

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, December 18, 2017

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, December 18, 2017, in the Alondra Room of the El Camino College Bookstore.

The following Trustees were present: Trustee Kenneth A. Brown, President; Trustee John Vargas, Vice President; Trustee Bill Beverly, Member; Trustee Mary Combs, Member; Trustee Cliff Numark, Member; and Student Member Kongdy Lam.

Also present were: Dr. Dena P. Maloney, Superintendent/President; Mr. Brian Fahnestock, Vice President/Administrative Services; Ms. Jane Miyashiro, Vice President/Human Resources; Mr. Ross Miyashiro, Vice President/Student Services; Dr. Jean Shankweiler, Vice President/Academic Affairs; Ms. Barbara Perez, Vice President/Compton College; and Dr. Keith Curry, President-CEO/Compton College.

Public Comment – Closed Session Agenda Matters

There were no comments.

Closed Session

Regular Meeting adjourned to Closed Session at 4:01 p.m. to discuss the District's position regarding the following matters:

- A. Labor Relations, Brown Act Section 54957.6, Mr. Spencer Covert and Ms. Jane Miyashiro, District Labor Negotiator
- B. Personnel Matters, Brown Act Section 54957

Trustee Numark arrived at 4:10 p.m. and Trustee Vargas arrived at 4:25 p.m.

Reconvene in Open Session; Announce Closed Session Actions

The Regular Meeting reconvened to Open Session at 5:00 p.m. No reportable action was taken.

Minutes of the Regular Board Meeting of November 20, 2017

**It was moved by Trustee Combs, seconded by Trustee Vargas, that the Minutes of the Regular Board Meeting of November 20, 2017 be approved as presented.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Numark, and Vargas voted yes. Trustees Beverly and Combs abstained. Motion carried.**

### Presentations

#### Starfish ECC Connect Early Alert Implementation

Dr. Dipte Patel gave an informational presentation on the Starfish ECC Connect Early Alert Implementation.

#### El Camino College Foundation Annual Report

Ms. Andrea Sala presented the El Camino College Foundation Annual Report.

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

There were no comments.

### Consent Calendar

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

#### Academic Affairs

- Guided Pathways Self-Assessment Tool
- Forensics Team Tournament "Mile High Tournament"
- Inglewood Unified School District ISA
- New Millennium Secondary School ISA
- Amendment to National University Dual Enrollment Agreement
- Contract Amendment between El Camino College and Link Systems International, Inc.
- Proposed Curriculum Changes Effective 2018-2019

#### Student Services

- CX & B UNITED CORPORATION
- 2018/2019 and 2019/2020 School Year Calendars
- Loyola Marymount University (LMU) at ECC Transfer Pathway Program
- Loyola Marymount University (LMU) Practicum/Internship Program
- UCLA Samahang Pilipino Advancing Community Empowerment (SPACE)
- Memorandum of Understanding (MOU)
- Ferrilli Contract

#### Administrative Services

- Destruction of Records
- KNN Public Finance, LLC
- Purchase Orders and Blanket Purchase Orders

## Measure E

Measure E Purchase Orders (PO) and Blanket Purchase Order (BPO)  
Measure E Category Budget and Balances

## Human Resources

Revised Job Description for Administrative Assistant I (Confidential)  
Revised Job Description for Director of Business Services  
Academic Personnel Actions  
Classified Personnel Actions  
Temporary Non-Classified (TNC) Service Employees Personnel Actions  
Administrative, Supervisor and Confidential Personnel Actions

## President's Office

Creation World Safety  
South Bay Workforce Investment Board, Inc.  
Carolina Kussoy  
San Mateo County Community College District (Skyline College)  
Santa Clarita Community College District Contract Amendment  
National Science Foundation - Washington Baltimore Hampton Roads - Louis Stokes  
Alliance for Minority Participation (WBHR-LSAMP) Project  
World Instructor Training School W.I.T.S./ S.F. & Wellness Inc.  
Pet Therapy Advisors  
Flying Lion, Inc.  
Contract - Clarus Corporation  
Order of Administrative Authority in Absence of Superintendent/President  
Acting Secretary to the Board of Trustees  
Documents Authorized for Signature of Superintendent/President  
Authority to Sign "A" and "B" Warrants  
Authority to Sign Contracts  
Authority to Sign Purchase Orders  
Authority to Sign Purchase Orders for the Bookstore  
Registration Fund  
Authority to Sign Change Orders  
Authority to Sign Notices of Employment and Orders for Salary Payments  
Revolving Cash Fund - El Camino Community College District  
Cash Management Fund  
Trust Funds  
Associated Students Bank Account  
Bookstore Fund  
Small Business Development Center Bank Account  
El Camino College Business Office Account  
Auxiliary Services Fund  
Dental Self-Insurance Fund, Wells Fargo Bank Account

National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service  
Computer Loan Revolving Cash Fund – El Camino Community College District  
El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates  
Federal Student Financial Aid  
Travel - Dr. Dena P. Maloney, Superintendent/President  
Travel - Trustees Brown, Combs, Numark, Vargas, and Student Trustee Lam

**Student Member Lam recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Trustee Beverly departed at 5:58 p.m.

Action Items – Administrative Services

AS- Campus Camera Refurbishment Project

**It was moved by Trustee Combs, seconded by Trustee Vargas, that the Board of Trustees approve the purchase to replace 88 obsolete campus cameras with Axis cameras and related equipment.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Action Items – Human Resources

Approval by Board of Trustees: Vice President, Administrator, Supervisors, Confidential, and Special Services Professional (Unrepresented Employees) Salary Schedules for 2018  
**It was moved by Trustee Combs, seconded by Trustee Numark, that the Board of Trustees approve the Vice President, Administrator, Supervisors, Confidential, and Special Services Professional (Unrepresented Employees) Salary Schedules for 2018.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Approval by Board of Trustees: Academic Salary Schedules for 2018

**It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board of Trustees approve the Academic Salary Schedules for 2018.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Approval and Ratification by Board of Trustees: El Camino College Classified Employees, Local 6142, CFT, AFT, AFL-CIO, Contract Ratification effective through December 31, 2019

**It was moved by Trustee Vargas, seconded by Trustee Numark, that the Board of Trustees review, approve and ratify the El Camino College Classified Employees, Local 6142, CFT, AFT, AFL-CIO Contract effective through December 31, 2019.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Action Items – Superintendent/President

Annual Organizational Meeting Election of Officers

President

**It was moved by Trustee Combs, seconded by Trustee Numark, that the Board of Trustees nominate Trustee Vargas, to serve as President of the Board for the period of December 18, 2017 through the annual organizational meeting in December, 2018.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Vice-President

**It was moved by Trustee Brown, seconded by Trustee Combs, that the Board of Trustees nominate Trustee Numark, to serve as Vice-President of the Board for the period of December 18, 2017 through the annual organizational meeting in December, 2018.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Secretary

**It was moved by Trustee Brown, seconded by Trustee Numark, that the Board of Trustees nominate Trustee Combs, to serve as Secretary of the Board for the period of December 18, 2017 through the annual organizational meeting in December, 2018.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Annual Organizational Meeting - Appointment of Secretary to the Board

**It was moved by Trustee Brown, seconded by Trustee Combs, that the Board of Trustees appoint Dena P. Maloney, to serve as Secretary to the Board for the period of December 18, 2017 through the annual organizational meeting in December, 2018.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Annual Organizational Meeting - Date, Time and Place of Board Meetings

**It was moved by Trustee Brown, seconded by Trustee Combs, that the Board of Trustees approve the schedule of regular meetings at 4 pm on the third Monday of the month or as noted below, in the Alondra Room of the Bookstore Building at El Camino College. The Board requested the schedule be reviewed again at the January 16, 2018 meeting.**

Tuesday, January 16, 2018

Tuesday, February 20, 2018

Monday, March 19, 2018

Monday, April 16, 2018

Monday, May 21, 2018

Monday, June 18, 2018

Monday, July 16, 2018

Monday, August 20, 2018

Tuesday, September 4, 2018 (Budget Workshop @ 3 p.m.)

Monday, October 15, 2018

Monday, November 19, 2018

Monday, December 17, 2018

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Annual Organizational Meeting - Appointment of Board Members to Serve on Various Boards and Organizations

Los Angeles County Committee on School District Organization

**It was moved by Trustee Numark, seconded by Trustee Combs, that the Board of Trustees appoint Trustee Beverly, to serve on the Los Angeles County Committee on School District Organization for the period of December 18, 2017 through the annual organizational meeting in December, 2018.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Los Angeles County School Trustees Association

**It was moved by Trustee Numark, seconded by Trustee Brown, that the Board of Trustees appoint Trustee Vargas, to serve on the Los Angeles County School Trustees Association for the period of December 18, 2017 through the annual organizational meeting in December, 2018.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

El Camino Community College District Foundation Board of Directors

**It was moved by Trustee Brown, seconded by Trustee Combs, that the Board of Trustees appoint Trustee Numark, to serve on the El Camino Community College District Foundation Board of Directors for the period of December 18, 2017 through the annual organizational meeting in December, 2018.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

California Community College Trustees Board

**It was moved by Trustee Numark, seconded by Trustee Brown, that the Board of Trustees appoint Trustee Combs, to review nominations for candidates to the California Community College Trustee Board, and provide a recommendation to El Camino Community District Board of Trustees.**

**Student Member Lam recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.**

Policies and Procedures

HR - Board Policy 3410 - Nondiscrimination – First Reading

HR- Administrative Procedure 3410 – Nondiscrimination – Information Item

HR - Board Policy 3430 - Prohibition of Harassment – First Reading

HR – Administrative Procedure 3430 - Prohibition of Harassment – Information Item

Oral Reports

Oral reports were presented by

Dr. Kristie Daniel-DiGregorio – Academic Senate

Dr. Keith Curry – Compton College

Board of Trustees

Dr. Dena Maloney – Superintendent/President

Adjournment

The meeting adjourned at 6:58 p.m.

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Mary Combs, Secretary of the Board

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Dena P. Maloney, Secretary to the Board