performance Indicators (KPI) were included in the Master Service Agreement. Each KPI comes with a corresponding Liquidated Damages amount to be assessed for failure to meet the KPI. With the inclusion of the KPIs and Liquidated Damages, the District hopes to avoid construction issues such as project delays and cost overruns.

The second recommendation on the Action Agenda for Administrative Services is the recommendation that the Board approve the 2020-21 Appropriations limit as required by Article XIII B of the State Constitution. Approved by the voters in November 1979, Article XIII B requires the establishment of an Appropriation limit on "Proceeds of Taxes" revenues for public agencies, including school districts. The governing board must approve each year the appropriation limit for the District. This is known as the GANN Report.

The third item on the Action Agenda for Administrative Services is the recommendation to approve the Tentative Budget for 2020-21. At the time of this writing, the state of California has not passed a state budget. The Tentative Budget provides operating authority for the District prior to the approval of an Adopted Budget at the September board meeting. The Tentative Budget includes the anticipated revenue contained in the May Revise. It does not reflect cost reduction measures we will take to address revenue shortfalls. The El Camino College Planning and Budget Committee will meet this summer to discuss expenditure reduction measures that will alleviate the impact of reduced revenue from the state of California. These discussions will result in a more realistic Adopted Budget for your consideration at the September Board meeting.

D. Measure E - No Items.

E. Human Resources has two items on the agenda. There is a recommendation to review, approve and ratify the Agreement between the El Camino Classified Employees, Local 6142, CFT, AFT, AFL-CIO, and the El Camino Community College District, effective January 1, 2020 through December 31, 2022. The specific articles agreed to during negotiations are:

Article 4 - Section 10, Copies of Agreement

Article 4 - Section 11, Board Minutes of Agenda

The term of the new three-year CBA is no adjustment to the salary schedule, with reopeners in 2022. Should there be adjustments to the health care benefits cap provided to other bargaining units, the adjustments would be applied to the El Camino College Classified Employees as well.

The second item is a recommendation to approve eight (8) furlough days to be deducted from the paychecks of all administrators, directors, managers, and supervisors, including the President and Vice Presidents, for FY 2020-2021 to mitigate budget reductions. The approval of this recommendation is anticipated to result in a savings of \$425,552 in 2020-21.

F. Community Advancement has three items on the Action Agenda. There is a recommendation to approve an amendment to the agreement with University of California Berkeley, to extend the timeline

for completion of the project and to raise the funding amount from \$135,955 to \$185,978. All other terms of the agreement remain the same.

There is also a recommendation to ratify an agreement with the South Bay Workforce Investment Board (SWIB) in the amount of \$157,800. The South Bay Workforce Investment Board will assist El Camino College with creating new apprenticeship programs in the bioscience industry in accordance with the California Apprenticeship Initiative (CAI) grant from the California Community College Chancellor's Office. Under this grant, El Camino College will place up to 50 apprentices in the bioscience industry. The grant funds will be used to support the agreement with the SBWIB. Last, there is a recommendation to approve the revised Community Education Summer 2020 Schedule of Classes to offer all courses through remote online platforms.

G. Superintendent-President/Board has one agenda item. There is a recommendation to approve two new members of the El Camino College Measure E Citizens' Bond Oversight Committee. Mr. Chris Taylor is recommended to fill the community-at-large seat held by Dr. Eugene Krank, whose term ended April 30, 2020. Mr. Gino DiGregorio is recommended to fill the seat reserved for an active member of a college supporting organization, last held by Mr. David Kartsonis, whose term also ended April 30, 2020.

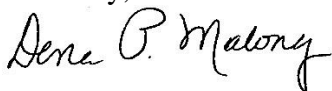
H. Future Action Items/General Information has five items including a an update on Measure E capital construction projects and a recognition of the service of Mr. David Kartsonis, who served a 3-year term as a member of the El Camino College Measure E Citizen's Bond Oversight Committee. In addition, there is a recommendation for first reading of the 2020-25 Making Decisions Guide and a first reading of the El Camino College Institutional Self-Evaluation Report for the reaffirmation of accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC). Last, there is an informational item on recent organizational changes at El Camino College.

I. Policies and Procedures has two information items:

- Administrative Procedure 5070 Attendance Accounting
- Administrative Procedure 5203 Lactation Accommodations

I am looking forward to our meeting on Monday, June 15, 2020 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