

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

**Minutes of Meeting of
January 20, 2004**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Building I, Liberal Arts Campus, 4901 East Carson Street, Long Beach, on January 20, 2004.

CALL TO ORDER

The meeting was called to order at 4:00 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 5:02 p.m., in the Board Room, Building I, Liberal Arts Campus. President McNinch reported that, in closed session, no action was taken.

PLEDGE OF ALLEGIANCE

Lt. Diana Walton led the Pledge of Allegiance.

ROLL CALL

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

WELCOME AND INTRODUCTIONS

President McNinch welcomed everyone to the meeting.

APPROVAL OF MINUTES

President McNinch: Is there a motion for approval of the minutes of December 9, 2003?

It was moved by Member Kellogg, seconded by Member Uranga, that the minutes of the meeting of December 9, 2003, be approved as distributed. The motion carried, with Members Clark, Kellogg, Polsky and Uranga voting aye, and President McNinch abstaining, since she was absent from that meeting.

ORDERING OF THE AGENDA

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There were no changes in the order of the agenda.

REPORT OF BOARD OF TRUSTEES

Resolution, African-American History Month

It was moved by Member Uranga, seconded by Member Polsky, that the Board of Trustees approve Resolution No. 012004A proclaiming February 2004, as African-American History Month.

The motion carried, all voting aye.

Committee Reports

There were no Committee Reports

STUDENT TRUSTEE

Natalie Dominguez: Good evening members of the Board of Trustees, Superintendent-President Kehoe, College Administrators, and members of the audience.

Frustration flooded both the Liberal Arts and Pacific Coast campuses during the week of walk-in registration. Students and staff encountered unforeseen problems which included long lines and technical difficulties. Quick and effective solutions were formulated and put into practice. Staff, faculty, and administration spent countless hours manually inputting student information into computers to help speed up the registration process. Once the registration process was corrected, students found it easier to enroll. After a few days of chaos, LBCC students began to settle in and carry on business as usual.

The Student Life Programs carried on their Week of Welcome Celebrations for LBCC students at LAC and PCC. Student leaders offered fellow students free tee shirts, beverages, and food throughout the week. Various programs on campus, which included the Transfer Center and the Job Placement office, offered information about free on-campus programs available to students.

The Cultural Affairs Programs in collaboration with LBCC staff and faculty are involved in presenting a number of Black History Month events during the month of February. These events are designed to help encourage individuals to become more culturally aware of the African-American community as well as the diversity in which we live. One of the events for the month will include a Literacy Day on February 20th. The literacy event will be supported by the Long Beach Read Program and the *Los Angeles Times* "Read by Nine" Program. This event will target elementary school children and will serve to promote the benefits of learning to read. This event will help to support the fight for literacy in our communities and across America.

President McNinch: Excellent report, as usual. I would like to add to that that our college was very well represented at the Martin Luther King, Jr. Day parade. Our college was very well represented and had a fine contingent of students and trustees and it's good to see that we continue to show ourselves in public outreach activities.

PUBLIC COMMENTS ON AGENDA ITEMS

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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

HUMAN RESOURCES (Academic)

It was recommended by the Executive Vice President, Human Resources, and the Superintendent that the Board of Trustees approve the following actions:

Appointments

Stipends 8

In-Service Changes

Department Head Elections 3

Change of Title 3

HUMAN RESOURCES (Classified)

It was recommended by the Executive Vice President, Human Resources, and the Superintendent that the Board of Trustees approve the following actions:

APPOINTMENTS

Probationary 9

Permanent 1

Working Out of Class 1

Temporary 25

Exempt From the Merit System 96

INSERVICE CHANGES

Leave of Absence Without Pay 1

SEPARATION FROM THE DISTRICT

Retirement 4

Resignation 1

Medical Separation 1

Termination 1

Resolution, Board Member Absence Compensation

That the Board adopt Resolution No. 012004B, authorizing compensation to Board Member Dianne Theil McNinch for the Board of Trustees' meeting of December 9, 2003, from which she was absent.

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

- (a) Appropriation Transfers number 106143, 106297, 106432, 106508, 106568, 106600, 106643, 106756, 106800, and 106917 for the Unrestricted General Fund, in the amount of \$94,364 as listed.

From: Books and Supplies	\$	5,091	
Other Operating Expenses		48,179	
Other		<u>41,094</u>	\$ <u>94,364</u>

To: Books and Supplies	\$	36,283	
Other Operating Expenses		18,000	
Capital Outlay		28,001	
Other		<u>12,080</u>	\$ <u>94,364</u>

- (b) Appropriation Transfers number 106076, 106176, 106304, 106313, 106325, 106393, 106414, 106487, 106576, 106580, 106647, 106,652, 106866, 106924, and 106949 for the Restricted General Fund, in the amount of \$509,060 as listed.

From: Academic Salaries	\$	56,785	
Classified Salaries		62,103	
Staff Benefits		19,689	
Books and Supplies		194,974	
Other Operating Expenses		15,163	
Capital Outlay		123,123	
Other		<u>37,223</u>	\$ <u>509,060</u>

To: Academic Salaries	\$	154,586	
Classified Salaries		102,010	
Staff Benefits		31,259	
Books and Supplies		107,252	
Other Operating Expenses		54,032	
Capital Outlay		<u>59,921</u>	\$ <u>509,060</u>

- (c) Appropriation Transfer number 106566 for the Child Development Fund, in the amount of \$500 as listed.

From: Books and Supplies	\$	<u>500</u>	\$ <u>500</u>
To: Other Operating Expenses	\$	<u>500</u>	\$ <u>500</u>

Salary Warrants

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Ratify issuance of salary warrants listed on Register No. 4156 through Register No. 4161 for the period of November 17, 2003 through December 19, 2003, in the amount of \$6,367,147.09 as listed.

Register No. 4156 Issue Date 11/26/03	Warrant Nos. 0718256– 0718391	\$ 4,456,053.09
Register No. 4157 Issue Date 12/10/03	Warrant Nos. 0718392 – 0718719	\$ 921,064.77
Register No. 4158 Issue Date 12/10/03	Warrant Nos. 0718720 – 0718783	\$ 186,953.73
Register No. 4159 Issue Date 12/10/03	Warrant Nos. 0718784 – 0719455	\$ 522,151.47
Register No. 4160 Issue Date 12/16/03	Warrant Nos. 0719456 – 0719486	\$ 39,317.03
Register No. 4161 Issue Date 12/16/03	Warrant Nos. 0719487 – 0719526	\$ 241,607.00
	Total Salary Warrants Issued	<u>\$ 6,367,147.09</u>

Commercial Warrants

Ratify issuance of commercial warrants for the period of November 17, 2003, through December 19, 2003, in the amount of \$6,614,533.10 as listed.

Period Ending November 21, 2003

Unrestricted General Fund	\$ 292,395.64	
Restricted General Fund	191,470.31	
Capital Outlay Projects Fund	648.00	
General Obligation Bond Fund	387,703.88	
Community Service Contract Ed	87,809.84	
Self Insurance Fund	478.00	
Student Financial Aid Fund	2,232,797.24	
Payroll Benefits Fund	<u>34,883.47</u>	<u>\$ 3,228,186.38</u>

Period Ending November 28, 2003

Unrestricted General Fund	\$ 38,434.34	
Restricted General Fund	11,461.03	
General Obligation Bond Fund	230,622.82	
Self Insurance Fund	256.00	
Student Financial Aid Fund	<u>19,780.30</u>	<u>\$ 300,554.49</u>

Period Ending December 5, 2003

Unrestricted General Fund	\$ 692,887.80
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Restricted General Fund	83,083.22	
Capital Outlay Projects Fund	75,000.00	
General Obligation Bond Fund	25,625.00	
Self Insurance Fund	20,000.00	
Student Financial Aid Fund	10,942.86	
Payroll Clearing Fund	300,850.40	
Retiree Benefits Fund	<u>1,540.12</u>	<u>\$ 1,209,929.40</u>
Period Ending December 12, 2003		
Unrestricted General Fund	\$ 611,620.85	
Restricted General Fund	49,942.70	
Child Development Fund	771.58	
General Obligation Bond Fund	72,077.01	
Community Service Contract Ed	29.50	
Self Insurance Fund	12,695.57	
Student Financial Aid Fund	16,665.52	
Payroll Clearing Fund	<u>47,359.46</u>	<u>\$ 811,162.19</u>
Period Ending December 19, 2003		
Unrestricted General Fund	\$ 361,442.89	
Restricted General Fund	63,717.67	
Capital Outlay Projects Fund	972.00	
General Obligation Bond Fund	242,525.47	
Community Service Contract Ed	7,604.96	
Student Financial Aid Fund	345,861.95	
Payroll Clearing Fund	<u>42,575.70</u>	<u>\$ 1,064,700.64</u>
	Five Weeks Total	<u>\$ 6,614,533.10</u>

Included in the total expenditure of \$6,614,533.10 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund - 01

1. \$486,000 to Keenan & Associates, for third quarter installment for membership in the Protected Insurance Program for Schools, for Joint Powers Authority for Workers' Compensation coverage.
2. \$113,60 to Long Beach Police Department, for security service for Long Beach City College for September 2003.
3. \$54,132 to College Enterprises, Inc., for duplicating charges through Pulse for September 2003 and October 2003.
4. \$36,040 to First Union, for First Union VISA purchasing card for October 2003.

Restricted General Fund – 12

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1. \$105,608 to Gateway Companies, Inc., for twenty-five (25) computers, for the Financial Aid department, Liberal Arts Campus and Pacific Coast Campus, for thirty-two (32) computers, for the Computer and Business Information System department, Liberal Arts Campus., for ten (10) computers for the Assessment Center, Liberal Arts Campus, for four (4) computers for the Counseling/Student Support Services department, Liberal Arts Campus, and for four (4) computers for Upward Bound, Pacific Coast Campus.
2. \$56,842 to Student Insurance, for the District's portion (2/3) of the 2003-2004 premium for Long Beach City College student accident coverage.

Capital Outlay Projects Fund - 41

1. \$220,875 to Ciber, for PeopleSoft professional services from September 20, 2003, through November 14, 2003.
2. \$211,243 to Honeywell, Inc., for installation and monitoring of co-generation equipment.
3. \$134,079 to City National Bank, assignee for Municipal Finance Corporation, for Honeywell mechanical retrofit and energy project, September through October 2003.
4. \$75,000 to First American Title Company, for deposit to open escrow for purchase of building at 3340 North Los Coyotes Diagonal, Long Beach, California.

General Obligation Bond Fund - 42

1. \$227,540 to Bovis Lend Lease, for bond and state funded program management services, October 1, 2003, through October 31, 2003.
2. \$44,895 to Marlene Imirzian & Associates LLC, Architects, for professional fees for master programming services for bond projects, August through October 2003.

Community Service and Contract Education – Fund 59

1. \$73,203 to Thomas J. Kiblen and Associates, Inc., for one class of seventeen (17) students, one class of eighteen (18) students and one class of twenty (20) each in the Dale Carnegie Course.

Budget Adjustments

- (a) Budget Adjustment numbers 106348, 106356, 106365, 106370, 106450, 106461, 106467, 106473, 106539, 106549, 106707, 106822, and 106859 for the Community Service and Contract Education Fund, to add \$421,892 to the budget as listed for programs for Bureau of Automotive Repair (BAR) update, Sun Tran, City of Long Beach Business Development Business Seminars, HeadStart, HeadStart staff, Electrical Certification, Dale Carnegie, Center for International Trade Development (CITD), Financial Strategies for Successful Retirement, Kiblen High Impact Presentation (HIP), California Early Childhood Mentor, Transportation Symposium, Board Financial Assistant Program, and supplies.

From: Classified Salaries	\$	360
Staff Benefits		140

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	Books and Supplies	2,216	
	Other Operating Expenses	100	
	Other	<u>418,176</u>	\$ <u>421,892</u>
To:	Academic Salaries	\$ 7,380	
	Classified Salaries	64,948	
	Staff Benefits	9,280	
	Books and Supplies	18,446	
	Other Operating Expenses	318,988	
	Other	<u>2,850</u>	\$ <u>421,892</u>

PURCHASING

Contract Awards

CN 99615.9 – Authorize the Vice President, Administrative Services to approve the selection of the responsible contractor from the responsive bidders for the electrical upgrade, Building A, at the Liberal Arts Campus.

CN 99619.4 – With City of Long Beach for parking citation issuance for Long Beach Community College District during the period of January 21, 2004, through January 20, 2009. Processing fee for 2003-2004 is \$2.67 per citation and may be adjusted annually. District will receive 80% of the revenue from citations and the City of Long Beach will receive 20% revenue.

County of Los Angeles Master Agreement No. 57227 – Ratify with Xerox Corporation to lease copiers for the duplicating centers at the Liberal Arts and Pacific Coast Campuses. Initial lease term is December 29, 2003, through March 30, 2004. District has the option to extend leases for 60-months through March 31, 2009.

Contract Amendment

CN 99611.4 - With Ciber, Inc., Amendment #9, for PeopleSoft software implementation, to extend the termination date from December 30, 2003, to December 31, 2004, and increase the contract for an additional \$800,000.

Bond Contract Awards

CN 22004.3 – Ratify - With Spencer/Hoskins Associates for architectural and engineering services for interim housing for Technology Phase II at the Pacific Coast Campus for the period of November 26, 2003, through June 30, 2004, for an amount not to exceed \$600,000.

CN 22004.3 – With AC Martin for Architectural and Engineering Services for Infrastructure Master Plan for the period of January 21, 2004, through June 30, 2004, for an amount not to exceed \$850,000.

Bond Contract Amendments

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CN 22003.1 - With RobbinsJorgensenChristopher Architects, Inc., Amendment #3, for bond implementation planning services to extend the termination date from September 30, 2003, to December 31, 2003, at no additional cost to the District.

CN 22003.2 – Ratify – With Bovis Lend Lease, Inc., Amendment #2, for program management services for bond and State funded projects to increase the contract amount by \$5,600,000.

CN 22003.3 – Ratify - With Gonzalez Goodale Architects, Amendment #1, to increase the contract amount by \$70,000 for facility programming services for a total contract amount not to exceed \$1,782,000.

Name Change

Banking agreement with First Union Bank for issuance of District credit cards - Change vendor name from First Union Bank to Wachovia.

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period November 17, 2003, through December 12, 2003, in the amount of \$429,285.79 as listed.

47656	\$ 1,447.30
47781 – 47873	<u>\$427,838.49</u>
Total amount	\$429,285.79

Included in the total amount of purchase orders of \$429,285.79 are the following items greater than \$25,000:

General Obligation Bond Fund

PO 47872	Agreement to furnish and deliver concrete sidewalls	
	Account No. 568000-42-710600-5607	\$50,000.00

ACADEMIC AFFAIRS, STUDENT SUPPORT AND ADMINISTRATIVE SERVICES

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

Agreements

Authorize the Vice President, Administrative Services, to enter into and execute the following agreements:

CN 92946.1 – Ratify – Amend – With JM Associates, to provide first collection efforts on past due and defaulted Federal Perkins loans, to extend the termination date from December 31, 2003, to December 31, 2004, for a 30% commission of all amounts collected.

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CN 93028.9 – Ratify – Amend – With the City of Long Beach, to provide use of facilities for the Police Academy and fire science facilities, to extend the termination date from July 31, 2003, to July 31, 2004, for the amount of \$650,000.

CN 93044.1 – Ratify – Amend – With Southern California Motorcycle Gang Investigators Association, to extend the termination date from June 30, 2004, to June 30, 2005, for an additional \$10,000.

CN 93088.8 – Amend – With John Perone, to hear employee discipline appeals and render decisions to the Personnel Commission, on an as-needed basis, for a fee of \$1,300 per diem, to extend the termination date through June 30, 2004.

CN 93094.9 – Correct the Board Action of December 9, 2003 - With CPS Human Resource Services, to provide additional services for the District's Human Resource area, to increase the contract amount by \$19,509.34, effective October 3, 2003, for a total contract amount of \$61,000, to include the phrase "for the 2003-04 fiscal year."

CN93096.8 - Ratify – Amend – With Alvarado, Smith and Sanchez, to provide legal services on an as-needed basis, to increase the contract amount by \$20,000, for a total contract amount of \$80,000, for the 2003-04 fiscal year.

CN 93111.1 – Ratify – With Mt. San Antonio College, to provide funding for the improvement of student skills in creating a portfolio to present for employment purposes, effective December 1, 2003, through June 30, 2004. Amount of funding is \$5,000, funded through a Statewide Leadership Grant for Family & Consumer Sciences.

CN 93111.2 – Ratify – Amend – With Covenant Manor, to provide use of facilities for District classes, to extend the termination date from June 30, 2003, to June 30, 2004, at no cost to the District.

CN 93111.3 – Ratify – With Keenan & Associates, to assume administration of the District's Workers' Compensation run-off contracts, effective January 1, 2004, through June 30, 2005, for a fee of \$75,000.

CN 93111.4 – Ratify – With the National Conference for Community and Justice, to facilitate 20 hours of meetings between the District staff and faculty regarding shared governance, effective May 20, 2003, through December 3, 2003, for the amount of \$5,000. Additional services may be requested on an as-needed basis, for a fee of \$250 per hour, through June 30, 2004.

CN 93111.5 – With Clarke & Associates, to provide training for Upward Bound staff regarding: federal regulations and federal intent on January 24, 2004, for a fee of \$800, paid with Upward Bound funds.

CN 93111.6 – Ratify – With the City of Long Beach, Workforce Development Bureau, for the District to partner with the City of Long Beach Workforce Development System related to One-Stop Career Center System and provide services including: information and referral regarding short-term training opportunities at Long Beach City College in

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over 40 different career and technical programs, information and referral regarding financial aid, registration, student support services, and other forms of student assistance, effective July 1, 2003, through June 30, 2004. The District provides services in lieu of providing funds for the partnership.

Use of Facilities

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

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
Murphy Photo	LAC	Film Shoot	Stadium	12/3/03
Harvest Films	LAC	Film Shoot	Stadium	12/11/03
Mars Network	LAC	Film Shoot	Large Gym	12/13/03
Long Beach Lions	LAC	Football Class	Stadium	12/13/03
Avalon Films	LAC	Film Shoot	Stadium	12/17/03

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>
LBCC Music Dept.	LAC	Band Practice	G126	Saturdays Fall Semester
LBCC Water Polo	LAC	Practice	Pool	11/17/03- 2/13/04
LBCC Community Outreach	PCC	Basketball Practice	CC101	11/17-12/18/03
LBCC Men's Volleyball	LAC	Tournaments	Large and Small Gyms	11/22/03 & 1/31/04
Junior Exchange	LAC	Dinner	Faculty Dinning Room	11/22/03
LBCC Circle K Club	LAC	Banquet	Nordic Lounge	11/22/03
LBCC ODP	LAC	Fundraiser	Soccer Field	Sundays Dec. 03-Jan. 04
Assoc. Men's Students	LAC	Banquet	Nordic Lounge	12/6/03
LBCC Foster &	LAC	ILP Meeting	Gokstad Room	12/9/03

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Kinship Care

LBCC EOP&S	LAC	Orientation	C101	12/10/03
Foster & Kinship Care	PCC	Graduation	Student Life Center	12/16/03, 4/1, 6/10/04
Long Beach Police Dept.	LAC	Reserve Graduation	Auditorium	1/15/04
LBCC Aquatics	LAC	Diving School	Pool	1/16-8/31/04

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>
County of Los Angeles Registrar	LAC	Polling Place	Stadium	3/2/04
UAW Local 148	LAC	Contract Vote	Stadium	5/2, 5/15, 6/19/04
County of Los Angeles Registrar	LAC	Polling Place	Stadium	11/2/04

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>
Andrea's Tours	LAC	Parking	Stadium Lot	1/26-28/04
LBCC Basketball	LAC	Tournaments	Large & Small Gyms	2/1, 2/28, 5/22/04
LBCC Athletics	LAC	Banquet	Large Gym	3/25, 26/04

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

Donations

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Accept the donation from Cheryl Banks-Smith, 1829 S. Point View Street, Los Angeles, CA 90035, of various architectural books for use in the Drafting Program and request that a letter of appreciation be sent.

Accept the donation from Roy L. Huff and Carol F. Huff, of one fully operational 1963 Piper Twin Comanche airplane with spare supplies and tools, for use in the Aviation Maintenance Program and request that a letter of appreciation be sent.

It was moved by Member Kellogg, 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)

New Course Recommendations

It was moved by Member Kellogg, seconded by Member Uranga, that the following new courses be approved:

BUSINESS & SOCIAL SCIENCES, SCHOOL OF

ADJUS 255, Introduction to Forensics (3.0)
CAOTO 265, Customer Conflict Management (1.0)
CBIS 207E, Advanced Web Construction (2.5)
CBIS 251, Introduction to ASP.NET (3.5)
CS 21, Introduction to Computer Science I (3.5)

PHYSICAL EDUCATION & ATHLETICS, SCHOOL OF

PEPF 10, Stretch & Relaxation (1.0)

TRADES & INDUSTRIAL TECHNOLOGIES, SCHOOL OF

ELECT 280, Traffic Signal Systems I (3.0)
ELECT 283, Traffic Systems Communications (3.0)
ELECT 284, Traffic Signal controller & Digital Sys (3.0)

The motion carried, all voting aye.

SUPERINTENDENT-PRESIDENT

Superintendent-President Kehoe: I have a very short report tonight. First of all, we're watching very carefully the national initiatives which should be announced in about 45 minutes by President Bush, on Workforce Development. Also, the state initiative, as well as the local initiative. Particularly, in Lou Anne Bynum's area, we'll be watching those and seeing how they apply to us and whether or not we need to immediately be busy in getting our foot in the door as far as participating in this Workforce Development.

The other thing is, as you know, the Trustee Legislative Conference is coming up this weekend and as a part of that, on Sunday evening, there is an equalization meeting. I will be going to that equalization meeting and any of the trustees who are there who would like to attend, I would appreciate the support, because we need to talk with other districts who are in the same position.

That's the end of my report.

President McNinch: Thank you and count on us.

ACADEMIC AFFAIRS

No Report

STUDENT SUPPORT, PLANNING AND RESEARCH

No Report

ADMINISTRATIVE SERVICES

Initial Environmental Impact Study and Negative Declaration, Industrial Technology Center, Phase I, Pacific Coast Campus

It was moved by Member Kellogg, seconded by Member Uranga, that the Board of Trustees adopt the Negative Declaration for the Pacific Coast Campus Industrial Technology Center, Phase I, new construction and relocation project.

The motion carried, all voting aye.

Resolution, Nonresident Tuition Fee

It was moved by Member Clark, seconded by Member Polsky, that the Board of Trustees adopt Resolution No. 012004C authorizing the following nonresident tuition fees for 2004-2005 beginning with Summer Session 2004:

- (a) \$149.00 per semester unit for nonresident students and international students.
- (b) An additional Capital Outlay fee of \$7.00 per semester unit for international students who are both citizens and residents of a foreign country.
- (c) Normal enrollment fees of \$18.00 per unit, in accordance with Board Regulation 5015.3.A. The following table tabulates fees for nonresident students and international students:

	Nonresident Students		International Students	
Nonresident Fee	\$149.00	Per unit	\$149.00	Per unit
Capital Outlay Fee	N/A		\$7.00	Per unit
Normal Enrollment Fee	\$18.00	Per unit	\$18.00	Per unit
TOTAL	\$167.00	Per unit	\$174.00	Per unit

The motion carried, all voting aye.

Annual Report on Campus Crime

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Lt. Diana Walton: Madam President, Members of the Board, college administrators and members of the audience. This report has been prepared in compliance with your Board Policy, 7007, which you adopted on January 25, 1994. This report includes a comparative compilation of the district's crime statistics for the last two calendar years and it will supply you with a summary of the Police Department's activities during the last year.

As you are well aware, effective August 1, 2003, the City of Long Beach and the Long Beach Police Department entered into a contractual agreement with the district to provide police services and security for both the Liberal Arts and Pacific Coast campuses. In your report, there is Attachment A, which is a crime statistical comparison for the five months of 2003 that the Long Beach Police Department began providing services to the district and we compared that with the same five months in 2002. The Liberal Arts Campus experienced a 16% overall reduction of reported crime, compared to the same five months in 2002, and the Pacific Coast Campus experienced a 29% overall reduction of reported crimes during the same five months. When these crime statistics from both campuses are combined, the district experienced a 19% overall reduction of reported crime for the five-month period.

Attachment B is the crime statistical comparison for the entire year of 2003 compared to 2002. In that report it indicates that the Liberal Arts Campus experienced a 3% overall reduction in reported crime and the Pacific Coast Campus experienced no change in crime compared to 2002. However, when the crime statistics from both campuses are combined, the district experienced a 2002 overall reduction in crime.

In that report you'll note that the only crime that experienced a significant increase at the Pacific Coast Campus was auto burglaries, which shows in the percentage phase, an 1100% increase from 2002. According to the crime statistics, there were 11 reported auto burglaries in 2003, compared to zero in 2002, which appears to be a statistical anomaly. In reviewing the crime statistics for 2001, there were a total of ten reported auto burglaries at the Pacific Coast Campus.

If you also look at the comparison charts there's an "Other" category and in that other classification we incorporate all other crimes that are not categorized in the listed classifications. You will note all the listed classifications and then there are some other miscellaneous crimes and even some felonies that aren't included in there and we also include all the misdemeanor crimes, such as traffic accidents, forgeries and some Municipal Code violations, but we also include all the reports that we're doing for Dr. Fylypaa in regards to discipline. We include that in the "Other" category.

During this reporting period, 2003, 47 students were referred to the Dean of Student Affairs for disciplinary action.

With regards to crime reporting and prevention, the Long Beach Police Department will continue to provide information to the faculty, staff and campus on students on campus crime, working collaboratively with district liaisons and the district staff. You will note in Attachment C that the Long Beach City College website was updated to include a link

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for College Safety and in that link there is also a link to the Long Beach Police Department. This website includes information about campus security and crime awareness, phone numbers and guides for contacting the police department, parking and traffic regulations and, also available through the website, are the crime statistics for both campuses for the three previous years. So if you get on the website right now you will get crime statistics from 2002, 2001 and 2000, and we have plans to add to add more items in the website. And we are also updating the brochures through the Community Relations division. We are updating brochures and making them more readily available possibly in the E building where students spend a lot of time and have all kinds of brochures available for them.

Disaster Preparedness – We are working closely with the district liaison personnel to continue that we ensure compliance with local, state and federal requirements.

Just to give you a little update where we are in regards to staffing. I was selected to oversee the unit and I have a total, for those of you who don't know me, I have a total of 28 years of law enforcement experience, 24 of those in a sworn capacity. I worked for five years in a civilian capacity before I got selected for the Policy Academy. I've worked a variety of assignments including patrol, child abuse, sex crimes and internal affairs.

As of this report, I've selected three police officers who are already currently working for the district at the campuses. In case you haven't met them yet, you will in the future. They are Officers Steven Ritchie, Charlotte Alu and Don Collinske and the three of them have a combined total of 28 years of law enforcement experience. They have worked a variety of assignments including patrol; two of them have worked Youth Services Juvenile, so they have a familiarity with working with students, and Internal Affairs and the Police Academy. I'm actively recruiting for that fourth position as we speak.

I also have five permanent security officers who were transferred to the unit from other divisions in the Patrol Bureau and I have three non-career security officers and they were former recruits in our Field Training Program and, for whatever reason, didn't make it through the Field Training Program, but they have six months of training in the Police Academy and they are definitely well trained to handle the job assignment here. I've interviewed applicants from my Civil Service list and there are right now nine applicants in the pre-hiring phase and that includes, polygraph, medical exam, background. So, upon conclusion of all of those, if they are approved for hire, then we'll hire one of them for this position and train them. They'll go through probably a two-week academy at our Long Beach Police Academy and then we'll have training offered by the district, including Dr. Fylpaa and the liaisons.

Improvements to the trailer, to the facility are on-going and from all points of view they are taking place at a satisfactory rate.

I have to give kudos to Brendan Hayes. I couldn't have done this without Brendan and CeCe and John and I attribute a lot of this success to their assistance. They have been really great to me and my staff.

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Our activities for next year – we plan to complete the staffing and train all of the personnel and it is anticipated that all of the personnel will subsequently attend this campus law enforcement course to get more specialized training, which is a POST-approved course approved by Police Officers Standards and Training. I think that's it, if anybody has any questions.

President McNinch: Lt. Walton, I've heard very good reports about what you're doing on our campuses and I want to thank you.

Member Kellogg: In the report we have we've hired three police officers to fill the position and you say you are recruiting one additional one. Is there any particular reason why we need to have an actual, for lack of a better term, a "blue uniform," versus somebody that's wearing a khaki uniform and the reason I'm looking at it is because blue uniforms are skilled to the level that they are at, but also with the skill level I'm going to assume it costs more. So that was my question about do we have to fill it with what I call a police officer, versus hiring somebody to fill that extra position that would be more like a security officer? Is there a particular reason beyond what the contract says or can we do that, or is that something you just feel more comfortable hiring? Is it something from an organizational structure that you are doing? I was just curious as to why we would need another full-blown police officer if the job can be handled at a lower cost with a security position.

Lt. Walton: I wasn't involved in the negotiating of the contract. From my experience I believe you need the expertise of a sworn police officer and if we don't have the expertise of the sworn police officer on the campus, ultimately the security officers would have to rely on the beat unit to assist them with crimes that they can't take police reports for.

Vice President Byrd: This staffing was part of the original contract for a specific number of police officers.

Executive Vice President Collins: Also what we looked at, when setting that number, is to have on both campuses, on two different shifts, a sworn officer to cover a longer period of time by clock hours so that we would have, in addition to the main support from the security staff, we would have one officer for a longer period of time during the day to take over any of those responsibilities.

Member Kellogg: So essentially you do have a Long Beach uniformed officer, but they are not all at the same time on the campus. It's one and then the structure underneath that one officer would be the security officers. Is that the situation we have?

Executive Vice President Collins: In terms of reporting authority we left that to Lt. Walton in terms of the supervision angle. But, again, what we wanted to do is have the police officer presence during clock hours that could handle anything that might be referred to them by the security staff, as well as making sure that we did have the visibility of a police officer during the daytime.

Member Kellogg: That makes sense.

Lt. Walton: For instance, today I had one uniformed officer during the day shift and she handled both campuses. In fact, she responded to the Pacific Coast Campus and spent over an hour there with the security officer and then I have a sworn blue uniformed officer for this afternoon shift. She, too, will respond to both campuses if needed. It relieves the beat unit. During the interim period when I didn't have a uniformed officer at the night shift, if a security officer responded to something that he or she could not handle legally, they relied on the services of the beat unit. At the Pacific Coast Campus it was a West Division officer and if it was this campus it was an East Division officer. The beat unit has to handle their beat. Sometimes it's not just one officer, but this becomes one more responsibility for them to provide assistance. And, I have to tell you that I relied on the officers who were working the two beats and I relied on the sergeants to do some spot checking and to assist in any way and they stepped up to the plate and helped us out during that interim period.

Member Kellogg: So that fourth position that you're looking to hire is critical to maintaining the organizational structure.

Lt. Walton: Absolutely. The fourth position will be another afternoon spot, so it will be somebody that will be here from approximately 2 o'clock, up until midnight to handle anything that occurs during the night and to assist the security officers. This is about the third week that I've had actually three officers and I can tell you from my perspective it's been great. It relieves a lot of burden on me. They're handling the briefings, one of the things that I've been doing every day since August 1 when we took over because I had no permanent staff. So, it's been a great burden lifter for me and I have a lot of confidence in these three officers. In the three weeks that they've been here, they've just really adapted well and taken charge and done a lot of things regarding complying with the contract and in regards to reports to Dr. Fylpaa and things like that. They've done really great.

Member Uranga: Well a lot of the questions have already been answered by Lt. Walton as she was going on with her presentation. But, I was going to ask perhaps if it would have been more clear had you perhaps described that it's a 24/7 operation and we need 24/7 coverage. I know that you have three watches to cover those 24/7 needs and the three officers will probably cover a five-day period and you would need another officer at least to cover the weekends or some of that overlap that we would need in order to provide some services for both campuses. I can understand for your other officer as well. How are we doing communication wise?

Lt. Walton: We're doing o.k. We still have some problems with personnel on the campus not knowing how to call. As a matter of fact, we had one today. Some student was injured. I don't know which building, and the person called Cecelia Williamson's extension and said we need somebody. If we're not in that office, it's going to be a third-party deal. She's going to end up having to call our Communications Center. It's just a communication thing and getting everybody on the same page and knowing that if they need our help they just pick up the phone and call the 4910 number or 4911. It's been an adjustment for people to understand that we don't have a Communications Center in that trailer. Now all the calls for police services are going to Spring and Redondo, our new

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facility there, and they dispatch the unit. It's just little things like that, but everything else with regards to communication is going pretty good.

Member Uranga: Could a student call 911 and still get a response?

Lt. Walton: Absolutely. I've had students come to the trailer and my recommendation for them was, and most students have cell phones, and so I told them to program – because if you call 911 from your cell phone you're going to get the CHP - I told them I would prefer they use the non-emergency line for LBPD and put that in your cell phone, program it in and if you need us, then you could just call that.

President McNinch: Is that 435-6711?

Lt. Walton: That's correct.

President McNinch: I think that's important for everyone who is watching this program being televised the number is 562/435-6711.

Lt. Walton: I think we've included that number in the website. Yes, we have.

President McNinch: Thank you so much. You're doing a great job. We're getting great reports about the work you're doing and we appreciate it very much.

Update on Spring 2004 Enrollment and Registration Process

Vice President Oakley: This is an update on an item that Trustee Dominguez touched on a little earlier with regards to the enrollment and registration process and we felt that because there was a lot of confusion about what had happened, we'd just take a few minutes to inform the Board since we have you all here at one time about the events that took place and how they were resolved. So, I'm going to speak a little bit about what happened with the actual system and then I'll turn it over to Dr. Byrd to comment on how we handled the students from the student administration point of view.

First of all, you heard when we came back from the break, the first day of the late registration period, we had some problems with the servers that were being used to process all the students that we were getting through the PeopleSoft software system. These databases are Dell databases and I will try not to be too technical because even I don't understand all of the issues that were involved with this process and certainly we have wonderful members of the ACIT staff here in case there is a question. Essentially, these servers were recently purchased from Dell to enhance our capacity to register students. The previous servers were also Dell servers and appeared to be working slower than we would like them to, so we purchased the new servers and they came configured already with the Windows 2003 software which optimizes the hardware that was being used. We had great hope that these servers would significantly outperform the previous ones, but when we began receiving the requests, particularly through the external website for registration, they essentially locked up and they were brought down to their knees. So, that had a significant impact on our ability to register students. So, that first day the students were turned away, but the following day, and I'm sure Dr. Byrd will comment on this, they were served. The ACIT staff, along with student financials and the

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admissions and records folks got together and they were able to devise a plan to serve the students. We went back to the previous servers that we had replaced, got them up and running and, again, I can't say enough about everyone on that staff, and our ACIT staff worked considerable man hours to put this back together and get students registered and then from that point forward registration proceeded very well. Again, this was not an issue in which we had to resolve a problem with PeopleSoft. Unfortunately, this was an issue with the hardware and some of the operating software that supports PeopleSoft. Unfortunately, in this day and age we have so many technologies going on at once that when one goes down we have some serious problems. But, again, those issues were resolved. Unfortunately, we were not able to continue the Web registration from the outside. We did have it here internally and, again, prior to this problem we were registering via the Web, telephone and all the other avenues that PeopleSoft allows us. What we're doing going forward is we are working with Dell and with representatives from PeopleSoft to look at these servers, reconfigure them and we plan to put them back into service for the summer registration process so that, again, all the registration services will be available to the students for summer registration and going forward. Since I know some of the ACIT folks are here, I want to thank them for all the work that they did to pull this all together, and I would also like to give Dr. Byrd an opportunity to comment on the work that his people did.

President McNinch: May I ask, are other colleges experiencing similar situations?

Vice President Oakley: Colleges, as you may or may not know, and I happen to come from two who went through the same process, virtually all college districts have gone, are going through or will go through this type of implementation process with either PeopleSoft or other software programs.

President McNinch: Can we assist them by sharing the knowledge of how to get through this without killing each other?

Vice President Oakley: There is a group, particularly for the PeopleSoft colleges, that meets and Mario Valente frequently speaks with those individuals or some of the folks from student administration. There are lots of other colleges who are using PeopleSoft. For example, Cerritos is going to be going through this implementation and we talk with them quite a bit about the problems that we're having, but, across the board, districts are always commiserating about all of the things that are happening and we try to help each other out as best we can. But I think in this situation it could have been a lot worse and it was through the efforts of all the people that we have on staff that it wasn't much worse than losing a day of registration.

Vice President Byrd: Thank you. From the people side of it, from November 14 through December 16, the system performed, although slowly, and we registered over 14,000 students by the Web and by telephone. Starting on the 5th we did, as Eloy indicated, encounter some problems. At a conference with the President on Monday afternoon, we were asked for a back-up plan and our staff, working with other people across the campus, developed a back-up plan in case we continued to have problems. Monday afternoon and evening ACIT worked very hard to try and repair the system and, in fact, thought the system had been repaired, but we still encountered problems on Tuesday. On

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Monday we had given those students that we turned away, because the system was not going to be back up, priority appointment tickets for Tuesday. They came in Wednesday, the system was not performing, so we asked students to complete the worksheets and we kept them in order on both campuses and that evening, beginning at about 5:30, staff from a number of areas around the college, ACIT, Cyber, A&R, Financial Aid, Student Affairs, Counseling, Community Relations, got together and we brought all of the worksheets from PCC and the ones from LAC to one place so we could keep things in order, and working that evening steadily we were able to process 2200. What's really sort of humorous about that is we had initially calculated that it was going to take us until 6 o'clock in the morning to complete the process, but we were able to complete the process by one o'clock that morning and my compliments to the staff. They just did an outstanding job, with no complaining; they just worked and it was a "can do" attitude.

The following day we did restrict arena registration, that is over the internet to the arena or the basement at LAC and the student center at PCC and the system has performed very well since then. We are just not able to allow students to register via the Web from the outside. However, telephone registration was open and is currently available to students now. Again, the system, after we made changes, and restricted it to on campus, has just performed well. As an example, we registered on Wednesday about twice as many people as we registered on a similar day in the fall and when we closed at 7:30, we were finished registering at about 8:30.

Member McNinch: Well you are to be commended for your leadership and for having the wisdom to hire such great people that they are willing to work to one in the morning and we thank all of you who worked so hard to help get through this. This is what makes our college very special.

Member Uranga: Just a few questions. How long have we been using the PeopleSoft program?

Vice President Oakley: Well, it depends. We implemented PeopleSoft probably going on two to three years ago - the financial system, the Human Resource payroll system and the final module has been the student administration system which we began using for the first time in fall of 2003, which we registered using that system. The only difference was for the fall 2003 we did not offer Web registration. We offered Web registration in spring this year for the first time. Although we did offer in 2003 a limited roll out of the Web registration, we opened it up completely in spring.

Member Uranga: And now, since we have some new hardware coming in and apparently they didn't talk to each other very well, you are going to be looking at improving the programs and that articulation between the programs and the hardware this summer?

Vice President Oakley: That's ongoing now. The hardware and software that are involved with the support of PeopleSoft involve a great number of processes and people, but essentially, PeopleSoft basically gives a stamp of approval to the configuration for these databases which they did so before. The feeling is since Windows 2003 is a brand new operating system, there are still some issues to be worked out there and that's an issue between Dell, Microsoft and we'll also get support from our PeopleSoft

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representatives so that those systems adequately support and work to support our registration process. But, again, this really doesn't necessarily involve PeopleSoft, it involves essentially Dell and Microsoft – at least from what we can tell at this point.

Member Uranga: The reason I'm asking, President McNinch, is perhaps we can ask for a future report during the summer before the next registration as to where we are with the registration system so that we can at least prepare ourselves for any future glitches that might come up and at least be made aware instead of getting a phone call at midnight – I'm only kidding, I didn't get a phone call at midnight – in terms of how we are doing at registration.

Vice President Oakley: We will know before summer registration where we stand.

Member Uranga: If it's ready before then, that would be fine. I'd like to put that under "Future Reports."

President McNinch: O.K.

Member Clark: Let me ask. The old server was replaced with a new server; it didn't work; and then we went back to the old server. Are we still with the old server?

Vice President Oakley: Yes. We are going to stay there until we resolve the issues with the new server. Why we continue pursuing that is because this new server is supposed to really improve the processing speed for the registration and we feel we need that processing speed to adequately serve the needs of the students.

Member Clark: So, it's a work in progress.

Vice President Oakley: Yes. We are currently registering and we'll continue registering with the server – and I say old server, but it's really not that old; we just decided to replace it. But at some point in time we will switch over again to the new servers before summer registration kicks in and, at this point, we will have a great number of individuals working on that to ensure that it's going to perform what we paid for it to perform like.

Member Clark: So, actually, it's been the hardware rather than the software, or is it a combination?

Vice President Oakley: It's a combination because the hardware, in order for it to perform, has to have the appropriate software configuration to be able to communicate with all the different processes that take place at any one point in time.

Member Polsky: Well I really sympathize with you because I know every time you add something to a computer, there's always a glitch and then something doesn't work with the new because the new thing is updated and you got the old, so I know what you're saying.

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Vice President Byrd: Just one last thing. Certainly there are some issues with some students and our staff has continued to work individually with students to try and resolve problems as they have presented themselves.

PACIFIC COAST CAMPUS

No Report

ECONOMIC AND RESOURCE DEVELOPMENT

No Report

ACADEMIC SENATE

Janice Tomson: I need to update you on the events since the Academic Senate and CCA took the "vote of no confidence," regarding Mary Callahan our Vice President of Academic Affairs. We have entered a new phase. Mary Callahan is suing the Academic Senate and myself as an individual. I was served with a summons, last Wednesday, Jan. 14th. The lawsuit was filed Nov. 17th.

I see this as real set back for the college, faculty and students. We have not made any formal progress to resolve our issues with Vice President Mary Callahan, but the Senate was going to begin to assess whether informal working relationships had improved. Apparently, no improvements have occurred, since now we have entered into a lawsuit.

We will continue to work to restore trust, collegiality and consultation with the Vice President of Academic Affairs. Quality education can only occur when all of us are working together sharing mutual trust and respect.

President McNinch: Thank you for your report.

TRUSTEES COMMUNICATIONS

Member Uranga: I see we had a number of retirements this December and I just want to congratulate those individuals on their long service to the college and I want to congratulate them on their retirements. And Happy New Year everybody.

Natalie Dominguez: I just want to let the Board know that there is a Calendar of Events for Black History Month in the back for the events that will be taking place at both campuses throughout the month of February, so if you can make some time and attend and see what your students and faculty are up to.

President McNinch: Thank you. That reminds me of a small communication. A woman by the name of Sandy Arun Blankenship served on our presidential search committee and she now holds the position of Undersecretary of State of Women's Affairs for the Royal Kingdom of Cambodia and she sends to all of you here her best regards and through her I have had the opportunity to work with the United Nations Gender Equity Representative while I was there and it was most informative.

NEW BUSINESS

There was no New Business

FUTURE REPORTS

Future Reports or Discussion Items Requested by Board Members:

February 17, 2004: Impact of State Budget Cuts on LBCC Student

March 9, 2004: Two-College District Committee Report

Member McNinch: Somewhere before this summer Trustee Uranga wants to know about registration?

Member Uranga: PeopleSoft and its implementation.

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.

President McNinch: Steven King and Dr. Ken Graham wish to discuss the proposed move of the Aviation Pilot Program to the Pacific Coast Campus.

Dr. Ken Graham: Good evening. Thank you for this brief moment to be able to share some comments and feelings about the proposed relocation of the Aviation Program. As a Constitutional Law professor and, of course, a 12-year staff member here at this great college, and also as an Administrative Federal Judge, I thank you for this moment to express my concerns about the proposed relocation of the current Aviation Program to the Pacific Coast Campus. I'd like to think that I not only speak for myself, but on behalf of the many students who have benefited from this enrichment program. I personally think it would be a serious mistake to relocate the current program at it exists to the Pacific Coast Campus. I think it would deprive the students of the integrated aspect of being able to not only have the academics, but the integration of an actual aviation program that's physically located in the near proximity of an airport. I speak like I said not just for the students, but I speak from experience as a 21-year Marine fighter pilot that I, too, have benefited significantly from the existence of the program through the enrichment and the continual training that the program has offered. One might wonder how this is really changing anything. The airfield is really not a part of the college. It is in many ways. Just the visual and the physical proximity of the facility add extraordinary dimensions and breadth and depth to the program. To relocate the program, I think, would really be an injustice to the many students who benefit from the program provided by Steve King and his staff.

I realize that time is limited and I was cautioned that I wouldn't get that much time, but I just kind of outlined some of the disadvantages in relocating the program. I think in the

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long run it would present maybe a cost disadvantage in the long run to relocate the program, but I can truly see that it would reduce interest in the program among potential students who benefit tremendously from this program. I can also see, like I said, separating the ground and the air relationship is a tremendous important learning benefit and I can tell you from experience as a pilot, that having a ground program integrated in the proximity of an airport really adds dimension and realism to the program. Finally, I think in the short duration and the long duration, it would be cost savings to reconsider the potential idea of relocating this program. In summary, I respectfully request that this body give serious reconsideration to its current plan to relocate this vital program from its current location. If I have 30 seconds left, are there any questions for me? (There was no response.) Thank you very much.

Steve King: I have a lot more here than would fit into the minute and a half that I have left, so one thing I would request is that this might be made a Board agenda item for next time. I don't know how to go about that, but we could discuss it more fully.

Quickly, I'm Steve King. I've been with the college since 1971, the first two years teaching Aviation Maintenance at PCC and then since then Pilot Training at this campus in charge of the program most of that time. This proposal has come up about every five or ten years. It was first attempted and actually done with no capital investment, just using existing classrooms in MM for about one semester and quickly moved back to LAC because the enrollment dropped by about 50%. Especially being in one of our difficult cycles, which we are in now by the way with aviation having a hard time, that could literally kill the program which has been a real fine part of the college since at least 1935. So that's my major concern – that this program continue doing good stuff for our constituency.

Some related things are that Cypress College, which is one of the four of such programs in the LA area, along with Orange Coast and Mt. Sac and us and the two smaller ones are Glendale and San Bernardino, Cypress is shutting down its program at the end of this school year and so we're anticipating, hoping, planning toward capturing the students that would have gone to Orange County and bringing them here and I think LAC is geographically much better situated for that than PCC.

So, what I would like to propose again, and we can talk about it more, if we could get on the agenda, would be alternatives, including leaving us in our existing facilities which are admittedly sort of embarrassing, refurbishing those, maybe replacing the modular from 1972 with a new modular; but that would be at a much lower cost than would be what's planned for us down at PCC in conjunction with Aviation Maintenance.

President McNinch: Thank you for your input. We appreciate it.

ADJOURNMENT

President McNinch adjourned the meeting in memory of Lola King, Connie Fauvier and Beverly Lacefield at 6:02 p.m. The next regular meeting of the Board of Trustees will be held on February 17, 2004. 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.

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Assistant Secretary