

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, December 13, 2010

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, December 13, 2010, in the Bookstore Building, East Dining Room at El Camino College.

The following Trustees were present: Trustee Ray Gen, President; Trustee Maureen O'Donnell, Vice President; Trustee William Beverly, Secretary; Trustee Mary E. Combs, member; and Student Member Johanna Zamora.

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 15, 2010

The Minutes of the Regular Board Meeting of November 15, 2010 were approved.

Board Selection, Trustee Area 1

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board accept applications for appointment to Trustee Area 1 and proceed with interview of three candidates: Mr. Brown, Ms. Wade and Ms. Bueno and to do so under guidelines agreed to on December 6, 2010. Motion carried.

Board members interviewed candidates for Trustee Area 1. Board President Gen called for public comments. No comments were made.

It was moved by Trustee O'Donnell, seconded by Trustee Combs that Mr. Kenneth Brown be appointed to fill the vacancy in Trustee Area 1 from December 13, 2010, through Friday, November 25, 2011. Motion carried.

Trustee Kenneth Brown took the Oath of Office and was seated with the Board.

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 serve on the El Camino Community College District Foundation; (E) appoint a Secretary to the Board; and to (F) set the time and place of Board Meetings; (G) (H) (I) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (J) 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 13, 2010 through the Annual Organizational Meeting in December, 2011

President

Trustee O'Donnell nominated Trustee Beverly to serve as President of the Board of Trustees for the period from December 13, 2010, through the Annual Organizational Meeting in December, 2011. Trustee Combs seconded nomination. Mr. Beverly was appointed President of the Board. Student Trustee Zamora recorded a yes advisory vote.

Vice President

Trustee Combs nominated Trustee Gen to serve as Vice President of the Board of Trustees for the period from December 13, 2010, through the Annual Organizational Meeting in December, 2011. Trustee Brown seconded nomination. Trustees Brown, Combs and Gen voted yes. Trustee Beverly and Trustee O'Donnell abstained. Trustee Gen was appointed Vice President of the Board. Student Trustee Zamora recorded a yes advisory vote.

Secretary

Trustee Beverly nominated Trustee O'Donnell to serve as Secretary of the Board of Trustees for the period from December 13, 2010, through the Annual Organizational Meeting in December, 2011. Trustee Combs seconded nomination. By unanimous vote Trustee O'Donnell was appointed Secretary of the Board. Student Trustee Zamora recorded a yes advisory vote.

B. Los Angeles County Committee on School District Organization

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

C. Los Angeles County School Trustees Association

It was moved by Trustee Gen, seconded by Trustee Brown, that Trustee O'Donnell be appointed as a representative to the Los Angeles County School Trustees Association for 2010-2011. Motion carried. Student Trustee Zamora recorded a yes advisory vote.

D. California Community College Trustees Board Election

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

E. El Camino Community College District Foundation

It was moved by Trustee Beverly, seconded by Trustee Brown, that Trustee Beverly be named as representative to the El Camino Community College District Foundation. Motion carried. Student Trustee Zamora recorded a yes advisory vote.

F. Secretary to the Board for Period December 13, 2010 through the Annual Organizational Meeting in December, 2011

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that Thomas M. Fallo be appointed Secretary to the Board for the period December 13, 2010, through the Annual Organizational Meeting in December, 2011. Motion carried. Student Trustee Zamora recorded a yes advisory vote.

G. Time, Date and Place of Board Meetings

It was moved by Trustee O'Donnell, seconded by Trustee Combs, 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 2011 are as follows:

Tuesday, January 18, 2011	Monday, July 18, 2011
Tuesday, February 22, 2011	Monday, August 15, 2011
Monday, March 21, 2011	Tuesday, September 6, 2011
Monday, April 18, 2011	Monday, October 17, 2011
Monday, May 16, 2011	Monday, November 21, 2011
Monday, June 20, 2011	Monday, December 12, 2011

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

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

It was moved by Trustee O'Donnell, seconded by Trustee Combs, 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 13, 2010, through the Annual Organizational Meeting in December, 2011:

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

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

I. Acting Secretary to the Board of Trustees

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, it is recommended that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

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

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

J. Documents Authorized for Signature of Acting Superintendent

It was moved by Trustee O'Donnell, seconded by Trustee Combs, 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 13, 2010, through the Annual Organizational Meeting in December, 2011.

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

K. Signature Authorization

It was moved by Trustee O'Donnell, seconded by Trustee Combs, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, one signature only being required. Josie Cheung, Accounting Officer is authorized for on-line approval of “B” warrants, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011.

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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 ; and Josie Cheung, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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; and Josie Cheung, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, 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 13, 2010, through the Annual Organizational Meeting in December, 2011, 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; Arlene La Coste, Claims Manager and Allen Frazier, Senior Vice President.

20. El Camino College Student Financial Aid 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; 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 13, 2010, through the Annual Organizational Meeting in December, 2011, two signatures required.

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

Consent Agenda

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

Academic Affairs

Proposed Curriculum Changes: Effective 2011/2010 Academic Year  
Destruction of Records  
International Education/Study Abroad Program – Summer 2011  
Sabbatical Leaves of Absence – 2011-2012

Student and Community Advancement

Community Education Classes – Winter/Spring 2011  
Grant

Administrative Services

Contract Under \$78,500  
Memorandums of Understanding  
Personal Service Agreements  
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances  
Contract – Beck & Graboski – Campus Signage and Wayfinding Project  
Contract – S&K Engineers – Security Systems Upgrade Project  
Contract Amendment – Prestige Security – Math Business Health Services Project  
Change Order – HPS Mechanical – Phase 3 Infrastructure

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

President/Board of Trustees

Travel

Board of Trustees of Trustee Goals for 2010-2011

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

Public Comment

Mr. Nehasi Lee thanked the Board for its support of the Compton Community Educational Center. Mr. Vic Coutin welcomed new Trustee.

Closed Session

Regular Meeting adjourned to a Closed Session at 6:40 p.m. which ended at 8:15 p.m.

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Maureen O'Donnell, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board