

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

**Minutes of Meeting of
November 12, 2013**

BOARD APPROVED
DECEMBER 10, 2013

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 12, 2013.

CALL TO ORDER

The meeting was called to order at 5:05 p.m., in Building T, Room 1100, Liberal Arts Campus.

PLEDGE OF ALLEGIANCE

Tom Clark led the Pledge of Allegiance.

ROLL CALL

Present: President Kellogg, Vice President Clark, Member Otto, Member Uranga and Student Trustee Donado
Absent: Member Bowen (arrived after roll call)

APPROVAL OF MINUTES

It was moved by Member Clark, seconded by Member Uranga, that the minutes of the regular meeting of October 22, 2013, be approved as distributed.

The motion carried, all voting aye with Member Bowen arriving after vote.

PUBLIC HEARING

None.

INTRODUCTIONS/SPECIAL ANNOUNCEMENTS/PRESENTATIONS

President Oakley introduced and welcomed Student Trustee Donado's mother, Martha Gomez Palmette, who was in the audience.

ORDERING OF THE AGENDA

Items 12.8, 12.9 and 12.10 were moved to immediately before the Consent Agenda items, and item 6.4 was requested to be pulled for discussion later.

ADMINISTRATIVE SERVICES

2013-14 First Quarter Budget Performance Report

In order to keep the Board informed of the status of the budget, Ann-Marie Gabel, Vice President, Administrative Services, presented a report on the Unrestricted General Fund and the financial activity occurring during the first quarter of the 2013-14 fiscal year.

2013-14 CCFS-311Q First Quarterly Financial Status Report

It was moved by Member Uranga, seconded by Member Clark, that the Board of Trustees approve the 2013-14 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, 2013-14 Proposed State Categorical Program Transfer

It was moved by Member Uranga, seconded by Member Clark, that the Board of Trustees adopt Resolution No. 111213A authorizing the transfer of \$1.00 from the Equal Employment Opportunity program to the Basic Skills Initiative program.

The motion carried, all voting aye.

PUBLIC COMMENTS ON AGENDA ITEMS

Student Jessica Bracho talked about what the role of the student trustee means to her and our students. Ms Bracho said the student trustee is meant to represent the student body on the Board and is upset that the ASB president has been asked to report on student life activities and events, instead of Ms. Donado,

BOARD OF TRUSTEES

No items.

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 2013	40
Hourly Instructional Specialist – Fall 2013	1
Non-Paid Intern – Fall 2013	3
Stipend	23

IN-SERVICE CHANGES

Change of Title	1
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HUMAN RESOURCES (Classified)

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

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APPOINTMENTS

Probationary	2
Reinstatement	1
Temporary	25
Exempt from the Merit System	29

INSERVICE CHANGES

Leave of Absence without Pay	1
Mileage	1

SEPARATION FROM THE DISTRICT

Resignation	2
Medical Separation	1

FISCAL SERVICES

Budget Transfers

Unrestricted General Fund 01

Budget Transfer numbers 148931, 932, 961, 996, 998, 149000, 021, 022, 057, 065, 081, 089, and 101 for the Unrestricted General Fund 01 total \$52,126. Of that total, \$17,166 involved changes in the major object codes as summarized below:

From: Supplies and Materials	\$	2,500	
Services and Operating Expenses		<u>14,666</u>	\$ <u>17,166</u>
To: Classified Salaries	\$	6,460	
Employee Benefits		775	
Supplies and Materials		2,508	
Services and Operating Expenses		2,000	
Capital Outlay		4,923	
Other Outgo		<u>500</u>	\$ <u>17,166</u>

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

Restricted General Fund 12

Budget Transfer numbers 148934, 972, 975, 999, 149020, 055, 056, 082, 090, and 091 for the Restricted General Fund 12 total \$77,962. Of that total, \$37,121 involved changes in the major object codes as summarized below:

From: Classified Salaries	\$	1,215	
Employee Benefits		535	
Supplies and Materials		289	
Services and Operating Expenses		24,444	
Capital Outlay		9,578	
Other Outgo		<u>1,060</u>	\$ <u>37,121</u>

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To: Classified Salaries	\$	13,100	
Employee Benefits		1,572	
Supplies and Materials		18,610	
Services and Operating Expenses		<u>3,839</u>	\$ <u>37,121</u>

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

Capital Projects Fund 41

Budget Transfer numbers 148976 and 149054 for the Capital Projects Fund 41 total \$11,000. Of that total, \$11,000 involved changes in the major object codes as summarized below:

From: Capital Outlay			\$ <u>11,000</u>
To: Services and Operating Expenses			\$ <u>11,000</u>

There are no budget transfers greater than \$25,000 between major object codes for the Capital Projects Fund 41.

Contract/Community Education Fund 59

Budget Transfer numbers 148933, 977, and 149066 for the Contract/Community Education Fund 59 total \$4,071. Of that total, \$3,171 involved changes in the major object codes as summarized below:

From: Classified Salaries	\$	250	
Employee Benefits		30	
Services and Operating Expenses		1,391	
Capital Outlay		<u>1,500</u>	\$ <u>3,171</u>
To: Classified Salaries	\$	1,100	
Employee Benefits		132	
Supplies and Materials		159	
Services and Operating Expenses		<u>1,780</u>	\$ <u>3,171</u>

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

Salary Warrants

Ratify issuance of the salary warrant Register Nos. 4846 - 4851 for the period September 30, 2013 through October 18, 2013 in the amount of \$6,560,548.44 as listed:

Register No. 4846 Issue Date 9/30/13	Warrant Nos. 205130 — 205176	\$	4,602,646.23
Register No. 4847 Issue Date 10/10/13	Warrant Nos. 205177 — 205299	\$	1,105,664.59

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Register No. 4848 Issue Date 10/10/13	Warrant Nos. 205300 — 205342	\$ 199,198.82
Register No. 4849 Issue Date 10/10/13	Warrant Nos. 205343 — 205659	\$ 308,199.94
Register No. 4850 Issue Date 10/16/13	Warrant Nos. 205660 — 205673	\$ 19,682.86
Register No. 4851 Issue Date 10/16/13	Warrant Nos. 205674 — 205690	\$ <u>325,156.00</u>
Total Salary Warrants Issued:		\$ <u><u>6,560,548.44</u></u>

Commercial Warrants

Ratify issuance of commercial warrants listed for the period September 30, 2013 through October 18, 2013 in the amount of \$3,539,168.66.

Unrestricted General Fund 01	\$ 1,363,976.73
Restricted General Fund 12	380,816.43
Child and Adult Development Fund 33	9,384.40
Capital Projects Fund 41	26,639.53
General Obligation Bond Fund 46	816,739.62
Veterans' Stadium Operation Fund 58	15,687.93
Contract/Community Education Fund 59	5,960.55
Self-Insurance Fund 61	350.00
Payroll Clearing Fund 76	383,954.22
Retiree Benefits Fund 79	<u>535,659.25</u>

Total Commercial Warrants Issued: \$ 3,539,168.66

Included in the total warrant expenditures of \$3,539,168.66 are the following payments greater than \$25,000, excluding utilities and employee benefits:

Unrestricted General Fund 01

1. \$ 85,444 to *Dell Marketing LP* for network firewall for the Liberal Arts Campus data center.
2. \$ 30,050 to *Dell Financial Services* for lease payment for servers and storage in the data center.

Restricted General Fund 12

1. \$ 105,800 to *Long Beach Community College District* for transfer of EOPS/CARE funds from the Los Angeles County Office of Education (LACOE) to Farmers and Merchants Bank for disbursement through the direct deposit system.
2. \$ 70,837 to *SIT Group, Inc.* for broadcast equipment for the Broadcast Studio in Instructional Media Production Services.

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3. \$ 25,000 to *Rief Media, Inc.* for online advertising cost and management for the Small Business Development Center (SBDC) program.

General Obligation Bond Fund 46

1. \$ 365,730 to *Cordoba Corporation* for bond project construction management for August 2013.
2. \$ 128,600 to *SEWUP JPA* for insurance for the Mathematics and Technology Building project at the Liberal Arts Campus.
3. \$ 90,599 to *Pima Corporation* for the Storm Water Runoff Compliance project at the Liberal Arts Campus.
4. \$ 45,051 to *Landmark Site Contractors* for crosswalk improvement at Lew Davis Street at the Liberal Arts Campus.
5. \$ 30,960 to *GRD Consulting, LLC* for facility planning and technical support services for construction projects for September 2013.
6. \$ 25,284 to *Architects McDonald, Souter & Paz, Inc.* for Building B door replacement and restroom upgrade at the Liberal Arts Campus.

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 Awards

CN 22055.9 – With *5M Contracting, Inc.*, for the Building C Interior Demolition & Site Utility Verification project at the Liberal Arts Campus for a total contract amount not to exceed \$227,350, paid from General Obligation Bond Fund.

Bond Contract Amendments

CN 22042.1 – With *Lynn Capouya, Inc.*, Amendment #6, to increase the contract amount by \$30,157.50 for a total contract amount not to exceed \$2,103,763.50, paid from General Obligation Bond Fund.

CN 22056.2 – With the lowest responsive bidder, for the Veterans' Memorial Stadium Parking Lot M, Phase 2 & 3 (Rebid) project at the Liberal Arts Campus, paid from General Obligation Bond Fund. The project estimate is \$1,500,000.

Contract Amendments

CN 95009.2 – With *Delta Dental of California*, Amendment #5 to change the termination date from September 30, 2013 to June 30, 2014, with monthly premiums of \$93.17 for each employee; \$167.30 for employee plus one dependent; \$187.51 for employee plus two or more dependents.

CN 99673.5 – With *Santa Clarita Community College District*, Amendment #2, to change the termination date from February 28, 2014 to December 31, 2013.

CN 99673.6 – With *El Camino Community College District*, Amendment #1, to change the termination date from February 28, 2014 to December 31, 2013.

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Amendment to Board Action

CN 99658.4 – Amend the Board action of June 9, 2009 with *Keenan and Associates* by deleting the words “not to exceed \$51,000”.

Rejection of Bids

Bid C1493 Veterans’ Memorial Stadium Parking Lot M, Phase 2 & 3 at the Liberal Arts Campus, to reject all bids.

Ratification of Contracts Under \$175,000

Ratify contracts under \$175,000 for the period of October 8, 2013 through October 29, 2013 as listed:

CN 22055.8	Fast-Track Construction	\$145,500.00	Bldg. T Heating Hot Water System
CN 50025.8	Presbyterian Intercommunity Hospital	No Cost	Clinical – Dietetic Program
CN 93166.2	Regents of the University of California	\$ 1,500.00	Puente Project
CN 93166.4	Long Beach Unified School District	\$ 25,000.00	Fourth Grade Student Outreach
CN 93166.8	Chabot-Las Positas CCD	No Cost	California Early Childhood Mentor Program
CN 95012.9	The Prudential Insurance Company of America	No Cost	Voluntary Life/Accidental Death/Dismemberment Insurance
CN 99380.9	Parker & Covert, LLP	\$150,000.00	Legal Services for Human Resources
CN 99681.5	Atkinson, Andelson, Loya, Ruud & Romo	\$150,000.00	General Legal Services
CN 99701.7	William VanDelinder dba Safety-First	\$ 36,000.00	Commercial Truck Driver Safety Training program

PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of September 30, 2013 through October 18, 2013, in the amount of \$475,914.70 as listed:

PO #72064 – PO #72232 \$475,914.70

Included in the total amount of purchase orders of \$475,914.70 are the following items greater than \$25,000:

Restricted General Fund – 12

PO #72168 *Long Beach Unified School District* \$36,362.00
 CTE Pathways activities

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Bond Fund – 46

PO #72226 *A & T Europe S.pA* \$47,360.50
 Pool materials for renovation project

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

The motion carried, all voting aye.

FISCAL SERVICES

Budget Increase (Decrease)

It was moved by Member Otto, seconded by Member Clark that the Board of Trustees approve the following actions:

Restricted General Fund 12

2013- 2014 Budget Revisions:

Foster and Kinship Care Education (FKCE) Program 8750	\$	(9,533)
Youth Employment Strategies for Success (YESS) Program 8780		(50,758)
Model Approaches to Partnerships in Parenting Program 8792		34,855

Contract/Community Education Fund 59

2013- 2014 New Budgets:

CA Corporate College Trainings Program 6534	\$	21,387
PGWIN Cohort Trainings - CDL Training Program 6526		79,797

2013- 2014 Budget Revision:

Innovation Fund Program Development Program 8697	\$	(399)
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The motion carried, all voting aye.

HUMAN RESOURCES

AFT/CCE Appointment to the Personnel Commission

It was moved by Member Uranga, seconded by Member Clark, that the Board of Trustees accept the appointment of Jacquie Wilvers as the AFT union appointee to the Personnel Commission effective noon, December 1, 2013, and ending noon, December 1, 2016.

The motion carried, all voting aye.

Implementation of the Affordable Care Act

Representatives from Burnham Benefits, Chris Allison and Glen Morse, were present at the meeting along with Richard Asensio, who gave an overview of the Affordable Care Act (ACA), including objectives and timeline of key provisions impacting the college.

It was moved by Member Clark, seconded by Member Uranga that the Board approve a 12 month Standard Measurement Period, immediately followed by a 2 month Administrative Period, and a 12 month Stability Period, in preparation for the implementation of the Affordable Care Act's requirement that large employers offer coverage to at least 95% of its employees working on

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average a minimum of 1560 hours annually, or potentially pay a penalty. Accordingly, the following time frames are proposed:

In preparation for the January 1, 2015 implementation:

- Measurement period: November 1, 2013 through October 30, 2014
- Administrative period: November 1, 2014 through December 31, 2014
- Stability period: January 1, 2015 through December 31, 2015

For the plan year beginning July 1, 2015, and each year thereafter:

- Measurement period: May 1, 2014 through April 30, 2015
- Administrative period: May 1, 2015 through June 30, 2015
- Stability period: July 1, 2015 through June, 30, 2016

The motion carried, all voting aye.

Staff Equity Report

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

STUDENT SUPPORT SERVICES

Revised Academic Calendar 2013-2014

It was moved by Member Clark, seconded by Member Otto, that the Board of Trustees approve the substitution of the current Board-declared holidays scheduled for December 30, and 31, 2013 with December 23, and 24, 2013.

The motion carried, all voting aye.

Latino Student Success Grant Update

Dr. Greg Peterson presented an overview of the Partnership Development Institute, Collective Impact, and the next steps of the Latino Student Success Grant.

ASB President Report

ASB President Marcos Mendoza provided the Board with a short report on what's going on with Student Life and ASB.

Board President Kellogg followed up Mr. Mendoza's report to explain to the public comments made earlier in the meeting that over the last two years we have had very little information reported to the Board on Student Life activities. Kellogg said this does not reflect negatively on the student trustee and does not take away from her duties as student trustee, but it's a way that the Board receives positive reporting on what is happening with Student Life and ASB.

REPORTS AND COMMUNICATIONS

Academic Senate President

Ms. Van Sinden had no comments, but introduced Christiane Woerner, Faculty Professional Development Coordinator, who then provided the Board with a report on work of the Faculty

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Professional Development. Ms. Woerner provided a handout that included the FPD members and a final report for the activities of 2012-2013, including scheduled flex days.

Superintendent-President

President Oakley invited everyone that could attend the Personnel Commission meeting on November 20 at 5pm to thank and honor Darwin Thorpe as he leaves his service after many years of service to the Personnel Commission and previous years on the Board of Trustees. On December 5th at 1:30 in the lobby, a reception will be held to welcome Ms. Jacqui Wilvers who has been appointed by AFT to replace Mr. Thorpe. President Oakley thanked everyone who participated and attended the Veterans' Day parade and for everyone who has served in our armed forces. The winter intercession extension courses have been published for upcoming registration. Additional resources are being sought to help make as many courses available to as many students as possible. Lastly, President Oakley met personally with Student Trustee Donado and assured her that asking the ASB President to give the Board a report on Student Life activities is in no way a reflection on her.

Student Trustee

Ms. Donado thanked Member Tom Clark for attending an ASB meeting and see how they run their meetings. ASB and Student Council considering passing a resolution for open source textbooks, as students who cannot afford books are failing classes because of this issue. Ms. Donado talked about AB 1358 signed by Governor Brown Student Body Association - Student Representation Fee. Ms Donado also mentioned the need to accommodate and protect student privacy when it comes to sharing personal information regarding financial aid in a room with other students. She also mentioned a situation with a disabled student and the shuttle, which has been resolved, other issues with accommodating our disabled students and thinks that we can do more with providing better conditions for all of our students.

Board of Trustees

Member Otto said that after working for about two years with ACCT to bring the Governance Institute for Student Success (GISS) here to LBCC, Narcisa Polonia and Byron McClenny facilitated a full day planning session which took October 31-November 2, 2013, here at LBCC. The GISS is a groundbreaking initiative to advance student success and college completion through effective governance. Approximately six community college CEOs and several Trustees participated in the planning and made a commitment to advancing student success.

President Kellogg would like to list under our future reports how we will implement these recommendations on student success and trustee development and training.

Trustee Communications

None.

Future Reports

Member Kellogg asked President Oakley to report on Student Success Initiative and shared with the Board information on the Trustee Development through CCLC.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Dr. Lynn Shaw, president of the fulltime faculty union, announced that the National Education Association selected Long Beach as a training site for twenty emerging leaders from around the country and while they were here for three days, they spent time training our fulltime and part-time faculty, they had a reception where they looked at Ann Mitchell's art work and they had a picnic and gave out two awards. The Cesar Chavez award was given to Carlos Ramos and the Mother Jones award was given to Mary Marki. Dr. Shaw also passed out a salary comparison of faculty salaries of various community colleges. Dr. Shaw said it has been five years since faculty have had a raise.

Student John Kindred spoke about Student Life, saying that it is dysfunctional and that the people in charge are incompetent. Stephanie Deschams invited anyone that was interested to attend the Civic Engagement Club event on November 20, 11:00 p.m. at LBCC in T-1200.

ADJOURNMENT

President Kellogg adjourned the meeting at 7:05 p.m. The next regular meeting of the Board of Trustees will be held on December 10, 2013. The first order of business will be adjournment to a closed session at 4:00 p.m., as needed. The Board will reconvene in open session at 5:00 p.m. in Building T, Room 1100.



Assistant Secretary