

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

**Minutes of Meeting of
September 9, 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 September 9, 2003.

CALL TO ORDER

The meeting was called to order at 4:07 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 5:07 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

Cindy Hanks led the Pledge of Allegiance.

ROLL CALL

Present: President McNinch, Member Clark,
Member Polsky, Member Uranga, Student Trustee Dominguez
(Vice President Kellogg arrived at 5:30 p.m.)

WELCOME AND INTRODUCTIONS

President McNinch welcomed everyone to the meeting.

APPROVAL OF MINUTES

President McNinch: Is there a motion for approval of the minutes of August 26, 2003?

Member Uranga: I just want to make some corrections. On page 21, where it says, "...and the articulation agreements that we have with Dominguez Hills and Cal State Fullerton..." That is incorrect. We have agreements with the Long Beach Unified School District; Cal State University, Long Beach; Cal State, Dominguez Hills; and staff is working on an agreement with Cal State, Fullerton.

**Minutes, Meeting of the Board of Trustees
September 9, 2003**

And a little further on, where it says, "I am also President of the National Association of Latino Community College Trustees," the reception date should be Friday, September 19.

It was moved by Member Clark, seconded by Member Uranga, that the minutes of the meeting of August 26, 2003, be approved as corrected.

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

Resolution in Opposition to the California Race, Ethnic, Color, and National Origin Initiative (Proposition 54)

It was moved by Member Uranga, seconded by Member Clark, that the Board adopt Resolution No. 090903, joining with other community colleges and organizations in opposition to the California Race, Ethnic, Color, and National Origin Initiative (Proposition 54).

The motion carried, all voting aye.

Committee Reports

There were no Committee Reports.

STUDENT TRUSTEE

Good Evening Members of the Board of Trustees, Superintendent-President Kehoe, College Administrators, and members of the audience.

The ASB held the special elections on September 3, 2003 at PCC, and on September 4, 2003, at LAC. The special elections filled the vacant ASB positions of Vice President, Treasurer, and AWS President. The Leadership Conference will help recruit leaders to fill the remaining vacancies.

The PCC Cultural Affairs Program will host a Music Festival on September 27, from 12 to 8 p.m. The festival will feature eight bands and a variety of vendors that will provide refreshments for those in attendance. The music festival is being finalized and those involved have been working diligently to make this event a success. Everyone is invited to attend.

The ASB Cabinet will host a Meet the Cabinet Members reception on September 22, 2003, at 2:00 p.m. All college administrators are invited to attend and encouraged to utilize this opportunity to meet the ASB Student Leaders. An electronic invitation will be sent out by tomorrow.

The Viking Volunteer Resource Center is hosting a Volunteer Fair tomorrow from 10-1 p.m. Organizations such as the Boys & Girls Club, NCCJ, and Power for Youth, will be hosting tables at the fair and will be providing information to the students on how they can become volunteers.

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 the following actions:

Appointments

Stipends 2

In-Service Changes

Change of Assignment – Contract 1
Department Head Election 1
Change of Salary - Contract 4

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

Permanent 4
Temporary 6
Exempt from the Merit System 124

FINANCE AND PURCHASING

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

FINANCE

Appropriation Transfers

There are no appropriation transfers.

Salary Warrants

Ratify issuance of salary warrants listed on Registers No. 4134 through 4137 for the period of August 8, 2003, through August 15, 2003, in the amount of \$1,450,242.60 as listed:

Register No. 4134	Warrant Nos. 0713848 – 0714262	\$ 442,829.77
Issue Date 08/08/03		
Register No. 4135	Warrant Nos. 0714263 – 0714388	\$ 621,880.46
Issue Date 08/08/03		

**Minutes, Meeting of the Board of Trustees
September 9, 2003**

Register No. 4136 Issue Date 08/15/03	Warrant Nos. 0714389 - 0714451	\$ 192,247.37
Register No. 4137 Issue Date 08/15/03	Warrant Nos. 0714452 – 0714481	\$ <u>193,285.00</u>
	Total Salary Warrants Issued	\$ <u>1,450,242.60</u>

Commercial Warrants

Ratify issuance of commercial warrants for the period August 4, 2003, through August 15, 2003, in the amount of \$4,692,608.53 as listed.

Period Ending August 8, 2003

General Fund	\$2,830,334.82	
Capital Outlay Projects Fund	39,751.09	
General Obligation Bond Fund	17,360.00	
Community Service Contract Ed	118.07	
Payroll Clearing Fund	<u>9,046.76</u>	\$ 2,896,610.74

Period Ending August 15, 2003

General Fund	\$1,302,801.84	
Capital Outlay Projects Fund	6,739.05	
Self Insurance Fund	8,291.66	
Student Financial Aid Fund	386,230.64	
Payroll Clearing Fund	<u>28,934.60</u>	\$ <u>1,732,997.79</u>

Two Weeks Total \$ 4,629,608.53

Included in the total expenditure of \$4,629,608.53 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund

\$ 213,000 to Envoy Plan Services, LLC, for contributions for the Voluntary Retirement Program, for the classified employees retired effective June 30, 2003.

\$ 72,953 to First Union, for First Union Visa purchasing card for June 2003.

\$ 47,180 to Parker & Covert LLP, for professional legal services rendered during May 2003.

\$ 33,775 to South Coast Air Quality Management District, for AQMD registration fees for the Liberal Arts Campus and the Pacific Coast Campus, for District's annual participation in the Emission Reduction Program.

\$ 28,253 to Apple Computer, Inc., for twenty-one (21) computers, for the Music and Radio/Television department, funded by the Vocational and Technical Education Act (VTEA) program.

Direct Payment

**Minutes, Meeting of the Board of Trustees
September 9, 2003**

Authorize direct payment for the following items. Direct payment is a method of making payments without using the standard procedure of processing a Purchase Requisition and issuing a Purchase Order. This alternative payment method is used in special circumstances and requires Board approval.

1. \$11,600.00 to establish Cashier's Office Trust Accounts for extra-curricular Senior Center programs.
2. \$67,925.11 to establish a Cashier's Office Trust Account for the California Assessment Initiative.
3. \$3,734.98 to reimburse Therese Butler, Department Head, Computer and Office Technologies, for the purchase of computer components.

PURCHASING

Amendment to Board Action

CN 22003.2 – With Bovis Lend Lease, Inc., Amendment #2, for program management services for bond and State funded projects, to change the contract number from CN 99611.4 to CN 22003.2.

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period August 4, 2003, through August 15, 2003, in the amount of \$385,563.84 as listed.

47161 – 47178	\$134,820.20
47180	3,500.00
47183 – 47282	<u>247,243.64</u>
Total amount	\$385,563.84

Included in the total amount of purchase orders of \$385,563.84 are the following items greater than \$25,000:

General Fund - Fund 01

PO 47162	AQMD registration fees for LAC and PCC	
	Account No. 529000-01-677900-0000	\$25,453.42
	Account No. 529000-01-679900-0000	\$8,321.42
 PO 47169	 Agreement for hazardous waste disposal at LAC and PCC	
	Account No. 557000-01-677300-0000	\$30,000.00

Agreements

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

CN 93106.2 – Ratify – Amend – With R. P. Laurain & Associates, Inc., to provide additional services regarding property on Los Coyotes Diagonal to include title review,

**Minutes, Meeting of the Board of Trustees
September 9, 2003**

analysis, value-in-use appraisal, and evaluation for the amount of \$11,600, total contract amount of \$20,800, paid with COP funds.

CN 93108.7 – Ratify – With the City of Long Beach (City), for the District to have access to the City's radio transmission facility in Signal Hill, effective March 1, 2003, through February 29, 2004, for \$350 per month.

CN 93108.8 – Ratify – Amend – With Long Beach Unified School District (LBUSD), for Long Beach Community College District to reimburse LBUSD for part of the salary for Judy Seal, Seamless Education Coordinator, to extend the termination date from June 30, 2003, to June 30, 2004, for the amount of \$10,000.

CN 93108.9 – Ratify – With Los Angeles County, Department of Public Social Services, to provide funding for CalWORKs work-study program, effective July 1, 2003, through June 30, 2004. Amount of funding is \$239,099.

CN 93109.1 – Ratify – With Los Angeles County, Department of Public Social Services, to provide funding for the Careers in Childcare Program, effective July 1, 2003, through June 30, 2004. Amount of funding is \$186,709.

CN 95003.3 - Amend – With Los Angeles Regionalized Insurance Services Authority (LARISA) to purchase Kaiser Permanente Medical insurance for eligible District employees and dependents at a composite rate of \$597.05 per employee per month. Associate Student Body (ASB) employees/dependents, COBRA, and District retirees' coverage would be purchased at various monthly and quarterly premiums, effective October 1, 2003, through September 30, 2004.

CN 95003.8 – Amend – With Private Medical Care, Inc., (PMI) to provide a prepaid dental care plan at a rate of \$34.10 per month, effective October 1, 2003, through September 30, 2004.

CN 95004.2 – Amend – With Los Angeles Regionalized Services Authority (LARISA) for participation in the collective purchase of group life insurance for eligible District and ASB employees as underwritten by Hartford Life Insurance Company at the rate of .238 per \$1,000, effective October 1, 2003, through September 30, 2004.

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 Services; and the Superintendent, that the Board of Trustees approve the following actions:

That the Board of Trustees authorize the Vice President, Student Support, Planning, & Research to allow for destruction of Class 3-disposable student records in accordance with

**Minutes, Meeting of the Board of Trustees
September 9, 2003**

procedures set forth in Board Policy 2007, Administrative Regulations 2007.1, and Title 5 of the California Code of Regulations, Sections 59020-59028.

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>
MJZ Productions	LAC	Film Shoot	Stadium	8/22/03
Cherry Sky Films	LAC	Film Shoot	Stadium	8/23, 24/03
Polish Tennis Association	LAC	Tennis Tournament	Tennis Courts	9/7 & 13/03

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

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

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
LBCC Women's Volleyball	LAC	Volleyball Tournament	Small Gym	8/12-8/21/03
LBCC Men's Volleyball	LAC	Fundraiser	Small Gym	Saturdays 8/6, 9/6, 10/18, 11/15, 12/13

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

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

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
LBCC Human Resources	LAC	Workshop	D113	10/3/03

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

Rejection of Claim

That the Board of Trustees reject the claim presented by Glen and Daniela Soberman, with regard to an incident that occurred at the parking lot of Avenue 3 Pizza, on March 14, 2003.

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

Superintendent-President Kehoe: Yes, I have several things. I wanted to remind those of you who have been here years past, that we normally have a Budget Workshop at this time of year, but because the state was late in passing its budget, it didn't pass the budget until late July, the Chancellor's Office has extended the budget deadline, so our Budget Workshop will be on September 23, and the adoption of the budget will be on October 14.

Related to that, we've had a request from the co-chairs of the Two-College District Committee, Janice Tomson and Pauline Merry, that they would like to also delay their report, because they are working with Duane Lowe, who is involved in putting the budget together, so if we could please move that item, it is on your upcoming reports, Item 18, if we could move that to either the late October or early December meeting, they would appreciate that.

President McNinch: Would December be amenable?

(There was consensus by the Board to move this item to December 9, 2003.)

Superintendent-President Kehoe: And then I have some good news here. We have received a letter from the American Dietetic Association and we have received our initial accreditation for the Dietetic Technician program. That was a long process and congratulations to that department for their accreditation.

Also, we have congratulations to Duane Lowe and to Lisa Sugimoto to serve on the 2003-2004 Advisory Committee on Education Services for ACES, which is a part of the League. So they were both named to that committee.

However, I have a little bit of mix emotions here, because Lisa, who was appointed from here, has just been named as the new Vice President of Student Services at Pasadena City College and so she will be leaving us September 19, to take up her new job in Pasadena.

ACADEMIC AFFAIRS

No Report.

STUDENT SUPPORT, PLANNING AND RESEARCH

No Report.

ADMINISTRATIVE SERVICES

No Report.

PACIFIC COAST CAMPUS

No Report

ECONOMIC AND RESOURCE DEVELOPMENT

Update on Workforce Development Program

Lou Anne Bynum introduced Jim Martois and Yvonne Duncan, who gave the following report on the Workforce Development Program.:

WORKFORCE DEVELOPMENT

CalWORKs

- 3 funding sources
 - Community College Chancellor's Office Funding - \$1,011,464
 - TANF Funding - \$236,909
 - Department of Public Social Services (DPSS)

CalWORKs

- Total CalWORKs Funding - \$1,487,772
- Largest single college program
- 6th largest program overall

CalWORKs Chancellor's Office

- Coordination
- Child Care
- Work Study
- Job Placement
- Curriculum Development

CalWORKs Coordination 2002-2003

- CalWORKs student enrollment - 2,150
- Total college TANF enrollment - 3,230

CalWORKs Child Care for 2002-2003

- 216,000 hours of childcare
- CalWORKs Child Care \$ available this year \$438,737

CalWORKs Work Study

- Cooperation with LBCC Financial Aid Office
- Funding for 244 CalWORKs students' work study

CalWORKs Curriculum Development

- 2002-2003
- Establish 22 new LBCC courses

CalWORKs Job Placement

- 926 LBCC students provided employment assistance

**Minutes, Meeting of the Board of Trustees
September 9, 2003**

- 225 found jobs

CalWORKs TANF (2nd funding source)

Allows for instructional costs

- Vocational ESL class
- Fork Lift certification
- Hotel Room Attendant

LBCC Hotel Room Attendant Training

- Partnership with Carson Hilton and DPSS'
- Award winning program
 - 17th Annual LA County Productivity and Quality Award
 - LA County Million Dollar Award

LBCC Room Attendant Training

- \$8400 in instructional costs
- Employed 192 CalWORKs participants
- Saved LA County \$2,500,000

Department of Public Social Services CalWORKs (3rd funding source)

Contracted Services for CalWORKs Students

- Educational plans
- Enrollment verification
- Books and supplies reimbursement
- Progress reports
- Grade reports
- Childcare Hours verification

GAIN Assessment

- New contract 7/1/03
- Assess CalWORKs participants for Educational GOALS before they come to college
- Estimated 2,500 assessments per year
- Unrestricted income

Nursing Workforce Initiative

- 2 grants from the US Dept. of Labor
- Partnership with 2 local workforce boards
 - Long Beach WIB
 - Southeast LA County (SELECO) WIB

Nursing Workforce Initiative

- Grants to ease the acute shortage of licensed nurses
- Partnership with LBCC licensed Vocational Nursing Program
- Goal to help students graduate, obtain license and employment

Child Care Programs

Four Major Child Care Programs

- Careers in Child Care
- Good Beginnings Never End
- AmeriCorps Early Childhood Literacy
- CalWORKs Child Care

Careers in Childcare

- Funded by DPSS
- 30 CalWORKs Clients Per Year
- Child Development Classes
- Cohort Classes, Instructional Aides
- County, State and National Awards

Good Beginnings Never End

- Funded for 3 years by First 5/LA-\$900,000
- Funded by Knight Foundation-3years \$380,000
- Quality Family Child Care Home Visits - 380 providers, 800 children
- Promote Literacy, Child Development, Health and Dental

AmeriCorps-Early Childhood Education Literacy Project

- Funded through Chancellor's Office
- 60 members per year
- 450 hours Service Learning Program
- Members tutor toddlers and pre-school children in low income areas

ACADEMIC SENATE

Janice Tomson presented a copy of the Academic Senate goals for 2003-2004 to Board members. She also invited the Board members to visit classes this semester. DeWayne Schaeffer is coordinating this project and asked that the Board members speak with him after the meeting to make arrangements for these class visitations.

TRUSTEES COMMUNICATIONS

President McNinch: I would like to invite all of you to “Women and Children at Work.” The reception will be held tomorrow at from 11:30 to 1:00 in the Learning Center here at the Pacific Coast Campus. These are hand-tinted black and white photographs that I took from 1998 to February of this year in Southeast Asia and they are from my experiences in Viet Nam, Thailand and, especially, Cambodia. Since this meeting will be short, I would

**Minutes, Meeting of the Board of Trustees
September 9, 2003**

be pleased to give a personal preview to anyone here, in case you can't make it tomorrow.

It includes some students who are very near and dear to my heart. They are students that I started working with in January. The core group of students are part of a pilot program. They are the learners where I am working with six teachers to teach them how to teach the children to learn. And I am so pleased. What I am using are things that I learned here at City College, because my college education ended a long time ago.

My exhibit is the opening exhibit of the Photography Art Series at the Pacific Coast Campus Learning Center. The series goes from September of this year through November of 2004. There are some very marvelous works.

During the time I spent on Dr. Merry's campus, I came to really revere the work that's done in the Learning Center and the people who work there. I have learned some words in Khmer during my time in Cambodia, and have now had a chance to use them with Cambodian work study students who work in the Learning Center. I've also been honored to hear their stories of how they and their families escaped from the Khymer Rouge and escaped murder. One of the work study students was 11-years-old and she and her family walked for six months. That's a lot of love from a family to do that. We have tremendous treasures here on staff and in our work study program.

Pauline Merry: President McNinch. May I say something. Her show is really fine. I must say I was surprised. Her composition is excellent, her subject matter is good, the photographs are well-matted and organized on the wall and she has some very interesting comments that go along with each of the photos and they're amusing, they're poignant. They are just wonderful. So please take time to see them. Thank you very much.

Jeff Kellogg: I just want to apologize to my colleagues at the Pacific Coast Campus for being late. For the last two days I have been in Federal court in downtown Los Angeles until four and five o'clock testifying in a case against the City of Long Beach and myself, having been charged in a lawsuit stemming from August 6, 1990, because that's what I have to recall. So I apologize. I was there all day yesterday and today and I'm going back tomorrow. I apologize for not getting here. I told them I had an engagement, but that doesn't matter. I just wanted to let you know that I was trying to get here.

Member Uranga: I just want to present an update on my conference this past weekend at the National Association of Latino Elected Officials and its National Association Leadership Institute and I want to, again, thank Karen Kane and Mr. Savoie for all the information and excellent data that they forwarded to me to present at the workshop. It went very well. There were a lot of questions, a lot of information shared as far as what other colleges do in this whole seamless education process and I really have to give kudos to our Superintendent-President for taking the lead in making sure that this happens and actually to all of the presidents and superintendents, Cal State, Long Beach and Long Beach Unified School District, and I was very pleased with the outcome. Thank you.

NEW BUSINESS

**Minutes, Meeting of the Board of Trustees
September 9, 2003**

FUTURE REPORTS

September 23, 2003: Sister City Opportunities

October 28, 2003: STUDY SESSION:
- Expanded Report on Nursing
- Report on the Selection, Hiring and Evaluation Processes
for Faculty and Staff

December 9, 2003: Two-College District Committee Report

PUBLIC COMMENTS (NON-AGENDA ITEMS)

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

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

ADJOURNMENT

President McNinch adjourned the meeting at 5:50 p.m. The next regular meeting of the Board of Trustees will be held on September 23, 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