

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

**Minutes of Meeting of
April 12, 2011**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Building T, Room 1100, Liberal Arts Campus, 4901 East Carson Street, Long Beach, on April 12, 2011.

CALL TO ORDER

The meeting was called to order at 4:00 p.m., the items to be discussed in closed session were announced and the meeting was adjourned to closed session.

The meeting was reconvened in open session at 5:00 p.m., in Building T, Room 1100, Liberal Arts Campus. President Clark reported that, in closed session, the Board voted to approve the non-renewal of contracts for employee identification numbers 0527302 and 0001294. Vote of 5-0.

PLEDGE OF ALLEGIANCE

Doug Otto led the Pledge of Allegiance.

ROLL CALL

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

WELCOME AND INTRODUCTIONS

President Clark welcomed everyone to the meeting. Superintendent-President Oakley welcomed Mr. Pat McKean. Mr. McKean brought some recent award-winning students who have just returned from the state convention in Sacramento for the Journalism Association of Community Colleges where they received honors for the Viking newspaper and City Magazine and individual awards during the competition. Mr. McKean's beginning news-writing students were also in attendance for a class field trip.

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March 22, 2011**

APPROVAL OF MINUTES

It was moved by Member Kellogg, seconded by Member Otto, that the minutes of the meeting of, March 22, 2011, be approved as distributed.

The motion carried.

ORDERING OF THE AGENDA

There was no reordering of the agenda.

REPORT OF BOARD OF TRUSTEES

Committee Reports

There were no committee reports.

STUDENT TRUSTEE

Student Trustee Centeno thanked everyone that attended the 3rd Annual Beverly O'Neil Leadership Conference with the mentor/mentee mixer after. He thanked Trustee Clark and Otto, along with VP Peterson for participating and supporting the students at this event. Students are in support of the changed dates for fall registration. Mr. Centeno announced Hands Across California on April 17 with 112 community colleges with a goal to raise a hundred million dollars for California community colleges.

PUBLIC COMMENTS ON AGENDA ITEMS

Alta Costa, AFT President, addressed the Board regarding the classified layoffs. Jordan Fabish, faculty member, and Christian Caldera, student, also shared their concerns about the reduction of classified staff.

The following items were part of the Consent Agenda

HUMAN RESOURCES (Academic)

That the Board of Trustees approve/ratify the following actions:

APPOINTMENTS

| | |
|---------------------------------|----|
| Hourly Instructor – Spring 2011 | 16 |
| Stipend | 2 |

IN-SERVICE CHANGES

| | |
|------------------|---|
| Change of Salary | 4 |
|------------------|---|

HUMAN RESOURCES (Classified)

That the Board of Trustees approve/ratify the following actions:

APPOINTMENTS

| | |
|------------------------------|----|
| Temporary | 9 |
| Exempt from the Merit System | 21 |

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SEPARATION FROM THE DISTRICT

| | |
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| Resignation | 2 |
| Medical Separation | 2 |

FISCAL SERVICES

FINANCE

Budget Transfers

Budget Transfer numbers 137396, 137402, 137419, 137464, 137479, 137505, 137511, 137660 and 137666 for the Unrestricted General Fund 01 in the amount of \$80,922 as listed:

| | | | |
|---------------------------------|----|--------|------------------|
| From: Supplies | \$ | 15,158 | |
| Services and Operating Expenses | | 63,014 | |
| Equipment | | 2,750 | \$ <u>80,922</u> |
| | | | |
| To: Classified Salaries | \$ | 1,440 | |
| Employee Benefits | | 173 | |
| Supplies | | 18,452 | |
| Services and Operating Expenses | | 10,018 | |
| Equipment | | 50,839 | \$ <u>80,922</u> |

Included in the budget transfers of \$80,922 for the Unrestricted General Fund 01 is the following transfer greater than \$25,000:

| | | | |
|-----------|---|----|---------------|
| <u>AT</u> | <u>From:</u> | | <u>Amount</u> |
| 137402 | 589000-01-660300-9941 Other Services | \$ | 30,800 |
| | <u>To:</u> | | |
| | 647000-01-677200-0000 Equipment >\$5000 | \$ | 25,000 |
| | 457000-01-679100-0000 Supplies | | 5,800 |

To cover expenses for a forklift for the Warehouse and conference room chairs for the Risk Services Department.

Budget Transfer numbers 137465, 137466, 137506, 137507, 137514, 137596, 137658 and 137689 for the Restricted General Fund 12 in the amount of \$189,252 as listed:

| | | | |
|---------------------------------|----|--------|-------------------|
| From: Academic Salaries | \$ | 69,861 | |
| Classified Salaries | | 7,142 | |
| Employee Benefits | | 2,958 | |
| Supplies | | 10,550 | |
| Services and Operating Expenses | | 38,991 | |
| Equipment | | 23,858 | |
| Reserve / Student Payments | | 35,892 | \$ <u>189,252</u> |
| | | | |
| To: Academic Salaries | \$ | 4,435 | |
| Classified Salaries | | 51,625 | |
| Employee Benefits | | 13,601 | |
| Supplies | | 61,185 | |

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| Services and Operating Expenses | 28,391 | |
| Equipment | <u>30,015</u> | \$ <u>189,252</u> |

Included in the budget transfers of \$189,252 for the Restricted General Fund 12 is the following transfer greater than \$25,000:

| <u>AT</u> | <u>From:</u> | <u>Amount</u> |
|-----------|---|---------------|
| 137507 | 145000-12-646000-0710 Academic Salary NI Hourly Counselor | \$ 63,861 |
| | <u>To:</u> | |
| | 212000-12-646000-0710 Classified Salaries | \$ 51,000 |
| | 395000-12-646000-0710 Employee Benefits | 12,861 |

To cover projected Financial Aid clerical expenses through year-end.

Budget Transfer number 137602 for the Child and Adult Development Fund 33 in the amount of \$2,000 as listed:

| | |
|-----------------|-----------------|
| From: Equipment | \$ <u>2,000</u> |
| To: Supplies | \$ <u>2,000</u> |

There are no budget transfers greater than \$25,000 for the Child and Adult Development Fund 33.

Budget Transfer number 137550 for the Capital Outlay Projects Fund 41 in the amount of \$50,000 as listed:

| | |
|--------------------|------------------|
| From: Construction | \$ <u>50,000</u> |
| To: Supplies | \$ <u>50,000</u> |

Included in the budget transfers of \$50,000 for the Capital Outlay Projects Fund 41 is the following transfer greater than \$25,000:

| <u>AT</u> | <u>From:</u> | <u>Amount</u> |
|-----------|--|---------------|
| 137550 | 621000-41-710100-5080 Construction and Additions | \$ 50,000 |
| | <u>To:</u> | |
| | 457000-41-710100-5080 Supplies | \$ 50,000 |

To cover district-wide project expenses as requested by deans for various departments.

Budget Transfer numbers 137405, 137406, 137444, 137475 and 137720 for the General Obligation Bond Fund 46 in the amount of \$517,516 as listed:

| | | |
|---------------------------------------|----------------|-------------------|
| From: Services and Operating Expenses | \$ 13,106 | |
| Equipment | 4,410 | |
| Reserve | <u>500,000</u> | \$ <u>517,516</u> |

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| To: Supplies | \$ | 500 | |
| Services and Operating Expenses | | 128,910 | |
| Equipment | | <u>388,106</u> | \$ <u>517,516</u> |

Included in the budget transfers of \$517,516 for the General Obligation Bond Fund 46 is the following transfer greater than \$25,000:

| <u>AT</u> | <u>From:</u> | | <u>Amount</u> |
|-----------|--|----|---------------|
| 137405 | 790100-46-710400-5703 Reserve | | \$ 500,000 |
| | <u>To:</u> | | |
| | 514000-46-710600-5823 Professional Services | \$ | 50,000 |
| | 589000-46-710600-5823 Other Services | | 75,000 |
| | 621000-46-710600-5823 Construction and Additions | | 200,000 |
| | 622000-46-710600-5823 Architect Fees | | 75,000 |
| | 624000-46-710600-5823 Inspection Fees | | 75,000 |
| | 646000-46-710600-5823 Equipment | | 25,000 |

To cover expenses for Sheet Metal Shop move into the Pacific Coast Campus Industrial Technology Complex (Tech 1).

Budget Transfer numbers 137422, 137463 and 137692 for the Contract/Community Education Fund 59 in the amount of \$12,554 as listed:

| | | | |
|---------------------------------|----|--------------|------------------|
| From: Classified Salaries | \$ | 6,092 | |
| Employee Benefits | | 2,508 | |
| Supplies | | 400 | |
| Services and Operating Expenses | | 3,400 | |
| Student Payments | | <u>154</u> | \$ <u>12,554</u> |
| To: Supplies | \$ | 3,400 | |
| Services and Operating Expenses | | <u>9,154</u> | \$ <u>12,554</u> |

There are no budget transfers greater than \$25,000 for the Contract/Community Education Fund 59.

Salary Warrants

Ratify issuance of salary warrants listed on Register Nos. 4666 through 4671 for the period of February 28, 2011 through March 18, 2011 in the amount of \$7,411,901.98 as listed:

| | | |
|--|------------------------------|-----------------|
| Register No. 4666 Issue Date 02/28/11 | Warrant Nos. 101051 - 101126 | \$ 5,382,693.71 |
| Register No. 4667 Issue Date 03/10/11 | Warrant Nos. 101127 - 101294 | \$ 1,011,063.99 |
| Register No. 4668 Issue Date 03/10/11 | Warrant Nos. 101295 - 101323 | \$ 258,707.18 |

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| Register No. 4669 Issue Date 03/10/11 | Warrant Nos. 101324 - 101698 | \$ 405,436.91 |
| Register No. 4670 Issue Date 03/16/11 | Warrant Nos. 101699 - 101708 | \$ 7,185.19 |
| Register No. 4671 Issue Date 03/16/11 | Warrant Nos. 101709 - 101729 | \$ 346,815.00 |
| Total Salary Warrants Issued: | | \$ 7,411,901.98 |

Commercial Warrants

Ratify issuance of commercial warrants listed for the period of February 28, 2011 through March 18, 2011 in the amount of \$3,930,002.37.

| | |
|--------------------------------------|-----------------|
| Unrestricted General Fund 01 | \$ 1,515,367.93 |
| Restricted General Fund 12 | 412,010.40 |
| Child and Adult Development Fund 33 | 2,582.22 |
| Capital Outlay Projects Fund 41 | 293,711.05 |
| General Obligation Bond Funds 46 | 1,214,122.92 |
| Veterans' Stadium Operations Fund 58 | 10,679.60 |
| Community/Contract Education Fund 59 | 6,873.58 |
| Self Insurance Fund 61 | 6,247.49 |
| Student Financial Aid Fund 74 | 40,369.05 |
| Payroll Clearing Fund 76 | 424,924.96 |
| Retiree Benefits Fund 79 | <u>3,113.17</u> |

Total Commercial Warrants: \$ 3,930,002.37

Included in the total warrant expenditures of \$3,930,002.37 are the following payments greater than \$25,000, excluding utilities and employee benefits:

Unrestricted General Fund 01

1. \$ 186,212 to *City of Long Beach (Police Department)* for security services for January 2011 (this warrant is jointly funded with the Restricted General Fund).
2. \$ 26,136 to *Nuventive, LLC* for annual TracDat subscription maintenance renewal for fiscal year 2011-12.
3. \$ 25,004 to *Cambridge West Partnership, LLC* for the Education Master Plan- Space Quantification Support Project.

Restricted General Fund 12

1. \$ 42,897 to *American Machinery* for one Betenbender Hydraulic Squaring Shear for the Pacific Coast Campus Sheet Metal Shop.
2. \$ 29,480 to *City of Los Angeles, Harbor Department (Port of Los Angeles)* for a contract with the Small Business Development Center for a port technology center.
3. \$ 9,801 to *City of Long Beach (Police Department)* for security services for January 2011 (this warrant is jointly funded with the Unrestricted General Fund).

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4. \$ 7,258 to *Diversified Transportation LLC* for shuttle service between the Liberal Arts Campus and the Pacific Coast Campus for February 2011 (this warrant is a combination of two separate shuttle services).

Capital Outlay Projects Fund 41

1. \$ 226,401 to *Bayley Construction* for the construction of the Pacific Coast Campus Multi-Disciplinary Academic Building.
2. \$ 25,156 to *Community Bank, Escrow #1660* for escrow retention for construction of the Pacific Coast Campus Multi-Disciplinary Academic Building.

General Obligation Bond Fund 46

1. \$ 379,158 to *Cordoba Corporation* for bond project construction management for February 2011.
2. \$ 102,474 to *Chegini Enterprise (SMC Construction Co.)* for the Liberal Arts Campus Student Services Retrofit Project (Building A).
3. \$ 101,035 to *Santa Clarita Community College District* for hosting a service center for the Small Business Development Center Network.
4. \$ 86,726 to *AMG & Associates, Inc.* for renovations completed in Building O.
5. \$ 74,559 to *Angeles Contractor, Inc.* for construction of the Pacific Coast Campus Walnut Avenue entrance parking lot.
6. \$ 53,281 to *The Garland Company, Inc.* for floor and roofing materials for the Liberal Arts Campus Bookstore Building I.
7. \$ 48,268 to *Superior Court of California/County of Los Angeles-South District* for the deposit of stop notice funds related to the South Quad Project.
8. \$ 37,800 to *GRD Consulting LLC* for professional facility planning and technical support for district-wide construction projects for February 2011.
9. \$ 33,916 to *Lynne Capouya, Inc.* for landscape architectural services for the Liberal Arts and Pacific Coast Campuses.
10. \$ 32,945 to *Cavecche Engineering & Construction, Co. Inc.* for construction of the Liberal Arts Campus North Loop Project.
11. \$ 30,864 to *G2K Construction, Inc.* for renovation of the Liberal Arts Campus Bookstore (Building I).
12. \$ 24,998 to *Diversified Transportation LLC* for transportation between parking lots at the Liberal Arts Campus for February 2011 (this warrant is a combination of two separate shuttle services).

Student Financial Aid Fund 74

1. \$ 40,367 to *U. S. Department of Education* for student Pell Grant receivables originally awarded prior to 2004 and later paid back by students. Fiscal years prior to 2004 are closed on the Department of Education website which is used for adjustments.

Budget Increase (Decrease)

Restricted General Fund 12

2010-2011 New Budgets:

Small Business Development Center (SBDC) Programs \$ 1,500,000

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| Department of Justice (DOJ) Watts/Willowbrook Youth Entrepreneur Academy (YEA) Program | \$ | 86,956 |
| Workforce Investment Act / American Recovery & Reinvestment Act (ARRA) Stimulus Program for Allied Health Program | \$ | 42,657 |
| College Promise Tours Program | \$ | 25,000 |
| U.S. Department of Health and Human Services Disadvantaged Student Scholarship Program | \$ | 16,193 |
| U.S. Department of Health and Human Services Disadvantaged Student Scholarship ARRA Funding Program | \$ | 10,621 |

2010-2011 Revised Budgets:

| | | |
|---|----|---------|
| CalWorks - Temporary Assistance for Needy Families (TANF) Program | \$ | 27,884 |
| SBDC – Pacific Coast Regional Program | \$ | 25,000 |
| Employment Development Department (EDD) Trade Act Program | \$ | 8,000 |
| VTEA – Administration Program | \$ | (1,001) |

General Obligation Bond Fund 46

2010-2011 New Budget:

| | | |
|---|----|------------|
| Premium Received on the Bond Anticipation Notes | \$ | 29,589,807 |
|---|----|------------|

Reissuance of Salary Warrant

Authorize the reissuance of salary warrant No.80909, dated October 10, 2008, to *Eliana Rojas* in the amount of \$3,457.76. This action is required in accordance with Education Code Section 85270 which states that all warrants exceeding two and one half years go back to Board for approval.

ACADEMIC AFFAIRS, STUDENT SUPPORT, AND ADMINISTRATIVE SERVICES

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

Grant/Revenue Agreements

CN 93154.2 – With *California Department of Health Planning and Development*, effective July 1, 2011 through June 30, 2013. Amount of funding is \$75,000.

CN 93154.3 – With *California Department of Health Planning and Development*, effective July 1, 2011 through June 30, 2013. Amount of funding is \$200,000.

Bond Contract Amendments

CN 22030.2 – With *Winzler & Kelly Consulting Engineers*, Amendment #2, to increase the contract by \$100,000 for a total contract amount not to exceed \$300,000, paid from General Obligation Bond Fund.

Contract Awards

CN 99674.9 – With *Whittier College* effective July 17, 2011 through July 30, 2011 for a total amount not to exceed \$40,000, paid from Restricted General Fund.

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CN 99675.1 – With *Juan Antonio Castillo* effective April 15, 2011 through December 31, 2011 for a total amount not to exceed \$90,000, paid from Restricted General Fund.

CN 99675.2 – With *Jose Juan Vego* effective April 15, 2011 through December 31, 2011 for a total amount not to exceed \$90,000, paid from Restricted General Fund.

CN 99675.3 – With *Alpha Business Bridge* effective April 15, 2011 through December 31, 2011 for a total amount not to exceed \$90,000, paid from Restricted General Fund.

CN 99675.4 – With *Heritage Housing Partners, Inc.* effective April 1, 2011 through June 30, 2011 for a total amount not to exceed \$32,000, paid from Restricted General Fund.

Change Order Ratifications

CN 22036.5 – With *McCarthy Building Companies, Inc.*, Change Orders #15 and #16 for the Design-Build Parking Structure at the Liberal Arts Campus in the amounts of \$17,830 and \$3,039, respectively, for a total contract amount not to exceed \$18,953,891, paid from General Obligation Bond Fund. Total approved change orders represent 0.54% of the construction contract amount.

Amendment to Board Action

CN 99672.2 – Amend the board action of January 18, 2011 with *City of Long Beach, Pacific Gateway Workforce Development Network*, to increase the contract amount from \$30,000 to \$80,000.

Ratification of Contracts Under \$25,000

Ratify contracts under \$25,000 for the period of March 8, 2011 through March 25, 2011 as listed:

| | |
|-------------|----------|
| CN #22045.6 | \$ 2,013 |
| CN #50026.7 | No Cost |
| CN #50027.4 | No Cost |
| CN #50027.8 | No Cost |
| CN #99672.4 | \$19,080 |

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of February 14, 2011 through March 18, 2011 in the amount of \$521,981.09 as listed:

| | |
|-----------------------|--------------|
| PO #66762 – PO #66938 | \$521,981.09 |
|-----------------------|--------------|

Included in the total amount of purchase orders of \$521,981.09 are the following items greater than \$25,000:

Unrestricted General Fund - 01

| | | |
|-----------|--|-------------|
| PO #66772 | <i>Community College League</i> | \$51,032.60 |
| | Database subscription renewals for the Library | |

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PO #66898 *Bear Data Systems* \$36,176.41
Maintenance agreement for Cisco telecommunication equipment

Restricted General Fund - 12

PO #66769 *Samy's Camera* \$35,530.30
Photography equipment

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

HUMAN RESOURCES

Resolution, Reduction of Classified Service

It was moved by Member Kellogg, seconded by Member Otto, that the Board of Trustees Adopt Resolution No. 041211A, Reduction of Classified Service.

The motion carried, all voting aye.

ACADEMIC SENATE (TITLE 5, SECTION 53203)

Revised Curriculum Guide for Business Administration

It was moved by Member Bowen, seconded by Member Kellogg, that the Board of Trustees that the Board of Trustees approve the revised curriculum guide for Business Administration.

The motion carried, all voting aye.

SUPERINTENDENT-PRESIDENT

Superintendent-President's Report

President Oakley announced the passing of two past LBCC employees, Joyce Witscher and Shayne Sheffield and one current employee, Larry Zorn. Oakley asked Board President Clark if we could adjourn in their memory. President Oakley congratulated Don Berz for his recent receipt of the Carter Doran Leadership Award from the Chief Instructional Officers, California Community Colleges. In response to the public comments regarding layoffs of classified staff, and concerns of faculty layoffs, President Oakley said that the impact on the part-time faculty has been huge, but that there will be no full-time faculty layoffs.

ACADEMIC AFFAIRS

No items, no report.

STUDENT SUPPORT SERVICES

No items, no report.

ADMINISTRATIVE SERVICES

Resolution, Authorizing the Issuance of 2011-12 Tax and Revenue Anticipation Notes

It was moved by Member Bowen, seconded by Member Otto, that the Board of Trustees adopt Resolution No. 041211B to authorize the issuance of 2011-12 Tax and Revenue Anticipation Notes (TRANS) for the District by the Board of Supervisors of the County of Los Angeles.

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Roll call vote:

| | |
|---------|-----|
| Clark | Yes |
| Uranga | Yes |
| Bowen | Yes |
| Kellogg | Yes |
| Otto | Yes |

The motion carried by a vote of 5-0

Resolution, Cash Flow Temporary Inter-Fund Cash Borrowing

It was moved by Member Bowen, seconded by Member Uranga, that the Board of Trustees adopt Resolution No. 041211C to authorize short-term borrowing between funds of up to \$15.1 million.

The motion carried, all voting aye.

Resolution, Cash Flow Borrowing from the Los Angeles County Treasurer

It was moved by Member Bowen, seconded by Member Kellogg, that the Board of Trustees adopt Resolution No. 041211D to authorize short-term borrowing of up to \$87.8 million from the Los Angeles County Treasurer.

The motion carried, all voting aye.

PACIFIC COAST CAMPUS

No Items, no report.

ECONOMIC AND RESOURCE DEVELOPMENT

No items, no report.

ACADEMIC SENATE

Senate President Kevin Ryan recognized Janice Tompson as a wonderful teacher and incoming Academic Senate President.

TRUSTEES COMMUNICATIONS

Member Otto congratulated former student trustee Kellee Greene, for receiving an award from Phi Theta Kappa All California Academic Team.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

There were no new requests for future reports.

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PUBLIC COMMENTS (NON-AGENDA ITEMS)

Students Laura Gable, Evelia Magallon, Tommy Sepagan addressed their concerns about the closing of the art gallery. A community member, Peter Mathews, talked about an initiative for an oil extraction fee to fund education.

ADJOURNMENT

President Clark adjourned the meeting at 6:05 p.m. in memory of Joyce Witscher, Shayne Sheffield and Larry Zorn. The next regular meeting of the Board of Trustees will be held on May 10, 2011. 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 T, Room 1100, Liberal Arts Campus.

Assistant Secretary