

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, December 15, 2008

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, December 15, 2008, in the Board Room at El Camino College.

The following Trustees were present: Trustee Mary E. Combs, President; Trustee Nathaniel Jackson, Vice-President; Trustee Maureen O'Donnell, Secretary; Trustee Ray Gen, Member; Trustee William Beverly, Member; and Ms. Elise Yerelian, Student Member.

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. Arvid Spor, Dean, Enrollment Services; Ms. Barbara Perez, Vice President, Human Resources; and Dr. Lawrence Cox, Provost, El Camino College Compton Community Educational Center/Chief Executive Officer, Compton Community College District.

Minutes of the Regular Board Meeting of November 17, 2008 and the Special Board Meeting of December 2, 2008

The Minutes of the Regular Board Meeting of November 17, 2008 and the Special Board Meeting of December 2, 2008 were approved.

El Camino College Foundation Annual Report

Dr. Rob White, President of El Camino College Foundation, presented the Foundation's Annual Report.

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 15, 2008 through the Annual Organizational Meeting in December, 2009
Trustee O'Donnell nominated Trustee Beverly to serve as President of the Board. Trustee Beverly declined.

It was moved by Trustee Gen, seconded by Trustee O'Donnell, that the Board elect Trustee Jackson, President for the period December 15, 2008, through the Annual Organizational Meeting in December, 2009.

It was moved by Trustee Combs, seconded by Trustee Jackson, that the Board elect Trustee Gen, Vice President for the period of December 15, 2008 through the Annual Organizational Meeting in December, 2009.

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board elect Trustee O'Donnell, Secretary for the period of December 15, 2008 through the Annual Organizational Meeting in December, 2009.

Motions carried. Student Trustee Yerelian recorded a yes advisory vote.

- B. Los Angeles County Committee on School District Organization
Trustee Beverly was appointed to represent the Board on the Los Angeles County Committee on School District Organization.

- C. Los Angeles County School Trustees Association
Trustee O'Donnell was appointed to represent the Board at meetings of the Los Angeles School Trustees Association for 2008-2009.

- D. El Camino Community College District Foundation Board
Trustee Combs was appointed to serve on the El Camino Community College District Foundation Board.

- E. Secretary to the Board for Period December 15, 2008 through the Annual Organizational Meeting in December, 2009
It was moved by Trustee O'Donnell, seconded by Trustee Gen, that Thomas M. Fallo be appointed Secretary to the Board for the period of December 15, 2008 through the Annual Organizational Meeting in December, 2009.

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

- F. Time, Date and Place of Board Meetings
It was moved by Trustee O'Donnell, seconded by Trustee Gen, 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 2009 are as follows:

Tuesday, January 20, 2009	Monday, July 20, 2009
Tuesday, February 17, 2009	Monday, August 17, 2009
Monday, March 16, 2009	Tuesday, September 8, 2009
Monday, April 20, 2009	Monday, October 19, 2009
Monday, May 18, 2009	Monday, November 16, 2009
Monday, June 15, 2009	Monday, December 21, 2009

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

- G. Order of Administrative Authority in Absence of Superintendent/President
It was moved by Trustee O'Donnell, seconded by Trustee Gen, 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 the period of December 15, 2008 through the Annual Organizational Meeting in December, 2009.

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

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

- H. Acting Secretary to the Board of Trustees
It was moved by Trustee O'Donnell, seconded by Trustee Gen, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, 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:

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

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

- I. Documents Authorized for Signature of Superintendent
It was moved by Trustee O'Donnell, seconded by Trustee Gen, 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 15, 2008, through the Annual Organizational Meeting in December, 2009. Motion carried. Student Trustee Yerelian recorded a yes advisory vote.

J. Signature Authorization

It was moved by Trustee O'Donnell, seconded by Trustee Gen, 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 Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager, to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required. Josie Cheung, Accounting Officer, was authorized for on-line approval of "B" warrants, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009.
2. Authority to Sign Contracts
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager, to sign contracts during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required.
3. Authority to Sign Purchase Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager, to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, 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; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and Julie Bourlier, Bookstore

Director, to sign purchase orders for the bookstore fund during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required.

5. Authority to Sign Change Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; and Janice Ely, Business Manager, to sign contract change orders during the period of December 15, 2008, through the Annual Organizational Meeting in December, 2009, 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; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President - Human Resources; and Janice Ely, Business Manager, to sign Notices of Employment and Orders for Salary Payments during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, 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; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; 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 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.
8. Registration Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch,

during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

9. Cash Management Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

10. Trust Funds

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, 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 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, 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 15, 2008, through the Annual Organizational Meeting in December, 2009, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; 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 15, 2008, through the Annual Organizational Meeting in December, 2009, any two signatures required.

13. Small Business Development Center Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.
14. El Camino College Business Office Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, 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 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.
15. Auxiliary Services Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, 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 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.
16. Dental Self-Insurance Fund, Wells Fargo Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, 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 15, 2008, through the Annual Organizational Meeting December, 2009, 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; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, 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 15, 2008, through the Annual Organizational Meeting in December, 2009, 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; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager, 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 15, 2008, through the Annual Organizational Meeting in December, 2009, 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 15, 2008, through the Annual Organizational Meeting in December, 2009, 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; and Janice Ely, Business Manager.

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.

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

Consent Agenda

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

Academic Affairs

Instructional Field Trips – Winter 2009

International Education/Study Abroad Program – Winter 2009

Proposed Curriculum Changes: Effective 2009-2010 Academic Year

Student and Community Advancement

Field Trip

Grants

Administrative Services

Contracts Under \$72,400

Personal Services Agreements

Destruction of Records

Budget Reductions

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Contract Amendment – LPA Inc. – Math/Business/Allied Health Building

Revised Change Order – Bromel Construction – Lot H Parking Structure & Parking Structure

Change Order – Bromel Construction – Lot H Parking Structure & Parking Structure

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Local Minimum Qualifications for Faculty Hires

Motion carried. Student Trustee Yerelian recorded an advisory yes vote.

Human Resources, Employment and Personnel Changes, Item 2, Amend Vice President's Contracts

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that the automobile allowance for the Assistant Superintendent/Vice President's remain at \$300 per month.

Motion carried with 5 votes. Student Trustee Yerelian recorded an advisory no vote.

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that a study be conducted to determine mileage Vice Presidents travel on District business on a monthly basis. Motion

carried with 4 votes. Trustee Beverly abstained. Student Trustee Yerelian recorded an advisory yes vote.

Human Resources, Stipend for Compton Educational Center

It was moved by Trustee Beverly, seconded by Trustee Gen, that the Board approve a stipend for work at the Compton Educational Center as shown on agenda, effective January 1, 2009 through June 30, 2010, unless the Agreement between the El Camino Community College District and the Compton Community College District is non-existent, whichever comes first, in lieu of overtime or other compensation.

Motion carried. Student Trustee Yerelian recorded an advisory yes vote.

Board of Trustee Goals for 2008-2009

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board add a goal to review Board Policy 2715, Code of Ethics/Standards of Practice, and include a clearly defined statement of consequences to address behavior that violates this policy as recommended by the Accreditation Team.

At Trustee Gen's request, Trustee Beverly and Trustee Combs agreed to amend original motion to include a goal to develop a succession plan for Presidential replacement.

Motion carried. Student Trustee Yerelian recorded an advisory yes vote.

Public Comment

Mr. Hayes spoke on College administration. Ms. Luukia Smith and Ms. Ann Ashcraft addressed stipends for Vice Presidents' Automobile allowance and stipends for Compton-related work. Mr. Vakil addressed stipends for Compton-related work.

Closed Session

Meeting adjourned to a Closed Session at 6:25 p.m.

Adjournment

Meeting reconvened at 7:50 p.m. and immediately adjourned.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board