



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

May 10, 2021

Board of Trustees  
El Camino College

Dear Members of the Board:

I am pleased to present you the agenda for the Monday, May 17, 2021 regular meeting of the Board of Trustees. 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:***

We have several festivities and a presentation at the meeting. We will begin by recognizing Ms. Faith Adams, 2020-21 Student Trustee. Next, we will present for approval a Resolution in Appreciation of the El Camino College Classified Employees. Following that, we will present for approval a Resolution in Appreciation of Dr. Jean Shankweiler, Vice President of Academic Affairs. Finally, Mr. Giancarlo Fernandez, 2020-21 President of the Associated Student Organization, will provide an informational presentation on the proposed Social Justice Center at El Camino College.

***The consent agenda includes the following:***

- A. Academic Affairs** has eight items on the consent agenda. There is a recommendation to approve a renewal agreement with Pronto, a social learning tool that integrates with Canvas. Pronto allows for creation of study or work groups within classes, allows for student-to-student and student-to-faculty interactions, and supports regular and substantive interaction which is required by state and federal regulations. The three-year agreement will not exceed \$87,780. There is also a recommendation to approve an agreement with Respondus, an online proctoring software which allows secure testing in online courses. The will not exceed \$29,611. There is also a recommendation to ratify an agreement with Plagix, LLC for use of the Unicheck software system. This system will fully replace the use of Turnitin, a plagiarism software tool previously used by the College. Unicheck is a less costly plagiarism software system.

There is also a recommendation to approve a Mentor Teacher contract for a Child Development practicum. The contractor will mentor five students in the Child Development Special Education Practicum Class, so students may complete 54 hours of fieldwork to meet program requirements. The cost will not exceed \$1,250. There is also a recommendation for second reading and adoption of three board policies:

- Board Policy 3200 – Accreditation
- Board Policy 4260 – Pre-requisites and Co-Requisites
- Board Policy 4300 – Field Trips and Excursions

Last, there is a recommendation to approve proposed curriculum changes effective 2022-2023 Academic Year.

**B. Student Services** has four items on the consent agenda. There is a recommendation to approve an agreement with Doordash for food services provided at several year-end Associated Student Organizations and Inter-Club Council events. The cost will not exceed \$4,875. There is also a recommendation to approve a \$1 increase to the Student Health Fee in accordance with Education Code 76355. The fall and spring semester health center fee for full and part-time students will be \$22. The summer and winter student health center fee remains unchanged at \$18 per intercession.

There is also a recommendation to approve overseas F-1 recruiting agent’s contract agreements for a five-year period. The cost per student recruited shall not exceed \$1,500 and is processed once the referred student is registered for their course and pays all fees and tuition. Last, there is a recommendation for second reading and adoption of Board Policy 5035 – Withholding of Student Records.

**C. Administrative Services** has six agenda items on the consent agenda. There is a recommendation to approve a consulting agreement with AssetWorks USA, Inc. to perform a comprehensive audit of the District's capital assets, and provide Fixed Asset Inventory Services for El Camino Community College District. The agreement for professional services will not exceed \$42,500. There is also a recommendation to approve an agreement with AssetWorks USA, Inc. to purchase AssetMaxx software to record and track acquisition cost, depreciation, current value, and location of District capitalized (\$5,000 and greater) and non-capitalized (\$200 to \$4,999) inventory. The agreement will not exceed \$21,976. There is also a recommendation to approve an extension of the real property lease agreement with Pioneer Theaters, Inc. In response to improving COVID-19 conditions, LA County regulations permit an increase in capacity of the operations of the Pioneer Theatres, increasing demand for the use of more parking spaces. Parties have agreed to extend the lease agreement another eight (8) months, from May 1, 2021 to December 31, 2021, increasing the number of parking spaces from 100 spaces to 200 spaces. The daily rental rate remains at \$5 per day, per space, with total projected revenue to the District over this eight-month period estimated at \$64,000. There is also a recommendation to receive the 2020-21 Q3 311 Report as required by AB 2910, Chapter 1486, and Statutes of 1986. Last, there is a recommendation to ratify Purchase Order and Blanket Purchase Orders, and a recommendation to ratify increases to Purchase Order and Blanket Purchase Order.

**D. Measure E** has two items on the consent agenda. There is a recommendation to receive the Measure E Category Budget and Balances Report, and a recommendation to ratify Measure E Purchase Order and Blanket Purchase Orders.

**E. Human Resources** has seven items on the consent agenda. There is a recommendation to approve a revised job description of the Assistant Director, Learning Resources. The revised job description reflects the changing scope of responsibilities for this position since the original job description has not changed in over ten years. The title of the position has also changed from Assistant Director to Director, Library Learning Resources. Although the job title will change, the range will remain the same with no additional cost to the general fund and no additional headcount to the staffing since this position is already filled by a current employee. There is also a recommendation to approve a

minor change to the job description for the Director of Purchasing and Risk Management. The proposed job description changes the title to Director of Procurement and Risk Management. This is the only change to the job description.

There is also a recommendation that the Board certify the EEO Fund Multiple Method Allocation Certification Form for 2020-21. Districts are required to comply with Multiple Method 1 which requires a District EEO Advisory Committee, a District EEO Plan, and submitted expenditure reports for the prior year. In addition, District's must compliance with at least six (6) of the eight (8) remaining Multiple Methods to qualify for the receipt of the EEO funding. Under the Multiple Method allocation model, districts are required to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the Multiple Methods. There is also a recommendation that the Board approved the following personnel actions:

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

**F. Community Advancement** has nine items on the consent agenda. There are two recommendations to approve training agreements under the College's Employment Training Panel (ETP) contract:

- Lisi Aerospace – not to exceed \$50,000
- Industrial Tectonics Bearings AKA RBC Bearings – not to exceed \$20,000

There is also a recommendation to contract with Cerritos College Foundation to provide COVID-19 safety training. The agreement will be paid out of ETP funds and will not exceed \$36,000. There is also a recommendation to amend an agreement with INDUS Technology Inc. to increase the existing agreement by \$16,000, paid through the CASCADE grant. This is related to cyber-security training. There is also a recommendation to approve an agreement with Romeo Chocolates, which will provide not-for-credit chocolate workshops for the Community Education department. There is also a recommendation to approve an agreement with Soap Studio, which will provide graphic design of various flyers and graphic design of the fall, winter/spring, and summer Community Education catalogs/schedule of classes.

Last, there are three recommendations to provide locations for the Community Education's existing Medical Assistant program. The use of these sites will have fiscal impact to the District:

- Espresso Medical Clinic
- Lawndale Urgent Care
- Wilmington Urgent Care

**G. President/Board** has five agenda items. There are five recommendations to conduct a second reading and adoption of the following board policies:

- BP 2200 Board Duties and Responsibilities
- BP 2210 Officers
- BP 2220 Committees of the Board
- BP 2435 Evaluation of the Superintendent/President
- BP 2745 Board of Trustees Self-Evaluation

## **Action Agenda:**

- A. Academic Affairs – no items.**
- B. Student Services** has one item on the Action Agenda. There is a recommendation to approve an agreement with ConexED (dba Cranium Café), for access to software used in scheduling counseling appointments and student support services. The agreement will not exceed \$104,191 and will be paid through AB19 funding.
- C. Administrative Services** has two items on the Action Agenda. There is a recommendation the Board of Trustees adopt Resolution #05-17-2021A which requests that the Board of Supervisors for the County of Los Angeles establish tax rate for bonds and levy a tax of the El Camino Community College District, for bonds expected to be sold in 2021-22. The District anticipates selling \$60,000,000 in bonds in FY 2021-22 to support its capital construction plans. There is also a recommendation to approve the grant award from the US Department of Education of the CARES - Higher Education Emergency Relief Fund (CFDA 84.425F). HEERF II and HEERF III funds are being added onto the awards given in the first round of HEERF I grants [\$5,829,990 for Student Aid (award # P425E201128), and \$5,829,989 for Institutional Aid (award # P425F201574).]

### **Student Aid**

Start and End dates: April 23, 2020 to February 15, 2022

Cumulative Grant Amount: \$34,104,417

### **Institutional Aid**

Start and End dates: May 6, 2020 to February 11, 2022

Cumulative Grant Amount: \$47,140,487

- D. Measure E** has two items on the Action Agenda. There is a recommendation to approve entering into a contract with DLR Group to provide architectural services to demolition the existing Behavioral Science and Arts Buildings. The cost will not exceed \$195,000 paid out of Measure E Bond funds. There is also a recommendation to approve an amendment to the agreement with DLR Group for the Music Building Project. Under the terms of the contract, the architectural fee is 7.9487% of the construction cost of the project. The original construction cost estimate for this project has been increased. This results in a corresponding increase in the architectural fee from The architectural fee is 7.9487% of the total cost of construction must be increased from \$3,564,000 to \$4,946,882.
- E. Human Resources** has three agenda items. There is a recommendation that the Board approve the 2018 Salary Schedule for the current Superintendent/President. The publishing of the Superintendent/President Salary Schedule is a requirement by CalPERS. The second recommendation is to approve the 2021 Salary Schedule for the new Superintendent/President. The third recommendation is that the Board of Trustees appoint Dr. Brenda Thames as the seventh Superintendent/President of El Camino College. The effective date of this appointment is July 1, 2021.
- F. Community Advancement** has one item on the Action Agenda. There is a recommendation to approve an agreement with the South Bay Adult School for services provided by El Camino College under this agreement. El Camino College will provide tailored support and resources to South Bay

Adult School and their students enrolled in El Camino College's pre-apprenticeship and pathway programs in construction technology, machine tool technology, fire and emergency technology, child development, CISCO and appropriate training programs to help build the economy in response to COVID-19. The South Bay Adult School Adult Education funds will pay El Camino \$563,000 under this agreement.

**G. Superintendent-President/Board – no items.**

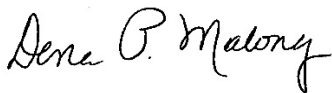
**H. Future Action Items/General Information** has three agenda items. There is a recommendation for first reading of the El Camino College Institutional Planning Guide. The guide will be presented at the June 21, 2021 Board meeting for second reading and adoption. There is also a recommendation that the Board of Trustees discuss El Camino College's plans to reopen the campus, and 2020-21 budget considerations in light of the current budget outlook. These topics will be included on the June 21, 2021 board meeting as specific recommendations for Board action.

**I. Policies and Procedures** has two items for first reading or information.

- BP 4230 Grading and Academic Record Symbols – First Reading
- AP 4230 Grading and Academic Record Symbols – Information

I am looking forward to our meeting on Monday, May 17, 2021. As always, if you have any questions regarding the agenda, please feel free to call or email me on May 17<sup>th</sup> before noon prior to the Board meeting.

Sincerely,



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