

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, December 21, 2009

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, December 21, 2009, in the Board Room at El Camino College.

The following Trustees were present: Trustee Ray Gen, Vice-President; Trustee Maureen O'Donnell, Secretary; Trustee William Beverly, Member; Trustee Mary E. Combs, Member; and Ms. Lisa Brown, Student Member. Trustee Nathaniel Jackson was absent due to illness.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Mr. Bob Gann, Director, Facilities and Planning; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; and Ms. Barbara Perez, Vice President, Human Resources.

Minutes of the Regular Board Meeting of November 16, 2009

The Minutes of the Regular Board Meeting of November 16, 2009 were approved.

Oath of Office

Student Member Lisa Brown, Trustee Ray Gen and Trustee Maureen O'Donnell took the oath of office.

Recess

Meeting recessed at 4:13 p.m. and reconvened at 4:18 p.m.

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 21, 2009 through the Annual Organizational Meeting in December, 2010

President

It was moved by Trustee Beverly, seconded by Trustee Combs, that Trustee Gen be elected President. Motion carried. Student Trustee Brown recorded a yes advisory vote.

Vice President

It was moved by Trustee Gen, seconded by Trustee O'Donnell, that Trustee Beverly be elected Vice President. Motion failed.

It was moved by Trustee O'Donnell, seconded by Trustee Gen, that Trustee Combs be elected Vice President. Motion failed.

It was moved by Trustee Beverly, seconded by Trustee Combs, that Trustee O'Donnell be elected Vice President. Motion carried. Student Trustee Brown recorded a yes advisory vote.

Secretary

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that Trustee Beverly be elected Secretary. Motion carried. Student Trustee Brown recorded a yes advisory vote.

B. Los Angeles County Committee on School District Organization

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

C. Los Angeles County School Trustees Association

It was moved by Trustee Gen, seconded by Trustee Beverly, that Trustee Gen be appointed as a representative to the Los Angeles County School Trustees Association for 2009-2010. Motion carried. Student Trustee Brown recorded a yes advisory vote.

D. California Community College Trustees Board Election

It was moved by Trustee Beverly, seconded by Trustee Combs, that Trustee O'Donnell 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 Brown recorded a yes advisory vote.

E. El Camino Community College District Foundation

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

F. Secretary to the Board for Period December 21, 2009 through the Annual Organizational Meeting in December, 2010

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that Thomas M. Fallo be appointed Secretary to the Board for the period December 21, 2009, through the Annual Organizational Meeting in December, 2010. Motion carried. Student Trustee Brown recorded a yes advisory vote.

G. Time, Date and Place of Board Meetings

It was moved by Trustee Beverly, 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 2010 are as follows:

Tuesday, January 19, 2010	Monday, July 19, 2010
Tuesday, February 16, 2010	Monday, August 16, 2010
Monday, March 15, 2010	Tuesday, September 7, 2010
Monday, April 19, 2010	Monday, October 18, 2010
Monday, May 17, 2010	Monday, November 15, 2010
Monday, June 21, 2010	Monday, December 13, 2010

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

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

It was moved by Trustee Beverly, 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 21, 2009, through the Annual Organizational Meeting in December, 2010:

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

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

I. Acting Secretary to the Board of Trustees

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, 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:

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

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

J. Documents Authorized for Signature of Acting Superintendent

It was moved by Trustee Beverly, 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 21, 2009, through the Annual Organizational Meeting in December, 2010.

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

K. Signature Authorization

It was moved by Trustee Beverly, 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 Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, one signature only being required. Josie Cheung, Accounting Officer and Shelton Bass, Accounting Officer authorized for on-line approval of "B" warrants, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010.

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 be authorized to sign contracts during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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; be authorized to sign contract change orders during the period of December 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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; Josie Cheung, Accounting Officer, and Shelton Bass, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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; Josie Cheung, Accounting Officer; and Shelton Bass, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 Mooloo, Controller; and Arlene La Coste, Claims Manager.

20. El Camino College Student Financial Aid 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; Josie Cheung, Accounting Officer; and Shelton Bass, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

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

El Camino College Foundation Annual Report

Mr. Don Greco, President, El Camino College Foundation, presented the Foundation's Annual Report.

## Consent Agenda

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

### Academic Affairs

Center for the Arts Presentations – 2009/2010 Season

FTES Goals and Projections – INFORMATION ITEM

International Education/Study Abroad Program – Winter 2010

### Student and Community Advancement

#### Grants

Board Policy 5310 – Student Grievance – First Reading

Board Policy 5500 – Academic Honesty & Standards of Conduct – Second Reading & Adoption

Expulsion – 2009-9

### Administrative Services

Contracts Under \$76,700

Declaration of Surplus Property

Information Item – Five-Year Budget Assumptions and Projections

Purchase Orders and Blanket Purchase Orders

### Measure E Bond Fund

#### Category Budgets and Balances

Contract – CTL Environmental – Ongoing Abatement Services

Change Order – GDL Construction – Humanities Plaza Project

Change Order – HPS Mechanical – Phase 3 Infrastructure

Change Order – Mackone Development, Inc. – Bookstore Building Renovation

Change Order – Pierre Sprinkler & Landscaping – Reclaim Water Project

Request for Proposal – CCS Presentation Systems – Social Science Relocation

Purchase Orders and Blanket Purchase Orders

### Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

New Classification Specifications for Vice President position

### President/Board of Trustees

Absence of Board Members

Travel

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

Public Comment

Mr. Lee addressed Associated Student Body funds, Student Grievance procedure and revised Agreement between El Camino College and Compton Community College District. Mr. Hayes addressed Brown Act and Student Trustee position.

Adjournment

Meeting adjourned at 5:40 p.m.

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William Beverly, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board