



EL CAMINO COMMUNITY COLLEGE DISTRICT
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July 14, 2020

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, July 20, 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 BoardDocs 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 no presentations scheduled for the July 2020 board meeting.

The consent agenda includes the following:

- A. Academic Affairs** has three routine agenda items. There is a recommendation to approve an agreement with Plagix LLC for a one-year pilot project using Unicheck as the college's plagiarism detection software. Unicheck has many advantages over the college's current plagiarism detection software and is less costly. The cost of the one-year agreement is \$2,660. The El Camino College Academic Senate, the Technology Committee, and the Academic Technology Committee were consulted on making this recommendation. There is also a recommendation to ratify a personal service agreement with Renee Marshall, who will provide teacher preparation workshops under the El Camino TEACH project. The cost will not exceed \$1000, paid by the TEACH grant funds. 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 Nova Information Group to provide services relating to the integration of Starfish (ECC Connect) with SIS, document management system and student ID/kiosk system to enhance system functionality and data to improve student support and retention efforts, engagement and enrollment data in alignment with college plans and initiatives. The agreement will not exceed \$29,925. There is also a recommendation to approve an agreement with Eureka, the California Career Information System. We use this system to provide career advisement, counseling and career exploration for students. The one-year extension of our agreement with Eureka will not exceed \$1,895. There is also a recommendation to approve the receipt of funds from the School Communications Interoperability Grant Program for \$99,920. This grant comes from the California Office of Emergency Services. It will provide communications connectivity and technology equipment to support communications with regional public safety agencies in events such as active shooter incidences. Last, there is a recommendation to approve an agreement with Howe and Associates under the HBCU grant. Howe and Associates provides research and data

reports on the successful transfer and student achievement of community college students to HBCU institutions. The agreement will not exceed \$50,000.

C. Administrative Services has two agenda items on the consent agenda. There is a recommendation to provide a six-month extension to the real property lease with Pioneer Theatres Inc. due to the impact of COVID-19 and the Stay at Home Order by the Governor of California. This recommendation includes:

- Deferring the start of the long-term lease from July 1, 2020 to January 1, 2021
- Extending the current lease on a month-to-month basis for seven (7) months starting retroactively from June 1, 2020 to December 31, 2020
- Reducing the number of spaces to 100 spaces per month (Saturdays and Sundays only) at \$5 per space per day for the seven-month extension.

Rental payments will be assessed beginning August 2020. Parties agree to monitor the parking demand on a monthly basis and in the event demand increases, parties will amend the agreement to increase the number of spaces.

The second agenda item is a recommendation to ratify purchase orders and blanket purchase orders.

D. Measure E has two items on the consent agenda. There is a recommendation to accept the Measure E Budgets and Balances Report and a recommendation to receive the Measure E Category Budget and Balances report.

E. Human Resources has six items on the consent agenda. There is a recommendation to approve two revised job description:

- Revised Job Description, Lead Stock Clerk – Shipping and Receiving
- Revised Job Description, Admissions and Records Technician III.

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 two routine items. There is a recommendation to ratify an agreement with INDUS Technology, Inc. to develop a five session Department of Defense cybersecurity training for virtual delivery as part of the CASCADE grant. The agreement will not exceed \$25,000 paid through the CASCADE II grant award. There is also a recommendation to ratify an agreement with Maribel Galan to provide services including strategic planning, data analysis, and reporting required by the state to track the progress of the adult education consortium. The agreement will not exceed \$20,000 paid through the Adult Education grant.

G. President/Board has four items on the consent agenda. There is a recommendation to conduct a second reading and adoption of the 2020-25 Making Decisions Guide. There is also a recommendation to approve anticipated travel should in-person meetings be required for the Superintendent/President. There is also a recommendation to approve conference attendance for Student Trustee Faith Adams.

Trustee Adams will participate in the annual Student Trustee Workshop, which will be offered in a virtual format in August. Last, there is a recommendation to approve the absence of a board member due to illness.

Action Agenda:

- A. Academic Affairs** has four items on the Action Agenda. There is a recommendation to approve an agreement with Thomson Reuters, which covers the print items for the Law collection the support the Paralegal program. Having this collection and maintaining its currency are required for accreditation of the program. This is a five-year agreement with annual increase of 3% for each year following year one. The total costs will not exceed \$195,410 over the five years.

There is also a recommendation to approve the receipt of the California Education Learning Lab: Enabling Institutional Change in Undergraduate STEM Education Grant – Computer Science. This grant totals \$650,000 of which El Camino will receive \$200,000 as a sub-recipient of the grant. The grant fiscal and lead agent is the University of California – Berkeley. El Camino College and the California State University – Long Beach are the two sub-recipients and partners on the grant, which will focus on computer science education. El Camino College computer science faculty member Solomon Russell is the co-principal investigator on this project.

There is also a recommendation to approve the receipt of the Californian Education Learning Lab: Enabling Institutional Change in Undergraduate STEM Education Grant – Biology grant. The grant totals \$550,000 of which El Camino College will receive \$164,673 as a sub-recipient of the grant. The grant fiscal and lead agent is California State University Dominguez Hills. El Camino College and the University of California – Irvine are also partners on the grant, which focuses on biological science education. El Camino College biology professor Polly Parks is the co-principal investigator on this project.

Last, there is a recommendation to receive for second reading and adoption the 2020 Institutional Self-Evaluation Report (ISER), which is the foundational document for the Application for Reaffirmation of Accreditation by the Accrediting Commission for Junior and Community Colleges (ACCJC). El Camino College's last accreditation was in 2014. The ISER will be submitted to the ACCJC in early August. A virtual visit by an accreditation team will be conducted September 28 - October 1, 2020. The ACCJC is expected to render a decision on the reaffirmation of accreditation for El Camino College in spring 2021.

- B. Student Services** has one item on the Action Agenda. There is a recommendation to a three-year agreement with Hobsons Consulting to provide the Starfish Enterprise Success Platform. Better known by its name of ECC Connect, this platform is used for early alert in noting and tracking student success. The platform is used to guide students along their academic pathway to achieve their goals through academic planning and proactive advising that allows faculty and staff to identify, track, and engage students with the resources aligned to their specific needs. The platform includes academic planning, case management, early alert, intervention inventory, and student-level analytics tools, as well as strategic consulting and professional services. The cost for this three-year agreement will not exceed \$291,915.
- C. Administrative Services** has nine items on the Action Agenda. There is a recommendation to approve the El Camino College 2020-2026 five year Construction Plan, which provides a list of proposed capital construction projects including those supported by Measure E. The projects included in this plan are the Pool /Classroom Complex, the Arts Building Replacement project, the Social and

Behavioral Science Building, the Music Building Replacement project, the Public Safety Training Center, the Central Plan Retrocommission, ADA Improvements, and the Maintenance and Operations replacement project.

The second recommendation on the Action Agenda for Administrative Services is the recommendation that the Board adopt Resolution No. 07-20-2020A authorizing the issuance of El Camino College 2012 Measure E Bonds. We recommend issuing \$50,000,000 in bonds in August to support the continued development of the campus. There is also a recommendation that the Board adopt Resolution No. 07-20-2020B authorizing the issuance of Refunding Bonds, to refinance previously issued bonds. This will save taxpayer dollars due to lower interest rates and favorable financing conditions.

There is a recommendation that the Board adopt Resolution 07-20-2020C for the establishment of temporary Interfund Cash Borrowing fund. The request for adoption is being made in order to establish the fund with LACOE and provide the sufficient cash needed to pay obligations for current operating requirements lawfully incurred in the fiscal year 2020-21.

There is also a recommendation that the Board adopt Resolution 07-2020D that authorizes the District to participate in the Los Angeles County Office of Education (LACOE) School Pools Fund maintained by the Los Angeles County Treasurer. Districts have been advised that there will revenue deferrals for the months of February – June 2021. Each month of deferral is estimated to cost El Camino College \$5,000,000. El Camino College District needs sufficient flexibility to access cash in the County Pool, should this prove necessary, in order to pay current operating requirements lawfully incurred in the fiscal year 2020-21. Such borrowing is allowed by Article XVI, § 6, of the California Constitution which allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer. The District must repay borrowed funds 120 days from the date of issuance.

There is a recommendation to approve a contract amendment with Kardent Design for the Baseball Netting, Restroom and Turf Replacement project. The total cost of the amendment will not exceed \$196,000. The project has grown in scope due to existing conditions in the field, necessitating civil engineering work and the installation of synthetic turf.

There is also a recommendation to approve a four-year Agreement with Ellucian Technical Advisory Services to provide an assigned Technical Advisory Manager (TAM) for technical assistance in maximizing the complex Ellucian Colleague system. The cost will not exceed \$221,650 and reflects a negotiated savings of \$15,352 over the four-year period.

There is a recommendation to approve an agreement with Hewlett-Packard Enterprises (HPE) Financial Services for support of Aruba wireless services that is now owned by HPE. The support agreement includes professional services from VectorUSA; an HPE partner located near the college in Torrance, CA. Also included in this agreement is implementation of Aruba ClearPass, to provide enhanced capabilities to control network access on the campus wireless and wired network, necessary for system security. The total cost of this agreement will not exceed \$258,482 paid over the five-year agreement.

There is a recommendation to upgrade the District's Network Equipment and Firewall system, and replace the current Cisco network infrastructure with HPE Aruba network (HPE) equipment and Palo Alto Network firewalls. The cost of this conversion will not exceed \$752,280 over five years, with an estimated savings of \$750,000 over that same period. This recommendation is based on a 2019-20 PlanNet Study commissioned by the college to evaluate potential cost savings in our IT environment.

D. Measure E has two items on the Action Agenda. There is a recommendation to approve a change order with ACC Contractors for the Administration Building project. The change order totals \$139,256 and reflects a variety of Architectural/Engineering changes, Unforeseen Conditions, and two Owner Requests. The details on each change is detailed in the board agenda item. There is also a recommendation to approve a change order with ACCO Engineered Systems for the Central Plan Retro-Commissioning project. The change order will not exceed \$140,994 and reflect an Architectural/Engineering requirement and an unforeseen condition.

E. Human Resources – NO ITEMS

F. Community Advancement – NO ITEMS

G. Superintendent-President/Board – NO ITEMS

H. Future Action Items/General Information has five items. The Distance Education Plan is presented for first reading and will be presented for second reading and adoption at the August 17, 2020 meeting of the Board of Trustees. We also included as an information item a letter recognizing El Camino College athlete Raymond Graham (football) as a member of the Community College Counselors and Advisors Association for Athletics Honor Roll. A letter is attached to the board item. There are also information items regarding changes in reporting areas and unit name changes at the College. Last, as required by Board Policy 2410 "Board Policies and Administrative Procedures, there is a list of Board Policies and Administrative Procedures that were reviewed, updated or developed during 2019-20. All board policies and procedures can be found on the public BoardDocs website at <https://go.boarddocs.com/ca/ecccd/Board.nsf/vpublic?open>. Click the Policies tab.

I. Policies and Procedures has eight board policies for first reading and four administrative procedures for information.

First Reading – Board Policies:

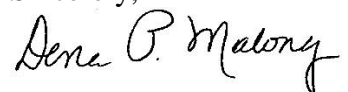
- BP 4025 Philosophy and Criteria for Associate Degree and General Education
- BP 4110 Honorary Degrees
- BP 5015 Residence Determination
- BP 5020 Nonresident Tuition
- BP 5030 Fees
- BP 5040 Student Records, Directory Information, and Privacy
- BP 5052 Open Enrollment
- BP 5055 Enrollment Priorities

Information – Administrative Procedures:

- AP 4025 Philosophy and Criteria for Associate Degree and General Education
- AP 4110 Honorary Degrees
- AP 5015 Residence Determination
- AP 5030 Fees

I am looking forward to our meeting on Monday, July 20, 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,

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

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