

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

**Minutes of Meeting of  
April 17, 2001**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Building FF, Dyer Assembly Hall, Pacific Coast Campus, 1305 East Pacific Coast Highway, Long Beach, California, on April 17, 2001.

**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 5:15 p.m. in Building FF, Dyer Assembly Hall. President Polsky reported that, in closed session, no action was taken.

**PLEDGE OF ALLEGIANCE**

President Polsky led the Pledge of Allegiance.

**ROLL CALL**

Present:           President Polsky, Vice President Clark,  
                          Member McNinch, Member Thorpe, Member Uranga

Absent:             Student Trustee Magsaysay

**APPROVAL OF MINUTES**

President Polsky: Is there a motion for approval of the minutes of the meeting of March 27, 2001?

It was moved by Member McNinch, seconded by Member Uranga, that the minutes of the meeting of March 27, 2001, be approved as distributed. The motion carried, all voting aye.

**ORDERING OF THE AGENDA**

There were no changes in the order of the agenda.

**REPORT OF BOARD OF TRUSTEES**

**Committee Reports**

Member Uranga: Fellow trustees, members of the audience. I'd like to give a report on our Accreditation Self-Study, to which I am the Board liaison. What we have is the last time we conducted a self-study for the Accreditation Board was in 1996 and we are due for another accreditation visit in 2002. What we've done at the present time is we've established self-study committees and there are ten standards that the college has to review or visit and report on. Briefly, the ten standards are Institutional Mission, Institutional Integrity, Institutional Effectiveness, Educational Programs, Student Support and Development, Information and Learning Resources, Faculty and Staff, Fiscal Resources, Financial Resources, Governance and Administration. What I distributed, and put at your seats, is a brief update that we put together here. Basically and briefly, the Accrediting Commission held a training workshop for all committee members in early spring. It was attended by over 60 people, mostly administrators and classified staff. The self-study that is taking place is going to be conducted in four phases: preparation and committee appointments, which took place in the fall of 2000; description of how the college addresses the standards, which is taking place as we speak; analysis of how well the college addresses the standards and formulation of a planning agenda for areas of improvement, which will be this fall; and a college-wide review and requirement, which will be taking place in the spring of 2000, with a report to be ready a year from now and, hopefully, ready for the scheduled visit in the fall of 2002. A website is currently being developed that will be accessible for everyone to see and to receive information on the progress of the self-study. If you wish, I could get you a list of the members who are on each of the ten standard committees. I didn't make a copy of that today. If you'd like a brief description of each of the standards, I could provide that for you, but I'm sure that you don't want to be here any longer than necessary. So, briefly, that's my report.

President Polsky: Does anybody have any questions for Member Uranga?

Member Uranga: There are other committee members here. If you have any additional comments that you'd like to add, feel free to do so.

Steve Wallech: No. That was an excellent summary.

President Polsky: Thank you for being such a good liaison. I'm sure you'll keep us informed.

Member Uranga: As we make progress.

President Polsky: Thank you.

**STUDENT TRUSTEE**

(Student Trustee Magsaysay was absent from the meeting)

**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 was no response.

**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

|                                |    |
|--------------------------------|----|
| Hourly Instructors – Spring    | 9  |
| Hourly Counselors – Spring     | 1  |
| Stipends                       | 8  |
| English Placement Test Readers | 11 |

In-Service Changes

|  |   |
|--|---|
| Department Head Election                     | 1 |
| Changes to Previous Board Actions – Contract | 1 |

Terminations

|            |   |
|------------|---|
| Retirement | 1 |
|------------|---|

**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  |
| Working Out of Class         | 6  |
| Temporary                    | 7  |
| Exempt From the Merit System | 37 |

Terminations

|             |   |
|-------------|---|
| Resignation | 1 |
|-------------|---|

**Rescission of Sabbatical Leave**

It is recommended that the sabbatical leave for Frank Gaspar, for the academic year 2001-2002, be rescinded.

**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**

There are no appropriation transfers.

**Salary Warrants**

Ratify issuance of salary warrants listed on Register No. 3925 through Register 3932 for the period March 5, 2001, through March 16, 2001, in the amount of \$1,459,502.19 as listed.

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|  |                                |                        |
|--|--------------------------------|------------------------|
| Register No. 3925<br>Issue Date 03/09/01 | Warrant Nos. 0669074 – 0669510 | \$ 630,783.66          |
| Register No. 3926<br>Issue Date 03/09/01 | Warrant Nos. 0669511 – 0669584 | \$ 106,316.32          |
| Register No. 3927<br>Issue Date 03/09/01 | Warrant Nos. 0669585 – 0669946 | \$ 277,106.22          |
| Register No. 3928<br>Issue Date 03/16/01 | Warrant Nos. 0669947 – 0670318 | \$ 170,938.00          |
| Register No. 3929<br>Issue Date 03/16/01 | Warrant Nos. 0670319 – 0670320 | \$ 4,899.44            |
| Register No. 3930<br>Issue Date 03/16/01 | Warrant Nos. 0670321 – 0670436 | \$ 35,053.65           |
| Register No 3931<br>Issue Date 03/16/01  | Warrant Nos. 0670437 – 0670440 | \$ 5,909.90            |
| Register No. 3932<br>Issue Date 03/16/01 | Warrant Nos. 0670441 – 0670504 | \$ 228,495.00          |
| Total Salary Warrants Issued             |                                | <u>\$ 1,459,502.19</u> |

**Commercial Warrants**

Ratify issuance of commercial warrants for the period March 5, 2001, through March 16, 2001, in the amount of \$1,773,474.80 as listed.

|                             |                   |                        |
|-----------------------------|-------------------|------------------------|
| Period Ending March 9, 2001 |                   |                        |
| General Fund                | \$ 342,231.94     |                        |
| Student Financial Aid Fund  | 326,498.04        |                        |
| Payroll Clearing Fund       | 46,480.33         |                        |
| Capital Project Fund        | <u>178,008.72</u> | \$ 893,219.03          |
| Period Ending March 2, 2001 |                   |                        |
| General Fund                | \$ 708,959.26     |                        |
| Student Financial Aid Fund  | 10,616.76         |                        |
| Child Development Fund      | 561.19            |                        |
| Payroll Clearing Fund       | 54,530.76         |                        |
| Capital Project Fund        | <u>105,587.80</u> | <u>\$ 880,255.77</u>   |
| Two Week Total              |                   | <u>\$ 1,773,474.80</u> |

Included in the total expenditure of \$1,773,474.80, are the following payments greater than \$10,000, excluding employee benefits and utilities:

General Fund – Fund 01

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1. \$34,000 to United States Postal Service, for advance payment for postage-by-phone account for 2000-2001.
2. \$ 31,144 to Endeavor Information Systems, for Voyager Library Management annual software maintenance for January 1, 2001, through March 1, 2001, data migration and software, Library.
3. \$ 30,850 to First Union, for payment of VISA Purchasing Card Central for February 2001.
4. \$ 23,397 to Parker & Covert LLP, for legal services rendered during January 2001.
5. \$ 22,208 to Department of General Services, for lease and mileage of five (5) police patrol cars, February 2000 through November 2000.
6. \$ 15,184 to Nash & Company, Inc., for the fourth installment for the classified staff reclassification study.
7. \$ 14,760 to Icollege, Inc., dba The Pulse Copy & Technology Center, for duplicating and related charges for January 2001.
8. \$ 12,953 to Intellisys Group, Inc., for partial payment for multimedia equipment for three (3) classrooms in Building M, Liberal Arts Campus.
9. \$ 12,369 to Satsuma Investments, Inc., for rental of Economic Development offices on Paramount Boulevard.
10. \$ 12,340 to UCS, for red pole vault cover and top pad for pole vault landing area, Veterans Stadium, Liberal Arts Campus.
11. \$ 11,987 to LaSalle Bank, for lease of telephone system.

Capital Project Fund - Fund 15

1. \$ 134,079 to City National Bank, assignee for Municipal Finance Corporation, for the Honeywell mechanical retrofit and energy management project.
2. \$ 100,000 to Dennis J. Amoroso Construction Company, Inc., for partial retention payment of remodel for Building D, Liberal Arts Campus.
3. \$ 37,800 to Honeywell, Inc., for mechanical maintenance December 2000 through February 2001, and technical resource manager March 2001 through May 2001.

**PURCHASING**

**Bid Awards**

CN99612.2 – With John C. Ettlin, dBA: Ettlin Co. for Stadium Football Field Renovation, in the amount of \$82,500.00.

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CN99609.3 – With Hoffman Video Systems for audio-visual systems for Building D, Math and Science, in the amount of \$581,795.14

CN 99625.3 – With Honeywell, Inc. for study of cogeneration applications on the Liberal Arts Campus and Pacific Coast Campus, in an amount not to exceed \$15,000.

CN 99623.3 – With DWR Construction, Inc. for unit priced work in replacement of acoustical ceiling tile and fixtures; and seismic bracing of fixtures and ceiling as identified to eliminate structural hazards.

**Contract Amendment**

CN 99621.2 – Acceptance of surety agreement in matter of default contract with Intellisys, Inc. Closure of contract without completion of work.

**Purchase Order Approvals/Ratifications**

Authorize the issuance of purchase orders for the period, March 5, 2001, through March 16, 2001, in the amount of \$285,828.61 as listed.

|                 |                 |
|-----------------|-----------------|
| 36931 – 36946   | \$ 22,472.55    |
| 36948 – 36950   | 29,885.64       |
| 36952 – 36963   | 15,134.26       |
| 36965 – 36983   | 24,280.61       |
| 36985 – 36989   | 15,282.42       |
| 36991 – 36992   | 1,649.39        |
| 36994 – 36995   | 18,344.00       |
| 36997 – 37021   | 113,124.00      |
| 37023 – 37031   | 4,170.71        |
| 37033 – 37035   | 13,857.61       |
| 37037 – 37040   | 10,075.40       |
| 37043 – 37053   | 14,702.03       |
| P17942 - P17965 | <u>2,849.99</u> |
| Total amount    | \$ 285,828.61   |

**Purchase Order Approvals/Ratifications**

Included in the total amount of purchase orders of \$285,828.61, are the following items greater than \$10,000:

**General Fund - Fund 01**

|          |   |             |
|----------|---|-------------|
| PO 36994 | Microscope, Polarizing<br>Physical Science<br>Account No. 642000-01-190100-0550 | \$13,344.00 |
| PO 37045 | Study in the USA Advertising Fees   |             |

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International Students  
Account No. 514000-01-649000-2110                      \$11,081.00

**Capital Fund - Fund 15**

PO 37017      Disputed Judgement Cost  
                  Science and Math Building  
                  Account No. 621000-15-710100-5179                      \$88,135.00

**ACADEMIC AFFAIRS, STUDENT SUPPORT 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 92699.1 - Ratify - Amend - With SESAC, Inc., to provide conformance to copyright laws, to increase contract amount by \$430.80 for calendar year 2000.

CN 92948.3 - Ratify - Amend - With Multi Medical Clinic, to provide a clinical practice site for School of Health and Science students, to change the facility name from Multi Medical Clinic, to Multi Medical dba Shirish B. Patel, M.D., effective March 1, 2001.

CN 92973.9 - Ratify - Amend - With Behavioral Health Services, Inc., dba Redgate Memorial Hospital, to provide a clinical practice site for School of Health and Science students, effective February 1, 2001, through January 31, 2003, at no cost to the District.

CN 92981.2 - Ratify - Amend - With Leisure World Medical Center, to provide a clinical practice site for School of Health and Science students, to change the facility name from Leisure World Medical Center, to Leisure World Health Care Center, effective March 1, 2001.

CN 92985.4 - Ratify - Amend - With Johns Hopkins University, to replace all references to Align-Mark, Inc., in the current grant agreement and replace them with Johns Hopkins University, and Alignmark with JHU, and increase funding, effective January 1, 2001, through December 31, 2001. Amount of funding increase is \$122,878.

CN 92997.2 - Amend - With the City of Long Beach, Department of Health and Human Services, to provide clinical practice for School of Health and Science students, to extend the termination date from January 1, 2002, to August 13, 2002, at no cost to the District.

CN 93014.6 - Ratify - Amend - With Gerald Miller, M.D., to provide a clinical practice site for School of Health and Science students, to revise the effective dates from April 1, 2000, through March 31, 2002, to March 1, 2001, through February 28, 2003, at no cost to the District.

CN 93042.4 - Amend - With Garden Grove Hospital and Medical Center, to provide a clinical practice site for School of Health and Science students, to revise the agreement

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dates from June 1, 2002, through May 31, 2004, to June 1, 2001, through May 31, 2003, at no cost to the District.

CN 93046.1 - With Whittier College, to provide dormitories, meals, classroom space, and use of other college facilities for the Upward Bound program, effective July 1, 2001, through July 28, 2001, for a fee of \$60,000.

CN 93046.2 - Ratify - With P & A Food System, to provide employment for a CalWORKs participant, effective February 26, 2001, through August 26, 2001, for a fee not to exceed \$2,700, paid with CalWORKs funds.

CN 93046.3 - Ratify - With Tri-West Mortgage, to provide employment for a CalWORKs participant, effective February 22, 2001, through August 22, 2001, for a fee not to exceed \$4,700, paid with CalWORKs funds.

CN 93046.4 - Ratify - With the Chancellor's Office, California Community Colleges, to provide funding for updated computers for use in the Fashion Design program, effective February 2, 2001, through August 31, 2001. Amount of funding is \$92,489.

CN 93046.5 - Ratify - With the City of Long Beach, for Long Beach City College to provide objective assessment, individual vocational counseling services, and employment preparation workshops in accordance with the Welfare-To-Work policies and regulations, effective January 2, 2001, through December 31, 2001. Amount of funding is \$156,000.

CN 93046.6 - Ratify - With Krista C. Peterson, to provide workshops for Community Education, Business Expansion Cluster, effective March 6, 2001, through June 30, 2001, for a fee not to exceed \$200, paid with Center for International Trade Development Funds.

CN 93046.7 - Ratify - With Rhonda Allen, to provide workshops for a Community Education, E-technology Cluster, effective March 6, 2001, through June 30, 2001, for a fee not to exceed \$980, paid with community services funds.

CN 93046.8 - Ratify - With the Los Angeles/Orange County Regional Consortium, to provide funding for a workshop and supporting activities for, "Linking to High Wage Careers: Non-Traditional Jobs for Women," effective February 13, 2001, through June 30, 2001. Amount of funding is \$6,700.

CN 93046.9 - With Anne L. Laguzza, dba The Works Consulting, to provide a three-hour training workshop entitled, "Interviewing with Confidence: How to Make the Best Impression for the Internal Interview," for up to 20 participants on May 3, 2001, for a fee of \$585, paid with Staff Development funds.

CN 93047.1 - Ratify - With Carol Pinto, with Resources for Infant Educators, to provide training workshops, effective September 22, 2000, through December 15, 2000, for a fee of \$3,840.



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CN 93047.2 - Ratify - With Michelle D. Steuber, D.C., to provide a clinical practice site for School of Health and Science students, effective April 1, 2001, through March 31, 2003, at no cost to the District.

CN 93047.3 - Ratify -With Leakhena Prum, to provide licensed child care for CalWORKs participants, effective March 22, 2001, through June 30, 2001, for a fee of \$5,000, paid with CalWORKs funds.

CN 93047.5 - Ratify - With Seng Ou, to provide child care for a CalWORKs participant, effective March 19, 2001, through June 30, 2001, for a fee not to exceed \$2,000, paid with CalWORKs funds.

**Use of Facilities**

Ratify 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>            |
|------------------------------|---------------|-----------------|------------------------|------------------------|
| LBCC Cheer                   | LAC           | Banquet         | Saga Room              | 3/09/01                |
| School Business Officers     | LAC           | Meeting         | V111                   | 3/14/01                |
| LBCC Middle College          | PCC           | College Courses | Various Rooms          | 3/8/01 through 5/24/01 |
| Athletes Pursuing Excellence | LAC           | Conference      | College Center         | 4/7/01                 |
| Child Development            | PCC           | Workshop        | CDC Trailer Room 1 PCC | 3/20/01                |

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

Grant requests to use District facility for activity and on date as shown.

| <u>Organization</u>             | <u>Campus</u> | <u>Event</u> | <u>Facilities</u>       | <u>Date</u> |
|---------------------------------|---------------|--------------|-------------------------|-------------|
| LB Women Like Me Mentor Program | PCC           | Conference   | Dyer Hall<br>FF101, 104 | 5/12/01     |

It was moved by Member Uranga, seconded by Member Clark, that the items on the Consent Agenda be approved and authorized.

The motion carried, all voting aye.

**ACADEMIC SENATE (Title 5, Section 53203)**

Steve Wallech: Normally, I'd be making a Title 5 report that deals with the most recent developments at the Curriculum Committee tonight, but at the last Board meeting I noticed three things. First, I was making a report that became an action item on the Board agenda two weeks later. Second, my report came without support documents, but

these became available to you when the Board was asked to cast their vote on these same curriculum items; and, third, the type of technical information I was providing only created confusion without these support documents. Accordingly, tonight, my goal is to reduce confusion and to increase efficiency. Therefore, I will hold off on providing you with any detailed account of recent curriculum development until these events have been placed before you as agenda items for action. At that time, I will bring these items to you as part of my Title 5 report so that you will have the information in front of you and support documents as well.

### **SUPERINTENDENT-PRESIDENT**

#### **Superintendent-President's Report**

Superintendent-President Kehoe: Normally, it's not very long, but I've missed the last three meetings, so I thought maybe I would give a report this time. First, I wanted to thank all of you for your phone calls, your flowers, all the good wishes for the time that I was home recuperating. I know that they all made me get better that much sooner, so it's good to be back and it was good to know I had so many friends and people that were concerned about me. Thanks to all of you for that.

We had our first meeting of the 75<sup>th</sup> Anniversary steering group, a very loose group at this point. We're coming together at the invitation of the Foundation. We also had staff members there and a lot of people were invited that couldn't make it, but we are underway for the 75<sup>th</sup> Anniversary. Tentatively, we have some things scheduled. There will be others. We will want to tie it in a year from now with the Community College Month, which is in April. So we'll be doing that. You also have in front of you buttons for Community College Month, so that's underway. The kickoff will be next January at the State of the City for Long Beach. We had Lakewood representatives there at the committee meeting and they are looking into what would be a good function for us in Lakewood as far as the 75<sup>th</sup>, and we'll also be contacting Signal Hill to make sure that we have a presence there. There are a lot of exciting things that were brought up and we will be refining those.

I wanted to remind you that we had some teams that are outstanding. The Men's Water Polo team is the South Coast Conference Champions. The Women's Soccer team is South Coast Conference Champions and Southern California Champions and State Champions. Women's Volleyball was South Coast Conference Champions, and State runners-up. So, we had a very good spring season for our teams and I, with your permission, will write a note of congratulations to those coaches on behalf of the Board.

I did receive a plaque - at least we all received a plaque - for supporting the Long Beach Education Foundation. We did support them by having a table there and this was a very moving dinner last Thursday night and I know one of us here present used a lot of tissues, because there were a lot of moving stories. These are our future students, these most inspiring students and we were very happy to have a presence there. Also, some of us attended on Friday morning the YMCA Good Friday breakfast and some of us will be attending the Library dinner this Thursday, along with the Board members. With that, that is the end of my report.

President Polsky: I think most of us attended the inspiring student awards and it really was a "Kleenex" event. Some of those kids, the hardships they've overcome. It's just incredible and they were all smiling. Kids who'd lost mothers, one girl had been neglected, I think she was actually adopted out. Just smiling and positive, wonderful kids. And we adults could certainly learn a good lesson from those kids.

## **ACADEMIC AFFAIRS**

### **Sabbatical Reports**

Nancy Allen gave the following report on her sabbatical:

Accomplishments

1. Research job opportunities overseas - NZ
2. Check Educational opportunities overseas - NZ/ AU
3. Create Alliance with Leeds University in England - discussed possibility of 'teacher exchange'
4. Program Plan - Write it ..... Redesign labs
5. Redefine Program goals
6. Identify remedial instructional aids for 'studio' classes - develop 'how to' CD-ROM's for use in studios [students want more individual hands-on instruction - this is impossible - CD-ROM next best thing] Then we need computers in the studios to run the CD-ROM's. Built this into program plan
7. Identify new classes needed based on industry trends.
  - Surround Sound Mixing
  - DVD Mastering/ Duplication
8. Explore need for short term/ intensive classes - Implement m94 [12 wk]/ m95 [12wk]/m61[12wk]/ m65[4week]
9. Evaluate need for new classified position -Computer Music Software/ Network Technician
10. Design and develop new Computer Music Software/ Network Technician job description and interview questions, and submit to hiring committee
11. New Zealand trip to see tech institutes there
12. AES [Audio Engineering Society]- international educational contact established - discuss possibility of intercontinental 'real time' classes via teleconferencing over the internet... i.e. teacher in France holds class and students world-wide are able to access the class via internet.
13. AES [Audio Engineering Society]- lead student group to Paris for Convention - students applied for international student section

14. Poll industry professionals - what is most important attribute to new hiree [ attitude]
15. Alter teaching focus to include more on teamwork and work ethics
16. Check other schools to compare graduation requirements - they require an internship [i.e. Arizona Conservatory of Music]
17. Studio videos shot
  - Studio A
  - Studio C
  - Studio D
  - Tascam 488's
18. Check with other schools - Mira Costa- what software in lab
19. Check with other schools - Mira Costa- online testing - etude
20. Design program PR materials
  - Create packet to send to prospective students
  - Develop Program postcard for use @ conventions i.e.-AES Conventions Education Fair
21. Design new information delivery method for studio classes - overhead cameras
22. Mix FOH for Jose Feliciano
23. Develop new Recording Faculty job description and submit to hiring committee
24. Initiate alliance with newly opened MARS MUSIC in Cerritos
  - Place students in jobs
  - Students to receive add'l discount
25. Music Technology Advisory Council - recruit new members for May 2000 meeting - Robert Scovill - Front of House Mix Engineer for Tom Petty/ Christy Coobatis [Music Dept Chair- Mira Costa College]
26. Establish alliance with Mix Magazine editor John Peterson - begin receiving monthly 100 complimentary copies of Electronic Musician Magazine for student distribution
27. Assess need for standardized Master Control Use video - Shoot video
28. Assess need for New Faculty "How To" video - how to fill in forms/ how to call in sick/ how to understand your paycheck/ how to change classroom location
29. Begin building follow-up database of program graduates and dropouts - many students achieve industry success without to need to complete program

30. Explore need for 'internet audio' in curriculum - begin teaching in m61 - plans to write short term internet audio class.

**Ongoing**

Shoot add'l studio/complex how to's

- Master Control - new rules
- Studio B
- Update Studio C
- Outboard gear - Newly purchased
- Cable wrapping/ Equipment Handling
- ADAT Operation

1. Machine computers in all studios [lg & small] - For instructional CD-ROM playback and lab compatibility
2. Need Color Cameras, large screen projection and audio playback in Studios

President Polsky: Thank you, Nancy. (applause)

Adolph Buelna: I'd like to just begin by saying thank you. It wasn't until my first day back in the classroom that I realized how valuable was the time I had been given. Not only was I able to do all the stuff I said I would do in my proposal, but I was able to take some time out for self-enrichment. What I did was I rode the train from California to Kansas City, Missouri and then I took a shuttle from there to Lee Summit and I spent a couple of weeks in the fall of 1999, taking courses in religious studies. Then I was able to return in the spring of 2000 and do that again; and I feel that it did more than just recharge my batteries. Now, to the meat of what I proposed, was what I did was I put together six multi-level conversation classes for English as a Second Language students using the Crossroads Cafe video series as a focus for the conversation. What we do in class is we don't just watch television. What they do is they check out class sets of videos and take them home and watch them and we spend the time in the classroom talking about it and doing other things like that. What happened when I first piloted this class before the leave, I called Media Services and asked them to make me a class set of videos, and they didn't refuse me, but they weren't very thrilled and I asked them, "Why aren't you thrilled about making a class set of videos?" and they told me that it's because you can't dub videos quickly. Each video - if it's a 30-minute video, it takes 30 minutes to reproduce - so, what I did was I produced six class sets of videos. Each video has four episodes on it and there are 26 episodes in all - there are six classes, so it actually represents about 300 hours of duplicating time. Another thing I did was I made edited videos matched with situations, which are dialogs that go exactly with it. There's a video and a situation for each one of the 26 episodes.

I'd like to explain a little bit about the class. It is a conversation class. We do learn how to talk and we do improve our vocabulary. But the main thing I want my students to learn and - let me put it this way - if you ask any ESL student, "Do you watch TV?" they'll all hold up their hands and say, "yes, I do." But, if they answer the second

question honestly, not just by saying what they think is the right answer, but if they answer the question honestly they'll say they don't watch it in English. What I want my students to learn how to do - what they learn by taking this class - is that they can watch television in English and they don't have to have every single word translated for them. They don't have to have every single word in front of them. They can actually pick up the language from what they're watching, from the context, and from the situation. A lot of students at first stop it and say, "who's that, who's that," and they learn with time. So, that's part of the goal of this class and that's why we need the class sets of videos and then all these dialogs. What I planned to do and what I was able to accomplish was to make these classes ready for other teachers to teach and before my leave, I was the only one teaching the class and, when I got back this fall, we had two teachers teaching and this spring we added a third teacher, and in the fall we're planning to add a fourth. The two classes are in the afternoon, so we have students in the afternoon on the Pacific Coast Campus. Not only is it three teachers teaching, but you have to realize that we teach nine-week sessions, so each one of the classes has begun. One teacher began with course B, then taught B, C, D, & E, and then I began and I did A, B, C, and D, and this would not have been able to be done before my leave. The other tangible product was I did final exams and course outlines, and that pretty well sums it up. Are there any questions?

Vice President Clark: How many students do you have in a class?

Adolph Buelna: In my class right now, my afternoon class, I have 23.

Vice President Clark: Do you have - to start the class - do they have to be able to speak some English, or do you start at zero level?

Adolph Buelna: No. I was able to go on a sound stage six years ago when they were first producing this at one of the ESL structures and I was invited to view it to see what they were doing. It was the first time something like this had been tried and they first started selling this as a course that would take students from a zero level all the way up to advanced. Then I noticed, and some of the other instructors started talking about it, we noticed that, after about six months, they stopped saying that. They started saying it's just for low, intermediate, and above. So in the course listing as it is advertised in our catalog it says for ESL students in what we call our 842 level or above, which would be the third nine-week session or above, and it's multi-level.

Vice President Brock: Did you want to show them five minutes of video?

(Five minutes of the video was shown.)

Vice President Brock: Thank you so much for being so creative.

President Polsky: Thank you. (applause)

Tilahun Eneyew: I was on a sabbatical leave during the academic year 1999-2000. My sabbatical leave proposal was to update and re-write the laboratory handouts for the four physics classes that I teach (Phys. 2SA, Phys. 2B, Phys. 3B and Phys. 10. There are twelve laboratory handouts for each class. I have updated and rewritten all of them. I

have also replaced some of the old experiments with new ones that can be done with the new equipment that we got through capital outlay. The new laboratory handouts are written clearly and concisely. I have put a lot of effort into making the instructions clear and simple so that students can easily follow the procedures for setting up experiments and taking measurements. I have been using these new handouts since the fall semester of 2000 and the students like them.

Besides accomplishing the objectives set out in my proposal, I also studied the possibility of interfacing some of the experiments with computers so that students can collect and analyze experimental data easily and efficiently. We now have computers installed in our laboratories in the renovated Science Building. We have received various sensors, interface equipment and interface software. I have already started interfacing some of the experiments with computers in Phys. 3B. I plan to do the same thing in the other classes.

In addition to working on my sabbatical proposal, I tried to keep abreast of recent developments in physics by reading books and journal articles on particle physics and cosmology. I also attended the American Physical Society's conference in April 2000, and regularly participated in the physics colloquia at California State University, Long Beach.

I have successfully completed the work I had planned to do in my sabbatical leave proposal. I have submitted to the Sabbatical Leave Committee a complete set of updated and new laboratory handouts for all the experiments in Phys. 2A, Phys. 2B, Phys. 3B and Phys. 10. I came back from my sabbatical leave with my intellectual battery recharged and with a renewed dedication to be a better teacher.

I have attached two laboratory handouts as samples.

President Polsky: Thank you. (applause)

### **ADMINISTRATIVE SERVICES**

#### **Resolution, Issuance of 2001-2002 Tax and Revenue Anticipation Notes (TRANS)**

Vice President Wooten: Items 12.3, 12.4 and 12.5 have a lot in common, so I'm going to use 12.3 as the basis for the other two on my description. 12.3 is something you've seen before. It's the Resolution for Issuance of 2001-2002 Tax and Revenue Anticipation Notes.

It is recommended that the Board of Trustees adopt Resolution No. 041701A relating to the District's issuance of 2001-2002 Tax and Revenue Anticipation Notes, commonly known as TRANs. The purpose of these is to obtain short-term financing for cash flow purposes of approximately \$5 million per year. These are one-year notes and the ones that are bought in May 2001 will be repaid in 2002.

Since there is no indication that the percentage of community college funding derived from property taxes in 2001-2002 will be different from 2000-2001, the District is proposing to issue TRANs of up to \$5,000,000 through Los Angeles County in 2001-

2002. The estimated cost of the \$5,000,000 loan is \$132,500 which includes a loan fee of \$19,000 and interest of \$113,500 at a rate of 3%.

The District is proposing to exercise its option to reinvest the TRANs proceeds through the County's Guaranteed Investment Contract (GIC). The District will be able to obtain funds upon seven days notice to the trustee through the County office. The projected reinvestment rate is 4%. It is estimated that the District will earn \$190,000 on the invested funds during the 2001-2002 year. This will yield a net profit of \$57,500. This amount varies year by year and a little over a year ago I made the summary to the Board on the last several years, and it's usually between around \$50,000 to around \$90,000, but again it depends on the interest rate. So, again, I would like to recommend to the Board that they approve this resolution.

It was moved by Member Clark, seconded by Member Uranga, that the Board of Trustees adopt Resolution No. 041701A relating to the District's issuance of 2001-2002 Tax and Revenue Anticipation Notes.

The motion carried, all voting aye.

#### **Resolution, Financing District Improvements**

It was moved by Member Uranga, seconded by Member Clark, that the Board of Trustees adopt Resolution No. 041701B authorizing the District to proceed with lease financing with a nonprofit government public benefit corporation for the acquisition, construction, installation, modernization, and equipping of improvements to various District facilities.

Vice President Wooten: The District has various projects on the Priority Projects list that are not eligible for state funding. The scope of these projects dictates financing if they are to be completed. Sutter Securities, Incorporated, an investment banker, will structure and underwrite the financing. The law firm of Luce, Forward, Hamilton & Scripps LLP would be retained as bond or special counsel in connection with the execution and delivery of the issuance of the debt securities.

At this point, we're not committing ourselves to any money, any loans, any amounts. All we're doing is establishing a relationship with the companies, should we decide to do this in future meetings. If this appears like it's going to be successful, and we have no reason to believe it's not, we'll be coming back with further resolutions in the future.

Vice President Clark: In this, it's pretty specific that this is for the acquisition, construction, installation, modernization, so as the revenues do mature, then they'll be used specifically for these purposes. That's the intent.

Vice President Wooten: The intent right now is that would be the Priority Projects list that we would look at, but once the decision is made and money is due then the Board would have the ability to change this.

President Polsky: I think what he's concerned about is that it's used for property improvements.



Vice President Wooten: Normally they would probably be used for one-time types of things just for the same reason as the TRANS, the interest rate varied, and right now there is a one percent spread, what you want to do is use these moneys as they become available for one-time things and not to make yourselves have obligations because you don't know what interest rate you're going to get.

The motion carried, all voting aye.

**Resolution, Reimbursement of Expenditures**

It was moved by Member Clark, seconded by Member Thorpe, that the Board of Trustees adopt Resolution 041701C to enable the District to be reimbursed for expenditures for certain capital projects from the proceeds of tax exempt securities.

This resolution allows the District to reimburse itself for expenses pursuant to planning, construction, acquisition of capital improvements, and equipment which it finances through Sutter Securities.

In other words, if we do any of the projects that we're thinking about prior to taking on this fiscal instrument, we'll be able to go back and capture those amounts very similar to the reimbursement resolution that the Board passed when we started looking at the bonds several meetings ago.

The motion carried, all voting aye.

**2002-2003 Budget Priorities**

Vice President Wooten: The last point has nothing to do with the previous three so you can erase your memory banks, we're going to go on to another topic. This is the 2002-2003 Budget Priorities, which is the year we're planning for right now. And you've seen this before.

In previous years, Chancellor Nussbaum has asked the community colleges to include the Board as we start preparing the following year's budget.

As in previous years, Chancellor Nussbaum has requested district participation in future budget preparations. In February the chancellor asked each district for input for consideration by the Board of Governors and Consultation. The detail of these inputs is included for information.

I'll be glad to go over those individually if you would like, or if you have any questions.

Vice President Clark: The only thing I have a comment on, and I would like to introduce Chuck Hayden who is the President of the Desert Community College Board, who sits on the CCCT Board, and we were discussing this at the Board of Governors and I think we came to the conclusion that equalization was not a good term, because equalization meant the higher we're going to come down, the lower we're going to go up... and I was wondering if in this we could get into philosophically indicating that maybe there was another term other than equalization that might be desirable. I don't know where that

would fit in there, but I think we need that and decide that equalization isn't the proper terminology and come up with something that has more sizzle to it.

Vice President Wooten: You're exactly correct. The political process has already done it. If you look at item number three just behind the title page, you'll see that the only reason for equalization here is so you would recognize it as the equalization effort. It's now called ensuring student success statewide, ESSS. We had run equalization up the flagpole so many times and had it shot down that we, in fact, did change the name of it and so in the budget process it will be called ESSS; but we put equalization on the front, so you could recognize it as a continued request.

President Polsky: That's very well put.

Vice President Wooten: If you will look back a little further in the pages that have the boxes in it you'll see on item three it says, "modified," and then further back on page two you'll see under number three what we recommended is that instead of \$45 million that it be raised to \$100 million. I have been actively involved in the task force for the past three or four months who has put the proposal together that is being considered right now in Sacramento at the \$100 million dollar level.

Member Thorpe: These are called budget priorities. Are they in priority order or number one is not the most important one, it's just number one.

Vice President Wooten: They are just priority recommendations. It means that these things are priorities as the budget is being put together. They are not saying that access is more important or COLA is more important. I'm not sure why they were listed in this order.

It was moved by Member Clark, seconded by Member McNinch, that the Board of Trustees approve the recommended responses to the 2002-2003 Budgetary Priorities and Recommendations request. These responses were developed through the participative governance process.

The motion carried, all voting aye.

### **CLASSIFIED SENATE**

Nancy Albrecht: Many of our senate members are being trained on the new PeopleSoft application for timekeepers. Payroll personnel are training staff through the end of April. Some sessions may be scheduled throughout May as additional "timekeepers" are identified. We will be running parallel programs in June and plan to go live in July. Joan Carr, Payroll/Benefits Manager, has extended an invitation to any of the Board members who may be interested in attending a training session. As with other segments of PeopleSoft, many classified employees have been working long hours to review and revise PeopleSoft applications to fit our needs. They have created, from scratch, instruction manuals and have provided the training as well.

I'm giving you a sneak preview of the second draft of the Classified Senate Guide to LBCC for New Employees. Jacque Lang-Wilvers and Corinne Magdaleno gathered the

information and I put it together. This draft will be going to the senate board this Thursday for review and revision. The Senate has discussed the need to welcome and offer assistance to new employees. Bill Janssen, Maintenance, has volunteered to contact these new employees and we hope that this guide will be a worthwhile tool for them. If you have any ideas for additions to this guide, please let me know.

President Polsky: How do we find out about the training sessions?

Nancy Albrecht: Just ask me and I'll call and ask her the times and I'll let you know.

President Polsky: Could you let Joan know?

Nancy Albrecht: I'd be happy to.

President Polsky: Great.

### **TRUSTEES COMMUNICATIONS**

Member Uranga: I was honored this past Tuesday, to be selected by the newest councilmember to the Long Beach City Council, Bonnie Lowenthal, to administer the oath of office. That was on April 10, just a week ago, and I was quite honored to participate in that.

Member McNinch: And you did a fine job.

Member Uranga: Thank you. My walrus mustache really stood out.

Member Thorpe: When Miss Allen made her report tonight, I was wondering if the Board might consider looking at finding where our students are. That was, for me, an excellent evaluation about which students have been in the course. I know some courses are easier to talk about than others, but I would really like to know where our students are by programs - transfer, CalWORKs. We had a stinging rebuff from Elizabeth Hill to the Legislature and Gray Davis and a reply from the Academic Senate to that rebuff saying we're not doing our job in accountability and I was wondering if we could at least start out by saying, where are our students? I guess I'm the only one who doesn't know. How many students do we have in transfer programs? I know it's hard to do that because the students are in Program A and B, funded by monies from different sources, and there's overlap, and so on.

Member McNinch: Chef Bertein has been working at keeping records on that for many years. That is a particularly difficult and odious task. Our Interior Design Department has been keeping very good records and they also keep very good track with the garment industry as to how the people are placed there. And, as Nancy said this evening, she is starting to track that and I believe that was one of the things that we asked for.....

Member Thorpe: But it would be nice if we had a report on that though because they're not all in the Interior Design program, but it would be nice to know. The Legislature's always asking us, "What percentage of your students transfer?" I don't have the slightest idea.

President Polsky: Why don't you submit something in writing as to which areas you like and what kind of report you want and then work from there.

Member Thorpe: I'm just asking questions. I don't want to micromanage the institution. But we have programs, the TOPS programs that are reported regularly. Maybe the institution could on some training night that we have, let the Board know where our students are, roughly.

Member McNinch: How many years would you want this to go back?

Member Thorpe: Oh fifty or so.

Member McNinch: Why not 75?

President Polsky: I don't want to send our administration in all different directions.

Member Thorpe: The problem is, Madam Chairperson, the problem is, as Member McNinch just mentioned, how do you measure this by program. It's not something that I immediately know or I wouldn't be asking this question.

Steve Wallech: I can give you some information. We're beginning an assessment process right now. We're going to have fifteen programs going through assessment next year. We expect to have a product at the end of the Spring semester. Also, our vocational programs have already got assessment instruments in place and they could give you the kinds of reports that you're looking for. I've been a member of the Curriculum Committee for 13 years and every time at the end of each semester, our Transfer Center has given a report on the transfer rate, the type of students and where they are going to. So that information is available. All you have to do is follow the suggestion of the chair and that is to put together a request of the list of things that you want reported on and you probably could get the information.

President Polsky: Thank you. That's very helpful.

#### **NEW BUSINESS**

#### **FUTURE REPORTS**

Vice President Clark: I was at a conference recently and we had some sessions on student surveys and I'd like to see if we could get a report of this to look at the forms and methodology that we use as far as deriving student information, how the information is evaluated and used, and then if we had the results of the most current survey that we have maybe at the end of the school year. But I'd like to see if we could get a report that would basically cover those items.

Superintendent-President Kehoe: Dr. Byrd, would there be a report to the Board in the summer?

Vice President Byrd: We could report to the Board in the summer on our progress. We actually plan to conduct a Noel-Levitz survey in the fall - about the fourth week of the semester.

President Polsky: I guess my question again is, what subject does the survey pertain to?

Vice President Byrd: It's called the student satisfaction survey, and it essentially asks the question, what are the most important things to you, in the area of instruction, in the area of student services, in general campus climate. And the second question is, to what degree are these satisfied, and has a variety of areas, all the way from instruction to parking. So the students are able to rate the degree to which they are satisfied. This way, you can identify the gaps in your service, the gaps in your instruction, perhaps, and try to address those gaps.

President Polsky: That sounds good, then. So, it's in the works. Good.

Member Uranga: Also, to add to that, the Accreditation Committee is looking at a couple of surveys, also to assist the committee in the accreditation process, so we could see where we stand as far as student services, as well as with the faculty and staff. It's a two-phase survey that covers not only the students, but also faculty and staff, so that's another area that will be addressed as well during the accreditation process.

President Polsky: Those make good sense.

Member Uranga: And that's over the next year or so.

Member McNinch: Yes, we have a couple of success stories. Paul McCorkendale, who was the outstanding vocational horticulture student 40 years ago, now employs six people of his own. Also, Jenny Oropeza was a Political Science student of ours and she went on to serve on the Unified School Board. She did then serve as a City Council member, and now, she serves us in the State Assembly. So that is anecdotal evidence that we're doing well. But I do agree, it would be nice just to hear facts and figures. But, it's fun to know all of them. John, who was an outstanding carpentry student, has his own business, and he employs three or four people and has gotten his construction license and he was one of the outstanding vocational people the same year as Paul. So, they are there.

Member Uranga: Madam President, I have a study request. Last year, when we discussed our goals, we adopted one of the goals to study the feasibility or the eligibility of the Pacific Coast Campus as its own college and the committee has been established and I'd like to see if we can get a report on the status of that eligibility study, perhaps some time late September or early October before we review our goals for the next current year.

Superintendent-President Kehoe: I think it would be appropriate either the last meeting in September or the one meeting in October, because you will be looking at your goals again in November, so; there will be several reports coming to you either in late September or mid-October so that you can make that evaluation.

President Polsky: OK.

Superintendent-President Kehoe: Then we'll schedule it that way. Could I add, too, that you have in front of you your summer schedule. There are two success stories in that one as well, Mr. Thorpe, page 20 and page 70, two of our transfer students, one to UCLA and one to MIT, and

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we'll continue to give evidence in the schedules of transfer students, just to give some kind of inspiration to incoming students.

Member Thorpe: I think those anecdotes are really well taken and we certainly have the best in the United States. But, we have, what, 28,000 students here and I'd like to know a little bit more about them.....

President Polsky: All right. Do we have anything else under future reports or new business? OK, we'll move along then.

**PUBLIC COMMENTS (NON-AGENDA ITEMS)**

President Polsky: 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 was no response.

**ADJOURNMENT**

President Polsky adjourned the meeting at 6:22 p.m. The next regular meeting of the Board of Trustees will be held on May 8, 2001. 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 Room 101, Liberal Arts Campus.

Assistant Secretary