

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

**Minutes of Meeting of  
October 12, 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 October 12, 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 5:10 p.m., in the Board Room, Building I, Liberal Arts Campus. President Kellogg reported that, in closed session, no action was taken.

**PLEDGE OF ALLEGIANCE**

Member Uranga led the Pledge of Allegiance.

**ROLL CALL**

Present: President Kellogg, Vice President Clark, Member McNinch, Member Otto, Member Uranga, Student Trustee Bollinger

**WELCOME AND INTRODUCTIONS**

President Kellogg welcomed everyone to the meeting. The following Proclamations were presented:

*Filipino American History Month – 3<sup>rd</sup> Annual* - by President Kellogg  
*League of Latin American Citizens – 75 Years* - by Member Uranga  
*NAACP – Long Beach 25<sup>th</sup> Freedom Fund* - by President Kellogg  
*Cesar E. Chavez Elementary, Long Beach – Opening of School* - by Member McNinch .

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Superintendent-President Kehoe introduced Dr. Frank Quiambao, a member of the Filipino Association, an alumni of LBCC and a community college president.

Joyce Black introduced Patrick McKean and his students, who were in attendance to observe as part of their Journalism experience.

**APPROVAL OF MINUTES**

President Kellogg: Is there a motion for approval of the minutes of September 21, 2004?

It was moved by Member Uranga, seconded by Member Clark, that the minutes of the meeting of September 21, 2004, 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**

**Resolution, Oppose the Elimination of the California Community Colleges Board of Governors**

It was moved by Member Clark, seconded by Member McNinch, that the Board approve Resolution No. 101204A to Oppose the Elimination of the California Community Colleges Board of Governors.

Member Clark: One thing, I think the distribution should be to our legislators and probably the Governor's office wouldn't be inappropriate in that they're the determining factor in a large amount. Also the League office should be on the distribution list for this resolution.

The motion carried, all voting aye.

**Response to Report of the Workshop on Community Finance**

President Kellogg: This is in response to the report on the workshop on community finance. The recommendation is that the Board of Trustees adopt a position on the Funding Formula Proposal from the CCLC Workgroup on Community College finance and communicate this position to the CCCT Board through its representative.

It was moved by Member Clark, seconded by Member Uranga, that the Board of Trustees adopt a position on the Funding Formula Proposal from the CCLC Workgroup on Community College finance and communicate this position to the CCCT Board through its representative.

Member Clark: This should also go to a CEO Board because it was jointly the action of the Trustee Board and the CEO Board.

President Kellogg: Can we make sure this is forwarded to them?

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Member Uranga: I also want to make mention of the fact that Dr. Clark is a member of the CCCT Board of Directors. He is newly re-elected to that position. We know you will represent us well.

Member Clark: Thank you, sir.

Janice Tomson: President Kellogg. At the last meeting, Trustee Clark asked for faculty comment on this report and I do have a few things to say. Go ahead and say them? Thank you. The majority of the report on the funding model, the faculty really haven't had a chance to analyze. I talked to the State Senate President, Kate Clark, and we're going to be given more information on the overall funding model at our plenary session, which is in the end of October. So, the majority of the report, the heart of the report, we really can't yet comment. But we can call your attention to a couple of areas in the report. One of them is the revision for funding for non-credit courses. The report suggests a different funding proposal and for faculty here the proposal would seem to benefit our college, increasing funding for our Basic Adult Education courses and some of our ESL courses. We thought that we would need more information on the revision in the funding to establish whether the increase in funding for non-credit courses would be at the expense of the credit courses. That was one area we wanted to point out to you, that revision in the non-credit. There also is a section on student fees. The State Academic Senate has consistently taken the position that our students should not have to pay fees. The report suggests that fees should be increased at a 10% rate a year and done in a consistent manner. Following the position of the State Academic Senate, we would recommend that students should not be required to pay fees for their community college education. So that's the other area we wanted to point out to you.

President Kellogg: Thank you.

Member Clark: I think those are good points, particularly on the fees, that the Board of Trustees and the CEO Board League is not in support of increases. The problem that we have is that we don't have full control over that and we certainly hope that the fees do remain low. But, in looking at the recent suggestion by the UC system to almost double their tuition, it's scary as to what's happening and I think that's one of the concerns that we do have that the Master Plan for Education, which is not being followed, actually indicated that those who wanted to go to college could go to college and the cost would be extremely low or, actually at one time there was no cost - many, many, when it first started. So, I think we do have some concerns about that and this proposal is with all is somewhat of a compromise. It would then, after it's approved by the League, would go to the Board of Governors, who would have to adopt this proposal and it would have to be in their budget for us. So, if we think that there are some real assets in here but there's still some discussion. We appreciate your comments on it.

Janice Tomson: Thank you.

President Kellogg: Thank you.

The motion carried, all voting aye.

**Goals/Self Evaluation**

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President Kellogg: This item shall be laid over until a meeting of the 26<sup>th</sup> of October? Am I correct there?

Member Uranga: No

Member McNinch: I don't think so.

Member Uranga: We're addressing it today as an information action.

Member Clark: We could address it unless it needs to be laid over.

President Kellogg: This is the sixth draft on this proposal that Trustee Clark and Trustee Otto have worked on. It has been presented to us so I would recommend that we lay this item over to the October 26 meeting so at least we can review it.

Member Clark: Ok.

Member McNinch: Yes, thank you.

President Kellogg: Feel comfortable with that? Then this item will be laid over until that meeting. Thank you for the hard work on that. I know the trustees have taken some time, and as have staff.

**Committee Reports**

There were no Committee Reports.

**STUDENT TRUSTEE**

Gina Bollinger: Thank you. Good evening, members of the Board, Dr. Kehoe, and members of the audience. The ASB will be participating in the Disability Awareness Day on October 20, in the quad area, from 11-1 p.m. Also, Tibetan Monks will be here tomorrow, October 13, and also October 14, from 9 to 5 p.m. in the Nordic Lounge and they will be building a sand Mandela. All American Academic Team nomination forms have been sent out to administrators, faculty and staff. The ASB Cabinet is in the process of moving the office to the old Alumni Development department office and the ASB President's office will now be in the old copy room. Scholarship applications became available Friday, October 8, and all students are encouraged to apply. Long Beach City College has many wonderful charitable organizations who donate money to the Scholarship Foundation every year and many students benefit from their generosity. Thank you.

President Kellogg: Thank you. The old alumni office? You're not referring to people like me are you?

**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 Administrative Dean, Human Resources; the Executive Vice President, Administrative Services; and the Superintendent, that the Board of Trustees approve/ratify the following actions:

Appointments

Hourly Instructors – Fall	19
Stipends	1

In-Service Changes

Change of Salary – Contract	2
Change of Title	1

**HUMAN RESOURCES (Classified)**

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

APPOINTMENTS

Probationary	1
Temporary	11
Exempt From the Merit System	84

INSERVICE CHANGES

Mileage	8
Changes and Modifications	1

SEPARATION FROM THE DISTRICT

Resignation	1
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**Ratification of District and LBCCE/AFT Tentative Agreement**

It is recommended that the Board of Trustees ratify the Tentative Agreement dated June 28, 2004, reached during negotiations between the District and LBCCE/AFT addressing fiscal year 2003-2004. The Agreement implements changes to Article 15, EVALUATION of the current bargaining unit contract. The union membership, through its operational procedures, has ratified this Agreement.

The Agreement concludes negotiations for 2003-2004.

**FINANCE AND PURCHASING**

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

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**FINANCE**

**Appropriation Transfers**

- (a) Appropriation Transfers numbers 112839 and 112843 for the Unrestricted General Fund 01, in the amount of \$165,156 as listed.

From: Books and Supplies	\$ 122,762	
Operating Expenses	38,194	
Student Financial Aid	<u>4,200</u>	\$ 165,156
To: Classified Salaries	\$ 13,260	
Staff Benefits	1,724	
Books and Supplies	24,488	
Other Operating Expenses	122,762	
Capital Outlay	<u>2,922</u>	\$ 165,156

Included in the appropriation transfer of \$165,156 for the Unrestricted General Fund are the following transfers greater than \$25,000:

<u>AT</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Amount</u>
112839	457000-01-653000-000	568000-01-651000-0000	Custodial Services/ Building Maintenance	\$ 50,000

From Non-Instructional Supplies and Materials, Custodial Services, to Maintenance Non-Instructional Building Grounds and Furnishing, Building Maintenance for repair maintenance and other services/operations.

<u>AT</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Amount</u>
112843	457000-01-653000-000	568000-01-651000-0000	Custodial Services/ Building Maintenance	\$ 50,000

From Non-Instructional Supplies and Materials, Custodial Services, to Maintenance Non-Instructional Building Grounds and Furnishing, Building Maintenance to cover other deficits.

- (b) Appropriation Transfers numbers 112845 and 112846 for the Restricted General Fund 12, in the amount of \$742,912 as listed.

From: Classified Salaries	\$ 1,288	
Staff Benefits	158	
Books and Supplies	1,600	
Other Operating Expenses	52	
Capital Outlay	731,704	
Student Financial Aid	<u>8,100</u>	\$ 742,912
To: Academic Salaries	\$ 4,181	
Classified Salaries	295,557	
Staff Benefits	71,778	
Books and Supplies	43,838	
Other Operating Expenses	77,302	

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Capital Outlay 250,256 \$ 742,912

Included in the appropriation transfer of \$742,912 for the Restricted General Fund are the following transfers greater than \$25,000:

<u>AT</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Amount</u>
112846	647000-12-684500-9810	233000-12-611000-9830	VTEA/Center for Learning	\$ 25,480

From Equipment Non-Instructional \$5,000 and up, VTEA to Classified Salary Non-Instructional Irregular Salary Schedule, Center for Learning Assistance to enhance skill attainment via tutoring.

<u>AT</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Amount</u>
	647000-12-684500-9810	219000-12-611100-9840	VTEA/Instructional Technology Development Center	\$ 29,772

From Equipment Non-Instructional \$5,000 and up, VTEA to Classified Salary Non-Instructional Regular Salary Other, Instructional Technology Development Center to increase support of Educational Technologist position.

<u>AT</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Amount</u>
	647000-12-684500-9810	233000-12-684500-9830	VTEA	\$ 78,540

From Equipment Non-Instructional \$5,000 and up, VTEA to Classified Salary Non-Instructional Irregular Salary Schedule, VTEA to integrate academic / career opportunities.

<u>AT</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Amount</u>
	647000-12-684500-9810	522200-12-684500-9820	VTEA	\$ 33,660

From Equipment Non-Instructional \$5,000 and up, VTEA to Conferences Academic, VTEA to support professional development through conferences.

<u>AT</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Amount</u>
	647000-12-684500-9810	210300-12-609000-9850	VTEA/Grants	\$ 53,766

From Equipment Non-Instructional \$5,000 and up, VTEA to Classified Salaried Regular Salary Administrators, Grants and Resource Development for VTEA project coordination.

(c) Appropriation Transfers number 112835 for the Veteran's Stadium Operations Fund 58, in the amount of \$13,625 as listed.

From: Supplies	\$ 2,700	
Other Operating Expenses	10,000	
Student Financial Aid	<u>925</u>	\$ <u>13,625</u>

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To: Supplies	\$ 10,925	
Other Operating Expenses	<u>2,700</u>	\$ <u>13,625</u>

There are no appropriation transfers greater than \$25,000 for the Veteran's Stadium Operations Fund 58.

**Salary Warrants**

Ratify issuance of salary warrants listed on Register No. 4208 through Register No. 4213 for the period of August 30, 2004 through September 17, 2004, in the amount of \$5,965,827.14 as listed.

Register No. 4208 Issue Date 08/31/04	Warrant Nos. 0727874 – 0728005	\$ 4,377,310.68
Register No. 4209 Issue Date 09/10/04	Warrant Nos. 0728006 – 0728310	\$ 806,018.36
Register No. 4210 Issue Date 09/10/04	Warrant Nos. 0728311 – 0728362	\$ 135,192.28
Register No. 4211 Issue Date 09/10/04	Warrant Nos. 0728363 – 0728752	\$ 338,033.24
Register No. 4212 Issue Date 09/16/04	Warrant Nos. 0728753 – 0728786	\$ 62,288.58
Register No. 4213 Issue Date 09/16/04	Warrant Nos. 0728787 – 0728817	\$ 246,984.00
	Total Salary Warrants Issued	<u>\$ 5,965,827.14</u>

**Commercial Warrants**

Ratify issuance of commercial warrants for the period of September 3, 2004, through September 17, 2004, in the amount of \$2,223,292.92 as listed.

Period Ending September 3, 2004	
Unrestricted General Fund	\$ 150,123.54
Restricted General Fund	19,749.98
Community Service Contract Ed	960.00
Self Insurance Fund	59.90
Student Financial Aid Fund	829,951.10
Payroll Clearing Fund	237,435.34
Stadium Operations Fund	<u>211.28</u>
Total Period 1 Warrants:	<u>\$ 1,238,491.14</u>

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Period Ending September 10, 2004

Unrestricted General Fund	\$ 309,140.81
Restricted General Fund	32,746.55
Child Development Fund	764.56
General Obligation Bond Fund	91,591.51
Community Service Contract Ed	369.04
Student Financial Aid Fund	7,510.32
Payroll Clearing Fund	51,763.12
Stadium Operations Fund	<u>482.40</u>

Total Period 2 Warrants: \$ 494,368.31

Period Ending September 17, 2004

Unrestricted General Fund	\$ 37,177.37
Restricted General Fund	16,820.54
Child Development Fund	184.20
Capital Outlay Projects Fund	151,374.60
General Obligation Bond Fund	50,786.57
Community Service Contract Ed	175.37
Self Insurance Fund	178.61
Student Financial Aid Fund	224,777.18
Payroll Clearing Fund	7,166.98
Stadium Operations Fund	<u>1,792.05</u>

Total Period 3 Warrants: \$ 490,433.47

Commercial Warrants Total \$ 2,223,292.92

Included in the total expenditure of \$2,223,292.92 are the following payments greater than \$25,000, excluding employee benefits and utilities:

**Unrestricted General Fund 01**

1. \$ 63,355 to City of Long Beach, for Police and Fire Services training classes for Summer 2004.

**Capital Outlay Projects Fund 41**

1. \$ 149,275 to Rachlin Architects, Inc., first payment for architectural and engineering services for the Industrial Technology Complex Phase 1 project at the Pacific Coast Campus.

**General Obligation Fund 42**

1. \$ 65,660 to Marlene Imirzian & Associates LLC, Architects, for professional fees for master programming services for bond projects, May 2004 through June 2004.

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2. \$ 50,787 to RMA Construction Services, Inc., for professional services from August 1, 2004 through August 31, 2004, for Bond program technical support.

**PURCHASING**

**Bond Contract Awards**

CN 22003.5 – Ratify – Amend – With Alvarado, Smith & Sanchez, Attorneys at Law, to provide legal services for Measure E Bond projects as needed, to change the firm name to Adorno, Yoss, Alvarado & Smith, effective July 1, 2004.

CN 22007.1 – Ratify – With Pinner Construction Co., Inc., for District Facilities and Warehouse Complex (Tech Phase 2 – Interim Facility) in an amount not to exceed \$8,225,000 paid for with Measure E Funds.

CN 22008.3 – Ratify - With Forensic Analytical for air sampling for bond related-projects, effective July 28, 2004 through June 30, 2005, in an amount not to exceed \$30,000.

CN 99607.6 - Ratify – With Robert Clapper Construction Services, Inc. for the construction of the Child Development Center at the Pacific Coast Campus in an amount not to exceed \$5,750,000, paid with Proposition 47 and Measure E Funds.

CN 99612.4 – Ratify – With Pima Corporation, dba Advanced Construction for the Veterans Stadium Track and Field Project in an amount not to exceed \$1,082,005.

CN 99633.1 – With MuniFinancial for arbitrage rebate services for the District and Measure E Bond projects effective October 13, 2004 through June 30, 2005, in an amount not to exceed \$3,750.

CN 99628.1 – With P2S Engineering, Inc., Amendment #6, for engineering services to increase the contract by \$4,005 for a total contract amount of \$232,505.

Authorize the issuance of purchase orders for the period August 30, 2004, through September 17, 2004, in the amount of \$320,813.47 as listed.

49287 – 49323	\$ 46,233.03
49325 – 49391	\$119,247.23
49393 – 49459	<u>\$155,333.21</u>
Total Amount	\$320,813.47

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Included in the total amount of purchase orders of \$320,813.47 are the following items greater than \$25,000:

There are no purchase orders greater than \$25,000 in the total purchase order amount of \$320,813.47.

**ACADEMIC AFFAIRS, STUDENT SUPPORT AND ADMINISTRATIVE SERVICES**

It was recommended by the Vice President, Academic Affairs; the Executive Vice President, Administrative Services; the Vice President, Student Support, Planning and Research; and the Superintendent, that the Board of Trustees approve the following actions:

**Agreements**

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

CN 93084.1 – Ratify – 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 16, 2004, to August 16, 2006, at no cost to the District.

CN 93085.2 – Ratify – Amend – With ACS Education Services, Inc., to provide computerized billing and accounting services in connection with the Federal Perkins Program, to extend the termination date from June 30, 2004, to June 30, 2005, for a fee of \$14,600.

CN 93089.2 – Ratify – Amend – With Theodore B. Horn, to hear employee discipline appeals and render decisions to the Personnel Commission, as needed, to extend the termination date from June 30, 2004, to June 30, 2005, for the amount of \$500 per diem.

CN 93089.3 – Ratify – Amend – With John C. Jarboe, to hear employee discipline appeals and render decisions to the Personnel Commission, as needed, to extend the termination date from June 30, 2004, to June 30, 2005, for the amount of \$1,000 per diem.

CN 93109.6 – Ratify – Amend – With the Long Beach Flying Club, to provide taxiing services for aviation students working toward FAA Certification, to extend the termination date from June 30, 2004, to June 30, 2005, for the amount not to exceed \$1,000.

CN 93116.8 – With the Chancellor's Office, California Community Colleges, for the District to participate in the Chancellors' Office Tax Offset Program (COTOP), effective January 1, 2005, through December 31, 2005. The District pays the Chancellors Office 25% of any delinquent student loan amounts collected through this program.

CN 93116.9 – Ratify – With La Casa Mental Health Center, to provide a clinical practice site for the School of Creative Arts and Applied Science - Dietician Program, effective October 1, 2004, through September 30, 2009, at no cost to the District.

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CN 93117.1 – Ratify – With Las Flores Convalescent Hospital, to provide a clinical practice site for the School of Creative Arts and Applied Science - Dietician Program, effective October 1, 2004, through September 30, 2009, at no cost to the District.

**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>
CSULB	LAC	Parking	Stadium Lot	Fall Semester '04
SBNP Productions	LAC	Film Shoot	Stadium	9/18/04
Bethany Lutheran Church	LAC	Parking	Child Study Ctr.	10/2/04

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>
ASB Cabinet	LAC	Dinner	Nordic Lounge	8/20/04
Lakewood Junior Football	LAC	Scrimmage	Golf Mall	8/21 & 8/28/04
<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
LBCC Circle K Club	LAC	Meeting	Nordic Lounge	8/22/04
LBCC Men's Volleyball	LAC	Tournament	Golf Mall	8/22 & 8/29/04
LBCC EOP&S	LAC	Orientation	C101	8/28/04
CSULB Women's Soccer	LAC	Games	Soccer Field	9/4,5/04
LBCC Men's Basketball	LAC	Fundraiser	Large Gym	9/4,5/04
Andrea's Tours	LAC	Parking	Stadium Lot	9/8-23/04
LBCC Senior Studies Program	PCC	Ditch Day	Dyer Hall	9/11/04

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LBCC Men's Basketball	LAC	Fundraiser	Large Gym	9/12/04
LBCC ASB	PCC	Hispanic Heritage Month Celebration	Student Center Lawn	9/14-16/04
Highline Boy's Volleyball Club	LAC	Fundraiser	Small Gym	9/14/04-2/15/05
LBCC Economic Resources	PCC	Meeting	Student Center	9/15/04
LBCC Men's Volleyball	LAC	Fall Training	Small Gym	Sat. 9/18-11/20/04
Student Health Services	PCC	Health Fair	Student Center	9/21/04
<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
LBCC Men's Volleyball	LAC	Tournament	Golf Mall	9/26 & 10/4/04
Friends of Long Beach Animals	LAC	Parking	Lot J	10/2/04
L. B. Police Dept.	LAC	Graduation	Auditorium	10/4-5/04
AWS Program	LAC	Presentation of New Members	Nordic Lounge	10/8/04
Andrea's Tours	LAC	Parking	Stadium Lot	10/12/04

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>
ACT Testing	LAC	CBDM Test	D101,119, 237	10/30/04
LBCC Music Dept.	LAC	Twirling	Large Gym	11/21/04
So. Cal. School Band Assoc.	LAC	Marching Band Competition	Stadium	12/4/04

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Sports Adventure	LAC	Soccer Camp	Stadium	3/3-5/05
ACT Testing	LAC	MPRE Bar Exam	D Bldg.	3/12/05
ACT Testing	LAC	Foreign Service Exam	D Bldg.	4/23/05

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

**Institutional Memberships**

Amend the 2004-05 Institutional Membership List to include:

Association of Writers & Writing Programs (Paid by Academic Affairs)	\$435.00
Downtown Long Beach Lions Club	\$300.00

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

The motion carried, all voting aye.

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

**New Course Recommendation**

Janice Tomson: The Academic Senate would like you to approve a course from the School of Learning Resources, Teaching & Technologies, and that's LEARN 811. LEARN 811 is a study skills class. The students will learn about college expectations, time management, memory and concentration, study reading, listening, note taking, and test taking.

It was moved by Member McNinch, seconded by Member Clark, that the Board approve one new course for Fall 2005.

**SCHOOL OF LEARNING RESOURCES, TEACHING & TECHNOLOGIES**

LEARN 811, Introduction to Study Skills (1.0)

The motion carried, all voting aye.

**SUPERINTENDENT-PRESIDENT**

**Report on Final Accreditation Progress Report**

Superintendent-President Kehoe: The Final Accreditation Progress Report is attached for your review. The Accrediting Commission does require that the Board pass the report and I would like for Lou Anne Bynum, who was one of the co-chairs, to give a short description of that process.

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Lou Anne Bynum: Thank you, Dr. Kehoe. President Kellogg and Members of the Board. I was on a committee on behalf of the college, with Dick Carroll, representing the faculty, and Jennifer Bartz, from classified staff, to help move the process forward to provide a mid-term progress report on behalf of the college. Just briefly, background for you, we did have a visit from the Accreditation Team in October of 2002. The report went to the full Commission in January and in mid-January they sent a letter to the college reaffirming accreditation for Long Beach City College, with three recommendations to go along with that and those three recommendation responses were to be given in a midterm progress report, which is what you have in your packet tonight. It's for your information.

This was a college-wide process. I think it's important to point out and note. We had a number of revisions to this. We solicited input from the entire college constituencies. We went through a number of different drafts. We ended up with a report that's about five pages in length. There are three recommendations on there. The responses are to those specific recommendations and the documentation that goes with that is going to be available along with all of the data that was provided as input from the different constituency groups. They will be here - this gets mailed this week to the Accrediting Commission and we will have a visit from a couple of team members from the Commission on November 1. They'll be here I understand for the day and have a number of interviews and meet with people and be able to look at all the documentation and the data that was provided for this report.

President Kellogg: Members of the Trustees. Trustee Clark.

Member Clark: Let me ask, there was a proposal about changing the form of the accreditation. Jan, did that go through, that they were going to modify the points, or change the emphasis on the accreditation?

Superintendent-President Kehoe: Funny you should ask. I'm intimately familiar with all of that. Actually, our visit occurred under the old standards. There were ten standards. Until we are up for our full accreditation, which will be four years from now, we will still be operating under the old standards. The first set of schools underwent accreditation this fall under the new standards. There are four standards, but they have actually consolidated most of what was in the ten into four standards and there are also accreditation themes that the institutions must address. I just chaired a committee for one of the very first schools to go through this under the new standards last week. But we will not be addressing those for four more years. We will have another visit in a year which will be our full mid-term, which will be a report on six recommendations that were given to us at this former visit and then, hopefully, we will not see them again for three more years and by then we'll have the new standards. So they did go through.

Member Clark: They're changing the emphasis, as I recall.

Superintendent-President Kehoe: That's correct. The emphasis is on student learning outcomes. It involves the faculty. It also involves outcomes of an institutional nature which are supportive of student learning outcomes. I know that Janice has spent a great deal of time on this, as has Linda Umbdenstock, and we are gearing up to meet those standards now. We are restructuring some of our planning committees, etc., to start integrating these

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concepts into our own planning process and our governance process. We aren't going to wait until the last minute to take into consideration these new standards.

Member Clark: Thank you.

President Kellogg: Other questions, Members of the Board? I know this was just informational. There's no action required by the Board. Correct?

Superintendent-President Kehoe: You do have to take action on the report. You have to accept the report.

President Kellogg: I'll entertain a motion to accept this report.

Member Uranga: So moved.

President Kellogg: Motion by Trustee Uranga, seconded by Trustee Otto. All those in favor, please indicate by saying aye, opposed, nay.

The motion carried, all voting aye.

**Conversion of Future Board Meeting Minutes from Verbatim to Actions Taken & Votes Cast (Includes Reportable Actions Taken in Closed Session)**

Superintendent-President Kehoe: This is an item that was laid over from the Board's Agenda last time. It is the conversion of future Board Meeting Minutes from Verbatim to Actions Taken and Votes Cast. I've included background information for you and this is the prerogative of the Board to decide what format they wish their future minutes to be kept as a record.

It was moved by Member Uranga, seconded by Member McNinch, that the Board of Trustees approve the Conversion of Future Board Meeting Minutes from Verbatim to Actions Taken and Votes Cast (including reportable actions taken in closed session.)

Member Uranga: I want to compliment staff on the very thorough report that they did a lot of research on this. They contacted a number of colleges and got some copies of their minutes to compare as far as one to another and how we can best present our minutes eventually when we start going into this format. It was excellent. The budget report also was very thorough and I think it's going to save us quite a bit of money and quite a bit of staff time in preparing these kinds of minutes so I'm very pleased at the thoroughness of the report that was presented to us. It really gives us a lot of good information and makes our decision that much easier. Thank you very much.

Member McNinch: I do also want to echo Trustee Uranga's sentiments in thanking the staff for providing a couple of sets of minutes and I like the one I believe, Rio Hondo, with a very concise, very to-the-point, not a lot of stuff. Ok, that's really effective communication. But I do recommend that we go to the action item minutes.

President Kellogg: This item was taken for numerous reasons, budgetary, but also it is not in any way to make it more difficult for people, if they want to review what has taken place

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during a meeting, if you're not here, if you have not watched it on cable, you're more than welcome to get more of us by going this route as well. So, it was done for numerous reasons - to be more efficient and to be a little bit more financially prudent as well. There's a motion and a second on the floor. If there's no other discussion on this item, all those in favor of this item, please indicate by saying "aye." Opposed?

The motion carried, all voting aye.

**Report on Maintaining Alternative Records of Board**

Superintendent-President Kehoe: This is a related item that was also carried over from last time's meeting. It is a report on maintaining alternative records of the Board. The only official minutes are those that are written and are bound and kept in perpetuity. Any backup records are at the request of the Board. As far as time kept, we do make a video of the Board meetings and we also take audiotapes of the Board meetings. We have broken out the different storage costs for you and it is the Board's prerogative to let us know how long they would like to keep these alternative records of Board Minutes.

It was moved by Trustee Uranga, seconded by Trustee Clark, that the Board of Trustees approve to store video/audio tapes for one year and then to recycle materials.

Member McNinch: I would just like to say that with the switch to verbatim minutes and the small expense of maintaining the tapes for a year we are still saving over \$30,000.

Member Uranga: I'd also like to make mention, though, that we're being much more accommodating than other districts in the fact that we're going to be doing it for one year as where the Ed Code requires 30 days, so I think that we are being accommodating in that in making sure that there is access to the public for at least a minimum of one year to past minutes and of course it will be a fee involved if they want to make any copies in terms of photocopying or other digital types of copying as well, so I think there will be a fee schedule posted or provided for those individuals, I'm assuming?

Superintendent-President Kehoe: We can do that.

Member Uranga: Thank you.

President Kellogg: And we'll be selling the entire year set at the student store.

Member McNinch: At a discount rate.

President Kellogg: With those special features in case they...

Member McNinch: To give it a chopper and a coffee grinder.

President Kellogg: For anyone with sleeping disorders, I highly recommend them, very effective.

Member Clark: Wonderful Christmas present.

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President Kellogg: There's a motion and second on the floor. All those in favor, please indicate by saying, "aye." Opposed?

The motion carried, all voting aye.

**Superintendent-President's Report**

Superintendent-President Kehoe: Yes, I have four items. I would like to thank Gina Bollinger for a wonderful job at the Hall of Fame Breakfast. She took the role of the trustee to induct the inductees into the Hall of Fame and also took the role of the ASB President in the introduction, so she was doing double duty and she did it beautifully and she was only told at the last minute that she would be doing the introduction at the beginning and just picked up and did that beautifully and everyone there was very impressed with her grace and style. Thank you, Gina, very much for that.

Some very good news. And I'm not sure of the total of money that we're getting for these, but I just received notification that we have three awards from the Chancellor's Office - Economic and Workforce Development awards. One is in Advanced Transportation Information Technology Electronics Telecommunications and Systems Engineering; one is in Applied Competitive Technology; and one is Healthcare Eldercare. We were just notified of those awards. Do you have any idea, Lou Anne, about how much those awards are for?

Lou Anne Bynum: I think those awards as well as the Title V one come close to \$3 million.

Superintendent-President Kehoe: You just stole my thunder there. I was going to do the Title V next, but that's all right.

Lou Anne Bynum: But it's not real until Dr. Kehoe tells you.

Superintendent-President Kehoe: So, as Lou Anne said, the next good news is that we were awarded a new Title V grant, a cooperative grant with Cal State Long Beach.

Member Uranga: Congratulations. Good job.

Superintendent-President Kehoe: I would like to really compliment the people that write these grants because we are very successful. Paul Creason's division is actually the grants writing division but he can't do it without the help of a lot of interested faculty who work on these grants with him and also take the lead role when we do have these awards. So, I think with an extra \$3 million in grants we'll be able to do some things for our students that we would not have been able to do otherwise.

Member Uranga: I'm expecting that perhaps at some future meeting that we will have a presentation as to what the grant entails...with the cooperative with Cal State Long Beach if I'm not mistaken, correct? Yes?

Superintendent-President Kehoe: Yes.

Member Uranga: If we can put that on a ...

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Superintendent-President Kehoe: Yes, actually we are going to have a report on the current Title V. We are at the end of that Title V coming up fairly soon and we could add an outline of the new Title V to that report. Is that right, Lou Anne? Ok.

Superintendent-President Kehoe: One last thing I did want to announce officially that past Board of Trustees member Dr. H. David Burcham, who served the college from 1975-88, has passed away. Funeral services were held on October 2, at Covenant Presbyterian Church in Long Beach, so I did want the Board to know that.

President Kellogg: Thank you. Item 10.1.

Superintendent-President Kehoe: While they're getting set up, Mr. President, could I mention one other thing. This morning, Dean of Counseling, Mike Tuitasi, Dr. Felton Williams, and I visited Cabrillo High School, took a tour, saw their facilities, and they did issue an invitation to us to use their facility whenever we might like to for community events. If the Board is ever wanting to do so, I think it might be very nice to have maybe a Board workshop on the Cabrillo campus and other high schools that are feeder schools to the District.

Member Uranga: I would certainly like to see their facilities myself. And I would like to encourage my fellow Board members to consider rotating our Board meetings throughout the community. This is very much in line with what I had mentioned a while back if you recall where we were talking about more community participation in our Board meetings and I'm totally in agreement with, if they don't come to us, let's go to them.

Member McNinch: And where are we going to get the money to pay the overtime for the staff.

Superintendent-President Kehoe: Actually, they've volunteered their video equipment.

Member McNinch: I mean our staff.

Superintendent-President Kehoe: I thought this was voluntary.

Member McNinch: Is it voluntary, Mrs. Hanks?

Member Uranga: Well, it's something to consider. Let's talk about it later.

Superintendent-President Kehoe: I think we would be able to work something out with the District.

Member McNinch: I think it's a lovely idea.

Member Clark: It's your audio equipment that's your big expense.

President Kellogg: It's a nice offer too. What school is that?

Member Uranga: Cabrillo.

Superintendent-President Kehoe: This was Cabrillo today.

Member McNinch: Cabrillo. It's in my district.

Member Uranga: West side.

President Kellogg: I thought there was only one high school in Long Beach.

Member McNinch: There used to only one high school.

President Kellogg: There's only one high school in my mind. That's another story. 10.1 - are we ready?

### **ACADEMIC AFFAIRS**

#### **Distance Learning**

Amit Schitai, Director of Instructional Technology & Distant Learning presented his report using power point, and gave the members of the board a copy of the presentation on a CD.

### **STUDENT SUPPORT, PLANNING AND RESEARCH**

No report.

### **ADMINISTRATIVE SERVICES**

No report.

### **PACIFIC COAST CAMPUS**

No report.

### **ECONOMIC AND RESOURCE DEVELOPMENT**

No report.

### **ACADEMIC SENATE**

Janice Tomson: Thank you. The Senate would like to invite each of you to have a dialog with us at the Senate Exec. meeting. The Senate Exec. is made up of ten members of the Senate and we meet to set the agenda for the Senate. We'd like to have an informal discussion with you where you can ask questions of us and we can talk to you about the business of the Senate. A number of years ago we did this and the only Board member remaining is Tom Clark, that we had met with. Tom came and talked with us and it was really very nice for us to get to know Trustee Clark and I think that it was - hoped that it was mutual. So we would look forward to meeting with each of you and I could talk with you individually about what times would be convenient. Trustee McNinch has been on the Board for a number of years but we've never actually had the opportunity to sit down with you with our Senate Exec., and we'd really like to do that.

Member McNinch: It would be after Election Day?

Janice Tomson: After Election Day. We have....

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Member McNinch: And before I go to Cambodia.

Janice Tomson: Whatever would work for you. Like I said, a number of the Members have been on the Board for a number of years, and are new as well, and we would like to have you have an opportunity to get to know us and we'd like to get to know you as well.

Member McNinch: Will there be food?

Janice Tomson: Sure.

Member McNinch: Ok.

President Kellogg: Thank you.

**TRUSTEES COMMUNICATIONS**

Member Clark: Just want to mention that Roberto had mentioned that we recently had a conference in New Orleans on the trustees. Very surprising, well maybe not surprisingly, the workshops, so many of them were actually looking at accountability of boards and I think part of that, probably for several reasons, because we're getting so much of this pressure by legislatures as far as accountability and outcome of students, so I think that may be somewhat the emphasis, but it was an interesting conference. We even had Willy Brown speak to us about his activities up in San Francisco.

One thing that, actually it wasn't at the conference specifically, but it was basically mailed out to us recently- this Keeping America's Promise. It's a very interesting work. It was put out by the Education Commission of the States and the League for Innovation in Community Colleges. We had Terry O'Banion, spoke here once years ago, with the League for Innovation. But this is really - I could highly recommend this and hope it's available to the faculty because it would be a great source I think to have a workshop because it does raise some issues that are very pertinent as far as community colleges and again, I'd suggest that as a possibility, but if, Janice... the faculty can get hold of this, I think it's a good piece.

Janice Tomson: I could take a look at it.

Member Clark: I'll show it to you.

Janice Tomson: Thank you.

Member Clark: Thank you.

Member Uranga: While Tom was going to workshops as well as I, I was also a participant in the ACCT Board of Directors, going to the Board meetings. I was a teller and timekeeper for the debates in the Pacific Region and also participated in the diversity committee as well as in the budget and finance. Everybody missed you, Dianne.

Member McNinch: Thank you.

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Member Uranga: I'm also happy to report that I got re-elected for a third term as the President of the National Association of Latinos Trustees. So, another year in, and our next meeting will be in the NLS, which is the National Legislative Summit, which will be in Washington, D.C. in February which is our annual visit to the Hill to talk to our Congressional Reps. and Senators up there, so that will be our next meeting.

President Kellogg: Thank you. Other Members of the Board at this time? Seeing none, we are now to the Public Comments on Non-Agenda Items

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

President Kellogg: We do have three speaker cards on this item so I will read: 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.

As they were given to me, the first speaker is Linda Gordon, please.

Linda Gordon: President Kellogg, President Kehoe, Members of the Board, Janice. I teach Anatomy. I am Linda Gordon and I teach Anatomy in the D Building. This semester we've had a real problem with ventilation in the D Building. We started school with no ventilation. I teach Anatomy and it gets pretty stinky sometimes in the Anatomy lab and this is a historical problem in the D Building. When I first came in 1974 and the D Building was brand new - I've been here - I've been teaching a long time. But, when I first came, I was 25 and it was a problem in the D Building with the ventilation. Since then, the D Building has been revamped. It was gutted out and the only thing that remains from the old D Building is the elevator. Well, now we have another problem with the ventilation. It has never worked correctly. The one thing the faculty asked for when the renovations were made, there was only one thing that we actually begged for and that was windows that opened so that when there was a problem with the ventilation we could open the windows to vent out the toxic fumes. Well, somewhere along the line, the plans got changed and, it was actually Bill Flory who made this decision to remove the windows that opened and we went with the ventilation system that was not installed correctly and has not worked since the building has been renovated. It's not worked correctly. This semester, one of the units went out. It was not fixed until September 20. We were over five weeks without ventilation. Our students were getting ill. They were leaving class. I, personally, was ill twice because of the lack of ventilation and stayed home from work. I canceled my classes. My classes were dismissed early because of the lack of ventilation as were many other faculty member's classes. We were told - we were promised time and time again that the ventilation would be fixed. We were then told that the part wasn't ordered until after the President's Executive Council meeting on August 31, two weeks into the problem, because of the cost of the part. It was \$12,000 for the part to fix it. Then we were promised that the repairs would be made by

September 3, then September 7. So, finally, I filed a grievance on September 13, to try to get the problem resolved. Another faculty member contacted OSHA, and a formal complaint has been made with OSHA, concerning this problem. Found out now that our ventilation system is tied to the elevator. Whenever the elevator goes out, the ventilation system cuts out and it does make sense, because if there's a fire, you don't want to feed the fire oxygen. That makes perfect sense, but to tie it to the elevator, which was the original elevator in that building, which is down about once a week, and every time the elevator's down - and, by the way, the elevator goes down every time there's a fire alarm anywhere at either LAC or PCC, our elevator shuts off. So, that means, whenever there's a fire alarm, the elevator shuts off, which shuts off the ventilation, which means that Mark Garber has to come over from Facilities to restart the ventilation system. Sometimes it takes him three, four, five days to get over there because he's the only air conditioning specialist and he gets backlogged. He's wonderful, by the way, he always is responsive and he always tries his best and he's always there with his computer showing me just what vents aren't open and what's not working, but it still isn't working correctly. And we have a real health hazard, with all the toxic fumes that are in the Science Building. Chemistry vents down to Anatomy. We smell Chemistry fumes all the time. It's really getting serious and I have a question about who's liable if a student files, or asks for a negligence suit. Am I at all responsible for that. I'm becoming concerned because my students have been complaining so much about being ill and being sick. I don't want to be sued and I'm wondering where the responsibility lies. I would like to see a task force developed, or a task committee that involves administration, a responsible administrator, someone who can make the decisions to order a part when it breaks down without having to go to a committee. I would like to see members of the faculty, the staff, and students who take classes in the D Building, involved in some of the decisions, at least some of the questions about why did it take so long to get our air conditioning fixed. Why did it take so long to be able to breathe in that room. I thank you. I just wanted to bring this to your attention. Thank you.

President Kellogg: Thank you. We did receive the memo from you and also we received a response back from staff regarding this issue. Next speaker, Diane Gunther.

Diane Gunther: Thank you, President Kellogg, Dr. Kehoe, Board Members. For these moments, I sat and listened to Linda... I'm Diane Gunther, with the English Department, in my academic capacity of 15 years now and I guess my academic vocational capacity is on the Grievance Advisory Committee for 8 years and this is the second time in that 8 years that I've come to address the Board because I think that Linda's issue has dovetailed and mushroomed into further issues that we all need to be acquainted with. It started - a grievance deals with the contract. Of course, you know that, and any perceived violations, or real violations, then we go through the process and then we resolve them. We've got a couple of other issues going on, but we've had so many issues, I call it the "page 23 issues" this semester and my phone was ringing before I even got to campus. I checked my email, I mean my voice mail, on the first day and I had faculty members calling me with facilities-type complaints. They came in separate. Linda's came in early. And you don't want to grieve every time a stapler breaks, you don't want to grieve when the air conditioning is off. In the P Building, for us, it's uncomfortable for a while and then it kicks back on. You don't want to grieve with every discomfoting measure. But her issue is so frustrating, watching her be patient and wait and try to get a clear response from Facilities. We got the Interim, or Acting Dean aboard, he was up on the roof. Dr. Scott did everything he could and was trying

to deal with this before it went through a grievance. We started with the informal with him, and then I had to call him after four weeks and say, "I've got to grieve you to get above you. Because clearly, your good intentions aren't solving the problem." Watching my colleague develop a respiratory illness for which she had to take medicine just to try and come and work is just, I just think it's unacceptable. On the other hand, coming in on page 22, were the full-time ESL faculty members over at PCC - the mold problem - are you acquainted with the mold...Dr. Merry, I'm sure you are...the mold issue over there. It's encroaching in the walls. It's been a concern for classified staff for a couple of years now. I think DSP&S facilities were affected by it. Now they're going - it's going to be investigated in the ESL faculty offices. They were told on July 27 to pack up and be ready to move so that this problem could be resolved. They've been packed up, ready to move, working around boxes, trying to be professionals with file cabinets in the halls and hardly anywhere to meet with their students, little access to their warehoused archives of instructional materials and they were only just moved last week, Thursday, what was that, the 8<sup>th</sup>. They've been packed up, ready to move. It just seems that perhaps our Facilities issues aren't very well coordinated and that's what I'm here to really plead for. As I report to my bodies, the E Board and the Rep. Council, and they're really kind of minimal populations - E Board's about ten; Rep. Council, on a good day is 15, 20, maybe 20 - more mushrooming concerns are coming forward, asbestos situations in the Building C, that have been plastered over; Building F, the Home Engineering Building, faculty offices have been refurbished as per asbestos contamination, but whole theater classroom, I think is F110, a theater-style classroom, has holes, missing tiles, broken tiles, of asbestos. These are real big concerns, and you're here before me as standing in for the people of Long Beach and representing their essential, I think, primary categorical assumption, that when they step on this college campus, their health and safety are primary in all of our minds, and we need to work together. Page 23 also says, of the basic assurances, charges the faculty with all responsibility to report to the proper authorities any environmental problems or health hazards that we see because we are your eyes out there. We are your eyes and you're our power and if we're not meeting in the middle and resolving these problems for the health and benefit of our students and everyone who visits our campus, we need to do something. A task force is an idea that we'd be happy to pursue. I know my time's running up. I just wrote a grievance bulletin to the faculty reminding them of the issues on page 23, obligations on all of our parts, and asking them to go through the channel, through their appropriate deans and also to copy the Grievance Advisory Committee on anything that is reported. Also, just as a p.s. before I leave, Disabled Persons Act violations fall on that page as well and it's been reported for years, my colleague, Ron DiCostanzo who is on sabbatical right now, was reporting before he went on his last sabbatical seven years ago, the students in the P Building have no access - I think, Dr. Kehoe, you caught that right away - someone reported that when you came over to that section where our mailboxes were moved to at the east end of the patio, that we have eight full-time faculty and all our part-time faculty housed in that facility and there is no ramp or any access for wheelchair confined students and those fall under this whole page 23 too, so please take out your contract and let's all work together to ensure the assurances that are present there. Thank you very much.

President Kellogg: Thank you. Trustee Clark.

Member Clark: Let me ask, whether to Dr. Kehoe or Mr. Oakley, when we had the bond issue, in that there was a pretty good amount of that was for rehab work. Are we looking

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at...I realize the D Building is a new building, supposedly, and I know that we weren't looking to have to rehab that this early on, but we did have money I know set aside in the bond issue.

Vice President Oakley: The bond identified the infrastructure of the college, which the fire light systems that were referred to in Building D, would be part of that and certainly, there's no doubt that the college, various buildings being upwards of 70 years old, the entire college infrastructure is needing huge renovation and we have embarked on identifying all of the infrastructure needs of the college. And, certainly, that's quite an undertaking. But, the bond has identified various infrastructure pieces that need to be redone and they are being planned for, will be redone, to include access for disabilities, which for various buildings are grandfathered in under different time frames as to when and how they should be addressed and certainly working with the State Chancellor's Office and Department of the State Architect, each building that we go into, those areas are identified and are renovated at that time.

President Kellogg: Thank you. The final speaker, Emmett Powell? You have five minutes, sir.

Emmett Powell: Thank you. President Kellogg, President Kehoe, ladies and gentlemen of the Board. My main concern is with PeopleSoft and the complaints that are brought to me on a daily basis by my fellow students. For some reason, I understand that Financial Aid is tied into PeopleSoft and people are having difficulty buying books, paying whatever bills they pay with whatever money they get from Financial Aid because PeopleSoft has delayed the Financial Aid checks by a month. I know this is probably trivial, but in the minds of the students who are receiving that money it's not trivial. Not by any stretch of the imagination. PeopleSoft has been somewhat of a headache to me since it's been introduced because students are constantly coming to me, talking about it. Actually, I'm getting quite sick of hearing about it. I'd love to do something with it but I can't do that. Three weeks ago, I tried to access my student records through PeopleSoft. A few days ago, I finally accessed my personal records through PeopleSoft - about three weeks. Now, I hate to use the word "ridiculous," but I just did. I'd love to see something done, tweaked, reconfigured, something done with it, but every time I present the situation to anyone who quote, unquote, is responsible, they say, "we're working on it." It's been in place for a long time to still be working on it. I don't want to hear a buzzer go off, so, who's working on it? Thank you.

President Kellogg: Thank you, Mr. Powell. There are no other speakers for Public Comment.

**FUTURE REPORTS**

Member Uranga: Before I move to adjourn the meeting, on Future Reports, were there a few Future Reports that we were going to schedule? Dr. Kehoe, on this? You mentioned Title V?

Superintendent-President Kehoe: Title V. Yes, I'm sorry they're not listed for you.

Member Uranga: I just wanted to clarify that for the record.

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Superintendent-President Kehoe: There are some, Trustee Uranga, that are still on the annual list. We do not have any special reports that I recall but we do have annual reports that are coming up. If you have special reports, we're certainly glad to list those.

Member Uranga: Title V was the only one that I wanted to have included.

I'd like to adjourn this meeting in memory of a staff person of mine in the City of Long Beach in the Towing and Operations facility, Janet Buckner? She was a very special lady in that she was our only, first and only, female tow operator with the City of Long Beach. She unfortunately had a tragic vehicle accident this past Friday, where she went immediately into cardiac arrest, severed an aorta, and she passed away yesterday morning. She was a City employee for ten years. She worked under me for four of those ten years- always at the top of her game in terms of performance. Towing is not a sexy occupation, nor is it one that you get a lot of high rewards. Somebody's always complaining. Who likes to get their vehicle towed? Nobody does. But Janet always did it with a smile, always was able to diffuse people, always made them feel comfortable, happy that their cars were going to be safe and secured and unmolested and she'd always wear a little pink rose on her hair, something that's unusual for a tow driver to be wearing while you're out in the field. I'm going to miss her an awful lot and I just want to close this meeting in her memory.

President Kellogg: Thank you. We will adjourn our meeting in her memory.

**ADJOURNMENT**

President Kellogg adjourned the meeting at 6:45 p.m. The next regular meeting of the Board of Trustees will be held on October 26, 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