

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, December 12, 2011

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, December 12, 2011, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Ray Gen, Vice President; Trustee Maureen O'Donnell, Secretary; Trustee Mary E. Combs, Member; Trustee Kenneth A. Brown, Member; and Student Member Joshua Casper.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative Services; Dr. Jeanie Nishime, Vice President, Student and Community Advancement, Ms. Barbara Perez, Vice President, Compton Community Educational Center; and Dr. Lynn Solomita, Interim Vice President, Human Resources.

Minutes of the Regular Board Meeting of November 28, 2011

The Minutes of the Regular Board Meeting of November 28, 2011 were approved.

Oath of Office

Trustees Beverly, Brown and Combs took the Oath of Office.

Annual Organizational Meeting

This meeting was called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, (B) select a Board Member as a representative to the Los Angeles County Committee on School District Organization, (C) select a Board Member as a representative to the Los Angeles County School Trustees Association, (D) select a Board member to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees, (E) select a Board Member to serve on the El Camino Community College District Foundation; (F) appoint a Secretary to the Board; and to (G) set the time and place of Board Meetings; (H) (I) (J) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (K) approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes. In addition, it was called as a regular meeting.

A. Election of Officers for Period December 12, 2011 through the Annual Organizational Meeting in December, 2012

President

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that Trustee Beverly be elected President of the Board for the period December 12, 2011 through the Annual Organizational Meeting in December 2012. Student Trustee Casper recorded a yes advisory vote. Motion carried.

Vice President

It was moved by Trustee Combs, seconded by Trustee Gen, that Trustee O'Donnell be elected Vice President for the Board for the period December 12, 2011 through the Annual Organizational Meeting in December 2012. Student Trustee Casper recorded a yes advisory vote. Motion carried.

Secretary

It was moved by Trustee O'Donnell, seconded by Trustee Brown, that Trustee Combs be elected Secretary of the Board for the period December 12, 2011 through the Annual Organizational Meeting in December 2012. Student Trustee Casper recorded a yes advisory vote. Motion carried.

B. Los Angeles County Committee on School District Organization

It was moved by Trustee Brown, seconded by Trustee Combs, that Trustee O'Donnell, be appointed as a representative to the Los Angeles County Committee on School District Organization. Student Trustee Casper recorded a yes advisory vote. Motion carried.

C. Los Angeles County School Trustees Association

It was moved by Trustee Brown, seconded by Trustee Combs, that Trustee Beverly be appointed as representative to the Los Angeles County School Trustees Association for 2011-2012. Student Trustee Casper recorded a yes advisory vote. Motion carried.

D. California Community College Trustees Board Election

It was moved by Trustee Brown, seconded by Trustee Combs, that Trustee Combs continue appointment to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees. Student Trustee Casper recorded a yes advisory vote. Motion carried.

E. El Camino Community College District Foundation

It was moved by Trustee Brown, seconded by Trustee Combs, that Trustee Brown be appointed as a member to serve on the El Camino Community College District

Foundation. Student Trustee Casper recorded a yes advisory vote. Motion carried.

F. Secretary to the Board for Period December 12, 2011 through the Annual Organizational Meeting in December, 2012

It was moved by Trustee Brown, seconded by Trustee O'Donnell, that Thomas M. Fallo be appointed Secretary to the Board for the period December 12, 2011, through the Annual Organizational Meeting in December, 2012. Student Trustee Casper recorded a yes advisory vote. Motion carried.

G. Time, Date and Place of Board Meetings

It was moved by Trustee Brown, seconded by Trustee O'Donnell, that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2012 are as follows:

Tuesday, January 17, 2012	Monday, July 16, 2012
Tuesday, February 21, 2012	Monday, August 20, 2012
Monday, March 19, 2012	Tuesday, September 4, 2012
Monday, April 16, 2012	Monday, October 15, 2012
Monday, May 21, 2012	Monday, November 19, 2012
Monday, June 18, 2012	Monday, December 17, 2012

Student Trustee Casper recorded a yes advisory vote. Motion carried.

H. Order of Administrative Authority in Absence of Superintendent/President

It was moved by Trustee Brown, seconded by Trustee O'Donnell, that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 12, 2011, through the Annual Organizational Meeting in December, 2012:

Francisco M. Arce, Lynn Solomita, Jo Ann Higdon, Barbara Perez, Jeanie Nishime

Student Trustee Casper recorded a yes advisory vote. Motion carried.

I. Acting Secretary to the Board of Trustees

It was moved by Trustee Brown, seconded by Trustee O'Donnell, that in the absence of the Superintendent/President and Secretary to the Board of Trustees

during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, the Vice Presidents will serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Francisco M. Arce, Lynn Solomita, Jo Ann Higdon, Barbara Perez, Jeanie Nishime

Student Trustee Casper recorded a yes advisory vote. Motion carried.

J. Documents Authorized for Signature of Superintendent

It was moved by Trustee Brown, seconded by Trustee O'Donnell, that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 12, 2011, through the Annual Organizational Meeting in December, 2012.

K. Signature Authorization

It was moved by Trustee Brown, seconded by Trustee O'Donnell, that the Board authorize signatures as follows:

1. Authority to Sign "A" and "B" Warrants

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required. Josie Cheung, Accounting Officer and Sophie Dao, Accounting Officer are authorized for on-line approval of "B" warrants, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to be authorized to sign contracts during the period December 12, 2011, through

the Annual Organizational Meeting in December, 2012, one signature only being required.

3. Authority to Sign Purchase Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required.
4. Authority to Sign Purchase Orders for the Bookstore
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting ; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required.
5. Authority to Sign Change Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting be authorized to sign contract change orders during the period of December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required.
6. Authority to Sign Notices of Employment and Orders for Salary Payments
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President - Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director

of Accounting to sign Notices of Employment and Orders for Salary Payments during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting ; Josie Cheung, Accounting Officer and Sophie Dao, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.
8. Registration Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.
9. Cash Management Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.
10. Trust Funds
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President –

Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; and Julie Bourlier, Bookstore Director to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, any two signatures required.

13. Small Business Development Center Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.

14. El Camino College Business Office Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.
15. Auxiliary Services Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.
16. Dental Self-Insurance Fund, Wells Fargo Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 12, 2011, through the Annual Organizational Meeting December, 2012, two signatures required.
17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City

National Bank, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, any two signatures required.

18. Computer Loan Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; Josie Cheung, Accounting Officer and Sophie Dao, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.

19. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Jo Ann Higdon, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting.

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Controller; and Arlene La Coste, Claims Manager.

20. Federal Student Financial Aid

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Federal Student Financial Aid account in the Bank of America, Hawthorne

Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.

Student Trustee Casper recorded a yes advisory vote. Motion carried.

Consent Agenda

It was moved by Trustee Combs, seconded by Trustee Brown, that the Board adopt the items presented on the agenda in the following areas.

2012/2013 and 2013/2014 El Camino College School Calendars

With the consent of Trustee Combs and Trustee Brown, the proposed 2012/2013 and 2013/2014 El Camino College School Calendars were pulled from the consent agenda for separate consideration.

Academic Affairs

FTES Goals – Information Item

Local Service Area Policy (CSULB) – Information Item

Student and Community Advancement

Matriculation Categorical Flexibility Provision

Board Policy 5700 – Athletics – First Reading

Administrative Services

Budget Augmentation – Fiscal Year 2011-12

Contracts Under \$78,900

Contracts Over \$78,900

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Contract – Flewelling & Moody – Bookstore Modernization Phase 1B

Contract – Psomas – Utility Mapping

Bid Award 2011-14 – Parking Lot Lighting & Security Upgrade Project

Retention Reduction – HPS Mechanical, Inc. – Electrical & Data Conversion Project

Notice of Job Completion – American Gardens – Baseball Field Improvement Project

Change Order – Taisei Construction Corporation – Math Business Allied Health Building Project

Unilateral Change Order – Taisei Construction Corporation – Math Business Allied Health Building Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Approval and Ratification by Board of Trustees: El Camino College Employees Association, Chapter 6142, CFT, AFT, AFL-CIO Contract Ratification

President/Board of Trustees

Travel

Board of Trustees Goals for 2011-2012

Redistricting Action Plan

Student Trustee Casper recorded a yes advisory vote. Motion carried.

2012/2013 and 2013/2014 El Camino College School Calendars

It was moved by Trustee Beverly, seconded by Trustee Gen, that the Board adopt the 2012-2013 School Year Calendar as presented and defer action on the 2013-2014 School Year Calendar until March 2012.

Student Trustee Casper recorded a yes advisory vote. Motion carried.

Compton Community Educational Center

Compton Community Educational Center Accreditation Update was presented as an informational item.

Public Comment

Dillan Horton, Brooke Matson, Andy Bradford, Ricky Gonzalez, Anthony Churn, A. Solanos and Robert DeWit, addressed school year calendar. Martha Madison expressed support for students. Luukia Smith addressed Board action at November meeting. Angela Simon complimented student speakers. Vic Cootin expressed support for the Board.

Closed Session

The Regular Meeting adjourned to a Closed Session at 7:40 p.m. Meeting reconvened at 8:35 p.m. The Board took the following action:

Consideration of Bids and District's Options – Infrastructure Project – Compton Community College District

It was moved by Trustee Gen, seconded by Trustee Brown, that the Board reject all bids for the Infrastructure Project, Compton Community College District. Motion carried.

Adjournment

Meeting adjourned at 8:40 p.m.

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board