

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

**Minutes of Meeting of
September 28, 2010**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Building T, Liberal Arts Campus, 4901 East Carson Street, Long Beach, on September 28, 2010.

CALL TO ORDER

The meeting was called to order at 4:15 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 5:04 p.m., in the Board Room, Building T, Room 1100, Liberal Arts Campus. President Clark reported that, in closed session, no action was taken.

PLEDGE OF ALLEGIANCE

Roberto Uranga led the Pledge of Allegiance.

ROLL CALL

Present: President Clark, Vice President Uranga, Member Bowen,

Absent: Member Otto and Student Trustee Alvarez
Member Kellogg arrived after roll call (5:19 p.m.)

WELCOME AND INTRODUCTIONS

President Clark welcomed everyone to the meeting. Superintendent-President Oakley announced the retirement of two classified employees, Jacque Olson and Linda Simecek. President Oakley presented them with a certificate and thanked them for all their years of service and their photos were taken.

APPROVAL OF MINUTES

It was moved by Member Bowen, seconded by Member Uranga, that the minutes of the meeting of, September 14, 2010, be approved as distributed. The motion carried, all voting aye.

**Minutes, Meeting of the Board of Trustees
September 28, 2010**

ORDERING OF THE AGENDA

President Clark announced that item 12.2 would be moved from consent to non-consent.

REPORT OF BOARD OF TRUSTEES

2010-2011 Proposed Budget for the Long Beach Community College – Public Hearing

President Clark declared the public hearing open and called for comments.

Hearing no response, President Clark declared the public hearing closed.

Committee Reports

Member Uranga thanked the BAC (Budget Advisory Committee) for their outstanding efforts in working with the budget constraints to develop a proposed budget that would be presented for adoption later in the meeting. Member Uranga is the Board liaison for this committee, but due to the schedule of these meetings, he is unable to leave work to attend.

STUDENT TRUSTEE

No report.

PUBLIC COMMENTS ON 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

Hourly Instructor – Fall	83
Hourly Instructional Specialist – Fall	52
Hourly Reader – Fall	13
Stipends	4

IN-SERVICE CHANGES

Change of Title	3
Department Head Election	1

HUMAN RESOURCES (Classified)

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

APPOINTMENTS

Probationary	6
Temporary	11
Exempt from the Merit System	136

Minutes, Meeting of the Board of Trustees September 28, 2010

INSERVICE CHANGES

Resignation	2
Retirement	2

FISCAL SERVICES

FINANCE

Salary Warrants

Ratify issuance of salary warrants listed on Register No. 4631 for the period of August 23, 2010 through September 3, 2010 in the amount of \$5,418,071.83, as listed:

Register No. 4631	Warrant Nos. 96960 - 97037	\$ 5,418,071.83
Issue Date 08/31/10		

Commercial Warrants

Ratify issuance of commercial warrants listed for the period of August 23, 2010 through September 3, 2010 in the amount of \$2,834,499.61.

Unrestricted General Fund 01	\$ 1,175,932.54
Restricted General Fund 12	80,810.67
Child and Adult Development Fund 33	6,501.29
General Obligation Bond Fund 46	1,237,612.67
Veterans' Stadium Operations Fund 58	19,142.30
Community/Contract Education Fund 59	198.48
Self Insurance Fund 61	10,555.00
Student Financial Aid Fund 74	-7.00
Payroll Clearing Fund 76	292,550.01
Retiree Benefits Fund 79	<u>11,203.65</u>

Total Commercial Warrants: \$ 2,834,499.61

Included in the total warrant expenditure of \$2,834,499.61 are the following payments greater than \$25,000, excluding employee benefits and utilities:

Unrestricted General Fund 01

1. \$ 101,249 to *Protected Insurance Program for Schools* workers' compensation coverage for employees and volunteers from July 1, 2010 through July 1, 2011 (fourth of twelve installments).
2. \$ 30,261 to *Community College League of California* for 2010-2011 annual membership dues.

General Obligation Bond Fund 46

1. \$ 425,000 to *Solpac Construction, Inc.* for construction of the Liberal Arts Campus Learning Resource Center.
2. \$ 354,931 to *Cavecche Engineering & Construction Co., Inc.* for the Liberal Arts Campus Infrastructure North Loop project.
3. \$ 123,509 to *LVH Electric, Inc.* for renovation of the Liberal Arts Campus Studio Theatre lighting.

**Minutes, Meeting of the Board of Trustees
September 28, 2010**

4. \$ 79,977 to *Siemens Building Technologies, Inc.* for additional services to provide technical support for the Central Plants.
5. \$ 45,996 to *Sandy Pringle Associates* for inspection services of the Liberal Arts Campus Parking Structure, Infrastructure North Loop, Building O, and the South Quad.
6. \$ 39,437 to *International City Bank* for escrow retention for construction of the Liberal Arts Campus North Loop project.
7. \$ 31,739 to *Hammel, Green & Abrahamson, Inc.* for architectural and engineering services for the Building O renovations.

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 93151.8 – With *City of Long Beach, Pacific Gateway Workforce Network*, effective July 1, 2010 through June 30, 2012. Amount of funding is \$109,500.

CN 93151.9 – With *Butte-Glenn Community College District*, effective September 1, 2010 through December 31, 2010. Amount of funding is \$10,351.42.

Bond Contract Amendments

CN 22019.1 – With *Martinez Architects, Inc.*, Amendment #7, to increase the contract amount by \$4,862 for a total contract amount not to exceed \$1,510,034, paid from General Obligation Bond Fund.

Contract Awards

CN 95011.6 – Ratify – With *Kaiser Foundation Health Plan, Inc.*, to provide medical insurance for eligible District employees, dependents, and retirees effective July 1, 2010 to June 30, 2011.

CN 99632.4E – With *Dell Financial Services, LLC*, to enter into a 36-month lease for servers for a total contract amount not to exceed \$83,310.09 plus taxes, paid from Unrestricted General Fund.

CN 99669.2 – With *Dolinka Group, Inc.*, effective September 29, 2010 through completion of the work, paid from Capital Projects Fund.

CN 99669.3 - With John Hetts, Ph.D. effective October 1, 2010 through September 30, 2011, for total contract amount not to exceed \$75,000 plus reimbursable expenses, paid from Unrestricted and Restricted General Funds.

Contract Amendments

CN 99656.5 – With *Zampi, Determan & Erickson LLP*, Amendment #3, to extend the termination date from June 30, 2010 to June 30, 2011, at no additional cost.

**Minutes, Meeting of the Board of Trustees
September 28, 2010**

CN 99665.3 – With *CalCERTS, Inc.*, Amendment #1, to increase the contract amount by \$2,265 for a total contract amount not to exceed \$75,365, paid from Restricted General Fund.

Change Order Ratifications

CN 22038.2 – With *Cavecche Engineering & Construction Company, Inc.*, Change Order #8 for the Infrastructure North Loop project at the Liberal Arts Campus in the amount of \$36,232 for a total contract amount not to exceed \$3,817,857.81, paid from General Obligation Bond Fund. Total approved change orders represent 4.57% of the contract amount.

CN 22039.4 – With *AVA Builders, Inc.*, Change Order #1 for the Los Coyotes Parking Lot Upgrade project in the amount of \$19,500 for a total contract amount not to exceed \$307,500, paid from General Obligation Bond Fund. Total approved change order represents 6.77% of the contract amount.

CN 22039.5 – With *Landmark Site Contractors*, Change Order #3 for the South Walkway Extension & Landscape project at the Liberal Arts Campus in the amount of \$27,533 for a total contract amount not to exceed \$493,534, paid from General Obligation Bond Fund. Total approved change orders represent 7.89% of the contract amount.

Ratification of Contracts Under \$25,000

Ratify contracts under \$25,000 for the period of August 23, 2010 through September 3, 2010 as listed:

CN #95011.7 No Cost

Institutional Memberships

Amend the 2010-2011 Institutional Membership list to include:

The Association for the Assessment of Learning in Higher Education \$ 315.00
(Paid by Student Learning Outcomes)

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of August 23, 2010 through September 3, 2010 in the amount of \$772,027.16 as listed:

PO #65805 – PO #65976 \$ 772,027.16

Included in the total amount of purchase orders of \$772,027.16 are the following items greater than \$25,000:

Unrestricted General Fund - 01

PO #65846 *Image IV Systems Inc.* \$ 63,873.45
 Copier maintenance agreement

Minutes, Meeting of the Board of Trustees September 28, 2010

PO #65913	<i>Computerland of Silicon Valley</i>	\$	97,540.00
	Licensing renewal for District software		

PO #65931	<i>SimplexGrinnell</i>	\$	93,214.23
	Service agreement for annual fire alarm testing, inspection and support for LAC and PCC		

Restricted General Fund - 12

PO #65974	<i>Allied Paving Company</i>	\$	50,000.00
	Service agreement for parking lot minor repairs		

General Obligation Bond Fund - 46

PO #65907	<i>Tangram Interiors</i>	\$	41,050.67
	Relocation of furniture for MDAB move at PCC		

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

The motion carried, all voting aye.

ACADEMIC AFFAIRS, STUDENT SUPPORT, AND ADMINISTRATIVE SERVICES

Bond Contract Awards

CN 22043.9 – With *Angeles Contractor, Inc.*, for the Walnut Avenue Arrival Court/Parking Lot project at the Pacific Coast Campus for a total contract amount not to exceed \$432,400, paid from General Obligation Bond Fund. Per Public Contract Code §20651, the District is awarding to the lowest responsible bidder and rejecting all others.

It was moved by Member Bowen, seconded by Member Uranga, that the Board of Trustees authorize the Vice President, Administrative Services, or designee to enter into and execute the agreement for CN 22043.9.

The motion carried, all voting aye.

CN 22044.2 – With *Newman Midland Corporation*, for the Bldg. I Bookstore Renovation project at the Liberal Arts Campus for a total contract amount not to exceed \$1,930,764, paid from General Obligation Bond Fund. Per Public Contract Code §20651, the District is awarding to the lowest responsible bidder and rejecting all others.

President Clark announced that per Vice President Gabel, CN 22044.2 is pulled from the agenda under 12.2 due to the contractor's request that their bid be withdrawn. The contract will be awarded to the second lowest bidder and will be on the agenda for the next meeting.

**Minutes, Meeting of the Board of Trustees
September 28, 2010**

ACADEMIC SENATE (Title 5, Section 53203)

Revision to Theatre Curriculum Guide

It was moved by Member Uranga, seconded by Member Bowen, that the Board of Trustees approve the revised 2011-2012 curriculum guide for Theatre.

The motion carried, all voting aye.

SUPERINTENDENT-PRESIDENT

President Oakley stated that we are still monitoring the State budget situation. Our adopted budget presentation on the agenda tonight is based on revenue assumptions - and they are just that; there is no certainty without a State budget. Without a State budget, the college will have to continue to borrow and take from other funds to ensure our payroll obligations are met, and to service the needs of our students. CSU Chancellor Charles Reid declared that the CSU system will begin to accept spring applications after not taking them for the last couple of years.

ACADEMIC AFFAIRS

Vocational Cooperative Work Experience Education District Plan 2010-2011

It was moved by Member Uranga, seconded by Member Bowen, that the Board of Trustees approve the Long Beach Community College District Vocational Cooperative Work Experience Education District Plan 2010-2011.

The motion carried, all voting aye.

STUDENT SERVICES

Report on Progress of Smoking Policy/Regulations

Dr. Don Low, Interim Vice President, Student Support Services, introduced Dr. Sabrina Sanders, Interim Dean, Student Affairs, and Student Trustee Alvarez, presented a report on the Smoking Regulations Process and Policy. The Action Plan for the proposed revisions to Board Policy #7002 would focus on designating areas at PCC and LAC that are smoking areas, and creating policy that limits smoking on the rest of the campus. The Administrative regulations will outline in detail the process by which the Board Policy will be regulated and enforced. This strategy aims to guide a campus-wide culture change related to limiting our campus community's exposure to the harmful effects of tobacco smoke. Strategies for marketing & outreach were also highlighted in the report. These changes to the policy and regulations are not expected to be finalized any earlier than January 2011.

ADMINISTRATIVE SERVICES

2010-2011 Adopted Budget

It was moved by Member Uranga, seconded by Member Bowen, that the Board of Trustees conduct a public hearing and approve the Adopted Budget for 2010-2011.

The motion carried, all voting aye.

2009-2010 CCFS-311 Annual Financial and Budget Report, Including the 2010-2011 Appropriations Limit

It was moved by Member Uranga, seconded by Member Bowen, that the Board of Trustees approve the 2009-2010 CCFS-311 Annual Financial and Budget Report including the 2010-2011 Appropriations Limit of the Long Beach Community College District and authorize transmittal of the report to the Chancellor's Office, California Community Colleges.

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 reminded everyone that the Academic Senate passed Resolution 46.1 Call for Administration Support of Sabbatical Leave and still asks that the Board and administration continue to consider them. Mr. Ryan addressed some concerns of the ESL Basic Skills Improvement Rates that Dr. Bagg reported on at the last Board of Trustees meeting during her report on Institutional Effectiveness. He stated that the scores reported lower due to the coding that was used, and this has since been adjusted. Mr. Ryan said more accurate data will be provided to the Board the next time this reporting is due.

TRUSTEES COMMUNICATIONS

There were no Trustee communications.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

- Updates on the ongoing development of the 2011-2016 Educational Master Plan
- **BOARD OF TRUSTEES GOALS 2009-2011:**
 - October 2010**
 1. **MEASURE AND IMPROVE STUDENT SUCCESS**
 - D. By September 2010, review progress in implementing the 2009 ACCJC Accreditation Recommendations and the 2008 Institutional Self-Study Planning Agendas. Thereafter, receive Periodic Reports on the status of meeting the criteria of the ACCJC for reaching proficiency for institutional effectiveness, as defined by the ACCJC Rubric.
 - F. By October 2010, review the effectiveness of the LBCC assessment process. Develop strategies and time lines to increase the number percentage of non-exempt transfer and degree-seeking students who complete the assessment process to 100% by September 2011.

**Minutes, Meeting of the Board of Trustees
September 28, 2010**

3. IMPROVE ORGANIZATIONAL FUNCTION, CREATE A GREATER SENSE OF COMMUNITY AND ENGAGE IN MORE COMMUNITY OUTREACH
 - C. By October 2010, review the implementation of the Staff Equity Plan.
 - E. By October 2010, review the status of the College Promise, including strategies and time lines as to its implementation and cooperation with the LBUSD and CSULB.

November 2010

1. MEASURE AND IMPROVE STUDENT SUCCESS
 - A. By November 2010, review the continuing implementation of the LBCC 24-Month Agenda for Advancement of Student Success and Community Development Plan using established benchmark assessment measures.
3. IMPROVE ORGANIZATIONAL FUNCTION, CREATE A GREATER SENSE OF COMMUNITY AND ENGAGE IN MORE COMMUNITY OUTREACH
 - F. By October 2010, review the outreach of the LBCCD to the greater Long Beach community.

PUBLIC COMMENTS (NON-AGENDA ITEMS)

Student Ernie Aguilar presented to the Board a proposal for a Veterans Resource Center with dedicated offices and a computer lab for the veteran students at LBCC. Mr. Aguilar reported that the college is experiencing an increase in veteran enrollment and that LBCC has the largest population of veterans of any college in southern California.

ADJOURNMENT

President Clark adjourned the meeting at 6:40 p.m. The next regular meeting of the Board of Trustees will be held on October 26, 2010. 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