



EL CAMINO COMMUNITY COLLEGE DISTRICT
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August 31, 2020

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Tuesday, September 8, 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:

Dr. Dena Maloney along with Ms. Susan Nilles, Mr. Michael Pascual, and Mr. Marc Stevens, will provide an informational presentation on the Campus Safety Reopening Plan, developed by the COVID-19 Task Force. The Plan itself is included as an informational item on the agenda under “Future Action Items/ General Information”.

Public Hearing – Adopted Budget FY 2020-21

In accordance with Education Code Sections 66700, 70901 and 84750, and Title 5 section 58301 of the California Code of Regulations, the District will hold a public hearing on the El Camino College District Final Budget for FY 2020-21. The budget has been available to the general public and college constituency groups since August 27, 2020. A campus-wide Town Hall meeting on the budget was held on August 27 and the Board of Trustees held a Budget Workshop on September 1, 2020.

The consent agenda includes the following:

- A. Academic Affairs** has one routine agenda item. There is a recommendation to approve a contract with Loyol Creative to provide digital marketing and branding for the El Camino College paralegal program. The contract reflects a shift to exclusively online marketing strategies. Since the College began working with Loyol Creative, there has been a growth in enrollment for the Paralegal Program. The measurable outcomes from this campaign are significant: Fall 2018 enrollment in Paralegal Studies 1 saw an enrollment of 39 students compared to 71 in fall 2020, an 82% increase. Law 11 saw an increase of 28 additional students during the same period, a 76% increase. Overall, enrollment in the Paralegal Studies Program as a whole has increased by 65% from fall 2018 to fall 2020. The total cost of this agreement shall not exceed \$30,000, paid through Perkins V Grant Funds.

- B. Student Services** has two routine agenda items. There is a recommendation to approve an agreement with Centinela Valley Union High School District to provide outreach and counseling through the ECC division of Counseling and Student Services. The goal is to supplement existing services to students including those in the Adult Transition program at Lloyde High School. The college will be reimbursed for these services at an amount not to exceed \$7800. Second, there is a recommendation to receive the 2020-21 Veterans Resource Center Grant allocation. The 2020-21 state budget allocated \$10 million to community colleges to support Veteran Resource Centers. El Camino will receive \$17,699 based on an allocation of \$2 million base funding. In February, the state will make another allocation to colleges for the remaining \$8 million in funding for 2020-21, using a formula based on fair share among colleges serving veteran students.
- C. Administrative Services** has one agenda to recommend the ratification of purchase orders and blanket purchase orders.
- D. Measure E** has three items on the consent agenda. There is a recommendation to approve an agreement with Atlantic Relocation Services to provide move management services for the relocation to the Pool/Classroom Building. The total cost of the agreement will not exceed \$67,469. There is also a recommendation to ratify Measure E purchase orders and blanket purchase orders, and a recommendation to receive the Measure E Category Budget and Balances report.
- E. Human Resources** has four items on the consent agenda. There is a recommendation to approve personnel actions for the following:
- Academic Personnel Action Items
 - Administrator Personnel Actions
 - Classified Personnel Action Items
 - Temporary, Non-Classified Service Employees Personnel Action Items
- F. Community Advancement** has three routine items. There is a recommendation to approve an agreement with Go! Launch Marketing for assistance with website development, marketing collateral for the Business Training Center's ETP program offerings. The one-year agreement will not exceed \$12,000. There is also a recommendation to approve a contract with Diana Stanojevich to serve as a business advisor for the Small Business Development Center. The agreement will not exceed \$3,500 and will end on December 31, 2020. Last, there is a recommendation to approve an agreement with Pro-Train to provide Community Education students not-for-credit online asynchronous, live online synchronous, and/or in-person professional development/job training industry certification training courses, including applicable course materials and course instructors. The District will pay a pre-determined partner fee to Pro-Train based on enrollment in the courses to be offered under the agreement.
- G. President/Board - No Items**

Action Agenda:

- A. Academic Affairs** has one item on the Action Agenda. There is a recommendation to approve the purchase of three (3) CNC Vertical Milling Machines. An RFP was released on July 23, 2020 and a job site walk was held on August 6, 2020. Kent Industrial was ranked the highest of the four responsive bidders, and had the lowest price. The purchase will not exceed \$108,644, paid through Strong Workforce funding.

B. Student Services – No Items.

Administrative Services has two items on the Action Agenda. There is a recommendation to approve the selection of Morgan Stanley as the Senior Manager and Backstrom McCarley Berry as co-manager as the investment banking firms for the District's 2012 GO Bond sale and refunding bond transaction later this fall. Approximately \$70,000,000 in refunding bonds and \$50,000,000 in new bond sales will be take place this fall. These firms are recommended based on an RFP process that produced nine responsive and responsible proposals. Of these, five firms were invited to interview with the College resulting in the recommendation to select Morgan Stanley and Backstrom McCarley Berry as the investment banking firms. Last, there is a recommendation that the Board adopt the Final Budget for FY 2020-21. The Budget is based on the recommendations of the Planning and Budget Committee and the Executive Cabinet. The Budget was discussed in the campus-wide El Camino College Town Hall meeting on August 27, 2020 and at the Board of Trustees Budget Workshop on September 1, 2020.

C. Measure E has one item on the Action Agenda. There is a recommendation to approve the Notice of Completion to Resource Environmental Inc. for the Existing Student Services & Student Activities Demolition Project. The project has been completed in accordance with the conditions and specifications of the Resource Environmental Inc. contract and accepted by a District representative.

D. Human Resources – No Items

E. Community Advancement has two items. There is a recommendation to amend a contract with the San Francisco Bay Area Rapid Transit District (BART). The El Camino Community College District is the administrator of the Employment Training Panels Alternative & Renewable Fuel & Vehicle Technology Program ET20-0802. The original contract amount is being increased from \$82,000 to \$375,000. Due to COVID-19, other fund recipients were unable to complete training under this contract. BART is the only contractor who has completed training and can utilize the remaining funds in training for its workforce.

There is also a recommendation to approve an agreement with the California Manufacturing Technology Consulting (CMTC) for \$120,000. El Camino College will provide services to CMTC's small manufacturing clients in the area of outreach, technical assistance, customized training and the development of advanced manufacturing pilot projects. This contract represents revenue to the district for services performed under the agreement.

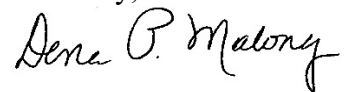
F. Superintendent-President/Board – No Items

Future Action Items/General Information has four items. There is a recommendation that the Board of Trustees review and discuss the Presidential Search Timeline, developed in accordance with Board Policy and Administrative Procedure 2431 *Superintendent/President Selection*. There is information on the RFQ for the Executive Recruitment services for the Superintendent/President selection. There is also a recommendation that the Board review the Campus Safety Reopening Plan, developed by the El Camino College COVID-19 Task Force. As the Plan is a living document and subject to change based on local and state conditions, we are presenting the Plan as an Information Item. Last, the Bond Project Status Report is presented for information purposes.

G. Policies and Procedures – No Items

I am looking forward to our meeting on Tuesday, September 8, 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, looped initial "D".

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