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) 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
- Tuesday, February 22, 2005
- Monday, March 21, 2005
- Monday, April 18, 2005
- Monday, May 16, 2005
- Monday, June 20, 2005
- Monday, July 18, 2005
- Monday, August 15, 2005
- Tuesday, September 6, 2005
- Monday, October 17, 2005
- Monday, November 21, 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
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; 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.
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.

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.

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 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