

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

**Minutes of Meeting of
August 23, 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 August 23, 2011.

CALL TO ORDER

The meeting was called to order at 5:10 p.m., in Building T, Room 1100, Liberal Arts Campus.

PLEDGE OF ALLEGIANCE

Mark Bowen led the Pledge of Allegiance.

ROLL CALL

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

WELCOME AND INTRODUCTIONS

Board President Otto welcomed everyone to the meeting.

APPROVAL OF MINUTES

It was moved by Member Otto, seconded by Member Kellogg, that the minutes of the Retreat meeting of, July 26, 2011, be approved as distributed. The motion carried.

It was moved by Member Bowen, seconded by Member Clark, that the minutes of the meeting of July 26, 2011 be approved as distributed. President Otto added to the motion that it include the correction to page 2, under the Oil Extraction Fee Initiative: ~~There was no second; therefore, the motion did not carry.~~ There was no second and there was no vote taken on the motion.

The motion carried, all voting aye.

ORDERING OF THE AGENDA

There was no reordering of the agenda.

STUDY SESSION:

The Academic Senate Planning Process

Academic Senate President Janice Tomson provided an overview of the role of the Academic Senate in Shared Governance and the Senate's primary function as per Title 5 Section 53200: The Senate's primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters.

Ms. Tomson led the session on the following:

- Why is there an Academic Senate at LBCC?
- How does the Senate operate?
- How does the Senate tie to student success?
- How does the Senate plan?

Ms. Tomson introduced chair/co-chairs for four of the six committees which report directly to the Senate: Course Evaluation – Allison Pop; Assessment of Student Learning Outcomes – Kim Anderson; Program Review – April Juarez and Peter Knapp; Equivalency Committee – Jordan Fabish; Career and Technical Education – Sigrid Sexton and Faculty Professional Development – Lynn Shaw. Chair/co-chairs for three of the six Shared Governance Committees which report to both the Senate and the Administration serving as the “designee of the Board”: Student Success Committee – Shauna Hagemann; Staff Equity Committee – Lee Douglas and College Planning Committee – Janice Tomson. Each faculty member gave the Board a brief outline of the work of each committee.

The Board asked some questions and acknowledged that the committees are making great strides with great improvement.

Overview of Board Self-Evaluation for 2010-2011

Eva Bagg led the session. Ms. Bagg tallied all the responses from the Board and reported the average scores. It was suggested by Member Uranga that Ms. Bagg provide the Board with year-to-year averages for comparisons purposes.

REPORT OF BOARD OF TRUSTEES

New Policy 2022 – Political Activity and Board Resolutions

It was moved by Member Kellogg, seconded by Member Uranga that the Board of Trustees adopt the new policy on Political Activity and Board Resolutions.

The motion carried, Members Otto, Uranga, Clark and Kellogg voting aye, and Member Bowen voting nay.

New Regulation 2022 – Political Activity and Board Resolutions

The new regulation was presented for informational purposes only and does not require Board action.

Committee Reports

There were no committee reports.

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 Instructor – Summer 2011	4
Stipend	9

IN-SERVICE CHANGES

Change of Assignment	16
Change of Title	1

HUMAN RESOURCES (Classified)

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

APPOINTMENTS

Probationary	10
Transfer	1
Working Out of Class	2
Temporary	56
Exempt from the Merit System	114

INSERVICE CHANGES

Mileage	1
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SEPARATION FROM THE DISTRICT

Resignation	3
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FISCAL SERVICES

FINANCE

Budget Transfers

Budget Transfer numbers 139013, 139114, 139126, 139150, 139338, and 139348 for the Unrestricted General Fund 01 in the amount of \$22,445 as listed:

From: Classified Salaries	\$	643	
Employee Benefits		77	
Services and Operating Expenses		<u>21,725</u>	\$ <u>22,445</u>
To: Classified Salaries		15,884	
Employee Benefits		1,906	
Supplies		2,117	
Services and Operating Expenses		15	

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Equipment _____ 2,523 \$ _____ 22,445

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

Budget Transfer numbers 138958, 138980, 139068, 139082, 139083, 139102, 139104, 139140, 139154, 139185, 139194, 139218, 139236, and 139262 for the Restricted General Fund 12 in the amount of \$119,012 as listed:

From:	Academic Salaries	\$	125	
	Classified Salaries		27,825	
	Employee Benefits		5,553	
	Supplies		11,311	
	Services and Operating Expenses		56,683	
	Equipment		8,004	
	Reserve/Student Payments		9,511	\$ _____ 119,012
To:	Academic Salaries	\$	84,779	
	Classified Salaries		10,788	
	Employee Benefits		15,366	
	Supplies		6,386	
	Services and Operating Expenses		244	
	Equipment		1,449	\$ _____ 119,012

Included in the budget transfers of \$119,012 for Restricted General Fund 12 is the following transfer greater than \$25,000:

<u>AT</u>	<u>From:</u>	<u>Amount</u>
139194	514000-12-679900-9813 Professional Services	\$ 42,832
	432000-12-493072-9810 Instructional Supplies & Materials	1,874
	<u>To:</u>	
	133000-12-493072-9810 CHI Hourly Instructional Salaries	\$ 38,874
	395000-12-493072-9810 Instructional Benefits	5,832

To cover expenses for Perkins-VTEA CTE Success Center Project.

Budget Transfer number 138995 for the Child Development Fund 33 in the amount of \$861 as listed:

From:	Equipment	\$	_____ 861
To:	Services and Operating Expenses		\$ _____ 861

There are no budget transfers greater than \$25,000 for Child Development Fund 33.

Budget Transfer number 139337 for the General Obligation Bond Measure E Fund 46 in the amount of \$600,000 as listed:

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From: Equipment \$ 600,000
 To: Services and Operating Expenses \$ 600,000

Included in the budget transfers of \$600,000 for General Obligation Bond Measure E Fund 46 is the following transfer greater than \$25,000:

<u>AT</u>	<u>From:</u>	<u>Amount</u>
139337	621100-46-710400-5703 Infrastructure for Construction	\$ 600,000
	<u>To:</u>	
	514000-46-710400-5738 Professional Services	\$ 600,000

To transfer the remaining parking structure budget to cover Building O project expenses.

Budget Transfer numbers 139067 and 139103 for the Contract/Community Education Fund 59 in the amount of \$180 as listed:

From: Supplies	160	
Services and Operating Expenses	<u>20</u>	\$ <u>180</u>
To: Supplies	20	
Services and Operating Expenses	<u>160</u>	\$ <u>180</u>

There are no budget transfers greater than \$25,000 for Contract/Community Education Fund 59.

Salary Warrants

Ratify issuance of salary warrants listed on Register No. 4691 – 4695 for the period of July 5, 2011 through July 29, 2011 in the amount of \$4,649,261.33 as listed:

Register No. 4691 Issue Date 07/07/11	Warrant Nos. 103785 - 103826	\$ 482,185.47
Register No. 4692 Issue Date 07/07/11	Warrant Nos. 103827 – 104005	\$ 267,561.24
Register No. 4693 Issue Date 07/14/11	Warrant Nos. 104006 – 104027	\$ 124,988.93
Register No. 4694 Issue Date 07/16/11	Warrant Nos. 104028 – 104043	\$ 283,788.00
Register No. 4695 Issue Date 07/28/11	Warrant Nos. 104044 – 104100	\$ 3,490,737.69

Total Salary Warrants Issued: \$ 4,649,261.33

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Commercial Warrants

Ratify issuance of commercial warrants listed for the period of July 5, 2011 through July 29, 2011 in the amount of \$5,202,879.03.

Unrestricted General Fund 01	\$ 2,247,489.15
Restricted General Fund 12	802,612.21
Child and Adult Development Fund 33	6,614.06
Capital Outlay Projects Fund 41	45,446.20
General Obligation Bond Fund 46	867,247.62
Veterans' Stadium Operations Fund 58	68,957.04
Community/Contract Education Fund 59	1,135.79
Self Insurance Fund 61	711,603.65
Student Financial Aid Fund 74	(3.50)
Payroll Clearing Fund 76	54,138.70
Retiree Benefits Fund 79	<u>397,638.11</u>

Total Commercial Warrants: \$ 5,202,879.03

Included in the total warrant expenditures of \$5,202,879.03 are the following payments greater than \$25,000, excluding utilities and employee benefits:

Unrestricted General Fund 01

1. \$ 198,945 to *City of Long Beach (Police Department)* for security services for June 2011 (this warrant is jointly funded with the Restricted General Fund).
2. \$ 54,101 to *LBCC Auxiliary, Inc.* for reimbursement of Pell Grant advances for Spring 2011 bookstores purchases.
3. \$ 50,964 to *Enterprise Fleet Services* for the lease of eight 12-passenger vans, prepayment fee for 7/1/2011 – 6/30/12.

Restricted General Fund 12

1. \$ 75,880 to *El Camino Community College District* for hosting a service center for the Small Business Development Center Network (January – March, 2011).
2. \$ 67,500 to *Pacific Coast Regional Small Business Development Corp.* for hosting a service center for the Small Business Development Center Network.
3. \$ 50,003 to *The College Board* for online student Accuplacer testing units.
4. \$ 43,375 to *Launchpad Careers Inc.* for providing recruitment and job placement services.
5. \$ 35,000 to *Career Corner TV Corporation* for development of seven virtual job shadow career profiles.
6. \$ 34,400 to *CalCERTS, Inc. for Home Energy Rating Systems (HERS) II* training for the California Clean Energy Workforce Training Program.
7. \$ 34,154 to *Spinitar* for audio visual equipment and installation for LAC – M116.
8. \$ 29,286 to *AVOTEK* for one PT6 turbo-prop teardown engine for the Aviation Maintenance program.
9. \$ 27,864 to *Green Energy Technology* for reimbursement of wage subsidies for students enrolled in the Clean Energy On the Job Training (OJT) program.

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10. \$ 10,471 to *City of Long Beach (Police Department)* for security services for June 2011 (this warrant is jointly funded with the Unrestricted General Fund).

Capital Outlay Projects Fund 41

1. \$ 32,614 to *Sierra School Equipment* for LAC auditorium seating reupholstering and repair.

General Obligation Bond Fund 46

1. \$ 408,378 to *Cordoba Corporation* for bond project construction management for June 2011.

2. \$ 90,718 to *Lynne Capouya, Inc.* for landscape architectural services for the Liberal Arts and Pacific Coast Campuses.

3. \$ 98,733 to *Green Giant Landscape, Inc.* for construction of the Lew Davis Parking Lot & Landscape.

4. \$ 61,193 to *Architectural Design & Signs, Inc.* for LAC and PCC marquee signs.

5. \$ 25,000 to *Cambridge West Partnership, LLC* for the completion and submittal of the LBCC (Capital) Construction Five Year Plan.

Self Insurance Fund 61

1. \$ 711,142 to *Statewide Association of Community Colleges JPA* for property and liability renewal for the 2011-2012 fiscal year.

Budget Increase (Decrease)

Restricted General Fund 12

2010-2011 Budget Revisions:

BFAP Program 0710 \$ 2,500

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 93155.6 – With *Global Corporate College*, effective August 1, 2011 through June 30, 2012. Amount of funding is \$29,925.

CN 93155.7 – With *Health Resources and Services Administration*, effective July 1, 2011 through June 30, 2012. Amount of funding is \$118,610.

CN 93155.8 – With *Los Angeles Universal Preschool*, effective July 1, 2011 through June 30, 2012. Amount of funding is \$324,530.

CN 93155.9 – Ratify – With *U.S. Small Business Administration*, to provide funding for the Small Business Development Center (SBDC) program effective April 1, 2011 through March 31, 2013. Amount of funding is \$150,000.

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Bond Contract Awards

CN 22047.7 – With Henrikson Owen & Associates, Inc., for a total amount not to exceed \$85,000, paid from General Obligation Bond Fund.

Bond Contract Amendments

CN 22026.6 – With *Mactec Engineering & Consulting, Inc.*, Amendment #3, to change the name to *AMEC E&I, Inc.*

CN 22041.8 – With *Coffey Environments, Inc.*, Amendment #1, to change the name to *Winefield & Associates, LP dba Alta Environmental.*

CN 22044.4 – With *Rodney Freight dba Freight Tech Security Specialists*, Amendment #1, to change the termination date from June 30, 2011 to June 30, 2012 and to increase the contract amount by \$60,000 for a total contract amount not to exceed \$120,000, paid from General Obligation Bond Fund.

Contract Awards

CN 99680.8 – With *Atkinson, Andelson, Loya, Ruud & Romo*, effective July 1, 2011 through June 30, 2014, for a total contract amount not to exceed \$45,000, paid from Unrestricted General Fund.

CN 99680.9 – With *Parker & Covert, LLP*, effective July 1, 2011 through June 30, 2014, for a total contract amount not to exceed \$150,000, paid from Unrestricted General Fund.

CN 99681.1 – With *Zampi, Determan & Erickson LLP*, effective July 1, 2011 through June 30, 2014 for a total contract amount not to exceed \$30,000, paid from Unrestricted General Fund.

CN 99681.2 – With *James M. Hansen*, effective July 1, 2011 through December 31, 2011 for a total contract amount not to exceed \$25,000, paid from Restricted General Fund.

Contract Amendments

CN 99655.1 – With *Diversified Transportation, LLC*, Amendment #2, to extend the term through June 30, 2012 and increase the contract amount by \$65,781.75 for a total contract amount not to exceed \$620,156.75, paid from Restricted General Fund and ASB.

Change Order Ratifications

CN 22041.6 – With *Bayley Construction*, Change Order #4 for the MDAB Renovation project at the Pacific Coast Campus in the amount of \$33,275.44, for a total contract amount not to exceed \$22,370,726.40, paid from General Obligation Bond Fund. Total approved change orders represent 0.81% of the contract amount.

CN 22044.2 – With *G2K Construction, Inc.*, Change Orders #2 and #3, for the Bldg. I Bookstore Renovation project at the Liberal Arts Campus in the amounts of \$17,044 and \$47,080, respectively, for a total contract amount not to exceed \$2,060,091, paid from General Obligation Bond Fund. Total approved change orders represent 3.57% of the contract amount.

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Amendment to Board Action

CN 22028.3 – Amend the board action of June 28, 2011 with *Adorno, Yoss, Alvarado & Smith, Attorneys* to change the name to *AlvaradoSmith*.

City of Los Angeles Contract #59112 – Amend the board action of February 23, 2010 with *Empire Cleaning* to change the name to *Unisource Worldwide*.

CN 99658.3 – Amend the board action of May 10, 2011 with *Oakwood Long Beach Marina Lessee, LLC* to include that the term reverts to a month-to-month basis as of June 21, 2011.

Ratification of Contracts Under \$25,000

Ratify contracts under \$25,000 for the period of June 29, 2011 through July 26, 2011 as listed:

CN #22047.1	\$ 7,500
CN #50026.8	No Cost
CN #50028.7	No Cost
CN #99677.8 – CN #99677.9	\$ 30,000
CN #99678.1 – CN #99678.2	\$ 9,480
CN #99678.4 – CN #99678.7	\$ 57,500
CN #99678.9	\$ 12,000
CN #99679.1	\$ 7,500
CN #99679.4	\$ 20,000

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of July 5, 2011 through July 29, 2011, in the amount of \$2,828,417.49 as listed:

PO #67463 – PO #67591 \$2,828,417.49

Included in the total amount of purchase orders of \$2,828,417.49 are the following items greater than \$25,000:

Unrestricted General Fund – 01

PO #67548	<i>SimplexGrinnell</i>	\$ 93,000
	Service agreement for fire alarm testing and inspection support for LAC and PCC	
PO #67555	<i>Protected Insurance Program for Schools (PIPS)</i>	\$1,168,949
	Workers compensation contributions	

Restricted General Fund – 12

PO #67536	<i>Graphic Designs West</i>	\$ 70,000
	Student and staff parking permits	

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Self-Insurance Fund – 61

PO #67507	<i>Statewide Association Community Colleges JPA</i>	\$ 711,142
	Property & Liability renewal contribution	
PO #67511	<i>Keenan and Associates</i>	\$ 85,000
	Property & Liability trust account	

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

Revised Long Beach City College Mission Statement

It was moved by Member Bowen, seconded by Member Kellogg, that the Board of Trustees adopt the revised mission statement approved by the College Planning Committee on January 13, 2011, revised as follows:

~~Long Beach City College is a comprehensive community college that provides open and affordable access to quality associate degree and certificate programs, workforce preparation, and opportunities for personal development and enrichment. The college develops students' college-level skills and expands their general knowledge, enables their transfer to four-year institutions, prepares them for successful careers or to advance in their current careers, and fosters their personal commitment to lifelong learning. Based upon a commitment to excellence, college programs foster and support the intellectual, cultural, economic and civic development of our diverse community.~~

Long Beach City College promotes equitable student learning and achievement, academic excellence, and workforce development by delivering high quality educational programs and support services to our diverse communities.

The motion carried, all voting aye.

Superintendent-President's Report

President Oakley congratulated all the staff and Lynn Shaw and Janice Tomson for their help and participation with College Day and thanked the full-time and part-time faculty on a successful first week of classes.

ACADEMIC AFFAIRS

No items, no report.

STUDENT SUPPORT SERVICES

No items, no report.

ADMINISTRATIVE SERVICES

2010-2011 CCFS-311Q Fourth Quarterly Financial Status Report

Ann-Marie Gabel presented a PowerPoint presentation on the 2010-2011 Unrestricted General Fund reviewing the changes from adopted budget to unaudited actuals.

It was moved by Member Clark, seconded by Member Uranga, that the Board of Trustees approve the 2010-2011 Fourth 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

No items, no report.

ECNONMIC 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

CCA-LBCC President Dr. Lynn Shaw introduced herself and said that she looks forward to working with the Board of Trustees and hopes to have more of the departments to come and share with the Board what they are doing at LBCC. CHI-LBCC President Ms. Karen Roberts introduced herself and also said she is looking forward to working with the part-time and full-time faculty and other staff.

ADJOURNMENT

President Otto adjourned the meeting at 7:16 p.m. The next regular meeting of the Board of Trustees will be held on September 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.

Assistant Secretary