

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, December 9, 2002

The Board of Trustees of the El Camino Community College District met at 8:30 a.m. on Monday, December 9, 2002, in the Board Room at El Camino College.

The following Trustees were present: Mr. Delmer L. Fox, President; Dr. Nathaniel Jackson, Vice President; Dr. Robert Haag, Secretary; Mr. William Beverly; Mrs. Lila S. Hummel; and Mr. Ryan McBlaine, Student Member.

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. Nadine Hata, Vice President—Academic Affairs.

Minutes of the Regular Board Meeting of November 18, 2002

The Minutes of the Regular Board Meeting of November 18, 2002 were approved.

Annual Organizational Meeting

Election of Officers for Period December 9, 2002 through Annual Organizational Meeting in December, 2003

It was moved by Trustee Hummel, seconded by Trustee Haag, that the following officers be elected for the period December 9, 2002, through Annual Organizational Meeting in December, 2003:

Dr. Nathaniel Jackson, President
Dr. Robert Haag, Vice President
Mr. William Beverly, Secretary

Secretary to the Board for Period December 9, 2002 through Annual Organizational Meeting in December, 2003

Thomas M. Fallo was appointed Secretary to the Board for the period December 9, 2002, through Annual Organizational Meeting in December, 2003.

Time, Date and Place of Board Meetings

The Board will hold its regular meetings 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 2003 are as follows:

Tuesday, January 21, 2003	Monday, July 21, 2003
Tuesday, February 18, 2003	Monday, August 18, 2003
Monday, March 17, 2003	Monday, September 8, 2003
Monday, April 21, 2003	Monday, October 20, 2003
Monday, May 19, 2003	Monday, November 17, 2003
Monday, June 16, 2003	Monday, December 15, 2003

Order of Administrative Authority in Absence of Superintendent/President

A Vice President was 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 9, 2002, through Annual Organizational Meeting in December, 2003:

Victor Hanson, Nadine Hata, Patricia Caldwell

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 9, 2002, through the Annual Organizational Meeting in December, 2003, 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:

Victor Hanson, Nadine Hata, Patricia Caldwell

Documents Authorized for Signature of Superintendent

The Acting Superintendent is permitted to sign documents authorized for signature of the Superintendent in the absence from the College during the period from December 9, 2002, through Annual Organizational Meeting in December, 2003.

Los Angeles County Committee on School District Organization

It was moved by Trustee Fox, seconded by Trustee Haag Trustee Hummel be appointed as the Board's representative to the Los Angeles County Committee on School District Organization.

Motion carried.

Signature Authorization

It was moved by Trustee Hummel, seconded by Trustee Haag, that the Board authorize signatures as follows:

Authority to Sign "A" and "B" Warrants

Thomas M. Fallo, Superintendent; Nadine Hata, 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, Acting 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 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, 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 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, 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 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Authority to Sign Purchase Orders for the Bookstore

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Lynda 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 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, 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 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Authority to Sign Notices of Employment and Orders for Salary Payments

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Marcy 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 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Nadine Hata, 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, Acting 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 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Cafeteria Funds

Thomas M. Fallo, Superintendent; Nadine Hata, 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 Cafeteria funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, two signatures required.

Trust Funds

Thomas M. Fallo, Superintendent; Nadine Hata, 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 9, 2002, through Annual Organizational Meeting in December, 2003, two signatures required.

Associated Students Bank Account

Thomas M. Fallo, Superintendent; Nadine Hata, 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 9, 2002, through Annual Organizational Meeting in December, 2003, any two signatures required.

Bookstore Fund

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Lynda 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 9, 2002, through Annual Organizational Meeting in December, 2003, any two signatures required.

El Camino College Business Office Account

Thomas M. Fallo, Superintendent; Nadine Hata, 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 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Auxiliary Services Fund

Thomas M. Fallo, Superintendent; Nadine Hata, 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 9, 2002, through Annual Organizational Meeting in December, 2003, two signatures required.

Dental Self-Insurance Fund, Wells Fargo Bank Account

Thomas M. Fallo, Superintendent; Nadine Hata, 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 9, 2002, through Annual Organizational Meeting December, 2003, two signatures required.

National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service

Thomas M. Fallo, Superintendent; Nadine Hata, 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 9, 2002, through Annual Organizational Meeting in December, 2003, any two signatures required.

Computer Loan Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Nadine Hata, 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, Acting 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 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

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 9, 2002, through Annual Organizational Meeting in December, 2003, 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; Neil Butterbaugh, Vice President – Claims; Bridget Silva, Claims Manager; Tami Oh, Claims Supervisor; and Tim Keenan, Senior Vice President.

Motion carried.

Organizational Meeting Background

The meeting was called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the election of a president, vice president, and secretary from the members of the Board, and any other officers desired; to set the time and place of Board Meetings; establish the order of authority of chief administrative officers in the absence of the Superintendent/President; to approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes; to sign contracts; to authorize signatures for withdrawal of funds from various accounts; and to 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 was called as a regular meeting.

Consent Agenda

It was moved by Trustee Hummel, seconded by Trustee Haag, that the Board approve items presented on the agenda in the following areas:

Academic Affairs

Proposed Curriculum Changes – Effective 2003/2004 Academic Year

Student and Community Advancement

Destruction of Records

Board Policy 5055- Enrollment Priorities – First Reading

Board Policy 5300- Student Equity – First Reading

Board Policy 5500- Standards of Student Conduct – First Reading

Board Policy 5550- Speech: Time, Place and Manner – Second Reading and Adoption

Administrative Services

Contracts Valued at \$50,000 or Higher

Bid 2002-05 – Natural Sciences – Hazardous Waste Removal

Bid 2002-09 – Water Main Replacement – Phase II

Bid 2002-10 – Child Development Food Services

Deletion of Board Policy 4350 – Child Development Center Teacher Guidelines

Purchase Orders

Human Resources

Employment and Personnel Changes

Revised Administrator Position and Classifications

Resolution – Equivalence to Minimum Qualifications

Approval by the Board of Trustees: El Camino Community College District

And El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO,

Approval of Collective Bargaining Agreement for the Child Development
Center Teachers

Child Development Center Agreement

Review by Board of Trustees: Public 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: El Camino Classified Employees, Local 6142,

CFT, AFT, AFL/CIO Salary Settlement Public Notification and Disclosure
of Costs

Approval by Board of Trustees: El Camino Classified Employees, Local 6142,
CFT, AFT, AFL/CIO Salary Proposal

Review by Board of Trustees: Public Notification & Disclosure of Costs for
Salary Proposal for Vice Presidents

Approval by Board of Trustees: Vice President Salary Proposal

Review by Board of Trustees: Public Notification & Disclosure of Costs for
Salary Proposal for Management

Approval by Board of Trustees: Management 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: Public Notification and Disclosure of Costs
for Salary Proposal for Confidential Employees

Approval by the Board of Trustees: Confidential Employee Salary Proposal
Volunteers

President and Board of Trustees

Travel

Absence of a Board Member

Motion Carried

Informational Item

Facilities Bond Information

Closed Meeting

Meeting adjourned at 9:19 a.m.

William Beverly, Secretary of the Board

Thomas M. Fallo, Secretary to the Board