

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

**Minutes of Special Meeting of
March 21, 2003**

RETREAT/STUDY SESSION

A Special Meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, (Retreat/Study Session) was held at Boeing PacifiCenter, 3855 Lakewood Boulevard, Conference Room B, Long Beach, California, on March 21, 2003.

CALL TO ORDER

President Uranga called the meeting to order at 8:35 a.m.

PLEDGE OF ALLEGIANCE

Karen Kane, Executive Director of Community Relations and Marketing, led the Pledge of Allegiance.

ROLL CALL

Present: President Uranga, Vice President McNinch, Member Clark, Member Kellogg, Member Polsky, Student Trustee Washington

WELCOME AND INTRODUCTIONS

President Uranga welcomed everyone to the meeting. (See, also, **WELCOME AND INTRODUCTIONS** on last page.)

PUBLIC COMMENTS

Opportunity will be given to citizens 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.

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The times limits are a total of five minutes for items appearing on the agenda and a total of three minutes for items not appearing on the agenda. The time limits may be extended with approval of the Board. Action may not be taken on items not appearing on the agenda. After receiving testimony, the Board may recommend placing such item(s) on the agenda of a future meeting or referring the items to staff for a report. (There were no comments.)

It was moved by Member Kellogg, seconded by Member Clark, that the Board approve the following items recommended by the Vice President, Administrative Services:

FINANCE AND PURCHASING

FINANCE

Appropriation Transfers

Appropriation Transfers numbered 74842, 74850, 74857, 74861, 74884, 74932, 74934, 74972, 75094, 75454, 75459, 75522, 75524, 75629, 75670, 75720, 75741, 75783, 75787, 75794, 75797, 75820, 75849, 75858, 75889, 75891, 75894, 75897, 76055, 76087, 76096, 76104, 76107, 76110, 76114, 76129, 76157, 76167, 76215, 76226, 76279, 76321, 76326, 76408, 76489, 76597, 76612, 76614, 76616, 76618, 76628, 76640, 76779, 76784, 76789, 76791, 76793, 76795, 76800, 76805, 76807, 76835, 76858, 76864, 76866, 76868, 76882, 76885, 76976, and 77176 for the General Fund, in the amount of \$2,021,513 as listed.

From:	Academic Salaries	\$ 106,789	
	Classified Salaries	216,296	
	Staff Benefits	71,964	
	Books and Other Supplies	56,369	
	Other Operating Expenses	117,898	
	Capital Outlay	591,931	
	Other	<u>860,266</u>	<u>\$2,021,513</u>
To:	Academic Salaries	\$ 408,672	
	Classified Salaries	506,275	
	Staff Benefits	272,758	
	Books and Other Supplies	273,890	
	Other Operating Expenses	139,253	
	Capital Outlay	318,734	
	Student Financial Aid	6,274	
	Other	95,657	
			<u>\$2,021,513</u>

There are no appropriation transfers greater than \$25,000.

Salary Warrants

Ratify issuance of salary warrant listed on Register No. 4099 for the period of February 10, 2003, through February 28, 2003, in the amount of \$6,283,021.91 as listed.

Register No. 4099	Warrant Nos. 0705875 - 0706228	\$765,437.20
Issue Date 02/10/03		

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Register No. 4100 Issue Date 02/10/03	Warrant Nos. 0706229 – 0706273	\$113,581.81
Register No. 4101 Issue Date 02/10/03	Warrant Nos. 0706274 – 0707031	\$482,542.32
Register No. 4102 Issue Date 02/13/03	Warrant Nos. 0707032 – 0707087	\$ 80,140.37
Register No. 4103 Issue Date 02/13/03	Warrant Nos. 0707088 – 0707127	\$251,398.00
Register No. 4104 Issue Date 02/28/03	Warrant Nos. 0707128 – 0707270	<u>\$4,589,922.21</u>
	Total Salary Warrants Issued	<u>\$6,283,021.91</u>

Commercial Warrants

Ratify issuance of commercial warrants for the period February 10, 2003, through February 28, 2003, in the amount of \$2,143,625.21 as listed.

Period Ending February 14, 2003

General Fund	\$ 287,995.23	
Student Financial Aid Fund	170,213.32	
Payroll Clearing Fund	97,942.59	
Capital Project Fund	<u>15,299.02</u>	<u>\$ 571,450.16</u>

Period Ending February 21, 2003

General Fund	\$ 165,418.90	
Student Financial Aid Fund	268,141.59	
Child Development Fund	1,824.29	
Payroll Clearing Fund	204,888.42	
Capital Project Fund	<u>536,573.12</u>	<u>\$1,176,846.32</u>

Period Ending February 28, 2003

General Fund	\$ 247,310.97	
Student Financial Aid Fund	14,750.11	
Child Development Fund	610.00	
Payroll Clearing Fund	16,138.21	
Capital Project Fund	<u>116,519.44</u>	<u>\$ 395,328.73</u>

Three Weeks Total \$2,143,625.21

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Included in the total expenditure of \$2,143,625.21 are the following payments greater than \$25,000, excluding employee benefits and utilities:

General Fund – Fund 01

1. \$ 134,079 to City National Bank, for lease payment on Honeywell Retrofit and Energy Management Project.
2. \$ 90,193 to First Union, for First Union Visa purchasing card for January 2003.
3. \$ 60,825 to Ciber Inc., for PeopleSoft professional services from January 11, 2003, through January 24, 2003.
4. \$ 59,681 to Gateway Companies, Inc., for 40 faculty computers, and 1 computer and monitor for Academic Computing & Information Technology.
5. \$ 26,332 to Image IV Systems, Inc., for quarterly maintenance agreement for District copiers, July 1, 2002, through April 1, 2003.

Capital Project Fund – Fund 15

1. \$ 323,744 to Mission Pools of Escondido, Inc., for partial payment for the repair and renovation of the pool, Liberal Arts Campus.
2. \$ 91,193 to Honeywell, Inc., for installation and monitoring co-generation equipment.
3. \$ 25,326 to Joyce Inspections & Testing, Inc., for on-site inspection and natatorium renovation of pool, Liberal Arts Campus, October 2002 through February 2003.
4. \$ 78,750 to West Star Construction, for partial payment, for lighting work, Library, Liberal Arts Campus.

PURCHASING

PURCHASE ORDER APPROVALS/RATIFICATIONS

Authorize the issuance of purchase orders for the period February 10, 2003, through February 28, 2003, in the amount of \$158,122.43 as listed.

46076	\$ 1,800.00
46112	6,776.45
46119	1,500.00
46154 – 46214	112,418.70
46126 – 46223	8,017.41
46225 – 46236	27,459.87
P18285	<u>150.00</u>
Total amount	\$158,122.43

There are no items included in the total amount of \$158,122.43 greater than \$25,000.

The motion carried, all voting aye.

STUDY SESSION
GLOBALIZATION

Facilitators: Dr. Mary Callahan, Vice President, Academic Affairs
Dr. Art Byrd, Vice President, Student Support, Planning and Research
Lou Anne Bynum, Vice President, Economic and Resource Development

Dr. Mary Callahan, Vice President, Academic Affairs, gave the following presentation:

GLOBALIZATION IN INSTRUCTION
INSTRUCTIONAL PROGRAMS

- Specialty programs
- Degree programs
- Individual classes
- Curriculum infusion

PROGRAMS

- Study abroad
- International business
- Languages

GOALS OF STUDY ABROAD PROGRAM

- Encourage students to broaden understanding of other cultures
- Encourage students to develop an awareness of the interdependence of nations
- Provide students with opportunities to participate in credit foreign studies programs
- Provide faculty / staff with the opportunity to participate in cross cultural training and instructional opportunities.

STUDY ABROAD

- Available to all students
- Attract students from across spectrum
- Financial aid
- Summer programs
- Credit classes
- Varying destinations

STUDENT APPLICANTS

- Meet prerequisites of courses offered
- Submit application to coordinator
- Accepted on a first-come basis
- Waivers as appropriate
- Accept terms and conditions including the college code of behavior.

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- Pay fees / costs as appropriate
- Attend a predeparture orientation
- Evaluate the experience upon completion

DESTINATIONS

- Madrid
- Berlin
- London
- China
- Australia
- Cuba
- Chile
- Ireland
- Italy

INTERNATIONAL BUSINESS DEGREE

- Basic business practices
- Classes designed to function in the international marketplace including law, banking, finance, marketing, export/import.
- General classes, including foreign language
- Internships

PORT OF LONG BEACH TOUR (Picture)

CITD INTERNSHIP (Picture)

GROUPEX INTERN (Picture)

SPEECH CONTEST WINNER (Picture)

SCHOLARSHIP WINNER (Picture)

LANGUAGES

- Proficiency of language emphasis
- Foreign language 15 units of the language required
- Additional courses required for global emphasis including world history, international business, specific literature classes
- Increasing Asian language offerings

ENGLISH AS A SECOND LANGUAGE

- Basic ESL classes for conversational language as well as reading and writing
- Intercultural communication
- Social interaction skills
- Occupational communication skills

SPECIFIC COURSES

- Geography
- Cultural and world regional
- Social science

- Comparative world cultures
- Economics
- Macroeconomics/ economic geography
- Film
- Art and Artists – international films
- Political science
- Comparative governments
- World politics

CURRICULUM INCLUSION

PROGRAMATIC INCLUSION OF INTERNATIONAL CONCEPTS

- English – Reading Assignments in Basic Writing Classes
- Journalism
- Social Science
- History/Political Science
- Environmental Science
- Physical/Cultural Geography

Lou Anne Bynum, Vice President, Economic and Resource Development, gave the following presentation:

Economic & Resource Development

Globalization And International Trade Efforts

Student Opportunities

- Internships Cooperation with LBCC Int'l Business Faculty resulted in student internship program
- CITD/CMTAC sponsored Port Tours
- Sponsored lunches & events in the international trade community (IBA, WTCA, Dept. of Commerce)
- Support for LBCC Student International Business Club (i.e., copy event flyers for free)
- Students attend CITD/CMTAC luncheons free by volunteering time (FOODMEX Luncheons, Trade Seminars)

IBA Executive Shadow Program

- CITD/CMTAC Program Manager speaks for Int'l Business Club (2001 & 2002) and LBCC Career Opportunity Classes (2001)

Faculty Opportunities

- Faculty professional development – conferences, CITD/CMTAC seminars, IBA luncheons
- “Bringing real world to classroom” – introduction of key international business people to LBCC faculty and programs (i.e. guest speakers)
- Software/Equipment purchases enhance instructional presentations and curriculum
- Sharing useful international trade resources with faculty (websites, research tools)

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- Curriculum enhancement for nursing program (training nurses how to attend to minorities)
- Online distance learning in international business courses
- Input to International business certificate program & degree program
- **Outreach to Business & Industry**
 - International Trade Seminars
 - Trade Secrets
 - Export Seminar Series

Industry Specific Luncheons

- FoodMex 2002 – Keynote: Justo Frias, Gigante USA
- FoodMex 2003 – Keynote: Wal-Mart/Sam’s Club;
- TransMex – Keynote: Stephanie Williams, California Trucking Assoc.

ANTAD Food & Beverage Buying & Trade Show Mission

- 5 Companies exhibited and completed trade transactions in Mexico City
- Successes: all found distributors; 1 company has a 5-7 truckloads potential orders from Sam’s Club; 1 company has potential to private label all of Gigante’s products; 2 companies have potential orders from 2 Cosco and Sam’s Club
- One-on-one & on-going Technical assistance
- Outcomes
- ’01- ’02- 14 seminars with 150 participants, 100 local businesses served, 411 jobs supported, \$10M in annual sales, \$2 B sales pending

Collaboration with Other Colleges

- **Statewide Brochures**
 - Exporting Automotive Technologies (2 colleges & 2 initiatives), Exporting Electronic Technologies (1 other college), Exporting Processed Foods (2 other colleges)
- **Statewide Programming**
 - Latin America Video Conference Series (1 other college & Department of Commerce)
 - FoodMex 2001 Statewide Conference (Northern, Central & Southern California locations)
 - Trade Secrets Seminar Series (Northern, Central & Southern California)
- **Co-sponsorship/Collaboration of Regional Events**
 - “Doing Business in Mexico Seminar”
 - Latin Business Association Expo booth exhibition
 - California-Mexico Summit of Women
 - Export Seminar Series (collaboration with Torrance CITD & Department of Commerce)

Putting LBCC on Map

International Student Program at LBCC

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Dr. Art Byrd, Vice President, Student Support, Planning and Research, gave the following presentation:

International Student Program at Long Beach City College

International Student Enrollment 1998 – 2002

Spring '98 -	193
Fall '98 -	250
Spring '99 -	262
Fall '99 -	270
Spring '00 -	291
Fall '00 -	312
Spring '01 -	337
Fall '01	367
9-11-01:	
Spring '02 -	356
Fall '02 -	322
Spring '03 -	314

Full-Time Students

- Average units per semester: 12.239
- Average GPA: 3.050

Part-Time Students

- Average units per semester: 4.395
- Average GPA: 3.227

47 Countries of Origin, Spring '03

Japan	151
Korea	19
Taiwan	14
Indonesia	11
Thailand/Cambodia	9 each
Philippines/Sri Lanka	7 each
Morocco/Nepal/Vietnam	5 each
Brazil/Canada/China/Nigeria	4 each
Hong Kong/India/Lebanon/Malaysia/Saudi Arabia/ Argentina	3 each
Belgium/Burma/Costa Rica/France/Germany/Jordan/ Mexico/Tunisia/Turkey/United Kingdom	2 each
Chile/Columbia/Kyrgystan/Latvia/Lithuania/ Pakistan/Peru/Senegal/South Africa/Sweden/Syria/ Tanzania/Trinidad and Tobago	1 each

Male/Female Ratio, Spring 2003: Male: 41%; female: 59

Revenue Generated, 2002

International Students contributed \$1,296,478 in revenue to Long Beach City College in the Spring and Fall semesters, 2002.

American Language and Culture Institute (ALCI) Enrollment 1999 – 2003

2001	-	Spring I	-	22
		Spring II	-	22
		Fall I	-	24

September 11, 2001:

		Fall II	-	15
2002	-	Spring I	-	17
		Spring II	-	16
		Fall I	-	12
		Fall II	-	5
2003	-	Spring I	-	6
		Spring II	-	13

ALCI Transfer Rate

- The average rate of transfer from ALCI to the regular college program at LBCC is 71%.
- Some students join ALCI only to improve English. They never intend to continue.
- Of students who indicate that they intend to continue on to college after completing ALCI, 89% transfer to LBCC. In the past two sessions, 100% of these students have transferred to LBCC.

American Language and Culture Institute

- Nine week intensive English language program:
8:30 AM - 3:00 PM, Monday-Thursday
- \$1550 Tuition per person for each nine week session

International Student Program: Services

- Serve students on F1 (student) visas
- Clarify complex immigration laws and regulations regarding attendance at US colleges
- Facilitate the adjustment of international students to LBCC and American Culture
- Conduct specialized orientation for new international students
- Prepare detailed, clear instructions about campus and INS procedures
- Communicate with the INS through the “Student and Exchange Visitor Information System” (SEVIS).

Support Services Provided by ISP

- App. Assistance and Processing
- Issuance of I-20
- Educational Program infor.
- Registration Assistance
- Complete and File INS applications
- Advise and Assist students in complying with INS regulations
- Report personal and program info. about each student to INS.
- Verification letters as needed
- Health Insurance enrollment and assistance
- Specialized counseling
- Informational Newsletter
- Liaison to other college services
- Housing assistance: Currently 50 host families

Integration into Campus Life

- **Student Life:**
 - International Student Club
 - Service Clubs
 - ASB Officers
 - LBCC Award Winners (e.g., Star, Five Jewel, Viking Award)
- Student Assistants and Tutors
- President's Ambassadors
- Leaders Across Campus
 - Mentors
 - Mentees
 - International Friends
- Athletic Teams
 - Men's Water Polo
 - Men's Golf
 - Soccer

International Student Program Staff

- Ross Miyashiro: Dean of A&R
- Denise Kinsella: Coordinator
- Dolores Franco: Senior Clerk
- Student Assistants

As a result of the above reports, the Board requested that the following reports or study session topics be provided in the future:

- An expanded report on the Nursing Program at Long Beach City College
- Investigation of Sister City Opportunities

Review Code of Ethics and Conduct Statement

Facilitator:

Roberto Uranga, President, Board of Trustees

President Uranga: I have the privilege of presenting the next portion of our retreat today. It is a review of the Board of Trustees Code of Ethics and Conduct Statement. What I want to do right now is just read a couple of comments that came out of our accreditation study that we had back in October. This is some of the observations that the visiting team made:

Observations section:

“The Board of Trustees is comprised of a committed, dedicated and collegial five members who clearly comprehend their role as policy makers for Long Beach City College.”

“The college has made significant progress in institutionalizing a governance process that clarified roles, responsibilities, authority and accountability for each constituent group. The Long Beach City College District Organizational Charts delineate areas of responsibility for the President, the Executive Committee, and the Board of Trustees.”

Conclusion Section:

“The team lauds the Long Beach City College governing board for integrating and coordinating their goals and the implementation calendar with those of the college president and the institutional goals. Additionally, the board seems to be modeling with institutional motto, ‘plan, do and review’ with their mid-year update along with their end of the year review of goals.”

So I think that we got a very good evaluation in terms of our Code of Ethics, our plan, the way we have established our relationship with the Superintendent-President, the relationships that we have established with our various constituent groups and, certainly, this last year has been, I think, a bumper year for the Board of Trustees and how we’ve managed ourselves, managed our negotiations with our various associations, with ourselves; and I think we had a very good year. So I think that this Standard 10 report from our Accreditation Team says it pretty much in a nutshell as to where we stand with our Code of Ethics. But, because we have this as a portion of our retreat, and I think it’s something that we need to review anyway, we should reaffirm our commitment to this code and since we do have a new Board member this year, it would be helpful to review what we have here.

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The Board members made the following revisions/additions/deletions to the Board Code of Ethics and Conduct Statement, and this revised Statement which will be placed on the April 22, 2003, Board agenda for discussion and/or approval:

LONG BEACH COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

CODE OF ETHICS AND CONDUCT

COMMITMENT

Board Members shall:

- Study the Mission of Long Beach City College and faithfully conform to it, thereby creatively serving its ever-changing community.
- Be an active advocate of Long Beach City College, at all levels of government, by encouraging support for and interest in the college at all times.
- Maintain confidentiality of privileged information.
- Conduct all college business in open public meetings except as permitted by law.
- Welcome and encourage the active involvement of students, employees, and citizens of the District with respect to establishing policy on current operations and future developments, and to consider their views in deliberations and decisions as Board Members.
- Implement, enforce and uphold, through enactment of policies and appointment of administrative personnel, ~~uphold, implement, and enforce~~ all laws, rules, regulations, and standards pertaining to the Long Beach Community College District.
- Hold the total welfare of the Long Beach Community College District paramount to any personal benefit or to any other individual or agency.
- Hold confidential all discussions occurring in the closed sessions of the Board.
(from "Primary Tasks" section)

PRIMARY TASKS

As an elected representative of the citizens of the District, Board Members shall:

- ~~Avail themselves of opportunities to~~ Augment their effectiveness as Board Members through participation in conferences, workshops, and training sessions, so long as participation in said sessions have a potential for or are a direct benefit to the District.

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- ~~Communicate the Board's interest in and respect for,~~ Respect the accomplishment of ~~goals by students,~~ student goals by attending student recognition ceremonies, such as commencements and award ceremonies.
- ~~Remember at all times~~ Acknowledge that no individual Board Member has any legal authority outside the meetings of the Board and shall conduct their relationships with college staff, students, the local citizenry, and the media on that basis.
- ~~Help the~~ Promote community understanding of the importance of ~~proper~~ support for the Long Beach Community College District, through the provision of ~~whether it is providing~~ adequate financing, optimum facilities, staffing and resources, advocacy, and ~~or~~ better educational programs for the students.
- Encourage and support programs which ensure equality of opportunity for all employees and students, regardless of race, creed, sex, religion, age, disability, national origin, or sexual orientation.
- Attend all scheduled Board meetings ~~insofar as possible,~~ and become informed concerning issues to be considered at those meetings.
- Confine Board action to policy determination, planning, overall approval, ~~and~~ evaluation and maintaining the fiscal stability of the Long Beach Community College District.
- Hold the educational welfare of the students as the primary concern, keeping in mind what is best for the entire institution, not for specific or specialized interests.
- ~~Hold confidential all discussions occurring in the closed sessions of the Board.~~
(move to "Commitment" section)

INTRA-BOARD RELATIONSHIPS

Board Members shall:

- Promote and maintain good relations with fellow Board Members.
- ~~Work to ensure~~ Maintain an atmosphere of harmony and cooperation in which controversial issues may be presented fairly and ~~in which~~ the dignity of each individual is ~~maintained~~ respected.
- ~~Work with each other in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debates of issues.~~
- Acknowledge and actively communicate that authority rests only with the entire Board assembled in a legally-constituted meeting and make no personal promises or take any private action inconsistent with that ~~reality~~ authority.

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- ~~Recognize that the strengths and effectiveness of the Board is as a Board, not as a group of individuals.~~
- ~~Respect the minority, as well as the majority opinions of other Board Members while abiding by the principles of majority rule.~~
- ~~Treat fellow Board Members courteously and with respect, in or out of meetings.~~
- ~~Understand that when appointed to serve on a committee, Board Members Serve only in an advisory capacity, when appointed to a committee, and ~~shall~~ report, in a timely fashion, all findings to the entire Board.~~
- Inform the entire Board or the Board President when a matter under consideration might involve or appear to involve a conflict of interest. (from "Power" section.)

SUPERINTENDENT-PRESIDENT/BOARD RELATIONSHIP

The Board shall:

- Appoint the best qualified professional leader available when a Superintendent-President is to be appointed and support the appointment of the best trained professional and support staff available upon recommendation of the Superintendent-President.
- Promote a healthy working relationship with the Superintendent-President and his/her staff.
- Delegate authority to the Superintendent-President as the Board executive and set clear and precise direction for the Superintendent-President.
- ~~Communicate to the Superintendent-President to~~ Present to the Superintendent-President recommendations for Board action with sufficient information, in a timely manner, that would allow members an adequate period of time for study and deliberation.
- ~~Recognize the importance of~~ Promote full and open discussions on all facets of any recommendation presented by the Superintendent-President before Board action is taken.
- ~~Individually or collectively,~~ Present any criticisms or concerns regarding the Long Beach Community College District, individually or collectively, directly to the Superintendent-President.

POWER DELEGATION OF AUTHORITY

Board Members shall:

- ~~• Recognize that contacts with the media are best handled by the Superintendent-President or anyone else the entire Board shall appoint to handle such contacts.~~
- Recognize that the Superintendent-President is the primary spokesperson for the District, or a designee identified by the Board.
- ~~• Base personal decisions upon all available facts in each situation; vote by honest conviction in every case, unswayed by partisan bias; and abide by and uphold the final majority decision of the Board.~~
- Refer all complaints to the Superintendent-President who shall report them to the entire Board.
- ~~• Avoid any situation that may appear to be a conflict of interest.~~
- ~~Inform the entire Board or the Board President when a matter under consideration might involve or appear to involve a conflict of interest. (move to end of “Intra-Board Relationship” section)~~

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EVALUATION

Board members shall actively participate in a Board evaluation process at least once a year, to strengthen individual and Board efficiency and performance and to promote excellency.

Specific Plan for Orientation of New Board Members

Facilitators: Dr. Tom Clark, Trustee
Karen Kane, Executive Director, Community Relations and Marketing

Tom Clark and Karen Kane presented the following outline of subjects to cover in an orientation of newly-elected Board members:

TOPICS FOR ORIENTATION OF NEW TRUSTEES

Board Role

- Legal responsibilities
- Organizations (ACCT, CCCT, etc.)
- Financial considerations and benefits
- Community role
- Oversight responsibility of college
- Media relations
- Board policy
- Code of Ethics and Conduct
- Brown Act
- Monitoring of different functions of the district

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- Board committees
- Understanding the mission of the college

Finances

- Sources of Revenue
- Students' scholarships, etc.
- Budget development

Faculty

- Method of recruitment and hire
- Evaluating faculty and courses
- Role of Academic Senate as defined in AB1725
- How new courses are proposed and developed
- Role and status of part-time faculty
- Unions and negotiations

Classified

- Organization - unions - (negotiation process)
- Merit System
- Personnel Commission

Students

- Organizations
- Demographics
- Role of Student Trustee
- Recruitment of students (seamless)

Administration

- Role of Superintendent-President
- Role of VPs
- Role of deans and directors
- Evaluation of Superintendent-President (annual)
- Contractual arrangements with executive administrators and management team members

Other suggestions from Board Members that would prove helpful:

- Updated notebook
- Attend meetings of Academic Senate
- Attend Student Banquet
- Attend Student Leadership Retreat
- Attend President's Ambassadors Orientation
- More interaction with student population

College Resources

Facilitator: Eloy Oakley, Vice President, Administrative Services
Eloy Oakley gave the following Powerpoint Presentation:

1. LBCCD Budget Report

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2. Mid-Year Budget Reduction

- SB 18X signed 3/17/03
 - \$1.8 million less in General Apportionment Cuts
 - \$400 K less in PFE cuts
 - Instructional Equip \$ eliminated, \$1,085,000
 - \$800 K cut to Scheduled Maintenance Grant
 - Total cut relative to Governor's proposal; \$1.2 million less

3. Estimated 2002-2003 Ending Balance

- Based on mid-year reductions, current cuts, and projected expenditures
- \$11,500,000

4. 2003-2004 Budget

(Based on January Budget)

- Major cuts in General Apportionment, PFE, EOPS & DSPS
- Estimated operating deficit given the "current" expenditure pattern:
 - \$22,000,000
 - Not sustainable

5. 2003-2004 Budget

- Cuts currently planned for 03-04
- Other possible cuts:
 - Cuts to Board travel (\$10K)
 - Reduce Board Designated Reserve by 0.5% (\$400,000)
 - Early Retirement Program (Approx. \$1.2M)
 - Part-time hourly, Student Services, Admin Services (Aprox \$10,000,000)

6. Measure E Bond Update

- Current Encumbrances & Expenditures:
 - \$326,053
 - Planning Services, Program Management, Election Expenses, Legal Services
- Planning Update
 - Draft Site Plan Ready by April
 - Architectural Guidelines Ready by May

7. Measure E Bond Update

- Citizens' Oversight Committee
 - Chair, Dr. William Marmion
 - Two meetings held, quarterly schedule
 - Walk-thru of both campuses scheduled
- First Phase Construction
 - Golf Mall; Building F, N, O W, A
 - Creates Surge Space for Future Renovation
 - Full Report in April

8. Measure E Bond Update

- Next Steps:
 - Bond Rating Meeting in SF, 3/27
 - Up to \$40M to be Issued in May, Receive Funds by May 15
 - Conduct EIR, Negative Declaration
 - Comprehensive Geotechnical, Structural and Infrastructure Review
 - Replacement of Steam Boilers and Facelifts

Also, as part of the budgetary presentation, Dr. Mary Callahan, Vice President Academic Affairs, updated the Board on the new Fall Class Session Schedule and time slots modifications. She stated that the modifications are necessary to:

- a. Allow students the option to enroll in back-to-back classes, more than one class per morning, afternoon or evening and to be able to plan schedules ahead of time.
- b. Provide the ability to move classes between buildings, campuses and facilities as we begin to develop and implement the projects authorized by the Board.

WELCOME AND INTRODUCTIONS

The Board members welcomed Jim Schulte and Dede Soto, Project Managers, Boeing Realty Co., who gave a presentation on the development of the PacifiCenter.

ADJOURNMENT

Prior to adjournment, the Board requested that the following reports be presented at future Board meetings:

- Investigate Sister City Opportunities
- Expanded Report on the Nursing Program

President Uranga adjourned the meeting at 3:40 p.m. The next regular meeting of the Board of Trustees will be held on April 22, 2003. The first order of business will be adjournment to a closed session, as needed. The Board will reconvene in open session at 5:00 p.m. in Building I, Liberal Arts Campus.

Assistant Secretary