

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

**Minutes of Meeting of
March 31-April 1, 2008**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held at Ristorante da Vinci, 2801 E. Spring Street, Long Beach, on March 31, 2008, and in Building I, Board Conference Room 101, Liberal Arts Campus, 4901 East Carson Street, Long Beach, on April 1, 2008.

CALL TO ORDER

The meeting was called to order at 6:45 p.m., in the Leonardo Room, Ristorante da Vinci, 2801 E. Spring Street, Long Beach.

PLEDGE OF ALLEGIANCE

Doug Otto led the Pledge of Allegiance.

ROLL CALL

Present: President Otto, Vice President Kellogg, Member Bowen, Member Clark, and Member Uranga

WELCOME AND INTRODUCTIONS

President Otto welcomed everyone to the meeting and introduced City Manager Pat West and Dr. Jack Humphrey.

PUBLIC COMMENTS – AGENDA AND NON-AGENDA ITEMS

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

RETREAT STUDY SESSION

The topics for Retreat Study Sessions are requested by Board Members. The following topics were discussed.

Long Beach Demographics-Trends and The Role of the LBCCD in the Future of Long Beach
Dr. Jack Humphrey - Diversa Consulting, and Marie Kane, ACCT

Dr. Humphrey discussed historical trends in migration into and out of the City of Long Beach. He also discussed projected growth and decline of various demographic groups in the City. A discussion, facilitated by Dr. Humphrey and Marie Kane, on the future challenges and opportunities facing Long Beach City College followed the presentation. The discussion centered on the needs of central Long Beach and the role that the Pacific Coast

**Minutes, Meeting of the Board of Trustees
March 31-April 1, 2008**

Campus might play. The Board stated that this information presented will definitely be useful to them in developing their future goals and objectives.

Where is Long Beach Going?

Pat West - Long Beach City Manager discussed the various opportunities and challenges facing the City. Mr. West highlighted the redevelopment efforts underway around the Pacific Coast Campus. Mr. West thanked Long Beach City College for its efforts at improving the appearance and capacity of the Pacific Coast Campus. He also committed to working with Long Beach City College on improving Economic Workforce Development throughout the City.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m. until Tuesday, April 1, 8:30 a.m., in the Board Room, Building I, Liberal Arts Campus.

CALL TO ORDER

The meeting was reconvened in open session at 8:50 a.m., April 1, 2008, in the Board Room, Building I, Liberal Arts Campus.

PLEDGE OF ALLEGIANCE

Jeff Kellogg led the Pledge of Allegiance.

ROLL CALL

Present: President Otto, Vice President Kellogg, Member Bowen, Member Clark, and Member Uranga

WELCOME AND INTRODUCTIONS

President Otto welcomed everyone to the meeting.

APPROVAL OF MINUTES

It was moved by Member Kellogg, seconded by Member Uranga, that the minutes of the meeting of March 11, 2008, be approved as distributed. The motion carried, all voting aye.

ORDERING OF THE AGENDA

There were no changes in the order of the agenda.

REPORT OF BOARD OF TRUSTEES

CCCT Board of Directors Election – 2008

It was moved by Member Kellogg, seconded by Member Clark, that the Board of Trustees submit the following names for CCCT Board of Directors for 2008:

- | | |
|--------------------|---------------------|
| *Anita Grier | San Francisco CCD |
| *Rebecca J. Garcia | Cabrillo CCD |
| *Charles Meng | Napa Valley CCD |
| *Edward C. Ortell | Citrus CCD |
| *Kay Albiani | Los Rios CCD |
| *Paul Fong | Foothill-DeAnza CCD |
| *Carolyn Batiste | MiraCosta CCD |

**Minutes, Meeting of the Board of Trustees
March 31-April 1, 2008**

Isabel Barreras
*Judi D. Beck
*Marie Kiersch

State Center CCD
Shasta-Tehama-Trinity Joint CCD
San Luis Obispo CCD

*Incumbent

The motion carried, all voting aye.

Committee Reports

There were no committee reports.

PUBLIC COMMENTS - AGENDA AND NON-AGENDA ITEMS

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

The following items were part of the Consent Agenda

HUMAN RESOURCES (Academic)

Approve/ratify the following actions:

Appointments

Hourly Instructor – Spring	2
Stipends	23

In-Service Changes

Professional Leave – Administrator	1
------------------------------------	---

HUMAN RESOURCES (Classified)

Approve/ratify the following actions:

Appointments

Probationary	8
Temporary	13
Exempt From the Merit System	28

Inservice Changes

Leave of Absence	1
------------------	---

Separation From The District

Layoff Due to Lack of Funds/Work	1
Resignation	1

FINANCE AND PURCHASING

Approve the following actions:

FINANCE

Budget Transfers

(a) Budget Transfer numbers 125362, 125395, 125402, 125408, 125418, 125426, 125431, 125455, 125502, and 125504 for the Unrestricted General Fund 01 in the amount of \$140,068 as listed:

From:	Classified Salaries	\$ 35,949
-------	---------------------	-----------

**Minutes, Meeting of the Board of Trustees
March 31-April 1, 2008**

	Employee Benefits	12,389	
	Supplies	12,053	
	Services and Operating Expenses	77,177	
	Reserve	<u>2,500</u>	\$ <u>140,068</u>
To:	Classified Salaries	\$ 16,394	
	Employee Benefits	6,377	
	Supplies	50,103	
	Services and Operating Expenses	5,868	
	Equipment	<u>61,326</u>	\$ <u>140,068</u>

Included in the budget transfers of \$140,068 for the Unrestricted General Fund are the following transfers greater than \$25,000:

<u>AT</u>	<u>From:</u>		<u>Amount</u>
125502	212000-01-646000-0000	Classified AFT Non-Instructional Salaries	\$ 28,369
	395000-01-646000-0000	Employee Benefits	11,631
	<u>To:</u>		
	646000-01-646000-0000	Non-Instructional Equipment	\$ 40,000

To purchase work stations for the Financial Aid Department at the Pacific Coast Campus

Commercial Warrants

Ratify issuance of commercial warrants for the period of February 18, 2008, through March 7, 2008, in the amount of \$4,119,894.33 as listed:

Period Ending February 22, 2008

Unrestricted General Fund 01	\$ 879,302.36
Restricted General Fund 12	94,536.31
Child Development Fund 33	27.27
Capital Outlay Projects Fund 41	139,735.50
General Obligation Bond Funds 44, 45	518,225.33
Self Insurance Fund 61	82.12
Stadium Operations Fund 58	1,526.96
Student Financial Aid Fund 74	-401.00
Payroll Clearing Fund 76	<u>307.00</u>

Total Period 1 Warrants: \$ 1,633,341.85

Period Ending February 29, 2008

Unrestricted General Fund 01	\$ 390,326.87
Restricted General Fund 12	201,818.78
Child Development Fund 33	629.55
Capital Outlay Projects Fund 41	88,485.00
General Obligation Bond Funds 43, 45	159,300.52
Stadium Operations Fund 58	1,926.01
Contract/Community Education Fund 59	59.00
Student Financial Aid Fund 74	1,851.50
Payroll Clearing Fund 76	338,778.78

**Minutes, Meeting of the Board of Trustees
March 31-April 1, 2008**

Retiree Benefits Fund 79	<u>5,646.81</u>	
		Total Period 2 Warrants: \$ <u>1,188,822.82</u>
Period Ending March 7, 2008		
Unrestricted General Fund 01	\$ 1,111,063.91	
Restricted General Fund 12	89,953.39	
Child Development Fund 33	1,214.45	
Capital Outlay Projects Fund 41	805.00	
General Obligation Bond Funds 43, 44, 45	90,671.02	
Stadium Operations Fund 58	3,943.74	
Self Insurance Fund 61	78.00	
Student Financial Aid Fund 74	<u>.15</u>	
		Total Period 3 Warrants: \$ <u>1,297,729.66</u>
		Commercial Warrants Total: \$ <u>4,119,894.33</u>

Included in the total warrant expenditure of \$4,119,894.33 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund 01

1. \$641,509 to *United of Omaha Life Insurance* for 2007 Supplemental Employee Retirement Plan (SERP) premiums for classified and management team retirees.
2. \$407,810 to *Associated Student Body (ASB)* for the college service card collections for spring 2008 received through February 6, 2008.
3. \$255,039 to *City of Long Beach (Police Department)* for security services rendered for December 2007 through January 2008.
4. \$ 35,102 to *Citywide Door, Inc.*, for removal and replacement of doors in buildings GG100, GG Cafeteria and DD/EE Breezeway at the Pacific Coast Campus.
5. \$ 27,783 to *California Student Aid Commission* for Cal Grant interest due for July 2007 through December 2007.

Restricted General Fund 12

1. \$ 117,630 to *Santa Monica Community College District* for hosting a Small Business Development Center from April 1, 2007 through September 30, 2007.

Capital Outlay Projects Fund 41

1. \$ 121,588 to *Solpac Construction, Inc.*, for construction on the Pacific Coast Campus Industrial Technology Complex Tech I for January 2008.
2. \$ 85,000 to *Caldwell Architects* for architectural services for the Liberal Arts Campus Library and Learning Resource Center January 2008.

General Obligation Bond Fund 43/44/45

**Minutes, Meeting of the Board of Trustees
March 31-April 1, 2008**

\$292,000, paid from General Obligation Bond Fund and Scheduled Maintenance Block Grant.

CN 22026.8 – With *Engineering Economics, Inc.*, for Commissioning Services for the South Quad Complex, Learning Resource Center (Building L) at the Liberal Arts Campus, and the new Learning Resource Center at the Pacific Coast Campus for a total contract amount not to exceed \$127,500 paid from General Obligation Bond Fund.

CN 22026.9 – With *Marlene Imirzian & Associates, Architects, Ltd.*, for Landscape Master Planning services for the Liberal Arts and the Pacific Coast Campuses, effective April 2, 2008, through June 30, 2009, for a total contract amount not to exceed \$179,100, which includes a reimbursable allowance of \$5,000 paid from General Obligation Bond Fund.

CN 22027.1 – With *Marlene Imirzian & Associates, Architects, Ltd.*, for the Final Project Proposal (FPP) Math Technology Building at the Liberal Arts Campus effective March 17, 2008, through June 30, 2008, for a total contract amount not to exceed \$183,000, which includes a reimbursable allowance of \$3,000 paid from General Obligation Bond Fund.

Bond Contract Amendments

CN 22010.2 – Ratify – With *Long Beach Water Department (LBWD)*, to extend the contract from March 8, 2008, to June 30, 2008.

CN 22013.2 – With *Americec, Inc.*, Amendment #2, to increase the contract amount by \$150,000 for a total contract amount not to exceed \$250,000, to be paid from General Obligation Bond Fund.

CN 22024.9 – Ratify – With *Urban Associates, Inc.*, Amendment #3, to change the termination date from February 29, 2008, to April 30, 2008, and increase the contract amount by \$31,200 for a total contract amount not to exceed \$204,920, to be paid from General Obligation Bond Fund.

Contract Awards

CN 99649.6 – With *American Society of Composers, Authors, and Publishers (ASCAP)*, to comply with copyright laws, effective July 1, 2007, through June 30, 2012, for a fee equivalent to Fall Enrollment Student Full-Time Equivalency (FTEs) times the prevailing rate per year. Amount for 2007-08 fiscal year is \$5,814 paid from Unrestricted General Fund.

Contract Amendments

CN 93024.3 – Ratify – With *Wing Office Park LP*, to exercise the option to extend the termination date from February 29, 2008, to May 31, 2008, at a base rent of \$7,182 per month plus the prevailing Common Area Management (CAM) fees which are prorated annually.

CN 99631.6 – Ratify – With *Oracle USA, Inc.*, Amendment #2, to extend the termination date from December 8, 2007, to June 30, 2009, and increase the contract amount by \$347,157.03 for a total contract amount not to exceed \$812,273.49 paid from Unrestricted General Fund.

Change Order Ratifications

CN 22021.3 – With *Taisei Construction Corporation*, Change Order #17, for the new South Quad Complex project at the Liberal Arts Campus, in the amount of \$3,483 for a total

**Minutes, Meeting of the Board of Trustees
March 31-April 1, 2008**

contract amount not to exceed \$37,445,561.56, paid from General Obligation Bond Fund. Total approved change orders represent 2.27%.

CN 22024.4 – With *Siemens Building Technologies, Inc.*, Change Order #3P, for the Central Plant at the Pacific Coast Campus in the amount of \$97,498 for a total contract amount not to exceed \$17,001,745.24, paid from General Obligation Bond Fund.

CN 99641.9 – With *Solpac Construction, Inc., dba Soltek Pacific Construction Company, Inc.*, Change Order #5, in the amount of \$14,814 for the New Learning Resource Center at the Pacific Coast Campus, for a total contract amount not to exceed \$9,183,014.82, paid from General Obligation Bond Fund. Total approved change orders represent 1.12% of the contract amount.

CN 99642.8 – With *Solpac Construction, Inc., dba Soltek Pacific Construction Company, Inc.*, Change Order #8, for the Learning Resource Center (Building L) Modernization project at the Liberal Arts Campus, in the amount of \$50,359, for a total contract amount not to exceed \$14,103,518, paid from General Obligation Bond Fund. Total approved change orders represent 3.62% of the contract amount.

Use of Other Agencies Bid

County of Los Angeles Master Agreement #42663 and *Xerox Corporation*, for the purchase, lease and maintenance of photocopy, facsimile, and micrographics equipment and supplies, effective January 1, 2006, through December 31, 2008.

Authority to Approve the Selection of Contractor

Authorize the Vice President, Administrative Services, to approve the selection of the responsible contractor from the responsive bidders for Bid C0894E Tenant Improvements ERD Leased Space.

Amendment to Board Action

National Joint Power Alliance #OC 011707 with *Steelcase, Inc., and New Tangram LLC*, as an authorized dealer/distributor, for the purchase of premium grade office furniture and related equipment and accessories effective May 1, 2007, through April 30, 2008, with the option to renew annually for a maximum of four years.

GSA Contract #GS-28F-0034P with *Maispace Inc., and New Tangram LLC*, as an authorized dealer/distributor, for the purchase of furniture systems and workstation clusters, filing and storage cabinets, bookshelves, tables, reconfiguration and relocation services for systems furniture, design/layout and installation services effective June 24, 2004, through June 23, 2009.

Donations

Accept the donation of \$991.33 from the Downey Branch of the Fuchsia Society c/o Agnes Rietkerk, Treasurer, at 11507 187th, Artesia, CA 90701, for use by the Horticulture Program and request that a letter of appreciation be sent.

Certification of Signatures

Amend the current Certification of Signatures to include Mark Thissell, Director of Facilities, effective as of January 1, 2008.

**Minutes, Meeting of the Board of Trustees
March 31-April 1, 2008**

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

The motion carried, all voting aye.

RETREAT STUDY SESSION TOPICS:

The topics for Retreat Study Sessions are requested by Board Members. The following topics were discussed.

Status Report – Accreditation Self-Study

Facilitator: Eva Bagg, Associate Dean, Institutional Effectiveness

Dr. Bagg gave a thorough report of the progress of the 2008 Draft Accreditation Self-Study Report and the timeline of the accreditation process.

Board of Trustees 2007-2009 Goal 1.D., Measure and Improve Student Success Assessment & Student Learning Outcomes

Facilitators: Janice Tomson, Assessment & Student Learning Outcomes Coordinator; Eva Bagg, Associate Dean, Institutional Effectiveness

Ms. Tomson presented the status of the work of the Assessment and Student Learning Outcomes Committee. She highlighted the progress to date on developing assessment tools at the program level for the college's 11-core competencies. The Board expressed concern about the timeline which anticipated completing assessment of the core competencies by 2020. The Board asked that the committee consider revising the timeline to 2012 in alignment with recent communications from ACCJC. The Board thanked Ms. Tomson and the Committee for their work.

Status Report: Superintendent-President 12-Month Agenda for Student Success & Community Development and Proposed Agenda for 2008-2009

Facilitator: Marie Kane, ACCT

President Oakley presented a draft of his new 12-Month Agenda starting July 2008 – June 2009.

LBCC Student Success Initiative, Strategies for Success

Facilitator: Don Berz, Executive Vice President, Academic Affairs

Don Berz presented an update on the Student Success Initiative. The Board will refer to this report in developing their new Board Goals to support these initiatives.

Board of Trustees Self-Assessment and Board of Trustees Goals 2007-2009

Facilitator: Marie Kane, ACCT

Ms. Kane led a discussion of the Board's Self-Assessment process using a revised assessment that the Board filled out. The Board discussed the results and agreed to review and consider this new assessment survey for their future assessment tool.

ADJOURNMENT

President Otto adjourned the meeting at 3:30 p.m. The next regular meeting of the Board of Trustees will be held on April 22, 2008. 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