

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, December 17, 2012

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, December 17, 2012, in the Board Room at El Camino College.

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

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

Minutes of the Regular Board Meeting of November 19, 2012

The Minutes of the Regular Board Meeting of November 19, 2012 were approved.

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 17, 2012 through the Annual Organizational Meeting in December, 2013

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 17, 2012 through the Annual Organizational Meeting in December, 2013. Student Member recorded a yes advisory vote. Motion carried.

Vice President

It was moved by Trustee Combs, seconded by Trustee Brown, that Trustee Brown be elected Vice President for the Board for the period December 17, 2012 through the Annual Organizational Meeting in December, 2013. Student Member recorded a yes advisory vote. Motion carried.

Secretary

It was moved by Trustee Beverly, seconded by Trustee Brown, that Trustee Gen be elected Secretary of the Board for the period December 17, 2012 through the Annual Organizational Meeting in December, 2013. Student Member recorded a yes advisory vote. Motion carried.

B. Los Angeles County Committee on School District Organization

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

C. Los Angeles County School Trustees Association

It was moved by Trustee Beverly, seconded by Trustee Combs, that the appointment of the representative to the Los Angeles County School Trustees Association for 2012-2013 be postponed to the January 22, 2013 Board meeting. Student Member recorded a yes advisory vote. Motion carried.

D. California Community College Trustees Board Election

It was moved by Student Member Hormati, seconded by Trustee Brown, that Trustee Combs continue appointment to review nominations for membership on the California Community College Trustees Board to make recommendations to the Board of Trustees. Student Member 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 the appointment of a member to serve on the El Camino Community College District Foundation be postponed to the January 22, 2013 Board meeting. Student Member recorded a yes advisory vote. Motion carried.

F. Secretary to the Board for Period December 17, 2012 through the Annual Organizational Meeting in December, 2013

It was moved by Trustee O'Donnell, seconded by Trustee Gen, that Thomas M. Fallo be appointed Secretary to the Board for the period December 17, 2012, through the Annual Organizational Meeting in December, 2013. Student Member recorded a yes advisory vote. Motion carried.

G. Time, Date and Place of Board Meetings

It was moved by Trustee Brown, seconded by Trustee Combs, that the Board hold its regular meetings at \*4:00 p.m. (\*unless otherwise noted) 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 2013 are as follows:

Tuesday, January 22, 2013	Monday, July 15, 2013
Tuesday, February 19, 2013 -5:30 p.m.	Monday, August 19, 2013
Monday, March 18, 2013	Tuesday, September 3, 2013
Monday, April 15, 2013	Monday, October 21, 2013
Monday, May 20, 2013	Monday, November 18, 2013
Monday, June 17, 2013	Monday, December 16, 2013

Student Member 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 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 17, 2012, through the Annual Organizational Meeting in December, 2013:

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

Student Member recorded a yes advisory vote. Motion carried.

I. Acting Secretary to the Board of Trustees

It was moved by Trustee Brown, seconded by Trustee Combs, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, the Vice Presidents will as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

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

Student Member recorded a yes advisory vote. Motion carried.

J. Documents Authorized for Signature of Superintendent

It was moved by Trustee Brown, 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 17, 2012, through the Annual Organizational Meeting in December, 2013.

Student Member recorded a yes advisory vote. Motion carried.

K. Signature Authorization

It was moved by Trustee Brown, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, 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 17, 2012, through the Annual Organizational Meeting in December, 2013.

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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to be authorized to sign contracts during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting be authorized to sign contract change orders during the period of December 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President - Human Resources;

Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to sign Notices of Employment and Orders for Salary Payments during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center;

Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting in December, 2013, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting in December, 2013, 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 17, 2012, through the Annual Organizational Meeting in December, 2013, 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 Babatunde Atane, Interim 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim 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 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.

Student Member recorded a yes advisory vote. Motion carried.

Closed Session

It was moved by Trustee Beverly, seconded by Trustee Brown that the Regular Meeting recess to a Closed Session at 4:26 p.m. Regular Meeting reconvened at 5:04 p.m.

Consent Agenda

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

Academic Affairs

Proposed Curriculum Changes Effective 2013-2014 Academic Year

Student and Community Advancement

Community Education Program for Winter/Spring 2013  
Grants

Administrative Services

Contracts Under \$81,000  
Contract Amendments  
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances  
Contract – Alta Environment – Ongoing Abatement Services  
Contract – Prestige Security Services – Athletic Education & Fitness Complex Phase 1  
Change Order – Taisei Construction Corporation – Math Business Allied Health Project  
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

## Temporary Non-Classified Service Employees

### President/Board of Trustees

#### Travel

#### 2013 Board of Trustee Goals

Board Policy 2200 – Board Duties and Responsibilities –Second Reading & Adoption

Board Policy 2430 – Delegation of Authority to Superintendent/President –Second Reading & Adoption

Administrative Procedure 2430 – Delegation of Authority to Superintendent/President – Information Item

Board Policy 2431 – Superintendent/President Selection –Second Reading & Adoption

Administrative Procedure 2435 – Evaluation of Superintendent/President – Information Item

Board Policy – 2740 – Board Education –Second Reading & Adoption

Board Policy – 2745 – Board Self-Evaluation –Second Reading & Adoption

Board Policy – 2365 – Recording – First Reading

Board Policy – 2716 – Political Activity Board Members – First Reading

Board Policy – 7370 – Political Activity – First Reading

Resolution No. 12-17-12 - Resolution of the Board of Trustees of the El Camino Community College District Certifying to the Board of Supervisors of Los Angeles County All Proceedings in the November 6, 2012, General Obligation Bond Election

Student Member recorded a yes advisory vote. Motion carried.

### Retirement

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board accept the retirement of Dr. Thomas M. Fallo, Superintendent/President, and that a plaque be prepared and presented to him in recognition of his service to the District since 1991.

Student Member recorded a yes advisory vote. Motion carried.

### Adjournment

Regular Meeting adjourned to a Committee of the Whole at 5:30 p.m.

### Committee of the Whole

The Committee of the Whole opened at 5:30 p.m.

There was an extensive discussion and Board members agreed to schedule the following Special Board Meetings to address the Superintendent/President Search:

1. Monday, January 7, 2013, 4 p.m.
2. Wednesday, January 16, 2013, 4 p.m.

The Committee of the Whole closed at 6:42 p.m.

Public Comment

Luukia Smith and Jimmy Macareno addressed Consent Agenda. Luukia Smith, Nehasi Lee, Brooke Matson, Christina Gold, Nina Velasquez, and Julio Farias addressed Superintendent/President selection process. Dillon Horton addressed Superintendent/President selection process and public comment portion of agenda.

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Ray Gen, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board