

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

**Minutes of Meeting of
May 10, 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 May 10, 2011.

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 5:06 p.m., in Building T, Room 1100, Liberal Arts Campus. Superintendent-President Oakley reported that, in closed session, there was no action taken.

PLEDGE OF ALLEGIANCE

Greg Peterson led the Pledge of Allegiance.

ROLL CALL

Present: President Clark, Vice President Uranga, Member Bowen, Member Kellogg, Member Otto (teleconferenced from New York, NY) and Student Trustee Centeno

WELCOME AND INTRODUCTIONS

President Oakley presented a certificate to each of the following retirees: Darleen Peters, Gail Schwandner, Ginny Baxter, Sandra Rittman and John Fylpaa.

APPROVAL OF MINUTES

It was moved by Member Kellogg, seconded by Member Clark, that the minutes of the meeting of, April 12, 2011, be approved as distributed.

Roll call vote:

Otto	Yes
Uranga	Yes

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Bowen Yes
Clark Yes
Kellogg Yes

The motion carried by a vote of 5-0

ORDERING OF THE AGENDA

Trustee Uranga asked that item 5.2 be moved to non-consent and President Oakley announced that 11.1 will be presented right after the ordering of the agenda. Public Comments on non-agenda items and agenda items will be joined together after the student trustee's report.

STUDENT SUPPORT SERVICES

2011 Phi Theta Kappa All California Team

Dr. Greg Peterson, Vice President of Student Support Services, introduced Dr. Sabrina Sanders, Interim Dean of Student Affairs. Dr. Sanders presented the Long Beach City College student recipients of the 2011 Phi Theta Kappa All California Academic Team Award Recipients.

First Team
Kellee Green

Second Team
Tuyen Nguyen
Crystal Wright

Third Team
Alejandra Tapia

REPORT OF BOARD OF TRUSTEES

Reorganization of the Board of Trustees

Superintendent-President Oakley called for nominations for President of the Board for 2011-2012. Member Uranga nominated Member Otto and Member Clark seconded. Nominations were closed and the motion carried.

Roll call vote:

Otto Abstain
Uranga Yes
Bowen Yes
Clark Yes
Kellogg Yes

The motion carried by a vote of 4-0-1

President Oakley called for nominations for Vice President of the Board for 2011-2012. Member Otto nominated Member Uranga and Member Kellogg seconded. Nominations were closed and the motion carried.

Roll call vote:

Otto Yes
Uranga Yes
Bowen Yes
Clark Yes
Kellogg Yes

The motion carried by a vote of 5-0

Recognition of 2010-11 President of the Long Beach Community College District Board of Trustees

President Oakley presented Dr. Thomas J. Clark with a plaque on behalf of the Board in recognition of his service as President of the 2010-2011 Long Beach Community College District Board of Trustees.

Board President Otto announced that Vice President Uranga would chair the rest of the meeting in his absence (teleconferencing). President Oakley turned the meeting over to Vice President Uranga to continue with the meeting.

Appointment of Board Liaisons

In accordance with Administrative Regulation 2000.4 A., for Policy No. 2000, Policy on Board of Trustees, the following Board Liaisons were appointed by the President of the Board:

Human Resources	Mark Bowen
Academic Affairs/Academic Senate	<u>Doug Otto</u>
Administrative Services (Liaison to the Budget and Facilities Advisory Committees)	<u>Tom Clark</u>
Student Support Services	<u>Jeff Kellogg</u>
Economic and Resource Development	<u>Mark Bowen</u>
Pacific Coast Campus	<u>Roberto Uranga</u>
Board Liaison to the Executive Committee of the Long Beach City College Foundation (Vice President of the Board)	<u>Roberto Uranga</u>
Additional Appointments: Legislative Liaisons	<u>Roberto Uranga</u>
	<u>Jeff Kellogg</u>
Facilities Construction	<u>Jeff Kellogg</u>
	<u>Tom Clark</u>
Audit Committee (President of the Board)	<u>Doug Otto</u>
Audit Committee	<u>Tom Clark</u>

Representative to the Los Angeles County School District Organization

It was moved by Member Otto, seconded by Member Kellogg that the Board elect Mark Bowen to serve on the Los Angeles County Committee on School District Organization.

Roll call vote:

Otto	Yes
Uranga	Yes
Bowen	Yes
Clark	Yes
Kellogg	Yes

The motion carried by a vote of 5-0

Resolution, Classified School Employee Week

It was moved by Member Kellogg, seconded by Member Clark that the Board of Trustees adopt Resolution No. 051011A declaring the week of May 15-21, 2011, as Classified School Employee Week in the Long Beach Community College District.

Roll call vote:

Otto	Yes
Uranga	Yes
Bowen	Yes
Clark	Yes
Kellogg	Yes

The motion carried by a vote of 5-0

New/Revised District Policies: 2007, 2011, 2023

The following revised policies were submitted for first reading only:

- Policy 2007 (Retention and Destruction of Records)
- Policy 2011 (Workplace Violence)
- Policy 2023 (Vacancies on Board of Trustees)

Committee Reports

There were no committee reports.

STUDENT TRUSTEE

Student Trustee Centeno reminded everyone that students are taking finals and that students need less distractions and a good environment during these times. Mr. Centeno visited the art gallery on campus and says that having an art gallery coordinator is essential to the success of our art students. Commencement is May 25 and will start at 6PM and he will be among those students graduating.

PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Student Deaka McClain addressed the Board regarding disabled student issues; David Velasquez and Tricia Saumweber (with interpreters) expressed their concerns about reading courses that will be cut and how it will affect their ability to meeting their goals for transfer; Cindy Frye, CHI Interim Chapter President spoke to the Board about a State of Emergency that we are facing in California and asked for the Board's support; and Peter Mathews, representing Rescue Education, provided information on the Oil Extraction Fee initiative to fund colleges.

The following items were part of the Consent Agenda

HUMAN RESOURCES (Academic)

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

APPOINTMENTS

Stipend 6

IN-SERVICE CHANGES

Change of Title 1
 Department Head Election 4
 Leave of Absence Without Pay 1

SEPARATION FROM THE DISTRICT

Retirement 5

FISCAL SERVICES

FINANCE

Budget Transfers

Budget Transfer numbers 137762, 137784, 137789, 137840, 137847, 137920, 137935, 137942 and 137996 for the Unrestricted General Fund 01 in the amount of \$34,211 as listed:

From: Supplies	\$	1,792	
Services and Operating Expenses		32,392	
Equipment		27	\$ <u>34,211</u>
To: Classified Salaries	\$	4,355	
Employee Benefits		523	
Supplies		6,283	
Services and Operating Expenses		700	
Equipment		22,350	\$ <u>34,211</u>

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

Budget Transfer numbers 137760, 137791, 137842, 137937, 137941 and 137993 for the Restricted General Fund 12 in the amount of \$103,885 as listed:

From: Academic Salaries	\$	23,374	
Classified Salaries		12,184	
Employee Benefits		3,821	
Supplies		50,810	
Services and Operating Expenses		13,460	
Equipment		200	
Reserve / Student Payments		36	\$ <u>103,885</u>
To: Academic Salaries	\$	50,583	
Classified Salaries		33,701	
Employee Benefits		7,134	
Supplies		4,700	
Services and Operating Expenses		7,731	
Equipment		36	\$ <u>103,885</u>

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Included in the budget transfers of \$103,885 for the Restricted General Fund 12 is the following transfer greater than \$25,000:

<u>AT</u>	<u>From:</u>	<u>Amount</u>
137941	432000-12-493072-9810 Instructional Supplies	\$ 34,414
	<u>To:</u>	
	133000-12-493072-9810 Classified Hourly Instructional Salaries	\$ 29,925
	395000-12-493072-9810 Employee Benefits	4,489

To allocate funds to the Perkins VTEA Career Technical Education Success Center Project for instructional salaries and benefits.

Budget Transfer numbers 137823 and 137879 for the General Obligation Bond Fund 46 in the amount of \$84,000 as listed:

From: Services and Operating Expenses	\$ 9,000	
Reserve	<u>75,000</u>	\$ <u>84,000</u>
To: Capital Outlay		\$ <u>84,000</u>

Included in the budget transfers of \$84,000 for the General Obligation Bond Fund 46 is the following transfer greater than \$25,000:

<u>AT</u>	<u>From:</u>	<u>Amount</u>
137879	790100-46-710600-5801 Reserve	\$ 75,000
	<u>To:</u>	
	612000-46-710600-5801 Site Improvements	\$ 50,000
	624000-46-710600-5801 Inspection Fees	25,000

To cover expenses for district-wide campus improvements.

Salary Warrants

Ratify issuance of salary warrants listed on Register Nos. 4672 through 4677 for the period of March 21, 2011 through April 15, 2011 in the amount of \$7,687,735.18 as listed:

Register No. 4672 Issue Date 03/31/11	Warrant Nos. 101730 - 101803	\$ 5,390,073.71
Register No. 4673 Issue Date 04/8/11	Warrant Nos. 101804 - 101976	\$ 1,085,653.40
Register No. 4674 Issue Date 04/8/11	Warrant Nos. 101977 - 102007	\$ 296,315.79
Register No. 4675 Issue Date 04/8/11	Warrant Nos. 102008 - 102384	\$ 540,598.06

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Register No. 4676 Warrant Nos. 102385 - 102407 \$ 32,377.22
Issue Date 04/15/11

Register No. 4677 Warrant Nos. 102408 - 102427 \$ 342,717.00
Issue Date 04/15/11

Total Salary Warrants Issued: \$ 7,687,735.18

Commercial Warrants

Ratify issuance of commercial warrants listed for the period of March 21, 2011 through April 15, 2011 in the amount of \$5,381,457.02.

Unrestricted General Fund 01	\$ 2,318,912.38
Restricted General Fund 12	648,422.43
Child and Adult Development Fund 33	15,948.27
Capital Outlay Projects Fund 41	301,640.45
General Obligation Bond Fund 46	1,076,239.53
Veterans' Stadium Operations Fund 58	4,156.30
Community/Contract Education Fund 59	8,151.81
Self Insurance Fund 61	16,671.03
Payroll Clearing Fund 76	444,925.74
Retiree Benefits Fund 79	<u>546,389.08</u>

Total Commercial Warrants: \$ 5,381,457.02

Included in the total warrant expenditures of \$5,381,457.02 are the following payments greater than \$25,000, excluding utilities and employee benefits:

Unrestricted General Fund 01

1. \$ 199,721 to *City of Long Beach (Police Department)* for security services for February 2011 (this warrant is jointly funded with the Restricted General Fund).
2. \$ 73,010 to *LBCC Auxiliary, Inc.* for reimbursement of advances for spring 2011 bookstores purchases.
3. \$ 64,972 to *Oracle America, Inc.* for PeopleSoft annual license update and support.
4. \$ 51,023 to *Community College League of California* for database subscription renewals purchased by the Learning Resource Center for the period of July 1, 2011 through June 30, 2012.
5. \$ 36,176 to *Bear Data Systems* for maintenance of district-wide Cisco telephones for the period from June 1, 2009 through May 31, 2013.

Restricted General Fund 12

1. \$ 120,482 to *El Camino Community College District* for hosting a service center for the Small Business Development Center Network.
2. \$ 71,919 to *Santa Monica Community College District* for hosting a service center for the Small Business Development Center Network.
3. \$ 31,850 to *Long Beach Community College District* for transfer of EOPS/CARE funds from the Los Angeles County Office of Education (LACOE) to

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Farmers and Merchants Bank for disbursement through the direct deposit system.

4. \$ 10,512 to *City of Long Beach (Police Department)* for security services for February 2011 (this warrant is jointly funded with the Unrestricted General Fund).
5. \$ 9,331 to *Diversified Transportation LLC* for shuttle service between the Liberal Arts Campus and the Pacific Coast Campus for March 2011 (this warrant is a combination of two separate shuttle services).

Capital Outlay Projects Fund 41

1. \$ 191,813 to *Bayley Construction* for the renovation of the Pacific Coast Campus Multi-Disciplinary Academic Building.
2. \$ 39,794 to *Krueger International, Inc.* for classroom furniture for the Building P Improvement Project at the Liberal Arts Campus.
3. \$ 36,218 to *Winzler & Kelly Consulting Engineers, Inc.* for professional services related to the Pacific Coast Campus Multi-Disciplinary Academic Building.

General Obligation Bond Fund 46

1. \$ 413,964 to *McCarthy Building Companies, Inc.* for construction of the Liberal Arts Campus Parking Structure.
2. \$ 100,272 to *Chegini Enterprise (SMC Construction Co.)* for the Liberal Arts Campus Student Services Retrofit Project (Building A).
3. \$ 70,887 to *AMG & Associates, Inc.* for renovations completed in Building O.
4. \$ 61,925 to *Bear Data Systems* networking equipment for the new data center in Building O at the Liberal Arts Campus.
5. \$ 47,032 to *G2K Construction, Inc.* for renovation of the Liberal Arts Campus Bookstore (Building I).
6. \$ 45,450 to *Minako America Corporation* for the Pacific Coast Campus Multi-Disciplinary Academic Building modular installation project, swingspace portables and swingspace photo lab.
7. \$ 32,141 to *Diversified Transportation LLC* for transportation between parking lots at the Liberal Arts Campus for March 2011 (this warrant is a combination of two separate shuttle services).

Budget Increase (Decrease)

Restricted General Fund 12

2010-2011 New Budgets:

Small Business Development Center (SBDC) – Federal Jobs Act Cash Match Program	\$ 1,542,528
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Restricted General Fund 12 (continued)

Goldman Sachs (GS) 10,000 Businesses (Year 2) Program	\$ 1,183,414
Small Business Development Center (SBDC) – State Jobs Act Cash Match Program	\$ 940,000
Long Beach Small Business Development Center (SBDC) State Funding Program	\$ 144,231

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2010-2011 Revised Budgets:

ITEST Program	\$ 1,557
Clean Energy Commission Grant Program	\$ (28,235)

ACADEMIC AFFAIRS, STUDENT SUPPORT, AND ADMINISTRATIVE SERVICES

Certification of Signatures

The Certification of the Board of Trustees as well as the signatures of the personnel authorized to sign Warrants, Notices of Employment, Contracts and Invoices effective May 10, 2011 to May 8, 2012 as follows:

Board of Trustees

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

<u>Personnel</u>	<u>Authority</u>
Eloy Oakley	Warrants, Notices of Employment, Contracts, Invoices
Michael T. Collins	Contracts, Invoices
Patricia Davis	Warrants, Contracts, Invoices
Rose C. DelGaudio	Notices of Employment, Invoices
Ann-Marie Gabel	Warrants, Contracts, Invoices
John Thompson	Warrants, Contracts, Invoices
Cindy Vyskocil	Notices of Employment, Invoices
Timothy Wootton	Facility Use Agreements, Invoices
Administrators	Invoices (only)

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

Bond Contract Amendments

CN 22027.3 – With *Hunt Design Associates, Inc.*, Amendment #7, to change the termination date from June 30, 2011 to December 31, 2011 and to increase the contract amount by \$10,700 for a total contract amount not to exceed \$149,300, paid from General Obligation Bond Fund.

Contract Awards

CN 99658.3 – Ratify – With *Oakwood Long Beach Marina Lessee, LLC* effective February 22, 2011 through June 21, 2011 for a daily rate of \$117.03, paid from Unrestricted General Fund.

Contract Amendments

CN 93151.7 – Ratify – With *The Goldman Sachs Foundation*, to renew the grant agreement for an additional one-year term extending through January 31, 2012. Amount of funding is \$1,239,161 less any unexpended funds from the previous year.

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CN 95008.3 – With *Burnham Benefits Insurance Services, Inc.*, Amendment #1, to extend the contract through June 30, 2011, at an annual cost not to exceed \$150,000.

CN 99675.6 – With *Green Energy Technology*, Amendment #1, to increase the contract amount by \$44,800 for a total contract amount not to exceed \$67,840, paid from Restricted General Fund.

Change Order Ratifications

CN 22038.2 – With *Cavecche Engineering & Construction Company, Inc.*, Change Order #10 for the Infrastructure North Loop project at the Liberal Arts Campus in the amount of \$74,696.48, for a total contract amount not to exceed \$3,907,965.93, paid from General Obligation Bond Fund. Total approved change orders represent 7.03% of the contract amount.

CN 22039.9 – With *AMG & Associates, Inc.*, Change Orders #5 and #6 for the Building O Renovation project at the Liberal Arts Campus in the amounts of \$19,785.85 and \$79,039.92, respectively, for a total contract amount not to exceed \$3,260,498.80, paid from General Obligation Bond Fund. Total approved change orders represent 9.71% of the contract amount.

CN 22041.6 – With *Bayley Construction*, Change Order #2 for the MDAB Renovation project at the Pacific Coast Campus in the amount of \$54,816.25, for a total contract amount not to exceed \$22,312,289.96, paid from General Obligation Bond Fund. Total approved change orders represent .55% of the contract amount.

CN 22043.9 – With *Angeles Contractor, Inc.*, Change Order #1 for the Walnut Avenue Arrival Court/Parking Lot project at the Pacific Coast Campus in the amount of \$17,629.61, for a total contract amount not to exceed \$450,029.61, paid from General Obligation Bond Fund. Total approved change order represents 4.08% of the contract amount.

Ratification of Contracts Under \$25,000

Ratify contracts under \$25,000 for the period of March 26, 2011 through April 25, 2011 as listed:

CN 22045.9	\$ 6,000
CN 22046.1	\$ 5,500
CN 50014.6	No Cost
CN 50026.2	No Cost
CN 99672.6	\$ 7,200
CN 99672.8	\$15,616
CN 99673.1	\$ 2,400
CN 99674.3	\$24,576
CN 99675.5	\$ 2,816

Donations

Accept the donation of Five Thousand Dollars (\$5,000) from The Thompson Family Trust and request a letter of appreciation be sent. Long Beach City College was listed as a beneficiary to the Trust. The District will in turn donate the money to the LBCC Foundation for the Long Beach College Promise.

Use of Other Agencies' Bids

Glendale Unified School District Bid Number P-16 09/10 – with *Sierra School Equipment* for school furnishings, office furnishings and accessories for new construction and modernization projects as well as day-to-day operational requirements. Effective February 2, 2010 through February 2, 2015.

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of March 21, 2011 through April 15, 2011 in the amount of \$1,224,088.66 as listed:

PO #66762 – PO #67167 \$1,224,088.66

Included in the total amount of purchase orders of \$1,224,088.66 are the following items greater than \$25,000:

Unrestricted General Fund - 01

PO #66898 *Bear Communication* \$36,176.41
CISCO Smartnet renewal

Capital Projects Fund - 41

PO #66983 *American Seating* \$28,495.76
Auditorium seating

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

Roll call vote:

Otto	Yes
Uranga	Yes
Bowen	Yes
Clark	Yes
Kellogg	Yes

The motion carried by a vote of 5-0

HUMAN RESOURCES (Classified)

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

APPOINTMENTS

Working Out of Class	1
Temporary	6
Exempt from the Merit System	38

INSERVICE CHANGES

Leave of Absence without Pay	2
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Mileage 2

SEPARATION FROM THE DISTRICT

Retirement 1
Termination 1
Deceased 1

Roll call vote:

Otto Yes
Uranga Abstain
Bowen Yes
Clark Yes
Kellogg Yes

The motion carried by a vote of 4-0-1

Approval of Tentative Agreement for Successor Agreement between District and LBCCE/AFT

It was moved by Member Kellogg, seconded by Member Otto, that the Board of Trustees approve the Tentative Agreement dated April 27, 2011, reached during negotiations between the District and LBCCE/AFT. The Agreement implements changes to the following Articles:

- Article III – Organizational Rights and Security
- Article IX – Pay and Allowances
- Article XI – Health and Welfare Benefits
- Article XII – Holidays
- Article XV – Evaluation
- Article XVII – Disciplinary Action
- Article XXV – Staff Development

Roll call vote:

Otto Yes
Uranga Yes
Bowen Yes
Clark Yes
Kellogg Yes

The motion carried by a vote of 5-0

Member Kellogg thanked and commended the classified employees and the district for reaching this agreement during such difficult times.

ACADEMIC SENATE (TITLE 5, SECTION 53203)

No items, no report.

**SUPERINTENDENT-PRESIDENT
Superintendent-President's Report**

President Oakley echoed Member Kellogg's comments and thanked the leadership of AFT, Alta Costa and Corrine Magdaleno, for their hard work in reaching this agreement. He also thanked Vice President Rose DelGaudio for the district's leadership and efforts in negotiating the classified tentative agreement. President Oakley was in Sacramento yesterday and witnessed CTA's demonstration at the Capital and he thanked all the participants for showing their support and getting the message out for funding community colleges during this budget crises.

ACADEMIC AFFAIRS

No items, no report.

STUDENT SUPPORT SERVICES

Academic Calendar – 2012-2013

The tentative 2012-2013 16-week academic calendar was submitted for first reading and will be available in the Vice President, Student Support Services office for review by staff, students, and the public.

Academic Calendar – 2013-2014

The tentative 2013-2014 16-week academic calendar was submitted for first reading and will be available in the Vice President, Student Support Services office for review by staff, students, and the public.

ADMINISTRATIVE SERVICES

Resolution, Agreement with Office of Statewide Health Planning & Development

It was moved by Member Kellogg, seconded by Member Clark that the Board of Trustees adopt Resolution No. 051011B authorizing the District to enter into agreement number 11-2060 (locally referred to as CN 93154.3) with the Office of Statewide Health Planning and Development effective July 1, 2011 through June 30, 2013. The amount of funding is \$200,000.

Roll call vote:

Otto	Yes
Uranga	Yes
Bowen	Yes
Clark	Yes
Kellogg	Yes

The motion carried by a vote of 5-0

2010-2011 CCFS-311Q Third Quarter Financial Status Report

It was moved by Member Kellogg, seconded by Member Clark that the Board of Trustees approve the 2010-2011 CCFS-311Q Third Quarter Financial Status Report for the Long Beach Community College District and authorize transmittal of the report to the California Community Colleges Chancellor's Office.

Roll call vote:

Otto	Yes
Uranga	Yes
Bowen	Yes
Clark	Yes
Kellogg	Yes

The motion carried by a vote of 5-0

2010-2011 Third Quarter Budget Performance Report

Ann-Marie Gabel, Vice President, Administrative Services presented the report. The report covers the Unrestricted General Fund and the financial activity occurring during the third quarter of the 2010-2011 fiscal year.

Revised District Policies: 6006 & 7010

The following revised policies were submitted for first reading only:

Policy 6006 (Computer, Telecommunications and Classroom Technology Use)
Policy 7010 (Sex Crimes)

PACIFIC COAST CAMPUS

No Items, no report.

ECONOMIC AND RESOURCE DEVELOPMENT

No items, no report.

ACADEMIC SENATE

Kevin Ryan was absent and Janice Tomson filled in for him. Ms. Tomson announced that Dr. Rudy Besikof will be leaving Long Beach City College to accept another job.

TRUSTEES COMMUNICATIONS

Member Otto thanked the Board for their confidence in him to serve as President of the Board for 2011-2012. Member Kellogg said that he is concerned with the public bringing propositions to the Board for support without having all of the background on the items; President Oakley agreed with the Members' concerns.

NEW BUSINESS

Members Kellogg and Bowen asked that the Board receive an informational report on the Oil Extraction Fee proposition presented under public comments at the next meeting on May 24.

FUTURE REPORTS

There were no new requests for future reports.

ADJOURNMENT

President Clark adjourned the meeting at 6:44 p.m. The next regular meeting of the Board of Trustees will be held on May 24, 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