

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, December 15, 2014

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, December 15, 2014, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee Mary E. Combs, Secretary; Trustee Cliff Numark, Member; Trustee John Vargas, Member; and Student Member Kimberly Garcia.

Also present were Dr. Thomas Fallo, Superintendent/President; Dr. Francisco Arce, Vice President/Academic Affairs; Ms. Linda Beam, Vice President/Human Resources; Dr. Jeanie Nishime, Vice President/Student and Community Advancement; Ms. Barbara Perez, Vice President/Compton Education Center; and Mr. Rocky Bonura, Director/Business Services.

Minutes of the Regular Board Meeting of November 17, 2014

It was moved by Trustee Brown, seconded by Trustee Garcia, that the Minutes of the Regular Board meeting of November 17, 2014 be approved with the following addition:

Readout from the Closed Session: It was moved by Trustee Brown, seconded by Trustee Combs, that the Board ratify the Resignation Agreement and General Release for a Classified Manager dated October 28, 2014. Trustees Beverly, Brown, Combs, and Vargas voted yes. Motion carried.

Trustees Beverly, Brown, Combs and Vargas voted yes. Trustee Numark abstained. Motion carried.

Presentation – Student Equity Plan

Ms. Jaynie Ishikawa gave an informational presentation on the Student Equity Plan.

Presentation – El Camino College Foundation Annual Report

Mr. Josh Rogge gave an informational presentation on the El Camino College Foundation Annual Report.

Annual Organizational Meeting

The meeting was called as prescribed in Education Code Section 72000 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) selection of a Board Member as a representative to the Los Angeles County Committee on School District Organization, (C) selection of a Board Member as a representative to the Los Angeles County School Trustees Association, (D) selection of 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) selection of a Board Member to serve on the El Camino Community College District Foundation; (F) appointment of 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 is called as a regular meeting.

A. Election of Officers for Period December 15, 2014 through the Annual Organizational Meeting in December, 2015

1. President

It was moved by Trustee Combs, seconded by Trustee Brown, that Trustee Beverly be elected President for the period December 15, 2014, through the Annual Organizational Meeting in December, 2015.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

2. Vice President

It was moved by Trustee Combs, seconded by Trustee Brown, that Trustee Brown be elected Vice President for the period December 15, 2014, through the Annual Organizational Meeting in December, 2015.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

3. Secretary

It was moved by Trustee Combs, seconded by Trustee Brown, that Trustee Vargas be elected Secretary for the period December 15, 2014, through the Annual Organizational Meeting in December, 2015.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- B. Los Angeles County Committee on School District Organization
It was moved by Trustee Brown, seconded by Trustee Vargas, that Trustee Brown be appointed as the representative to the Los Angeles County Committee on School District Organization.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- C. Los Angeles County School Trustees Association
It was moved by Trustee Brown, seconded by Trustee Vargas, that Trustee Numark be appointed as the representative to the Los Angeles County School Trustees Association for 2014-2015.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- D. California Community College Trustees Board Election
It was moved by Trustee Brown, seconded by Trustee Vargas, 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.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- E. El Camino Community College District Foundation
It was moved by Trustee Brown, seconded by Trustee Vargas, that Trustee Vargas be appointed to serve on the El Camino Community College District Foundation.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- F. Secretary to the Board for Period December 15, 2014 through the Annual Organizational Meeting in December, 2015
It was moved by Trustee Beverly, seconded by Trustee Vargas, that Thomas M. Fallo be appointed as Secretary to the Board for the period December 15, 2014, through the Annual Organizational Meeting in December, 2015.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

- G. Time, Date and Place of Board Meetings
It was moved by Trustee Vargas, 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 2015 are as follows:

Thursday, January 15, 2015	Monday, July 20, 2015
Tuesday, February 17, 2015	Monday, August 17, 2015
Monday, March 16, 2015	Tuesday, September 8, 2015
Monday, April 13, 2015	Monday, October 19, 2015
Monday, May 18, 2015	Monday, November 16, 2015
Monday, June 15, 2015	Monday, December 14, 2015

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

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

It was moved by Trustee Vargas, seconded by Trustee Brown, 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 December 15, 2014, through the Annual Organizational Meeting in December, 2015:

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

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

I. Acting Secretary to the Board of Trustees

It was moved by Trustee Vargas, seconded by Trustee Brown, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 15, 2014, through the Annual Organizational Meeting in December, 2015, 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:

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

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

J. Documents Authorized for Signature of Superintendent

It was moved by Trustee Vargas, seconded by Trustee Brown, 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, 2014, through the Annual Organizational Meeting in December, 2015.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

K. Signature Authorization

It was moved by Trustee Vargas, seconded by Trustee Brown, 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, Director of Accounting to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 15, 2014 through the Annual Organizational Meeting in December, 2015, 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 15, 2014 through the Annual Organizational Meeting in December, 2015.

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, Director of Accounting, to be authorized to sign contracts during the period December 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, 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 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, Director of Accounting, be authorized to sign contract change orders during the period of December 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, 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 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, 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 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, 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 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, 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 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, 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 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, 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 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, 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 15, 2014 through the Annual Organizational Meeting December, 2015, 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, 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 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, 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 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, 1980 Saturn Street, Monterey Park, CA 91755, and that the following be authorized to sign for the account during the period December 15, 2014 through the Annual Organizational Meeting in December, 2015, 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, Director of Accounting.

Keenan and Associates: Keith Pippard, Vice President; Robert McCall, Senior Claims Examiner; Cedell Bush, Senior Claims Examiner; John Keenan – Facsimile; 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, 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 15, 2014 through the Annual Organizational Meeting in December, 2015, two signatures required.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Consent Agenda

It was moved by Trustee Combs, seconded by Trustee Numark, that the Board adopt the items presented on the agenda as noted below.

Corrections

HR 6 #29 and #30 revise: “The following on-call, part-time/temporary counselors to be hired as needed, ~~not to exceed 24 hours per week and~~ not to exceed 67% FTE and/or 25 hours per week”

HR 7 #31 revise: “The following part-time/temporary instructors to be hired as needed for the 2015 spring semester, not to exceed 67% FTE and/or 25 hours per week cumulative employment at ECC.”

Academic Affairs

Proposed Curriculum Changes Effective 2015-2016 Academic Year
Board Policy 4040 (Library Services) – Second Reading and Adoption
Administrative Procedure 4040 (Library Services) – Information Item
Student Equity Plan – Acceptance

Student and Community Advancement

International Travel

Board Policy 1200 (The El Camino College Mission, Vision, Values, and Strategic Initiatives) – Second Reading and Adoption

Information Item – Administrative Procedure 5012 (International Students)

Administrative Services

Contracts Under \$84,100

Contracts Over \$84,100

Amendments to Contracts

Board Policy 6520 (Security for District Personnel and Property) – First Reading
Information Item – Administrative Procedure 6520 (Security for District Personnel and
Property)

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Contract – Kunzman Associates, Inc. – Various Projects

Contract – HMC Architects

Change Order – Sinanian Development, Inc. – Athletic Education & Fitness
Complex Project – Stadium Phase II

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Revised Classification Specifications for Classified Position

Revised Classification Specifications for Administrative Position

Compton Education Center

Early College High School Memorandum of Understanding

Information Item – Student Equity Plan

President and Board of Trustees

Absence of Student Member

Board Policy 1600 (Full Inclusion of People with Disabilities) – First Reading

Board Policy 2110 (Vacancies on the Board) – First Reading

Board Policy 2200 (Board Duties and Responsibilities) – First Reading

Board Policy 2220 (Committees of the Board) – First Reading

Board Policy 2305 (Annual Organizational Meeting) – First Reading

Board Policy 2310 (Regular Meetings of the Board) – First Reading

Board Policy 2315 (Closed Sessions) – First Reading

Board Policy 2320 (Special and Emergency Meetings) – First Reading

Board Policy 2330 (Quorum and Voting) – First Reading

Board Policy 2510 (Participation in Local Decision Making) – First Reading

2015 Board of Trustees Goals – amended as follows:

“It is recommended that the Board adopt the following goals for 2015:

- I. ~~College response to Accreditation findings and recommendations:~~ Accrediting Commission for Community and Junior Colleges (ACCJC)...
 - c. Submit Eligibility Application for El Camino College Compton Center, January 2015”

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Closed Session

Regular Meeting adjourned to a Closed Session which ended at 6:25 p.m. Meeting re-adjourned to Open Session at 6:28 p.m.

Readout from the Closed Session

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board issue a notice of non-reelection to an educational administrator.

Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

John Vargas, Secretary of the Board

Thomas M. Fallo, Secretary to the Board