

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, December 18, 2006

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, December 18, 2006, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Dr. John Baker, Interim Vice President, Student Services; Dr. Jeff Marsee, Vice President, Administrative Services; and Dr. Doris Givens, Provost, El Camino College Compton Center.

Minutes of the Regular Board Meeting of November 20, 2006

The Minutes of the Regular Board Meeting of November 20, 2006 were approved.

Annual Organizational Meeting

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 18, 2006 through the Annual Organizational Meeting in December, 2007

It was moved by Trustee Gen, seconded by Trustee Combs, that the Board elect Trustee Beverly, President; Trustee Combs, Vice President; and Trustee Jackson, Secretary for the period December 18, 2006, through the Annual Organizational Meeting in December, 2007.

Motion carried. Student Trustee Peters recorded a yes advisory vote.

B. Los Angeles County Committee on School District Organization

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board appoint Trustee Combs as the representative to the Los Angeles County Committee on School District Organization.

Motion carried. Student Trustee Peters recorded a yes advisory vote.

C. Los Angeles County School Trustees Association

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board is to appoint Trustee Gen as the representative to the Los Angeles County School Trustees Association for 2006-2007.

Motion carried. Student Trustee Peters recorded a yes advisory vote.

D. El Camino Community College District Foundation

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board appoint Trustee O'Donnell to serve on the El Camino Community College District Foundation.

Motion carried. Student Trustee Peters recorded a yes advisory vote.

E. Secretary to the Board for Period December 18, 2006 through the Annual Organizational Meeting in December, 2007

It was moved by Trustee Combs, seconded by Student Trustee Peters, that Thomas M. Fallo be appointed Secretary to the Board for the period December 18, 2006, through the Annual Organizational Meeting in December, 2007.

Motion carried. Student Trustee Peters recorded a yes advisory vote.

F. Time, Date and Place of Board Meetings

It was moved by Trustee Combs, seconded by Student Trustee Peters, 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 2007 are as follows:

Monday, January 22, 2007
Tuesday, February 20, 2007
Monday, March 19, 2007
Monday, April 16, 2007
Monday, May 21, 2007
Monday, June 18, 2007

Monday, July 16, 2007
Monday, August 20, 2007
Tuesday, September 4, 2007
Monday, October 15, 2007
Monday, November 19, 2007
Monday, December 17, 2007

Motion carried. Student Trustee Peters recorded a yes advisory vote.

It was moved by Trustee Combs, seconded by Student Trustee Peters, that the January meeting be held on Monday, January 22, 2007.

Motion carried. Student Trustee Peters recorded a yes advisory vote.

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

It was moved by Trustee Combs, seconded by Student Trustee Peters, 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 18, 2006, through the Annual Organizational Meeting in December, 2007:

Francisco M. Arce, Jeff Marsee

Motion carried. Student Trustee Peters recorded a yes advisory vote.

H. Acting Secretary to the Board of Trustees

It was moved by Trustee Combs, seconded by Student Trustee Peters, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 18, 2006, through the Annual Organizational Meeting in December, 2007, 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:

Francisco M. Arce, Jeff Marsee

Motion carried. Student Trustee Peters recorded a yes advisory vote.

I. Documents Authorized for Signature of Superintendent

It was moved by Trustee Combs, seconded by Student Trustee Peters, 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 18, 2006, through the Annual Organizational Meeting in December, 2007. Motion carried. Student Trustee Peters recorded a yes advisory vote.

J. Signature Authorization

It was moved by Trustee Combs, seconded by Student Trustee Peters, 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; Jeff Marsee, Vice President – Administrative Services; 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 18, 2006, through the Annual Organizational Meeting in December, 2007, 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 18, 2006, through the Annual Organizational Meeting in December, 2007.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; Rocky Bonura, Director of Business Services; and Janice Ely, Director of Accounting, to be authorized to sign contracts during the period December 18, 2006, through the Annual Organizational Meeting in December, 2007, one signature only being required.

3. Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; Rocky Bonura, Director of Business Services; 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 18, 2006, through the Annual Organizational Meeting in December, 2007, 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; Jeff Marsee, Vice President – Administrative Services; and Janice Ely, Director of Accounting, to sign purchase orders for the bookstore fund during the period December 18, 2006, through the Annual Organizational Meeting in December, 2007, one signature only being required.

Lynnda Nelson, Director of the Bookstore during the period from December 18, 2006 through December 30, 2006.

Andrew Nasatir, Assistant Director of the Bookstore during the period from January through June 30, 2007.

5. Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; Rocky Bonura, Director of Business Services; and Janice Ely, Director of Accounting, be authorized to sign contract change orders during the period of December 18, 2006, through the Annual Organizational Meeting in December, 2007, 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; Jeff Marsee, Vice President – Administrative Services; Marcia M. Wade, Associate Vice President - Human Resources; and Janice Ely, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 18, 2006, through the Annual Organizational Meeting in December, 2007, 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; Jeff Marsee, Vice President – Administrative Services; 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 18, 2006, through the Annual Organizational Meeting in December, 2007, two signatures required.

8. Registration Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 18, 2006, through the Annual Organizational Meeting in December, 2007, two signatures required.

9. Cash Management Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 18, 2006, through the Annual Organizational Meeting in December, 2007, two signatures required.

10. Trust Funds

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; 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 18, 2006, through the Annual Organizational Meeting in December, 2007, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; 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 18, 2006, through the Annual Organizational Meeting in December, 2007, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; 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 18, 2006, through the Annual Organizational Meeting in December, 2007, any two signatures required.

Lynnda Nelson, Director of the bookstore during the period from December 18, 2006 through December 30, 2006.

Andrew Nasatir, Assistant Director of the Bookstore during the period from January through June 30, 2007.

13. Small Business Development Center Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 18, 2006, through the Annual Organizational Meeting in December, 2007, two signatures required.

14. El Camino College Business Office Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; 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 18, 2006, through the Annual Organizational Meeting in December, 2007, two signatures required.

15. Auxiliary Services Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; 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 18, 2006, through the Annual Organizational Meeting in December, 2007, two signatures required.

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

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeff Marsee, Vice President – Administrative Services; 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 18, 2006, through the Annual Organizational Meeting December, 2007, 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; Jeff Marsee, Vice President – Administrative Services; 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 18, 2006, through the Annual Organizational Meeting in December, 2007, 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; Jeff Marsee, Vice President – Administrative Services; 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 18, 2006, through the Annual Organizational Meeting in December, 2007, 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 18, 2006, through the Annual Organizational Meeting in December, 2007, 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; 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 Peters recorded an advisory yes vote.

Consent Agenda

It was moved by Student Trustee Peters, seconded by Trustee Combs, that the Board adopt the items presented on the agenda in the following areas.

Academic Affairs

Center for the Arts Presentations – 2007/2008

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

Proposed Curriculum Changes – Effective 2007 Spring Semester

Proposed Curriculum Changes – Effective 2007-2008 Academic Year

Student Services

Student Field Trips

Community Education Class – Spring 2007

Community Education Program for Spring 2007

Administrative Services

Contracts Under \$65,100

Contracts \$65,100 or Higher

Purchase Orders and Blanket Purchase Orders

Adjustments to Final Budget 2006-2007

Measure E Bond Fund

Category Budgets and Balance

Contract – LPA, Inc. – Food Court

Bid Award 2006-8 – Fire Academy Room Repairs

*Change Order – Humanities Building

(* Item D-4 – Change Order for Borbon, Inc. for \$22,735 – pulled from agenda and no substitutions were made)

Change Order – Modular Site Infrastructure Project

Notice of Job Completion
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
Classified Professional Growth
Minimum Wage Adjustment

President and Board of Trustees

Travel
Board of Trustees Goals 2006 - 2007

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

Memorandum of Understanding Between the El Camino Community College District and The Compton Community College District

It was moved by Trustee Gen, seconded by Student Trustee Peters, that the revised Memorandum of Understanding Between the El Camino Community College District and the Compton Community College District be approved as presented.

Trustee Beverly and Trustee Gen voted yes. Trustee Combs and Trustee O'Donnell voted no. Student Trustee Peters recorded an advisory yes vote. Upon reflection, Trustee Gen changed his vote to no. Motion failed.

It was moved by Trustee Gen, seconded by Trustee Beverly, that the Board reconsider the Board's action on above item.

Trustee Beverly, Trustee Combs and Trustee Gen voted yes. Trustee O'Donnell voted no. Student Trustee Peters recorded an advisory abstention.

Substitute Motion – It was moved by Trustee Gen, seconded by Trustee Beverly, that the Board consider a substitute motion to approve amended Memorandum of Understanding with the addition of the words “including, without limitation, the requirement that a replacement District has been secured” in the second to the last sentence in paragraph 17. The last two sentences would then read:

In that event, the Special Trustee, the Chancellor and the Board of Governors of the California Community Colleges will be deemed to have waived any and all rights whatsoever that they may have to require El Camino to continue to provide services, including, without limitation, the requirement that a replacement District

has been secured. This waiver provision is irrevocable; and is a material inducement for El Camino's agreement to execute this Memorandum of Understanding.

Trustee Combs asked that this item be tabled until the January 2007 Board meeting. Trustee Beverly, Trustee Combs, and Trustee Gen voted yes. Trustee O'Donnell abstained. Student Trustee Peters recorded an advisory yes vote.

Non-Consent Agenda

Community College Governance, Funding Stabilization, and Student Fee Reduction Act. No action was taken.

Public Comment

Mr. Don Brown, President, Federation of Teachers, supported the Community College Initiative. Mr. David Westberg opposed the Community College Initiative. Mr. Nehasi Lee addressed Memorandum of Understanding between El Camino College and the Compton Center; questioned opportunity for public to speak before Board taking action; and commented on the process for re-accreditation of Compton Center. Susan Taylor addressed motion from Planning and Budget Committee. Arvid Spor noted this resolution was not adopted by the Planning and Budget Committee.

Meeting recessed to a closed session at 7:10 p.m. and adjourned at 8:00 p.m.

Nathaniel Jackson, Secretary of the Board

Thomas M. Fallo, Secretary to the Board