

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

**Minutes of Meeting of
October 26, 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 26, 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.

The following additional topic was added to the closed session of the Board Agenda for discussion. The necessity for discussing this topic became apparent after the printing and publishing of the Board Agenda for Tuesday, October 26, 2004.

Conference with Legal Counsel – Subdivision (a) of Section 54956.9:

Long Beach Council of Classified Employees v. Long Beach Community College PERB Case No. LA-CE-4373-E

The roll-call vote to add this item to the Agenda was as follows:

Motion by Clark and second by Uranga.

The motion carried, all voting “aye.”

The meeting was adjourned to closed session.

The meeting was reconvened in open session at 5:05 p.m., in the Board Room, Building I, Liberal Arts Campus. President Kellogg reported that, in closed session, no action was taken.

PLEDGE OF ALLEGIANCE

Member McNinch led the Pledge of Allegiance.

ROLL CALL

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

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WELCOME AND INTRODUCTIONS

President Kellogg welcomed everyone to the meeting.

APPROVAL OF MINUTES

It was moved by Member McNinch, seconded by Member Clark, that the minutes of the meeting of October 12, 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

Committee Reports

None

STUDENT TRUSTEE

Gina Bollinger reported that the first football game was played on the new Veteran's Stadium Football Field in which Long Beach City College defeated Cerritos College. ASB elections will be held on November 16 at LAC and on November 17 at PCC; AWS and AMS positions will be open for new candidates at that time. Also Homecoming will be on November 6.

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 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	8
Hourly International Coordinator - Fall	1
Hourly Lighting Coordinator – Fall	1
Hourly Counselor – Fall	1
Hourly CHI President – Spring 2004	1
Hourly CHI President – Fall 2004	1
Long Term Substitute	1
Stipends	3

In-Service Changes

Change of Title	1
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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

Permanent	1
Probationary	3
Working Out of Class	2
Temporary	11
Exempt From the Merit System	23

SEPARATION FROM THE DISTRICT

Resignation	2
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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:

FINANCE

Appropriation Transfers

Appropriation Transfers numbers 112863, 112879, 112882, 112915, 112944, and 112993 for the Unrestricted General Fund 01, in the amount of \$193,504 as listed.

From: Academic Salaries	\$ 8,040	
Staff Benefits	2,573	
Supplies	1,228	
Operating Expenses	178,543	
Capital Outlay	<u>3,120</u>	<u>\$ 193,504</u>
To: Classified Salaries	\$ 118,927	
Staff Benefits	31,460	
Books and Supplies	31,069	
Other Operating Expenses	<u>12,048</u>	<u>\$ 193,504</u>

Included in the appropriation transfer of \$193,504 for the Unrestricted General Fund is the following transfer greater than \$25,000:

<u>AT</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Amount</u>
112863	589000-01-660500-0000	243000-01-160200-0000	Vice President Academic Affairs/ Center for Learning Assistance	\$ 47,846

From Other Services, Vice President Academic Affairs, to Classified Salary Instructional Hourly Irregular Salary Schedule, Center for Learning Assistance, for Spring 2005 Schedule of Classes, printing and consultant services.

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Appropriation Transfers numbers 112862, 112876, 112914, 112920, 112930, 112935, and 112976 for the Restricted General Fund 12, in the amount of \$164,718 as listed.

From: Academic Salaries	\$	84	
Classified Salaries		875	
Staff Benefits		126	
Books and Supplies		5,500	
Capital Outlay		58,133	
Student Financial Aid		<u>100,000</u>	<u>\$ 164,718</u>

To: Academic Salaries	\$	9,819	
Classified Salaries		31,478	
Staff Benefits		13,279	
Books and Supplies		7,335	
Other Operating Expenses		39,892	
Capital Outlay		<u>62,915</u>	<u>\$ 164,718</u>

Included in the appropriation transfer of \$164,718 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>
112914	647000-12-684500-9810	642000-12-094700-9810	VTEA/Automotive	\$ 34,150

From Non-Instructional Equipment>\$5,000, Coordination VTEA, to Instructional Equipment>\$5,000, Auto Body Repair/Automotive Mechanic to realign budget to cover expenses.

<u>AT</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Amount</u>
112920	790100-12-695000-0070	Various	Parking Maintenance	\$100,000

From Parking Reserve to Classified Salaries, Benefits, Supplies, Services and Equipment, to cover salaries and benefits for Cece Williamson and Brendan Hayes. Also, supplies, services, and equipment accounts were supplemented to cover the costs of the Parking Improvement Program which included new signage, parking meters, and self-serve daily parking permit machines.

Appropriation Transfers number 112872 for the Veteran's Stadium Operations Fund 58, in the amount of \$3,458 as listed.

From: Capital Outlay	\$	<u>3,458</u>	<u>\$ 3,458</u>
To: Supplies	\$	215	
Other Operating Expenses		<u>3,243</u>	<u>\$ 3,458</u>

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

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Appropriation Transfers number 112943 for the Self-Insurance Fund 61, in the amount of \$2,800 as listed.

From: Other Operating Expenses	\$ 2,800	\$ 2,800
To: Supplies	\$ 1,200	
Capital Outlay	<u>1,600</u>	<u>\$ 2,800</u>

There are no appropriation transfers greater than \$25,000 for the Self-Insurance Fund.

Salary Warrants

Ratify issuance of salary warrants listed on Register No. 4214 through Register No. 4217 for the period of September 20, 2004, through October 8, 2004, in the amount of \$5,856,618.26 as listed.

Register No. 4214 Issue Date 09/30/04	Warrant Nos. 0728818 – 0728936	\$ 4,437,781.67
Register No. 4215 Issue Date 10/08/04	Warrant Nos. 0728937 – 0729262	\$ 956,024.96
Register No. 4216 Issue Date 10/08/04	Warrant Nos. 0729263 – 0729302	\$ 100,926.00
Register No. 4217 Issue Date 10/08/04	Warrant Nos. 0729303 – 0729723	\$ 361,885.63
	Total Salary Warrants Issued	<u>\$ 5,856,618.26</u>

Commercial Warrants

Ratify issuance of commercial warrants for the period of September 20, 2004, through October 8, 2004, in the amount of \$5,312,627.10 as listed.

Period Ending September 20, 2004		
Unrestricted General Fund	\$1,065,035.45	
Restricted General Fund	44,044.47	
Capital Outlay Projects Fund	21,511.10	
General Obligation Bond Fund	607,434.09	
Student Financial Aid Fund	640,105.62	
Payroll Clearing Fund	38,680.66	
Stadium Operations Fund	<u>3,749.52</u>	
	Total Period 1 Warrants:	<u>\$ 2,420,560.91</u>
Period Ending October 1, 2004		
Unrestricted General Fund	\$ 916,194.24	
Restricted General Fund	32,653.36	

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Capital Outlay Projects Fund	4,207.00
General Obligation Bond Fund	34,212.78
Community Service Contract Ed	310.08
Student Financial Aid Fund	34,891.96
Payroll Clearing Fund	239,906.26
Stadium Operations Fund	<u>45,382.40</u>

Total Period 2 Warrants: \$ 1,644,147.51

Period Ending October 8, 2004

Unrestricted General Fund	\$ 420,482.19
Restricted General Fund	76,102.01
Child Development Fund	232.69
Capital Outlay Projects Fund	3,150.00
General Obligation Bond Fund	36,443.00
Community Service Contract Ed	15,335.86
Self Insurance Fund	266.30
Student Financial Aid Fund	687,602.71
Payroll Clearing Fund	1,454.09
Stadium Operations Fund	<u>6,849.83</u>

Total Period 3 Warrants: \$ 1,247,918.68

Commercial Warrants Total \$ 5,312,627.10

Included in the total expenditure of \$5,312,627.10 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund 01

1. \$386,225 to Ciber, Inc., for professional services from May 29, 2004, through September 3, 2004.
2. \$180,329 to Long Beach Police Department, for security services July 2004 and August 2004.
3. \$ 36,205 to Parker & Covert LLP, for professional legal services rendered during July 2004 and August 2004.

Restricted General Fund 12

1. \$ 35,636 to Sierra School Equipment, for office furniture for the following departments at the Liberal Arts Campus: Diagnostic Medical Imaging Program, School of Health and Science; Athletics Department; Faculty Resource Center, School of Learning Resources, Teaching and Technologies; and at the Pacific Coast Campus: English As A Second Language Department, School of Language Arts. Items purchased were 20 task chairs and 390 student tablet arm chairs.

Capital Outlay Projects Fund 41

1. \$475,200 to Protected Insurance Program for Schools, third quarter installment for Joint Powers Authority for Workers' Compensation.

General Obligation Fund 42

1. \$604,485 to Bovis Lend Lease, for bond and state funded program management services, for Invoice #17 from July 1, 2004 through July 31, 2004, and Invoice #18 from August 1, 2004 through August 31, 2004.

Stadium Operations Fund 58

1. \$39,621 to RDS Architects, for architectural services on the Veteran's Stadium Track & Field project, Liberal Arts Campus.

Student Financial Aid Fund 74

1. \$142,334 to the ASB Bank (Associated Student Body), for reimbursement of service card fees collected as of June 30, 2004.

Budget Increase/(Decrease)

Unrestricted General Fund 01:

Material Fees for English Second Language (ESL) \$ 2,520

Restricted General Fund 12:

Student Financial Aid Administration Allowance \$ 72,098

New 2004-2005 budget for Women in Trades & Technology \$ 29,000

Foster Care Program \$ 7,636

PURCHASING

Bond Contract Award

CN22006.3 - Ratify - With Moss-Adams LLP for audit services for the Measure E Bond funds as required by Proposition 39 effective October 18, 2004 through June 30, 2009, for the amount not-to-exceed \$60,605, for the initial term, paid by bond funds.

Contract Amendment

CN 99605.2 – Ratify -With Mobile Modular Management Corporation, Amendment #3, for the lease of modular buildings for the CalWORKs Program, to extend the termination date from June 30, 2004 to June 30, 2005, in the amount of \$34,272.

Amendment to Board Action

CN 22003.5 – With Adorno, Yoss, Alvarado & Smith for legal services for Measure E Bond projects, to change the amendment number from #2 to #1.

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period September 20, 2004, through October 1, 2004, in the amount of \$228,393.48 as listed.

49324	\$1,918.35
49460 - 49508	\$128,439.42
49510 - 49523	\$14,330.86
49525 - 49569	<u>\$83,604.85</u>
Total Amount	\$228,393.48

Included in the total amount of purchase orders of \$228,393.48 are the following items greater than \$25,000:

There are no purchase orders greater than \$25,000 in the total purchase order amount of \$228,393.48.

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 92982.5 - Ratify - Amend - With the City of Long Beach, Parks and Recreation, to provide reciprocal use of facilities, including Heartwell Park, to extend the termination date from December 31, 2004, to December 31, 2006, at no cost to the District.

CN 93067.2 – Ratify - Amend – With the California Narcotic Officers Association, to provide a facility for instructional services for the Administration of Justice students, effective July 1, 2004, through June 30, 2005, for a fee of \$200,000.

CN 93096.9 – Amend – With Colonial Care, to provide a clinical practice site for School of Health and Science students, to include Crofton Manor Inn, as an additional site for clinical practice specific to the Certified Nursing Assistant Program, under this agreement, effective December 6, 2004, at no cost to the District.

CN 93108.9- Ratify – Amend – With the Los Angeles County, Department of Public Social Services, to provide funding for the District’s CalWORKs Program, to extend the termination date from September 30, 2004, to June 30, 2005. Additional funding amount is increased from \$59,850 to \$179,550.

CN 93109.7 – Ratify – With Keenan & Associates, as the District’s Property & Liability Administrator, to extend the termination date from June 30, 2004, to June 30, 2005, for the amount of \$3,000.

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CN 93112.4 - Ratify – Amend - With the City of Long Beach, Workforce Development Bureau, to provide additional funding for a collaborative program for up to twenty-five students to be assessed and enrolled in the Licensed Vocational Nursing Program, to extend the termination date from, June 30, 2004, to September 30, 2005. Amount of additional funding is \$71,610, for a total grant amount of \$179,025.

CN 93116.7 – Ratify – Amend – With Presbyterian Intercommunity Hospital to provide a clinical practice site for the School of Creative Arts and Applied Sciences, Dietetic Program, to revised the effective dates from September 30, 2004, through September 29, 2009, to October 1, 2004, through September 30, 2009, at no cost to the District.

CN 93117.2 – Ratify –With Archie J. Hicks, to produce and design the District’s 2005 schedule of classes for Spring, Summer and Fall, and the 2005-06 District catalog, effective October 1, 2004, through June 30, 2005. Cost for services rendered is \$25 per page, for a total contract amount not to exceed \$8,000.

CN 93117.3 – Ratify – With the Chancellor’s Office, California Community Colleges, to provide funding for the Associate Degree Nursing Program, effective June 1, 2004, through June 30, 2006. Amount of funding is \$58,800.

CN 93117.4 - Ratify – With the Community Hospital of Long Beach, to provide a clinical practice site for School of Health and Science students, effective October 19, 2004, through October 18, 2006, at no cost to the District.

CN 93117.5 – Ratify – With Greg A. Marvel dba: Perseus Associates, to conduct a study of the Human Resources Department, effective October 15, 2004, through June 30, 2005, for the amount not to exceed \$15,000, plus expenses and mileage.

CN 93117.6 – Ratify – With Butte-Glen Community College District, to provide funding for an electronic transcript pilot, effective August 6, 2004, through December 31, 2006. Amount of funding is \$5,000.

Resolution 2004-2005 Appropriations Limit

That the Board of Trustees approve Resolution 102604A relating to the District’s Appropriations Limit for 2004-2005.

2003-2004 CCFS-311 Annual Financial and Budget Status Report

That the Board of Trustees approve the 2003-2004 CCFS-311 Annual Financial and Budget Report of the Long Beach Community College District and authorize transmittal of the report to the Chancellor’s Office, California Community Colleges.

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

The motion carried, all voting aye.

HUMAN RESOURCES

AFT/CCCE Appointment to Personnel Commission

It was moved by Member Clark, seconded by Member Uranga, that the Board of Trustees designate Bruce McManus as the AFT/CCE appointee to the District Personnel Commission effective noon, December 1, 2004 and ending noon, December 1, 2007.

The motion carried, all voting aye.

ACADEMIC SENATE (Title 5, Section 53203)

No Report

SUPERINTENDENT-PRESIDENT

Superintendent-President's Report

No Report

ACADEMIC AFFAIRS

Sabbatical Report

Joyce Black, Interim Vice President of Academic Affairs, introduced David Lipton, who presented his sabbatical report on his research of Creative Writing.

STUDENT SUPPORT, PLANNING AND RESEARCH

No Report

ADMINISTRATIVE SERVICES

No Report

PACIFIC COAST CAMPUS

No Report

ECONOMIC AND RESOURCE DEVELOPMENT

No Report

ACADEMIC SENATE

Adrian Novotny, CCA President thanked Shannon Wilson, AFT President who is leaving the district, for her years of service to Long Beach City College.

TRUSTEES COMMUNICATIONS

Trustee Uranga expressed his concern about what he had read in the paper and the phone calls that he had received that the Stadium is not available for the Poly/Lakewood game. He asked the administration to work on resolving this issue. Trustee Kellogg concurred with this recommendation. Eloy to work with LBUSD & contractors on what, if anything, could be done to resolve this.

Doug Otto thanked Dr. Merry for spending time with him and giving him a tour of PCC campus.

STUDY SESSION

Board Goals/Self Evaluation

Trustee Otto thanked Dr. Clark, Linda Umbdenstock and Dr. Kehoe for their participation on this committee. Trustee Clark also thanked the committee for their support and thanked Trustee Otto for his hard work. Trustee Uranga noted that he had questions about how three of the goals were addressed and that some of these goals in prior documents had now become objectives. Trustee Uranga would like them to be put back into the document as goals, not as sub-objectives of a goal, but be stand-alone goals. He also recommended that some of the requests were too directive as to how the college should present their reports for providing the information to the Board; he thinks the college should decide independently how the reports will be provided. Trustee McNinch suggested that these goals may indicate the Board would be micro-managing. Trustee Clark agreed that the modifications will be considered and presented at the next meeting. After reviewing the draft, the Board decided to lay this item over and bring it back to the Board for Approval/Action at the meeting of Nov. 9.

Quarterly Bond Update

Eloy Oakley reported to the Board that KMPG, the firm to conduct our performance audit, failed to perform and never executed a contract with us, thus leaving us behind schedule. LBCC has since selected a new firm, Moss-Adams, approved tonight under the consent agenda. Trustee Otto asked Eloy to write a letter to KMPG telling them how disappointed the Board of Trustees is with their failure to live up to their obligations after they sought this work; there are statutory responsibilities under the bonds and we lost x-amount of time and we think it is unprofessional. Eloy said they would draft a letter to KMPG and send copies to all Board Members.

Bill Adams, Facilitator, used a PowerPoint presentation, along with a hard copy, to update the Board of Trustees on the projects to be constructed under the Measure E Bond Program and other state funded projects.

Update on New Grant Projects

Lou Anne Bynum, VP, Economic & Resource Development, gave a PowerPoint presentation to the Board of Trustees giving them an overview of the programs offered to advance economic growth and global competitiveness through education, training and services that contribute to continuous workforce improvement. Mrs. Bynum reviewed the various funding sources. Mrs. Bynum introduced some of the staff that has made this grant possible, Paul Creason, Michelle Whitfield, and Yvonne Duncan. Mr. Creason gave an update on the upcoming Title V, Cooperative Grant. Trustee McNinch thanked Paul for making us proud and for his hard work. Trustee Clark thanked Lou Anne for the great job she does in looking for money and the outstanding job she does for the college.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

November 9, 2004: 2004-2005 First Quarterly Budget Update

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2004-2005 CCFS-311Q First Quarterly Financial Status Report
Title V HSI Update
Pacific Coast Campus Update
2005 Calendar of Board Meetings
2005 Summer Session Calendar
2006-2007 Academic Calendar – First Reading

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 comments.

ADJOURNMENT

Trustee Clark adjourned the meeting at 6:55 p.m. The next regular meeting of the Board of Trustees will be held on November 9, 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 FF, Dyer Assembly Hall, Pacific Coast Campus.

Assistant Secretary