

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

**Minutes of Meeting of  
October 14, 2003**

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 October 14, 2003.

**CALL TO ORDER**

The meeting was called to order at 4:35 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 5:05 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**

Dan Pressburg, from Councilmember Lerch's office, led the Pledge of Allegiance.

**ROLL CALL**

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

**WELCOME AND INTRODUCTIONS**

President McNinch welcomed everyone to the meeting and introduced Pat McKean.

Pat McKean: Thank you very much. I am pleased to have my News Writing students from Long Beach City College and a class I teach at Long Beach State with us tonight. I'm going to demonstrate how to cover a government Board meeting as a news reporter, giving them a story in their class tomorrow morning and then over the next month they get to find a government meeting on their own and turn in an assignment in November. Thank you for letting us be here.

President McNinch: I want to welcome you to meeting "light" because we don't have heavy issues this time. So, next time bring them when the house is packed and people have their bows and arrows drawn against us, would you please?

**APPROVAL OF MINUTES**

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President McNinch: Is there a motion for approval of the minutes of September 23, 2003?

It was moved by Member Uranga, seconded by Member Clark, that the minutes of the meeting of September 23, 2003, be approved as distributed. The motion carried, all voting aye.

**ORDERING OF THE AGENDA**

President McNinch: I have a request for 10.1, Sabbaticals, with Nancy Redmond, first and Pat McKean to come before the "Report of the Board of Trustees" and to reorder "New Business" right after 12.3, and I would like to pull 12.1.

**REPORT OF BOARD OF TRUSTEES**

**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.

Although the ASB Finance Committee has had to cut funding for many activities and programs, the Student Life Programs continue to provide great activities for students on campus.

The Office of Student Affairs has sent out notices to students that have been nominated to be the college representatives for the National All-American Academic Team. The nominations were made based on the students' academics, community contributions, and overall character. The two students chosen will have an opportunity to represent LBCC at a state and national level if selected to be part of the All-Academic Team.

The AWS has had a busy semester and continues to host great events. The AWS sponsored a very successful Breast Cancer forum on October 8th. There were over 150 people in attendance. The forum included three great speakers who provided important information regarding breast cancer awareness for those in attendance. Community organizations also hosted tables to provide pamphlets and health information for students.

Bring out your red and black because Homecoming has arrived! The Viking Homecoming festivities have begun. Yesterday, October 13th at the Pacific Coast Campus, the Intramurals program and the AMS hosted Fylke Day and the ASB opened the election polls for Homecoming king and queen. The AWS hosted the Candidate Presentations today at 11a.m. on the Liberal Arts Campus. The presentations were followed by Fylke Day activities and elections. Tomorrow Wednesday, October 15th, at 11a.m., the ASB will sponsor a free Acuvue event. The Acuvue promotion team will visit the Liberal Arts Campus and provide music, massages, make-up artist, and free trial packs of contacts for the LBCC students. Float building will begin on Thursday from 8a.m. to 8p.m. and the judging of the Homecoming floats will be Friday at 9 a.m. After the float judging, there will be a Parade of Floats at Veterans Stadium at 10 a.m. Saturday will be the culmination of Homecoming events. The Alumni Tailgate Party will begin at

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1p.m. at Veterans Stadium. Float building awards will be handed out at 4:30 p.m. The Homecoming Football Game will begin at 5 p.m. The mighty Viking football team will take on the Orange Coast Community College football team. Please make time to attend all the great events scheduled this week.

### Sabbatical Reports

Nancy Redmond, Journalism Instructor, gave the following presentation to the Board on her sabbatical:

#### Slide 1

**Sabbatical Project: Nancy Redmond  
Professor of Journalism and English  
2002-2003**



- Research, evaluate, update Journalism Program technology
- Visit colleges, universities, professional news organizations
- Develop and integrate Web-based activities into three journalism courses
- Create Web sites for those courses and link them to LBCC Web site
- Develop Journalism 10 (Introduction to Mass Communication) as an online course

#### Slide 2

**Los Angeles Times**



- Richard Gore, L.A. Times online editor



- L.A. Times Director of Editorial Hiring Susan Denley, who also serves as chair of the LBCC Journalism Advisory Committee

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### Slide 3

DeAnza/Los Medanos



- Beth Burruss, faculty adviser at DeAnza College
- Cindy McGrath, Journalism Association of Community Colleges president and newspaper adviser at Los Medanos College

### Slide 4

Cal State Long Beach



- Chris Burnett, newspaper adviser, and Lee Brown, former Journalism Department chair
- The CSULB newspaper staff

### Slide 5

Cal State Fullerton



- Rick Pullen, College of Communications dean; Wendell Crow, Journalism Department chair, and faculty members
- Odeen-Jon Domingo, former LBCC journalism student, Wendell Crow

She also gave Board members a tour of the Introduction to Mass Communication (Journalism 10) Web site, one of the three sites she developed for her Journalism classes.

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Patrick McKean: Thank you all very much for allowing me to take time to share my sabbatical project with you.

Many of you already have seen the History Book update covering the years 1987-2002, but a copy in front of you includes the entire history book covering the full 75 years of the college.

My sabbatical leave of 2001-2002 allowed me to research, write and edit the book, but I could not have completed the project without a lot of help.

First, thanks to you, the trustees, and Dr. Kehoe, for making sabbaticals a financial possibility, and to the sabbatical committee for making them an academic option.

During my leave, part-time faculty members Cees Kendall, Jim Truitt, Henrietta Charles, Edgard Aguilar and Javier Mendoza took on increased duties, as did my full-time journalism colleague Nancy Redmond.

The history book project actually started in 1996 when Dr. Barbara Kalbus approved the initial work. Vice President Stan Francus and his staff assisted during the early part of the project. Designer Bill Zeilinger from the Community Relations and Marketing Department has been involved during the full seven years. Karen Kane helped with important editing during the last two years. Marketing staff members Lynn Schamber, Dale Ruhe, Suzanne Condon and Dean Hopkins were key assets who made the book possible. Also, copy editors Lil Wyant, Joan Bradshaw, Camille Bolton and Cindy Frye provided valuable assistance. Bill Marmion and the 75<sup>th</sup> Anniversary Committee were inspirational and I was happy to be a part of the exciting celebration.

On the campuses, dozens of people provided information, facts, details and photos to make the history book complete. For the next 75 years or more, I hope that my journalism students and other researchers on-campus and off-campus find the information helpful. The format will provide information in an easy, summarized format.

Some of the interesting facts I wrote include information about the first area trustee elections, the first Flex Day, the first time the word "Internet" was used in the *Viking* newspaper and a list of outstanding colleagues, students, alumni and community members affiliated with the college from a wide variety of areas.

My predecessors, Don Drury and Allen Bundy, set a high standard that I hope I continued. Their work and mine will be available on the Internet when college webmaster Eric Hobbs and I work on the final stage of the project in the coming months.

As you look through the book, you will find, I believe, a comprehensive story of Long Beach City College from 1987-2002.

Thanks again!

**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.

Dan Pressburg: Good evening, Dr. Kehoe, Madam Chair, Trustees, staff, students, ladies and gentlemen. At 10 a.m., Saturday, November 8, we'd like to cordially invite you to participate in the Seventh Annual Long Beach Veterans' Day Parade, "A Salute to Those Who Served." In the past we've had Grand Marshalls, such as Johnny Grant, Stan Chambers and Art Linkletter, and this year's lineup, not to be surpassed, would be the morning crew from Channel 11, Steve Edwards, Dorothy Lucie and Julianne Barbari. As Honorary Grand Marshalls, we have Rear Admiral Higginson and Master Sergeant Dan Jackman. Please come and join the fun Saturday, November 8 at 10 a.m., on Atlantic Avenue near Houghton Park. Thank you.

**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

Hourly Instructors – Fall	104
Hourly Counselors – Fall	5
Hourly Librarians	1
Hourly Evening Administrator	1
Stipends	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	8
Working Out of Classification	3
Temporary	13
Exempt From the Merit System	96

INSERVICE CHANGES

Change to Previous Board	2
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SEPARATION FROM THE DISTRICT

Resignations	3
Terminations	2

**FINANCE AND PURCHASING**

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

**FINANCE**

**Appropriation Transfers**

There are no appropriation transfers.

**Salary Warrants**

Ratify issuance of salary warrants listed on Register No. 4139 through Register No. 4143 for the period of September 1, 2003, through September 19, 2003, in the amount of \$1,693,933.18 as listed.

Register No. 4139 Issue Date 09/10/03	Warrant Nos. 0714614 – 0714920	\$ 723,693.94
Register No. 4140 Issue Date 09/10/03	Warrant Nos. 0714921 – 0714972	\$ 179,582.05
Register No. 4141 Issue Date 09/10/03	Warrant Nos. 0714973 – 0715568	\$ 478,323.53
Register No. 4142 Issue Date 09/16/03	Warrant Nos. 0715569 – 0715619	\$ 79,661.66
Register No. 4143 Issue Date 09/16/03	Warrant Nos. 0715620 – 0715653	<u>\$ 232,672.00</u>
	Total Salary Warrants Issued	<u>\$ 1,693,933.18</u>

**Commercial Warrants**

Ratify issuance of commercial warrants for the period of September 1, 2003, through September 19, 2003, in the amount of \$5,121,309.53 as listed.

Period Ending September 5, 2003		
Unrestricted General Fund	\$ 769,043.59	
Restricted General Fund	5,905.60	
Child Development	41.63	
Capital Outlay Projects Fund	13,709.68	
General Obligation Bond Fund	225,660.93	
Student Financial Aid Fund	119.00	
Payroll Clearing Fund	<u>1,160.78</u>	<u>\$ 1,015,641.21</u>
Period Ending September 12, 2003		
Unrestricted General Fund	\$1,478,551.52	
Restricted General Fund	24,106.65	
Child Development Fund	503.36	
Capital Outlay Projects Fund	3,276.00	
General Obligation Bond Fund	270,289.94	
Community Service Contract Ed	21,810.00	
Student Financial Aid Fund	1,200,152.72	

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Payroll Clearing Fund	<u>42,384.58</u>	<u>\$ 3,041,074.77</u>
Period Ending September 19, 2003		
Unrestricted General Fund	\$ 230,247.14	
Restricted General Fund	21,415.52	
Child Development Fund	612.33	
General Obligation Bond Fund	19,447.99	
Self Insurance Fund	4,415.83	
Student Financial Aid Fund	752,415.78	
Payroll Clearing Fund	<u>36,038.96</u>	<u>\$ 1,064,593.55</u>
	Three Week Total	<u>\$ 5,121,309.53</u>

Included in the total expenditure of \$5,121,309.53 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund

1. \$ 51,445 to Verizon, for telephone system maintenance from August 1, 2003, through July 1, 2004.
2. \$ 50,187 to City of Long Beach, for Police and Fire Services training classes for Summer 2003.
3. \$ 41,805 to Parker & Covert LLP, for professional legal services rendered during June 2003.
4. \$ 33,02 to First Union, for First Union VISA purchasing card for August 2003.
5. \$ 32,659 to Amsterdam Printing & Litho, for promotional items for Marketing and Outreach.
6. \$ 27,238 to Sierra School Equipment, for modular furniture systems furnished and installed in the Counseling/Student Support Services department, Liberal Arts Campus.

Capital Outlay Projects Fund

1. \$ 358,967 to Capstone Turbine Corp., for equipment for the pool heating system, Liberal Arts Campus.
2. \$ 345,675 to Ciber Inc., for PeopleSoft professional services from May 31, 2003, through August 8, 2003.
3. \$ 134,079 to City National Bank, assignee for Municipal Finance Corporation, for Honeywell mechanical retrofit and energy project.
4. \$ 112,238 to Honeywell, Inc., for installation and monitoring co-generation equipment.

General Obligation Bond Fund

\$ 210,619 to Bovis Lend Lease, for bond and state funded program management services,

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July 1, 2003, through July 31, 2003.

**PURCHASING**

**Contract Award**

P.O. 47519 – Ratify - With ComputerLand of Silicon Valley for Microsoft and SQL software products, through annual consortium campus agreement licensing, from October 1, 2003, through September 30, 2004, in the amount of \$60, 280.15.

**Bond Contract Award**

CN 22005.2 – Ratify – With RMA Construction Services, Inc., to provide technical support services for bond program implementation, on an as-needed basis, effective October 1, 2003, through June 30, 2004, for an hourly rate of \$60, total contract not to exceed \$40,000, paid with bond funds.

**Contract Amendments**

CN 99616.7 - With WLC Architects, Inc., Amendment #3, for architectural services to increase the contract amount by \$42,074 for DSA fees for the New Technology Phase 2 Building-Replacement of Buildings SS & TT.

CN 99627.3 – With WLC Architects, Inc., Amendment #1, for architectural services to extend the termination date from June 30, 2003, through June 30, 2004, at no additional cost.

CN 99628.1 – With P2S Engineering, Inc., Amendment #2, for engineering services to increase the contract amount by \$20,000 for a total contract amount not to exceed \$120,000.

**Bond Contract Amendment**

CN 22003.7 – With Hillwig-Goodrow, LLC, Amendment #1, to provide land surveying and photogrammetric mapping services for the Liberal Arts Campus and Pacific Coast Campus, to increase the contract amount by \$28,880 for a total contract amount not to exceed \$67,540 and extend the termination date from August 18, 2003, to June 30, 2004.

**Amendment to Board Action**

CN 22003.7 – With Hillwig-Goodrow LLC, to provide land surveying and photogrammetric mapping services for the Liberal Arts Campus and Pacific Coast Campus, to change the contract amount from \$21,130 to \$38,660.

**Purchase Order Approvals/Ratifications**

Authorize the issuance of purchase orders for the period September 1, 2003, through September 19, 2003, in the amount of \$ as listed.

47108	\$27,000.00
47307	294.00
47333	250.00
47335	3,101.79
47339	2,860.02
47341	499.09

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47344 – 47399	58,119.51
47401 – 47466	<u>284,122.31</u>
Total amount	\$376,246.72

Included in the total amount of purchase orders of \$376,246.72 are the following items greater than \$25,000:

**Unrestricted General Fund - Fund 01**

PO 47452	District copier maintenance agreement Purchasing Account No. 566100-01-677100-0000	\$35,618.55
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**Restricted General Fund – Fund 12**

PO 47444	Dimension 3D printer and printer stand Drafting 642000-12-095300-9610	\$34,806.75
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**Capital Projects Fund – Fund 41**

PO 47420	Firewall module for Cisco 650 PeopleSoft Implementation Hardware Account No. 647000-41-710300-5315	\$27,949.38
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**ACADEMIC AFFAIRS, STUDENT SUPPORT AND ADMINISTRATIVE SERVICES**

It was recommended by the Vice President, Academic Affairs; the Vice President, Administrative Services; the Vice President, Student Support, Planning and Research; 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 93002.6 – Ratify – Amend – With Ewing and Company, to provide additional service to Human Resources, to increase the fee for fiscal year 2003-04 from \$3,000 to \$18,000.

CN 93108.7 - Ratify -Amend - With the City of Long Beach (City), for the District to have access to the City’s radio transmission facility in Signal Hill, effective March 1, 2003, through February 29, 2004, to revise the monthly fee amount from \$350 to \$375 per month.

CN 93109.6 – Ratify – With Long Beach Flying Club, to provide taxi services for aviation students required for FAA Certification, effective July 1, 2003, through June 30, 2004, for the amount of \$800.

CN 93109.7 – Ratify – With Keenan & Associates, to administer and supervise the District’s Property and Liability Claims Program, effective July 1, 2003, through June 30, 2004, for an initial fee of \$3,000.

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CN 93109.8 – With International Studies Abroad, Inc., to provide a District approved study abroad opportunity in Valparaiso, Chile entitled: LBCC in Chile: Spanish and Geography, effective January 16, 2004, through April 4, 2004. All fees paid by the participating students. If for any reason the trip is canceled the District would be responsible for a cancellation fee of \$500.

**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>
International Student Volunteers	LAC	Meeting	Nordic Lounge	9/9/03
Kranky Productions	LAC	Film Shoot	Stadium	9/15-17/03
National Evaluation Systems	PCC	C-Set Testing	Bldgs, BB, DD, EE, FF	9/20/03
Moxie Pictures	LAC	Film Shoot	Softball Field, Large Gym	9/22, 23/03
VH 1 Networks	LAC	Film Shoot	Stadium	9/26/03
Twilight Child Productions	LAC	Film Shoot	D208, Bldg. J	9/27/03
Long Beach Youth Soccer	LAC	Picture Day	Golf Mall, Lot J	10/5/03
Park Pictures	LAC	Film Shoot	Stadium	10/8, 9/03
L. A. Avenger Football	LAC	Tryouts	Stadium	11/13/03

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 Volleyball	LAC	Practice	Small Gym	8/24-10/5/03
LBCC Football	LAC	2003 Home Football Season	Stadium	9/6-11/1/03
LBCC Volleyball	LAC	Tryouts	Small Gym	9/9, 13, 14/03
LBCC Matriculation Office	PCC	Orientation	FF101	9/10/03-1/23/04

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LBCC Student Health Services	PCC	Blood Drive	Student Center	9/17/03
LBCC Flying Wheels	LAC	Practice	Large Gym	9/18-11/20/03
LBCC Student Health Services	LAC	Blood Drive	Nordic Lounge	9/22/03
PCC Women & Men's Center	PCC	Workshop	Dyer Hall, Student Center	9/26/03
PCC Cultural Affairs Committee	PCC	Music Fest	College Center	9/27/03
LBCC Men's Volleyball	LAC	Tournament	Large Gym	9/27/03
City of Long Beach	LAC	Skate Competition	Lot J	9/27/03
LBCC Circle K Club	LAC	Student Outreach	D135	9/27/03
LBCC Women's Volleyball	LAC	Tryouts	Small Gym	10/5-10/26/03
Andrea's Tours	LAC	Parking	Stadium Lot	10/12-21/03

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>
LBCC Basketball	LAC	Tournament	Large Gym	10/18, 19/03
Order of Thane	LAC	Talent Show	Nordic Lounge	11/14/03
LBCC Band	LAC	Twirling Championship	Large Gym, Q106, Snack Bar	11/23/03

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

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

The motion carried, all voting aye.

**12.1: Agreements**

President McNinch: The reason I pulled 12.1 is that just at the last Board meeting we had a very fine report from the International Sister Cities group here in the community of Long Beach and 12.1 is for international studies abroad to provide a district-approved Study Abroad opportunity in Valparaiso, Chile, which is one of our Sister Cities. It's entitled, "LBCC in Chile: Spanish and Geography," and it will be effective January 16 through April 4, 2004. It's opportunities like these that we at Long Beach City College provide to our students and the community that help strengthen us as an international city and I would like to have approval of that item, please.

It was moved by Member Uranga, seconded by Member Clark, that the Board approve item 12.1 – Agreements.

The motion carried, all voting aye.

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

None

**SUPERINTENDENT-PRESIDENT**

Superintendent-President Kehoe: Yes, very quickly, I want to give you some good grant news. Our hard working Grants Office has just received word that they have received the HUD for Hispanic Serving Institutions grant and this project was funded for \$200,000 per year for three years and will help to continue the efforts of the "Good Beginnings Never End" staff that we have had. It will continue that grant and that serves the community child-care needs. So, kudos to those people who worked so hard on this grant.

And a "thank you" to Linda Umbdenstock who hosted a workshop for the Accrediting Commission for Community and Junior Colleges and we had that here at Long Beach City College and even though we don't have teams going out this particular time, we did host the regional training conference for the Commission.

Finally, we did get in the mail confirmation of our membership in the American Community College Trustees Association. They did give us two things, "Standards of Good Practice," and "A Member in Good Standing" certificates and we'll put those in a public place. And that is my report.

President McNinch: Thank you. Good Beginnings Never End is an early childhood education program that deals with the providers of early childhood education. It's primarily in the 90813 zip code, which is an area that has a very challenged population.

**ACADEMIC AFFAIRS**

**Sabbaticals** (see above)

**STUDENT SUPPORT, PLANNING AND RESEARCH**

No Report.

**ADMINISTRATIVE SERVICES**

**2002-2003 CCFC-311Q Fourth Quarterly Financial Status Report**

Vice President Oakley: Yes, 12.3 is the 2002-2003 CCFC quarterly report for the fourth quarter for your approval. Basically it just highlights the revenues and expenditures of the fourth quarter of this last period of 2002-2003. The only areas I'd like to bring your attention to are, again, much of the revenue was affected by the mid-year reductions as noted on page two of two. Finally, as is reflected in the adopted budget that's presented to you today, on page 1 of 2, on the farthest column to the right, under fiscal year 2002-2003, the general fund ending balance of \$8.7 million and note how significantly different that ending balance is from the previous fiscal year of \$18 million. So, again, this is a theme throughout, not only this quarterly report, but your budget that we're presenting to you today, of continued erosion of our general fund balance, as well as the continued decline of our revenues and, as we've mentioned previously, we need to work on cutting back our expenditures to ensure that we maintain a balanced budget going forward.

It was moved by Member Polsky, seconded by Member Kellogg, that the Board of Trustees approve the 2002-2003 CCFC-311Q Fourth Quarterly Financial Status Report of the Long Beach Community College District and authorize transmittal of the report to the Chancellor's Office, California Community Colleges.

Member Clark: Compared to fall of last year, how much loss have we had from what we had in the funding from the state and other sources?

Vice President Oakley: Compared to the 02-03 adopted budget, we have approximately a difference of about \$10 million. And, that's partly reflected because of the mid-year reduction in 02-03 and further reductions in the revenues in 03-04. It's been a significant decline from adopted 02-03.

Member Clark: Where would you say that most of the cuts have been, as far as the application of that cut?

Vice President Oakley: Well, there have been across-the-board reductions in supplies, materials, travel, part-time hourly, both in instructional and classified. We made every effort to not impact the full-time classified positions and the full-time faculty positions. So we made cuts in all of the hourly supplies and all of the auxiliary functions – the Administrative Services areas, and hiring freezes, particularly the classified positions.

Member Clark: How much have we made up out of the reserve – that \$10 million.

Oakley Vice President: It's really two issues. One is at the end as is reflected in the budget you have today for adoption, on page 20, at the end of 02-03, we had an operating deficit of over \$10 million. We began that year with a beginning balance, on page 15, of \$16.6 million. So, as you can see, about \$10 million of that beginning balance of the

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ending balance from the previous year, was used above and beyond the revenue that we had last year. So, that's how this operating deficit came into existence. We spent \$10 million more than the revenue that we took in and all that came out of the beginning balance that we carried forward from the previous year.

Member Clark: What are we looking at in reserves for this year, if we have any?

Vice President Oakley: As is reflected on page 20 of the adopted budget, the second to the last line, is "Total Designated Reserves," and those are as listed under "Designated Reserves," the 4% reserve that the Board has chosen to adopt which is different than the 4.5% we usually adopt, as well as the other Designated Reserves that we talked about at the workshop that we're required to carry forward, if you do the math, that's about 7% of the overall unrestricted general fund budget. As opposed to previous years, it was much larger and, at this point, we're showing that there's an undesignated ending balance of only \$119,000, so we are carrying, basically, the minimum amount of reserves that we can at this point.

Member Clark: So going into next year we're not going to have a lot of reserve to offset the \$10 million next year.

Vice President Oakley: Right. We have to change our expenditure pattern by \$10 million, because at this point we only have about \$119,000 budgeted as undesignated, so it's going to be very challenging, to say the least, to stay within that budget, but that is certainly what we have to do, we have no choice.

Member Clark: And we wouldn't look for the state to have a much better situation, maybe even worse next year with all the deficit they've carried over.

Vice President Oakley: Certainly the biggest fear right now is that the bonds that were used to plug the holes in the state deficit are being challenged in court and if those are overturned, we will be in a very difficult situation. There's no doubt about that.

Member Clark: Madam President, I would like to see whether we could get a report as to what the effect it had as far as the number of sections you had to cut; where we actually impact the students. If we could do that I think it would be interesting to see just how much of an impact we are going to have on our students, particularly if this continues – the students are not going to be able to get the sections they want. It's going to take students longer to get through the college and it's the same thing that's happening at the state level as far as the state universities and the UC system, except they have the luxury of being able to raise their own fees, which we don't have. We have no control over our fees and what fees we do raise goes to the state anyway. I think that would be helpful to see just where we're impacting the students and what a negative effect the reduction of the budget is having on education, particularly at our institution, but all throughout the state.

Superintendent-President Kehoe: Yes, we 'll be happy to do that.

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Vice President Oakley: Certainly I think we are faring much better than most districts, but that doesn't say a whole lot.

President McNinch: I think the projections by the associations we belong to say that this is a five or eight-year cycle. For those of you attending the meeting, our annual budget hovers right around \$110 million, so what we're looking at is an approximate 10% cut. The state mandates that we have a 3% reserve. This college has been extremely fiscally prudent and kept the reserve right about 4.5% and the reserve is for emergencies like this. It's something we must hold onto and it allows us to be fiscally solvent. Any institution that goes below the 3% reserve is subject to being taken over by the state for bad fiscal management, so it's something that's quite serious.

Member Kellogg: I was just smiling because I thought it was ironic that the State of California could take over anything because of being fiscally irresponsible. In fact the State of California is in the situation it is because they had a reserve at one time, a few years ago, and they decided to spend it.

The questions I had on this. The first one that Trustee Clark touched on was on what we have as far as a reserve and I wish we could find ways of trying to increase it, but we're just piecing this budget together. The total reserve is about 7% to 8% and our reserve, though as far as projections for next year will be about what?

Vice President Oakley: At this point I would anticipate that it would be in about the 6% range. It just depends on exactly the amount of revenue that we have because it's a percentage of the overall revenue that we have and if the revenue continues to decline, the reserve number will decline, as well, but the relative percentage should stay around 6%, because we're about at the bare minimum.

Member Kellogg: So, we're doing the best on that one. The other item of interest to me personally, just because of the budget, there are some questions, and Eloy I've talked to you about it and with some other members. As you mentioned, Pat, it's information and accuracy, but in a budget a lot of times the numbers are there, but people can make numbers say different things, and the one point I have..... There was something circulated on campus and I know I didn't do this, but I want to make sure that I didn't do this, there was a quote out, and as much as I respect our President, I'm not going to respect her to the point of giving her 17% increases on an annual basis. I don't believe I did that and I was trying to go back through here to prove that I didn't do that, but tell me I didn't do that, or if I did I should get a hug from somebody. I believe that is misinformation. I don't know how the numbers came to that, but it doesn't reflect 17%.

Vice President Oakley: Well, we certainly, on behalf of Administrative Services, welcome any opportunity to answer questions regarding the budget or any other questions regarding expenditures, but if you consider going all the way back to when this Board hired Dr. Kehoe and going forward to the current fiscal year, as I looked at it, the annual average increase is around 6%-7%, as opposed to the 17% that I've heard mentioned.

Member Kellogg: So this past year that also followed true to form?

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Vice President Oakley: Yes, well realize that this is an average over seven years since she's been employed here and it pretty much keeps pace with increases in the bargaining units as well as some of the other management over that period of time.

Member Kellogg: And the other follow-up question and trying to find it documented here, are our administrative costs. Have the administrative costs increased? I thought everyone had a reduction.

Vice President Oakley: Well, I think it's spelled out in the adopted budget under expenditures for personnel costs on page 17. It's important to note what those numbers mean. Under the adopted budget for 02-03, I'll begin with the academic salaries. Academic salaries are budgeted at \$19.6 million. That's about a 2% reduction from what they came in at the unaudited actuals from last year. There are several reasons for that decrease. One is that 13 faculty members participated in the Early Retirement Incentive, in this latest window just before the end of the last fiscal year, so those salaries which equal about \$838,000 did not appear in this year's budget and there were additional expenditures for other hourly or other methods that we use to fill those class sections, but, nonetheless, a large portion of that \$838,000 was due to the Early Retirement Incentive.

Now, similarly, the administration also has an Early Retirement Incentive. However, the next window isn't until December, so, although I can't comment whether or not we'll have any retirements, but certainly we'll understand better what impact that has on the administrative salaries budget at that time. Notwithstanding, although there is a 3% increase in administrative salaries, that relative number is only \$86,000. So, we have to also understand that it is a relative amount and a good portion of that, as well, is due to some of the salaries that were moved out of the full-time teaching area for Athletic Directors, who are now in the Academic Administrative Salaries area. So, although, on the face of it, you can draw conclusions from these numbers, the reality is that if you dig into these numbers, you can get a better idea of exactly what's happening. We tried to communicate that at a recent Department Head meeting that Dr. Callahan had and invited me to come in and speak. The Department Heads were very gracious and asked a great deal of relevant questions. However, we also invited all of the bargaining unit leadership, and, unfortunately, none of them were able to attend, so I would be more than happy to work with them again to try and help them understand the budget as it has been presented.

Member Kellogg: I appreciate the comments. As Trustee Clark also mentioned, this is going to be a very difficult budget and we're all in this together. There are no winners in this group. We are all going to feel the impact of what takes place in Sacramento, so I look forward to the next fiscal year. We can all hope that it will be improved, but I think we have to plan for more difficulties and hardships that, unfortunately, we're going to have to deal with. I appreciate the comments on those and I'm sorry, Jan, that you didn't get that increase, but I'd like to think that we're going to very fiscally conservative in these numbers and when I saw that I just wanted to share that.

Member McNinch: It's a good looking handout, though.

Member Kellogg: I don't mind if anyone has questions, especially on budget, because as I said, a budget, if you listen to Sacramento one year, everything was not that bad and I know elected bodies especially have a tendency to not understand budget as well as they should. Our budget is pretty much bare bones and we don't have the luxury of a lot of other governmental entities who can do things creatively, if you will, with raising revenues, so we have to deal with the harsh realities of what takes place in Sacramento. So, I look forward to, hopefully, some better economic times and they will come, I just don't know when those times will be, but as long as we keep up on this and have an honest discussion and are not afraid to answer any questions regarding the budget, we're a step ahead, regardless, and hope for the best. So I appreciate the report at this time.

Member Uranga: You mentioned earlier about some bonds that are being challenged in the courts. What are those and how will those affect us?

Vice President Oakley: Well, essentially, as part of the budget deficit solution, the state issued bonds to fund the deficit. In particular, they financed the payment to the retirement system, as well as some of the other expenses that they had in the budget deficit. Those bonds, from what I understand, are being challenged by various taxpayer associations who contend that the California Constitution does not provide for the Legislature to issue debt without the voters' approval. So that, I understand, is the challenge and I think at this point there is concern that it may have merit; although we will wait and see.

And how it will affect us is essentially if that sale is overturned, then the state will have to assume the increased debt in the general fund budget and we will have a structural deficit upwards of \$30 million and, obviously, the current budget is based on an \$8 to \$10 million dollar structural deficit. That additional revenue will have to come from somewhere and, at this point, it will have to go back and cut from the general fund budget. So, although we can't guarantee that it will affect community colleges, I don't see how we would avoid being reduced.

Member Clark: Well the PERS bonds I think they were going to pay, their PERS account was \$2 billion and I understand those are in doubt.

Vice President Oakley: Right.

Member Clark: And I was noticing our PERS contribution has only gone up 132% and, of course, that started at a lower level because we weren't paying in, but next year, it's supposed to almost double.

Vice President Oakley: It's supposed to, once again, go up in the triple digits.

Member Clark: Because we're paying I think 9.5% this year and speaking to the actuaries, we're looking at almost 17%.

Vice President Oakley: That's what I understand, as well.

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President McNinch: Tom, for the people attending the meeting, and reporting on this, would you explain to them what PERS is and what it stands for, please.

Member Clark: Public Employees Retirement System. All of our classified employees are in that system and our academic and administrative people are mostly in STRS, which is the State Teachers Retirement System. We have two retirement systems. In the STRS system there wasn't a reduction for a number of years as there was in the PERS because of the way they are structured. So, we are starting from a lower amount that we have paid in the past. It went down because PERS was overfunded because the market did so well, and STRS doesn't operate in the same fashion so there's a constant payment. So it's going up. If the market goes up it may not go up quite as much.

President McNinch: Thank you and for those of you attending, Trustee Clark is former Mayor of the City and Trustee Kellogg is former Vice Mayor.

Trustee Kellogg: I just had a question on the anticipated increases as far as the health care costs. Is that reflected in here? The reason I'm asking that is that what you're seeing today with the strikes of MTA and the grocery store clerks, Sheriff's Department, the list goes on and on, and the core of that issue is health care benefits. I was mentioning earlier about if you look at the study that's going on nationwide about the impact of health care and what it does on your GNP and in most countries it's single digit and in this country it's doubled. I want to say it's 15% to 16%. My point is that the health care issue, no matter what aspect of society you're dealing with, and it's nothing we are going to personally be able to do, if it's not addressed in a larger arena, that issue has only gotten worse and at the core of every one of those strikes with different organizations, it's about health care. They can talk about it until the end of time, but if they don't address it in a forceful fashion, what effect it will have on our GNP for this country is just amazing. So, I'm just curious. Is there a prediction in here about what we're looking at and what our costs are going to be?

Vice President Oakley: If you turn to page 18 of the budget, at the top, is the benefit expenditure area. Overall, over the three programs we have, the Blue Cross PPO, Blue Cross HMO and Kaiser HMO, there was an 11% increase. We actually fared fairly well comparatively. 11%, it's amazing that we're saying that 11% is not a bad increase, but relative to the rest of the community colleges and industry, most places are looking at about 18% increases. Kaiser went up over 20% and expected to continue to go up. Our Blue Cross program actually stayed pretty firm – I believe it was an increase of about 4%. So, we actually were able to have much better experience and leverage in our Blue Cross plans, although it is expected that we will continue to see increases in the health and welfare benefit area. We are working with our benefit committee trying to look at ways to restructure our plans to continue providing excellent care, but at the same time, trying to find ways to reduce the costs for the district and for all of our employees. The other significant areas that are increased all the way across the board, are unemployment insurance, workers' compensation had significant increases and workers' comp, obviously, is tied directly to the health care issue. PARS, although that's not a very significant relative amount, but that retirement system for our part-time employees also increased.

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Member Kellogg: And the percentages on workers' comp – I had to put my glasses on to make sure – a 38% increase.

Vice President Oakley: Yes, our experience continues to be a problem for us in the workers' comp area and that's an area that we are continuing to aggressively pursue to reverse that trend.

Member Kellogg: And this percentage reflects the "reforms" that took place in Sacramento?

Vice President Oakley: Not the most recent reforms that you're talking about, but certainly since the '90s reforms. As you've heard throughout the debates, the workers' comp system is problematic and it's affecting employers right now.

President McNinch: We had belonged to the Joint Powers Authority where we shared responsibility with Unified School District and discovered that it actually cost us more to belong to the Joint Powers than to be on our own. We've taken steps to be prudent while taking care of our employees and it still costs a lot of money.

Executive Vice President Collins: Madam President, may I add one additional point to what Eloy is talking about in automatic increases? One of the things that we have in the public sector and especially in the school sector is that yes, there are built in salary increases that go beyond what's negotiated and those are on-going costs in the same increased fashion as we have with health and welfare. Classified, for example, advance, after employment, automatically at six months and a year. Faculty can move both across on column and service. The only ones that do not have the opportunity to move on an annual basis are the senior executives who are on individual contracts. So, when we talk about built-in increases, we have figured that the increase for employee groups is about 1% per group just by moving in on the automatic increases from physically being here as employees.

Member Kellogg: Thank you, Vic. Again, we deal with the realities of what we have, but just a thought that came to mind, if these were the numbers in a private sector scenario in a business and you had these type of numbers for unemployment insurance, workers' compensation, health and welfare benefits, if we were a business, Long Beach Community College would move out of the State of California. We're mandated to stay and that's a good thing, but the fact is, that these numbers have to frighten everybody that they have to make some significant reforms and not this window dressing that we keep seeing, because we are going to be hurt and the students are going to be hit with increased fees, where it will be no longer economical to attend this college. Those are very painful numbers and we'll do the best we can.

President McNinch: Your comments are well put and well taken.

The motion carried, all voting aye.

**NEW BUSINESS**  
**2003-2004 Adopted Budget**

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President McNinch: There is an item that should have been on tonight's agenda, 12.4 Approval of the LBCCD 2003-2004 Budget, and we will need to take action on this item this evening, under "New Business," since it must be approved by October 15, 2003. The Brown Act, Section 54954.2 (b) (2) states:

(1) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(2) Upon a determination by a two-thirds vote of the legislative body, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

We will need a motion, that the Board determines that there is a need to take immediate action on item 12.4 and that the need for action came to the attention of the Board subsequent to the agenda being posted as specified in subdivision (a) of the Brown Act.

It was moved by Member Kellogg, seconded by Member Polsky, that the Board determines that there is a need to take immediate action on item 12.4 and that the need for action came to the attention of the Board subsequent to the agenda being posted as specified in subdivision (a) of the Brown Act.

Ms. Bradshaw, would you please call the roll.

Member Clark: If we don't take action, what will happen.

Vice President Oakley: Well, first of all, we had the budget workshop at the last meeting and the budget was put out for public discussion. Now, if we do not take action, the deadline that the Chancellor's Office has put forth for transmittal for the adopted budget is tomorrow, October 15. I certainly want to take this opportunity to apologize to the Board that this item did not get on the agenda. Our office takes complete responsibility. However, I do remind the Board and the public that the document did not change. It's the same document that was presented at the last meeting.

Member Clark: The only reason I asked is to make sure that everyone understands that we had to take action for that reason, because it's due tomorrow. We don't meet for another two weeks.

The motion carried, all voting aye.

We will now need a motion that the Board of Trustees approve the Adopted Budget for 2003-2004, and authorize transmittal of the CCFS-311, Adopted Actual Financial and Budget Report to the Chancellor's Office.

It was moved by Member Clark, seconded by Member Polsky, that the Board of Trustees approve the Adopted Budget for 2003-2004, and authorize transmittal of the CCFS-311, Adopted Actual Financial and Budget Report, to the Chancellor's Office.

President McNinch: And I appreciate that we are being kept totally legal with our proceedings regarding the Brown Act.

Ms. Bradshaw, would you please call the roll.

The motion carried, all voting aye.

### **PACIFIC COAST CAMPUS**

No Report.

### **ECONOMIC AND RESOURCE DEVELOPMENT**

No Report.

### **ACADEMIC SENATE**

No Report.

### **TRUSTEES COMMUNICATIONS**

President McNinch: The Music Department had a fabulous scholarship concert this weekend. It was brought to my attention by our wonderful dean, Dr. Gary Scott, that our Music Department offers over 26 different programs and it would be the envy of any music student attending any university and I think that that continues to speak very highly for the work we do here on behalf of our students.

The Economic Development Department did host the Transportation Systems Integration Conference. What this means is that through Lou Anne's Office of Economic Development, this college organized all of the people involved with transportation – infrastructure, surface transportation, logistics – regarding the Pacific Rim, which are the Ports of Long Beach and Los Angeles, and they are planning how to handle the increased traffic that will occur, whether we ignore it or whether we acknowledge it. This isn't government getting together, it's private industry headed by a college. This is groundbreaking to have a community college take the lead in such an important thing that will influence all of our lives and the transportation of goods coming in from the Pacific Rim that are distributed all across the United States and I couldn't be prouder to be associated with all the good things that you do in your department.

Member Kellogg: We forgot to mention that this Friday at the NAACP event, our colleague, Roberto Uranga, is being honored. Roberto is being honored with his wife, so congratulations to you and to Tonia. Very nice.

Member Uranga: Thank you very much.

President McNinch: And Dr. Clark, your library event, where you're being honored, is what date?

Member Clark: On November 1, the Long Beach Library Foundation is having a function. I will be present, but I don't recall being honored, except by my presence. Certainly I hope all of the Board can attend. As you saw in the paper today, the problem is that the libraries are closing one extra day a week and this is terrible. They're buying 8,000 less books this year, so this is what's happening. This is serious, because this

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affects education, as well. All of these things that are so important to our community and the quality of life are being affected. So, I think people have to realize that if you don't have revenue you can't provide services. This taxing structure in this state really needs to be looked at seriously to see that it's equitable and fair and we're able to do the things we really want to do. Because if you ask people about education – we went out for a bond issue, you well remember that, and we had great support in this community and people taxed themselves because of what they think of education. So, I think there's certainly a high regard for education and certainly the libraries and yet we're having to diminish these services. So, I will be there and I hope all of you can attend.

Member Uranga: As I was hearing Dr. Clark speak it reminded me that a week ago tomorrow Dr. Clark spoke in a radio program, "Air Talk," with Larry Mantle, and Dr. Clark presented an historical perspective on the City of Long Beach and there were many issues that were covered during that program. It was a three-hour program and it focused specifically on Long Beach and it dealt with, not only our economic development and where we're headed, but also talked about our educational institutions and the directions that we're taking here. I heard your program and it was very informative and it should be on tape somewhere. Oh, on KPCC.Org. I recommend it. It's a very good overview of Long Beach and where we are in these economic times.

**NEW BUSINESS**

**12.4 Approval of the LBCCD Budget for 2003-2004**

(see above)

**FUTURE REPORTS**

October 28, 2003: (Study Session)

- Expanded Report on Nursing
- Report on the Selection, Hiring and Evaluation Processes for Faculty and Staff
- Title V – HSI Update

December 9, 2003: Two-College District Committee Report

**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.

**ADJOURNMENT**

President McNinch adjourned the meeting at 6:15 p.m. The next regular meeting of the Board of Trustees will be held on October 28, 2003. The first order of business will be

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adjournment to a closed session, as needed. The Board will reconvene in open session at 5:00 p.m. in Building FF, Dyer Assembly Hall, Pacific Coast Campus.

Assistant Secretary