



EL CAMINO COMMUNITY COLLEGE DISTRICT
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June 15, 2021

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present you the agenda for the Monday, June 21, 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, Zoom or in person. 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 on 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 presentations at the meeting. We will begin by administering the Oath of Office to Karina Ramirez, 2021-22 Student Trustee. Next, the Board of Trustees will present a Resolution of Appreciation to Dr. Dena P. Maloney, sixth Superintendent/President of El Camino College.

Following that, we will have three presentations:

- Fiscal Year 2021-22 Tentative Budget (Iris Ingram, Vice President of Administrative Services)
- Sustainability Plan Update (Jorge Gutierrez, Executive Director of Facilities Planning and Services)
- Update to Facilities Master Plan – Path Forward (Iris Ingram, Vice President of Administrative Services)

The consent agenda includes the following:

- A. Academic Affairs** has twelve items on the consent agenda. There is a recommendation to ratify agreements with two speakers: Daniel G. Solarzano for presentations to administrators and faculty regarding racial Microaggressions and racial Microaffirmations (not to exceed \$3,000) and Keith Knight for a presentation on comics fostering racial illiteracy and the concepts behind them (not to exceed \$3,000). There is also a recommendation to approve an agreement with Jeremiah J. Sims to provide a Train the Trainer Workshop on the use of the IMPACT tool for assessing policies and procedures through an equity lens. The agreement will not exceed \$3,500. There is also a recommendation to ratify an agreement with Dangling Carrot Productions, which provided production services for the choral performances at the Faculty Retirement Reception and Commencement. The agreement did not exceed \$4,500. There is also a recommendation to ratify an agreement with Benjamin Lee, who provided audio and video production and editing for the Opera Workshop student performances. The agreement did not exceed \$3,500. There is also a recommendation to approve the purchase of an adult simulator for the Nursing Program. The

purchase amount for the Gaumard Scientific Company will not exceed \$70,328, paid through Strong Workforce grant funds.

There is also a recommendation to approve an agreement with Renee Marshal for the 2020-21 SWP-TPP grant. This agreement will not exceed \$18,000 paid through the 2020-21 Regional Strong Workforce Program. There is a recommendation to approve a contract with Network for Teaching Entrepreneurship (NFTE) for the Business Management Entrepreneurial Program. This agreement will result in four webinars for E Camino College students. The cost will not exceed \$12,000 paid through the Strong Workforce Program.

There is also a recommendation to approve the Library Services Institution Participation Agreement for access to OCLC/CONTENTdm, an online archive management software tool to create online digital archives. The agreement will not exceed \$10,763. There is a recommendation to approve the purchase of Bauer Unicus 4 Air Compressor System for the Fire Academy. Our existing compressor was lost in the fire in September 2020. The new compressor will cost \$83,216 and will be funded out of insurance proceeds. There is also a recommendation to approve an agreement with Long Beach Medical Center which will serve as a clinical site for the El Camino College Paramedic Program. There is no cost for this agreement.

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

- B. Student Services** has three items on the consent agenda. There is a recommendation to approve a Personal Services Agreement with Anne Dumke who will serve as a Hearing Officer/Examiner for Notice of Parking Violations for the El Camino College Campus Police. The cost will not exceed \$35 per hour, and the total annual cost is estimated to not exceed \$1,700 for the year. There is also a recommendation to approve a contract with MSCR Investigative Services, LLC to conduct POST-required background checks on applicants to the El Camino College Police Department. The cost will not exceed \$20,000 based on a cost of \$1,000 per case and \$.57 per mile travel reimbursement. Last, there is a recommendation to approve a contract with Joe Mar Polygraph & Investigative Services, Inc. to provide POST-required polygraph examinations for El Camino College Police Department applicants. The annual cost will not exceed \$5,400 based on a cost not to exceed \$225 per examination.
- C. Administrative Services** has four agenda items on the consent agenda. There is a recommendation to approve an addendum to the agreement with Pacific Dining, the on-campus food service provider. Due to the COVID-19 pandemic, Pacific Dining requires a reasonable period of time to resume sustainable operating sales on campus. The addendum makes three changes to the original agreement: 1) change the methodology of calculating the subsidy for dining services; 2) a minimum level of guaranteed daily revenue from July 1, 2021 to December 31, 2021; and 3) extend the contract by one year to 2024. Should Pacific Dining receive federal government support to offset the impact of the pandemic, the need for a minimum revenue guarantee will end. This amendment is estimated to cost the District \$75,000 - \$80,000 which will take the form of food voucher cards provided to students for food services purchases at Pacific Dining.

There is also a recommendation that the Board of Trustees accept the FY2020-21 Q4 311 Report required by AB 2910, Chapter 1486, and Statutes of 1986. Last, there is a recommendation to ratify Purchase Orders and Blanket Purchase Orders, and a recommendation to ratify increases to Purchase Orders and Blanket Purchase Orders.

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 ten items on the consent agenda. There is a recommendation to approve revised job descriptions and one new job description as follows:

- *Director of Nursing*: last revised over 14 years ago; updated to reflect scope of responsibilities and curriculum standards. Salary range updated from Range 14 to 16.
- *Director, Information Technology Services*: last updated in 2005; vacant since 2014. Updated to reflect new technology skills/standards, required entire rewrite. No change in Salary Range.
- *Theater Production Manager*: last updated in 1996; revised to update description of responsibilities. No change in Salary Range.
- *Assessment Specialist*: new job description to replace old job description called Assessment/Testing Center Specialist; required change due to new placement practices under AB705. Salary range increase from a Range 26 to a Range 34 due to new technical responsibilities. Increased cost will be covered through AB19 funding.
- *Professional Development Specialist*: a revision of the Professional Development Assistant job description due to a reorganization of reporting structure and revision of duties. Salary range increase from a Range 28 to a Range 32. Increased cost will be covered through salary savings from the elimination of the Professional Development Coordinator position.
- *Assistant to Vice President and Administrative Assistant I – Confidential*: revision to remove typing speed requirement and dictation requirements. These job descriptions were inadvertently left off the list of administrative/clerical requirements that were updated and approved by the board at the March 15, 2021 Board meeting. No change in Salary Range.
- *Bond Project Manager*: This is a new job description to support capital construction projects supported by Measure E funds. The position will report to the Executive Director of Facilities Planning and Services. The position will be solely funded through Measure E bond revenue, and is a Salary Range 11.

There is also a recommendation that the Board approve 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 nineteen items on the consent agenda. These include recommendations to approve training agreements under the under the College’s Employment Training Panel (ETP) contract. There are also recommendations to approve externship sites for the Community Education Medial Assistant Program. There are several recommendations for agreements in support of the El Camino College Small Business Development Center (SBDC), and several recommendations for agreements with qualified service providers, funded by the Technical Assistance Expansion Program and the Go-BIZ Grant. There are also two agenda items relating to the Clean Energy Smart Manufacturing Innovation Institute (CESMII). The first item is a recommendation to ratify Amendment Number 4 to Sub-award WA354. This amendment provides \$50,000 in funding to establish El Camino College’s Business Training Center (BTC) as a demonstration site for smart manufacturing in the South Bay. The second item is a recommendation

to ratify Amendment #4 to the Sub-award with UCLA in the amount of \$45,657 (revenue to the District) for work performed by El Camino College under the CESMII grant.

- G. President/Board** has four agenda items. There is a recommendation that the Board conduct a second reading and adoption of the El Camino College District Institutional Planning Guide. There is also a recommendation to approve a contract with Vectis DC, LLC for advocacy services on behalf of the District. Vectis DC is assisting the District in identifying and applying for federal funds to support workforce development programs, particularly in support of preparing displaced workers seeking new employment. The one-year agreement will not exceed \$60,000. There is also a recommendation to approve a no-cost extension of the 2020-21 contract agreement with Stamats for brand development and website development. Last, there is a recommendation to approve an agreement with Brad Jacobson, Inc. for photography services. The agreement will not exceed \$10,000.

Action Agenda:

- A. Academic Affairs** has one item. There is a recommendation to approve a five-year agreement with Total Recall for services in providing real-time captioning for deaf and hard-of-hearing students. The agreement will not exceed an annual contract amount of \$70,000 per year, for a total cost not to exceed \$350,000 over the five-year agreement. The cost of the agreement will be paid out of Fund 12 DSPS Contracts.
- B. Student Services** has one item on the Action Agenda. There is a recommendation to approve a three-year agreement with the County of Los Angeles, Department of Public Social Services and El Camino College to provide out-of-classroom coordination services to students enrolled in the CalWORKS program. The County will pay El Camino College \$96,260 per year for a three-year total of \$288,780.
- C. Administrative Services** has nine 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. This item is on the agenda again as the County must pass its resolution prior to the District's resolution. The District anticipates selling \$60,000,000 in bonds in FY 2021-22 to support its capital construction plans. A rating agency meeting was held on June 15, 2021 as part of the bond sales process.

There is also a recommendation to approve a Resolution 06-21-2021B stating the intent to convey easement to the County of Los Angeles over a roadway commonly known as Palm Avenue, which leads to a roadway bridge over Redondo Beach Boulevard and into the District's El Camino College campus near Parking Lot L and Lot K ("Bridge"). The County desires the Easement to access the Bridge for maintenance purposes. The District is authorized by law (Education Code §81311, et seq.) to convey real property interests, including easements. The County and District negotiated and agreed to an Easement purchase price of One Hundred Five Thousand and Two Hundred Dollars (\$105,200). This transaction requires a Resolution by the Board, a notice period to the public and then action by the Board in a subsequent meeting to approve the agreement. The Board will consider approval of the easements at the July 19, 2021 board meeting.

There is also a recommendation to ratify an agreement with World Back to Work for campus reopening safety management. World Back to Work will provide kiosks and check in stations

around the campus, temperature checking, COVID-19 testing services, contact tracing, and an on-site full time COVID-19 Compliance Officer. This recommendation comes through the COVID-19 Task Force, which evaluated several companies offering these services. World Back to Work will be implementing these protocols over the summer in order to have them available for the fall 2021 term. The agreement will not exceed \$2,000,000 based on the scale of implementation, with opportunities to expand or retract services as needed. HEERF funds will cover the cost of the agreement.

There is also a recommendation to approve an agreement with Alma Strategies for Facilities Master Planning Services. The District will be developing a Facilities Master Plan in 2021-22 and thus, issued a formal solicitation titled “Facilities Master Plan Request for Proposals/Qualification” (RFP/RFQ # 2020-20) on April 5, 2021. Three qualified respondents submitted proposals which were evaluated and scored by a District panel, which included one outside rater as well. Alma Strategies was deemed to have the highest ranked and lowest cost proposal. The contract will not exceed \$161,000 and the draft Facilities Master Plan will be complete in January 2022.

There is also a recommendation to approve the purchase of 1,341 portable air purification units, needed for the safe reopening of the campus. The air purifiers will be installed in classrooms, labs, lecture rooms and offices to remove particles associated with airborne contaminants, viruses and pollutants. These units clean, purify and re-energize the indoor air. The Purchasing Department secured quotes from two suppliers and recommend that FC Safety be selected due to the additional no-cost services they provide, as well as the immediate availability of units. They were also the lowest cost supplier between the two vendors. The total purchase cost of the portable air purification units and needed accessories will not exceed \$2,697,002 and will be paid through HEERF funds.

Article XIII B of the State Constitution as approved by the voters in November 1979, 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. It is recommended the Board of Trustees approve the Appropriations Limit of \$133,939,433 for the academic year 2021-22.

There is also a recommendation to approve the 2023-2027 Five-Year Construction Plan. The Plan provides a list of proposed capital construction projects including those supported by Measure E and must be submitted to the Chancellor’s Office by July 1, 2021.

There is also a recommendation to restore the 3% pay cut to all levels of management in 2021-22. This pay reduction was approved by the Board in June 2020 and was based on the anticipated budget reductions in the 2020-21 state and local budgets. During the 2020-21 fiscal year, the state budget projections improved with stronger than anticipated revenues and federal relief aid for COVID-19. Additionally, the District received unanticipated revenue for the Student Centered Funding Formula. Management employees were the only group to absorb a pay reduction, which we recommend be restored for the current fiscal year. The total estimated cost for this restoration of pay is \$406,594 which will be paid through HEERF funds.

Last, there is a recommendation to approve the 2021-22 Tentative Budget. The District is required to have a tentative budget to sustain its spending authority on July 1. The Board will receive a presentation on the Tentative Budget at the beginning of the June 21, 2021 meeting. A final budget

will be developed over the summer months and will be presented to the Board in August at a Board Budget Workshop, and then presented for approval at the September meeting of the Board.

D. Measure E has one item on the Action Agenda. There is a recommendation to approve entering into a contract with tBP Architecture to provide architectural services needed for the Student Health/Wellness Center Project. This project is designed to address the space limitations and extensive remodeling needs of the current Student Health Center in the PE South Building. Several alternatives were considered but none met the programming and cost-efficiency needed for the Student Health Center. In addition, demand for mental health and wellness services has dramatically increased due to the COVID-19 pandemic. The Student Health/Wellness Center Project will result in 5000 square feet of space, located near the Student Services Building and parking adjacent to Manhattan Beach Blvd. The site will consist of DSA pre-approved modular buildings, expanded space for needed Health Center services and programming, at a cost of \$199,253. The cost will be paid through COVID-19 federal relief funds.

E. Human Resources – NO ITEMS

F. Community Advancement has one item on the Action Agenda. There is a recommendation to approve an amendment with the University of California – Berkeley agreement for the Clean Energy Smart Manufacturing Innovation Institute (CESMII) project. This amendment increases the contract amount from \$185,978 to \$240,000 dollars. This contract generates an expense that is funded by the Clean Energy Smart Manufacturing Innovation Institute (CESMII) grant (sub-award No: 4550 G WA323). In addition, the amendment provides a time extension for the completion of work from June 1, 2019 to January 3, 2022.

G. Superintendent-President/Board has three items. There is a recommendation to approve an agreement with Interact Communications for fiscal year 2021/2022 and 2022/23 to continue the marketing strategy and media buying in support of the College's enrollment goals and to execute new recruitment strategies to improve enrollment using HEERF federal funding made available due to the COVID-19 pandemic. The agreement consists of media buying for student recruitment as well as specific marketing to support a vaccination campaign. The total cost for media advertising placement, collateral material, digital marketing, and video creation is estimated to be \$692,775 over two years. The fees to be paid to Interact Communication totals \$29,140.

There is also a recommendation regarding Campus Safety Measures for fall 2021. The COVID-19 Task Force examined data from a brief campus survey regarding vaccinations. This data plus Task Force discussions on the safe reopening of the campus has resulted in a recommendation which is detailed in the Board item as well as below:

- No mandatory vaccinations at this time
- Campus entry protocols and safety measures for Fall 2021 through the contract with World Back to Work
- A campaign to educate our campus community on the importance of getting a vaccine, and hosting vaccination clinics
- Possible incentives for being vaccinated including bypassing once/week testing in order to enter the campus and other possible incentives
- Providing as many options and flexibility for students as possible in the academic year ahead

Last, there is a recommendation that the Board of Trustees establish a standing Committee of the Board - Budget. Board Policy Board Policy 2220 states that the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Board committees have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

H. Future Action Items/General Information has five agenda items.

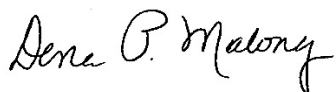
- The FTES & Enrollment Management Report – INFORMATION
- Bond Project Status Report – INFORMATION
- El Camino College Federation of Teacher’s Letter – INFORMATION
- 2020-21 Board of Trustees Self-Evaluation – INFORMATION
- 2020-21 Board of Trustees Goals – INFORMATION

I. Policies and Procedures has one item for information.

- AP 3435 Unlawful Discrimination & Complaints

I am looking forward to our meeting on Monday, June 21, 2021. As always, if you have any questions regarding the agenda, please feel free to call or email me on June 21st before noon prior to the Board meeting.

Sincerely,



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