

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, December 20, 2004

The Board of Trustees of the El Camino Community College District met at 3:35 p.m. on Monday, December 20, 2004, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, Vice President; Trustee Lila S. Hummel, Secretary; Trustee Nathaniel Jackson, Member; and Mr. Bryce L. Matson, Student Member. Trustee Robert C. Haag and Trustee Mary E. Combs were absent.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Patricia Caldwell, Vice President—Student and Community Advancement; Mr. Victor Hanson, Vice President—Administrative Services; and Dr. James Schwartz, Interim Vice President—Academic Affairs.

Minutes of the Regular Board Meeting of November 15, 2004

The Minutes of the Regular Board Meeting of November 15, 2004 were approved as amended.

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 is called as a regular meeting.

A. Election of Officers for Period December 20, 2004 through Annual Organizational Meeting in December, 2005

It was moved by Trustee Beverly, seconded by Trustee Hummel that the Board elect Trustee Robert Haag, President; Trustee William Beverly, Vice President; and Trustee Hummel, Secretary for the period December 20, 2004, through Annual Organizational Meeting in December, 2005. Motion carried.

B. Secretary to the Board for Period December 20, 2004 through Annual Organizational Meeting in December, 2005

It was moved by Trustee Beverly, and seconded by Trustee Hummel that Thomas M. Fallo be appointed Secretary to the Board for the period December 20, 2004, through Annual Organizational Meeting in December, 2005. Motion carried.

C. 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 4:30 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 2005 are as follows:

Tuesday, January 18, 2005	Monday, July 18, 2005
Tuesday, February 22, 2005	Monday, August 15, 2005
Monday, March 21, 2005	Tuesday, September 6, 2005
Monday, April 18, 2005	Monday, October 17, 2005
Monday, May 16, 2005	Monday, November 21, 2005
Monday, June 20, 2005	Monday, December 19, 2005

Motion carried.

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

It was recommended 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 20, 2004, through Annual Organizational Meeting in December, 2005:

Patricia Caldwell, Victor Hanson, James Schwartz

Motion carried.

E. Acting Secretary to the Board of Trustees

In the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 20, 2004, through the Annual Organizational Meeting in December, 2005, it was recommended that 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:

Patricia Caldwell, Victor Hanson, James Schwartz

Motion carried.

F. Documents Authorized for Signature of Superintendent

It was recommended that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in the absence from the

College during the period from December 20, 2004, through Annual Organizational Meeting in December, 2005. Motion carried.

G. Signature Authorization

It was recommended that the Board authorize signatures as follows:

1. Authority to Sign "A" and "B" Warrants
Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.
2. Authority to Sign Contracts
Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, 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, to be authorized to sign contracts during the period December 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.
3. Authority to Sign Purchase Orders
Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, 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, to sign purchase orders for all District funds, the Auxiliary Services fund, and all Associated Student funds during the period December 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.
4. Authority to Sign Purchase Orders for the Bookstore
Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community

Advancement; Lynnda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign purchase orders for the bookstore fund during the period December 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

5. Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, 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, be authorized to sign contract change orders during the period of December 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

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

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Marcia M. Wade, Director of Human Resources; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

8. Cafeteria Funds

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of

Accounting, to draw money from and issue checks against Cafeteria funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 20, 2004, through Annual Organizational Meeting in December, 2005, two signatures required.

9. Trust Funds

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, 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 20, 2004, through Annual Organizational Meeting in December, 2005, two signatures required.

10. Associated Students Bank Account

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, 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 20, 2004, through Annual Organizational Meeting in December, 2005, any two signatures required.

11. Bookstore Fund

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Lynnda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, 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 20, 2004, through Annual Organizational Meeting in December, 2005, any two signatures required.

12. El Camino College Business Office Account

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

13. Auxiliary Services Fund

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, 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 20, 2004, through Annual Organizational Meeting in December, 2005, two signatures required.

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

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, 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 20, 2004, through Annual Organizational Meeting December, 2005, two signatures required.

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

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, 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 20, 2004, through Annual Organizational Meeting in December, 2005, any two signatures required.

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

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

17. 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 20, 2004, through Annual Organizational Meeting in December, 2005, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting.

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Sharon McClean, Director, Financial Analysis; Suleman Moloo, Controller; Donna Evans, Claims Manager and Mary C. King, Senior Vice President.

Motion carried.

H. Los Angeles County Committee on School District Organization

The Board appointed Lila S. Hummel as representative to the Los Angeles County Committee on School District Organization.

Public Hearing for Negotiations – El Camino Community College District and the El Camino Police Officers Association

It was moved by Trustee Jackson, seconded by Trustee Hummel that a Public Hearing for Negotiations – El Camino Community College District and the El Camino Police Officers Association be opened at 3:40 p.m. Motion carried.

No comments were made. Public Hearing closed at 3:41 p.m.

Consent Agenda

It was moved by Trustee Hummel, seconded by Trustee Jackson, that the Board approve items presented on the agenda in the following areas.

Academic Affairs

Center for the Arts Presentations – 2004/2005

Proposed Curriculum Changes – Effective 2005-2006 Academic Year

Student and Community Advancement

Student Field Trip

International Travel

Grants

Board Policy 4400 – Community Services Programs - Second Reading & Adoption

Board Policy 5060 – Concurrent Enrollment of K-12 Students - First Reading

El Camino College School Year Calendar – 2005/2006

Temporary Casuals Employment

Administrative Services

Contracts/Personal Service Agreements Valued at \$50,000 or Higher

Inglewood Center Lease

Amendments

Public Works Project Science Complex – Change Orders

Notice of Completion

Purchase Orders

Measure E Bond Fund

Contracts/Personal Service Agreements Valued at \$50,000 or Higher

Amendment

Purchase Orders

Human Resources

Employment and Personnel Changes

Classified Professional Growth

Revision of Classification Specifications for Administrator Position

Public Hearing: Negotiations El Camino Community College District and the El Camino

Police Officers Association

Review by Board of Trustees: Public Notification & Notification & Disclosure of Costs for Salary Proposal for 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 Centers 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 & Disclosure of Costs for Salary Proposal for Administrators

Approval by 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, CAL-CIO, Salary Settlement Public Notification and Disclosure of Costs

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

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

Approval by Board of Trustees: Confidential Employee Salary Proposal

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

Approval by the Board of Trustees: Vice President Salary Proposal

President/Board of Trustees

Absence of Board Member

Travel

Motion carried.

Closed Session

Meeting adjourned to closed session in memory of Andre Roney at 4:36 p.m. Meeting reconvened at 5:10 p.m. and immediately adjourned.

Lila S. Hummel, Secretary of the Board

Thomas M. Fallo, Secretary to the Board