

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, December 17, 2007

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

Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, one signature only being required.

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.

16. Dental Self-Insurance Fund, Wells Fargo 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 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

Student Expulsions – 2007-1, 2007-2, 2007-3

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.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board