

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

**Minutes of Meeting of  
October 28, 2003**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Building FF, Dyer Assembly Hall, 1305 East Pacific Coast Highway, Long Beach, on October 28, 2003.

**CALL TO ORDER**

The meeting was called to order at 4:10 p.m., the items to be discussed in closed session were announced and the meeting was adjourned to closed session.

The meeting was reconvened in open session at 5:05 p.m., in Bldg. FF, Dyer Assembly Hall, Pacific Coast Campus. President McNinch reported that, in closed session, no action was taken.

**PLEDGE OF ALLEGIANCE**

Duke Rescola, Editor of the *Viking* newspaper, 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: I would like to welcome all of you to our meeting this evening and let you know that Dr. Kehoe is under orders from the Secretary of the Air Force. She is in Alabama at Air University. I will also let you know that I'm going to keep my cell phone on tonight because I am on 24-hour call with the Red Cross. So, the rest of you, unless you are 24-hour call for the Red Cross, can turn yours off.

**APPROVAL OF MINUTES**

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President McNinch: Is there a motion for approval of the minutes of October 14, 2003?

It was moved by Member Kellogg, seconded by Member Clark, that the minutes of the meeting of October 14, 2003, be approved as distributed. The motion carried, all voting aye.

**ORDERING OF THE AGENDA**

There were no changes in the order of the agenda.

**REPORT OF BOARD OF TRUSTEES**

**Committee Reports**

None

**STUDENT TRUSTEE**

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

It is with great pleasure that I share with you the great accomplishments of the LBCC journalism students. On Saturday, October 18<sup>th</sup>, *City Magazine* and the *Viking* newspaper students earned 23 awards at the Journalism Association of Community Colleges southern section conference. *City Magazine* and the *Viking* Newspaper students earned first place prizes in the categories of on-the-spot editorial writing and mail-in informational graphic.

On the athletic front, the LBCC Women's Soccer Team visited St. George, Utah on Friday, October 17<sup>th</sup>, to compete against two nationally-ranked Division I teams. The Lady Vikings are a Division III team. Our women's team beat out the Dixie State Rebels (2-0) and the Rhode Island Knights (5-0). These victories help to solidify the LBCC Women's Soccer National Champions.

Homecoming festivities were a success. Students built 13 floats and the Homecoming Committee put on a great half time show. I'd like to congratulate Darryl Howton and Tiffany Andrews who were crowned this year's Homecoming king and queen. The five days filled with activities, decorated the campus with the Viking spirit.

The Title V Latino Studies Institute, in collaboration with the LAC Cultural Affairs and Student Senate, is hosting a Day of the Dead Celebration. The celebration began today with the construction and dedication of an Oaxacan Sand Mural at LAC. There was also a Day of the Dead altar built outside of the E Building. There will be an Art Exhibit in the Nordic Lounge on October 30<sup>th</sup> from 11-1 p.m. and the mural will be on display until October 30<sup>th</sup>.

As the culmination of the fall semester draws near, the Student Life Programs begin to organize their semi-annual awards ceremonies. Nomination forms have been sent out to those who wish to nominate a student for honor and recognition. The Student Life banquets will be held during the first week of December. Invitations will be sent out shortly; please keep your calendars handy.

**PUBLIC COMMENTS ON AGENDA ITEMS**

At their request, members of the public may address the Board of Trustees on any item prior to or during the Board's consideration of that item. A five (5) minute time limit will be allotted to each speaker, with a maximum of twenty minutes for each subject, unless extended by the Board President. (There were no Public 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/ratify the following actions:

Appointments

Hourly Instructors – Fall	124
Hourly Counselors – Fall	5
Hourly International Coordinator – Fall	1
Hourly Librarians - Fall	1
Hourly Reader - Fall	1
Stipends	5

In-Service Changes

Department Head Elections	3
Change of Title	1

**HUMAN RESOURCES (Classified)**

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

APPOINTMENTS

Reclassification	1
Temporary	4
Exempt From the Merit System	7

**FINANCE AND PURCHASING**

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

**Appropriation Transfers**

There are no appropriation transfers.

**Salary Warrants**

Ratify issuance of salary warrant listed on Register No. 4144 for the period of September 22, 2003, through October 3, 2003, in the amount of \$4,440,278.28 as listed.

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Register No. 4144	Warrant Nos. 0715654 – 0715782	<u>\$ 4,440,278.28</u>
Issue Date 09/30/03		
	Total Salary Warrants Issued	<u>\$ 4,440,278.28</u>

**Commercial Warrants**

Ratify issuance of commercial warrants for the period of September 22, 2003, through October 3, 2003, in the amount of \$1,455,665.24 as listed.

Period Ending September 26, 2003

Unrestricted General Fund	\$ 228,339.71	
Restricted General Fund	23,432.60	
Child Development	345.00	
Capital Outlay Projects Fund	648.00	
General Obligation Bond Fund	16,103.00	
Student Financial Aid Fund	499,399.59	
Payroll Clearing Fund	<u>215,668.02</u>	<u>\$ 983,935.92</u>

Period Ending October 3, 2003

Unrestricted General Fund	\$ 403,100.53	
Restricted General Fund	18,472.77	
Child Development Fund	28.46	
Capital Outlay Projects Fund	3,335.00	
General Obligation Bond Fund	30,645.22	
Community Service Contract Ed	170.72	
Payroll Clearing Fund	<u>15,976.62</u>	<u>\$ 471,729.32</u>
	Two Weeks Total	<u>\$ 1,455,665.24</u>

Included in the total expenditure of \$1,455,665.24 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund

\$ 79,525 to Long Beach Community College District, to establish Cashier's Office Trust Account, for extra-curricular Senior Center programs and for the California Assessment Initiative.

\$ 30,000 to USPS, (United States Postal Service) for postage by machine service.

Capital Outlay Projects Fund

\$27,972 to Network Hardware Resale, for one firewall module for CISCO 6500 switch, for Academic Computing & Information Technology department, Liberal Arts Campus.

Student Financial Aid Fund

\$ 46,142 to ASB Bank (Associated Student Body Bank), for reimbursement of advances for PELL students for August 2003.

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\$ 32,400 to ASB Bank (Associated Student Body Bank), for Bookstore stock charges for August 2003.

**PURCHASING**

**Contract Awards**

CN99632.1 – Ratify – With General Electric Capital Corporation for a five-year lease of a folding inserting machine for the LAC Mailroom for the period of November 1, 2003, through October 31, 2008. Monthly lease rate will be \$516.02 for an annual amount of \$6,192.24. Total term lease payments not to exceed \$30,961.90; service agreement will be charged at \$203.67 per month for an annual amount of \$2,444.04. Total term service agreement charges not to exceed \$12,220.20.

**Purchase Order Approvals/Ratifications**

Authorize the issuance of purchase orders for the period September 22, 2003, through October 3, 2003, in the amount of \$508,519.46 as listed.

47102	\$ 9,250.00
47158	7,743.03
47179	5,000.00
47181	4,780.00
47283	55,220.00
47285	44,000.00
47309 – 47310	3,047.68
47400	5,000.00
47467 – 47485	72,477.23
47487 – 47583	<u>302,001.52</u>
Total amount	\$508,419.46

Included in the total amount of purchase orders of \$508,419.46 are the following items greater than \$25,000:

**Unrestricted General Fund - Fund 01**

PO 47474	Workers compensation fees	
	Health & Welfare Benefits and ASB	
	Account No. 361000-01-674000-0000	\$14,986.78
	Account No. 362000-01-699900-0000	\$660.34
	Account No. 362000-01-674000-0000	\$13,063.19

**Capital Projects Fund – Fund 41**

PO 47488	Dell servers	
	PeopleSoft Implementation Hardware	
	Account No. 647000-41-710300-5315	\$33,224.09

**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:

**Agreement**

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

CN 92968.8 - Ratify - Amend - With College Enterprises, Inc., to extend the termination date from September 30, 2003, to November 30, 2003, to complete services that are being terminated through the Pulse Copy Centers at both the Liberal Arts and Pacific Coast Campuses.

CN 93109.9 – Ratify – With Archie J. Hicks, to design and produce the District’s Spring 2004, Summer 2004, and Fall 2004 schedule of classes, effective October 1, 2003, through June 30, 2004, for the amount not to exceed \$10,000.

CN 93110.1 – Ratify – With San Francisco Community College District as funding agent for the Early Childhood Mentor Program, to provide funding for Long Beach Community College District Program, effective September 1, 2003, through June 30, 2004. The amount of funding is \$4,093.

**Use of Facilities**

None

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.

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

None

**SUPERINTENDENT-PRESIDENT**

No Report

**ACADEMIC AFFAIRS**

**2004 Summer Session Schedule**

It was moved by Member Uranga, seconded by Member Kellogg, that the Board of Trustees approve the Summer Session 2004 dates as follows:

Day and Evening Sessions:

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Tuesday, June 1, 2004 - Friday, July 2, 2004  
Tuesday, July 6, 2004 - Friday, August 6, 2004  
Monday, June 14, 2004 - Friday, July 23, 2004  
Monday, May 31, 2004 - Friday, July 30, 2004

The motion carried, all voting aye.

**STUDENT SUPPORT, PLANNING AND RESEARCH**

No Report.

**ADMINISTRATIVE SERVICES**

**Integrated Transportation Strategies Symposium**

It was moved by Member Kellogg, seconded by Member Clark, to authorize the Vice President, Administrative Services to accept, on behalf of Economic Development, funding from sponsorships provided by the following businesses:

Alameda Corridor Transportation Authority	\$ 1,500
Crain & Associates	3,000
Dornier Consulting	5,000
Gateway Cities Council of Government	500
Harbor Association of Industry & Commerce	2,500
Iteris, Inc.	1,000
PARSONS	3,000
Parsons Brinkerhoff	3,000
Planning Company Associates	1,300
Port of Los Angeles	5,000
Port of Long Beach	<u>5,000</u>
Total received:	\$ 29,300

Sponsorships were pledged for the Symposium on Integrated Transportation Strategies held on October 3, 2003 in exchange for which the companies received:

- Display of sponsor logo in printed material
- Free attendance to event
- Display table at event
- VIP Reception on October 2, 2003

The Boeing Corporation provided the facility, the PacifiCenter @ Long Beach, plus continental breakfast, lunch, and refreshments, for the event.

The motion carried, all voting aye.

**PACIFIC COAST CAMPUS**

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Dr. Merry: Thank you, President McNinch. The magenta and blue flyers in front of you are here for you to look at the ACE program for the coming spring semester and you will note that we are adding weekend classes on Saturday and Sunday to the ACE program, which we're excited about that and looking forward to seeing how well they will go. We've also added more classes to the Liberal Arts program. So that's for your information.

I want to thank you for your show that's been up for the past two months and it's coming down as soon as you can take it down, to make room for the next show that's going up for November-December and its title is "West Africa," and it's by the same photographer who did a couple of other shows for us. So we're looking forward to having her work up again and the reception for Valena's show is November 12 and we hope that everybody can come and listen to her talk about her experiences in West Africa. Thank you.

Member Clark: Pauline, in regards to the weekend classes. Have we had those before, or is this the first time?

Dr. Merry: Since I have been here I've noted in the Schedule of Classes, Weekend College, but I never knew of any classes that were really offered then. So, now, we actually will have Saturday and Sunday classes, in addition to the Wednesday-Saturday format.

**ECONOMIC AND RESOURCE DEVELOPMENT**

No Report

**ACADEMIC SENATE**

Janice Tomson: I know later on you're going to hear from Victor Collins on the Report on Selection, Hiring and Evaluation Process for Faculty and Staff. I'm not a part of that report, but I'd like to tell you a little bit about affirmative action reps who are involved in the hiring process for faculty. By serving as affirmative action reps faculty play a role in maintaining fairness and equity in the hiring process for faculty. Each year the Academic Senate appoints faculty to serve on the hiring committees as affirmative action representatives. The affirmative action representatives are trained by Irma Ramos in Human Resources, are from outside the department, and participate fully in the hiring process with the added responsibilities to assure that the hiring committees stay within the affirmative action guidelines as specified by Human Resources. The affirmative action reps make sure all candidates are treated equally and that deliberation conforms with the procedures specified in our hiring policy. They are non-voting members and must attend all hiring meetings. It is always an interesting opportunity for faculty, because they are able to learn about other disciplines across campus. I'm sure you'll hear a lot more about the selection and evaluation process for faculty and staff, but I wanted to point out to you the Senate's role in this. Thank you.

**TRUSTEES COMMUNICATIONS**

None



**STUDY SESSION**

**Expanded Report on Nursing, Dr. Lynn Shaw, Interim Dean of Health and Science, Facilitator**

Dr. Lynn Shaw: Board of Trustees, Executive Committee, Faculty, staff and community members. Thank you so much for this opportunity to present on the Long Beach City College Nursing programs.

There is a severe nursing shortage. California ranks 48<sup>th</sup> in terms of patient to nurse ratio; this grabs the headlines, but all the healthcare professionals are seeing shortages of trained workers. The average age of a working nurse is the mid 40s.

The City of Long Beach has chosen the Health Care industry as its focus for this year, with the Mayor sponsoring a forum: The Healthcare Industry: Resolving the Skill Shortage. In the LA area healthcare accounts for 312,300 jobs and is the nation's 5th health care economy in terms of employment.

The average wage at our local hospitals for entry-level nurses averages \$20.00 per hour with a high of \$35.00 per hour for an experienced or specialty nurse. Every student who completes our program and wants a job, can find one. According to the Vocational Technical Education Act Core Indicator data, which uses Employment Development Department reports: Out of 90 students reported 88 were working in the RN program. In the VN program, 63 students reported and 62 were working.

What is Long Beach City College doing to alleviate this shortage?

The RN program began in 1960s and the VN program began in the 1950s and together these programs have graduated 6050 students.

The VN program

We have 4 basic nursing programs

Home Health Aide

Certified Nursing Assistant

(Nurses Aide)

Licensed Vocational Nurse

(Vocational Nursing)

Registered Nurse

(Associate Degree Nursing)

All of these programs make up a Career Ladder Program. In other words, a student can begin as a Home Health Aide and progress to Registered Nurse.

We have 415 people on our Associate Degree Nursing program waiting list.

Each of you has a packet of information that includes the curriculum guides and applications for our nursing programs, statistics on how we are doing, as well as Employment Development Department information on the growth in nursing occupations.

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Highlights for both programs

Current grants for both the Associate Degree Nursing and Vocational Nursing programs are from hospitals, the Community College Chancellor's Office, foundations and the workforce investment boards, totaling over \$1 million dollars.

RN

Most of the dollars for the registered nursing program are to increase enrollment, and we have added 20 students to the program for a total of 75 each semester.

Two of our grants:

Men In Nursing: outreach, recruitment of men for the program, which currently is 95% women

Foreign educated nurses: St. Mary's selected ten employees who are foreign educated nurses working in their hospital as a certified nursing assistant or vocational nurse, because they were unable to pass the nursing certification exam. This project gave them classroom and lab experiences, mentoring and tutoring to prepare them to pass the test.

Lakewood Regional Medical Center currently is funding one full-time faculty member and has offered to fund two additional faculty members.

Highlights for VN

The Vocational Nursing program has a project working with the Office of Economic Development, supporting students paying for all the students' costs: books, uniforms, supplies and tuition.

Both programs continue to discuss and plan for an evening weekend program.

Three of the faculty (Helen Barnes, Peggy Wells, Eva Talastas) have contributed to a newly published Vocational Nursing textbook.

Mila Paunovic, Instructor in charge of Certified Nursing and Home Health Aide program provided the Board with information on this program.

Mary Cavalier, Program Director of the Vocational Nursing Program and Department Head, discussed the Vocational Nursing Program.

Brenda Harrell, Program Director and Department Head, Associate Degree Registered Nursing Program, provided details of this program. She noted that there were 220 students in the Registered Nursing program at the present time, and also invited Board members to the graduation ceremonies on December 16 in the auditorium, where 35 students in this program will graduate.

Anthony Bowman, a Vocational Nursing student commended the LBCC Nursing Program.

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Member Clark: How much help do we have from the hospitals as far as any financial help? I would assume that we have our students working in the hospitals and doing some intern work.

Brenda Harrell: We actually have a student nurse worker program and right now we have students who are employed at Long Beach Memorial Medical Center and Torrance Memorial Medical Center and they are paid for the work that they do once they register to work as a student nurse. But, in terms of clinical experience as part of the courses, there is no pay involved in that.

Member Clark: Do they give us any financial help? Do they give us scholarships for students?

Lynn Shaw: We have gotten some money – I think we could get more – to try to support the students and improve the instruction program. I would really like to see a night and weekend program. That's kind of my little project. There are lots of obstacles. One of them is all the community colleges get together and decide who gets the clinical time at the hospital and it's very regulated, so it's hard to find those clinical slots. So, we're having to get very creative to make that happen. The hospitals do gain, but we have a faculty member there the whole time our students are there, because it's meant for the instruction. So, it does help the hospital, but there's a lot of competition for those slots. Lakewood has come forward and offered to pay for two additional faculty – that's recent. St. Mary's has funded this foreign-educated nurses program, but that was for their employees. The other grants we have I think mostly come from the Chancellor's Office or the Foundations, but not direct support from hospitals. Maybe Mary Callahan has some ideas about that.

Dr. Callahan: Well, actually, in addition to Lakewood, I believe Long Beach Memorial is sending some support to students. St. Mary's does, too. So, we do get support from the various hospitals, and some of it is direct support to students buying uniforms and books and others, as Lynn said, is to support faculty so we can take in more students.

Member Clark: One other question. In that it appears that almost all the students we have are employed, what ability do we have to increase enrollment? I know it's a costly program.

Dr. Callahan: Lakewood has given us money to take in more students and we have an ability to do that in the Associate Degree program more than we do in the vocational nursing program. The Vocational Nursing Board is rigid in the number of students we can take in per semester. Each semester we have to apply to take in a certain number of students, so it's very difficult for us to increase in that area; but for the Associate Degree we are able to. I believe we are taking in 20 extra per semester now and we may go to 30, because Lakewood is supporting us to add faculty and is giving us clinical space, so we should be graduating an extra 20 or 30 per semester for the next few years.

Mila Paunovic: I just wanted to add that we are the foot soldiers because we are the first in line on that ladder and we really don't have a problem with instructors and students. We have a space issue. We don't have a classroom. I have people who are willing to

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teach. We want to do it in the evening and people are willing to orient students and be with students on Saturday and Sunday. People are calling me and leaving messages asking me to please help us find an adequate larger classroom and we can then provide all the students for both programs.

Member Clark: We did get a bond issue.

President McNinch: I know that there are some nights that you can't find an empty seat on either campus, but then there's Friday nights and there are weekends and I know that Dr. Callahan is working with you on that.

I do want to give great kudos to our Nursing Program. In 1999 and 2000 I had the opportunity to be in and out of a number of health care facilities and the finest care I received was always from our students and they didn't know my affiliation. I was just this old lady in the bed with broken legs and I would say, "Where did you get your training," or "Where are you going to school?" and it was always Long Beach City College. The one exception to the rule, which will remain nameless, because Dr. Callahan and I still have a contract out on the administrators of that facility because they tried to kill me, we have no students, nor will we ever have any students in that facility because they're just not good people. You really do good work. The work you do is so important and I know when Dr. Kehoe was in St. Mary's hospital she had the opportunity to be attended to by some of our graduates. What you do – there are not enough thanks to thank you for it. (applause)

Member Uranga: I would think that you would want some of the Long Beach City College students to be at that facility so that won't happen, but that's another issue we won't get into right now since you did have a traumatic shock from that experience.

I just want to mention that I have gone to three graduations for the Nursing Program and some of the stories that the student graduates give are very compelling: A lot of struggle, a lot of sacrifice from these individuals. I'm not surprised at the age level of your students because I think that they go in there already at a level of maturity and by the time they graduate they are ready for retirement. I'm only kidding.

I was looking at this and I see that it starts at a Nursing Assistant and then you go from there to Vocational Nurse and from there to LVN and RN. How long, if a person were to start at point zero as a Nursing Assistant to get to an RN degree would that realistically take? If you were to be on the fast track.

Brenda Harrell: I think about four years.

Member Uranga: And then after that I guess you can transfer over to a state college or other university and complete further training – oh, they can get a bachelor's degree.

The other question I had as Dr. Clark mentioned, is obviously financial aid and there is some out there. What can we do to address the overcrowding issue besides having more classroom space available as well as some creative scheduling – I think Friday nights were mentioned or Saturday, early mornings and I understand now that there are course offerings being offered at 4 or 5 in the morning for those night students. I don't know if

it would be realistic for some of these students that we have who would want to pursue this kind of career, but what can we do?

Lynn Shaw: There are so many pieces to the puzzle to make it work and we have additional challenges because we have our outside regulating agencies watching over us as well as the community college. We need for you to know what's going on with us. We realize there's a great demand in the community. I know the faculty is working very hard to try to make this happen. We could use some more classroom space. I've talked to hospitals about maybe letting us teach off site – maybe that's an option. We need people who could teach and that's also a very challenging thing because they need to be qualified in specialty area so we can cover all the bases. It's a team teaching program in the Associate Degree Nursing Program. Like when you build the team you have to make sure the team stays intact, there's a lead teacher and they have multiple committee meetings of various issues, so the faculty of all programs are looking to try to make this happen. We could use more money, more space, more faculty; kind of the whole community college issues is kind of trickling down to the nursing program, only I think the nursing programs are more complicated just because of these outside regulating agencies and we have to have a one to ten faculty to student ratio, for example. So, if you know anybody who might want to teach, we'd really like that. That would really help and space – space to teach. We need big classrooms. Like this classroom would be perfect if we could have this – this size. More technology.

Member Uranga: You probably also need, besides cooperating hospitals, those who have requirements for the lab portions of these classes. Is that correct? Hospitals have to have the breadth of equipment and staff in order to provide them the breadth of experience – in order to complete the degree program.

Lynn Shaw: Not only that, they have to have a certain number of patients, because the students have to get a certain experience. I mean when I came to this program, my husband is a graduate of it, so I kind of knew the reputation. Never in my wildest dreams did I think I'd be the dean, but, aside from that, maintaining that reputation is so critical to the success of our program and the success of our graduates. We have a formula that works. We just need to figure out ways to make it grow. I know the faculty and department heads are trying to make that happen, and we're trying to get very creative. So, if you could help with the money, space and faculty issue, we could do it.

President McNinch: I think you're very creative in approaching people in your industry and have them pay for faculty. That's very good. You must have been sitting next to Lou Anne and rubbing shoulders with her in the way she twists the arms of industry to help provide for their needs.

Member Uranga: One more point. I noticed that this literature still has \$11 per unit. You might want to update them.

Lynn Shaw: There's a certain cycle of updating that we go through, so, yes, it still shows \$11 per unit.

Member Uranga: Thank you very much. An excellent program and a good report.

President McNinch: Thank you.

Member Polsky: I just wanted to add from another viewpoint that for our graduates who are becoming RNs the pay scale is wonderful. I congratulate the young man for being in the program and it's a great career path for men. The pay is great, so any student out there thinking about it, if you can get in and work your way up and become an RN, the opportunities are limitless and the pay is very, very good. I know for a fact. So, good job.

**Report on the Selection, Hiring and Evaluation Processes for Faculty and Staff**  
**Victor Collins, Executive Vice President, Human Resources and Irma Ramos,**  
**Director, Human Resources and Staff Diversity, Facilitators**

Vic Collins: Tonight's presentation is actually Chapter 2 of a discussion that was given to the Board nearly two months ago and the comments that Janice Tomson talked about in terms of the processes and participants in the selection, we went over that pretty thoroughly at our last presentation. At the Board's request what we are going to provide to you tonight is some statistical information, so we're going to ask, if you would, to shift to the front row if you would and we'll talk through some of the information that you have in your handouts.

For members of the audience I would like to point out what we are going to do tonight. We have an abbreviated report form on the hiring processes for faculty, classified and administrators over the last three years and we have that in summary format. The Board members were given the detail information of all the faculty hiring that we did during those three years by individual position, but to duplicate that would be rather voluminous, but we have given that to the Board members and we do want to spend some time tonight talking about the abbreviated form that summarizes the data.

Vic Collins and Irma Ramos presented the following Powerpoint report:

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**Diversity Report  
3-Year Cycle  
Faculty Recruitment**

	ETHNICITY								TOTAL			
	A S I A N	B L A C K	H I S P A N I C	I N D I A N	F I L I P I N O	W H I T E	D E L C I N E D T O S T A T E		T O T A L D I V E R S I T Y #	T O T A L D I V E R S I T Y %	T O T A L F E M A L E #	T O T A L F E M A L E %
<b>2001-2002</b>												
Total Applicants	85	94	63	9	5	666	3		256	28%	431	47%
1st Interview	28	22	15	3	1	154			68	31%	125	57%
Final Interview	12	7	8	1		97			28	22%	72	58%
Total Hires	5	1	2	1		27			9	25%	20	56%
<b>2002-2003</b>												
Total Applicants	157	104	120	11	3	508	53		395	41%	556	58%
1st Interview	23	14	24	2	2	107	12		65	35%	104	57%
Final Interview	5	3	11		2	39	5		21	32%	41	63%
Total Hires	2	2	6		1	14			11	44%	13	62%
<b>2003-2004</b>												
Total Applicants	74	33	34	13		348	37		160	30%	237	44%
1st Interview	10	3	5			56	2		18	24%	45	60%
Final Interview	2		2			28			4	13%	18	56%
Total Hires	1		1			10			2	17%	5	42%

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Classified Recruitment**

	ETHNICITY							TOTAL		
	A S I A N	B L A C K	H I S P A N I C	I N D I A N	W H I T E	D E L C I N E D	T O T A L	T O T A L	T O T A L	
	#	%	#	%	#	%	#	%	#	
<b>2000-2001</b>										
Total Applicants	340	422	285	15	594	15	1062	64%	939	56%
Eligible Applicants	78	109	80	4	225	3	271	54%	294	59%
Total Hires	34	18	17	3	56	0	72	56%	69	54%
<b>2001-2002</b>										
Total Applicants	282	327	220	4	451	51	833	62%	802	60%
Eligible Applicants	66	59	42	2	141	5	169	54%	219	70%
Total Hires	13	12	11	1	41	0	37	47%	53	67%
<b>2002-2003</b>										
Total Applicants	495	619	566	31	841	320	1711	60%	2015	70%
Eligible Applicants	72	87	82	6	185	42	227	50%	309	68%
Total Hires	7	4	6	0	25	0	17	40%	23	55%

\*Eligible Applicants: A rank order list of the names of persons who have qualified for possible employment through one of the District's competitive examination processes. In the event of tie scores, more than one name may hold the same rank.



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**Diversity Report  
3-Year Cycle  
Academic Administrator  
Recruitment**

	ETHNICITY							TOTAL			
	A S I A N	B L A C K	H I S P A N I C	F I L I P I N O	W H I T E	D E L C I N E D	T O T A L	T O T A L	T O T A L	T O T A L	
	#	%	#	%	#	%	#	%	#	%	
<b>2001-2002</b>											
Total Applicants	1	16	6	1	19		24	56%	12	30%	
1st Interview	1	3	6	1	2		11	85%	7	13%	
Final Interview	1	1	2		1		4	80%	2	40%	
Total Hires	1		1				2	100%		0%	
<b>2002-2003</b>											
Total Applicants	8	17	11	1	60	4	37	37%	33	33%	
1st Interview	3	3	2		16		8	33%	8	33%	
Final Interview	1		2		7		3	30%	5	50%	
Total Hires			1		1		1	50%	1	50%	

2003-2004\* \* Academic Administrator recruitments during the 2003-2004 recruitment period:  
**None.**

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**Diversity Report  
3-Year Accumulative Total  
All Recruitments**

	ETHNICITY										TOTAL	
	A S I A N	B L A C K	H I S P A N I C	I N D I A N	F I L I P I N O	W H I T E	D E C L I N E D	T O T A L #	T O T A L %	T O T A L #	T O T A L %	
<b>FACULTY</b>												
Total Applicants	316	231	217	33	8	1522	93	811	34%	1224	51%	
1 <sup>st</sup> Interview	59	39	44	5	3	317	14	151	32%	274	57%	
Final Interview	19	10	21	1	2	164	5	53	24%	131	59%	
Total Hires	8	3	9	1	1	51		22	30%	38	52%	
<b>CLASSIFIED SERVICE</b>												
Total Applicants	1117	1368	1071	50		1886	396	3606	62%	3756	62%	
Eligible Applicants	216	235	204	12		551	50	667	53%	822	66%	
Total Hires	54	34	34	4		122		126	48%	145	59%	
<b>ACADEMIC ADMINISTRATORS</b>												
Total Applicants	9	33	17	1	1	79	4	61	42%	45	31%	
1 <sup>st</sup> Interview	4	6	8		1	18		19	51%	15	41%	
Final Interview	2	1	4			8		7	47%	7	47%	
Total Hires	1		2			1		3	75%	1	25%	

**Title V/HIS/Grant Update**

**Sofia Beas, Director, Title V/HSI Grant, Facilitator**

The following Powerpoint presentation was given by Sofia Beas and the Title V staff:

**BRIDGES FOR STUDENT SUCCESS**

**LONG BEACH CITY COLLEGE TITLE V**

**Hispanic Serving Institutions Grant**

U.S. Department of Education (1999-2004)

**U.S. Dept. of Education**

- History of Title V-
- 1999: 28 million
- 2002: 86 million
- 2003: 92 million
- 

Hispanic Serving Institutions –

To qualify must have 25% or more Latino Students

**History of Title V at LBCC**

- College-wide grant committee composed of faculty and administration
- Submitted grant application in June of 1999.
- 2.25 million dollars over five years was granted.
- \$425,000 per year

**OVERVIEW**

- Activity One – Student Services
- Activity Two – Faculty Development and Improvement of Academic Programs
- Activity Three – Project Management

**ACTIVITY ONE**

Student Services: Bridges for Student Success – Critical Interventions for Latino Student Success

**Components**

1. Development of Student Services Technologies to Incr4ase Student Success:  
Strengthens the student services computer network systems that are designed for the retention of LBCC students.
2. Student Intervention Strategies to Improve Student Success:  
Develops intervention systems for “at-risk” Latino students through role modeling and mentoring.

**Online Counseling**

**Existing Features of the Website**

- Ask questions online
- Password Login
- Quick questions
- Student-driven FAQ
- Campus/Community Links
- Images of students
- Intake tracking system
- Calendar of Events
- Disclaimer (content in other sites, etc.)
- Meet Your Counselor
- Detailed Help sections (in text)
- “How To..” Information

**Online Counseling Home Page**

**Quick Questions Page**

**Meet Your Counselor Page**

**Online Counseling Team:**

Ron Lebfrom – Webmaster

Kenna Hillman – Counselor/Developer

Faculty Workgroup Members:

Blanca Galica, Darlene Gicuhi, Dan Hansch, Judy O, Diana Ogimachi and Ruben Page

**Student Focus Group Members:**

Juan Torres, Hilda Aguiar, Jennifer Bartz, Thomas Mesa, Raul Jallorina, Patty Drugge, Susan Arias, Kathy Flynn

**ACTIVITY TWO**

Faculty Development and Improvement of Academic Programs:  
Strengthening academic bridges and support for student success – Methods to increase Latino student retention/persistence.

**Components**

1. Development and Testing of Learning Communities to Improve Academic Programs & the Integration of Technology (Levels – basic through transfer).
2. Supplemental Instruction – Increased support for student success in “gatekeeper” courses.
3. ESL Language and Literacy Acquisition and Writing Skills Development Using Technology (All levels – beginning to advanced).

**First-Year Experience Homepage**

**First Year Experience Profiles**

**SAGE Homepage**

**ESL Links**

**Latino Studies Institute – Art 10**

**Latino Studies Institute – Art 10 Instructor**

**Day of the Dead Oaxacan Sand Mural**

**Day of the Dead Musical Performance**

**Day of the Dead Altar**

**ACTIVITY THREE**

- Project Management and Evaluation.
- Research component included in all three activities

**Future of Title V at LBCC:**

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Sofia Beas: I'd like to ask Paul Creason to talk to you a little bit about what's going on with Title V. As you know, this is our final year. So there will be no more Title V monies as of September 30, 2004, but Paul has a great idea and he wants to share it with you. Thank you all.

Paul Creason: Good evening, Madam President, Members of the Board and our audience. The good news is that we've done a lot of great stuff with Title V and, as you can see, there are many, many activities that have gained much momentum and have been integrated into what we do here at Long Beach City College. The bad news, as Sofia mentioned, is that this particular grant will be concluding in September of 2004. They, of course, came to me and asked, "What's the plan? We've really got some things going with Title V." I've been meeting with Dr. Kehoe and our Academic Senate and I'm here to tell you that we do have a plan and I'm here to tell you what our plan is.

There is a funding source called "Title V Cooperative Programs" that's also through the Department of Education, and you may be sitting there thinking, "Well why don't we just go for another Title V?" The reason for that is that there is a two-year wait-out period. Once you've had a Title V they make you sit out two years before you can re-apply. But we have identified these Title V Cooperative dollars and the difference with the Title V Cooperative grant is that we would work with another institution, a neighboring institution. So we have begun discussions with Cal State University, Long Beach, and we've been putting together the same faculty and administrator work group to look at partnering with Cal State, Long Beach, and going after a Title V Cooperative. It's a very similar grant in that you have to have 25% Latino for the lead institution from what I understand, and Cal State, Long Beach, is at about 24% Latino. I have already contacted their fund-raising specialist and it looks like we're going to move forward on a cooperative agreement which is going to be a grant for \$600,000 each year for five years, that will be due in early March. Like I said, with the faculty's and administrators' cooperation, we're putting together those work groups and we're selecting components and topics that will strengthen our institution for the next five years.

The other piece of good news about that is that after our two-year wait-out and should we be successful with our Title V Cooperative, we can also re-apply for another Title V grant. So we could have both of them running concurrently in as few years as two after our wait-out period is concluded. So, we have a plan, it's a good one and it's in action.

Thank you very much. (Applause)

Member Uranga: The Title V program that you mentioned is going to be expired in 2004. A lot of the programs that you currently have in place you are hoping will be integrated into the mainstream curriculum of the college. What effect is that going to have on say your position or other positions that are funded through the Title V monies and what effect is that going to have on faculty and other staff positions in terms of their being integrated into the college? In other words, soft money programs mean soft money positions. Are we going to lose anything or anybody?

Sofia Beas: Well, my position – I'm being backfilled, so the grant is actually not paying for me. They're paying for my hourly salary to backfill me. And the same thing with

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Christina and Javier. We're paying for backfill. We did hire six positions – four full-time, two part time – with Title V. For the last two years the college has been picking up a portion of those positions and so at the end of the grant it would be up to each department to determine whether they want to keep that position or what they would want to do with it.

Member Uranga: And what can we do to ensure that that, in fact, happens?

Sofia Beas: Well I've been meeting with the Departments as of last year letting them know that this is going to happen and that it's up to them to include these positions in their plans so that they have the funding.

Member Uranga: Thank you. I'm looking forward to that cooperative application. Surprisingly, Cal State Long Beach has 24%. When I was there it was like 9% Latino. For many English classes I was the only Latino student in English of all places. Well, that's good because it shows that there's a lot of growth out there in terms of diversity, not only here but in the state.

I didn't get a chance to make any comments on the Diversity Report, but in terms of the reports that we have here and the hiring of the last three years, I see that we have quite a significant number of non-minority applicants in contrast to minority applicants. For example, in the year 2001-2002, under faculty, you had 666 non-minority and right around 300 minority or historically underrepresented groups. The following year you did a little better. You had around 350 to 508 and then there was a major drop off in 2003-2004. I don't know what the impact of that was in terms of why the major drop off between the first year and the third year. It could be economics. It could be the fact that not that many positions were available, so on and so forth. But, I think that the bottom line of what I'm trying to say here is the fact that if we're going to make any progress towards equity in having a more diversified faculty and staff is that we need to hire at a better rate than we are currently hiring at. We're hiring at 30%. It's not going to get us there, especially when you're looking at that first year the total diversity applicants was 28%, but we hired at the rate of 25%, so you're hiring less than you're recruiting. It was the same for the next year and even worse for the third year. So, we need to improve our hiring rate, basically is what it comes down to. Progress is being made. It's just a little slow. I think we need to redouble our efforts to make sure that we make a change in that so that our faculty and staff reflect the community. The community isn't going to wait for us. We have to come to them. Thank you.

President McNinch: Thank you, Roberto. Your comments are well taken. However, if we try and fit diversity into the City of Long Beach and we hired only the minorities, everybody else would look like me.

Member Uranga: That is not what I mean.

**NEW BUSINESS**

President McNinch: I would like to put something forth for an upcoming meeting. I would like to propose, Roberto, that you receive a lifetime membership to ACCT.

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Member Uranga: What?

President McNinch: The cost of this equals the cost of your attending two meetings. An ACCT lifetime membership....

Member Uranga: It's \$1,000.

President McNinch: Right, and fees to attend your continuing professional education, that would be paid for in less than two meetings.

Member Uranga: O.K.

President McNinch: Don't you think that's a good idea? You get a lifetime membership and we save money.

Member Uranga: I'm flattered.

President McNinch: You think it's a good idea?

Member Uranga: I'm honored.

President McNinch: Is that a "yes."

Member Uranga: I'm flattered. It's not my decision.

President McNinch: No, it's the Board's decision.

Member Uranga: It's the Board's decision. I'm flattered and honored by your suggestion. I certainly would not be opposed to anything like that.

President McNinch: Tom, are you going to continue on the national level of being active? I'm trying to figure out how much money we can save here.

Member Clark: To some degree, but I'm not eligible. I haven't been that active to be eligible for anything.

President McNinch: O.K. Would you propose me for a membership, also, Roberto? We'll save money that way.

Member Uranga: Of course. You scratch my back, I'll scratch yours.

President McNinch: O.K. That will go under "New Business" as an action item.

**FUTURE REPORTS**

December 9, 2003:     - Two-College District Committee Report  
                              - Impact of State Budget Cuts on LBCC Students

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

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At their request, members of the public will be given the opportunity to address the Board of Trustees on matters of general District business. This is the time for members of the public to speak and be heard and share their comments with the Board and for the Board to listen. Therefore, the public should not expect the Board to comment or respond to public comments. A particular position should not be inferred if there are no Board member comments during this time.

A total of five (5) minutes will be allotted to each subject, unless extended by the Board President. After receiving testimony, the Board may recommend placing such item or item(s) on the agenda of a future meeting or referring the item(s) to staff for a report. (There were no Public Comments.)

**ADJOURNMENT**

President McNinch adjourned the meeting at 6:30 p.m. The next regular meeting of the Board of Trustees will be held on November 11, 2003. The first order of business will be adjournment to a closed session, as needed. The Board will reconvene in open session at 5:00 p.m. in Building I, Liberal Arts Campus.

Assistant Secretary