

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

**Minutes of Meeting of
September 9, 2008**

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 September 9, 2008.

CALL TO ORDER

The meeting was called to order at 4:05 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 5:20 p.m., in the Board Room, Building I, Liberal Arts Campus. President Kellogg reported that, in closed session, no action was taken.

PLEDGE OF ALLEGIANCE

Member Clark led the Pledge of Allegiance.

ROLL CALL

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

WELCOME AND INTRODUCTIONS

President Kellogg welcomed everyone to the meeting.

APPROVAL OF MINUTES

It was moved by Member Clark, seconded by Member Uranga, that the minutes of the meeting of August 26, 2008, be approved as distributed. The motion carried, all voting aye.

ORDERING OF THE AGENDA

President Kellogg announced that Item 12.7, Resolution, Approval of Purchase Agreement for Conant Street Properties, would be pulled from the agenda.

REPORT OF BOARD OF TRUSTEES

Amend the LBCCD Conflict of Interest Code, Exhibit B

It was moved by Member Clark, seconded by Member Bowen that the Board of Trustees approve the following amendments to the Long Beach Community College District Conflict of Interest Code, Exhibit B, as required by the Los Angeles County Board of Supervisors to be submitted for the District's October, 2008 biennial review.

1. Amendments to Exhibit B- add four existing positions and assign disclosure categories and delete one position that no longer exists.

The motion carried, all voting aye.

Resolution, Recognition of Hispanic Heritage Month, September 15, 2008 through October 15, 2008

It was moved by Member Bowen, seconded by Member Uranga that the Board of Trustees adopt Resolution No. 090908A recognizing September 15 through October 15, 2008 as Hispanic Heritage Month.

The motion carried, all voting aye.

Committee Reports

There were no committee reports.

STUDENT TRUSTEE

Student Trustee Brown announced the elections of the ASB directors and various student activities taking place at both the Liberal Arts Campus and the Pacific Coast Campus.

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.

The following items were part of the Consent Agenda

HUMAN RESOURCES (Academic)

Approve/ratify the following actions:

APPOINTMENTS

Academic Appointments	1
Academic Administrative Appointments	2
Hourly Instructor – Fall	133
Hourly Counselor – Fall	7
Hourly Librarian – Fall	9
Hourly Reader – Fall	22
Hourly Instructional Specialist – Fall	16
Stipend – Hourly	1

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IN-SERVICE CHANGES

Leave of Absence without Pay	1
Change of Title – Contract	1

HUMAN RESOURCES (Classified)

Approve/ratify the following actions:

APPOINTMENTS

Probationary	6
Provisional	2
Temporary	3
Exempt from the Merit System	194

IN-SERVICE CHANGES

Mileage	2
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FINANCE AND PURCHASING

Approve the following actions:

FINANCE

Budget Transfers

There are no budget transfers for this board.

Salary Warrants

Ratify issuance of salary warrants listed on Register No. 4487 to 4490 for the period of August 4, 2008 through August 15, 2008 in the amount of \$1,694,366.12 as listed:

Register No. 4487 Issue Date 08/08/08	Warrant Nos. 0767577 – 0767664	\$ 961,578.99
Register No. 4488 Issue Date 08/08/08	Warrant Nos. 0767665 – 0767894	\$ 361,690.06
Register No. 4489 Issue Date 08/15/08	Warrant Nos. 0767895 – 0767909	\$ 84,357.07
Register No. 4490 Issue Date 08/15/08	Warrant Nos. 0767910 – 0767930	\$ <u>286,740.00</u>
Total Salary Warrants Issued:		\$ <u>1,694,366.12</u>

Commercial Warrants

Ratify issuance of commercial warrants for the period of August 4, 2008 through August 15, 2008 in the amount of \$1,955,753.73 as listed:

Period Ending August 8, 2008	
Unrestricted General Fund 01	\$ 410,028.30
Restricted General Fund 12	303,160.62
Capital Outlay Projects Fund 41	17,837.60

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General Obligation Bond Funds 43, 45	222,921.06
Stadium Operations Fund 58	19,295.79
Contract/Community Education Fund 59	4,500.00
Payroll Clearing Fund 76	<u>19,825.00</u>

Total Period 1 Warrants: \$ 997,568.37

Period Ending August 15, 2008	
Unrestricted General Fund 01	\$ 465,465.43
Restricted General Fund 12	138,707.93
Capital Outlay Projects Fund 41	23,407.38
General Obligation Bond Funds 43, 45	277,778.64
Stadium Operations Fund 58	153.09
Contract/Community Education Fund 59	5,000.00
Student Financial Aid Fund 74	13.00
Payroll Clearing Fund 76	<u>47,659.89</u>

Total Period 2 Warrants: \$ 958,185.36

Commercial Warrants Total: \$ 1,955,753.73

Included in the total warrant expenditure of \$1,955,753.73 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund 01

1. \$ 48,225 to *Dell Financial Services* for leasing computer equipment (second of three payments).
2. \$ 25,261 to *Community College League of California* for annual membership fee.

Restricted General Fund 12

1. \$ 52,000 to *Pacific Coast Regional Small Business Development Corp.*, for hosting a service center for the Small Business Development Center Network.
2. \$ 48,250 to *Ventura County Community College District* for hosting a service center for the Small Business Development Center Network.
3. \$ 47,080 to *Paxton/Patterson LLC* for the purchase of sixty-two CAD drafting tables.
4. \$ 44,184 to *Moss Adams LLP* for Small Business Development Center audit services.
5. \$ 25,000 to *Whittier College* for hosting a service center for the Small Business Development Center Network.

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General Obligation Bond Funds 43/45

1. \$ 146,890 to *Hill Partnership, Inc.*, for professional services rendered.
2. \$ 66,024 to *2H Construction, Inc.*, for construction of the Infrastructure Building R boiler plant pipe connection on the Liberal Arts Campus.
3. \$ 56,735 to *J Co Manufacturing* for floor sealants in Building J at the Pacific Coast Campus.
4. \$ 44,975 to *Sandy Pringle Associates* for inspection services for the South Quad Complex at the Liberal Arts Campus.

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period August 4, 2008 through August 15, 2008 in the amount of \$711,480.91 as listed:

Background: PO #60817 – PO #60982	\$ <u>711,480.91</u>
Total Amount	\$ <u>711,480.91</u>

Included in the total amount of purchase orders of \$711,480.91 are the following items greater than \$25,000:

Unrestricted General Fund 01

PO #60891 <i>XPEDX</i>	\$ 25,074.00
Paper for distribution from the warehouse	

Restricted General Fund 12

PO #60858 <i>City Light & Power, Inc.</i>	\$ 40,000.00
Service agreement for repair and maintenance of district parking lot lights	
PO #60828 <i>City Service Contracting, Inc.</i>	\$ 50,000.00
Service agreement for repair and maintenance of district parking lots	
PO #60888 <i>Asphalt Care, Inc.</i>	\$ 50,000.00
Service agreement for repair and maintenance of district parking lots	

General Obligation Bond Fund 45

PO #60863 <i>3M</i>	\$ 28,028.00
Detection and voice alarm systems for the Learning Resource Center – Pacific Coast Campus	

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PO #60962	<i>Environmental Systems Products Holding, Inc.</i>	\$	37,500.00
	Emissions equipment for New Technology Phase 2, Building J – Pacific Coast Campus		
PO #60969	<i>Alpha-Omega Enterprises, Inc.</i>	\$	49,125.16
	Automotive equipment for New Technology Phase 2, Building J – Pacific Coast Campus		

ACADEMIC AFFAIRS, STUDENT SUPPORT AND ADMINISTRATIVE SERVICES

Approve the following actions:

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

Grant/Revenue Agreements

CN 93140.6 – Ratify – Amend – With the *Chancellor's Office, California Community Colleges* grant #07-312-013, to extend the termination date to December 31, 2008.

Background – This extends the term for the District to continue the administration of the Economic & Workforce Development Workplace Learning Resource Centers grant.

CN 93140.7 – Ratify – With the *Chancellor's Office, California Community Colleges*, to provide funding under grant #08-308-019 effective July 1, 2008 through August 31, 2009. Amount of funding is \$205,000.

Background – This funding is for the Center for International Trade Development to provide training and technical assistance; develop partnerships and conduct marketing activities within the Center's geographic region to explore and develop new alternatives to assist incumbent workers and/or small to medium size businesses to become more competitive within the global marketplace.

CN 93140.8 – Ratify – With the *Chancellor's Office, California Community Colleges*, to provide funding under grant #08-311-028 effective July 1, 2008 through August 31, 2009. Amount of funding is \$50,000.

Background – This funding is for Economic and Workforce Development Small Business Program to serve targeted clients for the Small Business Development Center program, which include existing and/or start-up businesses that have a potential for positive impact on local economic development, including traditionally underserved groups or areas.

CN 93140.9 – Ratify – With the *Chancellor's Office, California Community Colleges*, to provide funding under grant #08-312-013 effective July 1, 2008 to August 31, 2009. Amount of funding is \$205,000.

Background – This Grant is for Economic and Workforce Development Workplace Learning Resource Centers for the 2009 fiscal year. The District works with representatives of business, labor and professional trade organizations and the colleges within the center's geographic region to explore and develop new alternatives for assisting

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incumbent workers in order to increase competency, and identify career paths to economic self-sufficiency and lifelong access to good paying jobs.

CN 93141.1 – Ratify – With the *California Student Aid Commission* (Commission) for the District to participate in the Cal Grant Program Office of Postsecondary Education Identification (OPE ID) Number 001219.00, effective July 1, 2008 through June 30, 2012. The amount of funding varies depending on the number of student participants.

Background – The Commission requires submission of the participation agreement, in order to ensure compliance with regulations governing the Cal Grant Program, through the District's Financial Aid Office.

Bond Contract Awards

CN 22029.8 – With *SCA Environmental, Inc.*, for Hazardous Materials Consulting Services, effective September 10, 2008 through June 30, 2011, for an amount not to exceed \$200,000, paid from Unrestricted General and General Obligation Bond Funds.

CN 22029.9 – With *Professional Service Industries, Inc.*, for Hazardous Materials Consulting Services effective September 10, 2008 through June 30, 2011, for an amount not to exceed \$200,000, paid from Unrestricted General and General Obligation Bond Funds.

CN 22030.1 – With *ATC Associates, Inc.*, for Hazardous Materials Consulting Services effective September 10, 2008 through June 30, 2011, for an amount not to exceed \$200,000, paid from Unrestricted General and General Obligation Bond Funds.

CN 22030.2 – With *Winzler & Kelly* for Hazardous Materials Consulting Services effective September 10, 2008 through June 30, 2011, for an amount not to exceed \$200,000, paid from Unrestricted General and General Obligation Bond Funds.

Background – (four contracts set forth above) RFQ 08-001 for On-Call Hazardous Materials Consulting Services was issued on May 14, 2008 with nine (9) firms submitting proposals. Four (4) firms were selected to provide hazardous materials consulting services on an on-call as-needed basis.

CN 22030.4 – With *Chambers Group, Inc.*, effective September 1, 2008 through December 31, 2008, for a total contract amount not to exceed \$29,815, paid from General Obligation Bond Fund.

Background – Consultant to provide environmental consulting services for 4900 and 4910 E. Conant Street. Consultant was selected through RFQ 03-001.

Bond Contract Amendments

CN 22008.4 – With *Leighton Consulting, Inc.*, Amendment #2, to change the termination date from June 30, 2008 to June 30, 2009 at no additional cost.

Background – Consultant provides construction materials testing for construction projects at the Liberal Arts and Pacific Coast Campuses.

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CN 22019.1 – With *Martinez Architects, Inc.*, Amendment #1, to increase the contract by \$52,561 for additional services for a total contract amount not to exceed \$1,143,210, paid from General Obligation Bond Fund.

Background – Consultant provides architectural services for Building A – Student Services Retrofit Project at the Liberal Arts Campus. The additional services are for the design and integration of structural cabling system, audiovisual systems and digital signage displays.

CN 22027.7 – With *Guida Surveying, Inc.*, Amendment #2, to increase the contract amount by \$5,357.50 for a total contract amount not to exceed \$42,357.50, paid from General Obligation Bond Fund.

Background – Consultant provides survey measurement services for the South Quad Complex Project at the Liberal Arts Campus.

CN 22029.3 – With *Americcec, Inc.*, Amendment #1, to increase the contract by \$100,000 for additional services for a total contract amount not to exceed \$200,000, paid from General Obligation Bond Fund.

Background – Consultant provides construction surveying and subsurface investigative services.

Contract Awards

CN 99654.1 – Ratify – With *CollegeNet, Inc.*, formerly known as Universal Algorithms, Inc., effective July 1, 2008 through June 30, 2009 for the amount of \$28,950, plus travel related expenses not to exceed \$2,000, paid from Unrestricted General Fund.

Background – The consultant will provide Series 25, including Resource 25 (R25), Schedule 25 (S25), WebViewer and R25-PSSA, which is the interface between R25 and PeopleSoft. Services also include upgrade data preparation training, technical installation and on-site Fast Track software implementation for use by Academic Services.

CN 99654.2 – With *Hasler Financial*, to lease a Hasler M 7000 Six Station Mail Folder and Feeder effective October 1, 2008 through December 31, 2013, for a monthly lease amount of \$936.78, including use tax, for a total contract amount not to exceed \$59,017.14, paid from Unrestricted General Fund.

Background – Lease includes settlement of previous lease, delivery and installation of all equipment, full training by certified technicians and a maintenance agreement including parts, labor and two preventive maintenance calls per year.

Contract Amendments

CN 99640.1 – With *Stacey Ogo*, Amendment #3, to change the name from *Stacey Ogo* to *Stacey Ogo dba International Market Development Services*, and to increase the contract amount by \$20,000 for a total contract amount not to exceed \$52,650, paid from Restricted General Fund.

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Background – Consultant provides training sessions, one-on-one technical assistance, attends meetings, and prepares reports for the Center for International Trade Development Program.

CN 99641.2 – With *Christine Chiang-Schulthesis dba Visual Mix*, Amendment #3, to extend the termination date from September 30, 2008 through December 31, 2008, and increase the contract amount by \$12,000 for a total contract amount not to exceed \$37,000, paid with Restricted General Fund.

Background – Consultant provides design, print and delivery of marketing materials and media for the Small Business Development Center Network.

CN 99642.5 – With *City of Long Beach, Workforce Development Bureau (WDB)*, Amendment #1, to extend the termination date from August 30, 2008 to October 31, 2008, with no additional funding.

Background – The extension assists WDB in completing the required deliverables of the grant in coordination with the District. Contract is funded by the Chancellor's Office, California Community Colleges, Advanced Transportation – Transportation Logistics Grant.

CN 99646.5 – With *Long Beach Unified School District*, Amendment #1, to increase the contract amount by \$20,250, for a total contract amount not to exceed \$29,250, paid from Restricted General Fund.

Background – The increase is to provide instructional materials and supplies for the Construction Tech Academy at Jordan High School, funded by the Chancellor's Office Strengthening Career Technical Education Program Grant.

Amendment to Board Action

CN 93106.3 – Amend the board action of August 23, 2005 with *City of Long Beach*, police and security services, to extend the funding from June 30, 2008 through July 31, 2008.

Background – The board action approved the funding through the end of the 2007-2008 fiscal year but did not incorporate the remaining month of the agreement.

CN 99651.1 – Amend the board action of April 22, 2008 with *Whittier College*, to increase the contract amount by \$12,500 for a total contract amount not to exceed \$62,500, paid from Restricted General Fund.

Background – Whittier College provides food, lodging and classroom accommodations for the 2008 Summer Upward Bound Program at a per person rate per night of \$38.33. The total number of participants was not available at the time the above board item was approved.

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

The motion carried, all voting aye.

HUMAN RESOURCES

Diversity Update Report

Rose DelGaudio, Vice President, Human Resources, reported on the Districts's past year's diversity accomplishments and then introduced Associate Vice President Cindy Vyskocil. Ms. Vyskocil gave a PowerPoint presentation and provided statistics on diversity changes for the past six years.

ACADEMIC SENATE (Title 5, Section 53203)

No Items, No Report

SUPERINTENDENT-PRESIDENT

President Oakley announced the Ribbon Cutting Ceremony at PCC for the Learning Resource Center on September 17 starting at 10:00 a.m.

Mr. Oakley welcomed all to attend a community environmental panel discussion that will be held on September 10, 2008 at 11:00 a.m. in the LAC Auditorium. He stated that the panel is made up of members of the Port of Long Beach and the community. Mr. Oakley announced Dr. Craig Hendricks, Environmental Panel Chairperson, was in the audience, and he believes it will be an interesting discussion.

President Oakley then presented Dr. Marilyn Brock with a certificate of appreciation for her willingness to help us out in the time of need and her outstanding leadership during her service as interim associate vice president at the Pacific Coast Campus and wished her the best.

Board President Jeff Kellogg asked President Oakley if he could give the board an update on the status of the 16-week calendar. President Oakley said that there is a task force working with consultants who have recommended the best way to move forward with this plan. The negotiation team planned on entering negotiations on the affects of the compressed calendar in August 2008. Final negotiations were delayed and are continuing due to the change in the negotiation team. Thus, the compressed calendar will not be implemented in the 2009-2010 calendar year. The faculty and Senate are in support of the compressed calendar and are deliberating on its affects. Once the District reaches a consensus the proposed compressed calendar will go to the Chancellor's Office for approval.

Member Clark said it is a favorable schedule to other colleges and to most students.

ACADEMIC AFFAIRS

No Items, No Report

STUDENT SUPPORT SERVICES

No Items, No Report

ADMINISTRATIVE SERVICES

Resolution, Approval of Purchase Agreement for Conant Street Properties

Item 12.7 was pulled and no action was taken.

PACIFIC COAST CAMPUS

Pacific Coast Campus Update

Interim Vice President Marilyn Brock reported that the Learning Resource Center opened August 18, 2008 and is full. The Student Success Center is full and a new information booth has been set up. Traffic safety issues have been addressed, and parking spaces have been altered for better convenience. Enrollment at the PCC campus continues to grow.

ECONOMIC AND RESOURCE DEVELOPMENT

No Items, No Report

ACADEMIC SENATE

No Items, No Report

TRUSTEES COMMUNICATIONS

Board President Kellogg said he spoke with the members of the Board, as well as President Oakley about an event that took place on our campus, wasn't sure when that was. There was an article in the Press Telegram over the weekend on the front page. President Kellogg stated that it is the political season and he hopes that when faculty members invite speakers who are running for political office, to use common sense, that we are not painted as an institution that is promoting a specific candidate or a cause -- to make sure they try to be fair and equitable as far as inviting speakers to come and talk to us. It is important to have speakers come and talk to our students, but we need to be concerned that the college will not be used as a vehicle to promote one's political agenda, or political life. The college is to be a place where individuals can form their own opinions and ideas.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

October 7, 2008

Title V – HSI Update

BOARD OF TRUSTEES GOALS 2007-2009 will be reported on as follows:

September 23, 2008

3. **IMPROVE ORGANIZATIONAL FUNCTION AND CREATE A GREATER SENSE OF COMMUNITY**

D. Support the development of a streamlined decision-making and governance structure by Fall 2008.

March 2009

3. **IMPROVE ORGANIZATIONAL FUNCTION AND CREATE A GREATER SENSE OF COMMUNITY**

- F. Ensure opportunities for all stakeholders to participate in accreditation self-study and approve a plan for addressing recommendations of the visiting team no later than three months after the accrediting commission issues its final report and recommendations.

PUBLIC COMMENTS (NON-AGENDA ITEMS)

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

ADJOURNMENT

President Kellogg adjourned the meeting at 5:55 p.m. The next regular meeting of the Board of Trustees will be held on September 23, 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