

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

**Minutes of Meeting of
July 23, 2013**

BOARD APPROVED
AUGUST 27, 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 July 23, 2013.

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 5:10 p.m., in Building T, Room 1100, Liberal Arts Campus. Board President Uranga announced that there were no public comments on closed session items. President Uranga reported that, in closed session, the Board discussed with its Real Property Negotiators proposed price and terms of payment issues associated with the bid received for a proposed Option Agreement and Ground Lease Agreement between the District and ISL Development, LLC for the lease and development of the District's Los Coyotes Site. The Board voted 5-0-0 to reject the bid. The Board also voted 5-0-0 to extend the Superintendent-President's contract to June 30, 2017.

PLEDGE OF ALLEGIANCE

Member Uranga led the pledge of allegiance.

ROLL CALL

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

WELCOME AND INTRODUCTIONS

Superintendent-President Oakley announced and honored classified member, Patricia Davis (seventeen years of service) and faculty member, Ralph De La Ossa (fifteen years of service). Board President Uranga welcomed a representative and his interns of the Miguel Contreras Foundation, a civic engagement program based out of the Los Angeles Federation County of Labor. Student Trustee Donado announced that our new president of ASB, Marco Valencia Mendoza sitting in the audience.

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APPROVAL OF MINUTES

It was moved by Member Clark, seconded by Member Kellogg, that the minutes of the meeting of, June 25, 2013, be approved as distributed.

The motion carried, all voting aye.

ORDERING OF THE AGENDA

President Uranga announced that Superintendent-President Oakley, Secretary to the Board of Trustees, would be “acting chair” until a new chair is elected. President Oakley announced that items 5.1, 6.3 and 12.1 would be moved to non-consent for discussion.

BOARD OF TRUSTEES

Reorganization of the Board of Trustees

Selection of President and Vice President of the Board of Trustees:

Pursuant to Board Policy 2015, Superintendent-President Oakley called for nominations for President of the Board for 2013-2014. Member Otto nominated Member Kellogg and Member Clark, seconded. Nominations were closed and the motion carried.

President Oakley called for nominations for Vice President of the Board for 2013-2014. Member Kellogg nominated Member Clark and Member Uranga seconded. Nominations were closed and the motion carried.

Recognition of 2012-2013 President of the Long Beach Community College District Board of Trustees

In recognition of his service as President of the 2012-2013 Long Beach Community College District Board of Trustees, the Superintendent-President presented Roberto Uranga with a plaque on behalf of the Board.

Superintendent-President Oakley announced that the Board will take their new assigned seats and Board President Kellogg will now take over as “chair”.

Representative to the Los Angeles County Committee on School District Organization

It was moved by Member Otto, seconded by Member Uranga, that the Board elect Member Kellogg as a representative to serve on the Los Angeles County Committee on School District Organization.

The motion carried, all voting aye.

STUDENT TRUSTEE

Ms. Donado spoke about healthy dialogue, open communication for students with the Board. Ms. Donado said she is frustrated that her opportunity to speak was denied during the Trustee communications place on the agenda, as the student trustee is a member of the Board. She mentioned the student trustee’s advisory vote and when and where it can be used and how it is acknowledged. Concerns expressed by students: they don’t understand what is happening at the Board meetings. She wants more explanation on votes and how they are made to be reflected in the minutes. Ms. Donado spoke about the student who talked about interior design and her idea of how this program could be joined together with architecture programs and wants follow-up by

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the Board. Ms. Donado had the opportunity to attend the Long Beach Coalition for Good Jobs and a Healthy Community. While attending, she was presented with questions from people about why we have \$16.1 million in reserves but yet we discontinued programs.

PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Student David Root shared his opinion about the Los Coyotes property and then served two of the Board members with a new recall notice. Douglas Otto and Roberto Uranga were handed a copy of the notice.

The following items were part of the Consent Agenda

HUMAN RESOURCES (Classified)

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

APPOINTMENTS

Probationary	13
Reinstatement	19
Working Out of Class	3
Temporary	20
Exempt from the Merit System	184

INSERVICE CHANGES

Mileage	1
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SEPARATION FROM THE DISTRICT

Layoff Due to Lack of Work/Funds	6
Resignation	1
Retirement	1

FISCAL SERVICES

FINANCE

Budget Transfers

Unrestricted General Fund 01

Budget Transfer numbers 147418, 420, 439, 451, 452, 506, 507, 518, 529, 536, 558, 561, 585, 586, 602, 642, 659, 662, 663, 667, 677, 690, 721, 734, 751, 752, and 766 for the Unrestricted General Fund 01 total \$213,909. Of that total, \$65,370 involved changes in the major object groups as summarized below:

From: Academic Salaries	\$	4,782	
Classified Salaries		28,171	
Employee Benefits		1,747	
Supplies and Materials		4,614	
Services and Operating Expenses		<u>26,056</u>	\$ <u>65,370</u>
To: Academic Salaries	\$	29,183	
Classified Salaries		19,377	
Employee Benefits		1,859	

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Supplies and Materials	9,349	
Services and Operating Expenses	1,843	
Capital Outlay	<u>3,759</u>	<u>\$ 65,370</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 147421, 422, 440, 453, 489, 518, 535, 557, 600, 601, 603, 636, 640, 664, 665, 691, 735, 750, 753, and 764 for the Restricted General Fund 12 total \$213,043. Of that total, \$22,877 involved changes in the major object groups as summarized below:

From: Academic Salaries	\$	3,225	
Employee Benefits		1,485	
Supplies and Materials		5,042	
Services and Operating Expenses		10,417	
Capital Outlay		<u>2,708</u>	<u>\$ 22,877</u>
To: Academic Salaries	\$	2,858	
Classified Salaries		6,554	
Employee Benefits		8,664	
Supplies and Materials		850	
Services and Operating Expenses		20	
Capital Outlay		42	
Other Outgo		<u>3,889</u>	<u>\$ 22,877</u>

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

General Obligation Bond Fund 46

Budget Transfer number 147419 for the General Obligation Bond Fund 46 totals \$195,543,527. Of that total, no transfers involved changes in the major object groups.

There are no budget transfers greater than \$25,000 between major object codes for the General Obligation Bond Fund 46.

Veterans' Stadium Operations Fund 58

Budget Transfer numbers 147666 and 754 for the Veterans' Stadium Operations Fund 58 total is \$5,300. Of that total, \$5,000 involved changes in the major object groups as summarized below:

From: Supplies and Materials		<u>\$ 5,000</u>
To: Services and Operating Expenses		<u>\$ 5,000</u>

There are no budget transfers greater than \$25,000 between major object codes for the Veterans' Stadium Operation Fund 58.

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Contract/Community Education Fund 59

Budget Transfer numbers 147565 and 692 for the Contract/Community Education Fund 59 total \$857. Of that total, \$857 involved changes in the major object groups as summarized below:

From:	Classified Salaries	\$	265	
	Employee Benefits		35	
	Capital Outlay		<u>557</u>	\$ <u>857</u>
To:	Supplies and Materials	\$	200	
	Services and Operating Expenses		<u>657</u>	\$ <u>857</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 No. 4824 - 4829 for the period June 3, 2013 through June 28, 2013 in the amount of \$7,248,762.90 as listed:

Register No. 4824 Issue Date 6/10/13	Warrant Nos. 203232—203334	\$	942,123.92
Register No. 4825 Issue Date 6/10/13	Warrant Nos. 203335—203398	\$	300,528.47
Register No. 4826 Issue Date 6/10/13	Warrant Nos. 203399—203723	\$	340,213.94
Register No. 4827 Issue Date 6/13/13	Warrant Nos. 203724—203749	\$	27,336.07
Register No. 4828 Issue Date 6/13/13	Warrant No. 203750—203765	\$	315,620.00
Register No. 4829 Issue Date 6/27/13	Warrant No. 203766—203818	\$	<u>5,322,940.50</u>
	Total Salary Warrant Issued:	\$	<u>7,248,762.90</u>

Budget Increase (Decrease)

Restricted General Fund 12

2012- 2013 Budget Revisions:

(BFAP) Board Financial Assistance Program 0710	\$	5,000
Child Development Training Consortium Program 0410		11,438

Reissuance of Commercial Warrant

Authorize the reissuance of commercial warrant No. 187326496, dated September 16, 2010, to Apunte, Damian J, in the amount of \$161.00. This action is required in accordance with Government Code Section 29802.c which states that all warrants exceeding two years go back to Board for approval.

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ACADEMIC AFFAIRS, STUDENT SUPPORT, AND ADMINISTRATIVE SERVICES

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

Contract Awards

CN 99704.3 – With *Keolis Transit America*, for shuttle service between the Pacific Coast and Liberal Arts campuses, effective August 26, 2013 through August 25, 2016 for an hourly rate of \$59.61, paid from Restricted General Fund and ASB.

Bond Contract Amendments

CN 22040.8 – With *Facilities Planning & Program Services, Inc.*, Amendment #5, to increase the contract amount by \$60,000 for a total contract amount not to exceed \$244,000, paid from General Obligation Bond Fund.

Change Order Ratifications

CN 22041.6 – With *Bayley Construction*, Change Order #14, for the MDAB Renovation Project at the Pacific Coast Campus in the amount of \$115,117, for a total contract amount not to exceed \$22,877,025.40, paid from General Obligation Bond Fund. Total approved change orders represent 3.09% of the construction contract amount.

CN 22047.9 – With *Angeles Contractor, Inc.*, Change Order #5, for the Building CC Renovation project at the Pacific Coast Campus in the amount of \$1,860 for a total contract amount not to exceed \$4,810,935.98, paid from General Obligation Bond Fund. Total approved change orders represent 4.81% of the contract amount.

CN 22048.2 – With *Fidelity and Deposit Company of Maryland*, Change Order #18, for the Building A Student Services Center Retrofit project at the Liberal Arts Campus in the amount of \$33,797, for a total contract amount not to exceed \$7,487,800.78, paid from General Obligation Bond Fund.

Ratification of Contracts Under \$175,000

Ratify contracts under \$175,000 for the period of June 12, 2013 through July 9, 2013 as listed:

CN 22054.7	Enovity, Inc.	\$ 20,000.00	Bldg. A mechanical commissioning
CN 22055.1	Landmark Site Contractors	\$ 69,923.00	Lew Davis Street crosswalk
CN 93106.6	Long Beach Unified School District	\$ 10,000.00	Long Beach Education Partnership Coordinator Salary Reimbursement
CN 93161.4	Yosemite Community College District	\$ 11,600.00	Child Development Training Consortium
CN 99666.8Y4	School Services of California, Inc.	\$ 2,800.00	Community College Update Services
CN 99693.1	Los Angeles County of Education	\$ 40,300.00	Interface with LACOE's PeopleSoft Financial System

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CN 99703.7	Cecil Robert Vannix dba VC Systems	\$ 65,000.00	Develop vehicle technology sector alternative & renewable fuels workforce training programs
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PURCHASING

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period of June 3, 2013 through June 28, 2013, in the amount of \$763,108.12 as listed:

PO #71238 - PO #71374	\$763,108.12
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Included in the total amount of purchase orders of \$763,108.12 are the following items greater than \$25,000:

Unrestricted General Fund – 01

PO #71313	<i>Nuventive, LLC</i> TRACDAT Annual Subscription	\$26,136.00
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Restricted General Fund – 12

PO #71256	<i>Cummins Service Training</i> Complete training module with dual throttles	\$55,500.00
PO #71276	<i>SIT Group Inc.</i> Install Apace data hardware and software storage system at the LAC Campus	\$83,364.48
PO #71314	<i>Western Graphics Plus</i> Financial aid outreach items	\$41,556.15

General Obligation Bond Fund – 46

PO #71330	<i>Broadway Glass & Mirror Inc.</i> Remove and replace Building E storefront doors	\$27,799.00
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It was moved by Member Clark, seconded by Member Uranga, that the items on the Consent Agenda be approved and authorized.

The motion carried, all voting aye.

HUMAN RESOURCES (Academic)

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

APPOINTMENTS

Academic Administrative	4
New Contract Faculty	2
Hourly Instructor – Summer 2013	100
Hourly Counselor – Summer 2013	18

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Hourly Instructional Specialist – Summer 2013	24
Hourly Librarian – Summer 2013	7
Hourly Reader – Summer 2013	4
Stipend	64

IN-SERVICE CHANGES

Department Head Elections	14
Leave of Absence	1

The motion carried, all voting aye.

FISCAL SERVICES

Commercial Warrants

It was moved by Member Uranga, seconded by Member Clark that the Board of Trustees ratify issuance of commercial warrants listed for the period June 3, 2013 through June 28, 2013 in the amount of \$5,425,427.97.

Unrestricted General Fund 01	\$ 1,696,913.56
Restricted General Fund 12	800,567.22
Child and Adult Development Fund 33	170,344.62
Capital Outlay Projects Fund 41	17,536.72
General Obligation Bond Fund 46	2,237,671.77
Veterans’ Stadium Operation Fund 58	39,191.47
Contract/Community Education Fund 59	26,108.26
Self-Insurance Fund 61	2,143.30
Student Financial Aid Fund 74	(17.00)
Payroll Clearing Fund 76	398,628.93
Retiree Benefits Fund 79	<u>36,339.12</u>

Total Commercial Warrants: \$ 5,425,427.97

Included in the total warrant expenditures of \$5,425,427.97 are the following payments greater than \$25,000, excluding utilities and employee benefits:

Unrestricted General Fund 01

1. \$ 30,241 to *Dell Marketing, LP* for software and support coverage.
2. \$ 26,136 to *Nuventive, LLC* for TracDat software annual subscription renewal.
3. \$ 25,000 to *Long Beach Community College Foundation* for 2012-2013 fiscal services rendered.
4. \$ 16,623 to *Long Beach Community College District* to replenish purchasing prepayment fund. (This warrant is jointly funded with the Restricted General Fund 12 and the Contract/Community Education Fund 59.)
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Restricted General Fund 12

1. \$ 87,488 to *Pacific Coast Regional Small Business Development Corp.* for reimbursement of expenses related to the operation and delivery of services provided by the SBDC Service Center.

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2. \$ 82,176 to *City of Hawthorne South Bay Workforce Investment Board* for the August 2012 and November 2012 CalWORKs work study participants.
3. \$ 76,511 to *El Camino Community College District* for reimbursement of expenses related to the operation and delivery of services provided by the SBDC Service Center.
4. \$ 63,168 to *Express Video Supply, Inc.* for Film Lab modernization equipment.
5. \$ 51,324 to *Graphic Designs West* for Student parking permits for Fall 2013, Spring 2014, and Summer 2014.
6. \$ 41,818 to *Long Beach Community College District* for transfer to local bank for international wire transfer for SBDC Service Center. To replenish purchasing prepayment fund. (This warrant is jointly funded with the Unrestricted General Fund 01 and the Contract/Community Education Fund 59.)

Child Development Fund 33

1. \$ 157,879 to *California Department of Education* for repayment of unearned apportionment received for Preschool contract CPRE848 from 2008-2009.

General Obligation Bond Fund 46

1. \$ 438,660 to *Tecta American Southern California, Inc.* for Veterans' Stadium roof replacement project.
2. \$ 403,527 to *Bayley Construction* for MDAB renovation at the Pacific Coast Campus.
3. \$ 391,480 to *Angeles Contractor, Inc.* for Building CC renovation at the Pacific Coast Campus.
4. \$ 383,136 to *Cordoba Corp.* for bond project construction management for May 2013.
5. \$ 219,775 to *Barnhart-Balfour Beatty Construction, Inc.* for design services of Building GG at the Pacific Coast Campus.
6. \$ 44,836 to *Community Bank Escrow #1660* for escrow retention for the MDAB renovation at the Pacific Coast Campus.
7. \$ 34,670 to *GRD Consulting, LLC* for facility planning and technical support services for construction projects for May 2013.
8. \$ 32,475 to *Wilshire State Bank* for escrow retention for Building CC renovation at the Pacific Coast Campus.

Contract/Community Education Fund 59

1. \$ 4,545 to *Long Beach Community College District* to replenish purchasing prepayment fund. (This warrant is jointly funded with the Unrestricted General Fund 01 and the Restricted General Fund 12.)

The motion carried, all voting aye.

ACADEMIC AFFAIRS, STUDENT SUPPORT SERVICES AND ADMINISTRATIVE SERVICES

Certification of Signatures

It was moved by Member Clark, seconded by Member Uranga, that the Board approve the following: The Certification of the Board of Trustees as well as the signatures of the personnel authorized to sign warrants, Notices of Employment, contracts, payroll wire transfers and invoices and approve vouchers effective July 24, 2013 to July 23, 2014 as follows:

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Board of Trustees

Mark J. Bowen
Thomas J. Clark
Jeffrey A. Kellogg
Douglas W. Otto
Roberto Uranga

<u>Personnel</u>	<u>Authority</u>
Eloy Oakley	Warrants, Notices of Employment, Contracts
Cindy Baker	LACOE PSFS Class APDISAPR System
Joan Carr	Payroll Wire Transfers
Patricia Davis	Warrants, Contracts, LACOE PSFS Class APDISAPR System
Rose C. DelGaudio	Notices of Employment
Vincent C. Ewing	Purchase Orders
Ann-Marie Gabel	Warrants, Contracts
Deborah Keckeisen	LACOE PSFS Class APDISAPR System
Laura Miller	LACOE PSFS Class APDISAPR System
Margaret F. Padron	Contracts, Purchase Orders, Payroll Wire Transfers
John Thompson	Warrants, Contracts, Purchase Orders, Payroll Wire Transfers
Cindy Vyskocil	Notices of Employment
Timothy Wootton	Facility Use Agreements
Administrators	Invoices (only)

The motion carried, all voting aye.

HUMAN RESOURCES

Salary Schedule – Classified Employees Exempt from the Merit System

It was moved by Member Bowen, seconded by Member Uranga that the Board of Trustees consider and approve the revised Exempt Salary Schedule effective July 24, 2013.

The motion carried, all voting aye.

ACADEMIC SENATE (TITLE 5, SECTION 53203)

No items, no report.

SUPERINTENDENT-PRESIDENT

Superintendent-President’s Report

President Oakley thanked the Board of Trustees for extending his contract. He welcomed Marilyn Brock back to LBCC as interim vice president of Academic Affairs and welcomed Meena Singhal as associate vice president of Pacific Coast Campus. President Oakley clarified that Trustee Clark made a motion at the last board meeting to reduce reserves from 5.5% to 5% and use the .5% for additional classes for students and he promises that will happen. He informed us that there are funds that he thought we would be able to move back into the budget for recall

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expenses, but will need to remain reserved for a recall election. The District is working with the Chancellor's office about stability of revenues, but still uncertain about potential resources. Member Otto said that an estimate of the recall election will cost about \$600,000-700,000 for a recall of two trustees; this money must be reserved and cannot be spent.

ACADEMIC AFFAIRS

No items, no report.

STUDENT SUPPORT SERVICES

No items, no report.

ADMINISTRATIVE SERVICES

Approval of Acceptance of Highest Bid and Authority to Execute Final Lease Option Agreement

It was moved by Member Otto, seconded by Member Uranga that the Board of Trustees reject this bid.

The motion carried, all voting aye.

Resolution, Agreement with California Department of Education (State Preschool Program)

It was moved by Member Uranga, seconded by Member Clark, that the Board of Trustees adopt Resolution No. 072313A authorizing the District to enter into grant agreement CN 93164.8 with the California Department of Education effective July 1, 2013 through June 30, 2014. The amount of funding will not exceed \$500,200.

The motion carried, all voting aye.

PACIFIC COAST CAMPUS

No items, no report.

COLLEGE ADVANCEMENT AND ECONOMIC DEVELOPMENT

No items, no report.

ACADEMIC SENATE

Phyllis Arias informed the Board that in the coming year she would like to invite some of the programs to highlight their work and they be presenting themselves to the Board.

TRUSTEES COMMUNICATIONS

Member Uranga announced that a former LBCC Trustee, Dr. Bill Millington 1990-1994 passed away; he was a mentor to many students and faculty.

President Kellogg talked about the retreat and said it was positive. There will be some changes in our format for the Board agenda in hopes that they will flow a little better.

NEW BUSINESS

There was no new business.

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FUTURE REPORTS

There were no new requests for future reports.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no comments.

ADJOURNMENT

President Kellogg adjourned the meeting in memory of former Trustee Bill Millington at 6:19 p.m.

The next regular meeting of the Board of Trustees will be held on August 27, 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.

Jackie Hann

Assistant Secretary