

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

**Minutes of Meeting of  
August 24, 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 August 24, 2004.

**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 5:02 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**

Doug Otto 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: Welcome everyone. I'd like to formally welcome Jackie Hann, who is now our Board Secretary. We appreciate you being here and look forward to working with you and hope you enjoy working with us as well.

**Introduction of New Faculty**

Lorraine Blouin, Faculty Professional Development Coordinator, and Teresa Gaudiot and John Downey, Co-Chairs of the Faculty Mentoring Program, gave a brief overview of the new faculty orientation procedures and the Mentoring Program.

The following new faculty members were introduced by their mentors:

New Faculty Member

Mentor

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Bhagirathi Anandi, Math	Charles Gutierrez, Music & Radio/TV
Don Batstone, Counseling	Jeff Epley, English
Rudolph Besikof, ESL	Susan Cully, Computer & Office Tech.
Joanne T. Blore, English	Kim Barclay, Library
Melvin Cobb, Learning & Aca. Resources	Dan Hansch, Disabled Student Services
Lisa Goddard, English	Ingrid Wollank, Foreign Language
Daniel Nigro, Biology	Karen Rose, English
Donna Rafanello, Early Childhood Education	Ladera Rosenberg, Math
Jennifer Rodden, English	Scott Fraser, Electronics/Electricity
Boris Vukov, Psychology	Samira Habash, Speech

The Board members congratulated and welcomed all the new faculty members.

**ADJOURN TO RECEPTION FOR NEW FACULTY**

President Kellogg adjourned the meeting at 5:25 p.m. for a reception honoring the new faculty members.

**RECONVENE OPEN SESSION**

President Kellogg reconvened the meeting at 5:55 p.m.

**APPROVAL OF MINUTES**

President Kellogg: Is there a motion for approval of the minutes of June 29, 2004, and July 13, 2004?

It was moved by Member McNinch, seconded by Member Clark, that the minutes of the meetings of June 29, 2004, and July 13, 2004, be approved as distributed.

The motion carried, all voting aye on the June 29 minutes, and with Members Clark, Kellogg, McNinch, and Uranga voting aye; Member Otto abstaining, because of his absence, on the July 13 minutes.

**ORDERING OF THE AGENDA**

There were no changes in the order of the agenda.

**REPORT OF BOARD OF TRUSTEES**

**Reappointment of Citizens Oversight Committee Members**

It was moved by Member Clark, seconded by Member McNinch, that the Board reappoint the following persons for an additional two-year term on the Citizens Oversight Committee commencing July 1, 2004, and ending June 30, 2006:

Gary J. Cooper  
William H. Marmion  
Brian K. Tran  
W. Gary Westling

The motion carried, all voting aye.

**Citizens Oversight Committee Proposed Amendment to Bylaws**

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It was moved by Member McNinch, seconded by Member Clark, that the Board of Trustees approve the proposed amendments to the members' terms of office as presented in the Proposed Language Attached. The proposed amendment reconfigures the ending terms of office in order that the ending terms are staggered and ensures that a majority vote is in effect.

President Kellogg: Are there any questions?

Member Clark: The only thing I have a question about is they're saying that automatically, the President of the Student Body will be the one who fills that position. Now, that changes every semester?

Eloy Oakley: Doesn't change every semester. It could change every academic year. The experience we've had is, we are on our third ASB President now since we've begun the Citizens Oversight Committee, so the practice that's taken place is, as each new ASB President takes over, they come in and get a little training from the outgoing President and what has happened is the Citizens Oversight Committee memorialized the practice that's taking place today.

Member Clark: So they're in usually for a year?

Eloy Oakley: Yes, that has been what has happened the last two years.

Member Clark: But they could be in every six months.

Eloy Oakley: Yes. It just depends.

Member Clark: Ok, no problem.

The motion carried, all voting aye.

**Committee Reports**

There were no Committee Reports.

**STUDENT TRUSTEE**

Gina Bollinger: Members of the Board of Trustees, Dr. Kehoe, and members of the audience, last week the ASB Cabinet successfully hosted its biannual welcome back week. The event was held on both campuses and included a variety of free food and beverages for students with a current ASB card and music for everyone outside in the quads. On August 26, the student senate will host their biannual Join-a-Club Day at LAC and all students are encouraged to get involved with the clubs of their interest. The PCC Club Board will be hosting their Join-a-Club Day at the Pacific Coast Campus on August 31. Also, Homecoming has been changed to November 6. As Student Trustee, many of my constituents have come to me with their concerns with the loss of a vital part of student affairs, Dr. John Fylpaa, who has become the new Dean in the Athletics Department. Although I'm sure Dr. Art Byrd will do a wonderful job replacing Dr. Fylpaa in his new dual role, many students would like to see the Dean of Student Affairs

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position filled as soon as the budget allows. Also, I had the pleasure to attend the Student Trustee Workshop on August 13 and 14 in San Francisco and had a wonderful time learning student trustee rights and privileges and board policies. I was also able to meet other student trustees from neighboring community colleges and would like to thank the Board of Trustees and Dr. Kehoe for the excellent learning experience. Thank 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

Administrative Appointment	1
New Contract Faculty	11
Hourly Instructors – Summer	252
Hourly Readers – Summer	14
Hourly Counselors – Summer	32
Stipends	24

In-Service Changes

Change of Assignment - Administrative	2
Leave of Absence	1
Change of Title	2
Change of Salary	2

**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	17
Temporary	79
Exempt From the Merit System	440

INSERVICE CHANGES

Leave of Absence Without Pay	3
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Change to Previous Board 2

PERSONNEL COMMISSION ACTIONS

Bargaining Unit 1

SEPARATION FROM THE DISTRICT

Retirement 1

Resignation 4

Termination 1

**Resolution, Reduction of Classified Services, 2004-2005**

That the Board of Trustees adopt Resolution No. 082404A, Reduction of Classified Service, 2004-2005.

**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**

2003-2004 Appropriation Transfers numbers 111792, 111793, 111799, 111861, 111899 and 111967, for the Unrestricted General Fund 01, in the amount of \$10,176 as listed.

From:	Books and Supplies	\$ 12	
	Other Operating Expenses	2,785	
	Student Financial Aid	<u>7,379</u>	\$ 10,176
To:	Academic Salaries	\$ 500	
	Classified Salaries	500	
	Staff Benefits	85	
	Books and Supplies	4,485	
	Other Operating Expenses	62	
	Capital Outlay	<u>4,544</u>	\$ 10,176

There are no appropriation transfers greater than \$25,000 for the Unrestricted General Fund 01.

2003-2004 Appropriation Transfers numbers 111795, and 111825 for the Restricted General Fund 12, in the amount of \$35,475 as listed.

From:	Books and Supplies	\$ 2,571	
	Capital Outlay	<u>32,904</u>	\$ 35,475
To:	Classified Salaries	\$ 4,687	
	Staff Benefits	662	
	Books and Supplies	19,556	

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Other Operating Expenses	8,530	
Capital Outlay	<u>2,040</u>	\$ <u>35,475</u>

There are no appropriation transfers greater than \$25,000 for the Restricted General Fund 12.

**Salary Warrants**

Ratify issuance of salary warrants listed on Register No. 4197 through Register No. 4203 for the period of June 21, 2004 through July 30, 2004, in the amount of \$7,582,603.87 as listed.

Register No. 4197 Issue Date 06/16/04	Warrant Nos. 0726697 – 0726724	\$ 200,670.00
Register No. 4198 Issue Date 06/30/04	Warrant Nos. 0726725 – 0726829	\$ 2,831,383.78
Register No. 4199 Issue Date 07/09/04	Warrant Nos. 0726830 – 0726957	\$ 931,693.50
Register No. 4200 Issue Date 07/09/04	Warrant Nos. 0726958 – 0727282	\$ 401,584.37
Register No. 4201 Issue Date 07/16/04	Warrant Nos. 0727283 – 0727305	\$ 137,962.45
Register No. 4202 Issue Date 07/16/04	Warrant Nos. 0727306 – 0727333	\$ 205,896.00
Register No. 4203 Issue Date 07/30/04	Warrant Nos. 0727334 – 0727433	\$ 2,873,413.77
	Total Salary Warrants Issued	<u>\$ 7,582,603.87</u>

**Commercial Warrants**

Ratify issuance of commercial warrants for the period of June 21, 2004, through July 30, 2004, in the amount of \$5,307,130.52 as listed.

Period Ending June 25, 2004		
Unrestricted General Fund	\$ 116,928.69	
Restricted General Fund	242,683.61	
Capital Outlay Projects Fund	189.00	
General Obligation Bond Fund	57,495.81	
Community Service Contract Ed	17,282.51	
Self Insurance Fund	165.39	
Student Financial Aid Fund	<u>247,974.13</u>	\$ <u>682,719.14</u>

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Period Ending July 2, 2004		
Unrestricted General Fund	<u>700,598.54</u>	\$ <u>700,598.54</u>
Period Ending July 9, 2004		
Unrestricted General Fund	\$ 314,570.64	
Restricted General Fund	14,132.70	
Student Financial Aid	2,279.00	
Payroll Clearing Fund	<u>18,315.30</u>	\$ <u>349,297.64</u>
Period Ending July 16, 2004		
Unrestricted General Fund	\$1,924,215.10	
Restricted General Fund	9,219.49	
General Obligation Bond Fund	977.50	
Community Service Contract Ed	344.49	
Self Insurance Fund	538,104.00	
Student Financial Aid Fund	280,203.88	
Payroll Clearing Fund	34,202.31	
Retirees Benefits Fund	<u>345,352.35</u>	\$ <u>3,132,619.12</u>
Period Ending July 23, 2004		
Unrestricted General Fund	\$ 106,590.43	
Restricted General Fund	19,449.80	
Student Financial Aid Fund	<u>5,773.00</u>	\$ <u>131,813.23</u>
Period Ending July 30, 2004		
Unrestricted General Fund	\$ 80,942.54	
Restricted General Fund	12,349.12	
Community Service Contract Ed	548.76	
Student Financial Aid Fund	174,596.50	
Payroll Clearing Fund	<u>41,645.93</u>	\$ <u>310,082.85</u>
	Six Weeks Total	\$ <u>5,307,130.52</u>

Included in the total expenditure of \$5,307,130.52 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund 01

1. \$ 720,000 to Keenan & Associates, for Worker's Compensation tail claims.
2. \$ 506,434 to United of Omaha Life Insurance, the first installment payment annuities for the academic staff retiring under the District's Supplemental Employee Retirement Plan (SERP) in June 2004.
3. \$ 475,200 to Protected Insurance Program for Schools, first quarterly membership installment for Joint Powers Authority for Workers' Compensation.

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4. \$ 235,000 to Southern California Risk Association, to cover increases for Workers' Compensation tail claims.
5. \$ 154,402 to State Teachers Retirement System, for fourth installment of golden handshake payment for academic staff members retired in June 2000.
6. \$ 66,009 to Wachovia Purchasing Card, for the VISA purchasing card for May 2004.
7. \$ 30,762 to California Narcotic Officers Assn, for officer training classes, Spring 2004.
8. \$ 26,787 to South Coast Air Quality Management District, for AQMD registration fees for the Liberal Arts Campus, for District's annual participation in the Emission Reduction Program.

Restricted General Fund 12

1. \$ 109,869 to Sierra School Equipment, for office furniture and accessories for the Financial Aid Department, Liberal Arts Campus, and for the Learning and Academic Resources Department, Pacific Coast Campus.
2. \$ 25,000 to Majestic Advertising, for 1,480 student backpacks on wheels, for the Extended Opportunity Program Service Department (EOP&S).

Capital Outlay Projects Fund 41

1. \$ 25,778 to Sierra School Equipment, for furniture and accessories for the School of Language Arts, Liberal Arts Campus.

Self Insurance Fund 61

1. \$ 538,104 to Statewide Association of Community Colleges JPA, for property and liability premiums for fiscal year 2004-2005.

**2003-2004 Budget Increase / (Decrease)**

Restricted General Fund 12:

Child Development Consortium \$ 359

**PURCHASING**

**Contract Awards**

CN 99607.5 – Ratify - With Pinner Construction Co., Inc. for Replacement of New Technology Buildings SS and TT at the Pacific Coast Campus in an amount not to exceed \$6,963,000, paid for with Prop. 47 Funds.



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CN 99631.4 – With Los Angeles County Office of Education (LACOE) to provide financial services interface with PeopleSoft, effective July 1, 2004, through June 30, 2005, in the amount not to exceed \$40,300.

CN 99635.1 – Ratify – With Hawkins Delafield & Wood, LLP, for legal services for IRS compliance as part of the audit of 2002-2003 Tax and Revenue Anticipation Notes (TRANS) issuance, effective July 1, 2004, though June 30, 2005, in an amount not to exceed \$5,000.

CN 22004.6 – Ratify – With Marlene Imirzian & Associates Architects, Ltd., for architectural and engineering services for the Los Coyotes properties, effective July 1, 2004, through June 30, 2006, in an amount not to exceed \$1,300,000, paid with measure E Bond funds.

CN 22005.3 – With KMI Associates Building Industry and Solid Waste Consulting, Inc., for preparation of master construction specifications related to the District's facilities construction program, effective September 1, 2004, through January 31, 2005, for an amount not to exceed \$147,925, paid with measure E Bond funds.

**Bond Contract Amendments**

CN 22003.4 – With Chambers Group, Inc., Amendment #2, to provide California Environmental Quality Act (CEQA) services for the Los Coyotes Building Project for the amount of \$36,400 for a total contract amount not to exceed \$360,250 paid with Measure E Bond funds.

CN 22003.7 – With Hillwig-Goodrow, LLC, Amendment #4, to provide a detailed topographic survey of the new Industrial Technology Phase 1 project at Pacific Coast Campus for the amount of \$5,040 for a total contract amount not to exceed \$92,710.

**Contract Amendments**

CN 99606.1 – With Waste Management of Los Angeles, Amendment #15, for disposal of waste rubbish and wet garbage to extend the termination date from June 30, 2004, to June 30, 2005, at an annual cost of approximately \$106,000, depending on frequency of pick-ups. The cost includes an increase of 5%.

**Amendment to Board Action**

CN 99627.6 – With Rachlin Architects, Inc. for architectural and engineering services for the Industrial Technology Center – Phase 1, to change the contract not to exceed amount from \$544,437.60 to \$579,386.60.

CN 99634.1 – With Jaime Serrano, Jr. to provide export/import consulting services to change the contract number from 99633.1 to 99634.1.

CN 22003.7 – With Hillwig-Goodrow, LLC, Amendment #2, to provide land surveying and photogrammetric mapping services for the Liberal Arts and Pacific Coast Campuses, to change the amendment number to 3.

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CMAS State Contract No. 4-04-720033A for the purchase and installation of synthetic turf for Veterans Stadium, to change the termination date from September 18, 2004, to October 30, 2004.

**Purchase Order Approvals/Ratifications**

Authorize the issuance of purchase orders for the period June 21, 2004, through July 30, 2004, in the amount of \$4,912,701.10 as listed.

48804 – 48817	\$ 134,731.36
49000 – 49162	<u>4,777,969.74</u>
Total amount	\$4,912,701.10

Included in the total amount of purchase orders of \$4,912,701.10 are the following items greater than \$25,000:

**Unrestricted General Fund - Fund 01**

PO 49001	Worker's Compensation Tail Claims Staff Benefits and ASB	
	Account No. 361000-01-674000-0000	\$375,840.00
	Account No. 362000-01-674000-0000	\$327,600.00
	Account No. 362000-01-699900-0000	\$16,560.00
PO 490002	Worker's Compensation Premiums for 2004 -2005 Staff Benefits and ASB	
	Account No. 361000-01-674000-0000	\$992,217.60
	Account No. 362000-01-674000-0000	\$864,864.00
	Account No. 362000-01-699900-000	\$43,718.40
PO 49126	Agreement for sealing, patching and striping of parking lots	
	Account No. 568000-12-695000-0070	\$50,000.00
PO 49133	Agreement for hazardous waste disposal Environmental Safety/Waste Disposal	
	Account No. 557000-01-677300-0000	\$30,000.00
PO 49142	Annual postage for meters Mail Services	
	Account No. 585000-01-6774000-0000	\$250,000.00
PO 49160	Magazine subscriptions Library	
	Account No. 631000-12-160100-0550	\$32,213.37

**Restricted General Fund – Fund 12**

PO 49116	Shear and accessories Welding Account No. 642000-12-097000-9810	\$30,264.08
PO 49126	Agreement for sealing, patching and striping of parking lots Account No. 568000-12-695000-0070	\$50,000.00
PO 49130	Parking permit machines Parking Maintenance and Repair Account No. 647000-12-695000-0070	\$34,923.75
PO 49160	Magazine subscriptions Library Account No. 631000-12-160100-0550	\$32,213.37

**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:

**Certification of Signatures**

Amend the Board action of April 6, 2004, relating to signatures of personnel authorized to sign Warrants, Notices of Employment, and Contracts on the County Certification of Signatures form, to add Irma Ramos, Administrative Dean, Human Resources, effective August 25, 2004, and remove John Tortarolo, Director, Human Resources, effective August 25, 2004.

**Agreements**

CN 92537.3 – Ratify – Amend – With Schaeffer Ambulance, to provide ride along experience for emergency medical technician students, to extend the termination date from August 16, 2004, to August 15, 2006, at no cost to the District.

CN 93007.9 – Ratify – With Dispute Resolution Services, to provide arbitration services for traffic ticket disputes, to extend the termination date from June 30, 2004, to June 30, 2005, for the amount of \$1,500.

CN 93026.4 – Ratify – Amend – With Ace Muffler, to rent facilities from the District, on a month to month basis, to extend the termination date from June 30, 2004, to June 30, 2005, unless sooner terminated, for a monthly rental amount of \$1,200 per month, effective July 1, 2004.

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CN 93037.3 – Ratify – With Janis Rodriguez dba: Surrey Software Solutions, to provide technical assistance for PeopleSoft conversion, to extend the termination date from June 30, 2004, to June 30, 2005, for the amount of \$ 20,000.

CN 93057.1 – Ratify – Amend – With Grant Uba, M.D., to serve as authorizing physician for the District’s Student Health and Wellness Services Program, to extend the termination date from June 30, 2004, to June 30, 2005, for a fee of \$4,400.

Correct the Board Action of June 29, 2004, for the services of Grant Uba, M.D., required by conference code as Team Physician, for additional services rendered in the amount of \$1,635, to correct the contract number formerly listed from CN 93057.1 to CN 93057.2.

CN 93057.2 – Ratify – Amend – With Grant Uba, M.D., to serve as authorizing team physician for the District’s athletic teams, as required by conference code and State Commission on Athletics, to extend the termination date from June 30, 2004, to June 30, 2005, for a fee of \$7,500.

CN 93057.3 – Ratify – Amend – With Family Service of Long Beach, to provide students with psychological counseling, to extend the termination date from June 30, 2004, to June 30, 2005, for \$16,125 per semester. If additional services are required for the month of June, additional charges will occur on a prorated basis.

CN 93085.3 – Ratify – Amend – With the American Society of Composers, Authors and Publishers (ASCAP) to provide copyright authorization for District – wide activities, to increase contract amount by \$292.51.

CN 93096.8 – Ratify – Amend – With Alvarado, Smith & Sanchez, Attorneys at Law, to provide legal services to the District as needed, to change the firm name from Alvarado, Smith & Sanchez, to Adorno, Yoss, Alvarado & Smith, effective July 1, 2004.

CN 93108.4 – Ratify – Amend – With Liebert Cassidy Whitmore, to provide training and consultation through leadership workshops, to extend the termination date from June 30, 2004, through June 30, 2005, for the amount of \$2,600.

CN 93108.9 – Ratify – Amend – With Los Angeles County, Department of Public Social Services, to extend the funding time-frame for the CalWORKs students from June 30, 2004 to September 30, 2004. Total grant funding not to exceed \$59,850.

CN 93109.1 – Ratify – Amend – With the Los Angeles County, Department of Public Social Services, for CalWORKs Careers in Child Care Program, to extend the funding time-frame from June 30, 2004, to September 30, 2004. Total grant funding not to exceed \$44,735.81.

CN 93114.6 – Ratify – With Pacific Theaters dba: Pacific’s Cal Bowl, to provide facilities for the students enrolled in bowling classes, effective August 16, 2004, through June 30, 2005, for the semester fee of \$500 use fee, plus \$20 per student for .5 unit

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enrollment and \$25 for 1 unit enrollment. Total fees based on total enrollment each semester.

CN 93114.9 – Ratify – With the Department of Education, to provide funding under the TRIO Student Support Services Project, effective September 1, 2004, through August 31, 2005. Amount of funding is \$227,407.

CN 93115.1 – With the Department of Education, to provide funding for the TRIO Student Support Services Project – Grant Aid Program, effective September 1, 2004, through August 31, 2005. Amount of funding is \$32,774.

CN 93115.2 - Ratify - With Verizon, to continue maintenance for the telephone switches at the Liberal Arts and Pacific Coast Campuses and include the Wing Park offices, effective August 1, 2004, through July 31, 2007, for an annual cost of \$53,606.88 through July 31, 2005; \$56,309.28 through July 31, 2006; and \$59,011.68 through July 31, 2007.

CN 93115.3 – Ratify – With Little Company of Mary Hospital – San Pedro, to provide a clinical practice site for School of Health and Science students, effective August 16, 2004, through August 15, 2006, at no cost to the District.

CN 93115.4 – Ratify – With the City of Long Beach, to provide facilities for the District’s Administration of Justice and Fire Science Program students, as well as use of the City’s Police Academy and Fire Science Facilities, effective August 1, 2004, through July 31, 2007. Payment to the City of Long Beach shall be the equivalent of fifty percent of the net full-time equivalent student apportionment payments received by the District from the State of California. Projected fees estimated at approximately \$600,000 for the first year from August 1, 2004, through July 31, 2005.

CN 93115.5 – Ratify – With Reliance Support Services, to provide clinical field services for the Dietetic Student Program, effective August 1, 2004, through July 31, 2009, at no cost to the District.

CN 93115.6 – Ratify – With Greenberg Traurig, L.L.P., attorneys at law, to provide environmental legal services on an as-needed basis, effective July 27, 2004, through June 30, 2005, for a fee of \$5,000.

CN 93115.7 – Ratify – With the Chancellor’s Office, California Community Colleges, to provide funding for the Advanced Transportation Technology Program, effective July 1, 2004, through June 30, 2005. Amount of funding is \$178,875.

CN 93115.8 – Ratify – With Clarke and Associates, to develop a TRIO Proposal on behalf of the District, effective August 1, 2004, through September 1, 2004, for a fee of \$3,500, paid with TRIO funds.

CN 93116.1 – Ratify – With Los Angeles County, Department of Public Social Services, to provide funding for Vocational ESL and Culinary Arts Training, effective July 1, 2004, through June 30, 2005. Amount of funding is \$96,425.

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CN 95011.1 – Amend - With Student Insurance, to provide accident insurance for students, effective September 1, 2004, through August 31, 2005, for the amount of \$94,306.

**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>
Brooks College	LAC	Parking	Stadium	7/12-9/30/04
Giraldi-Suarez	LAC	Film shoot	Stadium	7/12/04
Senator Betty Kernette	PCC	Hearing	Dyer Hall	7/13/04
Vision Enterprises	LAC	Film Shoot	Stadium	7/13/04
Sarkissian Mason	LAC	Film Shoot	Stadium	7/23/04
Vietnamese Club	LAC	Athletics	Lrg. & Sm.Gyms Tennis Courts	Sat. & Sun. 7/24-8/1/04
Freedom Festival	LAC	Concert	Golf Mall	7/25/04
Trans World International	LAC	Film Shoot	Stadium	7/27/04
Granite Productions	LAC	Film Shoot	Stadium	7/28,29/04
National Evaluation Systems	PCC	Testing	BB,DD,EE, FF Bldgs.	8/7/04
Lay Low Entertainment	LAC	Auto Show	Stadium	8/22/04

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>
T & I Tech Center	PCC	Training	Dyer Hall	6/26/04
LBCC Soccer	LAC	Practice	Large Gym	6/30/04

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Connie Mack Baseball	LAC	Tournament	Baseball Field	7/2-7/4/04
LBCC Volleyball	LAC	Summer League	Small Gym	Tues., Thurs. 7/9-29/04
LBCC ASB	LAC	Film Project	H103	7/7/04
LBCC Economic Development	PCC	Seminar	Dyer Hall	7/7-8/12/04
Scandinavian Dance Group	PCC	Dance Class	Dance Studio	7/10/04
LBCC Basketball	LAC	Fundraiser	Large Gym	Sat. & Sun. 7/10-8/15/04
City of Long Beach	LAC	Sunday Baseball	Baseball Field	7/11-12/19/04
LBCC Volleyball	LAC	Recruitment	Small Gym	7/14-8/13/04
EOPS	PCC	Bridge Session	Dyer Hall	7/15/04
Resource Dev. Dept.	PCC	Graduation	Dyer Hall	7/16/04
LBCC Volleyball	LAC	Tournament	Golf Mall	7/17/04
LBCC ERD	LAC	Scuba Diving Class	Pool	Sat. 7/17-8/7/04
Student Life	PCC	Forum	Dyer Hall	7/17/04
Connie Mack Baseball	LAC	Playoff Game	Baseball Field	7/22/04
LBCC ERD	PCC	Seminar	Dyer Hall	7/22/04
LBCC & LBUSD	PCC	Trade Fair	Aviation Hanger	7/24/04
National Conference For Justice	PCC	HR Training	EE160	7/24/04
EOPS	PCC	Bridge Session	Dyer Hall	7/26/04
L B Fire Dept.	LAC	Basketball	Large Gym	8/4/04

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Tournament

LBCC Faculty      PCC      BBQ      Lawn Area      8/20/04

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>
Radiovisa Corp.	LAC	Concert	Stadium	8/29/04
Educational Testing Service	PCC	Praxis Series	BB, DD, EE, FF Bldgs.	9/11/04
National Evaluation Systems	PCC	Testing	BB, DD, EE, FF Bldgs	9/18/04
LB Youth Soccer	LAC	Picture Day	Golf Mall	10/3/04
National Evaluation Systems	PCC	Testing	BB, DD, EE, FF Bldgs	10/9/04
National Evaluation Systems	PCC	Testing	BB, DD, EE,	11/6/04

**Reissuance of Warrants**

Authorize the reissuance of B warrant No. 685919, dated 12/31/01, in the amount of \$288.69, to Michael Wetsman.

Authorize the reissuance of the following B warrants to Christina Poland: No. 21309867, dated 08/07/98, in the amount of \$955.91; No 21309868, dated 08/07/98, in the amount of \$300.00; No. 21309869, dated 08/07/98, in the amount of \$955.36; No. 661198, dated 09/15/00, in the amount of \$300.00; No. 670496, dated 03/16/01 in the amount of \$300.00; No. 678746, dated 08/31/01; in the amount of \$975.58; No. 680198, dated 09/14/01, in the amount of \$300.00; No. 681984, dated 10/31/01, in the amount of \$1,174.34; No. 683625, dated 11/30/01, in the amount of \$1,174/34; and No. 685533, dated 12/14/01, in the amount of \$300.00.

**Donations**

Accept the donation from Industrial Surplus & Salvage, 3121 E. La Palma #L, Anaheim, CA 92806, of miscellaneous Sun computerized test equipment for use at the Advanced Transportation Technology Center, and request that a letter of appreciation be sent.

Accept the donation from Wrights Labor Services, 5241 Lincoln Avenue, Suite A4, Cypress, CA 90630, of ten gallons of Evergard – Swiss Coffee, semi-gloss, and ten gallons of



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Evergard Primer, for use at the Pacific Coast Campus, EE Building hallway, and request that a letter of appreciation be sent.

**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 V of the California Code of regulations.

Records to be destroyed: Accounts Payable warrant copies for fiscal years 1994-1995 through 1998-1999.

**Resolution, Change to APPLE Retirement program for part-time employees**

Adopt Resolution No. 082404B authorizing the change from PARS to APPLE retirement plan.

**Interfund Borrowing**

Authorize temporary interfund borrowing of cash.

President Kellogg: Are there any items to be pulled from the Consent Agenda?

Member Otto: **12.3**, I'd like to pull that. I have to abstain because I represent Brooks College on that parking issue.

It was moved by Member Clark, seconded by Member Uranga, that the items on the Consent Agenda, with the exception of Item 12.3, be approved and authorized.

The motion carried, all voting aye.

**Item 12.3**

Member Otto: I would abstain from voting on the use by Brooks College of Veterans Stadium parking lot because they are a client of mine.

It was moved by Member Clark, seconded by Member McNinch, that Item 12.3 be approved and authorized.

The motion carried, with Members Clark, Kellogg, McNinch, Uranga voting aye; Member Otto abstaining.

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

There was no report.

**SUPERINTENDENT-PRESIDENT**

**Superintendent-President's Report**

Superintendent-President Kehoe: I have a couple of things. One is that I got a letter from a former Student Trustee, Daya Washington. I will just summarize. For those of you who went with her to Washington, she went with us to the trustee meeting, her dream was to attend Howard University and she wrote me to tell me that she has been admitted

to Howard University and applauds the education she got here at Long Beach City College for preparing her to go there. So I just wanted to let you know what she was up to.

My second point - I think she's in the audience - there she is. You have just approved Connie Sears as our new Interim Women's Athletic Director. I just wanted to introduce her. (applause and congratulations)

**ACADEMIC AFFAIRS**

President Kellogg: Academic Affairs has no report, but, Joyce, I'm sorry we didn't say this when we did the welcoming of people - Joyce Black, welcome.

**STUDENT SUPPORT, PLANNING AND RESEARCH**

There was no report.

**ADMINISTRATIVE SERVICES**

There was no report.

**PACIFIC COAST CAMPUS**

There was no report.

**ECONOMIC AND RESOURCE DEVELOPMENT**

There was no report.

**STUDY SESSION**

**Board Self-Evaluation**

**Dr. Linda Umbdenstock, Facilitator**

Dr. Linda Umbdenstock: Good evening Board Members. I am hoping that you are remembering from the postponement of a month ago what you have said on your own evaluations as we do our annual process here. For the sake of members in the audience, I would like to just remind them that this is an annual process of self-evaluation that the board does. One, via a survey that has thirty-four questions and five sections, covering basic board responsibilities and duties. They are items that are typically scaled and some are yes/no and then a chance to comment. The second part of the evaluation is to review the goals that the board members have set for themselves last year to see what progress has been made on that. If you would take a look at your self-evaluation instrument-basically I think it is pretty obvious that on all items the ratings were pretty much on a 5-point scale, .4, .5 scale. In other words, for example, if the board demonstrates an understanding of the mission of the college in it's goal setting and decision making, almost always is the highest possibility and that was a unanimous response there. I think the only thing that we need to do is to call attention and to see if there is any area for improvement when there were a number of people who did not rank things very highly.

So on the first section of policy direction, institutional mission, and educational policy- is there any comment anyone would like to make in that area?

Member Clark: I think that one issue was that availing ourselves with information. I have been anxious to see us do more as far as workshops. I think that if you are going to

evaluate it, it's hard at a meeting of this nature, versus having a workshop. I think that is why we are not rating that as high as we might have because the information's there, I know that it's there, but I don't see it. It's not ordinarily not going to be at a meeting of this nature because of the length of it. I'd like to see more workshops where we could get as in-depth evaluations.

Dr. Linda Umbdenstock: I think that comment came in a couple of other places as well, so that is something you may want to schedule or ask for on some specific topics.

Member Uranga: Yeah, along those lines, the question itself, and I found some difficulty in some of these evaluations some of these questions because of the way they were worded. Some of them were leading and I made some comments about that later on in the assessment, but some of these questions can be leading in the sense that, for example, the use of appropriate- I mean would we ever be inappropriate? So that type of thing is like- I'm not going to say no, we never do appropriate things, so it's a leading question and I think we need to look at the way we phrase these questions to be much clearer on what's the response we want to get out of these questions, I think it's more of a semantic question-survey-type of issue as far as how these questions are put together. But in terms of this question here, the difficulty I found in this question was the definition of community assessment- I wasn't too clear on what do you mean by community assessment. The community of the college? Community at large? Community of the state? Community of the educational system? I don't know, I was not very clear in terms of what you mean by the district's on-going community assessment process and its' policy making, decision making process. But more clarity would give me a better way of making a more informed decision as to whether we are complying with that or not.

Dr. Linda Umbdenstock: And your reminding us has been perhaps a couple of years since we reviewed for ourselves what that meant. At one time I think it was clearer than now. Changes in this you know would have to come from the board itself as an approved document, so if there's some changes you may want to make some specific recommendations, or have a study group on it, or such that would take a look at the issues that you are raising with that.

Member Otto: Just on that specific subject I know that we do a pretty sophisticated scanning, I assume develop what the ongoing assessment process is. We look first at things around the college itself and then at a whole bunch of different places for community studies and then at ongoing relationships that we have with other institutions and maybe I know that I somehow got a hold of this scanning document and maybe it could be provided to people- it would be a better understanding of what it is actually done because it's pretty comprehensive.

Dr. Linda Umbdenstock: That's one we haven't looked at in terms of the board for a while. So that could be a good point there. Okay on (B) Institutional Strategic Planning Finance and Assessment- any comments that you wish to make on that page? Okay.

Member Uranga: Question number 3- it's one of those questions the use of the word appropriate. The board appropriately evaluates, would we do an inappropriate

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evaluation? I don't think so! So you might want to change the mode word, the adverb might be appropriate.

Member McNinch: Can you tell which Trustee was the English major?

Dr. Linda Umbdenstock: Any other on (B)? Okay. (C) Board Operations, any comment?

Member Uranga: I think we need to get out to the community more. We don't have enough community- I look out here and I'm happy to see staff here and faculty who are interested in our board meetings, but I don't think we have enough community outreach out there to let the community know what's going on, what we're all about. What is the impact and the importance that this board does in terms of its decision-making, how it affects the community at large and the students. There is an understanding that as political elected officials that we have some kind of importance for the college. But I don't think it's very clear as to what that is. I'm occasionally asked what do you do on board? Well, the board is the policy making of the college- yeah, but what do you do? It holds no meaning and I think that if we could do a little bit more community outreach, I'm not saying we should hold board meetings in the community at large, but perhaps invite community groups, organizations, individuals to come to the board and make presentations about what they're doing, or what's happening out there, or even more so, how we can best serve their needs, in terms of what can we do to address some of the issues they might have out in the community that we probably could address a lot better. Workforce development, a good example of that, you know, what can we do to improve outreach and access to the community at large to take advantage of some of the programs we have going here, those types of things.

Dr. Linda Umbdenstock: So in terms of board operations you're talking about then board members inviting constituencies to observe the board in action?

Member Uranga: Yeah.

Dr. Linda Umbdenstock: Okay, well that's something you'll want to check into then next time.

Member Uranga: Or visibility, we are visible at large when we attend large events that we are invited to, but I think that we need to get more to the grass roots as to why we're here.

Member Clark: You know, I would agree. I know how to get a crowd out, you know. If you want to have a hearing on the airport, I'll tell you, you can get a crowd. That was never a problem.

Member Uranga: Actually, we were lucky with that trade off we did with the airport.

Member Clark: Yeah, but you almost have to ask people to come out and give them some reason for being here. Because they just don't unless there is something that really hits a nerve and hopefully we don't do that very often. But I think it would be very nice

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to have the community involved. But again you almost have to ask people to come and give them a reason for being here, because I think our constituency to a large extent is the classified and the faculty. And they're usually here for very logical reasons. But that was one of the biggest disappointments I had in public life is trying to get people out to a meeting. I've had some wonderful people, being you know the city manager; the police chief coming out to a meeting and you still can't get people out. Unless there's an issue that they really want to come out and see us address, that were doing something I think televising that we're reaching out in that respect and people can sit in the comfort of their homes and watch us perform if they wish to do that.

Member McNinch: Perhaps we can look at this another way. It seems the only time our meetings are packed is when we've made people terribly unhappy for some reason. So I'd like to look at the fact that we are so boring, and we do our work so well, and our administrators do their work so well, that there is no need for people to come with torches to try and burn us at the stake. Because when you're doing a job well, it's much more boring than when you're fouling up. So, there!

Member Uranga: ...And on the flip side of that, why can't we celebrate our successes? Why can't we invite the community and say, "hey, you know, have they been invited?" Have we ever gone out and invited the public to come out here, to celebrate something great that we've done?

Member McNinch: The Sister City's people came at our invitation.

Member Uranga: No, I'm talking about the community.

Member MnNinch: Well they're community they live here.

Member Uranga: What I'm saying is about, as an example, we have some great projects that are going to be taking place within the next six months to a year. We're going to be breaking ground on a lot of projects. I think it would be an excellent opportunity for at that time to invite the community to a board meeting or even hold a board meeting elsewhere where there can be some people from the public and invite them to participate in those ground-breakings or in celebrating a success that we are accomplishing. I'm not saying that it has to happen frequently or often, but I think that we should be out there a little bit more often and celebrating our successes that we've done and we need to invite them; if we don't invite them, they're not going to come. That's the way it is, build it and they will come.

Member Clark: Well, I think that if we're going to do that, we need to develop a list of people, 'cause I think if you broadly put it in the newspaper, if you broadly say...

Member Uranga: What's wrong with that?

Member Clark: No, I don't see anything wrong with that, but I think if you have events that you want to have people come out that we develop a list of our constituents that we think would be interested or through the college and then we send them out an invitation to be at that particular event. But, I think if you just broadly put it in the paper, I don't

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think you get the response because they don't feel that it's particularly personal, that we're interested in them specifically.

Member McNinch: I like that idea a lot.

Member Uranga: I'm just throwing it out there as an idea for a point of discussion that we might want to look at community outreach from a board's perspective, as something that we can work on.

Member McNinch: I like Tom's specific idea and this week we got excellent press. We got press about Vet's Stadium and today on the editorial page our foundation received fabulous praise, as did our college. So at least the Press Telegram is paying more kind attention to us and I know where you're going with this Roberto, you want us to not be float one hundred and two behind the horses and I agree, we should be up there with the other elected officials so we need to get out there and let people know were doing good hard work.

Member Clark: And, you have influence on that Christmas Parade. (Laughing)

Member Uranga: Yeah, and it moved up to number seven from number fifty-something.

President Kellogg: Many of these things you are discussing actually we can probably work on and we'll talk about that after this is on sort of the Board Goals because this is really board self-evaluation, but, some of the board goals. I think what we all believe in; there is always opportunity to try to do the very best and do outreach and we've done that by televising and whether people want to or not, they have the opportunity to observe the meetings and I think that's what we are trying to do is constantly trying to get people, if they're willing they have the opportunity to come and speak before this board but it is a challenge and we know that. But, that would be possibly some of the possible ideas for the Board Goals.

Member Otto: You know one of the reasons that I think we don't get as much attendance, is because of the nature of our board; it's different than most political boards, it's not like the city council. The types of responsibilities we have are more oversight than they are pick-up-the-ball and carry it. The nature of our agenda is by law are a little bit tedious. They tell me that the county won't pay checks unless there are board minutes that say we approve those checks. We have warrants on our agenda tonight in the amounts of a couple of hundred dollars and there are dozens of them that the county says they are not going to pay unless there are board minutes that say that we have to, that we've approved those things. And so, that ain't very sexy, but if we don't do it, there would be a lot of unhappy people out there, because they wouldn't get those checks and the contracts we've entered into wouldn't be ratifying. But at the same time, I think that what Trustee Clark said earlier about study sessions about important issues might be excepted by the community is something where we can talk about things; I mean I worried all summer about the Governors' proposed budget that we were going to wind up with about four thousand non-admitted UC and CSU students knocking on our doors with no money to pay for them; students who might have taken over this college if they all wound up here and I wondered whether our students here would be worried that they

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were going to take their places that they have been waiting for to transfer to those institutions of higher learning. And while it didn't turn out to be the case, when the budget was passed. I bet there was a lot of anxiety on campus among students about things like that and we have a duty I think to talk about things like that. Christ, the California Performance Review commission or study that was just completed, says that they're going to- they want to eliminate all the local boards of trustees and they want to collapse the Chancellor's Office into the Board of Education make it a K-12 institution basically and we wouldn't do badly to talk about some of those things, not out of the box maybe, but as the questions become more seasoned I can't help but notice that we don't have a lot of ability to do things about those things in Sacramento individually as a board, but I do think that we owe it to the people that elected us and to this community to raise the questions that are on people's minds and address those and even let them know about some of those questions, so as long as they just don't become a free debating society, but I think there's room for improvement.

President Kellogg: There always is. Linda, on other, again on the self-evaluation.

Dr. Linda Umbdenstock: On (D) Board/Superintendent-President Relations- any comment there?

President Kellogg: Any comments on this particular item? None?

Dr. Linda Umbdenstock: Staff Relations? Then on Part II was open-ended and a number of those comments have already been made.

Member Uranga: You moved a little bit too quickly

Dr. Linda Umbdenstock: I'm sorry.

Member Uranga: Back on (D) Staff Relations

Dr. Linda Umbdenstock: Okay.

Member Uranga: The question on equal opportunity, question number 4. Although it was unanimous, there was a comment made about diversity and equal opportunity, I think it needs to go from top to bottom and I'm not sure the message is getting very clear. I'd like to see, and it's been an issue that I've been talking about since I first joined this board, about promoting diversity and equal opportunity, so I hope that staff, anyone who is in a hiring authority, that they keep this in mind, at all times when asking the questions. We had a little bit of a workshop on this the last board meeting dealing with diversity about how to phrase questions, what are the end results we want from those questions, keeping in mind diversity and equal opportunity in there, so we're making progress and I don't want to downplay that, we are making progress, but we can do a whole lot better.

Dr. Linda Umbdenstock: And that again is an area when we get to goals that can be put there. In the open-ended questions, the only area that I noticed wasn't commented on was about changing verbatim board minutes to action minutes. Does anyone care to comment on that?

Member Clark: Well, I think it would be desirable, frankly.

Member Uranga: The only question I would have with that, and I'm in favor of it, but the only comment that I would have is any legal issue that we would have with that in terms of if there was a question with an action that the board took that there would be a request for a document, such as board minutes, and would we be duplicating that effort by having our board secretary look at the video or listen to the audio, and write them up again. That would be my only concern with that. Is there duplication? Would it be a duplication as far as not doing it, doing it just point by point minutes and having to write them up anyway as where we could do it all in one swoop. That would be the only issue I would have.

Member Otto: I think Roberto makes some good points; I think the way to handle this would be to ask the President-Superintendent to do a study for us of the relative merits of verbatim and action minutes. It seems to me that if you kept the tape for an extended period of time and went to action minutes you might both satisfy legal requirements and or responsible legal action and save some money. Quite frankly, I don't know how much it cost to do verbatim minutes, and there's a downsize risk with verbatim minutes that go on forever and ever.

Member Clark: As I recall that we went through this with the city council that we went to action minutes with the proviso that we keep the recording, or the video. I guess we were doing video by that time, so that you have that available, but I think the council goes to action minutes, they did a good number of years ago.

President Kellogg: Any comments? I've actually gotten more comfortable dealing with this after the first few years, I mean it's a Study Session Board of Trustees Self-Evaluation, as my comment back then, when you are an elected official you think you're doing a great job and that's how I first initially viewed it. That's probably inappropriate because the fact is it's not that- it's more of what we can do better, how we've done internally and I think that comments by the board members about constantly trying to do outreach programs. I know Robert and myself; we have some opportunities coming up especially with some of the very positive construction projects that are coming up here in the next year. And the fact that the meetings are now televised help. I view it a lot differently today than I did about two and a half years ago when I thought it was- self-serving was my attitude, of course, I'm going to give myself top marks, but then you finally realize it's really more of an internal how we can do better working and doing things, so I was pleased with it, but I think there is always areas we can improve and there are ways we can work better, but that's really more of the board's roles that were going to talk about next unless there are any other questions on this item, we can move over to the Board Goals.

### **Board Goals - 2004-2005**

#### **Dr. Linda Umbdenstock, Facilitator**

Dr. Linda Umbdenstock: In reviewing the Board Goals, for the past year what we have provide you are things that we knew you have talked about or done and now is the time for the sake of record again, because this is part of our documentation for accreditation is to add in anything; any details, any additional information that would say how have we



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done on this goal and you're very public setting the pace in terms of always looking for areas of improvement in where we can do better is exactly the purpose of everyone doing self-evaluation, whether it's program review, or it's college effective, or in your own case, your own self-evaluation. On the Board Goals when we talked about continuing to implement an enhanced monitoring program, those things included the institutional effectiveness report and study session you did last time; includes all of the budget workshops; quarterly reports and so forth; under bond implementation; citizen oversight committee reports that you have done and the bond audit reports. Those are all part that contribute to implementing and enhancing a monitoring program. Are there any other items that you want added, or that you want to comment on?

President Kellogg: Well, on this I know that Trustee Clark, Trustee Otto, they're going to afterward go through this. They are going to want to and they have asked to, unless there are any objections from the other trustees, to take this and have Trustee Otto and Trustee Clark go and work on some additional ones putting essentially more language in here, making it a little stronger and then report those goals back. I don't know what the pleasures of the trustees, would you like to talk now, or just go this through essentially and then to make a motion to lay it over? Trustee Clark followed by Trustee Uranga?

Member Clark: Okay, I was going to ask Doug to lead it off if he would, and then I'll give you my viewpoint.

President Kellogg: Okay.

Member Uranga: I'll go after you talk. (Addressing Member Otto)

Member Otto: Uh, sure. My suggestion had been that in terms of developing goals for next year, for the board, that rather than do it sort of on the cuff tonight, or off the cuff tonight, that if we appointed a committee of the board to look at the issue of board goals for next year, and then bring back a report to this board at the next meeting I think it would be appropriate because you know the way that this really works is that the planning process is about to begin again at the university in late September and rather than having the board reach its' goals after the boats left the dock, where after planning's already done. I think the people doing the planning really would like to know what the board sees as the goals and so if we could quickly come up with articulate goals that the board would like to do or accomplish over the next year, that would be helpful both to the community and I think obviously we would work closely with Linda and with Jan for information as to how to do that, but that it would make the process a more rationale one.

President Kellogg: Alright, Trustee Otto the next meeting of the Board of Trustee's is going to be September 7, is that going to be...do you feel that is an appropriate enough time?

Member Clark: Probably not; to report back?

Member Otto: When's the meeting after that?

President Kellogg: 23<sup>rd</sup>.

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President Otto: When's the Planning Retreat?

Dr. Linda Umbdenstock: 17<sup>th</sup>, I think.

President Kellogg: Friday the 17<sup>th</sup> of September.

Member Uranga: October 12<sup>th</sup> would be better, it would give you some time.

President Kellogg: The October 12<sup>th</sup> meeting?

Superintendent-President Kehoe: I don't think that given the way that the co-chairs of EMPC are going to proceed that we actually need to have at the workshop the Board Goals yet, so I'd suggest that the Board take the time that they need to develop their goals. So September 21<sup>st</sup> will be two board meetings and I believe we have some reports of Study Session.

President Kellogg: So let's say the meeting of October 12 will be the one where you'll be able to come back with these Board Goals and essentially adding- so people we do have Board Goals but Trustee Clark and Trustee Otto, as I indicated, that they would like to take the time to put some more time and effort into it and I commend you on that. Trustee Uranga, do you have comments?

Member Uranga: I think Dr. Clark had-

Member Clark: Let me just add to what Doug was saying. I think the concern I have was to get some way of measurement and I know this is not that easy- benchmarks or some evaluation as to how we are doing in more detail than we have and I think we need to look at that to see specifically what it is we're really saying as whether how practical it is because I know some of these things- PFE has some because it's very specific, but it deals just with fundamentally transfer and much to do with vocational and so you're really not looking at something that measures but how effective we are and how we can get some evaluation that is reasonable. I've talked to Dr. Kehoe in regards to that it's hard to get absolute benchmark in all areas, but, I think that if we can look at what we can get. But anyway, this is why I felt in every conversation I had with Doug, that we more or less came to an agreement to look at these and give more specificity to them would probably be helpful.

President Uranga: I'm not opposed to a committee, my only concern would be sometimes as Board Members we have individual goals that we would like to present the board for a discussion by the body and I would want to, at least not have such a committee, that would set aside goals as to what's important; what's not important; what goals are reachable; what goals are not reachable; what are short term goals; what are long term goals. And I think if this committee is to do its' job I think it should look at breaking these goals down into at least these two specific areas, or four if you will; reachable goals; unreachable goals; short term and long term. Whatever definitions you want to put it. I think that going into this committee that you set some guidelines for yourselves as far as what kind of goals you're going to not only consider, put on the

table, but how are you going to evaluate those goals. I agree with Dr. Clark in terms of the evaluation process, but there are some goals that are here that are long term and some that are short term. Some goals that you reach on a yearly basis, some goals you're not going to reach until the completion of the bond... twenty years from now. So keep that in mind and I hope that when the committee comes back with their report there is also some flexibility for an adjustment, for some discussion as to what we can either add, delete or include, revise on those goals because I think that we have to be as open minded as possible in terms of what direction we want the college to go because we are the policy-making body. We are setting the goals, not only for ourselves, but for the institution as a whole.

Member McNinch: Along that line, if the committee is going to determine long and short range goals, then I believe it would be appropriate for the committee to also determine action steps for the board itself to take and to have that open for discussion. This workshop was to be what we were going to do tonight, and now we are going to refer it to committee and bring it back. So that gives us more time to do more stuff and I would like to throw in action items. Some of these continue to support- what does that look like; strengthen- what does that look like; monitor- what does that look like? So we ourselves have steps that we as a board must take, not that we give to the Administration, but that we as a Board are able to do.

Trustee Otto: Well, to put my biases out there right at the beginning, I agree 100% with what you are saying Diane. Primarily our goal should reflect or be drawn from the mission of the institution. Beyond that, it is our fiduciary responsibility to determine if the institution is being well run. According to legal standards, financially and otherwise and I think that it's very important for a public in this community to know what it is we are doing and I don't just mean the processes that we're going through, but that we should set specific outcomes that we would like to see and that we can be measured against next year when we evaluate our goals. It's not easy. You know one of the things we do is make students better people. Well, how do you do that? Well, we train a lot of citizens here too. People that come from other places and this is their first experience in higher education. Maybe you want to find out how many of them became registered to vote over the last year as a way of measuring citizenship, I don't know. I just need some time to take a look at it and using that as a launching pad and really come up with ways of looking at what it is that the Board does that hopefully can be measured. Incidentally, I think one of the one unintended consequences of that might be that the board meetings become more interesting and that we become more interesting to the community because we are now on the line saying this is what we are going to try and do.

Member McNinch: Also, we have to be very, very careful that the goals we set for ourselves and the benchmarks we set for ourselves, do not create additional financial burden for the district. If we go too far, then we're going to have to look at creating additional positions just for our goals and we can't afford to do that. So it has to be something we as board are able to monitor without additional staff.

Member Otto: Agree.

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Member Clark: Basically looking at the college as it is and as it operates, we're not saying we need to operate in a different fashion, so I don't see any intent of providing considerable workload. But I think certainly Roberto's point on whatever comes back is entirely up to the Board to add to it or subtract it or do whatever they wish to do, it's not something that we are going to present and say here it is- take it or leave it. Certainly we would be looking at any ideas or thoughts that anyone has initially. We'll look at it and bring it back for the Board's discussion.

President Clark: It is my understanding that one Trustee Clark, Trustee Otto talked about doing this. We do have example work done in support of Board Goals for 2003-2004, right now we have a review of Board Goals and what we're trying to do in 2003-2004, but it's the intent to essentially look at it put some more significant language in there, willing to take the time to do that. But obviously their effort and their time they dedicate to do this has to come back to the full board to have the consent of the majority of this board, and my intent was you and everyone to come back as Trustee Clark mentioned and change that- we essentially know what we need to do, but at the same time, Board Members are willing to put forth the effort and to try to make it a better document and help us become a better college, I commend you on that. With that the motion would be to lay this item over to the October 12 meeting of the Board and that Trustee Clark and Trustee Otto will meet and put together some items as a committee of the board and report back to us on that October 12 meeting. Any other discussion on this item?

All those in favor- could I have someone make that motion please: Motion by Trustee Clark, second my Trustee McNinch, all those in favor, please indicate by saying "aye", opposed None, the Motion carries.

Thank you Linda. Next item, Academic Senate.

The motion would be to lay this item over to the October 12 meeting of the Board and that Trustee Clark and Trustee Otto will meet and put together some items as a committee of the Board and report back to us on that at the October 12 meeting.

Clark/McNinch

The motion carried, all voting aye.

**ACADEMIC SENATE**

Janice Tomson: Thank you. I want to take a moment because I want to thank Lorraine Blouin, Faculty Professional Development Coordinator, for her very hard work in running the new faculty orientation program. Lorraine keeps her eye on delivering an excellent program and meeting the needs of individual faculty and I wanted to acknowledge her.

Lorraine Blouin: Thank you.

President Kellogg: That is a wonderful program.

**TRUSTEES COMMUNICATIONS**

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Member Uranga: Last month, we approved our budget and in that budget we approved a 4.0% reserve. I've been contacted, basically put against the wall by some students that there were some student services that have been lost as a result of these cuts. Student services, tutoring programs, some counseling, student support types of related types of programs. I know that was not our intent, however, it concerns me that budget cuts would affect student services in that way because they are our clients. They're our people and I would hate to know that any kinds of budget cuts that we have directly affect our students in that negative way. Perhaps, is there a way that we can get a report as to what programs that decision made in terms of what the cuts meant to the students in terms of the student services that they receive?

Vice President Oakley: Let me first say, at your next Board meeting, we have the Adopted Budget Workshop, which we will present the latest numbers for our Adopted Budget, which will differ somewhat from the Tentative Budget that you saw previously. Certainly, between myself and Dr. Byrd, we can give you a better idea of - be able to better answer your question. We can probably better answer your question with regards to programs that will be affected by the Adopted Budget because technically, no programs were affected by the Tentative Budget. Those are tentative impacts that you would have to approve when you get to the Adopted Budget. But, certainly, and make no mistake about it, the budget that we have affects everyone, including students. And to limit all impacts to students would mean doing something very different, with our labor force, with other cost centers that we currently have. But, it has been a goal from the Superintendent-President on down to limit the impact. We have discussed this at the Budget Advisory Committee, with my co-chair here, Janice Tomson, and that is a goal. To limit the impact to students. And I believe we've done pretty well at that and I think between myself and Dr. Byrd we can give you a better idea of what impacts to tutors and some of the other programs and if you have any specific areas that you were asked about, we'd be happy to ...

Member Uranga: That's all I wanted to hear. I wanted to hear it said that we want to limit the impact on students. That's exactly what I wanted to hear.

**NEW BUSINESS**

There was no New Business

**FUTURE REPORTS**

Future Reports or Discussion Items Requested by Board Members:

September 12, 2004:	Adopted Budget Workshop
	Board Meeting Format of Minutes
September 21, 2004	Public Hearing and Budget Adoption
October 12, 2004	Board Self Evaluation/Goals

**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

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respond to public comments. A particular position should not be inferred if there are no Board member comments during this time.

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

**ADJOURNMENT**

President Kellogg adjourned the meeting at 6:50 p.m. The next regular meeting of the Board of Trustees will be held on September 7, 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