



January 31, 2005

Dear President Kehoe:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 12-14, 2005, reviewed the Progress Report submitted by the college. I am pleased to inform you that the report was accepted.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. Long Beach City College should submit the

Chairperson  
JOSEPH L. RICHEY  
Public Member

Vice Chairperson  
E. JAN KEHOE  
Long Beach City College

The Commission requires you to give the College Progress Report and this letter appropriate dissemination to your college staff. The Commission also requires that the report and the Action Letter be made available to the public. Placing copies in the college library can accomplish this. Should you want the

Business Officer  
BARBARA DUNHAM

ITAS  
TOM LANE

Barbara A. Beno  
Executive Director

BAB/tl

cc: Dr. Linda Umbdenstock, Accreditation Liaison Officer  
Board President, Long Beach City College

**PROGRESS REPORT AND VISIT**

**Long Beach City College  
4901 East Carson St.  
Long Beach, CA 90808**

A Confidential Report Prepared for the Accrediting Commission for  
Community and Junior Colleges

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Mr. Garman J. Pond, Chair  
ACCJC

Dr. Norval Wellsfry, Member

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**Introduction:**

At its January 2003 meeting, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, reviewed the institutional Self Study Report and the report of the evaluation team which visited Long Beach City College in the fall of 2002. The Commission acted to reaffirm accreditation with a requirement that the college complete a Progress Report on three recommendations. Furthermore, the Commission directed that the report be followed by a visit of

Specifically, the three recommendations that were to be addressed by the college were:

3. The team recommends that the college conduct an actuarial study of retiree medical benefits and consider setting a reserve for the cost of these benefits. (Standards 9.A.2, 9.C.1, and 9.C.3)
4. The team recommends that the college immediately review, clarify, improve, and document its accounting practices, processes, and procedures to ensure conformity with good accounting practices. (Standards 9.A.4, and 9.B.6)
5. The team observed a pervasive institutional climate permeated by

undermine powerful college-wide initiatives, the team recommends that all groups at Long Beach City College immediately find and use internal and external resources and processes to reestablish the spirit

Conference for Community and Junior Colleges (ACCJC), Accrediting Commission, Council; and the President's Executive Committee.

**College Responses to Recommendations:**

**Recommendation 3:** *The team recommends that the college conduct an actuarial study of retiree medical benefits and consider setting a reserve for the cost of these benefits.*

LBCC made a priority to fund the retirement liability in the future.

**Conclusions:** The team was able to verify this assertion by examination of documents

*to improve and document its accounting practices, processes, and procedures to*

**ensure conformity with good accounting practices. (Standards 9.A.4, and 9.B.6)**

and regulations and recent requirements, the college's accounting practices, processes and procedures have generated an FAQ document for the campus community. The report claims that the FAQ document would be user friendly and inform the general College community on the use of the new procedures; however, the document has not yet been completed, and the team was only able to view a draft copy.

**Conclusions:** After interviews with the Director of Fiscal Operations and the Vice President of Administrative Services, the team believes the College has successfully met this recommendation and encourages the College to complete the FAQ document in a timely fashion and give it broad distribution to ensure institutional understanding and

that the committee does not further erode and undermine power for college-wide

the National Conference for Community and Justice (NCCJ) to work with the Academic Council beginning in March 2003. This has resulted in a plan to review and solve past issues, review new issues as they arise, and anticipate issues that may develop in the future. The NCCJ has facilitated six monthly meetings of the AC to date. These are also

Senate and the office of Admissions and Records, the Diversity Task Force, which boasts

the office of the President and the office of the Director of Staff Diversity and the

single group can bring about a spirit of collegiality and collaboration, but by working together, it can be achieved.

The classified staff has mixed perceptions on the progress made by the College to reestablish collegiality. They still believe they lack adequate participatory roles in campus matters. The Classified Senate no longer exists. The majority of the classified staff is represented by the LBCCE (an AFT affiliate union). However, a minority of classified staff belongs to this union, and the Confidential staff are not represented by it.

classified staff organization outside of the bargaining unit, the issue of classified staff participation in governance will continue to be seen as an issue. Classified participation

The visiting team was able to meet with two representatives of NCCI who stated that

recognize the need for an improvement, and most certainly some suspicion have diminished. However, an end to suspicion and mistrust do not necessarily signal a beginning of complete confidence and trust. Positive experiences and additional examples of the fruits of collaboration and cooperation will need to be broadly felt and

**Report Conclusion:** The team commends Long Beach City College for considerable progress on the recommendations made by the 2002 evaluation team and for its frank and open self evaluation in this report and during interviews. The team believes that the strong sense of institutional pride in and commitment to serving its sizeable student

## ACCREDITATION PROGRESS REPORT

This document is a Progress Report to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. The Commission Team made its accreditation visit to Long Beach City College (LBCC) from October 1 through 3, 2002. The Accreditation Commission reviewed the institutional self study report and the report of the evaluation team at its January 8-10 meeting, 2003. In a letter of January 17, 2003 to Superintendent-President Dr. Jan Kehoe, the Commission reaffirmed accreditation for Long Beach City College with a requirement that the College complete a Progress Report by October 15, 2004. This is to be followed by a Commission mid-term visit in the fall of 2004.

The College was asked to focus its Progress Report on three recommendations and



The Director of Fiscal Operations has reviewed the staffing levels of the Fiscal





reviewed the internal control structure, application of state rules and regulations and federal compliance requirements. Both of these efforts have resulted in clarifications and improvements, which are being documented in the form of a user friendly FAQ (frequently asked questions) document. It is being written in a format focusing on

suspicion and mistrust. These issues are difficult to quantify or document with methods normally associated with Accreditation responses since these issues are perceptual in nature. Some constituent groups believe that much progress has been made in resolving

National Conference (NCCJ) work with the group to facilitate a collegial spirit of collaboration. This process has been on going since March 2002. Progress has

have provided training to increase problem-solving skills. (Document G). Additionally, meetings between the Superintendent-President and Academic Senate President now take place bi-weekly. There has also been a request for assistance from the

for arbitration, a reclassification study with negotiated implementation in three phases, the formation of the Health and Welfare Benefits Committee to ensure all constituent groups had input to any changes in benefit; information meetings between HR and classified staff regarding the State fiscal situation and layoffs (Document H); classified

the classified staff including the review of appropriate staffing skills and resource levels required to support the institution.

Additional College wide evidence of working together to resolve issues and establish a

needs, and establish hiring priorities. The 18-month long celebration of the College's 75<sup>th</sup> Anniversary was a campus wide effort in which information was distributed to all

disagreements due to lack of adequate and timely communication. There has been an increase in the consistent use of email, phone and presentations. The Pacific Coast

College Association (OCA - faculty bargaining unit) continue to feel that the climate referred to in Recommendation #5 has not only failed to improve but has

regarding the process lead to the vote of "No Confidence." The Academic Senate has requested outside assistance in helping to resolve some of these issues in addition to the assistance that has been given to the Academic Council from NCCJ. (Document N)

The administration's view regarding many of the issues raised by the faculty leadership groups is that certain issues are contractual in nature and that others fall into the purview of administrative responsibility and oversight. "Shared governance" and appropriate responsibilities of the groups involved underlies many of the areas of disagreement.

The classified union (AFT) has mixed perceptions of the progress made by the College

issue most in need of improvement is shared governance. Despite these views, AFT has made efforts to remedy the situation and believes that it has been met halfway by the District in many of these attempts. There is a feeling on the part of AFT that there has been improvement in the general working relationship between classified union leadership and administration due to hard work and a higher level of trust than had previously existed. They indicate a willingness to continue working to improve relations between all the constituency groups at the College. (Document O)