



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

May 17, 2018
Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, May 21, 2018 meeting of the El Camino Community College District Board of Trustees. The Board meeting will begin at 4:00 pm in the Alondra Room. We will open the meeting with the Roll Call and Public Comment on Closed Session Items. We will then adjourn to Closed Session. Following Closed Session, we will reconvene in Open Session at 5:00 pm.

We have three presentations scheduled for the meeting. We will begin with recognition of Kongdy Lam, the 2017-18 Student Trustee, in appreciation of his service to the District. Following that, we will receive the Citizens' Bond Oversight Committee Annual Report presented by Mr. Kirk Retz, Committee Chair. Last, Ms. Julieta O. Arámburo, Director of Outreach and School Relations, will provide a presentation on the South Bay Promise.

The consent agenda includes the following:

- A. Academic Affairs** presents a recommendation to approve proposed curriculum changes effective 2019-20. The consent agenda also includes an amendment to the agreement with the University of Phoenix, Inc. for concurrently enrolled nursing students; a renewal of the agreement with Instructure, Inc. for the Canvas Learning Management System (no cost to the district); several agreements relating to promotional videos and outreach services for academic programs; and the Center for the Arts Resident Artist Series Summer 2018 program.
- B. Student Services** presents for ratification of several contracts relating to speakers for the First Generation conference on April 27, 2018. There is a recommendation to approve several routine agreements for counselor training, piano tuning, and trumpeters for the commencement ceremony. The Student Services consent agenda also includes a routine agreement to support the 2018 Summer Football Passing League for high school students, and a recommendation to approve a second agreement with Unita, LLC as the site of a planning meeting for the KEAS program. In addition, there is a recommendation to approve international travel for the International Student Program, and a recommendation to approve travel to New York for the El Camino College Chorale, Concert Choir, and Mixed Chorus. Fifty-nine students and advisors will represent El Camino College at Carnegie Hall in New York City, New York on May 23 - 27, 2018. Last, there is a recommendation to approve the destruction of Class 3 records from the Admissions and Records Department.
- C. Administrative Services** presents a recommendation to approve the Notice of Job Completion for Special Doors Automation for the Fire Rollup Door Service Project in the Natural Science Building. There is also a request to ratify Purchase Orders and Blanket Purchase Orders.

D. Measure E includes several items. There is a recommendation to amend the agreement with KNN Public Finance, Inc. not to exceed \$70,000 to support financial advisory services related to the District's sale of GO Bonds later this year (see the Action Agenda for more on this). There is also a recommendation to approve a change order with TOBO Construction for \$12,750 for the Student Services Building Project (all related to architectural and engineering requirements). There is also a recommendation to approve an amendment to the agreement with DLR Group for \$28,425 for additional services relating to furniture selection for the Student Services Building. Last, there is a recommendation to approve the Measure E Category Budget and Balances Report, and a request to ratify the Measure E Purchase Orders and Blanket Purchase Orders.

E. Human Resources section of the consent agenda includes a recommendation to approve an agreement with Feet First Entertainment for \$5750 for the Classified Development Week activities. The company will lead up to 100 participants in a bike building competition. After the event, the assembled bicycles will be donated to children of current CalWORKs students. There is also a recommendation to approve personnel actions as follows:

- Academic Personnel Actions
- Administrator, Supervisor and Confidential Personnel actions
- Classified Personnel Actions
- Temporary Non-Classified Personnel Actions

Last, there is a recommendation to accept for second reading and approval five board policies:

- Board Policy 7240 Confidential Employees
- Board Policy 7250 Educational Administrators
- Board Policy 7330 Communicable Diseases
- Board Policy 7345 Catastrophic Leave Program
- Board Policy 7370 Political Activity

F. President/Board section has four items. The first is a recommendation to approve signature authorization for William Kerwin, Director of Purchasing and Risk Management. This action will authorize Mr. Kerwin to sign contracts, purchase orders, and change orders on behalf of the district for the period of May 22, 2018 through the Annual Organizational Meeting in December 2018.

There is also a recommendation to approve the updated naming opportunities relating to the South Bay Promise. The naming opportunities were first presented for approval at the June 19, 2017 Board meeting. Since that time, additional specific locations within the new Student Services Building have been identified and the naming opportunity costs have been adjusted to support the fundraising goals for the South Bay Promise.

There are also two routine agreements for training classes offered through Community Education's Kids College summer program. There is also a recommendation to approve an amendment to the California Community College Chancellor's Office Deputy Sector Navigator for the Advanced Manufacturing Sector grant. This amendment extends the grant through August 31, 2018 and provides an additional \$35,000 in grant funds. Last, there is the approval of the Absence of Board members for Trustees Beverly and Combs from the April 16, 2018 Board meeting.

The Action Agenda includes the following:

- A. Academic Affairs** has two recommendations. The first is a recommendation to approve the purchase of mobile laptops and charging stations for the Computer Science classes in the Mathematical Sciences Division. This equipment will provide flexibility in offering computer science classes in general classrooms rather than dedicated computer labs. The total cost of the equipment will not exceed \$300,000 under a piggyback purchasing agreement.

Academic Affairs also presents a recommendation to approve the acquisition of Digital Architecture, Inc. ("DigArc") Curriculog software application license and services agreement in conjunction with the sole source acquisition of the Digarc Acalog software application license and services agreement as part of a comprehensive, integrated program applications interface package. This will allow El Camino Community College District to integrate its course catalog and course listing resources, and to transition from paper-based catalogs and course listings, resulting in more responsive, less costly means for publishing electronic catalogs. This agreement is funded through the Guided Pathways funding allocation.

B. Student Services – No Items

- C. Administrative Services** has two recommendations. The first item is a recommendation that the Board adopt a resolution requesting the Los Angeles County Board of Supervisors establish the tax rate for bonds the District expects to sell in FY 2018-19. To continue its capital construction program, the District anticipates selling \$50,000,000 in general obligation bonds this fiscal year. To do so, the County Board of Supervisors must establish a tax rate for the bonds. This resolution will notify the County of the District's intentions to sell bonds in FY 2018-19.

Administrative Services also presents a recommendation to approve a Food Services Operations Agreement with Pacific Dining Food Services Management. This is a five-year agreement, with up to five one-year extensions by mutual agreement between the District and Pacific Dining Food Services Management. A college committee evaluated a number of proposals in response to Board Resolution No. 02-26-2018b, authorizing the District to solicit food service operations proposals. Through the evaluation process, Pacific Dining Food Services Management is the recommended provider for food services.

- D. Measure E** has four items on the Action Agenda. The first is a recommendation to approve a contract with NIC Partners for network equipment in the Student Services Building. The total amount for this contract will not exceed \$611,679. NIC Partners was selected based on their response to the District's RFP and is supported through multiple piggyback agreements.

There is also a recommendation to approve an agreement with LPA, Inc. for architectural services for the Arts Complex Project. The Arts Complex is a 55,300 gross square foot building with 44,228 assignable square feet of space to support the arts and dance programs at the college. At the time of submission to DSA, the construction budget for this project will be \$22,386,000. An evaluation committee reviewed responses to the RFP for architectural services, invited five firms to make a presentation to the committee, and is recommending LPA as the architectural firm for this project.

There is also a recommendation to approve an agreement with Anderson Brule Architects for the Behavioral and Social Sciences Building Project. This is a 38,000 gross square foot building with 30,180 assignable

square feet of space to support the behavioral and social science programs at the college. At the time of submission to DSA, the construction budget for this this project will be \$14,525,000. As with the Arts Complex project, an evaluation committee reviewed responses to the RFP for architectural services, invited five firms to make a presentation to the committee, and is recommending Anderson Brule Architects as the architectural firm for this project.

Last, there is a recommendation to approve a change order for \$108,047 to Interior Demolition Company for relocating dirt from the Construction Technology area to the new Administration Building construction site, where dirt was needed for the construction of the new building.

E. Human Resources – No Items

F. Compton College – No Items

G. Superintendent-President/Board – No Items

H. Future Action Items/General Information has four items. The first item details the Los Angeles County Registrar - Recorder/ County Clerk (Consolidated) Tentative Calendar of Events - General Elections - November 6, 2018. This calendar is prepared by the Los Angeles County Registrar’s office and is presented for informational purposes.

The second item is a first reading of the Compton Unified School Districted AB 288, Dual Enrollment. This Memorandum of Understanding outlines the terms of a CCAP Partnership Agreement between Compton College, Compton Community College District, and Compton Unified School District. The MOU would permit the college to offer closed dual enrollment classes at school sites within Compton Unified School District and to receive apportionment for these classes under the CCAP partnership agreement. This agreement will be presented to the Board for second reading and approval at its meeting on June 18, 2018.

The third item under Future Action Items/General Information is a first reading of the Substantive Change Proposal to the Accreditation Commission for Community and Junior Colleges. Submission of a Substantive Change Proposal to the ACCJC is the next step in the process in establishing Compton College as an independent college under the governing authority of Compton Community College District. The Substantive Change Proposal will be on the June 18, 2018 agenda for second reading and approval prior to its submission to the ACCJC later this summer.

The last item is a recommendation that at a future Board meeting, the Board receive a presentation and have a discussion on the benefits of adopting a resolution to use the California Uniform Public Construction Cost Account Accounting Act (CUPCCA). By adopting the Uniform Public Construction Cost Accounting Act (“Act”) and implementing the public works accounting procedures promulgated by the California Uniform Construction Cost Accounting Commission (“Commission”), the District is authorized to procure public works contracts by the alternative bidding procedures permitted under the Act.

I. Policies and Procedures

Twelve Board policies are presented for first reading:

Board Policy 3518 - Child Abuse Reporting
Board Policy 3520 - Local Law
Board Policy 6200 - Budget Preparation
Board Policy 6250 - Budget Management
Board Policy 6300 - Fiscal Management
Board Policy 6320 - Investments
Board Policy 6400 - Audit
Board Policy 6740 - Citizens Oversight Committee
Board Policy 6900 - Bookstore
Board Policy 7310 - Nepotism
Board Policy 7340 - Leaves
Board Policy 7385 - Salary Deductions

One Board Policy is presented for deletion:

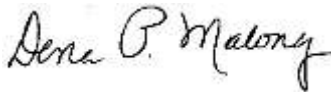
Board Policy 7366 *Demotion*

Eleven Administrative Procedures are presented for information

Administrative Procedure 3420 - Equal Employment Opportunity
Administrative Procedure 3518 - Child Abuse Reporting
Administrative Procedure 3520 - Local Law Enforcement
Administrative Procedure 6250 - Budget Management
Administrative Procedure 6740 - Citizens Oversight Committee
Administrative Procedure 6750 - Parking
Administrative Procedure 7270 - Student Workers
Administrative Procedure 7330 - Communicable Disease
Administrative Procedure 7371 - Personal Use of Public Resources
Administrative Procedure 7500 - Volunteers

I am looking forward to seeing you on May 21, 2018 at 4:00 pm in the Alondra Room. As always, if you have any questions regarding the agenda, please feel free to call me prior to the Board meeting.

Sincerely,



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