

**BOARD OF TRUSTEES
LONG BEACH COMMUNITY COLLEGE DISTRICT**

**Minutes of Meeting of
October 10, 2000**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Room 101, I Building, Liberal Arts Campus, 4901 East Carson Street, Long Beach, on October 10, 2000.

CALL TO ORDER

The meeting was called to order at 4:10 p.m., the items to be discussed in closed session were announced, and the meeting was adjourned to closed session.

The meeting was reconvened in open session at 5:00 p.m. in Room 101.

President Polsky: Good evening and welcome. The Board of Trustees met in closed session and, as prescribed by California Government Code Section 54957.1(a)(5), the Board of Trustees is reporting out the disciplinary actions taken during closed session of June 13, 2000, and of June 27, 2000, since this is the first public meeting following exhaustion of administrative remedies. The Personnel Commission has approved a ten-day suspension without pay to the first classified employee, and termination of employment to the second classified employee. Our open session is now reconvened.

PLEDGE OF ALLEGIANCE

President Polsky led the Pledge of Allegiance.

ROLL CALL

Present: President Polsky, Vice President Clark,
Member McNinch, Member Thorpe, Member Uranga
and Student Trustee Magsaysay

APPROVAL OF MINUTES

President Polsky: Is there a motion for approval of the minutes of September 26, 2000?

It was moved by Member McNinch, seconded by Member Thorpe, that the minutes of the meeting of September 26, 2000, be approved as distributed. The motion carried, all voting aye.

ORDERING OF THE AGENDA

President Polsky: This is ordering of the agenda and I'm going to ask that we move 10.2 to the next minute or so, so that our students that are here can get to class.

Journalism Awards

Pat McKean: Trustees, students, administrators, faculty, staff and community members, thank you for allowing me a few minutes again to share some recent accomplishments by our students.

For the second semester in a row, the Long Beach City College journalism, art and photography program won three of the top awards at the Journalism Association of Community Colleges southern section conference.

General excellence in newspaper, magazine and on-line publication were supported by 21 individual awards during the September 29-30 conference at Cal State Fullerton, where more than 40 community colleges from Southern California and Arizona competed.

Viking magazine for spring 2000 was led by editor-in-chief Randall Huntley and photo editor Cheryl Monnington. *City* was guided by editor Carrie Rohrbacher, photo editor Monnington and art director Ralph Williams. The on-line newspaper was edited by Eric Hobbs.

First place honors were earned by Cathy Miles for editorial cartoon, Michelle Homer for info-graphic and the *City* magazine staff for design. A second-place award was gained by Rohrbacher for magazine news feature and third-place honors went to Jillian Sederholm for depth news writing and Ted Morente for editorial cartoon.

Fourth place finishes were presented to Tiffany Tucker for magazine profile, Williams for magazine cover, the *Viking* Staff for front-page design, Monnington for a sports feature photo, Duane Wristen and Santiago Lopez for a team feature story and photo, Randall Huntley for magazine news feature and Aimee C. Siena for a news photo.

Honorable mentions were gained by Silvestre Vallejo for magazine profile and investigative news story, John Perry for sports writing, Susan Delay for inside page design, Corrie Matthews for news story, Rhonda Bookey for an advertisement and Brian Bell for column writing.

I would also like to commend faculty members Nancy Redmond, Jim Truitt, Ann Phillips, Evan Ballinger, Larry White, Mike Jacobs and Javier Mendoza.

Thank you for your support.

Pat McKean asked those awardees present to stand up and be recognized. (Applause)

Pat McKean also presented copies of the *Viking* Newspaper for 1999-2000.

President Polsky: Thank you, Pat, and congratulations to all of the winners. It's just amazing. This happens year after year and it goes to show what a great school this is. Congratulations to the faculty. It certainly evidences the good work you do. I know all

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of you do excellent work and we're all very, very proud of you. So, congratulations, and thank you for being here.

And, if you want to leave to go to class, we understand.

REPORT OF BOARD OF TRUSTEES

There were no committee reports.

STUDENT TRUSTEE

Michael Magsaysay: I'd like to start off by saying our homecoming this year, with the exception of the score, went as planned. Luisa Paningbatan was chair of the homecoming committee and did a great job organizing the events both at homecoming and at the game. Adriana Flores was crowned the queen and we said we'd have a new tradition this year by electing a homecoming king and the young man was Hakeem Yusuff.

I'd like to thank Darwin Thorpe for helping out with the awards on Saturday. We really appreciated it. We really appreciate when the members of the Board come out to student activities. We have an activity that's coming out that I passed out information about to all the administrators and the Board members. It's a workshop on Japanese-Americans in World War II and America's concentration camps. That's going to be this Thursday, 11 to 1 in the College Center.

I also had a chance to go to the Chancellor's Leadership Retreat about a week and a half ago. It was really refreshing to go and be around people that are so passionate about education. All of the workshops that led up to the Chancellor's State of the System address were directed toward unity and how the only way our system can move forward is by all the constituencies being united: Classified, faculty, administrators, trustees and students; by being a united front, we can make our system better. So, I look forward to things coming up this year .

President Polsky: Thank you.

Vice President Clark: I want to mention that Michael had his first meeting with the CCCT Board and he represented the college very well. We were very happy to have Michael there representing us as a student. He is the one student representative on that Board. (applause)

PUBLIC COMMENTS ON AGENDA ITEMS

President Polsky: At their request, members of the public may address the Board of Trustees on any item prior to or during the Board's consideration of that item. A five (5) minute time limit will be allotted to each speaker, with a maximum of twenty minutes for each subject, unless extended by the Board President.

(There were no comments)

President Polsky: The next item is the Consent Agenda.

Member Thorpe: I'd like to pull 6.3, 6.4, and 6.5.

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The following items were part of the Consent Agenda

HUMAN RESOURCES (Academic)

It was recommended by the Administrative Dean, Human Resources, and the Superintendent that the Board of Trustees approve/ratify the following actions:

Appointments

Long Term Substitute Instructors	1
Hourly Substitute Instructors	8
Stipend	1

In-Service Changes

Changes to Previous Board Actions – Contract	2
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HUMAN RESOURCES (Classified)

It was recommended by the Administrative Dean, Human Resources, and the Superintendent that the Board of Trustees approve/ratify the following actions:

Appointments

Probationary	5
Temporary	16
Exempt From the Merit System	83

In Service Changes

Increase in Assignment	2
Change to Previous Board Meeting	1
Personnel Commission Actions	1
Terminations	3

FINANCE AND PURCHASING

It was recommended by the Vice President, Administrative Services, and the Superintendent that the Board of Trustees approve the following actions:

FINANCE

Appropriation Transfers

Appropriation Transfers numbered 21583 and 21659 for the General Fund, in the amount of \$4,920 as listed.

From:	Classified Salaries	\$	1,954	
	Staff Benefits		78	
	Appropriation for Contingencies		<u>2,888</u>	\$ 4,920
To:	Other Operating Expenses	\$	2,888	
	Student Financial Aid		<u>2,032</u>	\$ 4,920

There are no transfers greater than \$10,000 in the total appropriation of \$4,920.

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Salary Warrants

Ratify issuance of salary warrants listed on Register No. 3873 through Register No. 3880 for the period September 5, 2000, through September 15, 2000, in the amount of \$1,282,315.56 as listed.

Register No. 3873 Issue Date 09/11/00	Warrant Nos. 0659924 – 0660315	\$ 494,927.83
Register No. 3874 Issue Date 09/11/00	Warrant Nos. 0660316 – 0660372	81,335.27
Register No. 3875 Issue Date 09/11/00	Warrant Nos. 0660373 – 0660716	\$ 292,905.24
Register No. 3876 Issue Date 09/15/00	Warrant Nos. 0660717 – 0661027	136,515.91
Register No. 3877 Issue Date 09/15/00	Warrant Nos. 0661028 – 0661030	5,221.87
Register No. 3878 Issue Date 09/15/00	Warrant Nos. 0661031 – 0661129	35,123.82
Register No. 3879 Issue Date 09/15/00	Warrant Nos. 0661130 – 0661141	11,856.62
Register No. 3880 Issue Date 09/15/00	Warrant Nos. 0661142 – 0661202	224,429.00
Total Salary Warrants Issued		<u>\$ 1,282,315.56</u>

Commercial Warrants

Ratify issuance of commercial warrants for the period September 5, 2000, through September 15, 2000, in the amount of \$2,122,938.28 as listed.

Period Ending September 8, 2000

General Fund	\$ 230,005.86	
Student Financial Aid Fund	612,457.13	
Payroll Clearing Fund	2,401.60	
Capital Project Fund	73,197.22	
Self Insurance Fund	<u>185.92</u>	\$ 918,247.73

Period Ending September 15, 2000

General Fund	\$ 692,503.60	
Student Financial Aid Fund	30,026.82	
Payroll Clearing Fund	84,573.60	
Capital Project Fund	<u>397,586.53</u>	<u>\$ 1,204,690.55</u>

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Two Week Total \$ 2,122,938.28

Included in the total expenditure of \$2,122,938.28, are the following payments greater than \$10,000, excluding employee benefits and utilities:

1. \$ 210,862 to City of Long Beach, for cost of Board of Trustees election held on April 11, 2000.
2. \$ 174,502 to Union Bank of CA, PARS Trust Account, for supplemental retirement benefits for management team employees included in 1999-2000 retirement incentive plan.
3. \$ 82,650 to Digi Terra, Inc., for PeopleSoft implementation services for June 12, 2000, through July 7, 2000.
4. \$ 47,701 to A-Vidd Electronics, Inc., for audiovisual equipment for Media Production.
5. \$ 23,423 to Comp View Inc., for videoconferencing unit for the Library.
6. \$ 21,806 to College Enterprises, Inc., dba The Pulse Copy and Technology Center, for duplicating and related services for July 2000.
7. \$ 18,922 to Apple Computer, Inc., for computer equipment for the English Department Reading Program.
8. \$ 13,502 to Intellisys Group, Inc., for first progress billing for audio visual equipment in three classrooms in Building M, Liberal Arts Campus.
9. \$ 11,987 to LaSalle Bank, for lease of telephone system.

Student Financial Aid Fund – Fund 09

1. \$ 69,319 to ASB Bank, for reimbursement of Pell Grant book advances for students in August 2000.

Capital Projects Fund - Fund 15

1. \$ 224,741 to Honeywell, Inc., for infrastructure improvements for the District.
2. \$ 134,079 to City National Bank, assignee for Municipal Finance Corporation, for the Honeywell mechanical retrofit and energy management project.
3. \$ 33,044 to GE Capital Modular Space, for lease of relocatable trailers from June 12, 2000, to September 11, 2000.

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4. \$ 24,682 to Joyce Inspection and Testing, Inc., for on-site inspections of HVAC/electrical upgrade Building L; Phase III roofing projects Buildings A, B, and N; electrical upgrade Buildings QQ, RR, and VV; and seismic retrofit project, Pacific Coast Campus.
5. \$ 24,255 to P2S Engineering, Inc., for engineering services for HVAC electrical power upgrades Building L, and auditorium lighting dimmer system, Liberal Arts Campus.

PURCHASING

Bid Awards

CN99611.1 – Ratify – With Associated Retarded Citizens (ARC-Mid Cities), for personnel contract leasing, Amendment #2 to extend the term of the contract to October 1, 2000, through September 30, 2001. Fee for services is \$600 per month. Total amount not to exceed \$7,200.

Bid 21-0001/14 (Long Beach Unified School District Bid) Pricing Agreement for the purchase of Gateway computers for the period of July 1, 2000, through June 30, 2001, with the Long Beach Community College District. The District has the option to renew for additional one-year periods, not to exceed a total of three years. Prices are to be in accordance with tabulated prices or less.

CN99620.2 –With GE Capital Modular Space, Amendment #3 for the lease/purchase of relocatable modular trailers. The District is exercising its option to purchase the relocatable trailers by November 1, 2000, at a cost of \$440,577.50 including applicable tax and license fee. Revise termination date of current lease from December 31, 2000, to October 31, 2000.

CN99621.2 – With Intellisys Group, Inc., Amendment #1 for the audio-visual systems for Building D. The District is exercising its right to increase the original award bid additives to include additives 12 through 41 for an additional amount of \$77,295.24.

Change Order

CN99615.3 With LVH Entertainment Systems, Inc., Change Order #1 for auditorium lighting dimmer system, Building J.

- Item 1. Existing on-stage pipe and associated rigging determined to be unsafe. Add \$2,400.00
Replace the three electric battens, re-terminate the existing cable and install new bridal cables.

Amendment of Board Action

Bid 29-9899/14 (Long Beach Unified School District Bid) Pricing Agreement for the purchase of Gateway 2000 E-Series computers – Change termination date from June 30, 2001, to October 11, 2000.

Purchase Order Approvals/Ratifications

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Authorize the issuance of purchase orders for the period September 2, 2000, through September 15, 2000, in the amount of \$297,992.90 as listed.

35415 – 35416	\$ 2,500.00
35487	20,820.00
35535	146.13
35539 – 35542	14,990.09
35567 – 35568	2,224.89
35570 – 35577	23,010.48
35582 – 35601	15,461.76
35603	3,976.56
35605 – 35628	105,575.38
35632 – 35633	1,985.52
35638	15,782.67
35653 – 35671	55,662.81
35673 – 35680	18,674.38
35682 – 35687	14,885.81
35695	1,094.00
P17795 through P17813	<u>1,202.42</u>
Total amount	\$ 297,992.90

Included in the total amount of purchase orders of \$297,992.90 are the following items greater than \$10,000:

General Fund - Fund 01

Group A (General Fund - Unrestricted):

PO 35487	Mail Courier Service Agreement Mail Services/Economic Development Account No. 514000-01-677400-0000	\$16,320.00
	Account No. 514000-01-684000-1510	\$4,500.00
PO 35605	Annual Rental of Forklifts Air Conditioning/Refrigeration Account No. 564000-01-094500-0390	\$20,004.72
PO 35612	Lease of Fifteen Passenger Van Transportation/Assoc. Student Body Enterprises Account No. 564000-01-677700-0000	\$12,375.00
	Account No. 564000-01-699900-0000	\$12,375.00
PO 35616	Tree Trimming Agreement Grounds Maintenance & Repairs Account No. 568000-01-655000-0000	\$15,000.00

ACADEMIC AFFAIRS, STUDENT AND ADMINISTRATIVE SERVICES

It was recommended by the Vice President, Academic Affairs; the Vice President, Administrative Services; the Vice President, Student Services; and the Superintendent, that the Board of Trustees approve the following actions:

Agreements

CN 92959.5 - Ratify - Amend - With Verizon, formerly know as General Telephone, to provide maintenance services for the telephone switches located at both campuses, to extend the termination date from July 31, 2000, to July 31, 2002, for a fee of \$84,716.80.

CN 93025.5 - Boys and Girls Club of Long Beach, to provide licensed child care for a CalWORKs participant, to extend the termination date from June 30, 2000, to June 30, 2001, for a fee of \$4,000, paid with CalWORKs funds.

CN 93026.9 - Ratify - With Star Ladey Brewer, to provide child care for a CalWORKs participant, to increase contract amount by \$13,000, paid with CalWORKs funds.

CN 93027.8 - Ratify - Amend - With Shirleitha McWilliams, to provide child care for a CalWORKs participant, to change the effective date from August 14, 2000, to August 1, 2000.

CN 93032.6 - Ratify - With the Chancellor's Office, California Community Colleges, to provide funding for the project entitled, "A Systems Approach to Learning with Technology," (SALT). The SALT project will develop instructional courseware to assist students in basic understanding of computer, media, and information technology, effective July 1, 2000, through July 31, 2001. Amount of funding is \$58,000.

CN 93032.7 - Ratify -With the Chancellor's Office, California Community Colleges, to provide funding for the project entitled, "ESL Verb Mastery," which offers an extensive computer-based learning experience for ESL students. The project is designed to aid in the mastery of the English language verb system and targets beginning to intermediate ESL students, effective July 1, 2000, through July 31, 2001. Amount of funding is \$20,000.

CN 93032.8 - With Sara Colman, to provide instruction on clinical kidney therapeutic diet for dietetic students on October 4, 2000, for a fee of \$120.

CN 93032.9 - Ratify - With Arlene Choice, to provide child care for a CalWORKs participant, effective August 25, 2000, through June 30, 2001, for a fee of \$10,000, paid with CalWORKs funds.

CN 93033.1 - Ratify - With PLF Consulting, to advise in conversion of legacy payroll computer system to PeopleSoft HRMS payroll, effective September 1, 2000, through February 28, 2001, for a fee of \$33,200, paid with Integrated Management Systems funds.

CN 93033.2 - Ratify - With Rondalynne McClintock, Aligned Training Solutions, to provide workshops for community education-business expansion cluster, effective

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September 10, 2000, through June 30, 2001, for a fee of \$900, paid with Community Service funds.

CN 93033.3 - Ratify - With David Drugger, Growing Minds, to provide workshops for community education-business expansion cluster, effective September 10, 2000, through June 30, 2001, paid with Community Service funds.

CN 93033.4 - Ratify - With the Chancellor's Office, California Community Colleges, to provide funding for the Advance Transportation Technology Center, effective July 1, 2000, through June 30, 2001. Amount of funding is \$178,875.

CN 93033.5 - Ratify - With the Chancellor's Office, California Community Colleges, to provide Carl Perkins Vocational and Technical Education Act funding for improvement of sixteen career and technical education programs, effective July 1, 2000, through June 30, 2001. Amount of funding is \$811,156.

CN 93033.6 - Ratify - With Yosemite Community College District, to provide funding for the Child Development training Consortium, effective August 1, 2000, through July 31, 2001. Amount of funding is \$10,000.

CN 93033.7 - Ratify - With the Chancellor's Office, California Community Colleges, to provide funding for the Child Development Multimedia Project. This project offers an extensive computer-based learning experience in human development, effective July 1, 2000, through July 31, 2001. Amount of funding is \$20,000.

CN 93033.8 - Ole King Cole Development Center, to provide child care for a CalWORKs participant, effective August 14, 2000, through June 30, 2001, for a fee of \$5,000, paid with CalWORKs funds.

CN 93033.9 - Ratify - With - Susette Horspool, to prospect 50 companies, follow-up with ten previous North Los Angeles prospects, host ten workshops at College of the Canyons, and provide on-going assistance to the companies, effective July 1, 2000, through June 30, 2001, for a fee of \$5,000, paid with Center for International Trade Development funds.

CN 93034.1 - Ratify - With Pat Flynn, to provide workshops for community education-business expansion cluster, effective September 10, 2000, through June 30, 2001, paid with Community Education funds.

CN 93034.2 - Ratify - With Debra Esparza, Esparza & Associates, to provide workshops for community education-business expansion cluster, effective September 10, 2000, through June 30, 2001, paid with Community Education funds.

CN 93034.3 - Ratify - With Oxford Health Care, to provide a clinical practice site for School of Health and Science students, effective October 1, 2000, through September 30, 2002, at no cost to the District.

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CN 93034.4 - Ratify - With Carson Montessori Academy, to provide licensed child care for a CalWORKs participant, effective September 25, 2000, through June 30, 2001, for a fee of \$5,000, paid with CalWORKs funds.

Use of Facilities

Ratify request to use District facilities for activities and on dates as shown.

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
Geneva Films	PCC	Crew Parking	Parking Lot #2	9/14/00

Users to be charged fees in accordance with Board-approved fee schedule.

Ratify request to use District facilities for activities and on dates as shown.

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
Long Beach Unified School District	PCC	30 Parking Stalls	Parking Lot #2	9/6/00-6/30/01 (Mon./Wed.)

\$.50 per space per day x 120 total days per past practice. Equipment/staffing may be charged if needed.

Grant requests to use District facilities for activities and on dates as shown.

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
ACT	PCC	Testing	BB, DD, EE Buildings (Various Classrooms)	10/14/00
Educational Testing Service	LAC	Testing	BB, DD, EE Buildings (Various Classrooms)	11/04/00

Users to be charged fees in accordance with Board-approved fee schedule.

Grant request to use District facilities for activities and on date as shown.

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
LBCC Music Department and Long Beach Unified School District	Band Spectacular	Band Show	Veterans Stadium	11/14/00

Facility use rental waived. Equipment/staffing may be charged if needed.

It was moved by Member Clark, seconded by Member Uranga, that the items on the Consent Agenda, with the exception of 6.3, 6.4, and 6.5, be approved and authorized.

The motion carried, all voting aye.

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Member Thorpe: On page 3 of 7, 6.3 Commercial Warrants, No. 1 - I guess I just had a question - apparently, the last election cost us \$70,000 per to the City and I guess my question was, do they itemize this to us or we just pay the block amount or what happens there? \$210,000 for the last election.

Vice President Wooten: I'm not able to answer that question. Let me look to the audience to see if anybody...Catalina, do you know if those come in individually or all together?

Catalina Cruz: We just got one invoice and it wasn't itemized. They just have a total cost for the entire election and City College's share is this and that's it. By the way, this is under budget. Our budget was \$255,000.

Member Thorpe: I just wondered how much money the City is making on this. Because, again, it's paid for all the ballot statements and that's \$70,000 per election and they truncate the voting; so it might be interesting to maybe privately talk with the City about what those actual costs are. Not that they're not legitimate, but \$70,000. It only costs about \$80,000 for a whole council election. It's a smaller area, but, it's interesting.

President Polsky: Maybe it's something we could look into later and ask for a breakdown from the City. I'm sure there will be an explanation,

Vice President Wooten: It's not out of line with previous elections. We used those as guidelines for budgeting the \$250,000 this year.

President Polsky: That's how you got the number.

Member Thorpe: On 6.4, page 4 of 7, I was going to ask of this one - on Bid Award CN99611.1, with Associated Retarded Citizens - this is a contract we have. Is this something that is shared with the classified union, in terms of possible contracting out, that sort of thing? Or is it just a pro forma; every year we do this thing?

Vice President Wooten: For the past three years, we have done this. It started out as a no-cost "let us come and get job experience" and it didn't end up being that way. They had a certain amount of expenses. Matter of fact, they had asked us for more than this, but we thought that \$600 was appropriate for the amount of services that we got out of it and so, for the last three years, that's what this has been. Catalina, do you have any more to add to what I just said?

Catalina Cruz: No, that's basically it. It started off as something that the association wanted work for some of their people and later on they said, "Could you contribute to some of our costs."

Member Thorpe: That looks like money well spent. Only \$700.

Vice President Wooten: We thought it was, for a lot of reasons. We got some benefit out of it and they needed the offset of expenses and it seemed like an appropriate expenditure.

Member Thorpe: My last question, on 6.5, Contract Amendment, page 5 of 7 - apparently, we're going to be exercising an option to purchase the relocatable trailers at a cost of \$440,000 and at the end it says, "additional long-term space needs have been identified by the administrative staff." Is it possible later - no need to know now - to get a kind of a readout on those space needs for those trailers? Who is going to go in those trailers and that sort of thing?

Superintendent-President Kehoe: Sure.

Member McNinch: Is that going to be staff intensive?

Vice President Wooten: No, the report will not be staff intensive.

Member McNinch: I'd like to comment on 6.4. I've been associated with ARC. They do very, very fine work. They provide great opportunities and I think it's marvelous that we are involved with such a fine organization because it's important.

President Polsky: Thank you.

It was moved by Member Uranga, seconded by Member Thorpe, that Items 6.3, 6.4, and 6.5 on the Consent Agenda, be approved and authorized.

The motion carried, all voting aye.

ACADEMIC SENATE

Janice Tomson: I'd like to tell you about an ad hoc committee that we formed in the Curriculum Committee on class size. It's a joint committee with CCA. The number of students enrolled in courses is of major concern to faculty...We are all aware that our funding is based on numbers of students enrolled in courses, yet certain types of courses need to have limited enrollment due to safety, amount of equipment available, work load, as you will hear about later on in the online courses, or other circumstances. We are also aware that limiting enrollment in one course causes increasing enrollment in another course. Keeping this in mind, we have put together a joint committee to make recommendations both to CCA and the Curriculum Committee on guidelines for enrollment of students. We will report back to you when the committee has concluded its work.

SUPERINTENDENT-PRESIDENT

Superintendent-President Kehoe: I'd like to report that the three days that I spent in Great Britain were very well spent. Certainly, community colleges in the United States looked good I think when we were finished, and, certainly, California did as well. I've already received correspondence from some of the people who were involved in the meetings in Great Britain, asking for some assistance and information on things like distance education; also, in accommodation of immigrant students and some other aspects of what we do here in Southern California. Certainly, I'll be sharing with them. They are also doing some very interesting things in distance education in Scotland and they had a

representative there and I've asked him for some information. One of their concerns, too, is accountability. Great Britain, particularly the movers of Parliament that were involved in the meeting, were interested in our Partnership for Excellence and the outcomes measures that the state has prescribed for us so we'll be sharing that information with them as well. So, it was, even though a quick trip, I think it was a very interesting one and one that was very beneficial and I think will continue to benefit us in Long Beach. Also, I invited them to have their meeting on the Queen Mary next year so, hopefully, we'll have them coming. I said they'll feel right at home.

I'd like to make an announcement. I was notified this morning by the Personnel Commissioners that they have appointed a third Commissioner. Her name is Nancy Carlin, from Signal Hill, and she will take office on December 4. I would like to, on their behalf, invite all of you to come to a reception on December 4 at 5 o'clock for her, just prior to the Personnel Commission meeting on that date. It is a Monday. So, please put that on your calendar if you're able to attend; there will be a reception held in this room.

President Polsky: Thank you. I'd really like to say that I think it's quite an honor for Long Beach City College, and very good PR that our Superintendent-President was asked to go to London and take part in the conference and I think it's just excellent PR for the school. Congratulations. (applause)

ACADEMIC AFFAIRS

The Vice President, Academic Affairs, presented the following recommendations approved and recommended by the Superintendent.

Revised Policy on Academic Adjustments for Students with a Disability

Vice President Brock: The first item is requested action on the Revised Policy on Academic Adjustments for Students with a Disability. The information was presented last time for First Reading and needs to have action tonight.

It was moved by Member Thorpe, seconded by Member McNinch, that the Board approve the revised Policy on Academic Adjustments for Students with a Disability, Policy 4002.

Member Thorpe: I just have a couple of questions. First, on the intro page that we have, the recommendation - the original said that this report while it's being adopted and studied, was available in the Superintendent's Office for review by staff, students, and the public. Was that the only place staff could conveniently go to see it, was in the Superintendent's Office, or could they have gone to the library or any other location as this was being developed?

Vice President Brock: It was widely distributed on campus, Darwin, through various shared governance committees and it went through the President's Advisory Council, went out to all of the constituents and it was developed originally with the office of disabled students and the Curriculum Committee. It had wide distribution on campus.

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Member Thorpe: I noticed we were asked to - last time we didn't do that - we were asked to take action. It was kind of an action item to make it available in the Superintendent's Office and I had thought that all that had been done and it had been distributed.

Assistant Secretary Bradshaw: And it was in the Superintendent's Office.

Member Thorpe: The second question is in the policy itself: "It is the policy of the Long Beach Community College District to provide a procedure for responding in a timely manner to accommodation requests of students with disabilities involving academic adjustments." I'm only concerned with the word, "to 'timely' accommodation requests" seems not to be there and with "verifiable" disabilities, which are in the administrative regulations, which are not before the Board tonight. I'm just wondering, do you feel that the onus of time limits on the applicant is also sufficiently cared for and are we talking about verifiable disabilities or just any disability?

Vice President Brock: The Office of DSPS responds to requests for assistance for students and in order to be eligible for assistance, we have to have a verifiable disability, because otherwise, 29,000 people could walk in and say, "I've got something wrong with me." So, the services are available on verifiable disability and need, in order to make the student successful. Mark is in the audience, so, I don't know, Mark, if you'd like to speak to this?

Mark Matsui: That's essentially correct. In order to provide services the students must have a verifiable disability. Essentially, that's correct.

Vice President Brock: It has to be verified by a physician and there has to be documentation on file and then, for instance, if someone is hearing-impaired, we would not be providing mobility assistance for them. If they were mobility-impaired, we would not be providing sign language for them, unless they were multiple-handicapped. So, the verifiable disability allows us to select the assistance that's needed for the student to make them successful in class.

Member Thorpe: I wholeheartedly agree with you but, of course, this policy does not use the word, "verifiable." To a timely accommodation, when is the disabled student too late in asking the District to accommodate...

Vice President Brock: Never.

Member Thorpe: Never too late. So they can come in at any time?

Vice President Brock: Some students don't ask for assistance until much later in the semester and then at the point where they do we do the best that we can to accommodate them.

The motion carried, all voting aye.

Journalism Awards
(See Ordering of the Agenda)

Report on Distance Education

Vice President Brock: Now the next item is 10.3 and this was a request from the Board on Distance Learning and it's going to be presented by four different people: Leticia Suarez, Janice Tomson, Kim Anderson and Amit Shitai.

(See the report attached to these minutes)

STUDENT SERVICES

Report on District's Emergency Operation Plan

John Fylpaa: The Board has always been correctly concerned about emergency preparedness for the college. Specifically, what will we do in terms of catastrophic events or extreme safety emergencies. It is always appropriate to be ready, particularly because of the size of our college. Tonight, Chief of Police Michael Hole will share with you the Long Beach Community College District Emergency Operation Plan. I know that the Board members received copies I believe two meetings ago. His report will share with you information on the status of the plan, how our plan fits in with other agencies, how the plan has been organized, and he will be ready to answer any questions that you may have. Chief Hole.

Mike Hole: President Polsky, Members of the Board, Dr. Kehoe. As Dr. Fylpaa said, you did, I hope, receive a copy of our Emergency Operation Plan. This is a product that we've been working on for about the past year. The purpose that's outlined in it is to protect the safety and welfare of the students, employees, and visitors of the offices, schools, and programs operated by the Long Beach Community College District and to ensure the preservation of public property entrusted to the Long Beach Community College District, while ensuring continued operations of essential services. As I said, if you read the plan, you'll notice that in the back it will say to be done or to be added upon - the big project that we see now is the implementation. We will be meeting with Vice President Wooten's staff, with Bill Flory, with our new safety officer, to start the implementation of this plan. This plan does meet all the requirements as set by SEMS and FEMA. We have submitted it to the City of Long Beach, and it has been approved by the City of Long Beach. And with that, it brings us into the grid, which is outlined on one of the plans. The grid we would be in now would be the one that's Unified, Signal Hill, the airport police, Cal State police, Boeing, and the Port of Long Beach, as well as the City of Long Beach, which includes fire, police, public works, parks and rec, marine, public utilities. This is a very complex report - as you glance through it you'll notice that it covers a lot of scenarios. The Police Department is ongoing in its efforts to obtain equipment to meet some of these things. We are still working on emergency communications system, which we hope we can have up and ready by the end of next year, which will then tie us into the state and federal communications grid. That's basically it. You'll notice in there is a list of equipment. We are updating our emergency supply containers. We're reviewing what our needs are again, and, as we complete these outlines, which are like phone numbers and who is going to be responsible for certain things and who is to be contacted in the event of what emergencies, we will give you an update of the numbers and the contact information. We are also going to conduct, next year, some tabletop exercises, as well as some real exercises. We'll be working on having emergency fire drills. And, Vice President Wooten has generously offered to help

us with our tabletop exercises and we're going to accept his gracious offer. Are there any questions?

Member Uranga: As a City employee, I also sit on the City's Disaster Committee and we have a tabletop exercise once a year where we have an actual exercise, either out at a park or out at the airport where we've had several exercises; we had one over here at the Sea Launch facility last year. Is there an area that you have here at the college that you identified as an area where, in the event of a disaster, you have people coming together or developing an emergency response office or team or facility where you'll know where to go to get your people together and contact the appropriate authorities for whatever emergency might arise here on the campus or elsewhere?

Mike Hole: Yes. One of the purposes of this was to organize everything. We have designated certain areas in the school. We have not designated one, because obviously, in the event of a disaster, depending on what it was, you need to have several because you may not be able to go to that one. But, it is our plan that we will have mobile communications systems and a mobile command post that will be able to move to another location. Primarily, we would probably use the parking lot at Vets Stadium. It's wide open. There's not much chance in the event of a major disaster anything would fall down on you there. That's an excellent location. Depending on something minor here we might use this parking lot. We have obtained, as some of you know, through the federal government a vehicle which we plan on using to tow a mobile command post which would include all of our communications equipment. We have located on both campuses storage containers with emergency equipment. It's always been my thought that although we can rely on other agencies that have the expertise and more equipment, that we at the college were charged with the responsibility to ensure the safety of everyone. We should at least have some knowledge and some equipment to make an effort. I think it's agreed upon if you sit on the committee that, in the event of a major, major catastrophe, we basically are going to be on our own here for a while. I think that we, particularly in the police department and facilities, need to be able to show that we can do something. We just cannot sit by and hope that in three days something will come to us. So, that's kind of been our theory with these plans, that we want to be able to do something. Hopefully, nothing like this, of that magnitude would ever occur that we could not count on the City and the state, but, if it does, I think we can be ready to do it. We'll never be the MTs, medical technicians, we'll never be search and rescue experts, but I think we can develop a little bit of expertise that will help out.

Member Uranga: That was basically the direction I was headed with my comments in terms of what we are doing at the college to become very independent in that respect of being able to provide our own response to our own emergencies while there might be some other resources available to us, but in the meantime be able to at least have a quick response.

Mike Hole: Yes. And that's the way we were going.

Member Uranga: I understand the FEMA also has funds and grants that they offer for additional training for people. Has the college looked into either the purchase of say, the

emergency response trailer or a mobile unit in terms of getting telephone lines or emergency equipment, generators, anything like that?

Mike Hole: We have not, prior to this, because our old plan was really not in compliance with FEMA regulations. With this plan, we will be in compliance with what they require and we have been in contact with FEMA. Last year, we did send some people to HAZMAT training and some FEMA classes which were paid for by FEMA. It is our goal to now go forward and we have one of our supervisors who is looking into federal funds to obtain certain things. We are very active in the defense reutilization marketing program, where we have obtained various government equipment. We have four brand new self-contained breathing packs at the police station, with their packs that are charged and ready to go. We did obtain a Chevy Blazer through that. We are looking right now and we have a line on four portable generators, but we do have two small ones in a container there. But we are looking at these funds through FEMA. One of our officers is very adept at obtaining equipment and supplies. He's very good.

President Polsky: I would like to say that I have been pushing this emergency preparedness package for five, six, seven, eight years - I don't know how many years, but I brought the first module from one of our conferences and the school did put something together, but somehow nothing's ever gotten off the ground; so now I feel very, very, relieved that you've taken it, Chief Hole, and that you've done such a great job. I know you're going to continue to refine and to put the thing into action, but I feel very, very relieved, because it's such an important aspect of college life. I know you're going to continue to refine it and put it into action. After thinking of anybody's life being in danger, and we've had a few disasters - there was the water - the flood that happened near the Pacific Coast Campus and earthquakes or whatever - it's always been a very, very big concern of mine, and I talked to Jan and I'm just so glad that you've got it and done all this hard work on it and I know you're great at getting equipment free for the school.

Mike Hole: Well, as I said, this is an ongoing work product, so we cannot stand by. Our big challenge now is going to be on the implementation of this.

President Polsky: And I hope you'll include the Board.

Mike Hole: Oh absolutely. We'll keep you updated on it and as these back pages that say, "to be determined" when we find out who "to be determined" is, we will fill them out and make sure you get a copy of that.

President Polsky: Thank you again. It's a job really well done and I know it's an ongoing work. Does anybody else have anything to say?

John Fylpaa: I think you made the point and I did want to close, but first I wanted to thank Mike for his leadership in this area. I think it's very important the Board understands this is and always will be an ongoing document. This is not something you wrap up in a pretty bow. People change and rules and regulations change from the state and the federal government, so it will be ongoing and I think it will also be incumbent on Chief Hole to continue updating it and providing the Board with that kind of information, because this is a fluid document.

President Polsky: Thanks so much.

ADMINISTRATIVE SERVICES

The Vice President, Administrative Services, presented the following recommendations approved and recommended by the Superintendent:

Right of Entry Agreement for Groundwater Sampling with Shell Oil Company

Vice President Wooten: This is a recommendation that the District approve the Right of Entry Agreement with Shell Oil Company for groundwater sampling of the District's property located at Pacific Coast Highway and Alamitos Avenue. Basically, they want to drill two test wells to monitor any seepage and groundwater impact from a previous filling station located near the Pacific Coast Campus. This is at the request of the Water Quality Control Board. It's going to be minimum impact on us. We think it's the right thing to do. Our lawyers have taken a look at it and they concur with that and they would like your approval.

It was moved by Member Clark, seconded by Member McNinch, that the District approve the Right of Entry Agreement with Shell Oil Company for groundwater sampling of the District's property located at Pacific Coast Highway and Alamitos Avenue.

Member Thorpe: One question. We did hear those explanations from our attorney. It's the feeling of the administration then that any remediation, clean-up, traffic control problems, we don't have to pay for.

Vice President Wooten: That's true.

The motion carried, all voting aye.

PACIFIC COAST CAMPUS

There was no report.

ACADEMIC SENATE

There was no report.

CLASSIFIED SENATE

Nancy Albrecht: This is one of those rare times that I really don't have much to say. We have a lot of irons in the fire right now. I hope that next meeting I can really give you a lot of information. We're still polishing up the Guide to Long Beach City College and I think that's going to be very valuable, not just to the new employees coming in, but to those of us who have been here for a long time and just haven't ventured out of our office very much. We have a logo contest we're going to start up so we can have some sort of a recognizable logo and that should be coming out soon and I hope to have that finalized by November. We're working on updates and revisions on the constitution and bylaws. We have a new policy and regulations that have gone out to the members, or will go out tomorrow morning, all the members, for them to review and to vote on. We are looking

forward to a special meeting with Dr. Kehoe, so she can give us a summary of her trip. It sounds so exciting. We hope to meet with Linda Umbdenstock so she can give us a rundown on a self study and help us understand what we're going to be facing.

President Polsky: Thank you. It's always very good and very interesting.

TRUSTEES COMMUNICATIONS

Member McNinch: I want to thank the Public Information Office. Every day when I open my newspaper, we, Long Beach City College, are within the first four pages. Great work and lovely Pepsodent smile, Ms. Kautz.

I attended the scholarship concert that was put on by our fabulous music department on Sunday and it was well stated by Dr. Scott that it was like the See's Candy or Whitman's Sampler - a little bit of this and a little bit of that - and I must tell you, each portion, in its own right, was incredibly delicious. Especially our new gospel choir. The performance faculty that put this together, the faculty, the students, whether they be vocal or on musical instruments, were incredibly professional. And the young friend that was with me said it was more like a university. It was a very wonderful thing. So, I would encourage you, there's a whole list of concerts that will be happening in December, that when you get that in your packet to mark it down. It's absolutely worth bringing friends to.

Member Uranga: I also want to say my thank yous to the Marketing department. I was a guest speaker at a town hall meeting, sponsored by council members Laura Richardson-Batts and Jenny Oropeza held at the Poly High School auditorium. Karen brought all the materials there and it was very helpful in helping me make representation to the participants there and we had a lot of good questions afterwards about our mentoring program, especially by the youth who were there and asked about getting involved, both as mentors and mentees. And all the information was very very helpful to me and I want to thank you for being there and I hope to use your assistance again in other community meetings as we go along. Thank you.

President Polsky: And it was a good picture and great article about Karen in the paper.

Member Thorpe: I'll pass this out. Just two comments. I want to thank you for the recognition, Mr. Magsaysay, at homecoming. And congratulations to the students, faculty and staff who put that on. There's just an awful lot of work that goes into bringing floats and bands and students and helicopters all together. I might say when I sat there and saw that rubberized apron go up in the air when that helicopter came in, I was a little afraid because I was hoping it wouldn't be sucked up into the rotors; but, what do I know. But it made it and they came in and it left very safely. But it was a lot of fun at homecoming. You'll win the next few games, I'm sure.

I passed out a trustee communication at the PCC. I did make a statement at the Queen Mary presentation and the FACCC Education Summit. I made available a copy of these to the faculty leadership and to the Board. I know there's a question that came up earlier from Trustee Uranga about what we might do if we don't get into distance learning and my report shows, as many people are talking about in California, the University of

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Phoenix wants to take over the United States and there are others that are going to compete for that. So, this is going to play out. This is just the beginning. But anyway, I typed that report out. I gave it to the senate at another college and made it available to you and Ms. Tomson, Academic Senate, love to have your criticism because it's my mind's eye view how I saw the Education Summit and I do appreciate Dan Walters' statements. I think it behooves all of us to take a look at them seriously, whether you agree with them or not, because I think there are problems for us. Thank you.

President Polsky: Thank you.

Member McNinch: I forgot to mention, Leadership Long Beach honored our President/CEO. Everyone who has any sort of authority, power, money, what am I missing, was there. Our Dr. Kehoe was the perfect bridge between the Unified District and the University. Class, style, well-spoken, and the fact that (and why didn't you mention it? Just happened to have it right there) that we produced the video - somehow it seemed like you had a few more minutes than the other two honorees. And the editorial the next day in the paper just couldn't put enough little sparkly stars all over you. And I think we are so fortunate that it was you that we chose to lead this organization. We now have a safety plan in place, we've got distance learning, and all that stuff that people weren't paying all that much attention to before.

Superintendent-President Kehoe: I do want to add for your information, the next day I did send Bob Maxson a black and red balloon bouquet with "Go Vikings" on it. Just so you'll know that I did respond to him... thanks to Karen.

President Polsky: It really was a beautiful evening and a beautiful event and thank you for reminding us.

Member McNinch: You could see the ease of communication between the three of you - that there's more than just a perfunctory professional relationship - but there is a relationship where you all respect each other and genuinely care for each other and the professionalism between all of the districts.

Superintendent-President Kehoe: I agree. Thank you.

STUDY SESSION

Board Goals - 2000-2001,

Linda Umbdenstock, Facilitator

Linda Umbdenstock: There are two items in your Study Session packet. The first is the 1999-2000 goals, a review of them, and then after we've done that, the development of the 2000-2001 goals.

Review of 1999-2000 Board Goals

The Board reviewed the following "Examples of Work Done in Support of Board Goals - 1999-2000":

1. Develop and implement a monitoring program

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- Reviewed Suggested Framework for monitoring college effectiveness, Board meeting, 10/26/99
- Adopted Board Goals and requested workshop on data used in the college effectiveness framework, 11/9/99
- Retreat workshop: discussed and agreed on what reports, data, and timelines would be used in Institutional Effectiveness Monitoring; discussed trends and projections based on data, 2/12/00
- Next scheduled monitoring one year from 2/12/00 workshop: 2/01
- Academic Senate reported on its work with assessment and learning outcomes, 12/14/00 and 1/11/00

2. Support efforts to increase flexibility of class schedule

- Scheduled report on Distance Education for 10/00
- Academic Senate reported on the Curriculum Committee's work on distance education, 3/28/00
- Supported alternative scheduling including ACE program, short-term classes, etc.

3. Continue Board commitment to interest-based bargaining

- Authorized the chief negotiator for the district to engage all employee organizations in discussions about interest-based bargaining

4. Continue public support of Superintendent-President's goals

- Superintendent-President's goals made public, 7/6/99
- Also, see attached accomplishments

5. Board Study Sessions

July 6, 1999

Board Goal Setting (Annual)

Board Goals Review (Annual)

September 7, 1999

Board of Trustees' Self-Evaluation/Board Goals

October 26, 1999

Board Goals - 1999-2000 (approved at Board Meeting of 11/9/99)

February 12, 2000

Institutional Effectiveness/Monitoring

Board Self-Evaluation

June 13, 2000

Raising Funds for College - External Funding

Scheduled

Update on Economic Development - July/00

Report on Distance Education - October/00

6. Continue to support diversity

- Approved receipt of major Title V HSI grant, 10/26/99 for development of programs to assist students in their success, especially Latinos. Requested and heard update, 12/14/99.

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- Approved expansion of MINT grant (Meeting Instructional Needs Through Technology) for the ESL computer lab and faculty development of multi-media.
- Supported hiring of Director of Human Resources, Staff Diversity, 6/99

7. Strengthen support and communication w/Foundation

- Supported administrative change: new Dean of the Foundation reports to the Superintendent-President
- Settlement of Marian Sims Baughn estate
- Worked together on the Planetarium Capital Campaign and the Mary Thoits Senior Center

8. Vision/Mission Statements

- Accepted Vision Statement, 11/9/99
- Adopted revised Mission Statement, 4/25/00

9. Board of Trustees Policies and Administrative Regulations

- Subcommittee report on travel issue and budget for travel, 2/22/00
- Budget for travel and board events, adopted appropriations for 2000-2001
- Revisions to Administrative Regulations, Board of Trustees (Admin. Reg. 2000): 8/24/99, 10/26/99, 5/9/00, 6/13/00

Development of 2000-2001 Goals

As a result of this review, the Board developed a draft for Board Goals for 2000-2001 as follows:

Board Goals - 2000-2001

1. Continue to implement and enhance a monitoring program including
 - student success
 - workforce development
 - development of learning outcomes
 - on-going district-wide community needs appraisal program for use in program planning
 - the fiscal activities of the college and the fiscal activities of the Board
2. Continue to support efforts of college staff and administration to increase the competitiveness of the college by creating greater flexibility of class schedule.
3. Continue Board commitment to interest-based negotiations.
4. Continue support of the goals of the Superintendent-President.
5. Continue Board study sessions.
6. Continue to support diversity in all areas of college life.
7. Continue support, communication and alliance with the Long Beach City College Foundation.

8. Strengthen support and communication with the community.
9. Continue to monitor the policies and administrative regulations of the Board of Trustees.
10. Study feasibility of a bond election to improve our college facilities.
11. Encourage more opportunities through professional development of faculty, orientation of new faculty and staff development for staff.
12. Continue to support recruitment of new students, especially through high school and early outreach programs.
13. Study feasibility of a two-college district.

It was agreed that these new goals for 2000-2001 will be brought back to the Board meeting of November 14, 2000, for discussion and/or action.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

12/12/00 - External Funding - G.O. Bonds

PUBLIC COMMENTS (NON-AGENDA ITEMS)

At their request, members of the public will be given the opportunity to address the Board of Trustees on matters of general District business. This is the time for members of the public to speak and be heard and share their comments with the Board and for the Board to listen. Therefore, the public should not expect the Board to comment or respond to public comments. A particular position should not be inferred if there are no Board member comments during this time.

A total of five (5) minutes will be allotted to each subject, unless extended by the Board President. After receiving testimony, the Board may recommend placing such item or item(s) on the agenda of a future meeting or referring the item(s) to staff for a report.

There were no comments.

ADJOURNMENT

President Polsky adjourned the meeting at 7:25 p.m. The next regular meeting of the Board of Trustees will be held on November 14, 2000. The first order of business will be adjournment to a closed session, as needed. The Board will reconvene in open session at 5:00 p.m. in Building I, Liberal Arts Campus.

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Assistant Secretary