

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

**Minutes of Meeting of
March 13, 2012**

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 March 13, 2012.

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 Otto reported that, in closed session, no action was taken.

PLEDGE OF ALLEGIANCE

Roberto Uranga led the Pledge of Allegiance.

ROLL CALL

Present: President Otto, Vice President Uranga, Member Bowen,
Member Kellogg, Student Trustee Leinen
Absent: Member Clark

WELCOME AND INTRODUCTIONS

There were no special introductions.

APPROVAL OF MINUTES

It was moved by Member Kellogg, seconded by Member Bowen, that the minutes of the meeting of, February 28, 2012, be approved as distributed. The motion carried, all voting aye.

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

No report.

PUBLIC COMMENTS ON AGENDA ITEMS

At their request, members of the public may address the Board of Trustees on any item prior to or during the Board's consideration of that item. A five (5) minute time limit will be allotted to each speaker, with a maximum of twenty minutes for each subject, unless extended by the Board President.

Dr. Lynn Shaw, CCA President, stated that the reductions in force on tonight's agenda, is of great concern to CCA. This affects one faculty member with over eleven years of seniority. Their representative council passed a motion (united) to prevent any cuts that impact instruction and student services. Dr. Shaw asked the Board and administrators to work with the faculty to keep "community" in community college. Dr. Shaw said, "Teachers build the pathway for students."

Mr. John Kindred addressed the report on smoking legislation and is asking how will we be able to keep the non-smokers from being affected by the smokers in the designated smoking areas if the administrators decide to keep the designated smoking areas; how will we please both sides without jeopardizing the health of others.

The following items were part of the Consent Agenda

HUMAN RESOURCES (Academic)

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

APPOINTMENTS

Probationary Faculty – Second Year Contract	8
Probationary Faculty – Third Year Contract	1
Probationary Faculty – Permanent Employees	6
Hourly Instructor – Spring 2012	4
Hourly Instructional Specialist – Spring 2012	1
Non-paid Intern – Spring 2012	2
Stipend	1

IN-SERVICE CHANGES

Change of Title	3
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SEPARATION FROM THE DISTRICT

Resignation	1
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HUMAN RESOURCES (Classified)

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

APPOINTMENTS

Probationary	2
Working Out of Class	1

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Temporary	3
Exempt from the Merit System	37

INSERVICE CHANGES

Mileage	5
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SEPARATION FROM THE DISTRICT

Resignation	1
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FISCAL SERVICES

Approve the following actions:

Budget Transfers

Budget Transfer numbers 141572, 141599, 141611, 141613, 141627 and 141690 for the Unrestricted General Fund 01 in the amount of \$23,619 as listed:

From: Academic Salaries	\$	4,005	
Classified Salaries		443	
Employee Benefits		658	
Supplies		941	
Services and Operating Expenses		3,297	
Reserve		<u>14,275</u>	\$ <u>23,619</u>
To: Academic Salaries		12,413	
Classified Salaries		296	
Employee Benefits		1,901	
Supplies		4,647	
Equipment		<u>4,362</u>	\$ <u>23,619</u>

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

Budget Transfer numbers 141573, 141610, 141680, and 141691 for the Restricted General Fund 12 in the amount of \$102,993 as listed:

From: Academic Salaries	\$	80,360	
Classified Salaries		1,123	
Employee Benefits		16,395	
Supplies		3,915	
Services and Operating Expenses		<u>1,200</u>	\$ <u>102,993</u>
To: Classified Salaries	\$	96,005	
Supplies		1,525	
Services and Operating Expenses		4,048	
Equipment		<u>1,415</u>	\$ <u>102,993</u>

Included in the budget transfers of \$102,993 for the Restricted General Fund 12 is the following transfer greater than \$25,000:

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<u>AT</u>	<u>From:</u>	<u>Amount</u>
141573	122000-12-684710-8699 Academic NI Salaries	\$ 78,012
	395000-12-684710-8699 NI Benefits	15,188
	<u>To:</u>	
	231000-12-684710-8699 Student Assistants NI Salaries	\$ 7,800
	233000-12-684710-8699 Hourly NI Salaries	85,400

To cover presenter and student salaries through June 2012.

Budget Transfer number 141702 for the Veterans Stadium Operations Fund 58 in the amount of \$379 as listed:

From: Services and Operating Expenses	\$ <u>379</u>
To: Equipment	\$ <u>379</u>

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

Budget Transfer number 141612 for the Contract/Community Education Fund 59 in the amount of \$500 as listed:

From: Supplies	\$ <u>500</u>
To: Services and Operating Expenses	\$ <u>500</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. 4731 - 4735 for the period of February 6, 2012 through February 17, 2012 in the amount of \$1,730,187.32 as listed:

Register No. 4731 Issue Date 2/10/12	Warrant Nos. 107468 – 107603	878,268.79
Register No. 4732 Issue Date 2/10/12	Warrant Nos. 107604 – 107626	212,916.07
Register No. 4733 Issue Date 2/10/12	Warrant Nos. 107627 – 107946	255,546.26
Register No. 4734 Issue Date 2/16/12	Warrant Nos. 107947 – 107964	37,513.20
Register No. 4735 Issue Date 2/16/12	Warrant Nos. 107965 – 107987	345,943.00

Total Salary Warrants Issued: \$ 1,730,187.32

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Commercial Warrants

Ratify issuance of commercial warrants listed for the period of February 6, 2012 through February 17, 2012 in the amount of \$2,456,762.00.

Unrestricted General Fund 01	\$ 619,031.53
Restricted General Fund 12	527,348.96
Child and Adult Development Fund 33	2,495.50
Capital Outlay Projects Fund 41	766,855.56
General Obligation Bond Fund 46	344,840.36
Veterans' Stadium Operations Fund 58	36,692.42
Community/Contract Education Fund 59	2,994.48
Self-Insurance Fund 61	17,934.75
Student Financial Aid Fund 74	571.30
Payroll Clearing Fund 76	135,083.86
Retiree Benefits Fund 79	<u>2,913.28</u>

Total Commercial Warrants: \$ 2,456,762.00

Included in the total warrant expenditures of \$2,456,762.00 are the following payments greater than \$25,000, excluding utilities and employee benefits:

Unrestricted General Fund 01

1. \$ 207,844 to *Long Beach Police Department* for security services from December 2011. (These warrants are jointly funded with the Restricted General Fund 12.)
2. \$ 75,154 to *LBCC Auxiliary, Inc.* for reimbursement of student Pell Grant advances for Spring 2012 bookstore purchases.

Restricted General Fund 12

1. \$ 227,912 to *Economic Development Collaborative* for hosting a service center for the Small Business Development Center Network.
2. \$ 99,521 to *Santa Clarita Community College District* for hosting a service center for the Small Business Development Center Network.
3. \$ 10,939 to *Long Beach Police Department* for security services in December 2011. (These warrants are jointly funded with the Unrestricted General Fund 01.)

Capital Outlay Projects Fund 41

1. \$ 684,290 to *Bayley Construction* for the renovation of the Pacific Coast Campus Multi-Disciplinary Academic Building (MDAB).
2. \$ 77,104 to *Community Bank, Escrow #1660* for escrow retention for the Pacific Coast Campus Multi-Disciplinary Academic Building (MDAB).

General Obligation Bond Fund 46

1. \$ 47,073 to *Portermatt Electric, Inc.* for consulting services and infrared testing for improvements to the Liberal Arts Campus.
2. \$ 43,578 to *Verizon* to replace and reroute existing Verizon facilities at the Liberal Arts Campus.

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3. \$ 34,531 to *Julian Fonseca dba Fon-Seca Cabinet & Fixture* for installation of Building I Bookstore case work.
4. \$ 28,685 to *Thermal Air Conditioning, Inc.* for a new heating and cooling system for the Viking Express located at the Liberal Arts Campus Building T.
5. \$ 28,585 to *GRD Consulting, LLC* for facility planning and technical support for construction projects at both campuses for January 2012.

Budget Increase (Decrease)

Restricted General Fund 12

2011-2012 Budget Revisions:

SBDC Service Center Program 8677 \$ 4,000

2011-2012 New Budgets:

State Trade Export Program (STEP) 7065 \$ 69,658

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 93151.1 – With *California Community College, Chancellor's Office*, Amendment #1, to change the end date of the term from January 31, 2012 to March 31, 2012.

CN 93158.3 – Ratify – With *California Community College's Chancellor's Office*, effective February 1, 2012 through February 28, 2014. Amount of funding is \$348,000.

CN 93158.4 – With *Pacific Gateway Workforce Investment Board* administered by the *City of Long Beach*, effective November 7, 2011 through October 31, 2015. Amount of funding is \$313,850.

CN 93158.5 – With *San Diego Community College*, effective February 2, 2012 through December 31, 2012. Amount of funding is \$48,660.

Acceptance of Project Completion

CN 22039.5 – With *Landmark Site Contractors*, for the South Walkway Extension & Landscaping at the Liberal Arts Campus for a total fee of \$493,534. Project was completed on March 31, 2011.

Contract Awards

CN 99688.2 – With *Leticia Valadez*, effective February 1, 2012 through January 30, 2013 for a total contract amount not to exceed \$90,000, paid from Restricted General Fund.

CN 99688.3 – With *Whittier College*, effective July 15, 2012 through August 4, 2012 for a total amount not to exceed \$45,000, paid from Restricted General Fund.

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Settlement Agreement

CN 22049.5 – With *Cavecche Engineering & Construction Company and J's Pipeline* for the Settlement Agreement and Mutual Release in the amount of \$284,343 for the repair of the subsurface pipeline installations and inspections in the parking lots of Phases 4, 5 and 6 of the Infrastructure North Loop project. District will receive the funds from Zurich American Insurance Company as part of the Owner Controlled Insurance Program for the project.

Amendment to Board Action

CN 22018.8 – Amend the board action of January 24, 2012 with *Hill Partnership, Inc.*, to revise the total contract amount from \$3,044,519.57 to \$3,064,519.57.

Ratification of Contracts Under \$25,000

Ratify contracts under \$25,000 for the period of February 15, 2012 through February 27, 2012 as listed:

CN 22049.2 – CN 22049.3	\$13,500.00
CN 50030.9	No Cost
CN 93157.7	\$8,732.00
CN 99686.5	\$5,760.00
CN 99686.7	\$14,176.80
CN 99687.6	\$15,000.00

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of February 6, 2012 through February 17, 2012, in the amount of \$118,323.65 as listed:

PO #68797 – PO #68857	\$118,323.65
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There are no items greater than \$25,000 included in the total amount of purchase orders of \$118,323.65.

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

The motion carried, all voting aye.

HUMAN RESOURCES

Revised Policy 3007 – Evaluation of Management

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

Policy 3007 – Evaluation of Management Team Personnel

The motion carried, all voting aye.

Resolution, Reduction or Discontinuance of Particular Kinds Of Service

It was moved by Member Kellogg, seconded by Member Bowen, that the Board of Trustees adopt Resolution No. 031312A, Reduction or Discontinuance of Particular Kinds of Service.

The motion carried, all voting aye.

Resolution, Board Member Absence Compensation

It was moved by Member Bowen, seconded by Member Kellogg, that the Board of Trustees adopt Resolution 031312B authorizing compensation to Board Member Thomas J. Clark for the meeting of February 28, 2012 from which he was absent due to hospitalization and illness.

The motion carried, all voting aye.

ACADEMIC SENATE (Title 5, Section 53203)

Revision to Curriculum Guide – Associate in Science in Geology for Transfer

It was moved by Member Bowen, seconded by Member Uranga, that the Board of Trustees approve the Associate in Science in Geology for Transfer.

The motion carried, all voting aye.

Technology Component of the Information Competency Proficiency Requirement

It was moved by Member Bowen, seconded by Member Kellogg, that the Board of Trustees approve COSA 5AD Microsoft Windows Operating System to fulfill the Technology Component of the Information Competency Proficiency Requirement.

The motion carried, all voting aye.

SUPERINTENDENT-PRESIDENT

Update on Recently Enacted Smoking Legislation

Mark Taylor, Director, College Advancement, Public Affairs & Governmental Relations, presented an update on recently enacted smoking legislation (AB 795) and the options and mechanisms available, along with the challenges to LBCC in enforcing our current campus smoking policy.

Board President Otto appointed a committee of two members to address the smoking regulations. President Otto appointed Member Bowen to chair the committee, and Member Uranga volunteered to serve as a second member on the committee. Student Trustee Leinen will also participate. President Otto said the Board will expect the committee to report back to them on their findings.

Update on Pending Legislation

Mark Taylor, Director, College Advancement, Public Affairs & Governmental Relations, provided the Board with an update on pending legislation moving forward this year.

Superintendent's Report

Superintendent-President Oakley reminded everyone that we will be celebrating the 4th anniversary of the LB College Promise on March 21, 1:00 p.m. at Cabrillo High School.

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Chancellor Jack Scott will be in attendance. There will be a retirement party for Don Berz on March 19 in room T-1200. President Oakley also mentioned that Chancellor Jack Scott is retiring after a long tenure and a job well done. There will be a ribbon cutting ceremony for the new bookstore on March 27, 2:30 p.m.

ACADEMIC AFFAIRS

No items, no report.

STUDENT SERVICES

No items, no report.

ADMINISTRATIVE SERVICES

Budget Projections for 2012-13

Ann-Marie Gabel, Vice President, Administrative Services, highlighted the recent budget developments and projections in a presentation entitled Budget Projections for 2012-13.

PACIFIC COAST CAMPUS

No items, no report.

ECONOMIC AND RESOURCE DEVELOPMENT

No items, no report

ACADEMIC SENATE

Report on Curriculum Activities and Student Success of the ESL Department

ESL Department Chair, Professor Baruch Elimelech, reported on the curriculum activities and student success of the ESL department. Baruch presented data on students who have successfully graduated or received certificates because of this program.

TRUSTEES COMMUNICATIONS

Vice President Uranga announced that he had participated, along with President Oakley, on March 10, as speakers for a statewide symposium for community colleges in which they presented on "The Long Beach Promise". LBUSD Superintendent Chris Steinhauser also co-presented. Throughout every other presentation, Long Beach was raised as a model for how LBCC, through the College Promise, is addressing the needs of students and the student success initiative. Many participants want to learn more about our efforts. Board President Otto asked Eloy about the award he received on behalf of LBCC from A2MEND at the conference and then asked Dr. Breland to explain what this organization is. Dr. Breland explained that it is the African American Male Education Network & Development.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

There were no new requests for future reports.

PUBLIC COMMENTS (NON-AGENDA ITEMS)

At their request, members of the public will be given the opportunity to address the Board of Trustees on matters of general District business. This is the time for members of the public to speak and be heard and share their comments with the Board and for the Board to listen. Therefore, the public should not expect the Board to comment or respond to public comments. A particular position should not be inferred if there are no Board member comments during this time.

A total of five (5) minutes will be allotted to each subject, unless extended by the Board President. After receiving testimony, the Board may recommend placing such item or item(s) on the agenda of a future meeting or referring the item(s) to staff for a report.

Student Christian Caldera addressed the Board about concerns he has with how students feel that the Promise Pathways may be bypassing continuing students, as the Promise will provide priority registration for incoming high school students over continuing students in Fall 2012.

ADJOURNMENT

President Otto adjourned the meeting at 6:38 p.m. The next regular meeting of the Board of Trustees will be held on March 27, 2012. 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 100, Liberal Arts Campus.

Assistant Secretary