

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

**Minutes of Meeting of
November 13, 2012**

APPROVED 12-11-12

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 November 13, 2012.

CALL TO ORDER

The meeting was called to order at 4:39 p.m., in Building T, Room 1100, Liberal Arts Campus.

PLEDGE OF ALLEGIANCE

Rose DelGaudio led the Pledge of Allegiance.

ROLL CALL

Present: President Uranga, Vice President Kellogg, Member Clark and Student Trustee Troia. Member Bowen and Member Otto arrived late.

WELCOME AND INTRODUCTIONS

President Uranga welcomed everyone to the meeting.

APPROVAL OF MINUTES

It was moved by Member Clark, seconded by Member Kellogg, that the minutes of the meeting of, October 23, 2012, be approved as distributed. The motion carried, all voting aye (Member Bowen and Otto absent).

ORDERING OF THE AGENDA

President Uranga announced that that there was no reordering of the agenda.

REPORT OF BOARD OF TRUSTEES

CCA and District Initial Bargaining Proposals (Public Hearing)

President Uranga declared the public hearing open and called for comments on the CCA and District Initial Bargaining Proposals.

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

Minutes, Meeting of the Board of Trustees
November 13, 2012

New District Policy – 2024

Vacancies on the Governing Board

It was moved by Member Kellogg, seconded by Member Clark, that the Board of Trustees approve the new policy.

The motion carried, all voting aye (Member Bowen and Otto absent).

New Regulation – 2024 (Informative)

Vacancies on the Governing Board

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

New District Policy – 2025

Board Agendas

It was moved by Member Clark, seconded by Member Kellogg, that the Board of Trustees approve the new policy.

The motion carried, all voting aye (Member Bowen and Otto absent).

New Regulation – 2025 (Informative)

Board Agendas

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

New District Policy – 2026

Board Quorum and Voting

It was moved by Member Clark, seconded by Member Kellogg, that the Board approve the new policy.

The motion carried, all voting aye (Member Bowen and Otto absent).

New District Policy – 2028

Regular Meetings of the Board

It was moved by Member Clark, seconded by Member Kellogg, that the Board approve the new policy.

The motion carried, all voting aye (Member Bowen and Otto absent).

New District Policy – 2029

Closed Sessions of the Board

It was moved by Member Kellogg, seconded by Member Clark, that the Board approve the new policy.

The motion carried, all voting aye (Member Bowen and Otto absent).

Minutes, Meeting of the Board of Trustees
November 13, 2012

New District Policy – 2030

Special and Emergency Meetings of the Board

It was moved by Member Clark, seconded by Member Kellogg, that the Board approve the new policy.

The motion carried, all voting aye (Member Bowen and Otto absent).

New Regulation – 2030 (Informative)

Special and Emergency Meetings of the Board

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

New District Policy – 2031

Public Participation at Board Meetings

It was moved by Member Clark, seconded by Member Kellogg, that the Board approve the new policy.

The motion carried, all voting aye (Member Bowen and Otto absent).

New District Policy – 2032

Recording of Board Meetings

It was moved by Member Clark, seconded by Member Kellogg, that the Board approve the new policy.

The motion carried, all voting aye (Member Bowen and Otto absent).

New Regulation – 2032 (Informative)

Recording of Board Meetings

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

Committee Reports

There were no committee reports.

STUDENT TRUSTEE

Mr. Troia mentioned that he is going to transfer soon and doesn't feel that any of the programs that he is enrolled in is any more valuable than other programs, such as those that are on the program discontinuance process. It is his opinion that if we are cutting any programs that we should start with cutting Promise Pathways, as it is both the newest program and capitally intensive and if our cash reserves have doubled, it would be justifiable to start spending those reserves.

PUBLIC COMMENTS ON AGENDA ITEMS

The following students, staff and community members expressed their concerns to the Board regarding program discontinuance process of the departments listed below:

- Sheet Metal – Kevin Warren, Dallas Smith, Nicholas Diaz and Mike Dean
- Alternative Fuels – Peter Davis

**Minutes, Meeting of the Board of Trustees
November 13, 2012**

Interior Design – Ben Morey, Jeffrey Adair, Eduardo Perez and Michele Garcia
Aviation – Dan Perkins
Welding – Ruben Laurente

After the public comments, Board President Uranga added that even though Prop 30 has passed, we still have a deficit and need to continue with the program discontinuance process. Member Bowen is very enthusiastic after Prop 30 has passed and said that we were prepared for the worse and he hopes that we can remove more than half of the programs included in the program discontinuance process.

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 2012	3
Hourly Counselor – Fall 2012	1
Non-paid Intern – Fall 2012	1
Student Achievement Intern – Fall 2012	33
Stipend	45

IN-SERVICE CHANGES

Change of Salary – Contract (temporary)	1
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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
Reinstatement	1
Working Out of Class	3
Temporary	2
Exempt from the Merit System	37

SEPARATION FROM THE DISTRICT

Resignation	3
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FISCAL SERVICES

FINANCE

Budget Transfers

Budget Transfer numbers 144753, 144764, 144783, 144794, 144802, 144810, 144829, and 144854 for the Unrestricted General Fund 01 in the amount of \$54,938 as listed:

Minutes, Meeting of the Board of Trustees November 13, 2012
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From: Academic Salaries	\$	24,580	
Employee Benefits		435	
Supplies		20,838	
Services and Operating Expenses		8,685	
Equipment		400	\$ <u>54,938</u>
To: Classified Salaries	\$	26,515	
Employee Benefits		195	
Supplies		4,900	
Services and Operating Expenses		21,238	
Equipment		2,090	\$ <u>54,938</u>

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

Budget Transfer numbers 144659, 144685, 144702, 144715, 144754, and 144792 for the Restricted General Fund 12 in the amount of \$190,184 as listed:

From: Classified Salaries	\$	21,211	
Employee Benefits		9,333	
Supplies		5,259	
Services and Operating Expenses		18,173	
Equipment		225	
Reserve		135,983	\$ <u>190,184</u>
To: Classified Salaries	\$	9,423	
Employee Benefits		1,226	
Supplies		2,583	
Services and Operating Expenses		171,036	
Equipment		5,916	\$ <u>190,184</u>

Included in the budget transfers of \$190,184 for the Unrestricted General Fund 12 is the following transfer greater than \$25,000:

<u>AT</u>	<u>From:</u>		<u>Amount</u>
144659	212000-12-684000-8666	Classified NI Salaries	\$ 21,211
	395000-12-684000-8666	NI Benefits	9,333
	457000-12-684000-8666	NI Supplies	4,884
	<u>To:</u>		
	514000-12-684000-8666	Professional Services	35,428

To align budget with anticipated costs of the CAED Small Business Administration Earmark program.

<u>AT</u>	<u>From:</u>		<u>Amount</u>
144685	766300-12-609000-9220	Student Financial Aid Child Care	\$ 135,233
	<u>To:</u>		
	514000-12-609000-9230	Professional Services	135,233

Minutes, Meeting of the Board of Trustees November 13, 2012
--

To cover CalWORKs Work Study expenses for fiscal year 2012-13.

Salary Warrants

Ratify issuance of salary warrants listed on Register Nos. 4777 – 4781 for the period of October 1, 2012 through October 19, 2012 in the amount of \$1,919,540.43 as listed:

Register No. 4777 Issue Date 10/10/12	Warrant Nos. 111597 – 111714	\$ 969,021.61
Register No. 4778 Issue Date 10/10/12	Warrant Nos. 111715 – 111778	\$ 262,523.30
Register No. 4779 Issue Date 10/10/12	Warrant Nos. 111779 – 112151	\$ 323,736.85
Register No. 4780 Issue Date 10/16/12	Warrant Nos. 112152 – 112169	\$ 50,380.67
Register No. 4781 Issue Date 10/16/12	Warrant Nos. 112170 – 112186	\$ 313,878.00
Total Salary Warrants Issued:		\$ <u>1,919,540.43</u>

Commercial Warrants

Ratify issuance of commercial warrants listed for the period of October 1, 2012 through October 19, 2012 in the amount of \$3,509,927.91.

Unrestricted General Fund 01	\$ 1,086,335.91	
Restricted General Fund 12	239,184.26	
Child and Adult Development Fund 33	2,846.95	
Capital Outlay Projects Fund 41	2,800.88	
General Obligation Bond Fund 46	1,742,894.25	
Veterans Stadium Operations Fund 58	13,093.82	
Community/Contract Education Fund 59	12,128.75	
Self-Insurance Fund 61	10,251.99	
Payroll Clearing Fund 76	390,506.17	
Retiree Benefits Fund 79	<u>9,884.93</u>	
Total Commercial Warrants:		\$ <u>3,509,927.91</u>

Included in the total warrant expenditures of \$3,509,927.91 are the following payments greater than \$25,000, excluding utilities and employee benefits:

Unrestricted General Fund 01

1. \$ 108,905.00 to *Computerland of Silicon Valley* for the Microsoft Campus Agreement which covers software such as Exchange (email/calendar server), Office

Minutes, Meeting of the Board of Trustees
November 13, 2012

(Word, PowerPoint, Excel, Outlook), database software for PeopleSoft (SQL Server), telephony (Lync), etc.

2. \$ 52,287.10 to *Community College League of California* database renewal subscriptions (Library consortium) for the period of July 2012 to June 2013.
3. \$ 50,000.00 to *United States Postal Services* for postage for the meter.

General Obligation Bond Fund 46

1. \$339,792.00 to *SEWUP JPA-Keenan & Associates* for insurance coverage for the Building GG project at the Pacific Coast Campus.
2. \$296,454.60 to *C S Legacy Construction Inc.* for the Liberal Arts Campus Front Quad Landscaping project.
3. \$274,505.68 to *Spinitar* for a progress payment for the audio visual equipment and installation for the MDAB project.
4. \$203,603.95 to *Fast-Track Construction Corp.* for MDAB swing space tenant improvements to existing portables (Bldgs. MM & OO).
5. \$196,488.35 to *Ian Thomas Group* for the Pacific Coast Campus infrastructure repair project.
6. \$ 90,915.94 to *Dell Marketing L.P.* for network equipment and a server for the MDAB project.
7. \$ 64,187.50 to *GRD Consulting LLC* for support services for construction projects (LAC and PCC) for August and September.
8. \$ 43,360.34 to *Landmark Site Contractors* for Central Plant walkway exterior and landscape project.

Budget Increase (Decrease)

Restricted General Fund 12

2012-2013 Revised Budgets:

Credit Matriculation Program 0720	\$	(3,224)
Lumina/Latina Student Success Program 0282	\$	100,000

ACADEMIC AFFAIRS, STUDENT SUPPORT AND ADMINISTRATIVE SERVICES

Certification of Signatures

Amend the Certification of Signatures to remove Michael T. Collins and change Margaret F. Padron's authority to include Contracts, effective November 14, 2012.

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

Grant/Revenue Agreements

CN 93155.9 – With *U.S. Small Business Administration*, Amendment #2 to extend the term through March 31, 2014, no additional funding.

Bond Contract Awards

CN 22052.6 – With *KPFF Consulting Engineers*, effective October 15, 2012 through completion for a total contract amount not to exceed \$33,500, paid from General Obligation Bond Fund.

Minutes, Meeting of the Board of Trustees
November 13, 2012

CN 22052.7 – With *City of Long Beach* for a total contract amount not to exceed \$74,700, paid from the General Obligation Bond Fund.

Bond Contract Amendments

CN 22050.1 – With *Troller Mayer Associates, Inc.*, Amendment #1, to increase the contract amount by \$17,500 for a total contract amount not to exceed \$33,350, paid from General Obligation Bond Fund.

Contract Awards

CN 99682.4 – With *City of Long Beach*, for an amount not to exceed \$2,758,666 for fiscal year 2012-2013, paid from the Unrestricted and Restricted General Funds.

Contract Amendments

CN 93152.6 – With *Long Beach Locations, Inc.*, Amendment #1, to change termination date from October 31, 2012 to October 31, 2013.

CN 99668.1 – With *Substance Abuse Foundation of Long Beach, Inc.*, Amendment #4, to increase the contract amount by \$54,000 for a total contract amount not to exceed \$109,000, paid from Restricted General Fund.

CN 99683.7 – With *Bruce Sparks*, Amendment #1, to increase the contract amount by \$15,000 for a total contract amount not to exceed \$58,200, paid from Restricted General Fund.

CN 99683.8 – With *Lindsay Berg dba Se Reed Media*, Amendment #1, to increase the contract amount by \$4,500 for a total contract amount not to exceed \$33,300, paid from Contract/Community Education Fund.

CN 99688.9 – With *Gregory Dawson II dba Pike Mini Market*, Amendment #1, to increase the contract amount by \$15,000 for a total contract amount not to exceed \$25,000, paid from Restricted General Fund.

CN 99689.7 – With *City of Hawthorne*, Amendment #2, to increase the contract amount by \$340,000 for a total contract amount not to exceed \$400,000, paid from Restricted General Fund.

CN 99693.8 – With *Susan C. DeLand*, Amendment #1, to increase the contract amount by \$20,500 for a total contract amount not to exceed \$55,000, paid from Restricted General Fund.

Amendment to Board Action

CN 99692.5 – Amend the board action of June 26, 2012 with *Humboldt State University* to revise the name to *Humboldt State University Sponsored Programs Foundation*.

Ratification of Contracts Under \$25,000

Ratify contracts under \$25,000 for the period of October 9, 2012 through October 29, 2012 as listed:

CN 22051.6	P2S Engineering, Inc.	\$ 9,500.00
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Minutes, Meeting of the Board of Trustees November 13, 2012
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CN 50032.5	California State University, Long Beach	No Cost
CN 93160.9	Chancellor's Office, California Community Colleges (COTOP)	
CN 93161.2	KaBOOM, Inc.	\$ 1,000.00
CN 93161.5	Boston Reed	\$21,000.00
CN 99649.6Y6	American Society of Composers, Authors & Publishers	\$ 5,406.50
CN 99690.7	Exotic House of Jerky	\$24,500.00
CN 99691.6	Jammin' Music & Arts	\$ 9,500.00
CN 99691.7	Steamed	\$ 9,500.00
CN 99694.2	Southern Counties Express, Inc.	\$ 3,000.00
CN 99694.3	Boys & Girls Clubs of Long Beach	\$ 3,000.00
CN 99694.7	Continental Distribution, LLC	\$ 3,000.00
CN 99694.8	Career Step, LLC	\$ 5,000.00
CN 99695.3	CS Tomasi, Inc.	\$ 3,000.00
CN 99695.4	Tomasi Wealth Management	\$ 3,000.00
CN 99695.5	Tri-Zone, Inc.	\$ 3,000.00
CN 99695.6	Little Eagles Soaring 4 Excellence Preschool	\$ 3,000.00

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of October 1, 2012 through October 19, 2012, in the amount of \$996,819.86 as listed:

PO #70150 – PO #70310	\$996,819.86
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There are no items greater than \$25,000 included in the total amount of purchase orders of \$996,819.86

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.

HUMAN RESOURCES

Receipt of CCA-LBCC and District Initial Bargaining Proposals

It was moved by Member Clark, seconded by Member Kellogg, that the Board of Trustees receive the CCA-LBCC and District Initial Proposal for reopener negotiations dated September 21, 2012.

The motion carried, all voting aye.

Revised District Policy – 3003

Academic Administrative Hiring

It was moved by Member Bowen, seconded by Member Clark, that the Board of Trustees approve the revised policy.

The motion carried, all voting aye.

Minutes, Meeting of the Board of Trustees
November 13, 2012

Revised District Regulation – 3003 (Informative)

Academic Administrative Hiring

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

Staff Equity Report (Informative)

Rose DelGaudio, Vice President, Human Resources and Lee Douglas, Faculty, Learning and Academic Resources, presented the annual Staff Equity (Statistics) Report for Long Beach Community College District along with an update on the Staff Equity Plan.

ACADEMIC SENATE (Title 5, Section 53203)

Revision to Curriculum Guide – Associate Degrees for Transfer

It was moved by Member Clark, seconded by Member Bowen, that the Board of Trustees approve the following curriculum guides: Associate in Arts in Political Science for Transfer and Associate in Arts in History for Transfer.

The motion carried, all voting aye.

SUPERINTENDENT-PRESIDENT

Superintendent-President's Report

President Oakley, Janine Mackay, Mark Taylor and Alicia Kruizenga were invited to make a presentation at the Board of Governors (BOG) meeting today in Sacramento on our Promise Pathways initiative. The BOG is interested in our model which falls in line with the Student Success Act that just passed as part of the BOG goals on priority enrollment. President Oakley talked about the passing of Prop 30 and thanked faculty and students who went out into the community to inform people about the importance of voting. There will still be enrollment cuts and revenue deficit and a sluggish economy for possibly the next 4-5 years. He explained that while some programs may be removed from the program discontinuance process, the timeline cannot be moved. President Oakley thanked Vice President DelGaudio for the Staff Equity report and the commitment to diversity, even while experiencing financial difficulties.

ACADEMIC AFFAIRS

No items, no report.

STUDENT SUPPORT SERVICES

Revised 2012-2013 Academic Calendar

It was moved by Member Kellogg, seconded by Member Clark, that the Board of Trustees approve the substitution of the current Board-declared holiday scheduled for December 31, 2012 with December 24, 2012.

The motion carried, all voting aye.

ADMINISTRATIVE SERVICES

2012-2013 First Quarter Budget Performance Report (Informative)

Ann-Marie Gabel, Vice President, Administrative Services, presented the 2012-2013 First Quarter Budget Performance Report. The report covers the Unrestricted General Fund and the financial activity occurring during the first quarter of the 2012-2013 fiscal year.

Minutes, Meeting of the Board of Trustees
November 13, 2012

2012-2013 CCFS-311Q First Quarterly Financial Status Report

It was moved by Member Bowen, seconded by Member Clark, that the Board of Trustees approve the 2012-2013 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.

Resolution, 2012-13 Proposed State Categorical Program Transfer

It was moved by Member Bowen, seconded by Member Clark, that the Board of Trustees adopt Resolution No. 111312A authorizing the transfer of \$1.00 from the Equal Employment Opportunity program (formerly Staff Diversity) to the Basic Skills Initiative program.

The motion carried, all voting aye.

Resolution, Contractual Agreements (and Amendments to Agreements) Under \$175,000

It was moved by Member Kellogg, seconded by Member Bowen, that the Board of Trustees adopt Resolution No. 111312B to authorize the Vice President, Administrative Services, or designee to execute agreements (and amendments to agreements) under \$175,000.

The motion carried, all voting aye.

Public Works Hearing Board, Change in Responsibilities

It was moved by Member Clark, seconded by member Kellogg, that the Board of Trustees approve the increase in responsibilities of the Public Works Hearing Board to include conducting hearings and rendering decisions for the prequalification of contractors.

The motion carried, all voting aye.

PACIFIC COAST CAMPUS

Pacific Coast Campus Update

Dr. Breland provided brief updates on at the Pacific Coast Campus, such as: Construction conditions, a partnership agreement with CSU Dominguez Hills to promote transfer, an agreement with LB transit to provide free transit to all LBCC students within the city of Long Beach, and various campus events.

COLLEGE ADVANCEMENT AND ECONOMIC DEVELOPMENT

No items, no report.

ACADEMIC SENATE

Before the presentations, President Oakley explained what the program discontinuance process involves. Department Presentations in response to program discontinuance process: Dr. Juarez introduced Robert Hersh for Radio and TV; Kevin Powers for Welding; Dan Perkins for Aviation (presented under the public comments on agenda items); Tim Shoemaker for Sheet Metal; Cal Macy and Peter Sparks for Alternative Fuels; and Juliana Edlund for Interior Design.

Minutes, Meeting of the Board of Trustees
November 13, 2012

TRUSTEES COMMUNICATIONS

Member Kellogg has questions about what data is inaccurate. The faculty presenters claim that the district's data regarding the success rate of the program or how many jobs are available does not match the district's data. Member Kellogg said that he understands that this review process that includes data and calculations should start with program review. President Oakley responded to Jeff's comments and explained the full process.

NEW BUSINESS

There was no new business.

FUTURE REPORTS

There were no new requests for future reports.

PUBLIC COMMENTS (NON-AGENDA ITEMS)

Alanna Cummings arrived late to speak about the Sheet Metal program that is an agenda item; Juanita Mitchell spoke about the trade programs; and Tom To addressed the reorganization of the counseling department, and shared some ideas about the integrated counseling model.

ADJOURNMENT

President Uranga adjourned the meeting at 7:38 p.m. The next regular meeting of the Board of Trustees will be held on December 11, 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 1100, Liberal Arts Campus.

Assistant Secretary