

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

**Minutes of Meeting of
November 8, 2011**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Building FF, Dyer Hall, 1305 East Pacific Coast Highway, Long Beach, on November 8, 2011.

CALL TO ORDER

The meeting was called to order at 4:30 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 5:05 p.m., in Dyer Hall, at Pacific Coast Campus. President Otto reported that, in closed session, no action was taken.

PLEDGE OF ALLEGIANCE

April Juarez led the Pledge of Allegiance.

ROLL CALL

Present: President Otto, Member Bowen, Member Kellogg and
Student Trustee Leinen

Absent: Vice President Uranga and Member Clark

WELCOME AND INTRODUCTIONS

President Otto welcomed everyone to the meeting. President Oakley recognized Richard Gaylord, Personnel Commission.

APPROVAL OF MINUTES

It was moved by Member Bowen, seconded by Member Kellogg, that the minutes of the meeting of, October 25, 2011, be approved as distributed.

The motion carried all voting aye.

ORDERING OF THE AGENDA

President Otto announced that that there was no re-ordering of the agenda.

REPORT OF BOARD OF TRUSTEES

Board Appointment to Personnel Commission – Public Hearing

At the Board Meeting of September 27, 2011, the Board announced its intent to appoint Richard F. Gaylord to the District Personnel Commission.

President Otto declared the public hearing open and called for comments on the appointment of Richard F. Gaylord to the District Personnel Commission.

Hearing no responses, President Otto declared the public hearing closed.

Board Appointment to Personnel Commission

It was moved by Member Kellogg, seconded by Member Bowen, that the Board of Trustees designate Richard F. Gaylord as the Board's appointee to the District's Personnel Commission, for a three-year term effective noon, December 1, 2011, and ending noon, December 1, 2014.

The motion carried, all voting aye.

Resolution, Governing Board Member Election

It was moved by Member Bowen, seconded by Member Kellogg, that the Board adopt Resolution 110811A, ordering a Governing Board Member election on April 10, 2012, and setting forth the specifications of the election order.

The motion carried, all voting aye.

Governing Board Election Calendar – April 10, 2012

The calendar for the April 10, 2012 Governing Board Member election was presented to the Board of Trustees for information.

Resolution, Candidates' Statements, Governing Board Member Election

It was moved by Member Kellogg, seconded by Member Bowen, that the Board adopt Resolution 110811B pertaining to candidates' statements for the April 10, 2012 Governing Board Member election.

The motion carried, all voting aye.

Board Meeting Calendar - 2012

It was moved by Member Bowen, seconded by Member Kellogg, that the Board of Trustees approve the Calendar of Board Meetings for 2012.

The motion carried, all voting aye.

Committee Reports

There were no committee reports.

STUDENT TRUSTEE

Ms. Leinen invited everyone to attend the Veterans Day event at LAC on Thursday, November 10, from 11-3 pm.

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PUBLIC COMMENTS ON AGENDA ITEMS

There were no public 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 2011	2
Hourly Non-Instructional Faculty – Fall 2011	2
Stipend	2

IN-SERVICE CHANGES

Change of Title	3
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HUMAN RESOURCES (Classified)

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

APPOINTMENTS

Probationary	1
Temporary	5
Exempt from the Merit System	17

SEPARATION FROM THE DISTRICT

Resignation	1
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FISCAL SERVICES

FINANCE

Budget Transfers

Budget Transfer numbers 140137, 140146, 140172, 140173, 140200, 140209, 140216, and 140238 for the Unrestricted General Fund 01 in the amount of \$86,282 as listed:

From: Supplies	\$	373	
Services and Operating Expenses		52,097	
Equipment		5,664	
Reserve		28,148	\$ <u>86,282</u>
To: Academic Salaries	\$	2,000	
Classified Salaries		660	
Employee Benefits		386	
Supplies		7,852	
Services and Operating Expenses		585	
Equipment		74,799	\$ <u>86,282</u>

Included in the budget transfers of \$154,993 for the Unrestricted General Fund 01 is the following transfer greater than \$25,000:

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<u>AT</u>	<u>From:</u>	<u>Amount</u>
140137	514000-01-678000-0000 Professional Services	\$ 44,451
	646000-01-678000-0000 NI Equipment <\$5,000	5,000
	<u>To:</u>	
	457000-01-678000-0000 NI Supplies and Materials	\$ 5,000
	647000-01-678000-0000 NI Equipment >\$5,000	44,451

To cover expenses for District vans.

<u>AT</u>	<u>From:</u>	<u>Amount</u>
140146	790100-01-790200-0019 Reserves	\$ 27,531
	<u>To:</u>	
	646000-01-678000-0019 NI Equipment <\$5,000	\$ 27,531

To cover expenses relative to the Technology Master Plan.

Budget Transfer numbers 140150, 140160, 140266, and 140300 for the Restricted General Fund 12 in the amount of \$6,700 as listed:

From: Supplies	\$ 6,300	
Reserve/Student Payments	<u>400</u>	\$ <u>6,700</u>
To: Supplies	300	
Services and Operating Expenses	4,678	
Equipment	<u>1,722</u>	\$ <u>6,700</u>

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

Salary Warrants

Ratify issuance of salary warrants listed on Register No. 4707 - 4711 for the period of October 3, 2011 through October 14, 2011 in the amount of \$1,943,853.82 as listed:

Register No. 4707 Issue Date 10/07/11	Warrant Nos. 104974 - 105111	\$ 904,094.15
Register No. 4708 Issue Date 10/07/11	Warrant Nos. 105112 – 105141	272,308.08
Register No. 4709 Issue Date 10/07/11	Warrant Nos. 105142 – 105492	378,068.72
Register No. 4710 Issue Date 10/14/11	Warrant Nos. 105493 – 105527	47,580.87
Register No. 4711 Issue Date 10/14/11	Warrant Nos. 105528 – 105547	341,802.00

Total Salary Warrants Issued: \$ 1,943,853.82

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Commercial Warrants

Ratify issuance of commercial warrants listed for the period of October 3, 2011 through October 14, 2011 in the amount of \$2,373,140.30.

Unrestricted General Fund 01	\$ 628,769.97
Restricted General Fund 12	170,679.11
Child and Adult Development Fund 33	1,657.12
Capital Outlay Projects Fund 41	813,675.21
General Obligation Bond Fund 46	353,023.84
Veterans' Stadium Operations Fund 58	1,292.46
Community/Contract Education Fund 59	214.36
Self-Insurance Fund 61	696.09
Student Financial Aid Fund 74	482.00
Payroll Clearing Fund 76	394,433.78
Retiree Benefits Fund 79	<u>8,216.36</u>

Total Commercial Warrants: \$ 2,373,140.30

Included in the total warrant expenditures of \$2,373,140.30 are the following payments greater than \$25,000, excluding utilities and employee benefits:

Unrestricted General Fund 01

1. \$ 95,327 to *Computerland of Silicon Valley* for campus software licensing renewal.
2. \$ 66,602 to *Oracle America, Inc.* for PeopleSoft annual license update and support.
3. \$ 30,450 to *KLOS FM Radio* for radio advertising for Fall 2011.

Capital Outlay Projects Fund 41

1. \$ 740,223 to *Bayley Construction* for the renovation of the Pacific Coast Campus Multi-Disciplinary Academic Building.
2. \$ 73,442 to *Community Bank Escrow #1660* for escrow retention for renovation of the Pacific Coast Campus Multi-Disciplinary Academic Building.

General Obligation Bond Fund 46

1. \$ 135,777 to *G2K Construction, Inc.* for renovation of the Liberal Arts Campus Building I (Bookstore).
2. \$ 69,502 to *Lynne Capouya, Inc.* for landscape architectural services for the Liberal Arts and Pacific Coast Campuses in July 2011.
3. \$ 25,159 to *Hill Partnership, Inc.* for architectural and engineering services for the Sheet Metal Department Project.

Budget Increase (Decrease)

Unrestricted General Fund 01

2011-2012 Budget Revisions:

Material Fees and Facility Use Fees Program 0990 & 0991 \$ (11,400)

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Restricted General Fund 12

2011-2012 Budget Revisions:

Upward Bound Program 9071	\$	7,673
Upward Bound Program 9081	\$	(32,972)
Child & Adult Development Foster Care and Kinship Care Education (FKCE) Program 8750	\$	8,745
International Trade Center Program 7070	\$	(32,780)
Small Business Development Center (SBDC) Lead Center Program 8685	\$	66,518
Small Business Development Center (SBDC) Programs 8670, 73, 76, 78, and 79	\$	260,000
Long Beach Small Business Development Center (SBDC) Service Center Program 8675	\$	(1,597)

Contract/Community Education Fund 59

2011-2012 Budget Revisions:

Center for International Trade Development (CITD) Seminars Program 6402	\$	447
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ACADEMIC AFFAIRS, STUDENT SUPPORT AND ADMINISTRATIVE SERVICES

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

Bond Contract Amendments

CN 22018.8 – With *Hill Partnership, Inc.*, Amendment #9, to increase the contract amount by \$4,490 for a total contract amount not to exceed \$3,061,118.27, paid from General Obligation Bond Fund.

CN 22019.1 – With *Martinez Architects, Inc.*, Amendment #11, to increase the contract amount by \$9,664 for a total contract amount not to exceed \$1,536,150, paid from General Obligation Bond Fund.

CN 22033.7 – With *Martinez Architects, Inc.*, Amendment #6, to increase the contract amount by \$6,992 for a total contract amount not to exceed \$450,732, paid from General Obligation Bond Fund.

Contract Awards

CN 99682.4 – With *City of Long Beach*, effective August 1, 2011 through July 31, 2014 for an amount not to exceed \$2,606,771 for fiscal year 2012, paid from the Unrestricted and Restricted General Funds.

CN 99682.6 – With *Charles Flemings, dba Barrington Business Consulting*, effective November 9, 2011 through June 30, 2013 for a total amount not to exceed \$70,000, paid from the Restricted General Fund.

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Ratification of Contracts Under \$25,000

Ratify contracts under \$25,000 for the period of October 11, 2011 through October 24, 2011 as listed:

CN 50028.2		No Cost
CN 93143.9	\$	9,200.00
CN 95004.3		No Cost
CN 99649.3	\$	5,365.47
CN 99680.1	\$	10,800.00
CN 99681.8	\$	4,000.00

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of October 3, 2011 through October 14, 2011 in the amount of \$339,682.30 as listed:

PO #68276 – PO #68361 \$339,682.30

Included in the total amount of purchase orders of \$339,682.30 are the following items greater than \$25,000:

Unrestricted General Fund - 01

PO #68317	<i>Apple Computer Inc.</i>	\$25,520.00
	iMac computers for new faculty and replacement	
PO #68360	<i>Pacific Ford</i>	\$43,780.80
	Transit vans for IITS	

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.

HUMAN RESOURCES

Resolution, Reduction of Classified Service

It was moved by Member Bowen, seconded by Member Kellogg, that the Board of Trustees adopt Resolution No. 110811C, Reduction of Classified Service.

The motion carried, all voting aye.

ACADEMIC SENATE (Title 5, Section 53203)

No items, no report.

SUPERINTENDENT-PRESIDENT

Superintendent-President's Report

President Oakley congratulated LBCC for being selected as one of 12 Lumina Foundation grantees and one of two colleges in California that has been awarded \$600,000 to focus on student success; which will only further the work of the Promise Pathways Initiative. President Oakley thanked all who were involved in getting this grant. Economic and Resource

Development Vice President Lou Anne Bynum, was featured at the California Community Colleges Board of Governors meeting in Sacramento for her leadership and the work with LBCC's ERD. They are very impressed with our program and they will continue to use our ERD program as a model as the BOG leverages opportunities to create more jobs in the state through business development. President Oakley thanked Dr. Lynn Shaw and the CCA leadership group for co-hosting an opportunity for CCA and administrators to visit and get to know each other, and he hopes that these opportunities continue.

ACADEMIC AFFAIRS

No items, no report.

STUDENT SUPPORT SERVICES

Destruction of Records

It was moved by Member Kellogg, seconded by Member Bowen, that the Board of Trustees authorize the Vice President, Student Support Services, to authorize the reclassification of all records listed from Class 2 to Class 3- disposable records, and the destruction of these student records in accordance with procedures set forth in Board Policy 2007, Administrative Regulation 2007.1, and Title 5 of the California Code of Regulations, Division 6, Section 59020-59028.

The motion carried, all voting aye.

ADMINISTRATIVE SERVICES

2011-2012 First Quarter Budget Performance Report

Ann-Marie Gabel, Vice President, Administrative Services, presented the 2011-2012 First Quarter Budget Performance Report. The report covers the Unrestricted General Fund and the financial activity occurring during the first quarter of the 2010-2011 fiscal year.

2011-2012 CCFS-311Q First Quarterly Financial Status Report

It was moved by Member Bowen, seconded by Member Kellogg, that the Board of Trustees approve the 2011-2012 First Quarterly Financial Status Report for the Long Beach Community College District, and authorize transmittal of the report to the California Community Colleges Chancellor's Office.

The motion carried, all voting aye.

PACIFIC COAST CAMPUS

Pacific Coast Campus Update

Dr. Breland provided brief updates on happenings at PCC. He talked about the college's Trades programs, Child Development Center, Foster Kinship Care program. He reported on the workshops offered by the Jaimie Oliver Food Revolution in partnership with the CA Endowment and the Building Healthy Communities Initiative, and campus construction projects.

ECONOMIC AND RESOURCE DEVELOPMENT

No items, no report.

ACADEMIC SENATE

Lee Douglas, Department Head/Instructor, Learning & Academic Resources, presented an overview of the LAC Multidisciplinary Success Center. Mr. Douglas explained their purpose and their mission, reported on the results and success rates, and how they are benefiting students.

TRUSTEES COMMUNICATIONS

None.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

There were no new requests for future reports.

PUBLIC COMMENTS (NON-AGENDA ITEMS)

Lynn Misajon, on behalf of communications for CCA, reported that they have started a “mixer” to get their executive board and district administrators together occasionally, enacted a safety committee, and mentioned that negotiations are going well.

ADJOURNMENT

President Otto adjourned the meeting at 6:03 p.m. The next regular meeting of the Board of Trustees will be held on December 13, 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