

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

**Minutes of Meeting of  
September 11, 2001**

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 [September 11, 2001](#).

**CALL TO ORDER**

At 4:00 p.m., Joan Bradshaw, Assistant Secretary, announced that the Closed Session had been cancelled.

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

President Clark: The first order of business is to have a moment of silence. (A moment of silence was observed.)

**PLEDGE OF ALLEGIANCE**

President Clark led the Pledge of Allegiance.

**ROLL CALL**

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

**WELCOME AND INTRODUCTIONS**

President Clark: Let me just make a few remarks before we get into the agenda. I called Jan this morning and we spoke about meeting this evening, about having the Board meeting and she had, and the faculty and the administration, made the decision to keep school open, which I think was the right decision. Our students have been meeting and the teachers are teaching, the administration's been working and all of our staff has been here today. I have the feeling that we honor those who were so meaningless killed by basically not knuckling into these bastards, if you'll pardon the expression, and continuing business, showing them that we are not going to let them stop this country and we're going to move ahead. There may be some difference, and I don't have any disagreement with those organizations who decided they wouldn't meet, but I think it's

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the proper thing to do and I hope you agree with me. And, with that we'll go to the agenda.

**APPROVAL OF MINUTES**

President Clark: Is there a motion for approval of the minutes of August 28, 2001.

It was moved by Member McNinch, seconded by Member Uranga, that the minutes of the meeting of August 28, 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**

**Chancellor's Office Request for 2002 Legislative Program Proposals**

It was moved by Member Uranga, seconded by Member McNinch, that the Board approve the submission of Long Beach City College's 2002 Legislative Program Proposals to the Chancellor's Office.

The motion carried, all voting aye.

**STUDENT TRUSTEE**

Angelica Torres: Good afternoon. I would just like to express my condolences to all of the families and anyone who was in New York or anywhere where we had these occurrences today.

Homecoming is fast approaching, and the Associated Men Students will be having their annual Fylke Day to promote student involvement in Homecoming activities. Homecoming will be held on September 22<sup>nd</sup> at Veterans Stadium. King and Queen applications have also been out and are due today.

The Associated Student Body now has a full board thanks to the special elections held last week. The new members are:

Luke Dumas: Senate President  
Judith Meza: AWS President  
Danny Garcia: ASB Secretary  
Christopher Lim: Rep of LAC  
Rebecca Cervantes: Rep of Academics  
Tracy Anderson: Rep of Legislative Affairs

I would also like to acknowledge LBCC's Women's Soccer team. The team played an outstanding game in Arizona over the Labor Day weekend, and brought home the National Title. They are now ranked # 1 in their division.

The ASB was also recognized last week at a luncheon. A few years ago the Associated Student Body donated \$50,000 to the Planetarium. The LBCC Foundation nominated us for

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the 2001 Benefactor Award. Our ASB was extremely honored to accept 2<sup>nd</sup> place, especially since it is the first time the ASB of any school has been awarded. (applause)

**PUBLIC COMMENTS ON AGENDA ITEMS**

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)

**The following items were part of the Consent Agenda**

President Clark: Are there any items to be pulled from the Consent Agenda?

Member Thorpe: Yes. 5.3.

**HUMAN RESOURCES (Academic)**

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

Appointments

Long Term Substitute	1
Hourly Instructors – Summer	1
Hourly Instructors – Fall	254
Hourly Counselors – Fall	1
Stipends	7
English Placement Test Readers	1

In-Service Changes

Change of Assignment – Voluntary Contract Reduction	1
Department Head Election	1
Change of Salary – Contract	3
Change to Previous Board Action – Contract	1

**HUMAN RESOURCES (Classified)**

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

Appointments

Probationary	1
Temporary	20
Exempt From the Merit System	263

In-Service Changes

Changes and Modifications	3
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Personnel Commission Actions

1

**FINANCE AND PURCHASING**

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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 Nos. 3969 to 3974 for the period of August 6, 2001, to August 17, 2001, in the amount of \$1,338,230.17 as listed.

Register No. 3969 Issue Date 08/10/01	Warrant Nos. 0677715 - 0677961	\$ 659,255.51
Register No. 3970 Issue Date 08/10/01	Warrant Nos. 0677962 - 0678289	324,025.13
Register No. 3971 Issue Date 08/16/01	Warrant Nos. 0678290 - 0678456	120,536.06
Register No. 3972 Issue Date 08/16/01	Warrant Nos. 0678457 - 0678464	12,423.70
Register No. 3973 Issue Date 08/16/01	Warrant Nos. 0678465 - 0678539	28,771.77
Register No. 3974 Issue Date 08/16/01	Warrant Nos. 0678540 - 0678593	<u>193,218.00</u>
	Total Salary Warrants Issued	<u>\$ 1,338,230.17</u>

**Commercial Warrants**

Ratify issuance of commercial warrants for the period August 6, 2001, through August 17, 2001, in the amount of \$1,233,139.63 as listed.

Period Ending August 10, 2001		
General Fund	\$ 412,533.71	
Student Financial Aid Fund	317,472.00	
Child Development Fund	223.61	
Payroll Clearing Fund	5,384.00	
Capital Project Fund	<u>41,005.39</u>	
		\$ 776,618.71
Period Ending August 17, 2001		
General Fund	\$ 218,134.52	
Student Financial Aid Fund	236,294.74	
Child Development Fund	392.81	
Payroll Clearing Fund	598.85	

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Capital Project Fund	<u>1,100.00</u>	<u>456,520.92</u>
	Two week total	<u>\$ 1,233,139.63</u>

Included in the total expenditure of \$1,233,139.63 are the following payments greater than \$10,000, excluding employee benefits and utilities:

General Fund – Fund 01

1. \$44,000 to Pitney Bowes, for an increase to the postage-by-phone reserve account.
2. \$39,914 to Cisco Systems, Inc., for computer equipment, software, and network modules.
3. \$29,886 to First Union, for First Union purchasing card for July 2001.
4. \$11,960 to City of Long Beach Department of Health and Human Services, for “Good Beginnings that Never End” daycare provider health education program.
5. \$11,421 to McKesson General Medical Corporation, for Electrocardiograph equipment for the Health Technologies Department at the Liberal Arts Campus.

**PURCHASING**

**Contract Awards**

There are no contract awards.

**Purchase Order Approvals/Ratifications**

Authorize the issuance of purchase orders for the period August 6, 2001, through August 17, 2001, in the amount of \$398,304.86 as listed.

40000	432.00
40015	540.00
40049	26,288.00
40116 – 40120	21,939.84
40123	2,448.77
40217	16,600.00
40228	1,160.00
40240	172.60
40248 – 40252	16,559.40
40299 – 40301	73,708.20
40304	1,420.00
40307 – 40308	4,229.20
40314 – 40331	75,978.58
40333 – 40334	25,318.72
40340	7,281.88
40342 – 40344	58,296.66
40347 – 40352	19,325.40
40354	1,775.00
40357 – 40372	43,296.27
P18021 – P18027	<u>1,534.34</u>

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Total amount \$398,304.86

Included in the total amount of purchase orders of \$398,304.86 are the following items greater than \$10,000:

**General Fund - Fund 01**

PO 40049	Annual Maintenance & Emergency Service Agreement Building Maintenance & Repairs Account No. 568000-01-651000-0000	\$26,288.00
PO 40120	Air Filter Supplies Agreement Building Maintenance & Repairs Account No. 568000-01-651000-0000	\$12,000.00
PO 40217	Mail Courier Services Agreement Mail Services Account No. 514000-01-677400-0000	\$16,600.00
PO 40331	Copier Maintenance Agreement Purchasing Account No. 566100-01-677100-0000	\$39,000.00
PO 40334	Annual Agreement Bus Transportation Services Senior Center Account No. 514000-01-645200-0000	\$25,000.00

**Capital Fund - Fund 15**

PO 40248	Consulting Services – W Buildings Purchase/Remodel W Modulars Account No. 623000-15-710100-5170	\$10,645.00
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**Certification of Signatures**

Ratify - Amend the Board Action of May 9, 2001, relating to signatures of personnel authorized to sign Warrants, Notices of Employment, and Contracts on the County Certification of Signatures form, to delete Leslie S. Jenkin, former Interim Director of Purchasing, effective August 29, 2001.

**Agreements**

CN 91313.6 - Ratify - Amend - With Delta Dental Plan of California as the Administrator of the Long Beach City College self-insurance program for eligible employees and dependents at an administration fee of \$8.34 per employee per month, effective July 1, 2001, through June 30, 2002.

CN 91314.04 - Amend - With Private Medical Care, Inc., (PMI) for a prepaid dental care plan at a rate of \$31.40 per employee per month, to extend the termination date from September 30, 2001, to September 30, 2002.

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CN 92585.8 - Amend - With Los Angeles Regionalized Insurance Services Authority (LARISA) to purchase Kaiser Permanente Medical plan insurance for eligible District employees and dependents at a composite rate of \$404.62 per employee per month. Associated Student Body (ASB) employees/dependents, COBRA, and District retirees' coverage would be purchased at various monthly and quarterly premiums, effective October 1, 2001, through September 30, 2002.

CN 92966.8 - Ratify - Amend - With Long Beach Unified School District - Head Start Program (LBUSD), for Long Beach City College (LBCC) to rent trailer facilities to LBUSD for the Head Start Program, to extend the termination date from June 30, 2001, to December 31, 2001.

CN 93051.2 - Ratify - Amend - With Community Hospital of Long Beach, to provide a clinical practice site for School of Health and Science students and Dietetic students, to revise the effective dates from June 1, 2001, through May 31, 2003, to August 13, 2001, through August 12, 2003, at no cost to the District.

CN 93060.9 - Ratify - Amend - With School Services of California, Inc., to provide fact-finding services, to revise the effective dates from July 17, 2001, through December 31, 2001, to August 29, 2001, through December 31, 2001, for a fee of \$165 per hour.

CN 93062.9 - Ratify - With Buffum Downtown YMCA, to provide child care for CalWORKs participants, effective August 13, 2001, through June 30, 2001, for a fee not to exceed \$3,000, paid with CalWORKs funds.

CN 93063.1 - Ratify - With Anne Ellis, to provide child care for a CalWORKs participant, effective August 21, 2001, through June 30, 2002, for the amount of \$5,000, paid with CalWORKs funds.

CN 93063.2 - Ratify - With John Matulich, to provide retirement counseling for academic and classified employees, effective September 1, 2001, through June 30, 2002, for the amount not to exceed \$3,300.

CN 93063.3 - Ratify - With Kirsty Morales, to provide child care for a CalWORKs participant, effective August 21, 2001, through June 30, 2002, for the amount of \$3,000, paid with CalWORKs funds.

CN 93063.4 - Ratify - With Maria Limon, to provide child care for a CalWORKs participant, effective August 13, 2001, through June 30, 2002, for the amount of \$3,000, paid with CalWORKs funds.

CN 93063.5 - Ratify - With the American Council of Education, to provide rental of the forms and supplies for the GED Testing Center, effective January 1, 2002, through December 31, 2002, for the amount of \$3,000.

**Use of Facilities**

Ratify request to use District facilities for activity and on date as shown.

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<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
George Genovese Organization.	LAC	Baseball Tournament	Baseball Field	8/11/01
Harvest Films	LAC	Film Shoot	Stadium	8/18,19/01
Weingart-Lakewood YMCA	LAC	Youth Basketball	Large and Small Gyms	8/18 & 25/01
Dana Tynan Photography	LAC	Film Shoot	Stadium	8/20/01
Blue Canyon Productions	LAC	Film Shoot	Stadium	8/23/01
Millikan High School	LAC	Parking	Parking Lot J	9/8/01
Rampage Wrestling Alliance	LAC	Professional Wrestling Show	Small Gym	9/8/01

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

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>
ASB Leadership Retreat Committee	LAC	Planning Workshop	Valhalla Room	8/17/01
LB Fire Department	LAC	Basketball Game	Large Gym	8/17/01
AC Delco	PCC	Training	MM 128 or 130	(10 Dates) 8/22-12/6/01

Facility use rental waived. Equipment/staffing will be charged if necessary.

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>
Scholastic Aptitude Testing	PCC	S.A.T. Exams	BB, DD, EE, and FF Buildings (Various Classrooms)	10/13/01
ACT Testing	LAC	Testing	D102, 112, 113,	10/27/01



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			114, 115, 116.	
Scholastic Aptitude Testing	PCC	S.A.T. Exams	BB, DD, EE, and FF Buildings (Various Classrooms)	11/03/01
Scholastic Aptitude Testing	PCC	S.A.T. Exams	BB, DD, EE, and FF Buildings (Various Classrooms)	12/01/01
ACT Testing	LAC	Testing	D102, 112, 113, 114, 115, 116	12/08/01
Scholastic Aptitude Testing	PCC	S.A.T. Exams	BB, DD, EE, and FF Buildings (Various Classrooms)	01/26/02
Scholastic Aptitude Testing	PCC	S.A.T. Exams	BB, DD, EE, and FF Buildings (Various Classrooms)	03/16/02
ACT Testing	LAC	Testing	D102, 112, 113, 114, 115, 116	04/06/02
Calif. Trucking Association	LAC	Truck Road-eo	Stadium Parking Lot	04/13/02
ACT Testing	PCC	Medical College Admission Test	BB, DD, EE, and FF Buildings (Various Classrooms)	04/20/02
Scholastic Aptitude Testing	PCC	S.A.T. Exams	BB, DD, EE, and FF Buildings (Various Classrooms)	05/04/02
Scholastic Aptitude Testing	PCC	S.A.T. Exams	BB, DD, EE, and FF Buildings (Various Classrooms)	06/01/02

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

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>
LBCC Foundation	PCC	Board of Governors Fall Breakfast	Horticulture Ctr.	9/13/01
North Long Beach	PCC	Meeting	FF101	9/15/01

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Community  
Action Group

Associated Women Students	LAC	New Member Presentation	Nordic Lounge	9/28/01
John Deere	PCC	Engine Training	MM 130	10/22-26/01

Facility use rental waived. Equipment/staffing will be charged if necessary.

**Institutional Memberships**

California Fashion Association (Paid with Economic Development funds)		\$	500
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Correction from August 28<sup>th</sup> Board:

The Rotary Membership for Dr. Art Byrd is for the Lakewood Rotary not the Long Beach Rotary. This will actually establish a new membership not add to an existing membership.

**Rejection of Claim**

Reject the claim presented by attorney Marshall A. Caskey on behalf of his clients, Catherine McCraw, Rhonda McCraw and Sandra McCraw with regard to an incident which occurred at the Pacific Coast Campus from May 1996 to the present.

**Donation**

Accept the donation from Pro-Cut International Ltd., LLC, 10 Technology Drive, Unit 4, West Lebanon, NH 93784, of one brake lathe and master adapter package for the car servicing of rotors and drums for use in the Advanced Transportation Technology Center Program, and request that a letter of appreciation be sent.

It was moved by Member McNinch, seconded by Member Polsky, that the items on the Cosent Agenda, with the exception of item 5.3, be approved. The motion carried, all voting aye.

**Salary Adjustment for Classified Limited-Term Employees**

Member Thorpe: Mr. Chairman, I have one question. It states that AFT employees were provided a combined increase of 3.67%. I notice that the person who probably could answer that isn't here. Is that actually just an arithmetic increase or is that compounded on the schedule?

Superintendent-President Kehoe: I will ask Les Allen to respond to that.

Les Allen: Darwin, I didn't hear the total question. Could you repeat it please?

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Member Thorpe: Yes. The two percentages -- it says that there was a combined increase of 3.67% (2.26% for 1998-99 and 1.41% for 1990-00). Are those on schedule and should they have been compounded for this report?

Les Allen: They're on schedule. I know that. I do not know whether they're compounded. It's my understanding that they're doing them individually, but....

Member Thorpe: Well, if they're on schedule then they should be represented and reported as compounded, which they're not.

Les Allen: I can't respond to that.

Superintendent-President Kehoe: I believe Catalina Cruz might be able to shed some light on this.

Catalina Cruz: Yes, I can confirm that it's compounded. The compounded rate really is 3.70% for the two years and that is also on schedule.

Member Thorpe: I'd like that to be in the motion then, providing a combined increase of 3.70%, which would make it then accurate.

President Clark: Well, we could include that in the narrative.

Member Thorpe: If that's the case then I so move it.

Member Polsky: Well, I think we should make it very clear that that is the compounded rate.

Member Thorpe: Yes, compounded increase of 3.70%.

Member Polsky: Add it to it, but just don't replace it.

It was moved by Member Thorpe, seconded by Member Uranga that the Board of Trustees increase the compensation for classified limited-term employees 3.67% (a compounded increase of 3.70%), effective October 1, 2001.

The motion carried, all voting aye.

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

There was no report.

**SUPERINTENDENT-PRESIDENT**

There was no report.

**ACADEMIC AFFAIRS**

**Sabbatical Reports**

Vice President Brock: We have an opportunity to hear two short sabbatical leave reports tonight. The first one is Sheree King.

Sheree King: I'm Sheree King. I direct the dance program here and my report was a project called "Life Forms: 3D Computer Animation Software for Choreography," and I learned about this program in the past year. I went to a conference on Dance and Technology and did a three-day intensive workshop and I'm going to show you a short clip of it in a minute. Basically the program is used by choreographers to create movement before they go into rehearsal so that you can prepare and try out things and save some time in the preparation of your choreography. It takes quite a bit of intensive work to learn how it works. You have to pose very figure. You have to pose everything down to the little baby toe on the figure and then you put it on a timeline and the computer does the animation for you. But you're dealing with three dimensional space on a two dimensional screen, so it takes some getting used to. I made two major choreographies with music and you'll see one of them here as a trio, and then I did several short animations of class work. I did many poses. In other words, you save the poses and you can use them as a library of poses and I created all of those. Plus I re-created the syllabi for the choreography classes that we teach here to incorporate Life Forms and I've begun teaching it this semester and the students are all very excited about learning about this. So, I'm going to show you this little clip of the first trio that I worked on. (Sheree King showed the clip.) (applause)

That took me about two months to work on that one. That was the first one I did. It got a little easier as things went on. That's basically what I did.

President Clark: Thank you, Sheree.

Vice President Brock: The next report is from Ray Burton.

Ray Burton: I'd like to thank you for the opportunity to join you for a few minutes this evening. I was in a meeting just recently and I found it quite interesting that they asked me if I was new here, as some of you may wonder, as well. And I responded with, "No, actually, I started here in 1971, and I haven't left here yet."

What I started doing was taking my lecture notes.... I've been teaching a large lecture class of about 60 - 70 students each semester and I wanted to find a little better way to get the information presented. So, I took all of my lecture notes, broke them all down and I do a Powerpoint slide presentation, which is not that big a deal, but, at least, I was able to include in this some of the multimedia applications and, in this particular case, I talk about the significant of a clip like this (clip was shown). It's a fun piece and I play it considerably longer than in class and they seem to enjoy it. The significant part of that was that it was demonstrated at the Apple Convention. This slide show was demonstrated by Apple with a pocket-sized hard drive on 50+ monitors, all playing off of this one small hard drive. It was a pretty major accomplishment for Apple at the time. The other part that I try to help my students begin to better understand, is the convergence of our technology. We've grown up knowing television, but now with the computer age, many of our young people today have not known a time when we didn't have computers. I just looked at a flat screen the other day that not only has a television built into it, and you can watch TV while you're working, but it has channel selectors so you can do that whole thing, as well.

So, I talk about the convergence of this technology and I get a lot of people asking about wide screen TV vs. the regular TV, so I try to give them a real concept about HDTV and then about what you see on a regular TV screen, and you can see some of that (clip was shown). This is probably the most downloaded clip in the history of video taping, and, of course, it's *Star Wars*. So, this gives us a chance to see side-by-side what a regular TV screen would look like compared to the HDTV and, indeed, that is where most of our television stuff is going. I've done some research to find out how they like this program and they seem to really like it quite a bit because it's easier to keep track of the notes and see what I'm talking about. So this is what I do in my lecture class.

In the case of technology, I should probably also share with you that, you know, last year I took the group to Singapore and Brunei and we were going to China as of yesterday. I was on a phone call today to find out if China is going to let us in and if they do I'll be taking a group from Mexico and North Carolina to China in October and we will be interviewing, hopefully, some heads of state. We've arranged to interview Vicente Fox at this point and may have an interview with Colin Powell, depending on what happens within the next 30 days.

President Clark: Well, Ray, I've known you've been here for years. You're such a quiet, modest individual, that's why you're not recognized.

Ray Burton: Well, they did look at each other and say, "Is that what my hair is going to look like in a few years?"

President Clark: Is this your last meeting? No? We have one more meeting with Marilyn Brock. You know Marilyn is going to be the Superintendent-President at Mendocino. (applause) On the one hand, we're very proud, and on the other hand, we're somewhat disturbed that you're leaving. Congratulations. You've done a good job.

## **STUDENT SUPPORT, PLANNING AND RESEARCH**

### **Report on Student Surveys Administered at Long Beach City College**

Dr. Fred Trapp, Administrative Dean, Academic Services and Institutional Research, gave the following Powerpoint Presentation:

#### **Presentation Overview**

- What student surveys do we conduct?
- How do we conduct them?
- What kinds of questions are asked?
- What do we do with the information?

#### **What Surveys Are Frequent?**

- Graduates
- Transferred Students
- Instructional Program Review
- Student Experiences (CCSEQ)
- Support Offices Program Review

- Point of Service (Counseling, et. al.)
- Student Satisfaction (Noel Levitz)*

**What Surveys Are Less Frequent ?**

- Leavers w/o an Award
- Students Who Dropped Classes
- Students Recommended to Basic Skills
- Institutional Priorities (Noel Levitz)*

**How Are They Conducted ?**

- Mail out and back
  - Graduates, Transferred Students, Leavers
- Classroom
  - Program Review, CCSEQ, Noel Levitz
- Point of service
  - Counseling, et. al.

**What Kinds of Questions?**

**(Graduates)**

- Learning experiences and growth
- Faculty
- Library & staff
- Academic environment
- General experience
- Admissions & Registration
- Counseling
- Facilities
- What LBCC did well
- What LBCC should improve

**What Kinds of Questions?**

**(Transferred Students)**

- General academic preparation for transfer
- Major preparation
- Courses strengths and weaknesses
- Teaching at LBCC vs transfer college
- Sources of transfer information
- What LBCC did well
- What LBCC should improve

**What Kinds of Questions?**

**(Instructional Program Review)**

- Why enrolled

- What help you succeed
- What was a barrier to your success
- Course, materials, study habits
- Program information
- Preferences re when classes are scheduled
- What liked best about the program
- What would you change about the program

**Community College Student Experiences Questionnaire (CCSEQ)**

- Built around the *engagement theory*
- Addresses *principles of good practice in undergraduate education*
- Question clusters
  - learning activities
  - campus contacts
  - learning gains
  - college environment

**CCSEQ Question Clusters**

- Learning Activities
  - learning & study skills
  - academic course behavior
  - writing habits
  - library use
  - science course work
  - vocational course behavior
  - computer use
- Contacts
  - faculty
  - student acquaintances
  - counseling, career planning
  - clubs & organizations
  - athletic events
  - art, music, theater events

**CCSEQ Question Clusters**

- Estimate of gains
  - 25 common growth and learning outcomes from the college experience
- College environment
  - 8 items regarding treatment from staff and general college atmosphere
- 20 locally defined questions

**Student Satisfaction Inventory**  
**(SSI, Noel Levitz)**

- Ecosystem question structure
  - Level of importance and satisfaction
  - “Gap analysis” strategy
- Explores actions to improve the quality of student life and learning
- 12 Question Clusters
- Overlap with staff survey items
- 10 locally defined items

**SSI Question Clusters**

- Academic advising effectiveness
- Campus climate
- Concern for the individual
- Instructional effectiveness
- Recruitment & financial aid effectiveness
- Registration effectiveness
- Responsiveness to diverse populations

**SSI Question Clusters**

- Campus support services
- Safety & security
- Student excellence
- Student centeredness
- Service excellence
- Academic support services

**Institutional Priorities Survey**  
**(IPS, Noel Levitz)**

- Ecosystem question structure
  - Level of importance and agreement
  - “Gap analysis” strategy
- Probes priorities of LBCC personnel
- Overlap with student survey items
  - Same 12 question clusters
  - Compare areas of high importance
- 10 locally defined items

**SSI and IPS**

- Identify areas of strength
  - high importance and high satisfaction/agreement
- Identify areas for further dialog



- differences in importance
- Identify areas for action
  - high importance but low satisfaction/agreement

**Identifying priorities for action**

**What Do We Do With the Information?**

- Survey Reports go to
  - Academic and student service deans
  - Department heads and faculty
  - Planning and self-study committees
  - Campus community
  - Public at large
- Print, power point and web presentations
- Used in planning and action activities
- Used in accreditation self-study

**That's All the Survey Says**

- Institutional Research & Academic Services Staff
  - Sheri Sterner, Research Analyst
  - Laura Wan, Research Analyst
  - Monique Fernandez, Student Assistant
  - Mary Johnson, Administrative Secretary
- Research Advisory Committee

President Clark: The only thing that I would like to suggest Fred is, I noticed all of the groups that this information goes to, I think the trustees would like to be added to that list of who receives this information and maybe if Noel Levitz are going to be available, to have them make a presentation. It would be interesting to do that.

Member Thorpe: Dr. Trapp, this is the first time you're using the Noel Levitz instrument? This fall?

Dr. Trapp: Yes.

Member Thorpe: And it will be available approximately when?

Dr. Trapp: We're trying to get it into people's hands later this month or the first two weeks of October, so we might ship it to the company in late October and get results back no later than the first part of November. We would very much like to make the information available for self-study accreditation purposes, as well as to help us in planning, as well as to help us in our review of institutional effectiveness and work on student retention.

Member Uranga: You also mentioned here that there's room for 20 locally-identified defined questions? Do you use the consultants to help develop those areas that you want to define or do you establish a committee for that?

Dr. Trapp: We've used the Research Advisory Committee in the past and this time for the Noel Levitz instrument we're using the Accreditation Self-Study Steering Committee and Self-Study committees asking them to suggest questions that would help them in the accreditation self-study. We're also asking some other community colleges in the state that have used the instrument to draw on their experience. We have a possibility, also, of comparing ourselves with seven or eight other California community colleges and we're in the process now of identifying ones who are similar to us and considering asking Noel Levitz to give us a comparative analysis that way, as well.

Member Uranga: So this allows us an opportunity to see how we compare.

Dr. Trapp: Yes. That's another possible dimension. They also will provide us with some national data for a small fee so we might look across the entire country as to how we compare to other two-year institutions. That's the benefit of using a professionally-developed instrument like these as opposed to some of the other surveys we may develop on our own, although there we also draw on the experience of others, but we don't have any good way of doing a comparison with other colleges.

Member Uranga: What is the time frame for administering these surveys? How long will it take?

Dr. Trapp: If all goes well, we'll be in and out of this by the middle of October and will have the results back in early November, but there's a lot of labor that needs to go into doing this. Just the mechanics of getting it out and getting it back. We're looking at trying to sample the opinions of 3,000 or so students, so right now I'm actually recruiting people to assist me in just the logistics of this and the analysis.

President Clark: Fred I want to thank you for doing an excellent job and apparently you educate your staff so well, they move on and get better jobs. Thanks, again.

## **ADMINISTRATIVE SERVICES**

### **Resolution, 2000-2001 Appropriations Limit**

It was moved by Member McNinch, seconded by Member Polsky, that the Board of Trustees approve Resolution No. 091101 relating to the District's Appropriation Limit for 2001-2002.

Member Thorpe: I had asked Mr. Farrell if he might comment on the fact that we voted on such a limit on July 10 and I was wondering how the changes came to be that are before us this evening.

Gene Farrell: I appreciated the call and the chance to explain it. I had to go find out. We had just inadvertently used the previous year's multiplier when we calculated the number for apportionment on the one that we brought to the Board on July 10. The

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September 11, 2001**

number that you see, the \$93 million, is the correct number. The only place that it's ever reported is on the 311 and that doesn't go in until after you adopt the budget. So, unfortunately, we gave you a bad number, but it was inadvertent and the number that is reported will be the right number and that's this one.

The motion carried, all voting aye.

**2000-2001 Fourth Quarterly Report**

It was moved by Member McNinch, seconded by Member Polsky, that the Board approve the 2000-2001 Fourth Quarterly Report of the Long Beach Community College District and authorize transmittal of the report to the Chancellor's Office, California Community Colleges.

The motion carried, all voting aye.

**2001-2002 Adopted Budget**

It was moved by Member McNinch, seconded by Member Polsky, that the Board of Trustees approve the Adopted Budget for 2001-2002, and authorize transmittal of the CCFS-311, Adopted Actual Financial and Budget Report, to the Chancellor's Office.

Member Thorpe: According to the good news today, the Assembly passed, I believe, the Scott Bill. 77-0. If, indeed, the \$98 million is put back into the budget and any vetoes are overridden by the Legislature, will the Budget Advisory Committee or some other committee convene on how to put the \$1.7 million dollars back into the budget?

Superintendent-President Kehoe: Yes, the Budget Development Committee will meet. We have a plan in place; we have priorities that would have been funded had we had our regular budget. We had to re-evaluate, of course, when the Governor cut that budget. Some of it could be found in the June advance budget that you saw we had to cut. So, it will be recommended to the Board that we restore some of those areas, but the Budget Development Committee will review it prior to our bringing it back to you.

Steve Wallech: Is that the Budget Advisory Committee?

Superintendent-President Kehoe: I'm sorry, I meant the Budget Advisory Committee.

Member Thorpe: I just have one other question. I noticed in the Adopted Budget, in the General Fund 01, the Beginning Balance from last year's actual to this year is showing a little better than a 33% increase, which kind of shocked me a little bit. I notice that it is included apparently in the General Fund 01 amount, Revenue plus Beginning Balance, and that particular one is 7.7% increase to this year and, of course, I understand those are all speculative figures; but I was wondering if anyone knows kind of where we got, well the \$9 or 10 million since June 26? That's great news; I'm just wondering where it came from.

Superintendent-President Kehoe: Catalina is ready to answer your question.

Catalina Cruz: First of all, I'd like to say that the figures that you have here are exactly the same figures that were presented to you when Mr. Wooten was here before. I can answer your question. What actually happened was a lot of Partnership for Excellence dollars that we appropriated for last year were not spent, because if you look at page 7, the famous page 7, that Mr. Wooten actually said last time, you see that there is Partnership for Excellence at the bottom half of that reserve. On the page, the \$5.3 million actually was not spent, but it's being reserved and it's all spent in the next year. If you look at that bottom half again, Partnership for Excellence line under the reserves, \$5.3 million and change, is actually in reserve, but there's no longer a reserve in the third column and what that really means is that it's all spent into the next year and that's why we technically have an inflated beginning balance because you didn't spend all of that PFE money. You're spending it all in the next year. It's not new money, it's just unspent appropriations.

Member Thorpe: Thank you very much.

The motion carried, all voting aye.

**Energy Update: Report on Co-Generation**

This report will be given at a later date.

**PACIFIC COAST CAMPUS**

No Report.

**ACADEMIC SENATE**

No Report.

**CLASSIFIED SENATE**

No Report.

**TRUSTEES COMMUNICATIONS**

Member McNinch: I'd like to take this opportunity to acknowledge the tremendous job that our administrators did today based upon the horrific events of our country going into war. They convened early this morning, had counselors in place for our students, evacuated our staff from the Long Beach World Trade Center, in case there would be a danger there, and had a full contingent emergency plan and I am very proud to be associated with all the fine people who are employed at this college who put this together. You've done great.

President Clark: Very good. Very well spoken.

I had a communication in regards to being on the Board of ACCT. I assume that Dianne and Roberto and myself would like to continue on committees. Anyone else want to be recommended to a committee for ACCT. We have to get in a request for that and, by consensus, I'll do that on behalf of the Board.

Member Thorpe: I just wanted to mention that there was a ... Every once in a while a Letter-to-the-Editor rises well above the kook element typical with Letters-to-the-Editor of the *Press-Telegram*, and the one I mentioned is the police in schools article by our own Grant Boyer in which he states, "One of the greatest challenges facing our society is to realistically educate our people regarding the Criminal Justice system and particularly the police function.." This article is in retort to some of the articles that said we shouldn't have police in high schools opening up this year. This was written, of course, before today's events and I wanted to hand it in for distribution, and thank Mr. Boyer.

**NEW BUSINESS**  
**STUDY SESSION**

Saturday, November 3, 2001: Board Goals/Review of Board Self-Evaluation Form

**FUTURE REPORTS**

9/25/01 - Report from the Eligibility of a Two-College District Committee

**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 Clark: As we close today, I'd like to have us stand and have a moment of silence again on behalf of all those who have lost their lives in such a meaningless activity that we had from sources unknown. Please bow your heads. (A moment of silence was observed.) Thank you, and go in peace.

President Clark adjourned the meeting at 5:45 p.m. The next regular meeting of the Board of Trustees will be held on [September 25, 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 Building FF, Dyer Assembly Hall, Pacific Coast Campus.

Assistant Secretary