

**AGENDA**

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
RETIREMENT BOARD OF AUTHORITY MEETING  
MARCH 7, 2013  
10:00 AM – 12:00 PM**

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION BUILDING, ROOM 131  
16007 CRENSHAW BLVD  
TORRANCE, CA. 90506  
PHONE (310) 532-3670**

**I. CALL TO ORDER**

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**II. ROLL CALL**

**RETIREMENT BOARD OF AUTHORITY (the “Board”) MEMBERS:**

Vice President, Administrative Services & Board Chair  
Director, Purchasing and Business Services  
Director of Human Resources  
Vice President, Human Resources  
Business Manager, Fiscal Services

Jo Ann Higdon  
Rocky Bonura  
Lynn Lindberg  
Linda Beam  
Janice Ely

**PROGRAM COORDINATOR:**

Senior Vice President  
Account Manager

Gail Beal  
Roslyn Washington

**CONSULTANTS:**

Benefit Trust Company (BTC)  
Morgan Stanley (MS)

Scott Rankin  
Cary Allison

**OTHERS**

None

**III. APPROVAL OF AGENDA**

**Action**  
**2012/2013-023**

The Retirement Board of Authority retains the right to change the order in which agenda items are discussed. Subject to review by the Retirement Board of Authority the agenda is to be approved as presented. Items may be deleted or added for discussion only according to G.C. Section 54954.2.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

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**IV. APPROVAL OF MINUTES**

**Action**  
**2012/2013-024**

The Retirement Board of Authority will review the minutes from the previous meeting on December 11, 2012, for any adjustments and adoption.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

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**V. INVESTMENTS**

**PORTFOLIO REVIEW**

**Action**  
**2012/2013-025**

Morgan Stanley (MS) will review the overall performance of the District's Public Entity Investment Trust portfolio.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**MARKET OVERVIEW**

**Information**  
**2012/2013-026**

Morgan Stanley (MS) will provide an overview of the actions of the global capital markets since the last Retirement Board of Authority meeting.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

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**VI. ADMINISTRATION**

**TRANSFER OF ASSETS INTO THE TRUST**

**Action**  
**2012/2013-027**

The District's transfer of assets into the Investment Trust is based on overall District financial considerations as well as general funding procedures with the approval of the District's Board of Trustees. The Retirement Board of Authority (RBOA) will review recent transfers to the Investment Trust and provide updates on the timing for future transfers into the Trust

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**DIRECTORS' AND OFFICERS' INSURANCE UPDATE**

**Action**  
**2012/2013-028**

The Retirement Board of Authority members will discuss additional liability insurance in addition to their SWAAC liability coverage and decide whether to purchase supplemental insurance to cover additional exposures.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**RETIREMENT BOARD OF AUTHORITY (RBOA) BYLAWS**

**Action**  
**2012/2013-029**

The current Trust document provides provisions to operate the Trust. RBOA Bylaws provide additional direction for issues not discussed in the provisions of the Trust Document. There will be a discussion to review the creation of RBOA Bylaws for the District's Public Entity Investment Trust.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**DISBURSEMENTS**

**Action**  
**2012/2013-030**

The Retirement Board of Authority members will acknowledge and ratify all reasonable expenses associated with the management and operation of the District's OPEB Investment Trust.

PUBLIC COMMENTS:

BOARD CONSIDERATIONS

**STATUS OF UPDATES TO THE COMPREHENSIVE COMPLIANCE PLAN,  
INCLUDING THE SUBSTANTIVE PLAN**

**Information**  
**2012/2013-031**

Updating the "Substantive Plan" is a dynamic process that requires an annual review to incorporate modifications to program provisions or changes to cost arrangements. The Retirement Board of Authority will discuss updates to the "Substantive Plan" reflecting compliance for Plan Year ending June 30, 2012.

PUBLIC COMMENTS:

BOARD CONSIDERATION

**PERFORMANCE REPORT SCHEDULE FOR THE BOARD OF TRUSTEES**

**Information**  
**2012/2013-032**

The Retirement Board of Authority shall structure a performance report schedule for presentation of the OPEB Investment Trust performance report to the District's Governing Board of Trustees.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

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**VII. INFORMATION**

**RETIREMENT BOARD OF AUTHORITY COMMENTS**

**Information**  
**2012/2013-033**

Each member of the Retirement Board of Authority may report about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

**PROGRAM COORDINATOR/CONSULTANT COMMENTS**

**Information  
2012/2013-034**

The Program Coordinator and Consultants will report to the Retirement Board of Authority about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

**VISITOR COMMENTS**

**Information  
2012/2013-035**

The public may address the Retirement Board of Authority on any matter pertaining to the Agency that is not on the agenda. The Chairperson reserves the right to limit the time of presentations by individual or topic.

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**VIII. DATE, TIME AND AGENDA ITEMS FOR NEXT MEETING**

**Information  
2012/2013-036**

Board Members and visitors may suggest items for consideration at the next Retirement Board of Authority meeting.

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**IX. ADJOURNMENT**

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**Americans with Disabilities Act:** The El Camino Community College District Retirement Board of Authority conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modifications or accommodation, in order to participate in a public meeting of the El Camino Community College District Retirement Board of Authority, shall be made to: Jo Ann Higdon, Vice President, Administrative Services, El Camino Community College District, 16007 Crenshaw Blvd, Torrance CA. 90506.