

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, April 19, 2021

The Board of Trustees of the El Camino Community College District met at 3:30pm, on April 19, 2021 in the Board Room of the El Camino College Administrative building.

The following Trustees were present: Trustee Nilo Vega Michelin, President. Trustee Trisha Murakawa, Vice President; Trustee Clifford Numark, Secretary; Trustee, Kenneth A. Brown, Member and Trustee Katherine Steinbroner Maschler, Member attended the meeting remotely. Student Member Faith Adams participated remotely at 5:00pm for Open Session.

Also present were, Dr. Jean Shankweiler, Vice President/Academic Affairs, acting as Secretary to the Board, and Ms. Iris Ingram, Vice President/Administrative Services. Ms. Jane Miyashiro, Vice President/Human Resources; Mr. Ross Miyashiro, Vice President/Student Services and Dr. Dena P. Maloney, Superintendent/President attended the meeting remotely.

The public was notified and provided information on how to attend the meeting remotely and how to submit public comment using dedicated email addresses. Public comments are read aloud in the meeting.

1. OPENING ITEMS

1.1 Call Public Session to Order at 3:55pm

1.2 Roll Call

1.3 Public Comment: Requests to Address the Board of Trustees – Closed Session Agenda Matters.  
There were no public comments.

2. CLOSED SESSION

2.1 Closed Session - Regular Meeting adjourned to Closed Session at 3:56pm to discuss the District's position regarding the following matters.

1) Personnel, Appointment, Employment, Dismissal, Release (Government Code section 54957)

2) Conference with Labor Negotiators Gov't Code 54957.6

District's Negotiator: Ms. Jane Miyashiro

Employee Organization: El Camino College Federation of Teachers (ECCFT), Police Officer Association (POA), El Camino College Employees (ECCE)

3. REPORT OUT FROM CLOSED SESSION/OPEN SESSION ORGANIZATIONAL ITEMS. The regular meeting reconvened to Open Session at 5:40pm

3.1 The Board of Trustees will report out from their Closed Session meeting and begin with the Open Session.

The Board of Trustees will resume Closed Session following Open Session.



3.2 Pledge of Allegiance to the Flag led by Dr. Jean Shankweiler

3.3 Board Meeting Presentations and Reports Schedule – 2020-21

3.4 Approval of Minutes

It was moved by Trustee Brown, seconded by Trustee Maschler, that the Board of Trustees approve the minutes from the March 15, 2021 Regular Board Meeting.

Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 4. PRESENTATIONS

4.1 AS - Citizens' Bond Oversight Committee Annual Report – Ms. Iris Ingram, Vice President of Administrative Services, provided an informational presentation on the Citizens' Bond Oversight Committee (CBOC) 2019-20 Annual Report. The presentation included an executive report from the committee, background on the committee members, project milestones from July 1, 2019 – June 30, 2020, summaries of the expenditures in 2019-20 for the 2002 and 2012 General Obligation Bond Funds and the current Bond Status Report.

4.2 SS - El Camino College Transfer Center Presentation - Dr. Rene Lozano, Transfer Center Coordinator, provided an informational presentation on the Transfer Center and how it supports student success. The presentation included an introduction to the Transfer Center team, pre-pandemic transfer statistics from 2018-19, a summary of the virtual transfer services offered in fall 2020, university partnerships, statistics from spring 2021, resources and photos of the amazing transfer students from El Camino College.

4.3 HR - Board of Trustees Training on Confidentiality & Implicit Bias in Hiring Decisions - As part of the search process for a new Superintendent/President, the Board of Trustees received training from Ms. Jaynie Ishikawa, Director of Title IX, Diversity and Inclusion, on confidentiality and implicit bias in hiring decisions.

#### 5. PUBLIC HEARING - NONE

#### 6. PUBLIC COMMENT

6.1 Public Comment: Requests to Address the Board of Trustees – Agenda and Non-Agenda Matters

1. Mr. Ray Lawson, Southwest Regional Council of Carpenters

#### 7. CONSENT CALENDAR

It was moved by Student Member Adams, seconded by Trustee Murakawa, that the Board of Trustees accept and approve the items presented on the Consent Calendar.

7.1 AA- Fire Trucks Unlimited - Purchase of 2001 Pierce Quantum Pumper

7.2 AA - National Science Foundation - Washington Baltimore Hampton Roads-Louis Stokes Alliance for Minority Participation (WBHR-LSAMP) Project - Extension

7.3 AA - Contract - El Camino College Entrepreneurship Virtual Series



- 7.4 AA - LinkedIn Workshops for Paralegal Program
- 7.5 AA - Proposed Curriculum Changes Effective 2022-2023 Academic Year
- 7.6 SS – Contract – Wonsulting – ASO Data Science Day Vendor
- 7.7 SS - Commencement Speaker - Francisco X. Rivera
- 7.8 SS - International Student Health Insurance Renewal - LowerMark
- 7.9 AS - Contract – Leighton Consulting, Inc. –Public Safety Training Center Project
- 7.10 AS - Contract – Cal Vada Surveying- Public Safety Training Center Project
- 7.11 AS - Contract - DUDEK - Proposal to Prepare CEQA Documents for Public Safety Training Center
- 7.12 AS - Reissuance of outlawed warrant issued Jan. 31, 2018
- 7.13 AS - Declare Vacancy on Citizens' Bond Oversight Committee
- 7.14 AS - Purchase Order and Blanket Purchase Order
- 7.15 E - Contract - Atlantic Relocation - Student Activities Relocation and the Bookstore Cafe
- 7.16 E - Contract – Smith Emery Laboratories – Bookstore Café and Student Activities Relocation Projects
- 7.17 E - Measure E Category Budget and Balances
- 7.18 E - Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 7.19 HR - New Job Description, Assistant Director, Marketing & Operations
- 7.20 HR - New Job Description, Director Noncredit Programs
- 7.21 HR - Revised Job Description - Director, Athletics & Kinesiology
- 7.22 HR - New Job Description, Pool Maintenance Technician
- 7.23 HR - Declaration of Indefinite Salaries For Retroactive Pay
- 7.24 HR - Academic Personnel Actions
- 7.25 HR – Administrator, Supervisor Personnel Actions
- 7.26 HR – Classified Personnel Actions
- 7.27 HR - Temporary Non-Classified (TNC) Service Employees Personnel Actions
- 7.28 CA - Community Education Summer 2021 Schedule of Classes
- 7.29 CA-Amendment- Long Beach Community College District CN99785.5
- 7.30 CA- Contract- Have Presence LLC
- 7.31 CA - Contract - Inspectors Clinic
- 7.32 CA - Contract - HAAS Factory Outlet, Inc.
- 7.33 CA - Contract - Evolutionary Measures, Inc.
- 7.34 CA - Contract - S&H Machine, Inc.
- 7.35 CA - Contract - Alhambra Healthcare & Wellness Center
- 7.36 CA - Contract - Amaya Spring Healthcare Center
- 7.37 CA - Contract - Brighton Place San Diego
- 7.38 CA - Contract - Brighton Place Spring Valley
- 7.39 CA - Contract - Granite Hills Healthcare & Wellness Center
- 7.40 CA - Contract - Ivy Creek Healthcare & Wellness Centre
- 7.41 CA - Contract - Pasadena Park Healthcare & Wellness Center
- 7.42 CA - Contract - Pine Grove Healthcare & Wellness Centre
- 7.43 P/B - Contract - Maleman Ink Public Relations

Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

## 8. ACTION ITEMS – Academic Affairs



#### 8.1 AA-Independent Contractor Agreement for Professional Services - Centinela Valley Union High School District - ECC as service provider

It was moved by Trustee Murakawa, seconded by Student Member Adams, that the Board of Trustees approve entering into a contract with Centinela Valley Union High School District with ECC as service provider. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 8.2 AA - Contract - Strong Workforce Program - Regional Share

It was moved by Trustee Murakawa, seconded by Trustee Maschler, that the Board of Trustees approve entering into a contract with Rancho Santiago Community College District to administer the Strong Workforce Program - Regional Share. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

### 9. ACTION ITEMS - Student Services

#### 9.1 SS - CCCCCO - Historically Black Colleges and Universities (HBCU) Transfer Agreement Project 2021-26

It was moved by Student Member Adams, seconded by Trustee Brown, that the Board of Trustees approve the grant award from the CCCCCO of the 2021-26 HBCU Transfer Agreement Project to El Camino College. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 9.2 SS - Campus Logic Contract Renewal

It was moved by Trustee Brown, seconded by Trustee Maschler, that the Board of Trustees approve the renewal of the Campus Logic contract for three years from 7/1/2021 through 6/30/2024. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 9.3 SS - El Camino College Registration Fees for South Bay Promise

It was moved by Student Member Adams, seconded by Trustee Maschler, that the Board of Trustees approve an increase of the blanket Purchase Order to cover registration and enrollment fees for South Bay Promise students at El Camino College. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

### 10. ACTION ITEMS - Administrative Services

#### 10.1 AS - 2019-20 Proposition 39 General Obligation Bonds Audit Report

It was moved by Trustee Murakawa, seconded by Trustee Maschler, that the Board of Trustees accept the annual financial and performance audit report prepared by Clifton Larson Allen, LLP for the El Camino Community College District Revenue Bond Construction Fund. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 10.2 AS – Laptop Replacement Program



It was moved by Trustee Murakawa, seconded by Trustee Brown, that the Board of Trustees ratify the purchase of 400 laptops from HP INC to support the College's Computer Lifecycle Replacement Plan. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 10.3 AS - Campus Police Department Generator

It was moved by Trustee Brown, seconded by Trustee Murakawa, that the Board of Trustees approve the recommendation to select GA Technical to provide the services on the Campus Police Generator Project. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 10.4 AS - Library Generator

It was moved by Trustee Murakawa, seconded by Trustee Brown, that the Board of Trustees approve the recommendation to select GA Technical to complete the Library Generator Project. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

### 11. ACTION ITEMS - Measure E

#### 11.1 E - Notice of Completion – ACCO Engineered Systems. – Central Plant Recommissioning Project

It was moved by Trustee Brown, seconded by Student Member Adams, that the Board of Trustees accept as complete the following project and authorize final payment of the work. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 11.2 E - Change Order - Public Agency Law Group

It was moved by Trustee Brown, seconded by Trustee Maschler, that the Board of Trustees approve a change order to increase a blanket purchase order for Public Agency Law Group. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 11.3 E - Contract - Knowland Construction Student Activities Relocation and Bookstore Cafe Renovation

It was moved by Trustee Brown, seconded by Student Member Adams, that the Board of Trustees approve the recommendation to award a contract for a DSA Project Inspector of Record for the Student Activities Relocation and Bookstore Cafe Renovation projects to Knowland Construction Services. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 11.4 E - Construction Management Services Task Orders - Demolition of BSS/Arts Complex and the Music Building

It was moved by Student Member Adams, seconded by Trustee Brown, that the Board of Trustees approve the recommendation to award the task order to Element Consulting, Inc. for Construction Management Services relating to the demolition of the BSS/Arts Complex and the Music Building. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

#### 11.5 E - Contract - Caltec Corp. - Student Activities and Bookstore Café Projects



It was moved by Student Member Adams, seconded by Trustee Brown, that the Board of Trustees approve a contract with Caltec Corp. for the Student Activities Center and the Bookstore Cafe projects. Both projects will be under one (1) contract. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

## 12. ACTION ITEMS - Human Resources

### 12.1 HR - Ratification by the Board of Trustees of Lab/Lecture Parity Memorandum of Understanding between the El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO

It was moved by Trustee Murakawa, seconded by Trustee Maschler, that the Board of Trustees ratify the Memorandum of Understanding between the El Camino Community College District and the El Camino College Federation of Teachers regarding Lab/Lecture Parity, Article 8, Section 5 and Appendix B, Teaching Load. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

## 13. ACTION ITEM - Community Advancement – No items

## 14. ACTION ITEMS - Superintendent/President

### 14.1 P/B - Contract - Modern Campus (formerly Omni Update)

It was moved by Trustee Brown, seconded by Trustee Maschler, that the Board of Trustees approve the contract for renewal with Modern Campus. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

### 14.2 P/B Board Resolution Reaffirming El Camino Community College District's Commitment to Diversity, Equity and Inclusion

It was moved by Student Member Adams, seconded by Trustee Brown, that the Board of Trustees adopt Resolution 2021-19-04A reaffirming El Camino Community College District's Commitment to Diversity, Equity and Inclusion. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

### 14.3 P/B Board Resolution Declaring El Camino Community College District's Support of Black Student Success Week

It was moved by Trustee Brown, seconded by Student Member Adams, that the Board of Trustees adopt Resolution 2021-19-04B declaring El Camino Community College District's Support of Black Student Success week. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

### 14.4 P/B - El Camino Community College District Foundation - Amended and Restated Agreement

It was moved by Trustee Maschler, seconded by Trustee Brown, that the Board of Trustees approve the Amended and Restated Agreement between El Camino Community College District and the El Camino Community College Foundation. Student Member Adams recorded a yes-advisory vote. Trustees Brown, Maschler, Michelin, Murakawa and Numark voted yes. Motion carried.

## 15. FUTURE ACTION ITEMS / GENERAL INFORMATION



- 15.1 AA - ACCJC Annual & Fiscal Report - INFORMATION ONLY
- 15.2 P/B - Recognizing the Service of Jess Negrete, Member of the El Camino Community College - District Citizen's Bond Oversight Committee - INFORMATION/DISCUSSION
- 15.3 P/B Board of Trustees - Future Discussion on Project Labor Agreements - DISCUSSION
- 15.4 P/B 2020-21 Board Goals - INFORMATION ONLY

## 16. POLICIES AND PROCEDURES

- 16.1 P/B - Board Policy 2200 - Board Duties and Responsibilities - FIRST READING
- 16.2 P/B - Board Policy 2210 - Officers - FIRST READING
- 16.3 P/B - Board Policy 2220 - Committees of the Board - FIRST READING
- 16.4 P/B - Board Policy 2435 - Evaluation of Superintendent President - FIRST READING
- 16.5 P/B - Board Policy 2745 - Board of Trustees Self-Evaluation - FIRST READING
- 16.6 AA - Board Policy 3200 - Accreditation - FIRST READING
- 16.7 SS - Board Policy 3310 - Records Retention & Destruction - REVIEW ONLY (No Changes)
- 16.8 AA - Board Policy 4260 - Prerequisites and Co-Requisites - First Reading
- 16.9 AA - Board Policy 4300 - Field Trips and Excursions - FIRST READING
- 16.10 SS - Board Policy 5035 - Withholding of Student Records - First Reading
- 16.11 SS - Board Policy 5130 - Financial Aid - REVIEW ONLY (No Changes)
- 16.12 AA - Administrative Procedure 4236 - Advanced Placement & IB Credit - RETIRE
- 16.13 SS - Board Policy 5800 - Prevention of Identity Theft in Student Financial Transactions - REVIEW ONLY (No Changes)
- 16.14 AA - Administrative Procedure 3200 - Accreditation - INFORMATION ITEM
- 16.15 SS - Administrative Procedure 3310 - Records Retention & Destruction - INFORMATION
- 16.16 AA - Administrative Procedure 4237 - Credit for Military Service - RETIRE
- 16.17 AA - Administrative Procedure 4260 - Prerequisites & Co-Requisites - INFORMATION ONLY
- 16.18 AA - Administrative Procedure 4300 - Field Trips & Excursions - INFORMATION ITEM
- 16.19 SS - Administrative Procedure 5012 - International Students - INFORMATION
- 16.20 SS - Administrative Procedure 5035 - Withholding of Student Records - INFORMATION
- 16.21 SS - Administrative Procedure 5130 - Financial Aid - INFORMATION
- 16.22 SS - Administrative Procedure 5800 - Prevention of Identity Theft in Student Financial Transactions – INFORMATION

## 17. Oral Reports

- 17.1 Academic Senate
- 17.2 Board of Trustees Report
- 17.3 President's Report

## 18. RESUMPTION OF CLOSED SESSION

- 18.1 Resumption of Closed Session – The Regular meeting adjourned to resume Closed Session at 8:35pm.

## 19. REPORT OUT FROM CLOSED SESSION/OPEN SESSION ORGANIZATIONAL ITEMS.

- 19.1 The Regular meeting reconvened to Open Session at 10:46pm

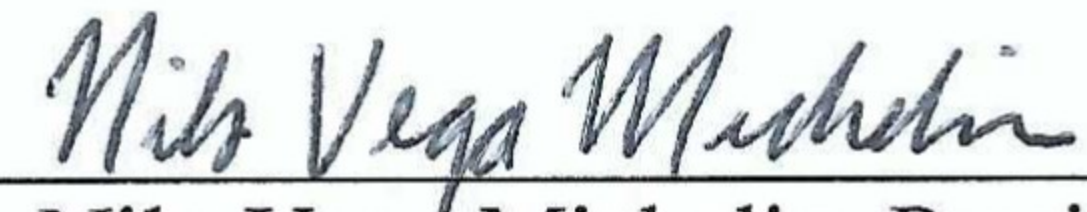


19.2 The Board of Trustees will report out from their Closed Session meeting and begin with the Open Session.

There was no reportable action in Closed Session.

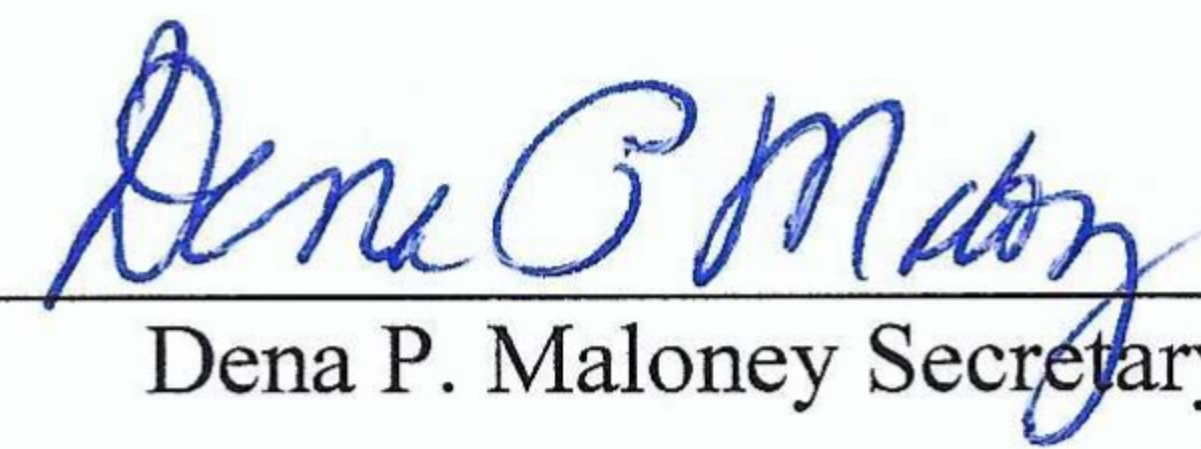
## 20. ADJOURNMENT

Time: 10:56pm



Nilo Vega Michelin, President of the Board

May 17, 2021



Dena P. Maloney Secretary to the Board

May 17, 2021