

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

**Minutes of Meeting of
September 13, 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 September 13, 2011.

CALL TO ORDER

The meeting was called to order at 5:07 p.m., in Building T, Room 1100, Liberal Arts Campus.

PLEDGE OF ALLEGIANCE

Jackie Hann led the Pledge of Allegiance.

ROLL CALL

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

WELCOME AND INTRODUCTIONS

Board President Otto announced that one of our classified employees Charlotte Yarbrough is retiring and could not be at the meeting tonight, but sends her thanks to everyone. Ms. Yarbrough says she has had twelve good years with LBCC. President Otto turned it over to Janice Tomson, Academic Senate President, who announced and presented a plaque to Margaret Shannon, Valedictorian's Choice Award "Most Inspirational Teacher" Spring 2011, chosen by Kellee Green who could not be at the meeting tonight. Ms. Shannon thanked Ms. Green and all the students and faculty that are part of this inspiration.

APPROVAL OF MINUTES

It was moved by Member Clark, seconded by Member Bowen, that the minutes of the meeting of, August 23, 2011, be approved as distributed. The motion carried.

ORDERING OF THE AGENDA

There was no reordering of the agenda.

REPORT OF BOARD OF TRUSTEES

2011-2012 Proposed Budget for the Long Beach Community College District – Public Hearing

California Title 5, Section 58301 states that the governing board of each community college district shall hold a public hearing on the proposed budget for the ensuing fiscal year on or before the 15th day of September, but at least three days following availability of the proposed budget for public inspection.

President Otto declared the public hearing open and called for comments on the 2011-2012 proposed budget. CHI President, Karen Roberts said that she had questions about the budget and that she appreciates the open forum that would allow her to get some clarification about budget issues. Ms. Roberts said she has recently heard rumors about salary increases and that she hopes to be able to communicate factual information to the part-time faculty of any salary increases that have occurred on this campus. It is her understanding that four vice presidents received about a 1% increase in their base salaries. Ms. Roberts said she was under the impression that no group on this campus would be receive any salary increases during these difficult economic times and the fact that we just raised student fees, and possibly increasing student fees again next year. Ms. Roberts presented four questions that she felt are pertinent to the ongoing welfare of the part-time faculty: (1) has all of the furloughed money been made whole at this time, (2) have there been any additional compensation packages that go along with the 1% salary increases for the four vice presidents, (3) is it the intent to increase faculty salaries as well, and (4) would the school be willing to follow the model set by Mt. Sac and consider rescinding the 1% until we can better economically afford them. Ms. Roberts concluded by thanking the Board for their time.

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

Committee Reports

There were no committee reports.

STUDENT TRUSTEE

Ms. Amy Leinen was recently elected as our new Student Trustee. Ms. Leinen is in her 4th semester at LBCC and this was her first Board meeting.

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

Academic Administrative Appointment	1
Stipend	4

IN-SERVICE CHANGES

Change of Assignment	5
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Change of Title 3

HUMAN RESOURCES (Classified)

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

APPOINTMENTS

Probationary	4
Reinstatement	3
Temporary	8
Exempt from the Merit System	266

INSERVICE CHANGES

Mileage	6
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SEPARATION FROM THE DISTRICT

Resignation	2
Retirement	1

FISCAL SERVICES

FINANCE

Budget Transfers

Budget Transfer numbers 139353, 139371, 139373, 139398, and 139399 for the Restricted General Fund 12 in the amount of \$33,762 as listed:

From: Academic Salaries	\$	3,915	
Classified Salaries		2	
Employee Benefits		306	
Supplies		12,021	
Services and Operating Expenses		5,312	
Equipment		<u>12,206</u>	\$ <u>33,762</u>
To: Classified Salaries	\$	17,731	
Employee Benefits		10,356	
Services and Operating Expenses		<u>5,675</u>	\$ <u>33,762</u>

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

Budget Transfer number 139500, 139514 and 139517 for the General Obligation Bond Measure E Fund 46 in the amount of \$2,567,333 as listed:

From: Equipment	\$	694,210	
Reserve		<u>1,873,123</u>	\$ <u>2,567,333</u>
To: Services and Operating Expenses	\$	1,767,333	
Reserve		<u>800,000</u>	\$ <u>2,567,333</u>

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Included in the budget transfers of \$2,567,333 for General Obligation Bond Measure E Fund 46 are the following transfers greater than \$25,000:

<u>AT</u>	<u>From:</u>	<u>Amount</u>
139500	622000-46-710400-5327 Architect Fees	\$ 1,738
	624000-46-710400-5327 Inspection Fees	8,564
	790100-46-710400-5703 Reserves	46,216
	<u>To:</u>	
	514000-46-710600-5300 Professional Services	\$ 138
	514000-46-710600-5323 Professional Services	52,000
	514000-46-710600-5328 Professional Services	428
	573000-46-710600-5323 Legal Services	1,339
	573000-46-710400-5327 Legal Services	118
	589000-46-710400-5327 Other Services	2,495

To cover deficit account balances for Industrial Technology Center and Learning Resource Center at LAC and PCC.

<u>AT</u>	<u>From:</u>	<u>Amount</u>
139514	612000-46-710400-5702 Site Improvements	\$ 26,393
	612000-46-710600-5802 Site Improvements	50,000
	621000-46-710400-5404 Construction and Additions	75,035
	624000-46-710400-5702 Inspection Fees	18,607
	790100-46-710400-5701 Reserve	171,835
	790100-46-710400-5706 Reserve	100,000
	<u>To:</u>	
	514000-46-710400-5404 Professional Services	\$ 35,000
	514000-46-710400-5701 Professional Services	171,835
	514000-46-710400-5702 Professional Services	45,000
	514000-46-710400-5706 Professional Services	100,000
	514000-46-710600-5802 Professional Services	50,000
	573000-46-710400-5404 Legal Services	39,996
	585000-46-710400-5404 Postage	39

To cover deficit account balances for electronic signage, campus improvements, South Quad Complex and circulation access.

<u>AT</u>	<u>From:</u>	<u>Amount</u>
139517	621000-46-710400-5703 Construction and Additions	\$ 501,373
	790100-46-710400-5703 Reserves	371,127
	790100-46-710400-5708 Reserves	1,183,945
	<u>To:</u>	
	514000-46-710400-5438 Professional Services	\$ 700,000
	514000-46-710400-5440 Professional Services	20,000
	514000-46-710400-5708 Professional Services	383,945
	514000-46-710400-5823 Professional Services	150,000

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573000-46-710400-5438	Legal Services	2,500
612000-46-710400-5708	Site Improvements	700,000
624000-46-710400-5708	Inspection Fees	100,000

To cover deficit account balances for utility connection, Building Z retrofit, facilities and campus landscaping.

Salary Warrants

Ratify issuance of salary warrants listed on Register No. 4696 – 4699 for the period of August 1, 2011 through August 19, 2011 in the amount of \$1,280,888.25 as listed:

Register No. 4696 Issue Date 08/10/11	Warrant Nos. 104101 - 104150	\$ 702,688.34
Register No. 4697 Issue Date 08/10/11	Warrant Nos. 104151 – 104294	\$ 231,998.96
Register No. 4698 Issue Date 08/16/11	Warrant Nos. 104295 – 104299	\$ 55,909.95
Register No. 4699 Issue Date 08/16/11	Warrant Nos. 104300 – 104317	\$ 290,291.00

Total Salary Warrants Issued: \$ 1,280,888.25

Commercial Warrants

Ratify issuance of commercial warrants listed for the period of August 1, 2011 through August 19, 2011 in the amount of \$5,789,043.37.

Unrestricted General Fund 01	\$ 2,105,810.10
Restricted General Fund 12	366,952.68
Child and Adult Development Fund 33	178.12
Capital Outlay Projects Fund 41	362,107.12
General Obligation Bond Fund 46	2,870,700.80
Veterans' Stadium Operations Fund 58	15,059.75
Community/Contract Education Fund 59	11,384.64
Self-Insurance Fund 61	14,253.28
Student Financial Aid Fund 74	1,160.00
Payroll Clearing Fund 76	<u>41,436.88</u>

Total Commercial Warrants: \$ 5,789,043.37

Included in the total warrant expenditures of \$5,789,043 are the following payments greater than \$25,000, excluding utilities and employee benefits:

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Restricted General Fund 12

1. \$ 112,500 to *Santa Clarita Community College District* for hosting a service center for the Small Business Development Center Network.
2. \$ 35,000 to *Career Corner TV Corporation* for development of seven virtual job shadow career profiles.

Capital Outlay Projects Fund 41

1. \$ 443,925 to *Bayley Construction* for the construction of the Pacific Coast Campus Multi-Disciplinary Academic Building.
2. \$ 56,131 to *Community Bank Escrow #1660* for escrow retention for construction of the Pacific Coast Campus Multi-Disciplinary Academic Building.
3. \$ 27,034 to *American Seating Center* for auditorium seating in the LAC Building J Theater.

General Obligation Bond Fund 46

1. \$1,184,390 to *Siemens Industry, Inc.* for the Liberal Arts Campus Energy Improvement Project Phase IIB.
2. \$ 414,000 to *AMG & Associates, Inc.* for settlement agreement, Building O renovations.
3. \$ 381,795 to *Cordoba Corporation* for bond project construction management for July 2011.
4. \$ 277,475 to *City of Long Beach (Redevelopment Agency)* for final expenses related to the acquisition of property for the expansion of the Pacific Coast campus.
5. \$ 123,096 to *G2K Construction, Inc.* for renovation of the Liberal Arts Campus Bookstore (Building I).
6. \$ 107,767 to *Cavecche Engineering & Construction Co., Inc.* for the Liberal Arts Campus Infrastructure North Loop project.
7. \$ 72,068 to *GRD Consulting LLC* for professional facility planning and technical support for district-wide construction projects for June and July 2011.
8. \$ 47,141 to *Lynne Capouya, Inc.* for landscape architectural services for the Liberal Arts and Pacific Coast Campuses.

Budget Increase (Decrease)

Restricted General Fund 12

2010-2011 Budget Revisions:

Matriculation Credit and Non-Credit – Program 0720 and 1720 \$ (10)

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 93149.9 – Ratify – With *California Department of Education*, Amendment #2 to increase the amount of funding to \$128,202.

CN 93150.2 – Ratify – With *California Department of Education*, Amendment #2 to increase the amount of funding to \$690,305.

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CN 93155.4 – Ratify – With *California Department of Education*, Amendment #1 to increase the amount of funding to \$101,712.

CN 93155.5 – Ratify – With *California Department of Education*, Amendment #1 to increase the amount of funding to \$576,234.

CN 93156.1 – Ratify – With *Board of Governors, California Community Colleges, Chancellor's Office* effective July 1, 2011 through June 30, 2012. Total amount of funding is \$205,000.

Bond Contract Awards

CN 22047.8 – With *Marlene Imirzian & Associates Architects Ltd.*, effective September 6, 2011 through December 31, 2013, for a total amount not to exceed \$46,340, paid from General Obligation Bond Fund.

Bond Contract Amendments

CN 22019.1 – With *Martinez Architects, Inc.*, Amendment #9, to increase the contract amount by \$4,437 for a total contract amount not to exceed \$1,523,435, paid from General Obligation Bond Fund.

Contract Awards

CN 99681.5 – With *Atkinson, Andelson, Loya, Ruud and Romo*, effective July 1, 2011 through June 30, 2012 for an amount not exceed \$50,000, paid from the General Fund.

CN 99681.6 – With *John Surge*, effective August 15, 2011 through December 31, 2011 for a total contract amount not to exceed \$25,000, paid from Restricted General Fund.

CN 99681.7 – With *Long Beach Unified School District*, effective July 1, 2011 through June 30, 2012 for a total contract amount not to exceed \$30,000, paid from Restricted General Fund.

CN 99681.9 – With *K Street, LLC*, effective September 1, 2011 through August 31, 2013 for a total contract amount not to exceed \$86,000, paid from Unrestricted General Fund.

Contract Amendments

CN 99667.3 – With *SMB Connects Corporation dba GrowBiz Media*, Amendment #1 to increase the contract amount by \$20,000 for a total contract amount not to exceed \$42,000, paid from Restricted General Fund.

CN 99675.2 – With *Proamerica Capital Group*, Amendment #1 to change the name on the agreement from Jose Juan Vega to Proamerica Capital Group.

Use of Other Agencies Bids

Western States Contracting Alliance (WSCA) MRO Master Price Agreement #7-11-51-01 With *Fastenal Company* for the procurement of facilities maintenance products, lighting products, industrial supplies and tools. Effective dates July 25, 2011 through February 28, 2014.

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Trustees of the California State University Agreement #2724 – With *Steelcase, Inc.*, for the procurement of office furniture including but not limited to: panel systems, workstations, seating, casegoods, filing, storage, and ancillary products as well as design and installation services. Effective dates November 1, 2010 through October 31, 2013.

Ratification of Contracts Under \$25,000

Ratify contracts under \$25,000 for the period of July 27, 2011 through August 30, 2011 as listed:

CN #22047.6	\$13,500
CN #50025.1	No Cost
CN #50026.1	No Cost
CN #50028.3	No Cost
CN #50028.6	No Cost
CN #50029.8	No Cost
CN #99678.8	\$14,000
CN #99679.2 - #99679.3	\$17,500
CN #99679.5 - #99679.7	\$20,000
CN #99680.4	\$ 6,000

Partial Release of Retention

CN 22038.2 – With Cavecche Engineers & Construction Co., Inc. for the Infrastructure North Loop project at the Liberal Arts Campus to reduce the percentage of retention being held from 10% to 5%. The project is 97% complete.

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of July 31, 2011 through August 19, 2011, in the amount of \$1,547,020.17 as listed:

PO #67592 – PO #67957	\$1,547,020.17
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Included in the total amount of purchase orders of \$1,547,020.17 are the following items greater than \$25,000:

Unrestricted General Fund - 01

PO #67654	<i>United States Postal Services</i> Annual postage for meters	\$250,000.00
PO #67678	<i>Pacific Coast Elevator Corp. dba Amtech Elevators</i> Agreement for elevator service and testing at LAC and PCC	\$68,000.00
PO #67670	<i>Sun Environmental Services</i> Agreement for hazardous waste disposal	\$28,000.00

Restricted General Fund – 12

PO #67681	<i>Student Insurance</i> Student insurance for 2011-2012	\$100,102.00
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PO #67711	<i>Allied Paving Company</i> Agreement for parking lot surfacing, striping and repair at LAC and PCC	\$70,000.00
PO #67950	<i>Klean-Sweep</i> Agreement for parking lot sweeping at LAC and PCC	\$28,000.00
<u>Bond Fund – 46</u>		
PO #67670	<i>Gus Frudakis</i> Exterior painting of Building K at LAC	\$33,244.63

It was moved by Member Kellogg, seconded by Member Clark, 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 said that during the public presentation of the budget that he and Vice President Gabel would respond to Ms. Roberts' questions that she presented during the public hearing on the budget. Another student fee increase expected in the spring of 2012 will most likely happen, but may not occur until the summer of 2012 due to the difficulty of raising fees after students have already paid a lower fee. President Oakley thanked and congratulated student Carolyn Joseph, PCC Cultural Affairs Council, and Michelle Friesen, Student Life, for organizing a wonderful 9/11 Memorial last Thursday. President Oakley thanked faculty and staff for getting students moving in this fall semester and thanked CCA, AFT and CHI for their work in moving forward with good discussions with negotiations.

ACADEMIC AFFAIRS

No items, no report.

STUDENT SUPPORT SERVICES

Student Health Fee Increase

It was moved by Member Clark, seconded by Member Uranga, that the Board authorize the President or designee to impose annual increases in the student health services fee, starting with an increase to \$18.00 effective Spring 2012, as specifically governed by Education Code Section 76355 in alignment with BP 5018: Policy on Student Health Services.

The motion carried, all voting aye.

ADMINISTRATIVE SERVICES

2010-2011 CCFS-311 Annual Financial and Budget Report, Including the 2011-12 Appropriations Limit

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It was moved by Member Bowen, seconded by Member Kellogg, that the Board of Trustees approve the 2010-2011 CCFS-311 Annual Financial and Budget Report including the 2011-2012 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.

2011-2012 Adopted Budget

President Oakley said that we are adopting a budget that relies on the State of California that continues to be out of balance and contains deferred revenues. He told the audience that the best place to bring up questions about the 1% salary increase is at the budget advisory committee so everyone hears the same thing at same time. He explained that the vice presidents took a pay cut in 2009 that began with furloughs and a cut to their travel allowances by one-half. Administrators are also taking 8 furlough days this year. The 1% is to make them whole for the cuts they took in 2009. There are no other compensation issues or increases and all the furloughs were taken.

It was moved by Member Clark, seconded by Member Bowen, that the Board of Trustees conduct a public hearing and approve the Adopted Budget for 2011-2012 with a 5% Board Reserve rather than 5.5% as required in Board Policy 6010.

The motion carried, all voting aye.

PACIFIC COAST CAMPUS

No items, no report.

ECONOMIC AND RESOURCE DEVELOPMENT

No items, no report.

ACADEMIC SENATE

Janice Tomson shared with the Board some positive comments about their educational experiences here at LBCC at the beginning of this fall semester.

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 Lynn Shaw and CCA Vice President Janét Hund have met with Trustees Uranga, Kellogg, and Bowen for coffee and found the meetings to be a lively exchange and they appreciate it and want to do more of that. They are scheduling meetings with Trustee Otto and Clark, and working on treating the Trustees to dinner. Ms. Shaw said that the College Day

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survey revealed that many of the faculty desired to develop relationships with the existing Board of Trustees and to support and maintain faculty-friendly LBCC Board of Trustees. Ms. Misajon introduced herself as the new CCA chief negotiator. She thanked her team members and is looking forward to working collaboratively with the faculty and the district.

ADJOURNMENT

President Otto adjourned the meeting at 6:30 p.m. The next regular meeting of the Board of Trustees will be held on October 25, 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