

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

**Minutes of Meeting of
May 24, 2005**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Building FF, Dyer Assembly Hall, Pacific Coast Campus, 1305 E. Pacific Coast Highway, Long Beach, on May 24, 2005.

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 Building FF, Dyer Assembly Hall, Pacific Coast Campus. President Clark reported that, in closed session, no action was taken.

PLEDGE OF ALLEGIANCE

Dianne McNinch led the Pledge of Allegiance.

ROLL CALL

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

WELCOME AND INTRODUCTIONS

President Clark welcomed everyone to the meeting.

APPROVAL OF MINUTES

It was moved by Member Uranga, seconded by Member Kellogg, that the minutes of the meeting of May 3, 2005, be approved as distributed. The motion carried, all voting aye.

ORDERING OF THE AGENDA

There were changes in the order of the agenda. Items 11.1 - 2005 Phi Theta Kappa All California Academic Team Awards, 13.1 – Pauline Merry's Update on the Pacific Coast Campus, and 5.4 – John Tortarolo - Personnel Commission, were moved to after Item No. 3, Public Comments.

REPORT OF BOARD OF TRUSTEES

Resolution, Student Trustee – 2004-2005

It was moved by Member McNinch, seconded by Member Uranga, that the Board of Trustees adopt Resolution of Commendation No. 052405A for Gina Bollinger, for her service as the student member of the Board of Trustees, Long Beach Community College District, during the 2004-2005 academic year.

The motion carried, all voting aye.

Committee Reports

There were no reports.

STUDENT TRUSTEE

Gina Bollinger thanked the students of Long Beach City College who gave her the opportunity to serve and represent them. Miss Bollinger thanked the Board, Dr. Kehoe, Jackie Hann, and Damon Bell who helped her through and encouraged her during the year. She learned many new things such as local government, parliamentary procedures and has been challenged to understand complicated subjects such as the school budget. Although a limited State budget has tightened spending, the Board of Trustees and administrators have been able to serve the students at Long Beach City College well and she is proud to have been able to sit at the Board meetings with the Trustees. Gina said she will now take her new experiences with her as she plans to transfer to UC Riverside and major in Business Economics.

PUBLIC COMMENTS ON AGENDA ITEMS

Members of the public were given 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.

STUDENT SUPPORT, PLANNING AND RESEARCH

2005 Phi Theta Kappa All California Academic Team Award Recipients (Informative)

Dr. Arthur Byrd, Vice President of Student Support, Planning, and Research, introduced Damon Bell, manager of Student Life, who presented the Long Beach City College student recipients of the 2005 Phi Theta Kappa All California Academic Team Awards.

PACIFIC COAST CAMPUS

Update on the Pacific Coast Campus

Dr. Pauline Merry, Provost, PCC, presented an update of activities on the Pacific Coast Campus.

HUMAN RESOURCES

Annual Report of the Personnel Commission (Informative)

John Tortarolo explained that he had intended to present the Annual Report but that two of the commissioners were unavoidably out of town and asked the Board to reschedule the Annual Report to a future meeting.

Personnel Commission Annual Budget, 2005-2006 (Action)

The 2005-2006 Personnel Commission Annual Budget was presented to the Board for concurrence.

All members of the Board were in concurrence.

The following items were part of the Consent Agenda

HUMAN RESOURCES (Academic)

Approve/ratify the following actions:

Appointments

Hourly Instructors – Spring	1
Stipends	5

In-Service Changes

Change in Salary – Contract	2
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HUMAN RESOURCES (Classified)

Approve/ratify the following actions:

APPOINTMENTS

Probationary	6
Temporary	2
Exempt From the Merit System	7

INSERVICE CHANGES

Change to Previous Board	1
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SUSPENSION

1

SEPARATION FROM THE DISTRICT

Resignation	1
Retirement	1

FINANCE AND PURCHASING

Approve the following actions:

FINANCE

Appropriation Transfers

(a) Appropriation Transfer numbers 114430, 114461, 114466, 114473, 114488, and 114498 for the Unrestricted General Fund 01, in the amount of \$29,122 as listed:

From:	Employee Benefits	\$	3,200	
	Supplies		133	
	Services and Operating Expenses		23,289	
	Equipment		<u>2,500</u>	\$ <u>29,122</u>
To:	Academic Salaries	\$	3,520	
	Employee Benefits		528	

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Supplies	20,991	
Services and Operating Expenses	3,833	
Equipment	<u>250</u>	\$ <u>29,122</u>

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

(b) Appropriation Transfer numbers 114389, 11447, 114467, and 114489 for the Restricted General Fund 12, in the amount of \$43,848 as listed:

From:	Academic Salaries	\$	11,767	
	Classified Salaries		6,109	
	Employee Benefits		5,383	
	Supplies		7,721	
	Services and Operating Expenses		6,120	
	Equipment		<u>6,748</u>	\$ <u>43,848</u>
To:	Academic Salaries	\$	682	
	Classified Salaries		3,722	
	Employee Benefits		586	
	Supplies		5,089	
	Services and Operating Expenses		7,237	
	Equipment		19,532	
	Student Payments		<u>7,000</u>	\$ <u>43,848</u>

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

(c) Appropriation Transfer number 114486 for the Capital Projects Fund 41, in the amount of \$9,363 as listed:

From:	Architect Fees	\$	<u>9,363</u>
To:	Services and Operating Expenses	\$	<u>9,363</u>

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

(d) Appropriation Transfer numbers 114429 and 11472 for the Child Development Fund 33, in the amount of \$2,100 as listed:

From:	Supplies	\$	700	
	Equipment		<u>1,400</u>	\$ <u>2,100</u>
To:	Supplies	\$	200	
	Services and Operating Expenses		<u>1,900</u>	\$ <u>2,100</u>

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

Salary Warrants

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Ratify issuance of salary warrants listed on Register No. 4254 through Register No. 4256 for the period of April 11, 2005, through April 29, 2005, in the amount of \$4,812,032.07 as listed:

Register No. 4254 Issue Date 04/15/05	Warrant Nos. 0735386– 0735419	\$ 30,985.34
Register No. 4255 Issue Date 04/15/05	Warrant Nos. 0735420– 0735448	\$ 254,443.00
Register No. 4256 Issue Date 04/29/05	Warrant Nos. 0735449– 0735556	<u>\$ 4,526,603.73</u>
Total Salary Warrants Issued:		<u>\$ 4,812,032.07</u>

Commercial Warrants

Ratify issuance of commercial warrants for the period of April 11, 2005, through April 29, 2005, in the amount of \$5,330,311.52 as listed:

Period Ending April 15, 2005		
Unrestricted General Fund	\$	300,310.25
Restricted General Fund		172,009.49
Child Development Fund		532.70
Capital Outlay Projects Fund		2,403.06
General Obligation Bond Fund		134,910.69
Community Service Contract Ed		40.92
Student Financial Aid Fund		417,917.97
Payroll Clearing Fund		77,026.76
Stadium Operations Fund		<u>953.53</u>
Total Period 1 Warrants:		<u>\$ 1,106,105.37</u>
Period Ending April 22, 2005		
Unrestricted General Fund	\$	772,693.05
Restricted General Fund		58,841.26
Child Development Fund		565.50
Capital Outlay Projects Fund		153,375.25
General Obligation Bond Fund		608,559.70
Community Service Contract Ed		2,011.00
Student Financial Aid Fund		170,064.00
Stadium Operations Fund		<u>1,137.31</u>
Total Period 2 Warrants:		<u>\$ 1,767,247.07</u>
Period Ending April 29, 2005		
Unrestricted General Fund	\$	567,801.54
Restricted General Fund		32,298.90
Child Development Fund		928.15

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Capital Outlay Projects Fund	174,723.10
General Obligation Bond Fund	703,336.02
Community Service Contract Ed	656.00
Student Financial Aid Fund	720,179.59
Payroll Clearing Fund	253,743.66
Retiree Benefits Fund	1,807.44
Stadium Operations Fund	<u>1,484.68</u>

Total Period 3 Warrants: \$ 2,456,959.08

Commercial Warrants Total: \$ 5,330,311.52

Included in the warrant total expenditure of \$5,330,311.52 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund 01

1. \$1,292,560 to United of Omaha Life Insurance, second and third installment premium for the Supplemental Employee Retirement Plan (SERP).
2. \$ 43,434 to Dell Marketing L.P., for forty-seven (47) computers, for the School of Business and Social Science.
3. \$ 38,665 to Parker & Covert LLP, professional services rendered during March 2005.
4. \$ 38,115 to Apple Computer, Inc., for twenty-five (25) Macintosh computers and accessories, for the Art department.
5. \$ 26,117 to PC Mall, for a network switch to provide network connectivity.

Capital Outlay Projects Fund 41

1. \$ 158,009 to Torres Construction Inc., for Building P exterior improvements, Liberal Arts Campus, from March 29, 2005, through April 18, 2005.
2. \$ 112,677 to Robert Clapper Construction, for state funded construction of a new Child Development Center, Pacific Coast Campus.

General Obligation Bond Fund 42

1. \$ 622,615 to Pinner Construction Co., Inc., for construction of a new District Facility and Warehouse Complex, Liberal Arts Campus, March 2005.
2. \$ 40,572 to Torres Construction Inc., for Building P exterior improvements, Liberal Arts Campus, from March 29, 2005, through April 18, 2005.
3. \$ 449,826 to Bovis Lend Lease, for bond and state funded program management services, from March 1, 2005, through March 31, 2005.
4. \$ 100,511 to Robert Clapper Construction, for bond funded construction of a new Child Development Center, Pacific Coast Campus.

5. \$ 71,937 to AC Martin Partners, Inc., for professional services for the Infrastructure Master Plan, January 1, 2005, through March 18, 2005.
6. \$ 62,919 to RMA Construction Services, Inc., professional services for Bond program technical support, March 1, 2005, through March 31, 2005.
7. \$ 31,194 to Keenan & Associates, premium for Builder's Risk coverage for the New Child Development Center.

Student Financial Aid Fund

1. \$ 165,664 to COD School Relations Center, to return excess drawdown of federal student aid funds.

Budget Increase/ (Decrease)

Restricted General Fund 12:

Title V Activity One Program 9351 \$ 85,067

PURCHASING

Bond Contract Awards

CN 22011.6 – With Rachlin Architects, Inc. for architectural services of the Southeast Interim Bungalow Project at the Pacific Coast Campus, effective May 25, 2005, through June 30, 2006, in an amount not to exceed \$36,250, paid with Measure E Bond Funds.

Contract Award

Agreement #CSULB2005MYR0151 (California State University, Long Beach) with Digital Payment Technologies to purchase parking facility automated payment stations effective January 24, 2005, through January 23, 2008. Total expenditures for the term not to exceed \$350,000 including all applicable taxes.

Bond Contract Amendment

CN 22005.2 – With RMA Construction Services, Inc., Amendment #4, to provide owner representation services and technical support services for bond and state funded construction implementation, on an as-needed basis, to increase the contract by \$130,177.55 for a total contract amount not to exceed \$925,377.55, paid with Measure E Bond Funds.

Contract Amendment

CN 99630.2 – With Kleinfelder, Inc., Amendment #4, for geotechnical investigation services to increase the contract by \$26,208 for the Child Development Center at the Pacific Coast Campus, for a total contract amount not to exceed \$62,208, paid with Prop 47 Funds.

Change Orders

CN 22007.4 – With RDM Electric Company, Inc., Change #1, for the Site Lighting Upgrade Project at the Pacific Coast Campus in the amount of \$7,545.58, for a total contract amount not to exceed \$135,545.58, paid with Measure E Bond Funds.

Amendment to Board Action

Donation of Surplus Equipment to Other Agencies for the donation of five exercise bicycles to California Motorcycle Escort Service to cancel this request.

Bid Rejections

Bid C0595F – Site Improvements, LBCC Bond Management Program Offices at the Liberal Arts Campus, to reject all bids.

Bid C0595G – ADA Building Improvement Project, Bldgs. A, G, and J at the Liberal Arts Campus, to reject all bids.

Disposal of Surplus Property

Approve the removal of the Aviation trailer by Mid-City Iron & Metal Corporation who will remove the item free of charge per Education Code 81450 and 81452.

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period April 11, 2005, through April 29, 2005, in the amount of \$528,639.61 as listed.

50707 – 50773	\$123,713.21
50775 – 50777	24,178.09
50781 – 50853	170,437.54
50855 – 50949	208,000.92
50951	1,855.00
50953 – 50956	<u>454.85</u>
Total Amount	\$528,639.61

Included in the total amount of purchase orders of \$528,639.61 are the following items greater than \$25,000:

Student Financial Aid Fund – Fund 74

PO 50885	Gas cards for CARE students	
	Student Aid	
	Account No. 766500-74-732000-4370	\$25,035.00

ACADEMIC AFFAIRS, STUDENT SUPPORT AND ADMINISTRATIVE SERVICES

Approve the following actions:

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

Agreements

CN 92919.2 – Amend – With Torrance Memorial Medical Center, to provide a clinical practice site for dietetic program students, to extend the termination date from August 10, 2005, to August 10, 2010, at no cost to the District.

CN 92921.1 – Amend – With the Marlora Convalescent Hospital, to provide a clinical practice site for dietetic program students, to extend the termination date from August 1, 2005, to August 1, 2010, at no cost to the District.

CN 92925.7 – Amend – With Downey Regional Medical Center, to provide a clinical practice site for dietetic program students, to extend the termination date from August 19, 2005, to August 19, 2010, at no cost to the District.

CN 92928.4 – Amend – With Country Villa Bay Vista, to provide a clinical practice site for dietetic program students, to extend the termination date from August 1, 2005, to August 1, 2010, at no cost to the District.

CN 92929.2 – Amend – With Head Start, to provide a clinical practice site for dietetic program students, to extend the termination date from August 1, 2005, to August 1, 2010, at no cost to the District.

CN 92946.1 – Ratify – Amend – With JM Associates, to provide the District with first collection efforts on defaulted Federal Perkins Loans, to extend the termination date from December 31, 2004, to June 30, 2006, for a commission of 30% of all amounts collected.

CN 93085.2 – Amend – With ACS Education Services (ACS), to provide the District with computerized billing and accounting services in connection with the Federal Perkins Program, to extend the termination date from June 30, 2005, to June 30, 2006, for a fee of \$1,400.

CN 93101.8A – Ratify – Amend – With Palmcrest Grand Senior Residency, to provide a clinical practice for School of Health and Science students, specifically for Home Health Aid, to revise the facility name from Palmcrest Grand Senior Residency, to Palmcrest Grand Care Center, Inc., effective January 1, 2005, through December 31, 2007, at no cost to the District.

CN 93101.8B – Ratify – Amend – With Palmcrest Grand Senior Day Care, to provide a clinical practice for School of Health and Science students, specifically for Home Health Aid, to revise the facility name from Palmcrest Grand Senior Day Care, to Palmcrest Grand Residence, Inc., effective January 1, 2005, through December 31, 2007, at no cost to the District.

CN 93119.6 – Amend – With Pacific Care Nursing Center, to provide a clinical practice site for dietetic program students, to revise the effective dates from April 1, 2005, through March 31, 2010, to August 1, 2005, through July 31, 2010, at no cost to the District.

CN 93119.8 – Ratify – Amend – With Long Beach Unified School District, to provide Long Beach City College with a reimbursement for services to a child with special needs, to extend the termination date from January 31, 2005, through June 30, 2005. Long Beach Unified will provide additional funding in the amount of \$1,080, for a total funding amount of \$2,106.

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CN 93121.1 – With Conservation Corps of Long Beach, to provide use of facilities, including restrooms, for District classes as scheduled, effective July 1, 2005, through June 30, 2006, for an estimated fee of \$200 per semester.

CN 93121.7 – With Paramount Meadows, to provide a clinical practice site for dietetic program students, effective from August 1, 2005, through July 31, 2010, at no cost to the District.

CN 93121.8 – With California Gang Investigators Association, to provide use of facilities and instructional services for the administration of justice students, effective July 1, 2005, through June 30, 2006, for the amount of \$55,000.

CN 93121.9 – Ratify – With Keenan & Associates, to provide a Hazardous Waste Generator Training Program, effective May 1, 2005, through December 31, 2005, for a fee of \$8,000, paid with JPA funds.

CN 93122.1 – Ratify – With Alliance for Corporate Education, to have the District provide testing services to Boeing MSAT candidates, effective May 15, 2005, through May 14, 2008. Fee for District services provided are \$40 per person completing the MSAT candidate test, total for time-frame services are provided is \$84,000.

CN 93122.2 – Ratify – With Credentials, Inc., to process transcripts on behalf of the District, effective the day of execution, for a fee from \$4.75 to \$11.75 per transcript for regular or priority services respectively. Contract term is for ninety days unless amended by both parties in writing.

CN 95003.4 – Ratify – Amend – With the Los Angeles Regionalized Insurance Services Authority (LARISA), for the District to continue as a member of the joint powers authority through Los Angeles County, to extend the termination date from March 10, 2005, to March 10, 2010.

CN 95007.2 – Ratify – Amend – With Transamerica/Prudential, to provide Accidental Death and Dismemberment coverage for District employees, to change the name to Prudential, effective November 1, 2004. The current rates remain the same through October 31, 2007.

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>
NCLEX Solutions	LAC	Nursing Test	P101	6/15-17
L.B. Firefighters Mem. Assoc.	LAC	Fireworks Show	Stadium	7/4
Orange County Breakers	LAC	Football Games	Stadium	Sat., 7/9-30

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LBCC Vietnamese Club	LAC	Athletic Competition	Small Gym, Tennis Courts	7/23-7/30
<u>Organization</u> LBCC Vietnamese Club	<u>Campus</u> LAC	<u>Event</u> Athletic Competition	<u>Facilities</u> Stadium	<u>Date (2005-06)</u> 7/24
Long Beach Lions	LAC	Football Games	Stadium	5 Games 8/27-10/29
Educational Testing Service	PCC	Praxis Series	BB, DD, EE, FF Bldgs.	9/17
Los Alamitos High School	LAC	2005 Football Season	Stadium	6 Games 9/8-11/11
Poly High School	LAC	2005 Football Season	Stadium	5 Games 9/9-11/10
Calif. Falcons	LAC	Football Games	Stadium	5 Games 10/2-12/4
Educational Testing Service	PCC	Praxis Series	BB, DD, EE, FF Bldgs.	11/19
Educational Testing Service	PCC	Praxis Series	BB, DD, EE, FF Bldgs.	<u>2006</u> 1/7
Educational Testing Service	PCC	Praxis Series	BB, DD, EE, FF Bldgs.	6/10

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> LBCC Football	<u>Campus</u> LAC	<u>Event</u> Evaluation Camp	<u>Facilities</u> Stadium	<u>Date (2005)</u> 5/14
LBCC Intramurals	LAC	Dodge Ball Tournament	Small Gym	Wed. 6/1-7/20
LBCC ASB	LAC	2005 Football Season	Stadium	6 Games 8/26-11/5
L B. Flying	LAC	Basketball	Large Gym	8/26

Wheels		Game		
Health & Welfare Benefits	LAC	Wellness Fair	Nordic Lounge, Gokstad Room	9/21

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

Destruction of Records

Authorize the Executive Vice President, Administrative Services, to provide for the destruction of Fiscal Operations records in accordance with the procedures set forth in Board Policy 2007 and Sections 59020-59028 of Title 5 of the California Code of regulations.

Records ready to be destroyed: Accounts Payable warrant copies for fiscal years 1999-2000 through 2000-2001.

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

The motion carried, all voting aye.

ACADEMIC SENATE (Title 5, Section 53203)

There was no report.

SUPERINTENDENT-PRESIDENT

Superintendent-President's Report

Dr. Kehoe distributed to the Trustees an update on the state budget with bullet points from the May Revise for their use. Dr. Kehoe also shared with the Board that LBCC was awarded a major state grant from the Employment Development Department. The grant is for \$800,000 and is in partnership with the City of Long Beach Workforce Investment Bureau and the LBCC Industrial Technologies for adults of ages 18-24 and will serve 250 individuals over a 24-month period.

ACADEMIC AFFAIRS

Update on the Governor's Discretionary Funds Grant (Informative)

Joyce Black, Interim Vice President of Academic Affairs, introduced Dr. Lauren Sharp, Dean of the School of Health and Science, who provided a description and update of the Governor's Discretionary Funds Grant.

Presentation on Sri Lanka (Informative)

Joyce Black, Interim Vice President of Academic Affairs, introduced Dr. Herta Keilback, who gave a presentation of her work in Sri Lanka where she had been on a Fulbright Scholarship.

ADMINISTRATIVE SERVICES

Third Quarter Budget Status Report (Informative)

Eloy Oakley, Executive Vice President, Administrative Services, provided a budget update, using a power point presentation.

2004-2005 CCFS-311Q Third Quarter Financial Status Report (Action)

It was moved by Member Kellogg, seconded by Member Uranga, that the Board of Trustees approve the 2004-2005 CCFS-311Q Third Quarter Financial Status Report of the Long Beach Community College District and authorize transmittal of the report to the Chancellor's Office, California Community Colleges. This report combines the Unrestricted General Fund and the Restricted General Fund.

The motion carried, all voting aye.

Resolution, Exemption of Main Distribution Facility at Pacific Coast Campus from Division of State Architect Plan Check (Action)

It was moved by Member McNinch, seconded by Member Kellogg, that the Board of Trustees adopt Resolution No. 052405A, an Exemption of the Main Distribution Facility at Pacific Coast Campus from Division of State Architect Plan check.

The motion carried, all voting aye.

ECONOMIC AND RESOURCE DEVELOPMENT

There was no report.

ACADEMIC SENATE

There was no report.

TRUSTEES COMMUNICATIONS

There was no report.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

No future 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.

Alta Costa introduced herself as the Honor's Program Secretary here at LBCC and said she has been elected as the President Elect for AFT/CCE and will be attending future board meetings as of July 1st.

ADJOURNMENT

President Clark adjourned the meeting at 6:20 p.m. The next regular meeting of the Board of Trustees will be held on June 14, 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