

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, December 16, 2013

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, December 16, 2013, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee Mary Combs, Secretary; Trustee Cliff Numark, Member; Trustee John Vargas, Member; and Student Member Brooke Matson.

Also present were Dr. Thomas Fallo, Superintendent/President; Dr. Francisco Arce, Vice President/Academic Affairs; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; Dr. Jeanie Nishime, Vice President/Student and Community Advancement; and Ms. Barbara Perez, Vice President/Compton Educational Center.

Minutes of the Regular Board Meeting of November 18, 2013

The Minutes of the Regular Board meeting of November 18, 2013 were approved.

Oath of Office

Trustees Numark and Vargas took the Oath of Office.

Presentation: Foundation Annual Report

Mr. Mo Hakimi presented the Foundation Annual Report.

Annual Organizational Meeting

This meeting was called as prescribed in Education Code Section 72000 for the purpose of organizing the Board of Trustees to (A) elect 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 review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees, (E) select a Board member to serve on the El Camino Community College District Foundation; (F) appoint a Secretary to the Board; and to (G) set the time and place of Board Meetings; (H) (I) (J) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (K) approve signatures on change orders; to approve purchase orders; to approve warrants; and to authorize personnel changes. In addition, it is called as a regular meeting.

A. Election of Officers for the Period December 16, 2013 through the Annual Organizational Meeting in December, 2014

President

It was moved by Trustee Brown, seconded by Trustee Combs, that Trustee Beverly be elected President of the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

Vice President

It was moved by Trustee Combs, seconded by Student Member Matson, that Trustee Brown be elected Vice President of the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

Secretary

It was moved by Trustee Beverly, seconded by Student Member Matson, that Trustee Combs be elected Secretary of the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

B. Los Angeles County Committee on School District Organization

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Brown as the representative to the Los Angeles County Committee on School District Organization. Student Member recorded a yes advisory vote. Motion carried.

C. Los Angeles County School Trustees Association

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Numark as the representative to the Los Angeles County School Trustees Association for 2013-2014. Student Member recorded a yes advisory vote. Motion carried.

D. California Community College Trustees Board Election

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Combs to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees. Student Member recorded a yes advisory vote. Motion carried.

E. El Camino Community College District Foundation

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Vargas to serve on the El Camino Community College District Foundation. Student Member recorded a yes advisory vote. Motion carried.

F. Secretary to the Board for the Period December 16, 2013 through the Annual Organizational Meeting in December, 2014

It was moved by Trustee Combs, seconded by Trustee Brown, that Thomas M. Fallo be appointed Secretary to the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

G. Time, Date and Place of Board Meetings

It was moved by Trustee Combs, seconded by Trustee Brown, 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 2014 are as follows:

Tuesday, January 21, 2014	Monday, July 21, 2014
Tuesday, February 18, 2014	Monday, August 18, 2014
Monday, March 17, 2014	Monday, September 8, 2014
Monday, April 21, 2014	Monday, October 20, 2014
Monday, May 19, 2014	Monday, November 17, 2014
Monday, June 16, 2014	Monday, December 15, 2014

Student Member recorded a yes advisory vote. Motion carried.

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

It was moved by Trustee Combs, seconded by Trustee Brown, 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 with the following order of authority to be followed for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014:

Jeanie Nishime, Barbara Perez, Linda Beam, Francisco M. Arce, Jo Ann Higdon

Student Member recorded a yes advisory vote. Motion carried.

I. Acting Secretary to the Board of Trustees

It was moved by Trustee Combs, seconded by Trustee Brown, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, 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, Barbara Perez, Linda Beam, Francisco M. Arce, Jo Ann Higdon

Student Member recorded a yes advisory vote. Motion carried.

J. Documents Authorized for Signature of Superintendent

It was moved by Trustee Combs, seconded by Trustee Brown, 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 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

K. Signature Authorization

It was moved by Trustee Combs, seconded by Trustee Brown, 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 and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required. Accounting Officers Josie Cheung and Sophie Dao are authorized for on-line approval of "B" warrants during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to be authorized to sign contracts during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.

3. Authority to Sign Purchase Orders  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/ Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013 through the Annual Organizational Meeting in December, 2014, 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; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/ Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.
  
5. Authority to Sign Change Orders  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/ Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, be authorized to sign contract change orders during the period of December 16, 2013 through the Annual Organizational Meeting in December, 2014, 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; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business

Manager; and Babatunde Atane, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, 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; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; Josie Cheung, Accounting Officer, and Sophie Dao, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.
8. Registration Fund  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.
9. Cash Management Fund  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.
10. Trust Funds  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services;

Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013 through the Annual Organizational Meeting in December, 2014, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, 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 16, 2013 through the Annual Organizational Meeting in December, 2014, any two signatures required.

13. Small Business Development Center Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

14. El Camino College Business Office Account  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/  
Academic Affairs; Jeanie Nishime, Vice President/Student and Community  
Advancement; Jo Ann Higdon, Vice President/Administrative Services;  
Linda Beam, Vice President/Human Resources; Barbara Perez, Vice  
President/Compton Community Educational Center; Janice Ely, Business  
Manager; and Babatunde Atane, 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 16, 2013 through the Annual Organizational Meeting in  
December, 2014, two signatures required.
  
15. Auxiliary Services Fund  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/  
Academic Affairs; Jeanie Nishime, Vice President/Student and Community  
Advancement; Jo Ann Higdon, Vice President/Administrative Services;  
Linda Beam, Vice President/Human Resources; Barbara Perez, Vice  
President/Compton Community Educational Center; Janice Ely, Business  
Manager; and Babatunde Atane, 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 16,  
2013 through the Annual Organizational Meeting in December, 2014, two  
signatures required.
  
16. Dental Self-Insurance Fund, Wells Fargo Bank Account  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/  
Academic Affairs; Jeanie Nishime, Vice President/Student and Community  
Advancement; Jo Ann Higdon, Vice President/Administrative Services;  
Linda Beam, Vice President/Human Resources; Barbara Perez, Vice  
President/Compton Community Educational Center; Janice Ely, Business  
Manager; and Babatunde Atane, 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 16, 2013  
through the Annual Organizational Meeting in December, 2014, 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; Jeanie Nishime, Vice President/Student and Community  
Advancement; Jo Ann Higdon, Vice President/Administrative Services;  
Linda Beam, Vice President/Human Resources; Barbara Perez, Vice  
President/Compton Community Educational Center; Janice Ely, Business



Manager; and Babatunde Atane, 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 16, 2013 through the Annual Organizational Meeting in December, 2014, 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; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; Josie Cheung, Accounting Officer; and Sophie Dao, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, 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 16, 2013 through the Annual Organizational Meeting in December, 2014, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Jo Ann Higdon, Vice President/Administrative Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting.

Keenan and Associates: Keith Pippard, Vice President; Robert McCall, Senior Claims Examiner; Cedell Bush, Senior Claims Examiner; John Keenan – Facsimile; David Seres, Chief Financial Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Controller; and Arlene La Coste, Claims Manager.

20. Federal Student Financial Aid

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice

President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Federal Student Financial Aid account in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

Student Member recorded a yes advisory vote. Motion carried.

### Consent Agenda

It was moved by Trustee Numark, seconded by Trustee Vargas, that the Board defer acting on item VII, 4C (Contract – International Parking Design, Inc. – Lot C Parking Structure Project), until the next Board meeting with the request from staff to provide information to the extent available on why IPD was selected, the initial RFQ process used, and the amount for work that IPD is currently under contract. Trustees Beverly, Numark and Vargas voted yes; Trustee Combs voted no; and Trustee Brown abstained.

It was unanimously agreed that the following items would be tabled and brought back for discussion at a future Board meeting:

VII, 3F: Board Policy 3570 – (Restricted – Smoking Areas)

VII, 7B: 2014 Board of Trustees Goals

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

### Academic Affairs

Proposed Curriculum Changes Effective 2014-2015 Academic Year  
Information Item – FTES Projections

### Student and Community Advancement

Destruction of Records

Grants

### Administrative Services

Contracts Under \$83,400

Contracts Over \$83,400

Personal Services Agreements

Amendments

Notice of Completion – RAN Enterprises – Dust Collector Project

~~Board Policy 3570 (Restricted Smoking Areas) – First Reading~~ (Item pulled from agenda and no substitution was made.)

Purchase Orders and Blanket Purchase Orders

## Measure E 2002 & 2012 Bond Fund

### Category Budgets and Balances

#### 2002 Measure E Project Budget Changes

~~Contract—International Parking Design, Inc., Lot C Parking Structure Project~~ (Item pulled from agenda and no substitution was made.)

Contract – Commline, Inc. – Industry & Technology Building Modernization Project

Contract Amendment – Hill Partnership, Inc. – Industry & Technology Building Modernization Project

Contract Amendment – tBP Architecture – Shops Building Replacement

Contract Amendment – LPA Architects – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project

Informational Item – Science Technology Engineering & Math Center Project

Purchase Orders and Blanket Purchase Orders

## Human Resources

### Employment and Personnel Changes

Temporary Non-Classified Service Employees

Revised Classification Specifications for Classified Position

New Classification Specifications for Classified Position

Revised Classification Specifications for Certificated Position

Revised Classification Specifications for Classified Administrator Position

Board Policy 3410 (Nondiscrimination) – First Reading

New - Administrative Procedure 3410 (Nondiscrimination) – Information Item

Board Policy 7110 (Delegation of Authority) – First Reading

New - Administrative Procedure 7110 (Delegation of Authority) – Information Item

New - Administrative Procedure 7150 (Evaluation) – Information Item

Board Policy 7351 (Retirement Classified Service) – Delete

New Board Policy 7510 (Domestic Partners) – First Reading

New Board Policy 7700 (Whistleblower) – First Reading

New Administrative Procedure 7700 (Whistleblower) – Information Item

## Compton Educational Center

Accreditation Update – Information Item

## President/Board of Trustees

Travel

~~2014 Board of Trustees Goals~~ (Item pulled from agenda and no substitution was made.)

Student Member recorded a yes advisory vote. Motion carried.

## Public Comment

Ms. Leslie Constanza addressed the Child Development Center closure.

Closed Session

Regular Meeting adjourned to a Closed Session at 7:15 p.m. which ended at 7:45 p.m.

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Mary E. Combs, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board