

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

**Minutes of Meeting of
June 28, 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 June 28, 2011.

CALL TO ORDER

The meeting was called to order at 4:10 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 5:17 p.m., in Building T, Room 1100, Liberal Arts Campus. Board President Otto reported that, in closed session, there was no action taken.

PLEDGE OF ALLEGIANCE

Roberto Uranga led the Pledge of Allegiance.

ROLL CALL

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

Absent: Member Clark

WELCOME AND INTRODUCTIONS

Board President Otto welcomed everyone to the meeting and announced two classified retirees, Tang Chu and Carol Gaffner, who were not at the meeting tonight, but asked that the audience give them a round of applause for all their years of service to LBCC.

APPROVAL OF MINUTES

It was moved by Member Kellogg, seconded by Member Uranga, that the minutes of the meeting of, June 14, 2011, be approved to include amendment to page 2, Report on Oil Extraction Fee Initiative, to include a motion to lay over this subject to the next meeting.

The motion carried, all voting aye.

ORDERING OF THE AGENDA

There was no reordering of the agenda.

STUDY SESSION:

Framework for the Content of Program Planning and Review

Eva Bagg and Kevin Ryan presented an overview of the following:

- Process for all college units
- Components of department/unity plans
- Assessment plans for Student Learning Outcomes and Service Unit Outcomes
- Data provided annually to instructional departments
- TracDat

The Board and President Oakley participated in a question and answer session with Eva and Kevin.

REPORT OF BOARD OF TRUSTEES

Redistricting: Approval of Resolution, Trustee Area Boundary Map, Legal Description for LBCCD Trustee Area Boundaries

It was moved by Member Kellogg, seconded by Member Bowen that the Board of Trustees approve the following:

- Resolution No. 062811A which provides for new boundary changes that will meet the requirements of reapportionment.
- The Trustee Area boundary map incorporating those boundary changes.
- Legal Description for LBCCD Trustee Area Boundaries.

and that the above documents be forwarded to the Los Angeles County Registrar/Recorder's Office and the City Clerk of the City of Long Beach.

The motion carried, all voting aye.

July 26, 2011 Board Meeting – Add Board Retreat to Calendar

It was moved by Member Uranga, seconded by Member Kellogg, that the Board of Trustees approve the addition of a Special Meeting for a Board Retreat to the July 26, 2011 Board Meeting Calendar to begin at 9:00 a.m., followed by our regular meeting to begin at 5:00 p.m.

The motion carried, all voting aye.

Committee Reports

Members Uranga and Kellogg reported that they still have many questions and are still looking for directions and guidelines about how the Board deals with propositions and/or initiatives that come before them. The committee is to research how the Board makes recommendations whether to support or not, potential or existing legislative matters. The committee has found that

**Minutes, Meeting of the Board of Trustees
June 28, 2011**

some colleges have policy and others do not. They both hope to be prepared to present a policy at the next meeting.

STUDENT TRUSTEE

This position is currently vacant; therefore, there is no report.

PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

There were no comments.

The following items were part of the Consent Agenda

HUMAN RESOURCES (Academic)

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

APPOINTMENTS

Academic Administrative Appointment	1
Hourly Counselor – Summer 2011	16
Hourly Librarian – Summer 2011	11
Hourly Instructional Specialist – Summer 2011	24
Hourly Reader – Summer 2011	12
Hourly Instructor – Summer 2011	187
Stipend	30

IN-SERVICE CHANGES

Change of Title	1
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HUMAN RESOURCES (Classified)

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

APPOINTMENTS

Placement per Bumping Rights in Lieu of Layoff	20
Temporary	6
Exempt from the Merit System	84

INSERVICE CHANGES

Mileage	1
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SEPARATION FROM THE DISTRICT

Layoff Due to Lack of Work/Lack of Funds	18
Retirement	2

FISCAL SERVICES

FINANCE

Budget Transfers

Budget Transfer numbers 138540, 138613 and 138621 for the Unrestricted General Fund 01 in the amount of \$25,178 as listed:

**Minutes, Meeting of the Board of Trustees
June 28, 2011**

From: Academic Salaries	\$	6,300	
Employee Benefits		169	
Supplies		184	
Services and Operating Expenses		18,415	
Equipment		<u>110</u>	\$ <u>25,178</u>
To: Classified Salaries	\$	6,469	
Supplies		14,793	
Services and Operating Expenses		184	
Equipment		<u>3,732</u>	\$ <u>25,178</u>

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

Budget Transfer numbers 138537, 138620 and 138638 for the Restricted General Fund 12 in the amount of \$96,867 as listed:

From: Academic Salaries	\$	11,000	
Classified Salaries		9,583	
Employee Benefits		4,067	
Supplies		7,500	
Services and Operating Expenses		44,193	
Equipment		13,524	
Reserve/Student Payments		<u>7,000</u>	\$ <u>96,867</u>
To: Academic Salaries	\$	21,694	
Classified Salaries		1,436	
Employee Benefits		1,626	
Supplies		9,150	
Services and Operating Expenses		789	
Equipment		<u>62,172</u>	\$ <u>96,867</u>

There are no budget transfers greater than \$25,000 for the Restricted General Fund 12.

Budget Transfer numbers 138547 and 138618 for the Capital Outlay Projects Fund 41 in the amount of \$4,509 as listed:

From: Services and Operating Expenses	\$	454	
Inspection and Architect Fees		<u>4,055</u>	\$ <u>4,509</u>
To: Supplies			\$ <u>4,509</u>

There are no budget transfers greater than \$25,000 for the Capital Outlay Projects Fund 41.

Budget Transfer numbers 138524, 138612 and 138619 for the General Obligation Bond Fund 46 in the amount of \$75,400 as listed:

From: Supplies	\$	8,000	
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**Minutes, Meeting of the Board of Trustees
June 28, 2011**

	Services and Operating Expenses	32,000	
	Equipment	15,400	
	Reserve	<u>20,000</u>	\$ <u>75,400</u>
To:	Supplies	\$ 2,000	
	Services and Operating Expenses	23,400	
	Equipment	<u>50,000</u>	\$ <u>75,400</u>

Included in the budget transfers of \$75,400 for the General Obligation Bond Fund 46 is the following transfer greater than \$25,000:

<u>AT</u>	<u>From:</u>		<u>Amount</u>
138612	589000-46-710600-5823 Other Services		\$ 30,000
	<u>To:</u>		
	647000-46-710600-5823 Equipment Non-Instructional		\$ 30,000

To cover expenses for sheet metal retrofit at the Pacific Coast Campus.

Budget Transfer numbers 138525 and 138646 for the Veterans' Stadium Operations Fund 58 in the amount of \$13,000 as listed:

From:	Services and Operating Expenses	\$ 5,000	
	Equipment	<u>8,000</u>	\$ <u>13,000</u>
To:	Supplies	\$ 5,000	
	Services and Operating Expenses	<u>8,000</u>	\$ <u>13,000</u>

There are no budget transfers greater than \$25,000 for the Veterans' Stadium Operations Fund 58.

Salary Warrants

Ratify issuance of salary warrants listed on Register No. 4684 for the period of May 23, 2011 through June 3, 2011 in the amount of \$5,373,633.15 as listed:

Register No. 4684	Warrant Nos. 103085 - 103158	\$ 5,373,633.15
Issue Date 05/31/11		
	Total Salary Warrants Issued:	\$ <u>5,373,633.15</u>

Commercial Warrants

Ratify issuance of commercial warrants listed for the period of May 23, 2011 through June 3, 2011 in the amount of \$3,282,067.49.

Unrestricted General Fund 01	\$ 1,083,757.49
Restricted General Fund 12	614,768.38
Child and Adult Development Fund 33	9,309.21
Capital Outlay Projects Fund 41	447,418.27
General Obligation Bond Fund 46	808,573.78

**Minutes, Meeting of the Board of Trustees
June 28, 2011**

Veterans' Stadium Operations Fund 58	30,267.10
Community/Contract Education Fund 59	610.00
Self-Insurance Fund 61	279.92
Student Financial Aid Fund 74	-20.00
Payroll Clearing Fund 76	<u>287,103.34</u>

Total Commercial Warrants: \$ 3,282,067.49

Included in the total warrant expenditures of \$3,282,067.49 are the following payments greater than \$25,000, excluding utilities and employee benefits:

Unrestricted General Fund 01

1. \$ 540,454 to ASB (*Associated Student Body*) Bank for college service cards for the remainder of the Fall 2010 semester and for the Spring 2011 semester.
2. \$ 292,178 to City of Long Beach (Police Department) for security services for April 2011 (this warrant is jointly funded with the Restricted General Fund).
3. \$ 27,379 to Dell Marketing L.P. for proprietary software upgrades and support for district-wide Dell servers.

Restricted General Fund 12

1. \$ 178,377 to Economic Development Collaborative for hosting a service center for the Small Business Development Center Network.
2. \$ 153,460 to Santa Monica Community College District for hosting a service center for the Small Business Development Center Network.
3. \$ 15,378 to City of Long Beach (Police Department) for security services for April 2011 (this warrant is jointly funded with the Unrestricted General Fund).

Capital Outlay Projects Fund 41

1. \$ 382,870 to Bayley Construction for the construction of the Pacific Coast Campus Multi-Disciplinary Academic Building.
2. \$ 42,523 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. \$ 423,030 to Chegini Enterprise (SMC Construction Co.) for the Liberal Arts Campus Student Services Retrofit Project (Building A).
2. \$ 150,310 to G2K Construction, Inc. for renovation of the Liberal Arts Campus Bookstore (Building I).
3. \$ 62,424 to Green Giant Landscape, Inc. for construction of the Lew Davis Parking Lot & Landscape.
4. \$ 35,456 to Premiere Commercial Bank Escrow # 2012086 for escrow retention for construction of the Building A Student Services Retrofit.

Budget Increase (Decrease)

Restricted General Fund 12

2010-2011 Revised Budgets:

**Minutes, Meeting of the Board of Trustees
June 28, 2011**

Long Beach Unified School District GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Program) Program 7117 \$ (54,704)

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 93154.7 – With *EnerNOC, Inc.*, effective June 29, 2011 through December 31, 2016. Amount of funding is \$40,260.

CN 93154.8 – With *Topping, Inc.*, effective July 1, 2011 through June 30, 2016 for license to use Veterans’ Stadium. License fees are as follows:

<u>Year</u>	<u>Percent Gross Receipts</u>	<u>Annual Minimum</u>
Year 1, 2	26%	\$312,000
Year 3,4,5	27%	\$320,000

CN 93154.9 – With *The Community College Foundation* to provide funding for Partnering for Safety and Performance Model Approach to Partnership in Parenting Training Services (PS-MAPP) effective August 1, 2011 through July 31, 2012. Amount of funding is \$30,000.

Bond Contract Awards

CN 22046.8 – With *TSG Enterprises dba The Solis Group*, effective July 1, 2011 through June 30, 2014, for a contract amount not to exceed \$634,611.55, paid from General Obligation Bond Fund.

CN 22046.9 – With *Cambridge West Partnership, LLC*, effective July 1, 2011 through June 30, 2012, for a contract amount not to exceed \$144,760, paid from General Obligation Bond Fund.

Bond Contract Amendments

CN 22028.3 – With *Adorno, Yoss, Alvarado & Smith, Attorneys*, Amendment #1, to change the termination date from June 30, 2011 to June 30, 2012, paid from General Obligation Bond Fund.

CN 22028.4 – With *Public Agency Law Group*, Amendment #2, to change the termination date from June 30, 2011 to June 30, 2012 and increase the contract amount by \$75,000 for a total contract amount not to exceed \$375,000, paid from General Obligation Bond Fund.

Contract Awards

CN 95012.2 – With *Kaiser Foundation Health Plan, Inc.*, to provide medical insurance for eligible District employees, dependents, and retirees effective July 1, 2011 to June 30, 2012.

CN 99666.6 – With *Los Angeles County Office of Education (LACOE)*, effective July 1, 2011 through June 30, 2012 for a total contract amount not to exceed \$40,300, paid from Unrestricted General Fund.

Minutes, Meeting of the Board of Trustees
June 28, 2011

CN 99677.4 – With *Christine Chiang-Schultheiss dba Visual Mix*, effective July 1, 2011 through June 30, 2014 for a total contract amount not to exceed \$90,000, paid from Restricted General Fund.

Contract Amendments

CN 99606.1 – With *Waste Management of Los Angeles*, Amendment #24, to change the termination date from June 30, 2011 to June 30, 2012 at an annual cost of \$80,990.61, paid from Unrestricted General Fund and Veterans Stadium Operation Fund.

CN 99641.2 – With *Christine Chiang-Schultheiss dba Visual Mix*, Amendment #9, to increase the contract amount by \$6,000 for a total contract amount not to exceed \$86,000, paid from Restricted General Fund.

CN 99664.5 – With *Goodwill, Serving the People of Southern Los Angeles County dba Links Sign Language & Interpreting Services*, Amendment #4, to increase the contract amount by \$2,400 for a total contract amount not to exceed \$77,400, paid from Restricted General Fund.

CN 99671.2 – With *KH Consulting Group*, Amendment #1, to change the termination date from June 30, 2011 to June 30, 2012, with no additional cost.

CN 99671.3 – With *Pacific Coast Regional Small Business Development Center*, Amendment #1, to increase the contract amount by \$40,000 for a total contract amount not to exceed \$400,000, paid from Restricted General Fund.

CN 99671.4 – With *Economic Development Collaborative – Ventura County*, Amendment #1, to increase the contract amount by \$30,000 for a total contract amount not to exceed \$480,000, paid from Restricted General Fund.

CN 99671.5 – With *El Camino Community College District*, Amendment #1, to increase the contract amount by \$40,000 for a total contract amount not to exceed \$520,000, paid from Restricted General Fund.

CN 99671.6 – With *Santa Clarita Community College District*, Amendment #1, to increase the contract amount by \$35,000 for a total contract amount not to exceed \$560,000, paid from Restricted General Fund.

CN 99671.7 – With *Santa Monica Community College District*, Amendment #1, to increase the contract amount by \$40,000 for a total contract amount not to exceed \$565,000, paid from Restricted General Fund.

Amendment to Board Action

CN 99648.1 – Amend the board action of July 8, 2008 with the *Redevelopment Agency of the City of Long Beach* for the Purchase Agreement for 1501 Pacific Coast Highway, Long Beach, CA to increase the not to exceed amount from \$750,000 to \$965,000.

**Minutes, Meeting of the Board of Trustees
June 28, 2011**

Completion of Contract

CN 22035.8 – With *Mobile Modular Management Corporation*, for the installation of modular units at the Pacific Coast Campus for a total fee of \$137,443. The modular installations were completed on September 27, 2010. Notice of completion is for installation only; the leasing of the units continues during the renovation of Buildings AA, BB, DD & EE.

CN 22038.5 – With *Mobile Modular Management Corporation*, for the installation of a modular unit at the Pacific Coast Campus for a total fee of \$14,335. The modular installation was completed on September 27, 2010. Notice of completion is for installation only; the leasing of the unit continues during the renovation of Buildings AA, BB, DD & EE.

Ratification of Contracts Under \$25,000

Ratify contracts under \$25,000 for the period of May 28, 2011 through June 14, 2011 as listed:

CN #99664.9	\$ 2,273
CN #99673.4	\$ 4,800
CN #99675.9	\$ 1,620
CN #99676.1 – CN #99676.2	\$ 32,400

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of May 23, 2011 through June 3, 2011 in the amount of \$529,909.95 as listed:

PO #67359 – PO #67411	\$529,909.95
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Included in the total amount of purchase orders of \$529,909.95 are the following items greater than \$25,000:

Unrestricted General Fund - 01

PO #67384	<i>Oracle America, Inc.</i>	\$255,240.85
	Oracle software update licenses and support service renewal	

PO #67409	<i>Pacific Ford</i>	\$ 40,502.04
	Transit vans for IITS	

Restricted General Fund - 12

PO #67380	<i>Digi-Key Corp</i>	\$ 42,185.22
	Classroom radio frequency identification access, training hardware and software interface for Department of Justice	

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

The motion carried, all voting aye.

ACADEMIC SENATE (TITLE 5, SECTION 53203)

No items, no report.

SUPERINTENDENT-PRESIDENT

Superintendent-President's Report

President Oakley reported that summer school was in session and that we are fortunate to have one, even if it is a shorter session. Many community colleges throughout the state have cancelled all summer classes. The governor has come to an agreement with the legislators for a California budget, but it does not solve the deficit going forward.

ACADEMIC AFFAIRS

No items, no report.

STUDENT SUPPORT SERVICES

No items, no report.

ADMINISTRATIVE SERVICES

Approval of the Tentative Budget for 2011-2012

It was moved by Member Bowen, seconded by Member Kellogg, that the Board of Trustees approve the Tentative Budget for 2011-2012 and that the Board of Trustees accepts the definitions of fund balance as promulgated by the Governmental Accounting Standards Board (GASB). That the Board of Trustees accepts that the committed fund balance component can only be used for specific purposes imposed by formal action of this Board and documented in the minutes: the amount will remain binding unless modified or removed in the same manner. That the Board of Trustees designates the Vice President, Administrative Services, as the District official to determine and define the amounts of those components of fund balance that are classified as "Assigned Fund Balance." That the Board of Trustees desires to classify the various components of fund balance reported by the District as defined in Governmental Accounting Standards Board Statement No. 54.

The motion carried, all voting aye.

Resolution, Disposal of District Property With a Collective Value Under \$5,000

It was moved by Member Kellogg, seconded by Member Uranga, that the Board of Trustees adopt Resolution No. 062811B to authorize the Director of Business Support Services, or designee, to dispose of District property, whether one or more items, which do not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold at a private sale without advertising by an employee of the District empowered for that purpose by the Board. Should such items be of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board, or such items may be disposed of at the local public dump or recycled on order of the Director of Business Support Services.

The motion carried, all voting aye.

Resolution, Contractual Agreements (and Amendments to Agreements) Under \$25,000

It was moved by Member Uranga, seconded by Member Bowen, that the Board of Trustees

adopt Resolution No. 062811C to authorize the Vice President, Administrative Services, or designee to execute agreements (and amendments to agreements) under \$25,000.

The motion carried, all voting aye.

Resolution, Change Order Authorization Under \$100,000

It was moved Member Uranga, seconded by Member Bowen, that the Board of Trustees adopt Resolution No. 062811D to authorize the Vice President, Administrative Services, or designee to execute change orders to agreements under \$100,000.

The motion carried, all voting aye.

Five Year Construction Plan for 2013-2017

It was moved Member Bowen, seconded by Member Uranga, approve the annual submission of the District's Five Year Construction Plan (FYCP) for 2013-2017, and authorize the President of the Governing Board and the Superintendent-President of the District to sign the formal documents that authorize action on behalf of the District.

The motion carried, all voting aye.

Resolution, Final Project Proposal-Construction Trades II

It was moved Member Kellogg, seconded by Member Uranga, adopt Resolution No. 062811E and approve the Final Project Proposal for the Construction Trades II Project at the Pacific Coast Campus, and authorize the President of the Governing Board and the Superintendent-President of the District to sign the formal documents that authorize action on behalf of the District.

The motion carried, all voting aye.

Resolution, Final Project Proposal-Language Arts Renovation

It was moved Member Kellogg, seconded by Member Bowen, adopt Resolution No. 062811F and approve the Final Project Proposal for the Language Arts Renovation Project at the Liberal Arts Campus, and authorize the President of the Governing Board and the Superintendent-President of the District to sign the formal documents that authorize action on behalf of the District.

The motion carried, all voting aye.

PACIFIC COAST CAMPUS

No items, no report.

ECONOMIC AND RESOURCE DEVELOPMENT

No items, no report.

ACADEMIC SENATE

No report.

TRUSTEES COMMUNICATIONS

None.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

There were no new requests for future reports.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no comments.

ADJOURNMENT

President Otto adjourned the meeting at 7:29 p.m. The Board of Trustees will convene for a Special Meeting - Board Rretreat on July 26, 2011, in Building T, Room 1100 at 9:00 a.m.

The next regular meeting of the Board of Trustees will be held on July 26, 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.

Assistant Secretary