

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

**Minutes of Meeting of  
April 5, 2005**

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 April 5, 2005.

**CALL TO ORDER**

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

The meeting was reconvened in open session at 5:00 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

**WELCOME AND INTRODUCTIONS**

President Kellogg welcomed everyone to the meeting.

**APPROVAL OF MINUTES**

It was moved by Member Uranga, seconded by Member Clark, that the minutes of the meeting of March 22, 2005, 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**

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There were no reports.

**STUDENT TRUSTEE**

There was no report.

**PUBLIC COMMENTS ON AGENDA ITEMS**

Members of the public were given the opportunity to address the Board of Trustees on any item prior to or during the Board's consideration of that item. There were no comments.

**The following items were part of the Consent Agenda**

**HUMAN RESOURCES (Academic)**

Approve/ratify the following actions:

Appointments

Probationary Faculty – Second Contract	11
Probationary Faculty – Third Contract	12
Probationary Faculty – Permanent Employees	35
Stipends	13

In-Service Changes

Leave of Absence	1
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Separation From Employment

Retirement	1
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**HUMAN RESOURCES (Classified)**

Approve/ratify the following actions:

APPOINTMENTS

Probationary	5
Temporary	4
Exempt From the Merit System	22

INSERVICE CHANGES

Change to Previous Board	1
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SEPARATION FROM THE DISTRICT

Retirement in Lieu of Layoff	1
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**FINANCE AND PURCHASING**

Approve the following actions:

**FINANCE**

**Appropriation Transfers**

- (a) Appropriation Transfer numbers 114045, 114104, and 114142, for the Unrestricted General Fund 01, in the amount of \$23,135 as listed:

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From:	Classified Salaries	\$	1,429	
	Employee Benefits		571	
	Supplies		2,289	
	Services and Operating Expenses		<u>18,846</u>	\$ <u>23,135</u>
To:	Classified Salaries	\$	8,898	
	Employee Benefits		1,157	
	Supplies		7,641	
	Services and Operating Expenses		1,489	
	Equipment/Construction/Additions		<u>3,950</u>	\$ <u>23,135</u>

There are no appropriation transfers greater than \$25,000 for the Unrestricted General Fund.

**(b)** Appropriation Transfer 114043, 114047, 114108, 114109, and 114140 for the Restricted General Fund 12, in the amount of \$253,266 as listed:

From:	Academic Salaries	\$	24,111	
	Classified Salaries		52,284	
	Employee Benefits		12,182	
	Supplies		61,662	
	Services and Operating Expenses		900	
	Equipment		37,127	
	Reserve		<u>65,000</u>	\$ <u>253,266</u>
To:	Academic Salaries	\$	66,274	
	Classified Salaries		15,264	
	Employee Benefits		15,972	
	Supplies		8,065	
	Services and Operating Expenses		81,847	
	Equipment		<u>65,844</u>	\$ <u>253,266</u>

Included in the appropriation transfer of \$253,266 for the Restricted General Fund are the following transfers greater than \$25,000:

<u>AT</u>	<u>From</u>	<u>Department</u>		<u>Amount</u>
114047	790100-12-695000-0070	Parking	\$	65,000
	<u>To</u>			
	647000-12-695000-0070	Parking	\$	65,000

From Reserve to Equipment >\$5,000

<u>AT</u>	<u>From</u>	<u>Department</u>		<u>Amount</u>
114109	456500-12-646000-0710	Financial Aid-Board Financial Assistance		\$20,000
	457000-12-646000-0710	Financial Aid-Board Financial Assistance		20,000
	646000-12-646000-0710	Financial Aid-Board Financial Assistance		25,000
	231000-12-646000-0710	Financial Aid-Board Financial Assistance		43,712
	145000-12-646000-0710	Financial Aid-Board Financial Assistance		10,000
	395000-12-646000-0710	Financial Aid-Board Financial Assistance		6,638

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456500-12-646000-0710	Financial Aid-Board Financial Assistance	<u>19,912</u>
		\$ 145,262
<u>To</u>		
514000-12-646000-0710	Financial Aid-Board Financial Assistance	\$65,000
127000-12-646000-0710	Financial Aid-Board Financial Assistance	43,712
145500-12-646000-0710	Financial Aid-Board Financial Assistance	22,562
395000-12-464000-0710	Financial Aid-Board Financial Assistance	<u>13,988</u>
		\$ 145,262

From Duplicating, Non-Instructional Supplies, Equipment <\$5,000, Classified Salary Student Aides, Academic Salary Hourly Counselor, and Staff Benefits to Professional Services, Academic Salary Non-Instructional Long Term Substitute, Academic Salary Counselor with Hourly Assignment, and Staff Benefits.

(c) Appropriation Transfer number 114093 for the General Obligation Bond Fund 42, in the amount of \$4,602,529 as listed:

From: Reserve	\$ <u>4,602,529</u>	\$ <u>4,602,529</u>
To: Supplies	\$ 420	
Services and Operating Expenses	62,763	
Equipment/Site Improvements	<u>4,539,346</u>	\$ <u>4,602,529</u>

Included in the appropriation transfer of \$4,602,529 for the General Obligation Bond Fund are the following transfers greater than \$25,000:

<u>AT</u>	<u>From</u>	<u>Department</u>	<u>Amount</u>	
114093	790100-42-710400-9980	General Obligation Bond	\$	4,602,5
	<u>To</u>			
	(See the following)	General Obligation Bond		
	<b>LAC Projects</b>			
	General Administration		\$ 3,025,577	
	Building A Upgrades		42	
	Building P Upgrades		50,304	
	South Quad Complex		74,971	
	Interim Housing		3,128	
	Infrastructure Master Plan		517,500	
	Building N Upgrades		10,634	
	Infrastructure Site Improvements		<u>122,610</u>	
		Total for LAC Projects	\$ 3,804,766	
	<b>PCC Projects</b>			
	Tech Phase 2		\$ 175	
	Learning Resources Center		195,088	
	Multi-Disp Complex AA, FF, DD, EE		158,000	
	Infrastructure		<u>444,500</u>	
		Total for PCC Projects	\$ 797,763	
		Grand Total	<u>\$ 4,602,529</u>	

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(d) Appropriation Transfer number 114067 for the Veteran's Stadium Operations Fund 58, in the amount of \$24,000 as listed:

From: Site Improvements	\$ <u>78,000</u>	\$ <u>78,000</u>
To: Services and Operating Expenses	\$ 45,000	
Inspection Fees	<u>33,000</u>	\$ <u>78,000</u>

Included in the appropriation transfer of \$78,000 for the Veteran's Stadium Operations Fund are the following transfers greater than \$25,000:

<u>AT</u>	<u>From</u>	<u>Department</u>	<u>Amount</u>
114067	612000-58-709100-5326	Veteran's Stadium	\$ 78,000
	<u>To</u>		
	544000-58-709100-5326	Veteran's Stadium	\$ 45,000
	624000-58-709100-5326	Veteran's Stadium	33,000

From Site Improvements to Other Insurance, and to Inspection Fees

(e) Appropriation Transfer numbers 114046, 114068 and 114141 for the Self Insurance Fund 61, in the amount of \$6,500 as listed:

From: Reserve	\$ <u>6,500</u>	\$ <u>6,500</u>
To: Services and Operating Expenses	\$ 5,500	
Equipment	<u>1,000</u>	\$ <u>6,500</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. 4244 and Register No. 4243 for the period of February 28, 2005, through March 11, 2005, in the amount of \$5,858,350.74 as listed:

Register No. 4244 Issue Date 02/28/05	Warrant Nos. 0733561– 0733670	\$ 4,483,656.43
Register No. 4245 Issue Date 03/10/05	Warrant Nos. 0733671– 0733978	\$ 915,957.72
Register No. 4246 Issue Date 03/10/05	Warrant Nos. 0733979– 0734013	\$ 111,672.76
Register No. 4247 Issue Date 03/10/05	Warrant Nos. 0734014– 0734435	\$ 347,063.83
	Total Salary Warrants Issued	<u>\$ 5,858,350.74</u>

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**Commercial Warrants**

Ratify issuance of commercial warrants for the period of February 28, 2005, through March 11, 2005, in the amount of \$4,012,111.72 as listed:

Period Ending March 4, 2005		
Unrestricted General Fund	\$	860,968.28
Restricted General Fund		41,332.66
Child Development Fund		273.00
Capital Outlay Projects Fund		361,854.35
General Obligation Bond Fund		230,453.55
Community Service Contract Ed		80.00
Student Financial Aid Fund		842,302.67
Payroll Clearing Fund		16,244.55
Stadium Operations Fund		<u>4,049.28</u>
	Total Period 1 Warrants:	<u>\$ 2,357,558.34</u>
Period Ending March 11, 2005		
Unrestricted General Fund	\$	538,356.21
Restricted General Fund		86,387.50
Child Development Fund		561.40
Capital Outlay Projects Fund		242,892.02
General Obligation Bond Fund		483,755.45
Community Service Contract Ed		7,624.56
Student Financial Aid Fund		245,951.12
Payroll Clearing Fund		<u>49,025.12</u>
	Total Period 2 Warrants:	<u>\$ 1,654,553.38</u>
	Commercial Warrants Total	<u>\$ 4,012,111.72</u>

Included in the warrant total expenditure of \$4,012,111.72 are the following payments greater than \$25,000, excluding employee benefits and utilities:

**Unrestricted General Fund 01**

1. \$ 475,200 to Protected Insurance Program for Schools, fourth quarterly membership installment for Joint Powers Authority for Workers' Compensation.
2. \$ 294,057 to Long Beach Police Department, for security services November 2004 and for overtime salaries during the period of November 25, 2004 through January 31, 2005.
3. \$ 57,455 to Koch Financial Corporation, for PeopleSoft software licensing, prepaid for period ending August 31, 2005.
4. \$ 46,019 to Parker & Covert LLP, professional services rendered during December 2004.

**Unrestricted General Fund 12**

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1. \$ 44,674 to Gateway Companies, Inc., for thirty-seven (37) computers for the English As A Second Language (ESL) department, Pacific Coast Campus.

**Capital Outlay Projects Fund 41**

1. \$ 239,852 to Pinner Construction Co., Inc., for replacement of Technology Buildings SS & TT on the Pacific Coast Campus (PCC New Technology Phase 2), October 4, 2004, through November 30, 2004.
2. \$ 126,115 to Robert Clapper Construction, for state funded construction of a new Child Development Center, Pacific Coast Campus.
3. \$ 177,521 to Caldwell Architects, Inc. first payment for the Library/Learning Resource Center project, Pacific Coast Campus.

**General Obligation Bond Fund 42**

1. \$ 414,309 to Pinner Construction Co., Inc., for construction of a new District Facility and Warehouse Complex, Liberal Arts Campus, January 1, 2005 through January 31, 2005.
2. \$ 122,778 to Robert Clapper Construction, for bond funded construction of a new Child Development Center, Pacific Coast Campus.
3. \$ 57,083 to Gonzalez/Goodale Architects, for design and engineering services for the South Quad Liberal Arts Campus, from January 1, 2005, through January 31, 2005.
4. \$ 50,993 to RMA Construction Services, Inc., professional services from February 1, 2005, through February 28, 2005, for Bond program technical support.

**Student Financial Aid Fund 74**

1. \$ 32,775 to Associated Student Body (ASB) Bank, for grant aid to student participants for Project Launch Program, Fiscal Year 2004-2005.

**Budget Increase/ (Decrease)**

**Restricted General Fund 12:**

Title V-Activity 3	\$	61,945
Disabled Students Program and Services		4,861
Faculty and Staff Diversity		(3,805)
Block Grant		(68,183)

**Contract / Community Education Fund 59:**

Compressed Natural Gas Cylinder Safety Inspection Training	\$	2,430
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**PURCHASING**

**Bond Contract Award**

CN 22011.3 – With Rachlin Architects, to provide programming services for District furniture and interior design projects, effective April 6, 2005, through April 5, 2006, in the amount of \$50,000 for the initial one-year term with the District reserving the option to

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renew for an additional one-year term through April 5, 2007, for a total contract amount of \$100,000.

CN 22011.4 – With SFE Landscape Architects, Inc. (SFE) for landscape architectural services for grass play field at the Liberal Arts Campus, effective April 6, 2005, through June 30, 2005, in the amount of \$28,750 and reimbursables not to exceed \$ 2,500, paid for with Measure E Bond Funds.

**Contract Award**

CN 99632.3 – With Vicenti, Lloyd, Stutzman, LLP, to provide comprehensive auditing services for all District programs, effective April 6, 2005, through April 5, 2006, in the amount of \$70,705 for the initial one-year term with the District reserving the option to renew for two additional one-year terms through April 5, 2008, for a total contract amount of \$223,350.

**Contract Amendment**

CN 99628.1 – With P2S Engineering, Inc., Amendment #9, for engineering services to increase the contract by \$9,400 for a total contract amount not to exceed \$298,215, paid with Measure E Bond funds.

CN 99633.2 – With Vavrinek, Trine, Day & Co., LLP, Amendment #1, for additional work to complete audit services including training on fixed asset account inventory system, to increase the initial one-year term amount by \$900 with a not to exceed amount of \$45,400. Three-year contract amount not to exceed \$138,200.

**Approve the Selection of Contractor**

CN 22007.5 – Authorize the Executive Vice President, Administrative Services to approve the selection of the responsible contractor from the responsive bidders for the construction of the Site Preparation – South Quad Complex at the Liberal Arts Campus, paid with Measure E Bond Funds.

**Donation of Surplus Equipment to Other Agencies**

Declare eleven exercise bikes as surplus property and approve, by unanimous vote of those members present, the donation of six to the Long Beach City Fire Department and five to California Motorcycle Escort Service according to Education Code 81452.

**Purchase Order Ratification**

Authorize the issuance of purchase orders for the period February 28, 2005, through March 11, 2005, in the amount of \$346,065.32 as listed.

50387 - 50485	\$346,065.32
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Total Amount	\$346,065.32
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Included in the total amount of purchase orders of \$346,065.32 are the following items greater than \$25,000:

Restricted General Fund – Fund 12

PO 50407      Dell micro towers



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	Computer and Office Technologies Account No. 641000-12-0538000-0550	\$40,637.61
PO 50453	Library subscriptions Library Account No. 589500-12-160100-0550	\$38,550.00

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

Approve the following actions:

**Certification of Signatures**

Approve the certification of signatures of the Board of Trustees as well as the signatures of personnel authorized to sign Warrants, Notices of Employment, and Contracts, effective May 8, 2005, through May 7, 2006, as follows:

**Board of Trustees**

Thomas J. Clark  
Jeffrey A. Kellogg  
Dianne Theil McNinch  
Douglas W. Otto  
Roberto Uranga

**Staff**

E. Jan Kehoe  
Eloy O. Oakley  
Irma Ramos  
Duane Lowe  
Denise Spencer-Watkins

**Agreements**

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

CN 93081.6 – Ratify – Amend – With Public Agency Law Group attorneys at law, for legal services as needed, including Bond related matters, to increase the contract amount for the 2004-2005 fiscal year by \$10,000, for a total contract amount of \$20,000.

CN 93101.8A – Ratify – Amend – With Palmcrest House Senior Residency, to provide a clinical practice site for School of Health and Science students, to change the name to Palmcrest Grand Senior Residency, effective January 1, 2005, through December 31, 2007, at no cost to the District.

CN 93101.8B – Ratify – Amend – With Palmcrest Grand Adult Day Care, to provide a clinical practice site for School of Health and Science students, to change the name to Palmcrest Grand Adult Day Care, effective January 1, 2005, through December 31, 2007, at no cost to the District.

CN 93113.4 – Ratify – Amend – With Health Care Partners, to provide a clinical practice site for School of Health and Science students, to revise the effective dates and to include three Harriman Jones facilities: Long Beach, Seal Beach and La Palma, effective January 1, 2005, through December 31, 2007, at no cost to the District.

CN 93117.9 – Ratify – Amend – With Suburban Medical Center, Tenet HealthSystem Medical, Inc., to revise the legal entity name to Promise Hospital of Los Angeles, L.P., dba:

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Suburban Medical Center, effective November 1, 2004. Facility to provide a clinical practice site for School of Health and Science students, effective January 1, 2005, through December 31, 2007, at no cost to the District.

CN 93120.7 – Ratify – With ATC Vancom, Inc., for the District to provide CNG Cylinder Safety Inspection Training, effective March 3, 2005 through March 4, 2005. Fee for instructional services provided is \$7,500.

CN 93120.8 – With Southern California Motorcycle Gang Investigators Association, provide use of facilities for District instructional services, effective July 1, 2005, through June 30, 2006, for the amount of \$10,000.

CN 93120.9 – Ratify – With Slice of Orange, Inc., to provide computer trouble shooting services for the district effective March 25, 2005, through April 4, 2005, for total hours of service not to exceed 35 at \$150 per hour. Total contract amount not to exceed \$5,250.

**Use of Facilities**

Grant requests 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 (2005)</u>
Bethany Lutheran Church	LAC	Parking	Child Study Parking Lot	5/14
LBUSD	LAC	Graduations (4)	Stadium	6/15 & 6/16
Freedom Festival	LAC	Concert	Baseball Field	7/15 & 7/17

User to be charged fees in accordance with Board-approved fee schedule.  
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 (2005)</u>
LBCC Counseling Dept.	PCC	Parking	Viking Corner	4/7-5/12
LBCC Softball	LAC	Practice	Softball Field	Sat. 3/19-4/30
LBCC Summer Recreation	LAC	Summer Recreation Program	Pool, Gyms, Tennis Courts	M thru F 6/6-7/29

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

**Donation**

Accept the donation from Hospira Worldwide, Inc., 32061 Camino Del Cielo, Trabuco Canyon, CA 92679, of one intravenous pump for use in the School of Health and Science and request that a letter of appreciation be sent.

**Institutional Memberships**

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Include in the 2004-2005 Institutional Memberships list the following:

Learning Resources Network (LERN) (Paid by Economic & Resource Development)	\$295.00
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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)**

There was no report.

**SUPERINTENDENT-PRESIDENT**

**Superintendent-President's Report**

Superintendent-President Kehoe welcomed the newly tenured faculty and asked them to stand and the audience gave them a round of applause. President Kellogg also congratulated them. Superintendent-President Kehoe shared with Dr. Trapp, Janice Tomson and the Board that she had just received word that our team on Student Equity had been accepted by USC, and we will be sending our team to a very extensive workshop over the course of a period of several months at USC. She said she is very proud of our application and all of the people that were willing to do that. Member Uranga congratulated a recent retiree who had worked for LBCC for 23 years.

**ACADEMIC AFFAIRS**

**Sabbatical Reports (Informative)**

Joyce Black, Interim Vice President of Academic Affairs, introduced Charlotte Joseph, faculty member in Political Science, and Greg Joseph, faculty member in History, who presented their sabbatical reports from the last academic year.

**Accomplishments and Update of CBIS (Informative)**

Joyce Black, Interim Vice President of Academic Affairs, introduced Gerry Jenkins, Department Head of Computer and Business Information Systems (CBIS), who provided an update and accomplishments of CBIS in the areas of recruitment in secondary schools, and meeting SLO goals.

**STUDENT SUPPORT, PLANNING AND RESEARCH**

**LBCC Student Equity Plan**

It was moved by Member McNinch, seconded by Member Uranga, that the Board of Trustees adopt the Long Beach City College Student Equity Plan.

The motion carried, all voting aye.

**ADMINISTRATIVE SERVICES**

No Report

**PACIFIC COAST CAMPUS**

No Report

**ECONOMIC AND RESOURCE DEVELOPMENT**

No Report

**ACADEMIC SENATE**

Janice Tomson talked about some of the work the Senate's been doing recently on academic quality and the Academic Senate Retreat Outcome Statements. The Senate had a retreat in February to talk about academic quality and, out of this retreat came the preliminary outcome statements, which are just the beginning of a position paper the Senate is hoping to write.

**TRUSTEES COMMUNICATIONS**

There were no communications.

**NEW BUSINESS**

At the request of Member Clark, and with the consensus of the Board, President Kellogg announced that the next meeting would be changed, from the May 10 scheduled meeting to one week earlier, on May 3.

**FUTURE REPORTS**

No reports.

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

Members of the public were given the opportunity to address the Board of Trustees on matters of general District business. There were no comments.

**ADJOURNMENT**

President Kellogg adjourned the meeting at 6:05 p.m. The next regular meeting of the Board of Trustees will be held on May 3, 2005. 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