The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, December 17, 2007, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Dr. Jeff Marsee, Vice President, Administrative Services; and Dr. Jeanie Nishime, Vice President, Student Services. Dr. Doris Givens, Provost, El Camino College Compton Community Educational Center is absent.

Minutes of the Regular Board Meeting of November 19, 2007
The Minutes of the Regular Board Meeting of November 19, 2007 were pulled for corrections and will be presented at the January 22, 2008 Board meeting for approval.

Oath of Office
Trustee Nathaniel Jackson, Trustee Mary E. Combs and Trustee William Beverly took the oath of office.

El Camino Community College Foundation Annual Report
The Board of Trustees received the El Camino Community College Foundation Annual Report.

Annual Organizational Meeting

Public Comment
Ms. Luukia Smith, Mr. Nehasi Lee and Mr. David Vakil addressed suggested change in meeting starting time.

This meeting is 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 is called as a regular meeting.

A. **Election of Officers for Period December 17, 2007 through the Annual Organizational Meeting in December, 2008**

   It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board elect Trustee Combs, President; and Trustee Jackson, Vice President for the period December 17, 2007, through the Annual Organizational Meeting in December, 2008. Motion carried. Student Trustee Seyedin recorded a yes advisory vote.

   It was moved by Trustee Gen, seconded by Trustee Beverly, that Trustee O'Donnell be named Secretary of the Board for the period December 17, 2007, through the Annual Organizational Meeting in December, 2008.

B. **Los Angeles County Committee on School District Organization**

   It was moved by Trustee Beverly, seconded by Trustee Jackson, that the Board appoint Trustee Beverly as the representative to the Los Angeles County Committee on School District Organization. Motion carried. Student Trustee Seyedin recorded a yes advisory vote.

C. **Los Angeles County School Trustees Association**

   It was moved by Trustee Beverly, seconded by Trustee Jackson, that the Board appoint Trustee Beverly as the representative to the Los Angeles County School Trustees Association for 2007-2008. Motion carried. Student Trustee Seyedin recorded a yes advisory vote.

D. **El Camino Community College District Foundation**

   It was moved by Trustee Jackson, seconded by Trustee Beverly, that the Board appoint Trustee Gen to serve on the El Camino Community College District Foundation. Motion carried. Student Trustee Seyedin recorded a yes advisory vote.

E. **Secretary to the Board for Period December 17, 2007 through the Annual Organizational Meeting in December, 2008**

   It was moved by Trustee Beverly, seconded by Trustee Jackson, that Thomas M. Fallo be appointed Secretary to the Board for the period December 17, 2007,
through the Annual Organizational Meeting in December, 2008. Motion carried. Student Trustee Seyedin recorded a yes advisory vote.

F. **Time, Date and Place of Board Meetings**

It was moved by Trustee Beverly, seconded by Trustee Jackson, 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 2008 are as follows:

- Tuesday, January 22, 2008
- Tuesday, February 19, 2008
- Monday, March 17, 2008
- Monday, April 21, 2008
- Monday, May 19, 2008
- Monday, June 16, 2008
- Monday, July 21, 2008
- Monday, August 18, 2008
- Tuesday, September 2, 2008
- Monday, October 20, 2008
- Monday, November 17, 2008
- Monday, December 15, 2008

Motion carried. Trustee Gen voted no. Trustee O’Donnell abstained. Student Trustee Seyedin recorded a yes advisory vote.

G. **Order of Administrative Authority in Absence of Superintendent/President**

It was moved by Trustee Beverly, seconded by Trustee Jackson, 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, 2007, through the Annual Organizational Meeting in December, 2008:

Jeanie Nishime, Jeff Marsee, Francisco M. Arce

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

H. **Acting Secretary to the Board of Trustees**

It was moved by Trustee Beverly, seconded by Trustee Jackson, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, it is recommended that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:
Jeanie Nishime, Jeff Marsee, Francisco M. Arce

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

I. Documents Authorized for Signature of Superintendent

It was moved by Trustee Beverly, seconded by Trustee Jackson, 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, 2007, through the Annual Organizational Meeting in December, 2008. Motion carried. Student Trustee Seyedin recorded a yes advisory vote.

J. Signature Authorization

It was moved by Trustee Beverly, seconded by Trustee Jackson, 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; Jeff Marsee, Vice President – Administrative Services; Barbara Perez, Interim Associate Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, one signature only being required. Josie Cheung, Accounting Officer and Estella Lee, Accounting Officer authorized for on-line approval of “B” warrants, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008.

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; Jeff Marsee, Vice President – Administrative Services; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to be authorized to sign contracts during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Barbara Perez, Interim Associate Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Barbara Perez, Interim Associate Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to be authorized to sign contract change orders during the period of December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Barbara Perez, Interim Associate Vice President -
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; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; and Julie Bourlier, Bookstore Director to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period
December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Barbara Perez, Interim Associate Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, two signatures required.


Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to $30,000, during the period December 17, 2007, through the Annual Organizational Meeting December, 2008, 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; Jeff Marsee, Vice President –
Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, 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, 2007, through the Annual Organizational Meeting in December, 2008, facsimile signature up to $5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting.

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Controller; Arlene La Coste, Claims Manager and Allen Frazier, Senior Vice President.

Motion carried. Student Trustee Seyedin recorded a yes advisory vote.
Consent Agenda
It was moved by Trustee Beverly, seconded by Trustee Jackson, that the Board adopt the items presented on the agenda in the following areas.

Academic Affairs
Board Policy 4231 – Grade Change – Second Reading & Adoption
Instructional Field Trip – Winter 2008
Proposed Curriculum Changes: Effective 2008-2009 Academic Year

Student Services
Student Field Trips
Community Education – Fall 2007
Grants – Application Information
2007-2008 School Calendar – Revision

Administrative Services
Transfer of Funds
Contracts Under $69,000
Agreements $69,000 or Higher
Bid 2007-9/Audio Visual Systems (Humanities Complex)
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund
Category Budgets and Balance
Contract – Phase 2 Infrastructure Project – Koury Engineering
Change Order – Humanities Replacement Project – Superior Wall Systems
Change Order – Humanities Replacement Project – Airemasters, Inc.
Change Order – Humanities Replacement Project – Orange Builders
Change Order – Humanities Replacement Project – Bennett Landscaping
Change Order – Humanities Replacement Project – PPC, Inc.
Change Order – Humanities Replacement Project – Amtek Construction
Change Order – Humanities Replacement Project – S.H. Fish Electric, Inc.
Change Order – Humanities Replacement Project – Borbon, Inc.
Change Order – Learning Resource Center – Frederick Towers
Change Order – Phase 1 Infrastructure – Mel Smith Electric, Inc.
Change Order – Central Plant – ACCO Engineered Systems
Purchase Orders and Blanket Purchase Orders

Human Resources
Employment and Personnel Changes
Temporary Non-Classified Service Employees
Resolution – Equivalence to Minimum Qualifications
Revised Salary Schedules for Temporary Non-Classified Employees
Revised Salary Schedules for Student Workers
Inactivated Job Classifications on Supervisor Salary Schedule
Approved Salary Schedules for 2008

President/Board of Trustees
Travel
Absence of a Board Member
Board of Trustee Goals for 2007-2008

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

Public Comment on Non-Agenda Items
Dr. Angela Simon and Ms. Luukia Smith addressed Board Resolution on Proposition 92, Community College Initiative.

Mr. Nehasi Lee communication and need for Compton Center Report.

Adjournment
Meeting adjourned to a closed session at 6:45 p.m. Meeting reconvened at 8:00 p.m. and immediately adjourned.

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Maureen O’Donnell, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board