

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

**Minutes of Meeting of
April 10, 2007**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Building I, Liberal Arts Campus, 4901 East Carson Street, Long Beach, on April 10, 2007.

CALL TO ORDER

The meeting was called to order at 5:20 p.m., in the Board Room, Building I, Liberal Arts Campus.

PLEDGE OF ALLEGIANCE

Doug Otto led the Pledge of Allegiance.

ROLL CALL

Present: President Uranga, Vice President Otto, Member Bowen,
and Student Trustee Ernst
Absent: Member Clark and Member Kellogg

WELCOME AND INTRODUCTIONS

President Uranga welcomed everyone to the meeting.

APPROVAL OF MINUTES

It was moved by Member Bowen, seconded by Member Otto, that the minutes of the meetings of March 13, 2007, and March 23-24, 2007, be approved as distributed. The motion carried, all voting aye.

ORDERING OF THE AGENDA

President Uranga pulled Item 5.2 from the Consent Agenda for discussion and reordered the agenda to bring No. 19, Public Comments On Non-Agenda Items, to right after No. 3, Public Comments On Agenda Items.

REPORT OF BOARD OF TRUSTEES

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Committee Reports

There were no committee reports.

STUDENT TRUSTEE

Student Trustee Ernst provided ASB email contact lists for the Board members. Ms. Ernst reported that the ASB election will be held April 24 and 25. Ms. Ernst then reported on past and future ASB activities.

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.

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.

Thomas Lee, Head Coach, California Quicksilver Track and Field Team, and member of the community, addressed the Board concerning Veterans Stadium.

The following items were part of the Consent Agenda

HUMAN RESOURCES (Academic)

Approve/ratify the following actions:

Appointments

Hourly Instructor – Spring	10
Hourly Counselor – Spring	2
Stipends	31

In-Service Changes

Change to Previous Board	7
Change of Salary	1
Change of Title	3

FINANCE AND PURCHASING

Approve the following actions:

FINANCE

Budget Transfers

(a) Budget Transfer numbers 122014, 122029, 122070, 122110, 122122, 122138, 122158, 122170, 122196, 122197 and 122241 for the Unrestricted General Fund 01 in the amount of \$164,382 as listed:

From:	Supplies	\$	2,603	
	Services and Operating Expenses		159,263	
	Equipment/Building Fixtures		<u>2,516</u>	\$ <u>164,382</u>
To:	Academic Salaries	\$	20,000	
	Employee Benefits		2,400	

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Supplies	129,830	
Services and Operating Expenses	2,411	
Equipment	<u>9,741</u>	\$ <u>164,382</u>

Included in the budget transfers of \$164,382 for the Unrestricted General Fund are the following transfers greater than \$25,000:

<u>AT</u>	<u>From:</u>	<u>Department</u>	<u>Amount</u>
122122	531000-01-653000-0000	Facilities	\$ 112
	564000-01-653000-0000	Facilities	235
	568000-01-653000-0000	Facilities	30,000
	564000-01-677700-0000	Facilities	552
	646000-01-653000-0000	Facilities	23
	<u>To:</u>		
	457000-01-653000-0000	Facilities	\$ 30,922

From Membership Fees, Rental Expenses and Equipment <\$5,000 to Supplies to purchase custodial supplies.

(b) Budget Transfer numbers 121998, 122018, 122060, 122076, 122121, 122157, 122242 and 122170 for the Restricted General Fund 12 in the amount of \$404,026 as listed:

From:	Academic Salaries	\$ 1,250	
	Classified Salaries	15,940	
	Employee Benefits	6,446	
	Supplies	7,886	
	Services and Operating Expenses	60,602	
	Equipment	48,089	
	Reserve	<u>263,813</u>	\$ <u>404,026</u>
To:	Academic Salaries	\$ 2,737	
	Classified Salaries	3,431	
	Employee Benefits	1,280	
	Supplies	129,000	
	Services and Operating Expenses	64,908	
	Equipment	<u>202,670</u>	\$ <u>404,026</u>

Included in the budget transfers of \$404,026 for the Restricted General Fund are the following transfers greater than \$25,000:

<u>AT</u>	<u>From:</u>	<u>Department</u>	<u>Amount</u>
122076	790100-12-695000-0070	Parking Maintenance	\$ 46,000
	<u>To:</u>		
	457000-12-695000-0070	Parking Maintenance	\$ 46,000

From Reserve to Supplies for the purchase of pressure sealed mailers containing parking permits & ASB card stickers. The ASB will reimburse the college for 50% of the costs.

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<u>AT</u>	<u>From:</u>	<u>Department</u>	<u>Amount</u>
122157	790100-02-660500-1685	Academic Affairs	\$ 47,920
	790100-12-660500-1685	Academic Affairs	32,071
	<u>To:</u>		
	641000-12-093200-1685	Electrical	\$ 45,442
	641000-12-130300-1685	Fashion	31,416
	432000-12-093200-1685	Electrical	2,478
	589000-12-130300-1685	Fashion	633
	438000-12-130300-1685	Fashion	22

From Reserve to Instructional Departments for the purchase of computer equipment and software.

<u>AT</u>	<u>From:</u>	<u>Department</u>	<u>Amount</u>
122170	514000-12-679900-9372	Planning	\$ 60,000
	<u>To:</u>		
	458000-12-679900-9372	Planning	\$ 60,000

From Professional Services to Non-Instructional Software for COGNOS software.

<u>AT</u>	<u>From:</u>	<u>Department</u>	<u>Amount</u>
122242	790100-12-660500-1685	Academic Affairs	\$ 107,162
	646000-12-677800-1430	Academic Computing & Info. Technology	32,455
	<u>To:</u>		
	641000-12-050100-1685	Business Administration	\$ 77,038
	589500-12-677800-1430	Academic Computing & Info. Technology	32,455
	641000-12-053800-1685	Computer & Office Technologies	30,124

From Reserve and Equipment <\$5,000 to Online Software Licensing and Equipment <\$5,000 for the purchase of computer equipment, printers, and laptops and to renew online student reference materials from the Community College Library Consortium.

(c) Budget Transfer numbers 122013, 122109, 122120, 122163 and 122195 for the General Obligation Bond Fund 43 in the amount of \$1,373,731 as listed:

From:	Services and Operating Expense	\$ 754,163	
	Constructions and Additions	520,751	
	Reserve	<u>98,817</u>	<u>\$1,373,731</u>

To:	Services and Operating Expense	\$ 810,493	
	Equipment/Construction and Additions	89,578	
	Reserve	<u>473,660</u>	<u>\$1,373,731</u>

<u>From:</u>	<u>Department</u>	<u>Amount</u>
122013	514000-43-710400-5400	Bond Projects
	<u>To:</u>	
	790100-43-710400-5400	Bond Projects

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From Professional Services to Reserves to establish a reserve for unbudgeted cost escalation and change orders.

<u>AT</u>	<u>From:</u>	<u>Department</u>	<u>Amount</u>
122120	790100-43-710400-5400	Bond Projects	\$ 95,385
	<u>To:</u>		
	514000-43-710400-5400	Bond Projects	\$ 95,385

From Reserve to Professional Services for consulting services to develop a strategic financial plan for the Facilities Construction and Improvement Program.

<u>AT</u>	<u>From:</u>	<u>Department</u>	<u>Amount</u>
122195	544000-43-710600-5416	Bond Projects	\$ 186,666
	625000-43-710400-5416	Bond Projects	173,846
	621100-43-710400-5416	Bond Projects	104,308
	624000-43-710600-5416	Bond Projects	100,000
	544000-43-710400-5416	Bond Projects	93,837
	625000-43-710600-5416	Bond Projects	86,999
	622000-43-710400-5416	Bond Projects	49,294
	<u>To:</u>		
	544000-43-710400-5437	Bond Projects	\$ 328,289
	544000-43-710600-5637	Bond Projects	186,666
	547300-43-710600-5637	Bond Projects	105,000
	621000-43-710400-5437	Bond Projects	86,146
	514000-43-710600-5637	Bond Projects	81,999
	573000-43-710400-5437	Bond Projects	5,000
	514000-43-710400-5437	Bond Projects	1,850

To isolate construction costs from infrastructure costs of the Central Plant projects for the Liberal Arts Campus and the Pacific Coast Campus.

(d) Budget Transfer number 122198 for the Veteran's Stadium Operations Fund 58 in the amount of \$3,353 as listed:

From:	Reserve	\$ 3,353	\$ 3,353
To:	Supplies	\$ 59	
	Services and Operating Expenses	3,193	
	Equipment	101	\$ 3,353

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

(e) Budget Transfer numbers 122017 and 122243 for the Contract / Community Education Fund 59 in the amount of \$201 as listed:

From:	Classified Salaries	\$ 37
	Employee Benefits	14

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	Services and Operating Expenses	_____ 150	\$ _____ 201
To:	Supplies	\$ 151	
	Equipment	_____ 150	\$ _____ 201

There are no budget transfers greater than \$25,000 for the Contract/Community Education Fund.

Salary Warrants

Ratify issuance of salary warrants listed on Register No. 4387 through Register No 4392 for the period of February 19, 2007, through March 16, 2007, in the amount of \$7,385,014.60 as listed:

Register No. 4387 Issue Date 02/28/07	Warrant Nos. 0753893 – 0753993	\$ 5,390,168.00
Register No. 4388 Issue Date 03/09/07	Warrant Nos. 0753994 – 0754227	\$ 1,017,888.00
Register No. 4389 Issue Date 03/09/07	Warrant Nos. 0754228 – 0754250	\$ 173,078.34
Register No. 4390 Issue Date 03/9/07	Warrant Nos. 0754251 – 0754702	\$ 416,146.65
Register No. 4391 Issue Date 03/16/07	Warrant Nos. 0754703 – 0754721	\$ 93,028.61
Register No. 4392 Issue Date 03/16/07	Warrant Nos. 0754722 – 0754748	\$ <u>294,705.00</u>
	Total Salary Warrants Issued:	\$ <u>7,385,014.60</u>

Commercial Warrants

Ratify issuance of commercial warrants for the period of February 19, 2007, through March 16, 2007, in the amount of \$10,831,363.82 as listed:

Period Ending February 23, 2007		
Unrestricted General Fund 01	\$ 128,609.95	
Restricted General Fund 12	41,971.42	
Child Development Fund 33	600.00	
General Obligation Bond Fund 43	18,830.13	
Community Service Contract Ed Fund 59	106.92	
Student Financial Aid Fund 74	83,668.19	
Payroll Clearing Fund 76	34,388.82	
Stadium Operations Fund 58	_____ 8,660.87	
	Total Period 1 Warrants:	\$ <u>316,836.30</u>
Period Ending March 2, 2007		

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Unrestricted General Fund 01	\$ 1,115,471.12
Restricted General Fund 12	149,240.28
Child Development Fund 33	2,119.95
Capital Outlay Projects Fund 41	325,380.88
General Obligation Bond Fund 43	223,370.62
Community Service Contract Ed Fund 59	2,506.38
Self Insurance Fund 61	91.25
Student Financial Aid Fund 74	363,923.34
Payroll Clearing Fund 76	317,545.48
Retiree Benefits Fund 79	2,430.76
Stadium Operations Fund 58	<u>2,330.82</u>

Total Period 2 Warrants: \$ 2,531,410.88

Period Ending March 9, 2007	
Unrestricted General Fund 01	\$ 768,782.81
Restricted General Fund 12	129,016.98
Child Development Fund 33	1,424.72
Capital Outlay Projects Fund 41	339,885.57
General Obligation Bond Fund 42	127,560.55
General Obligation Bond Fund 43	612,479.26
Community Service Contract Ed Fund 59	15,838.69
Student Financial Aid Fund 74	330,258.35
Payroll Clearing Fund 76	60,842.42
Stadium Operations Fund 58	<u>3,393.83</u>

Total Period 3 Warrants: \$ 2,389,483.18

Period Ending March 16, 2007	
Unrestricted General Fund 01	\$ 778,374.98
Restricted General Fund 12	106,380.26
Child Development Fund 33	2,337.38
Capital Outlay Projects Fund 41	13,217.50
General Obligation Bond Fund 43	1,216,350.99
Community Service Contract Ed Fund 59	568.00
Self Insurance Fund 61	9.92
Student Financial Aid Fund 74	3,429,610.54
Payroll Clearing Fund 76	45,738.38
Stadium Operations Fund 58	<u>1,045.51</u>

Total Period 4 Warrants: \$ 5,593,633.46

Commercial Warrants Total: \$ 10,831,363.82

Included in the total warrant expenditure of \$10,831,363.82 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund 01

1. \$ 519,365 to *Keenan & Associates* for Workers' Compensation run-off claims.

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2. \$ 250,960 to *Long Beach Unified School District* as a result of the dissolution of the Long Beach School District Worker's Compensation Authority.
3. \$ 212,319 to *Protected Insurance Program* for Schools Joint Powers Authority for Workers' Compensation.
4. \$ 50,000 to USPS for postage.

Restricted General Fund 12

1. \$ 65,328 to *El Camino College* for Small Business Development Center services from July 2006 through September 2006.
2. \$ 53,163 to *Dell Marketing LP* for three (3) Quad Core Xeon Processors.
3. \$ 35,000 to *Career Corner TV Corp.* for six (6) interactive career profile videos.

Capital Projects Fund 41

1. \$ 538,343 to *Pinner Construction Co., Inc.* for replacement of Tech Buildings SS and TT on the Pacific Coast Campus.
2. \$ 134,079 to *City National Bank-Honeywell* for the Honeywell mechanical retrofit and energy management project.

General Obligation Bond Fund 42 / 43

1. \$ 920,353 to *Taisei Construction Corp.* for South Quad Complex site preparation work.
2. \$ 353,051 to *Cordoba Corporation* for construction project management during January 2007.
3. \$ 211,869 to *Mel Smith Electric* to relocate utility lines for the Learning Resource Center project at the Liberal Arts Campus.
4. \$ 200,206 to *Emma Corporation* for construction services on the Central Plant Project at the Pacific Coast Campus during December 2006.
5. \$ 127,561 to *Mobile Modular Management Corp.* for the installation of three (3) modular buildings for the Southeast Interim Bungalow project at the Pacific Coast Campus for Gain CalWorks Assessment, AmeriCorps Careers in Childcare and Workplace Training Programs.
6. \$ 46,768 to *R. Don Spencer Architect* for architectural services for the Gymnasium in Building R.
7. \$ 36,224 to *Sandy Pringle Associates* for consulting services and inspection of the South Quad Complex during November 2006.

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8. \$ 32,551 to *TSG Enterprises-The Solis Group* for the District's Labor Compliance Program in January 2007.
9. \$ 31,230 to *Western Group* for installation of utilities and three portable buildings for the Southeast Interim Bungalow Project at the Pacific Coast Campus.

Student Financial Aid Fund 74

1. \$ 61,089 to *ASB Bank* for reimbursement of book vouchers for EOP&S students during Spring 2007.

Budget Increase/ (Decrease)

Unrestricted General Fund 01

Budget increase for Risk Services \$ 16,000

Restricted General Fund 12

SB70 Logistics Grant \$ 296,985

Contract / Community Education Fund 59

Miramar / Caltrans Training Courses \$ 9,478

Southern California Regional Transit Training Consortium-
Digital Volt-Ohm Meter Training \$ 2,429

Southern California Fleet Services - Compressed Natural Gas Cylinder \$ 2,302

Workplace Success Skills Training \$ 1,947

PURCHASING

Bid Award

C0737 with *VQS Enterprises, Inc.* for printing of Summer 2007 class schedules in the amount of \$81,110.30 including tax and shipping.

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period February 16, 2007, through March 16, 2007, in the amount of \$638,473.87 as listed.

PO #56386 – 56578 \$ 638,473.87

Total Amount \$ 638,473.87

Included in the total amount of purchase orders of \$638,473.87 are the following items greater than \$25,000:

Unrestricted General Fund – Fund 01

PO 56482 *Ebsco Subscription Services* \$ 32,968.35

Magazine and newspaper subscriptions for the Learning Resource Center

Restricted General Fund – Fund 12

PO 56456 *Protected Insurance Program for Schools* \$ 99,846.00

Workers Compensation

ACADEMIC AFFAIRS, STUDENT SUPPORT AND ADMINISTRATIVE SERVICES

Approve the following actions:

Certification of Signatures

Certification of the Board of Trustees as well as the signatures of the personnel authorized to sign Warrants, Notices of Employment and Contracts effective May 1, 2007, through May 8, 2008, as follows:

Board of Trustees

Mark J. Bowen
Thomas J. Clark
Jeffrey A. Kellogg
Douglas W. Otto
Roberto Uranga

Staff

Eloy O. Oakley
Rose C. DelGaudio
Gene Farrell
Michael T. Collins
Duane Lowe
Patricia Davis

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

Bond Contract Awards

CN 22025.1 – Ratify – With Allied e Corp. for the Building Z Landscaping project at the Liberal Arts Campus in an amount not to exceed \$94,500, paid with Measure E Bond funds.

CN 22025.2 – With P2S Engineering, Inc. to provide telecommunication engineering services and technical standards for both the Liberal Arts and Pacific Coast Campuses effective April 11, 2007, through September 30, 2008. Contract amount not to exceed \$150,000, paid with Measure E Bond funds.

Bond Contract Amendments

CN 22016.1 – With King Office Services, Amendment #2, to renew the contract for one additional one-year period from July 1, 2007, to June 30, 2008, and increase the contract amount by \$250,000. Total contract amount not to exceed \$750,000, paid with Measure E funds.

CN 22016.2 – With Ron Deux Relocation Services, Inc., Amendment #1, to renew the contract for one additional one-year period from July 1, 2007, to June 30, 2008, and increase the contract amount by \$250,000. Total contract amount not to exceed \$750,000, paid with Measure E funds.

CN 22017.9 – With P2S Engineering, Amendment #1, to increase the contract amount by \$15,800. Total contract amount not to exceed \$34,200, paid with Measure E funds.

CN 22015.2 – With Class Leasing, Inc., Amendment #2 for the modular buildings for interim space for the Library/Learning Resource Center at the Liberal Arts Campus in

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the amount of \$19,492.50 for a total amount not to exceed \$221,757.55, paid with Measure E Bond funds.

Contract Awards

CN 99642.4 – With California Gang Investigators Association (CGIA) to provide facilities and training for Administration of Justice students effective July 1, 2007, through June 30, 2009, for a fee of \$55,000 per year.

CN 99642.5 – Ratify – With the City of Long Beach, Workforce Development Bureau, to provide employment specialist and goods movement expertise in assisting the District to accomplish goals required under the Logistics Goods Movement Grant, effective April 1, 2007, through August 30, 2008. Amount of contract not to exceed \$91,980 paid with Chancellors Office, California Community Colleges, Advance Transportation – Transportation Logistics Grant funds.

CN 99642.6 – Ratify – With Villages at Cabrillo, U.S. Veterans – Long Beach, to provide recruitment and supportive services for homeless veterans effective April 1, 2007, through August 30, 2008. Amount of contract not to exceed \$40,000, paid with Chancellors Office California Community Colleges, Advance Transportation – Transportation Logistics Grant funds.

Contract Amendments

CN 93130.9 – With the Chancellors Office, California Community Colleges, Amendment #1, to increase funding of the SB70 Transportation Logistics Program grant by \$300,000 for a total amount of \$609,458, effective January 8, 2007.

CN 99590.2 – With Mobile Modular Management Corporation, Amendment #9, to change the termination date from March 31, 2007, to May 31, 2007, at a cost of \$4,173.66, paid with CalWORKs funds.

Authorization to Award

Authorize the Interim Vice President, Administrative Services, to approve the selection of the consultants from the responsive proposers for RFP 07-1006 to provide consulting services for the development of a Strategic Plan per grant program requirement for the Los Angeles Region Small Business Development Center (SBDC) Network.

Authorize the Interim Vice President, Administrative Services, to approve the selection of the responsible contractor from the responsive bidders for the Building CC Gymnasium Interior Painting project at the Pacific Coast Campus, paid with Measure E Bond funds.

Authorize the Interim Vice President, Administrative Services, to approve the selection of the responsible contractor from the responsive bidders for the Learning Resource Center Building L Modernization Re-bid project at the Liberal Arts Campus, paid with State and Measure E Bond funds.

Amendment to Board Action

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CN 22021.3 – With Taisei Construction Company, Change Order #1, for the new South Quad Complex project at the Liberal Arts Campus in the amount of \$3,493.70 for a total not to exceed \$36,617,938.70.

It was moved by Member Otto, seconded by Member Bowen, that the items on the Consent Agenda with the exception of Item 5.2, be approved and authorized.

The motion carried, all voting aye.

HUMAN RESOURCES (Classified)

It was moved by Member Otto, seconded by Member Bowen, that the Board approve/ratify the following actions:

Appointments

Probationary	7
Provisional	3
Temporary	9
Exempt From the Merit System	36

In-Service Changes

Mileage	1
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The motion carried, all voting aye.

ACADEMIC SENATE (Title 5, Section 53203)

Certificates of Completion (4)

It was moved by Member Otto, seconded by Member Bowen, that the Board of Trustees approve the following four (4) Certificates of Completion:

- Real Estate Appraisal Certificate
- Real Estate Lending Certificate
- Real Estate Property Management Certificate
- Real Estate Salesperson Certificate

The motion carried, all voting aye.

Additions to General Education Plan A

It was moved by Member Otto, seconded by Member Bowen, that the Board of Trustees approve the addition of three courses: ANAT 1, Human Anatomy; PHYSI 1, Human Physiology; and PSYCH 1, Introduction to Psychology; to General Education Plan A in the Health Education/Physical Education Area; and to apply a grandfather clause to these changes from fall 2004.

The motion carried, all voting aye.

Minimum Grade to Fulfill Information Competency Proficiency Requirement

It was moved by Member Otto, seconded by Member Bowen, that the Board of Trustees approve a minimum grade of “C” or higher to fulfill the Information Competency Proficiency Requirement.

The motion carried, all voting aye.

SUPERINTENDENT-PRESIDENT

Transitioning Staff When Layoffs Occur with Grant Funding

Superintendent-President Oakley introduced Rose DelGaudio, Vice President, Human Resources, who presented an overview of the layoff process as governed by the LBCCE/AFT collective bargaining agreement and the Personnel Commission Rules and Regulations.

Superintendent-President’s Report

Superintendent-President Oakley wished everyone a great spring break. Mr. Oakley noted that Pat McKean, faculty advisor to the *Viking* recently took a group of *Viking* newspaper and *City* magazine students to the Journalism Association of Community Colleges Competition, where they received nine awards and one scholarship, once again doing a great job in this competition, as they always do. They will be invited to an upcoming Board meeting to be publicly recognized. Mr. Oakley publicly thanked the Latino Faculty Association for putting together a reception for him and for the college at the Museum of Latin American Art, stating it was a wonderful event and a great opportunity to highlight Long Beach City College.

ACADEMIC AFFAIRS

No Items, No Report

STUDENT SUPPORT SERVICES

No Items, No Report

ADMINISTRATIVE SERVICES

No Items, No Report

PACIFIC COAST CAMPUS

No Items, No Report

ECONOMIC AND RESOURCE DEVELOPMENT

No Items, No Report

ACADEMIC SENATE

Dr. David Morse, President, Academic Senate, reported that Saturday, April 7, he attended the State Academic Senate's Area B Meeting along with another member of the Senate Executive Committee, Sigrid Sexton. They reviewed the resolutions expected to be debated at the State Academic Senate Plenary Session on April 19-21. Dr. Morse stated he would inform the Board of any action taken and give them copies of their resolutions after they are acted upon.

TRUSTEES COMMUNICATIONS

President Uranga reported that he and the other Board members present had participated in a tenured faculty reception dinner and thanked Vice President DelGaudio and her staff, Dr. Morse, and Ms. Joseph for putting it together.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

- SB361 – How It Works

ADJOURNMENT

President Uranga adjourned the meeting at 5:57 p.m. The next regular meeting of the Board of Trustees will be held on May 8, 2007. 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