

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

**Minutes of Meeting of
March 23, 2004**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Building I, Liberal Arts Campus, 4901 East Carson Street, Long Beach, on March 23, 2004.

CALL TO ORDER

The meeting was called to order at 4:00 p.m., the items to be discussed in closed session were announced and the meeting was adjourned to closed session.

The meeting was reconvened in open session at 5:00 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

Dr. Adrian Novotny led the Pledge of Allegiance.

ROLL CALL

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

WELCOME AND INTRODUCTIONS

President McNinch welcomed everyone to the meeting.

ORDERING OF THE AGENDA

There were no changes in the order of the agenda.

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.

The Associated Women Students had an excellent Women's Week. Every event was outstanding because each forum presented new and insightful information for everyone in attendance. The AWS worked diligently to ensure that the scheduled events were successful.

The Pacific Coast Campus will host an Easter Carnival on Saturday, April 10th. The event will take place from 11 am to 2 pm. This event will feature an Easter egg hunt, basket giveaway, and pictures with the Easter Bunny. Everyone is invited to attend this free, fun, and exciting event.

This year the Mini Grand Prix, the Chili Cook-Off, and the Show n' Shine Car Show, will all take place on April 3rd at the Liberal Arts Campus. The events will take place at the Golf Mall, between the J parking lot and the small gymnasium. The event will take place from 10:30am to 6pm. This fun filled Saturday will include food, music, and plenty of prizes for everyone. We hope to see you there.

PUBLIC COMMENTS ON AGENDA ITEMS

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

The following items were part of the Consent Agenda

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

Probationary Faculty – Second Contract	12
Probationary Faculty – Third Contract	24
Probationary Faculty – Permanent Employees	28
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	5
Permanent	1
Temporary	9
Exempt From the Merit System	37

INSERVICE CHANGES

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Changes and Modifications 1

SEPARATION FROM THE DISTRICT

Resignation 2

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:

ADMINISTRATIVE SERVICES

FINANCE

Appropriation Transfers

There are no appropriation transfers.

Salary Warrants

Ratify issuance of salary warrants listed on Register No. 4174 for the period of February 16, 2004 through February 27, 2004, in the amount of \$449,770.06 as listed.

Register No. 4174	Warrant Nos. 0721891 – 0722028	\$ 449,770.06
Issue Date 02/27/04		
	Total Salary Warrants Issued	<u>\$ 449,770.06</u>

Commercial Warrants

Ratify issuance of commercial warrants for the period of February 16, 2003, through February 27, 2004, in the amount of \$1,948,006.01 as listed.

Period Ending February 20, 2004		
Unrestricted General Fund	\$ 143,870.80	
Restricted General Fund	30,432.83	
General Obligation Bond Fund	144,073.11	
Community Service Contract Ed	170.01	
Student Financial Aid Fund	<u>272,443.12</u>	<u>\$ 590,989.87</u>
Period Ending February 27, 2004		
Unrestricted General Fund	\$ 943,678.27	
Restricted General Fund	38,139.18	
General Obligation Bond Fund	172,978.45	
Community Service Contact Ed	80.32	
Self Insurance Fund	1,319.00	
Student Financial Aid Fund	1,030.00	
Payroll Clearing Fund	<u>199,790.92</u>	<u>\$ 1,357,016.14</u>
	Two Weeks Total	<u>\$ 1,948,006.01</u>

Included in the total expenditure of 1,948,006.01 are the following payments greater than \$25,000, excluding employee benefits and utilities:

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Unrestricted General Fund - 01

\$ 486,000 to Keenan & Associates, for the third quarter installment for membership in the Protected Insurance Program for Schools, for Joint Powers Authority for Workers' Compensation coverage.

\$ 38,467 to Wachovia Purchasing Card, (formerly First Union), for the VISA purchasing card for January 2004.

Capital Outlay Projects Fund - 41

\$ 141,280 to Wolff, Lang, Christopher Architects, for professional services from November 1, 2003, through November 30, 2003, for the Technology Building replacement.

\$ 134,079 to City National Bank, third quarter installment to assignee for Municipal Finance Corporation, for Honeywell mechanical retrofit and energy project.

New Accounting Fund

It is recommended that the Board approve the creation of Fund 58, Stadium Operations Fund.

PURCHASING

Contract Award

CN 99618.5 – Authorize the Vice President, Administrative Services to approve the selection of the responsible contractor from the responsive bidders for re-roofing Building J at the Liberal Arts Campus and Building GG at the Pacific Coast Campus.

Bond Contract Amendment

CN 22005.1 – With Marlene Imirzian and Associates, Amendment #1, for Master Programming Services for bond projects to increase the contract amount by \$74,000 for a total contract amount not to exceed \$164,000, paid for by bond funds.

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period February 16, 2004, through February 27, 2004, in the amount of \$187,760.65 as listed.

48073 – 48134	\$187,760.65	
	Total amount	\$187,760.65

Included in the total amount of purchase orders of \$187,760.65 are the following items greater than \$25,000:

Unrestricted General Fund - Fund 01

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PO 48076 Cisco switches
Management Information Systems
Account No. 646000-01-678000-0000 \$31,171.68

Capital Outlay Projects Fund – Fund 41

PO 48073 Dell server
PeopleSoft Implementation Hardware
Account No. 647000-41-710300-5315 \$27,167.50

General Obligation Bond Fund – Fund 42

PO 48122 DSA fee for Maintenance and Operations Corporate Yard
Interim Housing Clark and Conant
Account No. 624000-42-710400-5409 \$31,743.10

Agreements

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

CN 92538.5 – Ratify – Amend – With Harriman Jones Medical Group, to provide a clinical practice site for School of Health and Science students, to extend the termination date from February 1, 2004, to February 1, 2006, at no cost to the District.

CN 93082.5 – Amend- With the City of Long Beach, reciprocal use of facilities agreement, to extend the termination date from December 31, 2004, to December 31, 2006, at no cost to the District.

CN 93084.1 – Amend – With Pacific Hospital of Long Beach, to provide a clinical practice site for School of Health and Science students, to extend the termination date from August 15, 2004, to August 14, 2006, at no cost to the District.

CN 93085.1 – Amend – With CHW St. Mary Medical Center and Affiliates, to provide clinical practice sites for School of Health and Science students, to extend the termination date from July 14, 2004, to July 14, 2006, at no cost to the District.

CN 93096.8 – Ratify – Amend – With Alvarado Smith & Sanchez, to provide legal services on an as-needed basis, to increase the contract mount by \$20,000, for a total contract amount of \$115,000, for the 2003-04 fiscal year.

CN 93113.1 – Ratify – With Pacific Hospital of Long Beach Charitable Trust, to provide funding for the District to offer additional professional instruction for the District’s nursing students in the skills laboratory, effective January 1, 2004, through December 31, 2004. Amount of funding is \$25,500.

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>
City of Signal Hill	PCC	Employment	AA206	3/3/04

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Testing

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 Aquatics	LAC	Wilson H.S. Recruitment	Pool	2/19/04
LBCC Soccer	LAC	Mayfair H.S. Recruitment	Soccer Field	2/20/04
LBCC A.C.J.A. Club	LAC	Pledging	Corner Lew Davis Grass Area	Mondays 2/23-4/19/04
LBCC Basketball	LAC	St. Anthony's H.S. Recruitment	Large Gym	2/24/04
Foster & Kinship	PCC	Presentation	Dyer Hall	3/6/04
LBCC Circle K Club	LAC	Awards Ceremony	Nordic Lounge	3/13/04
Foster & Kinship	PCC	Presentation	Dyer Hall	5/27/04

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

Grant requests to use District facilities for activities and on dates as shown.

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
None				

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

Institutional Membership

Accept the addition of the following to the institutional membership list:

<u>Membership Name</u>	<u>Amount</u>
California Community Colleges Chief Student Services Administrators Association (Paid by Student Support, Planning and Research budget)	\$300

Donation

Accept the donation from Long Beach Container Terminal, Inc., 1171 Pier F Avenue, Long Beach, CA 90802, of one 1996 Thermo-King Transportation Refrigeration Unit, Model #CF.11.M32G, serial# 06628E3381, for use in the Advance Transportation Technology Program, and request that a letter of appreciation be sent.

ACADEMIC AFFAIRS

That the Board of Trustees approve materials fees for the specific courses offered in the following departments to cover the cost of materials. The fees will be paid at the time of registration.

BUSINESS & SOCIAL SCIENCES, SCHOOL OF
CS 23, Fundamental Data Structures (3.5) \$3.00

CS 51, Introduction to Computer Architecture (3.5) \$3.00

CS 52, Introduction to Software Engineering (3.5) \$3.00

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

The motion carried, all voting aye.

Superintendent-President Kehoe: I'd like to interrupt the agenda here to introduce two of our newly-tenured faculty. You just voted to tenure them and that's Tom To and, I believe, Eurainia Freeman and Ruben Page. (applause)

I just want to mention that, along with another of their other cohorts, who is also tenured, Rourke O'Leary, I had the privilege of being able to call them to tell all four of them that they had gotten a job at Long Beach City College, because Lisa Sugimoto was out of town. So, I got to do the honors, since she was not able to make the call and by default, I got to call all of these newly-tenured faculty originally and I'm very proud to have done that.

HUMAN RESOURCES

Receipt of District Initial Proposal to CCA

It was moved by Member Kellogg, seconded by Member Uranga, that, in response to the Initial Proposal of CCA, the Board of Trustees receive the District's Initial Proposal for a successor agreement with the Community College Association—Long Beach City College (CCA/CTA) in accordance with state laws and regulations. The current collective bargaining agreement between the District and CCA expired on September 30, 2003; in addition to negotiating that agreement, the parties will continue to negotiate on unresolved issues for fiscal year 2002-2003. The Initial Proposal will be made available for review by the general public at the Human Resources Department (Building V) until the next meeting of the Board of Trustees.

Public comment on the District Initial Proposal is invited. (There were no comments.)

The motion carried, all voting aye.

ACADEMIC SENATE (Title 5, Section 53203)

None

SUPERINTENDENT-PRESIDENT

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Superintendent-President Kehoe: Other than the report that I've already given in recognizing the newly-tenured faculty, I would like to say that I just got a White Paper in the mail from Lou Anne Bynum. This was produced by John Barna and Donald Camp from a symposium on Integrated Transportation Strategies that was held in October. It's a very interesting White Paper and if any of you are interested in reading it, I'll be happy to loan you my copy and I'm sure Lou Anne could produce other copies. I wanted to recognize the results of the symposium. Thank you, Lou Anne.

President McNinch: Lou Anne is so on top of things. It's my understanding that Councilmember Frank Colonna who is looking at the integrated transportation issues for Southern California has also received his copy. It's very nice of us to do work that the Southern California cities are looking at doing and we've already started it. Good for us.

ACADEMIC AFFAIRS

No Report

STUDENT SUPPORT, PLANNING AND RESEARCH

No Report

ADMINISTRATIVE SERVICES

No Report.

PACIFIC COAST CAMPUS

No Report

ECONOMIC AND RESOURCE DEVELOPMENT

No Report.

ACADEMIC SENATE

No Report.

TRUSTEES COMMUNICATIONS

There were no Trustee Communications

STUDY SESSION

PeopleSoft Update

Mario Valente gave the following PowerPoint Presentation:

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PeopleSoft Implementation Project

- Dec.98 – PeopleSoft Selected
- Sep. 99 - Financials Ver. 7.4 (Windows only)
- Dec. 2001 - Financials Ver. 7.52 (Windows only)
- Jan. 2002 - HR/Payroll Ver. 7.6 (Windows only)
- April 2002 - HP stopped supporting district HP3000 legacy computers.
- Jan. 2003 - HR/Payroll Ver. 8 (all Web appl.)
- Fall 03 - Student Administration Ver. 8 with Telephone Registration and Walk-in.
- Spring 04 - Telephone, Priority Registration and Walk-in Registration using the Web.
- Jan 04 - Open registration via the Web restricted because of hardware/software constraints.
- PBX experiencing busy signals during Telephone Registration periods.
- Summer 04 & Fall 04 – Full web registration with hardware upgrades in place.
- Fall 04 – Financials will be upgraded to Ver. 8

PS/SA Hardware Upgrades

- Upgraded all Student Administration Servers.
- Upgraded Network Bandwidth internally and externally.
- Purchased and installed a “Load Balancer”
- Microsoft system Engineer to review and make necessary adjustments to Microsoft Windows and SQL Servers Software.
- Cisco Systems Engineer to review and make necessary adjustments to LBCC network and load Balancer.
- Developed a “Script” to stress test the system simulating hundreds of students using the system simultaneously.
- Increased number of lines to the PBX. These lines are shared between the phone system and the registration IVR.

Still Outstanding

- PeopleSoft Engineer to review and make necessary adjustments to PeopleSoft.
- **On site 3/29/04 including first week of registration.**
- Final Stress test with PS Engineer on site.

	Fall 2003 and Spring 2004 Configuration	Summer 2004 and Fall 2004 Configuration	Summary of Changes
Internet Speed	10 Mega Bits per Second	45 Mega Bits per Second	4.5 Time Bandwidth Increase

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LBCC Network Speed	100 Megabits per Second	1 Giga Bits per Second	10 Times Increase
Load Balancer	None	Install a Cisco Load Balancer	Can handle thousands of concurrent connections over multiple web servers
Web Server	(2) Dell 2650 Servers <ul style="list-style-type: none"> • 2 CPU's per server • 2.8 Gigahertz CPU w/512K Cache • 2 Gigabytes of Main Memory 	(4) Dell 1750 Servers <ul style="list-style-type: none"> • 2 CPU's per server • 3.06 Gigahertz CPU w/1MB Cache • 4 Gigabytes of Main Memory 	<ul style="list-style-type: none"> • Double Number of Servers • Faster CPU's • Double amount of Cache/CPU • Double amount of Main Memory
Application Server	(2) Dell 2600 Servers <ul style="list-style-type: none"> • 2 CPU's per server • 2.8 Gigahertz CPU w/512K Cache • 4 Gigabytes of Main Memory 	(2) Dell 6650 Servers <ul style="list-style-type: none"> • 4 CPU's per server • 2.8 Gigahertz CPU w/1 MB Cache • 4 Gigabytes of Main Memory 	<ul style="list-style-type: none"> • Double CPU per Server • Quadruple amount of Cache/CPU
Data Base Server	(1) Dell 2600 Servers <ul style="list-style-type: none"> • 2 CPU's per server • 2.8 Gigahertz CPU w/512K Cache • 4 Gigabytes of Main Memory 	(1) Dell 6600 Servers <ul style="list-style-type: none"> • 4 CPU's per server w/HT • 2.8 Gigahertz CPU w/2 MB Cache • 16 Gigabytes of Main Memory 	<ul style="list-style-type: none"> • Highest Dell Model • Double Number of CPU's/Server • Using Windows 2003EE to take advantage of Hyper Treading – Equivalent to 8 Logical CPU's • Quadruple amount Cache/CPU • Quadruple Main Memory

Registration Update

Dr. Arthur Byrd gave the following update on registration:

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Registration: Spring 04

November 13, 2003 – December 17, 2003:

- 14,154 students enrolled in classes. The system did not perform as fast as expected
- 3,720 used online registration (26%)
- 10,840 used telephone (74%)
- January 5-6, system failed
- January 7-24, restricted web to campus: system performed well

Registration: Summer 04

- Week of March 15-19, summer registration priority appointments will be mailed out to all fall 03 and spring 04 students: 45,000
- Students with appointments may register via online or telephone from April 5-16, 2004, during their appointment time. Each student has a 4-day window to register
- Make-up for all students online or telephone registration is April 22 to May 7, 2004
- In-person, online, and telephone registration: May 25-26, 2004. Students may register in the registration arena or use any computer with online access

Registration: Fall 04

- Fall 04 online and telephone registration: May 27-June 16, 2004. Appointments mailed out to 47,000 students
- Make-up for all students June 22-July 23, 2004, Monday –Thursday 7am to 12pm. & Fridays 7am to 9pm
- In-person (on-campus walk-in): August 9-August 12, 2004
- Late registration: online, telephone, or in person August 16-21. Petition only August 23-28, 2004

Registration: Fall 04

- If online registration system does not perform as planned:
- Reduce access, but continue to allow for off-campus and on-campus contact
- Restrict outside online access: system has demonstrated that it can easily accommodate on-campus registration
- Telephone system will continue to operate
- Extend hours and days for telephone registration

Impact of Budget Cuts on LBCC Students

Eloy Oakley provided the following information

Budget Impact on Students

2003-2004 Budget Reductions & Expenditure Increases

- \$6 Million reduction in state general apportionment from 02-03 adopted budget
- \$1.4 Million reduction in PFE from 02-03 adopted budget
- \$700,000 reduction in local revenue from 02-03 adopted budget
- \$2.3 Million reduction in Teaching Hourly from 02-03 adopted budget
- \$650,000 reduction in Hourly Counselor budget from 02-03 adopted budget
- \$2.4 Million reduction in Classified Part-time Hourly from 02-03 adopted budget
- 14% increase in benefit costs from 02-03 adopted budget
- \$1.1 Million to prefund retiree benefits as required by GASB
- \$480,000 Concurrent Enrollment Assessment
- \$890,000 BFAP Augmentation
- Reduction of Board designated reserves from 4.5% to 4%.

Dr. Arthur Byrd provided the following information:

Impact of Budget Cuts on Students: 03-04

Financial Aid

Increase in fees produces an increase in students eligible for financial aid

-01-02:	14,268
-02-03:	17,297
-03-04:	18,161

03-04 LBCC Financial Aid Applicants

1998-99	13,858
1999-00	15,570
2000-01	15,706
2001-02	18,475
2002-03	20,424
2003-04	21,445*

*2003-04 projected based on current month

03-04 Financial Aid Recipients

1999-00	13,113
2000-01	14,373
2001-02	14,268
2002-03	17,297
2003-04	18,161*

*projected based on current data

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Sources of Funding (2003-2004)

•Federal =	\$ 24,000,000
•State =	\$ 7,450,000
•Local =	\$ 650,000
•Total =	\$ 32,100,000

- State increased the Board Financial Assistance Program Allowance. This allowed LBCC to hire additional employees to accommodate increase in student workload

Counseling

- 02-03, four counselors retired and not replaced for 03-04
- These 4 counselors represent a loss of 2,716 counseling hours or 5,232 appointments. (The counselors were not assigned to counsel students full-time due to other assignments)
- 01-02 These 4 counselors represented 5068 hours and 10,136 student appointments, when assigned to counsel full-time
- 03-04, part-time counseling reduced by 61% in general fund budget, but some difference made –up with carryover matriculation funds and one-time PFE funds
- Since fall 01, general fund part-time hourly counseling has been reduced by 41%

Responses to loss of counseling hours

- Expanded online counseling
- Fall 03, 475 sessions
- Expanded group counseling
- Expanded XPress counseling. (XPress counseling are 15 minute appointments in the Student Success/Transfer Center)
- LAC, July 03 – Nov. 03,-----3121
- PCC, July 03 – Nov. 03,-----604

Responses to loss of counseling hours

- For 04-05 two full-time counseling positions will be filled. This will result in 5068 student appointments (these are 30-minute appointments)

CARE (EOPS)

- In 01-02 EOPS served 225 CARE students
- In 02-03 EOPS served 201 CARE students
- In 03-04 EOPS will serve 180 students based upon current budget

Student Affairs

- Student Center information hours reduced: LAC/PCC
- Eliminated staff in Student Resource Center
- Reduction in health fee income: Unable to replace nurse. Also reduced supply budget
- Eliminated assistants for athletic trainers
- Reduced commencement budget

Academic Affairs (Dr. Callahan gave the following report):

Goals for Budget Adjustment

- Support Instructional Programs
- Provide Services for Students
- Provide a Class Schedule which is both Efficient and Student Friendly
- Utilize Classroom Space to Maximum
- Develop awareness of all instructional personnel of the budgetary constraints.

Budget Adjustments

Instructional Supply

- Reduced level of funding
- Use of Lottery funds for supplies
- Sharing of Resources

Capital Outlay

Departmental / School Planning

- Implemented departmental plan
Priorities
- Viewed emergencies
- Sharing among departments

Resource Requests

Agenda Item at Each Deans' Meeting

- Requests reviewed by all Deans
- Alternate sources, ex VTEA
- College / Instructional Priorities
- Impact to numbers of students / programs
- Give and take

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Staffing Changes

- Study to determine how we can give support with limited resources.
- Clerical Staff not replaced
- More sharing of resources between departments

Scheduling Changes

- Reduction in the number / Percent of class sections for 2003-2004 in comparison to 2002-2003

	<u>2002/3</u>	<u>2003/4</u>	<u>Percent</u>
Fall	3,137	2,938	-6.3%
Spring	3,166	3,012	-4.9%

Decisions for Reductions

Dean worked with Department Heads

- College/Instructional Priorities
- Student demand
- Programmatic need – for timely completion of degree / certificate
- Class enrollment

Examples of Changes

Alternated semesters for low enrollment classes
Alternated course offering morning, afternoon, evening
Optimized room size / section size
Combined sections
Maximized section count / student demand
Restructured lab use
Watched the job market/community needs

Other Changes

Structured class offerings to focus on developing enrollment in later classes in sequence
Reviewed weekend offerings
Postponed lab upgrades
Laboratory fees as appropriate
Balanced between higher cost of supplies and class sections

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Fall 2002 vs. 2003 Changes
Business & Social Science

- Deleted 14 sections CBIS*
- Deleted 7 sections Public Service
- Deleted 7 sections Travel/Tour
- Realigned class sections to meet student demand

*the impact of prerequisite enforcement at the point of registration and curriculum changes

Fall 2002-2003 Changes
Creative Arts

- Reduced sections which were low enrolled. ex. TART 1, advanced Art classes
- Limited number of multiple section offerings
- Added courses at PCC for CalWorks, AmeriCorps and Head Start students
- Combined sections in Child Care area
- Added a “strong Spanish language assistance” Child Care class

Health and Science

- Eliminated several advanced Math & Engineering Sections, but added basic skills sections based upon student demand
- Eliminated several Life and Physical Science sections based upon enrollment
- Configured high demand science lab sections to maximize lab use

Language Arts

- Reordered classes in ESL, Foreign Language and Composition to align with student demand
- Reduced a section of an advanced foreign language based upon enrollment
- Reduced number sections of English 1 but added sections of Basic Skills English

Library/Learning Resources

- Kept hours of operation, but reduced services
- Reduced number of orientations
- Reduced number of librarians on duty at one time at reference desk and the number of hours of operation of reference desk
- Re-routed services
- Reduced number of student aides

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Physical Education

- Combined sections
- Deleted 15 low enrollment sections
- Increased class size in several high demand classes. Ex. Swim, Aerobics

Trades and Technologies

- Reduced / eliminated historically under enrolled classes
- Reduced duplicate sections of labs
- Reduced number of evening and Saturday sections

Fall Enrollment

Fall, 2003 reduced 199 sections or 6.3%

	2002	2003	Difference	%
•Students	30158	30609	451	1.4
•Seats	85,938	87,390	1,452	1.7
12+ U	7,307	7,778	471	6.4
6-11.9U	8,352	8,367	15	0.2
5-5.9 U	11,829	11,899	-20	-0.2
Zero U	2,670	2,655	-15	-0.6

Reasons for Enrollment Increases

- Overall Economy
- Financial Aid marketing / assistance
- Counseling
- Faculty Assistance
- Patterns of Class Offerings

Dr. Mary Callahan gave the following report on Scheduling:

Goals for Scheduling Patterns

Student:

Create more opportunities to take more classes
Create opportunities to concentrate classes taken in fewer days.

Facilities:

Optimize use of space now and as we project into the future with Bond projects, renovations and changing needs of programs.

Budget:

Continue to offer needed classes using existing resources.

Patterns of Class Offerings

- Reviewed previous enrollment, degree & certificate needs
- Reviewed multiple sections offerings.
- Reviewed placement of sections within schedule
- Reviewed the schedule patterns of other colleges
- Ran a Pilot Study schedule in Summer, 2002
- Developed a “Synchronized” schedule

Synchronizes Schedule:

Class scheduling which includes common day / hour patterns and produces common “passing times.”

Previous Schedule Preparation

- Department Head recommended to Dean Course Schedule
- Each department, in addition to recommending what courses to offer recommended its own time schedule
- *Difficult for students to enroll in classes interdepartmentally.*

Fall, 2003 Schedule Preparation

-Department Heads continued to recommend Course Schedule
-Offerings within a common day and time pattern with exceptions related to curriculum and facilities

Fall, 2004

- Additional “alternative” schedule added with collaboration of Deans and Department Heads.

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Examples: Fall, 2002

<u>3 hr Class</u>	<u>4 hr Class</u>	<u>5 hr Class</u>
M/W 8-9:30	M/W 7-9	M/W/F 7:20-9
M/W 9:30-11	M/W 8-10	M/W/F 8-9:40
M 9-12	M/W 9-11	M/W/F 9-10:40
	M/W 10-12	M/W 10-12:30

Examples: Fall, 2003

<u>3 hr Class</u>	<u>4 hr Class</u>	<u>5 hr Class</u>
M/W 8- 9:30	M/W 7:30- 9:30	M/W/F 7:45- 9:24
M/W 9:30 -11*	M/W 9:30 -11:30*	M/W 9:30 -12
M/W 11 -12:30	M/W 11:30 -1:30	M/W/F 9:30-11:12
		M/W 11 -1:30

*Allows participation in student activities.

Synchronized Scheduling and Optimum Room Use

- Maximum Use of space
- Minimize down time of classrooms
- Vacant time periods usable by another class / department

Meeting Goals

- More efficient with class offerings / schedule as seen in increase of students, especially those enrolled as full time students despite decrease in course offerings.
- More efficient use of classroom space.
- More awareness of budget needs, more collaboration in use of materials

Thank You:

- Dr. Fred Trapp
- Instructional Deans
- Department Heads
- Faculty
- Classified Staff

Member Clark: Let me ask, we hear that, in that we have fewer sections, that students are impacted as far as the number of semesters it's going to take them to get through the college.

Mary Callahan: Actually, because we have the ability for students to take more classes - as you can see we've got more students taking full time with our full-time enrolled we are hoping to cut down the number of semesters it takes a student to complete, because the deans are looking carefully at the offerings that go along with our associate degree and our transfer patterns to make sure we're offering an adequate number each semester, every other semester.

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Member Clark: And classroom size I assume is higher?

Mary Callahan: Yes, and that certainly is true. We've been more efficient in the number of students that we have within the classroom and we need to thank the faculty for that because they've really been willing to step up to the plate and take as many students as they could.

Member Clark: Did we turn down students because we didn't have space? I assume there must have been some where they couldn't get courses.

Mary Callahan: We always have that. We have students that are on waiting lists, however, if you look at the waiting list at the first day of the semester versus the second week into the semester, there are quite a few students that have found classes, and, again, that's because somebody has helped them get into a class, one of the faculty members.

Member Polsky: I just wanted to make a comment that I think you've done a phenomenal job in maneuvering as many classes as you can into the classrooms. I could never do that; so I want to really congratulate you and all the people that worked with you to accomplish this because this is in the best interest of our district and our students and of course all the people who pay to support the community college. So, congratulations. It's a phenomenal task and it was great.

Mary Callahan: Thank you.

Student Trustee Dominguez: I just had a quick question. Are there any students on the scheduling committee or whoever. When you were speaking about when you guys look at the times and what's more convenient for students - were there any students that participated in the scheduling process?

Mary Callahan: No, but you certainly bring up a good point. Perhaps we need to include some students in the discussion.

Janice Tomson: Is this the study on scheduling, because I had some comments to make.

President McNinch: This is the impact of State budget cuts on Long Beach City College students and that includes scheduling. And Trustee Uranga, did you have something?

Member Uranga: The scheduling looks so familiar to what I was used to at Cal State. You're able to set your schedule because of the availability of classes and the end of one and the beginning of another. That certainly makes it more efficient and allowed me anyway at Cal State the opportunity to not necessarily finish quicker but at least schedule my work and my activities and my academic courses in a much better way than it was haphazard in other ways.

Janice Tomson: I'd like to make a couple of comments on the schedule if you wouldn't mind. I wasn't aware of what was going to be presented and so

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President McNinch: That's why we have these presentations, so we can all learn. Isn't that cool?

Janice Tomson: Yes. And so it seems it's not nearly as elaborate; so I just wanted to say that all the faculty agree that the schedule needs to be more uniform, but we do have a couple of concerns. Even though we're able to have more full-time students, we are concerned that the increase in part-time students isn't as great. We'd like to explore whether the schedule is rigid and does not allow the part-time students to be taking more classes because the full-time students really bumped up. So that is one of our concerns. And also, the faculty is really concerned about encouraging students to take back-to-back classes, even though I know, and Trustee Uranga just mentioned that, even though it increases our FTES, but we're concerned if the students persist and are they successful when they're putting these back-to-back classes together. According to our faculty from the learning and academic resources departments, students learn best when they have time between classes; so we'd like to address that question with Dr. Callahan. Is it good to be encouraging the students back-to-back and how is their persistence and success rate?

And, finally, we are very concerned about the college hour. With the introduction of this new schedule we would like to really look at is there a way of really reinstating that college hour, because we feel that's what makes Long Beach City College unique from all the colleges around, that we do have so many active clubs and activities; so we're hoping that she'll be willing to help us work on those issues.

President McNinch: Thank you. And I love the fact that Dr. Callahan did bring strongly to our attention that the instructional deans do present their needs to the administration and then it is the administration's job to set the schedule because that's what shared governance has us do and Trustee Dominguez, I think your question is very good and I love the idea that we are so responsive to community needs that for the part-time student, we are going to offer Sunday classes, because there are people who want to go to school on Friday night, Saturday and Sunday as part-time students because that's the only time they can get their education and that kind of responsiveness makes us a brilliant community college. Everything we do impacts our students - counseling, support staff, supplies, class offerings, scheduling, teaching staff. When I came on this Board eight years ago, Culinary Arts was having a supply issue. They didn't have stuff they needed. Yet, I walked through the Home Ec Department and here's all this stuff that they're not using because of a decrease in enrollment in Home Ec classes, but they weren't going to share it with Culinary Arts. It was theirs. And one thing when Dr. Kehoe came on board, we were all of a like mind, that these things belong to Long Beach Community College District. Yes, it came out of a certain budget at a certain time; however, we are here to serve our students and I couldn't be more pleased with Dr. Kehoe and you and all of the administrators in being so thorough and so responsive to what we do to serve our students best. This is just terrific. Dr. Clark and Trudy Polsky.

Member Clark: I would assume that any time that we're doing something that's new that we're going to reevaluate or there's a constant evaluation.

Mary Callahan: It's an ongoing thing.

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Member Clark: Janice's plan is looking at this and I would think we would also want to bring in the students in evaluations.

Mary Callahan: Yes, Natalie has a good point. We need to sit down with some representative group of students.

Member Clark: They are the ones that are really impacted. I don't mean the faculty isn't but the students I think we have to be mostly concerned and with the faculty as well. So this will be something that we would evaluate and at the end of the semester and see how this is working; but, again, I think we have to look at this in terms of we're under a great deal of stress because of budget cuts and there are some changes I would assume would have to be made because we're not going to have the resources and how do you stretch your resources. But I think it's interesting having all the money we've lost, the millions and millions of dollars, that we still have more students than we had. This may be because of the economy. I'm not saying... But we have the students here. I think it's remarkable with all of this going on and as I mentioned some months ago, sometimes our resiliency masks over the fact that this isn't perfect. In other words, we would like to have more funds. I think we have to emphasize that while this is a system that will work, counselors we're decreasing, staffing we're decreasing, and we're able to provide the students with classes and facilities, but I think sometimes we do reduce the quality, not the quality of the staff, but having students.....

Mary Callahan: and not the quality of instruction.

Member Clark: not the quality of instruction. But there are some factors that are not as ideal as they might be if you had more resources and hopefully some time in the future, although we don't know what's going to happen this year, so we may be looking at having to reduce even farther, depending on the budget. But you did a good job.

Member Polsky: I just wanted to add, it's been many, many years since I was a student. I think I graduated from law school in '76. That's a long time ago, but, I just wanted to address the issue of back-to-back classes. It was my experience that most of us needed back-to-back classes. Even though it's lovely to say that students may learn better if they have an hour in between, the reality is, most of our students work. I think they need, if we're looking out for their best interests we need to give them convenient classes so they can get their classes done and most of them need to work and then they can go to work and they do their studying whenever. We're not a Stanford or some rich kids' school where kids have an hour off during the day and can go play cards or do whatever or learn or... I think we need to face the reality of what our students do and so I just, again, would like to say again I think you've done a wonderful job in looking out for what's good for the students.

Mary Callahan: Thank you.

Vice President Kellogg: I just realized I attended a rich kids' school because we played cards.

President McNinch: We all knew that.

Vice President Kellogg: I actually have a couple of questions and I don't know if there's an answer on it. Previously we had a report about the computer system where it reaches a stress point and I know we always try to talk about numbers and I think anyone that's attended college has been in an environment where you had hundreds of people in a classroom. I have to tell you that was probably my least enjoyable class environment. But, is there a point where just like in that computer system where the system starts to fail. And it's not the fault of individuals but I'm concerned because of what Dr. Clark mentioned as things get worse financially what we anticipate that does it reach a point where we just turn to students and say the doors are closed. And we cannot keep putting more...do we have that where we have limitations to where the number of students in a classroom where we just say we cannot take more?

Mary Callahan: We certainly can't say that they can't come, but we have class size maximums and the class size maximums are set by the faculty because they have studied what the particular subject area is and feel that they can adequately have a certain amount of students in their classrooms. Some faculty will opt to increase that number, to double-size their class, but not that many of them do. Most of our classes are single-section classes and they'll take - most faculty will take about 10% more. So if they have 40 maximum, they may take 44. But, for the most part, our class sizes are kept at that number.

Vice President Kellogg: As far as overall what percentage do you believe that we have with classroom size. Is it we are at 50%, 75%, 99% of the load in our classrooms?

Mary Callahan: I don't know that I can answer that. You may get an answer for that later on in the next presentation. I can see Marlene shaking her head.

Vice President Kellogg: Just finally a question. The student hour, which I would ask the student more than anything else. Way back when - when was the last time we had a student hour where it's what I understand is it's an hour where the students can go do whatever they want to go do.

Mary Callahan: We were trying to remember that. Several of us were scratching our heads recently. When was the last time we actually had a student hour. And it's been many years, because as we've gradually increased student numbers, we've had to add more and more classes and they happen to go over the student hour.

Vice President Kellogg: I wasn't aware of a thing called a student hour. I was just curious.

Janice Tomson: Even though it hasn't been designated for a number of years as a college hour, many departments really have honored it. They had a time when the department heads scheduled that there wasn't any classes scheduled during that hour. Both the faculty would be able to have department meetings and participate in the student clubs. So, although it hasn't been called the college hour for a number of years, a number of departments really have honored that.

Vice President Kellogg: Well I just hope that, as Dr. Clark said, we always evaluate, review, and try to move forward. I know it's not easy on a lot of people so I appreciate everyone's effort, because it is a challenge. Thank you.

Member Clark: Let me raise an issue that is occurring because of the budget. That is that the UC system and the CSU system is capping their enrollment. And the Governor has proposed that students that would normally get into these two systems - I don't know if it's 7,000, 10,000 - I don't know what the number is, that are going to be encouraged to go to community colleges and not have a tuition - tuition free. That doesn't disturb me as much as they're also guaranteed slots at these two systems when they're juniors, which is going to impact our normal enrollment and the slots that are going to be available for the normal enrollment when you have this select group, and we're very happy to have these students; they're going to be excellent students we assume, since they are here free of charges - but that's the part that I'm concerned with and I haven't had a good answer from the universities, whether they're going to honor the normal slots that we have or whether these slots - the junior slots - there are only so many - are going to be taken up by this select group of students that are going to be here and it's obvious the Governor realizes it's cheaper for us to educate whatever the number is than it is at the UC and CSU system. But, that's an impact on the budget that changes the culture of the community colleges.

Mary Callahan: And it's something that the deans and I have been talking about for the past few months. How do we look at the summer schedule to accommodate the numbers that we are thinking are going to show up and then what do we do with the fall schedule because we expect the numbers to be showing up - without excluding the students that we would expect anyway.

President McNinch: Thank you.

Bond Implementation Update

Bill Adams, Bovis Project Manager, provided the following information:

Summary

- 1 - Master Programming
 - continuing to analyze buildings
 - buildings impacted by SQC first in line
 - anticipate start of design on priority projects
- 2 - EIR underway w/ upcoming Program EIR kick-off & Tech 1 ND
 - kicked off in January; impacted by Boeing DEIR submission
 - ND completed for Tech 1 at PCC
 - ND started for Interim Facility & Warehouse Maintenance Facility
- 3 - Infrastructure Master Plan
 - negotiations are near complete and ready for contracting
- 4 - Continue to develop the Master Budget
- 5 - Continue to track and update Prelim Master Schedule

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- 6 - Campus-wide Surveys (HG)
 - completed
- 7 - Campus-wide Conditions Surveying
 - continuing based upon Master Programmer's needs
- 8 - As-built Documentation
 - continuing to document as-builts
 - kicked off student intern program
 - incorporated into Architectural Department's curriculum
- 9 - Communications
 - Website up and running with link from LBCC homepage soon (www.bovisweb.lbcc.edu)
 - Lakewood Village Association Presentation 3/29/04
 - Flex Day presentation to faculty 3/24/04
- 10 - Project Status Updates (see sheets)
 - over 75% of Series A underway (design, etc.)
 - balance soon to be identified through Master Programming efforts
 - first project through DSA; two in DSA
 - Interim Facility (District Facility & Warehouse Complex) started after last BOT meeting, now ready for DSA plan check

Moving Forward:

- Continue to refine Master Budget and Schedule as information is made available from efforts by Master Planning Committee
- Identify additional projects for Series A and Phase 1
- Increase public awareness via website and outreach efforts
- Move Projects along

LAC

- South Quad Complex – complete Design Development
- Building R (Gym) Boiler – advertise for bid; start construction
- Interim Facility – Advertise for bid; start construction late summer
- Library/Learning Resources Center Modernization– Anticipate start of design (State Prop. 55)

PCC

- Tech Phase 1 – move into Construction Documents
- Tech Phase 2 – advertise for construction April '04; start construction of infrastructure
- CDC – DSA approval; advertise for bid; start construction
- MM/NN Lighting – complete design, bid, start construction
- Campus Restroom – complete design, bid, start construction
- Aeronautics Test Cell – start design (held for Tech 2)
- New Library/Learning Resources Center – submit change of scope to State; anticipate start of design (State Prop 55)

DISTRICT WIDE”

- Infrastructure Master Plan – move into planning of overall followed by individual phased work
- Program EIRs – continue analysis and preparation.

Facilities Utilization Report

Marlene Imerzian gave a report on Facilities Master Planning and highlighted the following points:

Educational Master Plan
Phasing Schedule
Enrollment Projections and Space Analysis
Master Planning
Space Analysis
Tasks
Process

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.

Robert Castellanos: Good evening President McNinch, Board of Trustees, Superintendent Kehoe and audience. What I am here to speak about is some safety issues with students. We’ve talked about all the stuff and needs for the students with all these proposals and things that are happening. One thing we have not talked about are the chairs. The chairs – the seating problem. Second week in my Spanish class we had a student take a dive as he sat in his chair and it collapsed. There are chairs on this campus and at PCC that are deplorable. They need to be replaced. I’m surprised there hasn’t been some lawsuits. There should be lawsuits brought. People are getting hurt and injured. All I am going to say at this point is I hope the ASB brings some more information to you as a request for help with these chairs and to other students that if you do get injured, which most likely will happen, see a doctor and you also talk to an attorney. Thank you.

President McNinch: Thank you. I would hope that our instructors, and maybe this could be brought up at the Academic Senate, would have a look at the chairs and report that to whoever it needs to be reported to, because we just don’t have the money for students to go around suing our pants off.

Janice Tomson: Thank you, President McNinch. The ASB Rep to the Liaison to the Academic Senate did come and talk to us about precisely this issue with the chairs at

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PCC. We're going to agendaize her discussion at the next meeting, so the students are very concerned about it.

President McNinch: And you're right on top of it as you usually are. Thank you so much.

ADJOURNMENT

President McNinch adjourned the meeting at 7:30 p.m. The next regular meeting of the Board of Trustees will be held on April 6, 2004. The first order of business will be adjournment to a closed session, as needed. The Board will reconvene in open session at 5:00 p.m. in Building I, Liberal Arts Campus.

Assistant Secretary