

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
MONDAY, December 10, 2001

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, December 12, 2001, 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. Glen A. Chapple, 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 19, 2001

The Minutes of the Regular Board Meeting of November 19, 2001 were approved.

Annual Organizational Meeting

Election of Officers for Period December 10, 2001, through Annual Organizational Meeting in December, 2002

It was moved by Trustee Haag, seconded by Trustee Jackson, that the following officers be elected for the period December 10, 2001, through Annual Organizational Meeting in December, 2002:

Mr. Delmer L. Fox, President
Dr. Nathaniel Jackson, Vice President
Dr. Robert Haag, Secretary

Motion carried.

Secretary to the Board for Period December 10, 2001, through Annual Organizational Meeting in December, 2002

It was moved by Trustee Haag, seconded by Trustee Jackson, that Thomas M. Fallo to be appointed Secretary to the Board for the period December 10, 2001, through Annual Organizational Meeting in December, 2002. Motion carried.

Time, Date and Place of Board Meetings

The Board will hold its regular meetings on the third Monday of each month, 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 2002 are as follows:

Tuesday, January 22, 2002	Monday, July 15, 2002
Tuesday, February 19, 2002	Monday, August 19, 2002
Monday, March 18, 2002	Monday, September 16, 2002
Monday, April 15, 2002	Monday, October 21, 2002
Monday, May 20, 2002	Monday, November 18, 2002
Monday, June 17, 2002	Monday, December 16, 2002

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 10, 2001, through Annual Organizational Meeting in December, 2002.

Patricia Caldwell, Victor Hanson, Nadine Hata

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 10, 2001, through the Annual Organizational Meeting in December, 2002, 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:

Patricia Caldwell, Victor Hanson, Nadine Hata

Documents Authorized for Signature of Superintendent

The Acting Superintendent is to be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 10, 2001, through Annual Organizational Meeting in December, 2002.

Los Angeles County Committee on School District Organization

Mrs. Lila S. Hummel was appointed as a representative to the Los Angeles County Committee on School District Organization.

Signature Authorization

It was moved by Dr. Haag, seconded by Dr. Jackson, 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; Brenda A. Wilson, 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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, be authorized to sign contracts during the period December 10, 2001, through Annual Organizational Meeting in December, 2002, 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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 December 10, 2001, through Annual Organizational Meeting in December, 2002, 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 Affairs; Patricia Caldwell, Vice President – Student and Community Advancement; Marcia 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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; Brenda Wilson, 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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; 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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; 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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; 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 10, 2001, through Annual Organizational Meeting in December, 2002, any two signatures required.

Bookstore Fund

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; and 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 10, 2001 through Annual Organizational Meeting in December, 2002, 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; 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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 sign for the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 10, 2001, through Annual Organizational Meeting in December, 2002, any 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; Janice Ely, Director of Accounting, to draw 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 10, 2001, through Annual Organizational Meeting in December, 2002, any two signatures required.

El Camino College Self-Insurance Account for Property and Liability – Keenan & 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 10, 2001, through Annual Organization Meeting in December, 2002, 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 & Associates: David J. DeWenter, Chief Operating Officer; David Seres, Vice President of Finance; Sharon McClean, Director, Financial Analysis; Suleman Moloo, Controller; Neil Butterbaugh, Vice President – Claims; Bridget Silva, Claims Supervisor; Tami Oh, Claims Supervisor; Tim Keenan, Senior Vice President.

Motion carried.

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

Center for the Arts Presentations – 2001/2002
Proposed Curriculum Changes – Effective 2001-2002 Academic Year
(International Education/Study Abroad Program pulled from agenda.)

Student and Community Advancement

Student Field Trip
Grant – Information
Revised Board Policy 1200 – First Reading
New Board Policy 5040 – First Reading
Revised Board Policy 5420 – First Reading
New Board Policy 5150 – First Reading
New Board Policy 5400 – First Reading
New Board Policy 5700 – First Reading
(Policy 5550 pulled from agenda.)

Administrative Services

AB 2910 Quarterly Fiscal Status Report

Bid 2001-7/Printing of College Catalog

Notice of Completion

Purchase Orders

Human Resources

Employment and Personnel Changes

Classified Professional Growth

Revised Administrator Position & Classification Specification

Reorganization of Student and Community Advancement Area

Motion carried.

Other Action Items

El Camino College Board of Trustees Self-Evaluation

It was moved by Trustee Haag, seconded by Trustee Jackson, that the Board approve its Self-Evaluation. Motion carried.

It was moved by Trustee Beverly, seconded by Trustee Jackson, that the Board include the Bond proposal and all activities associated with it as its primary goal. Motion carried.

Institutional Self-Study in Support of Reaffirmation of Accreditation

It was moved by Trustee Haag, seconded by Trustee Jackson, that the Board accept the El Camino College Institutional Self-Study in Support of Reaffirmation of Accreditation. Motion carried.

Alexander's and Fresh and Natural (Joint Partnership) Contract

It was moved by Trustee Jackson, seconded by Trustee Hummel, that the District enter into an agreement with Alexander's and Fresh and Natural (Joint Partnership).

Contractor will fund capital investment of approximately \$400,000 to remodel and construct three food service venues. Contractor will staff and self-manage the three areas. Income to the District will increase as contractor recovers capital investment.

Date: January 2, 2002 through December 31, 2006, with a 5-year renewal option.

Income to the District: \$75,000 per year. No action was taken.

It was moved by Trustee Beverly, seconded by Trustee Haag, that a Special Meeting of the Board of Trustees be held on December 19, 2001, at 8 a.m., in the Board Room.

Motion carried, 3-2. Trustees Hummel and Jackson voted no.

Closed Meeting

Meeting adjourned to a Closed Meeting at 5:45 p.m.

Adjournment

Meeting reconvened at 6:15 p.m. and immediately adjourned.

Robert Haag, Secretary of the Board

Thomas M. Fallo, Secretary to the Board