

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
Office of the Superintendent

ORGANIZATIONAL MEETING REPORT
December 14, 2009

A. Secretary to the Board

It is recommended that Jackie L. Fisher, Sr. be appointed Secretary to the Board for the period of December 15, 2009, through December 15, 2010. In the absence of the Superintendent/President, the administrative cabinet officers serve as acting Secretary to the Board of Trustees of the Antelope Valley Community College District in the following sequence of authority:

Rosa Hall, Sharon Lowry, Michael Shane Turner, Deborah Wallace

B. Authorization to Sign "A" and "B" Warrants and Other Documents

It is recommended that Jackie L. Fisher, Sr., District Superintendent; Deborah Wallace, Vice President Business Services; Michael Shane Turner, Vice President Human Resources; Rosa Hall, Vice President Student Services; and Sharon Lowry, Vice President Academic Affairs, be authorized to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees for the period December 15, 2009, through December 15, 2010, one signature only being required.

It is recommended that Deborah Wallace, Vice President Business Services; Diana Keelen, Director of Business Services; and Kim Carlson, Categorical Accountant, be authorized to approve "B" warrants online for the period December 15, 2009, through December 15, 2010.

C. Signing of Reports

1. Certificate of Election of Secretary
2. Certification of Signatures

D. Time, Date, and Place of Board Meetings

It is recommended that the Board hold its regular meetings on the second Monday of each month, at 6:30 p.m. in Room SSV 151, Student Services Building, on the Antelope Valley College campus. If the second Monday of the month falls on a holiday, it is recommended that the Board hold its regular meeting on the second Tuesday of the month.

E. Order of Administrative Authority and Documents Authorized for Signature in the Absence of Superintendent/President

It is recommended that the Board establish a procedure for the appointment of an administrative cabinet officer to serve as acting Superintendent/President of the Antelope Valley Community College District in the absence of the Superintendent/President and that the Acting Superintendent/President be permitted to sign those documents authorized for signature of the Superintendent/President during his/her absence; it is further recommended

that the following order of authority be followed for the period of December 15, 2009, through December 15, 2010:

Rosa Hall, Sharon Lowry, Michael Shane Turner, Deborah Wallace

F. Authority to Sign Contracts

It is recommended that the Board authorize the signature of administrative personnel on service contracts and contracts approved by the Board and that Jackie L. Fisher, Sr., Superintendent; Deborah Wallace, Vice President, Business Services; Michael Shane Turner, Vice President Human Resources; Rosa Hall, Vice President Student Services; and Sharon Lowry, Vice President Academic Affairs, be authorized to sign contracts during the period December 15, 2009, through December 15, 2010, one signature only being required.

G. Authority to Sign Purchase Orders

It is recommended that Jackie L. Fisher, Sr., Superintendent/President; Deborah Wallace, Vice President Business Services; Michael Shane Turner, Vice President Human Resources; Rosa Hall, Vice President Student Services; and Sharon Lowry, Vice President Academic Affairs, be authorized to sign purchase orders for all District funds and accounts for the period December 15, 2009, through December 15, 2010, one signature only being required.

H. Signatures and Change Orders

It is recommended that the Board authorize signatures of administrative personnel on contract change orders previously approved by the Board and that Jackie L. Fisher, Sr., Superintendent/President; Deborah Wallace, Vice President Business Services; Michael Shane Turner, Vice President Human Resources; Rosa Hall, Vice President Student Services; and Sharon Lowry, Vice President Academic Affairs, be authorized to sign contract change orders during the period December 15, 2009, through December 15, 2010, one signature only being required.

I. Signatures on Notices of Employment and Authorization for Salary Payments

It is recommended that Jackie L. Fisher, Sr., Superintendent/President; Deborah Wallace, Vice President Business Services; Michael Shane Turner, Vice President Human Resources; Rosa Hall, Vice President Student Services; and Sharon Lowry, Vice President Academic Affairs, be authorized to sign Notices of Employment and Authorize Salary Payments during the period December 15, 2009, through December 15, 2010, one signature only being required.

J. Revolving Cash Fund - Antelope Valley Community College

It is recommended that the Board authorize Jackie L. Fisher, Sr., Superintendent/President; Deborah Wallace, Vice President Business Services; Michael Shane Turner, Vice President Human Resources; Rosa Hall, Vice President Student Services; Sharon Lowry, Vice President Academic Affairs; and Diana Keelen, Director of Business Services, to draw monies from and issue checks against funds on deposit during the period December 15, 2009, through December 15, 2010, one signature only being required.

K. District Auxiliary Services Fund - Antelope Valley Community College

It is recommended that the Board authorize Jackie L. Fisher, Sr., Superintendent/President; Deborah Wallace, Vice President Business Services; Michael Shane Turner, Vice President Human Resources; Rosa Hall, Vice President Student Services; Sharon Lowry, Vice President Academic Affairs; and Diana Keelen, Director of Business Services, to draw monies from and issue checks against funds on deposit during the period December 15, 2009, through December 15, 2010, any two signatures being required.

L. Fees and Deposits Account - Antelope Valley Community College

It is recommended that the Board authorize Jackie L. Fisher, Sr., Superintendent/President; Deborah Wallace, Vice President Business Services; and Michael Shane Turner, Vice President Human Resources; Rosa Hall, Vice President Student Services; and Sharon Lowry, Vice President Academic Affairs, to draw monies from and issue checks against funds on deposit during the period December 15, 2009, through December 15, 2010, any two signatures being required.

M. Authority to Collect and Deposit Monies - General Funds

It is recommended that Deborah Wallace, Vice President Business Services, be charged with the duty of collecting all monies due to the District General Funds, Special Funds, and Accounts of the District during the period December 15, 2009, through December 15, 2010, and that all District monies be deposited to the County Treasury.

N. Authority to Collect and Deposit Monies - Student Funds

It is recommended that Jill Zimmerman, Dean of Student Services, or Rosa Hall, Vice President Student Services, be charged with the duty of collecting all monies due to the Associated Students during the period December 15, 2009, through December 15, 2010.

O. Associated Student Organization Bank Account

It is recommended that the Board authorize Jackie L. Fisher, Sr., Superintendent/President; Jill Zimmerman, Dean of Student Services; Deborah Wallace, Vice President Business Services; Rosa Hall, Vice President Student Services; and the Associated Student Organization President and Treasurer, to draw monies from and issue checks against any funds of the Associated Student Organization on deposit during the period December 15, 2009, through December 15, 2010, any one administrative officer and any one Associated Student Organization officer signature being required.

P. Authority to Collect and Deposit Monies for Bookstore and Cafeteria; and Bookstore and Cafeteria Funds

It is recommended that Deborah Wallace, Vice President Business Services; Dawn McIntosh, Auxiliary Services Director; David Moyer, Bookstore Operations Supervisor; or Debra Smith, Food Service Supervisor, be charged with the duty of collecting all monies due the Bookstore and Cafeteria during the period December 15, 2009, through December 15, 2010.

It is recommended that the Board authorize Jackie L. Fisher, Sr., Superintendent/President; Dawn McIntosh, Auxiliary Services Director; David Moyer, Bookstore Operations Supervisor; Debra Smith, Food Service Supervisor, Deborah Wallace, Vice President

Business Services; Sharon Lowry, Vice President Academic Affairs; and Diana Keelen, Director of Business Services, to draw monies from and issue checks against any funds of the Marauder Bookstore and Cafeteria of Antelope Valley College on deposit during the period December 15, 2009, through December 15, 2010, any two signatures being required.

Q. Community Education Funds

It is recommended that the Board authorize Deborah Wallace, Vice President Business Services; Sharon Lowry, Vice President Academic Affairs; Louis Tom O'Neil, Dean Business, Computer Studies, and Economic Development/Social and Behavioral Sciences; and Diana Keelen, Director of Business Services, to draw monies from and issue checks against any funds of the Community Education of Antelope Valley College on deposit during the period December 15, 2009, through December 15, 2010, any two signatures being required.

R. Authorization to Sign for Federal and State Projects

It is recommended that the Board authorize Jackie L. Fisher, Sr., Superintendent/President; Deborah Wallace, Assistant Superintendent/Vice President Business Services; Michael Shane Turner, Assistant Superintendent/Vice President Human Resources; Rosa Hall, Assistant Superintendent/Vice President Student Services; and Sharon Lowry, Assistant Superintendent/Vice President Academic Affairs, to act as the official representatives of the District to sign in the name of the Board of Trustees all documents pertaining to P.L. 88-210, 90-576 (Vocational Education and Rehab. Acts); P.L. 88-452 (Economic Opp. Act); P.L. 92-318 (Veterans); Comprehensive Employment Training Act Titles I, II, and VI; Pell Grant; Federal College Work Study, and Supplemental Education Opportunity Grant, during the period December 15, 2009, through December 15, 2010, one signature only being required.

S. Negotiating Representatives

It is recommended that Jackie L. Fisher, Sr., Superintendent/President, Deborah Wallace, Vice President Business Services; Michael Shane Turner, Vice President Human Resources; Rosa Hall, Vice President Student Services; and Sharon Lowry, Vice President Academic Affairs, be appointed as representatives of the Board for collective bargaining and in negotiations for salary, fringe benefit, and working condition sessions conducted with employees of the District for the period December 15, 2009, through December 15, 2010.

T. Student Services Scholarship and Loan Fund and EOPS/CARE Student Loan Fund

It is recommended that the Board authorize: (1) Jackie L. Fisher, Sr., Superintendent/President; Rosa Hall, Vice President Student Services; Deborah Wallace, Vice President Business Services; Jill Zimmerman, Dean of Student Development and Services; and Diana Keelen, Director of Business Services, to draw monies from and issue checks against any funds of the Student Services Scholarship and Loan Fund and Student Financial Aid Account on deposit with Bank of America for the period December 15, 2009, through December 15, 2010, any two signatures being required; and (2) Jackie L. Fisher, Sr., Superintendent/President; Rosa Hall, Vice President Student Services; and Roslyn Haley, Dean of Counseling and Matriculation, to draw monies from and issue checks against any funds of the EOPS/CARE Student Loan Fund on deposit for the period December 15, 2009, through December 15, 2010, any two signatures being required.

U. Authority to Collect and Deposit Monies - Student Financial Aid Funds (Grants)

It is recommended that the Board authorize Jackie L. Fisher, Sr., Superintendent/President; Deborah Wallace, Vice President Business Services; Rosa Hall, Vice President Student Services; and Diana Keelen, Director of Business Services, to draw monies from and issue checks against funds of the Student Financial Aid Grant accounts during the period December 15, 2009, through December 15, 2010, one signature only being required.

V. Certification of Data Requested by Governmental Entities

It is recommended that the Board authorize Jackie L. Fisher, Sr., Superintendent/President; Deborah Wallace, Vice President Business Services; Michael Shane Turner, Vice President Human Resources; Rosa Hall, Vice President Student Services; and Sharon Lowry, Vice President Academic Affairs, to supply information, furnish documentation and certification requested by governmental entities (e.g. California Community Colleges, California Postsecondary Education Commission, Department of Finance, Legislative Analyst, California Legislature, and Los Angeles County Superintendent of Schools).

W. Presentation and Consideration of Claims

It is recommended that any claims against the District be filed with Deborah Wallace, Vice President Business Services, pursuant to Government Code Chapter 2, Article 1, Section 910 through 915.4.

X. Authorization for Board of Trustee Members to Attend Meetings and Conferences

It is recommended that the Board authorize attendance and reimbursement for travel and necessary expenses for Board of Trustee members: Michael R. Adams, Steve Buffalo, Jack Seefus, Betty J. Wienke, and Earl J. Wilson at meetings and conferences held by the following organizations, other appropriate meetings and conferences, and other related college activities for the period December 15, 2009, through December 15, 2010:

American Association of Community Colleges
Antelope Valley School Boards Association
Association of Community College Trustees
California School Boards Association
Community College League of California
Los Angeles County School Trustees Association

Y. Authorization for Superintendent to Attend Meetings and Conferences

It is recommended that the Board authorize Jackie L. Fisher, Sr., Superintendent/President, to attend meetings called by the Board of Governors or the Chancellor of the California Community Colleges, Community College League of California, Coalition of Mid-Sized Community College Districts, School Employers Association, Los Angeles County Superintendent of Schools, California School Boards Association, Association of California Community College Administrators, American Association of Community Colleges, Association of Community College Trustees, League for Innovation in the Community College, other related professional association meetings, hearings and sessions of the California Legislature related to legislation that affects the College, and Antelope Valley

community and service organizations; and conduct visits to other institutions of higher education to review programs and facilities and to meet with professional staff members regarding such activities, all such meetings with no loss of salary and necessary expenses paid, pursuant to Administrative Rules and Regulations No. 3545.3, for the period December 15, 2009, through December 15, 2010.

Z. Authorization to Approve Conference Attendance and Travel Expense

It is recommended that the Board authorize the Superintendent/President or his/her designee to approve in advance attendance and necessary travel expenses for staff members within the limits established by the operating budget for the period December 15, 2009, through December 15, 2010.

AA. Signatures on Deeds and Related Documents

It is recommended that Jackie L. Fisher, Sr., Superintendent/President, and Deborah Wallace, Vice President Business Services, be authorized to sign deeds and related documents on behalf of Antelope Valley Community College District during the period December 15, 2009, through December 15, 2010, one signature only being required.

BB. Faculty Seniority and Classified Seniority Certificate of Deposit Accounts

It is recommended that the Board authorize Deborah Wallace, Vice President Business Services, and Diana Keelen, Director of Business Services, to draw monies from and issue checks against funds on deposit during the period December 15, 2009, through December 15, 2010, one signature only being required.