

EL CAMINO COMMUNITY COLLEGE DISTRICT  
MINUTES OF THE REGULAR MEETING OF  
Monday, December 19, 2005

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, December 19, 2005, in the Haag Recital Hall at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Mary E. Combs, Secretary; Trustee Ray Gen, Member; Trustee Maureen O'Donnell, Member; Trustee Nathaniel Jackson, Member; and Mr. Philip Gomez, Student Member.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Jeffrey Marsee, Vice President, Administrative Services; Dr. John Baker, Interim Vice President, Student and Community Advancement; and Dr. Francisco Arce, Vice President, Academic Affairs.

Minutes of the Regular Board Meeting of November 21, 2005

The Minutes of the Regular Board Meeting of November 21, 2005 were approved.

Oath of Office

Dr. Ray Gen and Miss Maureen O'Donnell took the Oath of Office.

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, and (B) any other District officers desired; to (C) set the time and place of Board Meetings; (D) (E) (F) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; to (G) approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes; and to (H) select a Board Member as a representative who shall have a vote in electing members of the County Committee on School District Organization. In addition, it was called as a regular meeting.

A. Election of Officers for Period December 19, 2005 through the Annual Organizational Meeting in December, 2006

It was moved by Trustee Nathaniel Jackson, seconded by Trustee Ray Gen that the Board elect Trustee William Beverly, President; Trustee Mary E. Combs, Vice President; and Trustee Nathaniel Jackson, Secretary for the period December 19, 2005, through the Annual Organizational Meeting in December, 2006.

Motion Carried. Student Trustee Philip Gomez recorded an advisory yes vote.

B. Secretary to the Board for Period December 19, 2005 through the Annual Organizational Meeting in December, 2006

It was moved by Trustee Nathaniel Jackson, and seconded by Trustee Ray Gen that Thomas M. Fallo be appointed Secretary to the Board for the period December 19, 2005, through the Annual Organizational Meeting in December, 2006.

Motion carried. Student Trustee Philip Gomez recorded an advisory yes vote.

C. Time, Date and Place of Board Meetings

It was moved by Trustee Nathaniel Jackson, and seconded by Trustee William Beverly that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month. Motion was withdrawn by Trustee Nathaniel Jackson.

It was moved by Trustee Mary E. Combs, and seconded by Trustee Nathaniel Jackson that for one year the meeting time be kept at 4:30 p.m. on the third Monday of each month 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, with the exception of Monday, January 23, 2006. Dates for 2006 are as follows:

Monday, January 23, 2006	Monday, July 17, 2006
Tuesday, February 21, 2006	Monday, August 21, 2006
Monday, March 20, 2006	Tuesday, September 5, 2006
Monday, April 17, 2006	Monday, October 16, 2006
Monday, May 15, 2006	Monday, November 20, 2006
Monday, June 19, 2006	Monday, December 18, 2006

Motion carried. Student Trustee Philip Gomez recorded an advisory yes vote.

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

It was moved by Trustee Nathaniel Jackson, and seconded by Trustee Mary E. 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 19, 2005, through the Annual Organizational Meeting in December, 2006:

Jeffrey Marsee, Francisco Arce, John Baker

Motion Carried. Student Trustee Philip Gomez recorded an advisory yes vote.

E. Acting Secretary to the Board of Trustees

It was moved by Trustee Nathaniel Jackson, and seconded by Trustee Mary E. Combs that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, the Vice Presidents will serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Jeffrey Marsee, Francisco Arce, John Baker

Motion carried. Student Trustee Philip Gomez recorded an advisory yes vote.

F. Documents Authorized for Signature of Superintendent

It was moved by Trustee Nathaniel Jackson, and seconded by Trustee Mary E. 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 19, 2005, through the Annual Organizational Meeting in December, 2006.

Motion carried. Student Trustee Philip Gomez recorded an advisory yes vote.

G. Signature Authorization

It was moved by Trustee Nathaniel Jackson, and seconded by Trustee Mary E. Combs that the Board authorize signatures as follows:

1. Authority to Sign "A" and "B" Warrants

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, one signature only being required. Josie Cheung, Accounting Officer and Estella Lee, Accounting Officer were authorized for on-line approval of

“B” warrants during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Rocky Bonura, Acting Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized to sign contracts during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, one signature only being required.

3. Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Rocky Bonura, Acting Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized to sign purchase orders for all District funds, the Auxiliary Services fund, and all Associated Student funds during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services, John Baker, Interim Vice President – Student and Community Advancement; Lynnda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized to sign purchase orders for the bookstore fund during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, one signature only being required.

5. Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community

Advancement; Rocky Bonura, Acting Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized to sign contract change orders during the period of December 19, 2005, through the Annual Organizational Meeting in December, 2006, one signature only being required.

6. Authority to Sign Notices of Employment and Orders for Salary Payments

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Marcia M. Wade, Director of Human Resources; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized to sign Notices of Employment and Orders for Salary Payments during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, were authorized to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, two signatures required.

8. Registration Fund

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, were authorized to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, two signatures required.

9. Cash Management Fund

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, were authorized to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, two signatures required.

10. Trust Funds

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized 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 19, 2005, through the Annual Organizational Meeting in December, 2006, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized 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 19, 2005, through the Annual Organizational Meeting in December, 2006, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Lynnda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were

authorized 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 19, 2005, through the Annual Organizational Meeting in December, 2006, any two signatures required.

13. Small Business Development Center Bank Account

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, were authorized to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, two signatures required.

14. El Camino College Business Office Account

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized 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 19, 2005, through the Annual Organizational Meeting in December, 2006, two signatures required.

15. Auxiliary Services Fund

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized 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 19, 2005, through the Annual Organizational Meeting in December, 2006, two signatures required.

16. Dental Self-Insurance Fund, Wells Fargo Bank Account

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized 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 19, 2005, through the Annual Organizational Meeting December, 2006, two signatures required.

17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, were authorized 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 19, 2005, through the Annual Organizational Meeting in December, 2006, any two signatures required.

18. Computer Loan Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Francisco Arce, Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; John Baker, Interim Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, were authorized to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 19, 2005, through the Annual Organizational Meeting in December, 2006, 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 were authorized to sign for the account during the period December 19, 2005, through the Annual Organizational Meeting in



December, 2006, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Jeffrey Marsee, Vice President – Administrative Services; Pamela Fees, Business Manager; and Janice Ely, 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 Mary C. King, Senior Vice President.

Motion carried. Student Trustee Philip Gomez recorded an advisory yes vote.

H. Los Angeles County Committee on School District Organization

It was moved by Trustee Maureen O'Donnell, and seconded by Trustee Nathaniel that the Board appoint Trustee Mary E. Combs as the representative to the Los Angeles County Committee on School District Organization.

Motion carried. Student Trustee Philip Gomez recorded an advisory yes vote.

I. Los Angeles County School Trustees Association

It was moved by Trustee William Beverly, and seconded by Trustee Nathaniel Jackson that the Board appoint Trustee Ray Gen as the representative to the Los Angeles County School Trustees Association for 2005-2006.

Motion carried. Student Trustee Philip Gomez recorded an advisory yes vote.

El Camino College Foundation

Mr. Derf Fredricks, President, El Camino College Foundation, presented the Foundation's annual report to the El Camino Community College District Board of Trustees.

Consent Agenda

It was moved by Trustee Maureen O'Donnell, and seconded by Trustee Mary E. Combs that the Board approve items presented on the agenda in the following areas.

Academic Affairs

Center for the Arts Presentations – 2005/2006

Conference Attendance – Mathematics, Engineering, Science Achievement (MESA) Program

Proposed Curriculum Changes – Effective 2006-2007 Academic Year

Student and Community Advancement

Community Education Course – Fall 2005

Community Education Program – Spring 2006

Administrative Services

Bid 2005-07/ Five-Year Copier Lease

California State University Educational Early Intervention Program (CAL-SOAP) (California Student Opportunity and Access Program) Membership

Contract/Personal Service Agreements Below \$50,000

Contracts (Revenue)

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Project Budgets

Citizens' Bond Oversight Committee

Contract – TMAD Taylor Gaines

Contract – Flewelling and Moody

Bid 2005-08/Elevator Modernization

Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Individual Salary Costs for Affected Employee Groups and the

Total Cost for All Salary and Benefits Adjustments for 2005-2006 is \$4,295,898

Review by Board of Trustees: Public Notification & Disclosure of Costs

For Salary Proposal For the El Camino College Federation of Teachers,

Local 1388, AFT, AFL-CIO

Approval by the Board of Trustees: Faculty Salary Proposal

Review by Board of Trustees: Public Notification & Disclosure of Costs

For Salary Proposal for the Child Development Center Teachers of El

Camino College Federation of Teachers, Local 1388, AFT, AFL/CIO

Approval by the Board of Trustees: Child Development Center Teachers Salary Proposal

Review by Board of Trustees: Public Notification and Disclosure of

Costs for Salary Proposal for Administrators

Approval by the Board of Trustees: Administrators Salary Proposal

Review by Board of Trustees: Public Notification & Disclosure of Costs

For Salary Proposal for Supervisors

Approval by the Board of Trustees: Supervisor Salary Proposal

Review by Board of Trustees: El Camino Classified Employees Local 6142, CFT, AFT, AFL-CIO, Salary Settlement Public Notification and Disclosure of Costs

Approval by Board of Trustees: El Camino Classified Employees, Local 6142, CFT, AFT, AFL-CIO Salary Proposal

Review by Board of Trustees: Public Notification & Disclosure of Costs For Salary Proposal for Confidential Employees

Approval by the Board of Trustees: Confidential Employee Salary Proposal

Review by Board of Trustees: Public Notification & Disclosure of Costs for Salary Proposal for Police Officers' Association

Approval by the Board of Trustees: Police Officers' Association Salary Proposal

Review by Board of Trustees: Public Notification & Disclosure of Costs For Salary Proposal for Vice Presidents

Approval by Board of Trustees: Vice Presidents' Salary Proposal

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

Public Comment

Dr. Angela Simon, Co-President, Federation of Teachers, Ms. Luukia Smith, President, El Camino Classified Employees, Mr. Sean Donnell, Federation Grievance Chair, and Mr. Don Brown, Co-President, Federation of Teachers, spoke regarding faculty salaries.

Meeting adjourned at 6:30 p.m.

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Nathaniel Jackson, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board