



REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 23, 2005

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:00 p.m. on Wednesday, March 23, 2005. Trustees Baca, Bader, Chen Haggerty, and Hall were present. Trustee Chyr arrived at 6:08 p.m.

STAFF PRESENT

Christopher C. O'Hearn, President; John S. Nixon, Vice President, Instruction; Gary Nellesen, Interim Vice President, Administrative Services; and Audrey Yamagata-Noji, Vice President, Student Services, and Interim Vice President, Human Resources

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session to discuss the following items:

- Conference with Labor Negotiator John S. Nixon, Vice President, Instruction, per California Government Code Section 54957.6
Faculty Association
- Public Employee Performance Evaluation
President/CEO

3. PUBLIC SESSION

The public meeting reconvened at 6:36 p.m.

4. MOMENT OF SILENCE

A moment of silence was observed in memory of former Trustee, Dr. LeRoy McDaniel, and former Mt. SAC President, Marie Taylor Mills.

Marie Taylor Mills joined Mt. SAC in its founding year, 1946, as Dean of Women. She succeeded Dr. Edinger as President in 1969 and served until 1972. At that time, Ms. Mills was the second woman to become president of a junior college in California.

Dr. McDaniel served as a member of the Mt. SAC Board of Trustees from 1991 through 1995. Prior to his service on the Board of Trustees, Dr. McDaniel was actively involved at the College through the Foundation and the College's Aeronautics program. Dr. McDaniel was an active member of the Covina community and was named Covina Citizen of the Year in 1992.

5. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Bader, to approve the minutes of the regular meeting of February 23, 2005. Student Trustee concurred.

6. ACTION TAKEN IN CLOSED SESSION

None.

7. PUBLIC COMMUNICATION

- Student Sherry Bex addressed the Board regarding the proposed compressed calendar – Consent agenda item number 12. She said that while students support the compressed calendar concept, they are overwhelmingly in favor of adding a spring break to the calendar. The calendar, as proposed, allows for only one student holiday in the spring semester. A spring break will give students time to catch up on homework and to spend more time with family. Ms. Bex said adding a spring break would also be beneficial for older and disabled students.

8. REPORTS

A. Denny Ying, Associated Students President, reported the following:

- He distributed copies of the students' events calendar and a bi-weekly newsletter. Upcoming events include:
 - Educators of Distinction Dinner – April 8, 6:00 p.m.
 - Associated Students General Election – Week of April 18
- Last fall, the students passed a resolution in support of the compressed calendar; however, the resolution recommends the inclusion of a spring break in the eighth week of the spring semester. Mr. Ying said he hopes during the Board's discussion of this item that Board members will take student concerns into consideration.
- Senator Troy Majeska extended personal invitations to Board members to attend the Educators of Distinction Dinner. He said the event will have a western theme and will include a stage show and trick roping.
- President Ying reported that Lobby Day in Sacramento turned out very well. Assemblyman Huff told President Ying that the Mt. SAC group was the most organized of those in Sacramento.

B. Phillip Maynard, Academic Senate President, reported the following:

- Academic Senate elections were held last Thursday. Michelle Grimes-Hillman will continue as Vice President and Jean York will continue to serve as Secretary. Professors John Vitullo and Angel Lujan were elected to Director positions.
- The College continues to work to include an Equal Opportunity Representative to hiring committees. Some of the earlier hiring committees do not have a representative. All remaining committees will have an EEO representative. Mr. Maynard said this is being considered as a pilot study for evaluation upon completion of all interviews.
- The Academic Senate is reviewing the possibility of changing the format for Flex Day. A committee is being formed to study the present format and make recommendations for change. This is a joint effort with the Academic Senate and the Faculty Association.
- Vice President Nixon attended the last full Senate meeting and explained his position on the repeat policy. He also explained that course repetition (due to substandard grades) and re-enrollment after withdrawal should be two separate policies. He encouraged the Senate to take the lead in writing the two policies. A task force has been formed to monitor/review the College's new repeat policy and to make recommendations regarding the creation of two separate policies.
- The recipients of the Outstanding Faculty, Classified, and Manager of the Year will be announced around April 15. Professor Maynard said the Senate was very pleased with the number of nominations received.

C. Bob Lee, Classified Senate President, reported the following:

- The Classified Senate has begun its annual election process. It is hoped that new people will become involved in the Senate.
- The Classified Senate has begun discussions with the Academic Senate leadership to explore the possibility of entering into joint ventures. The details and scope of those opportunities are still to be determined.
- Mr. Lee invited everyone to the 47th Annual Mt. SAC Relays, which will be held the first three weekends in April.

D. Representing the Faculty Association, President Terri Smith Long reported the following:

- The Association's election process is complete. Dr. Long said she would announce the results as soon as the members have been notified.
- Professor Long said the ballots to approve the contract reopeners have been sent out to faculty. Results are due in tomorrow and will be counted on Friday. Negotiations for a full three-year contract will begin April 1.
- The open house for part-time faculty was very successful. She thanked Trustees Bader, Chen Haggerty, and Hall for participating.
- "Puttin' on the Hits" was a huge success. More tickets were sold this year than any of the previous six years. Dr. Long said she believes the Association will

end up with \$20,000 to use for student scholarships. She thanked all those who either participated or attended.

- Professors Terri Smith Long, Jennifer Galbraith, and Paul Sharpe recently attended the 32nd Annual National Center for Study of Collective Bargaining in Higher Education in New York. Dr. Long said it was very informative, motivating, entertaining, and they learned a lot. They also believe that Mt. SAC has something to offer at that conference and are interested in putting on a workshop.
 - The retirement/tenure tea is scheduled for April 19, 12:00-1:30 p.m., in the Faculty Association Office. All Board members were invited to attend.
 - Dr. Long said the Faculty Association plans to participate in the “march” in Sacramento on May 25 as part of the coalition against the Governor’s initiatives.
- E. Representing CSEA, Chapter 262, President Mark Fernandez reported the following:
- He encouraged Board members to approve Consent item number 4 – Collective Bargaining Training. He believes that with this training negotiations will be more efficient and successful. CSEA is anxious to begin the negotiating process. Members have been asked to send any items they would like to have negotiated to Mr. Fernandez.
 - Plans are beginning for the upcoming Classified Employees Week. CSEA is working with the Classified Senate and the Staff Association to determine when the week will be held – the official week falls during finals.
 - Mr. Fernandez said he met yesterday with Human Resources Interim Vice President Yamagata-Noji to discuss issues of concern and was very pleased with the meeting.
- F. President O'Hearn's report included the following:
- Dr. O'Hearn acknowledged some of the outstanding student successes the College is enjoying:
 - Fermata Nowhere took second place earlier in the month at the Western Finals of the International Championship of Collegiate A Cappella at Stanford. By coming in second, Fermata Nowhere finished above 24 other ensembles competing, including ensembles from Brigham Young, USC, University of Arizona, UC Berkeley, University of Oregon, UC San Diego and Stanford. Professor Bill McIntosh was commended for this outstanding accomplishment.
 - The Mt. SAC Flying Team won the Top Community College trophy and second place overall at the Pacific Coast Intercollegiate Flying Association's SAFECON 2005. The team will now advance to the national intercollegiate airmeet at Kansas State University in April. Professor Wayne Lutz was congratulated on another outstanding performance by the students.
 - Mt. SAC vocational students won 7 gold medals and 2 silver medals at the SkillsUSA regional competition held at Cal State LA. More than 500 students participated in the competition.

- Dr. O'Hearn introduced CB Brown, Director of Public Information & Marketing, and asked him to announce a recent award received by the College. Mr. Brown reported that the College received a Silver Paragon Award in the "Online Services" category for our *Pathways to Success* website, which was the latest component in the College website makeover. This is a national distinction awarded by the National Council for Marketing & Public Relations. Mr. Brown said that Paragons are the most prestigious awards for Marketing & Communications products and campaigns, tantamount to the Oscars. More than 1,700 entries were submitted by two-year colleges and technical schools across the United States, Canada and the United Kingdom. Mr. Brown noted that this effort was undertaken in conjunction with Dr. Yamagata-Noji's Student Services Team, which provided the information resources and constructive feedback.

7. INFORMATIONAL REPORT

Board members were provided with a written report on the student newspaper, the Mountaineer, prepared by English/Journalism Professor Curtis Shumaker.

After a year in hiatus, the Mountaineer was reactivated in the fall of 2004. It is written and edited principally by students in Journalism classes. The return of the student newspaper has been greeted with enthusiasm by students, faculty, and college staff. Mountaineer staff are working to publish an edition on a bi-weekly basis. They also hope to establish an online version of the paper. The online version will allow for more flexibility – they can run more and longer stories and cover more timely events that the two week hard-copy schedule cannot address.

Trustee Hall congratulated Professor Shumaker on the quality of the newspaper. Dr. Hall asked how successful the advertising has been in deferring expenses. Professor Shumaker said they are receiving anywhere from \$1,000-\$1,500 in advertising for each issue and it costs under \$600 for printing and delivery to campus, so, at this time, advertising is covering all costs.

Current distribution of the Mountaineer is on-campus only, but it is hoped that eventually distribution will include a couple of key spots in the city of Walnut and our local high schools.

Trustee Chyr said he realizes this is a student newspaper and asked how it is determined if articles meet the standard to be published. Specifically, Trustee Chyr voiced concern about the specificity of some language used in the sex column in the March 14, 2005 edition of the Mountaineer. Professor Shumaker said articles on sex are common in college newspapers. He said he believes it is appropriate to include articles about sex as long as they are handled in an informational and socially accepted manner.

8. CONSENT AGENDA

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve or ratify the following items:

PRESIDENT'S OFFICE and INSTITUTIONAL ADVANCEMENT

1. Approval of activities for the Family and Consumer Sciences grant (Mt. SAC #948). Approval to pay for transportation and to hire an independent contractor as a speaker for a grant sponsored event.

HUMAN RESOURCES

2. Approval to enter into an agreement with the Center for Collaborative Solutions to provide collective bargaining training.

INSTRUCTION and STUDENT SERVICES

3. Approval for Forensics students to attend the Phi Rho Pi National Forensic Tournament in Philadelphia, PA from April 6–17, 2005.
4. Approval for Mt. SAC's Vocal Jazz group to attend the Reno International Jazz Festival April 21–24, 2005.
5. Approval of new credit courses and new and revised certificate programs, effective Fall 2005.
6. Approval of additions and changes to the Community Services Schedule.
7. Approval of changes to contract education agreements through The Training Source.
8. Approval of Regional Health Occupations Resource Center activities.
9. Approval to destroy instructor roll books, Fall 2001, Spring 2002, and Summer 2002 that have been microfilmed.

ADMINISTRATIVE SERVICES

10. Approval of the reissuance of a stale-dated commercial warrant in the amount of \$100.00.
11. Approval of a contract with Burrtec Waste Industries to provide waste disposal services.
12. Approval of a contract with Hershey Systems, Inc. for a Document Management Imaging System.
13. Approval of an agreement with CPF Fire Protection to provide professional design and consulting services for the Warehouse Sprinkler System project.
14. Approval of an agreement with The Vinewood Company to provide testing and DSA inspection services for the Bursar's Office Renovation project.
15. Approval of the following Bid:
 - Bid No. 2633 Printing of Class Schedules – Fall 2005, Spring 2006 and Summer 2006 Semesters. Awarded to Ran Graphics, Inc. (Contractor), in the amount of \$387,805.63.

16. Approval of the following Change Orders:

- Bid No. 2541 Language Center and Health Careers Center Construction – Air Flow Mechanical (HVAC), Change Order No. 8.
- Bid No. 2536 Language Center and Health Careers Center Construction – Moore Flooring (Flooring), Change Order No. 5.
- Bid No. 2535 Language Center and Health Careers Center Construction – Earl Corporation (General), Change Order No. 14.
- Bid No. 2533 Language Center and Health Careers Center Construction – Mariposa Horticultural Enterprises, Inc. (Landscaping), Change Order No. 4.
- Bid No. 2589 Athletic Fields – Mariposa Horticulture (Landscaping), Change Order No. 3.
- Bid No. 2596 Seismic Retrofit – Inland Empire Builders, Change Order No. 4.
- Bid No. 2605 Art Center Renovation – Inland Empire Builders, Change Order No. 2.
- Bid No. 2606 Technology Building Stem Wall – Nu Age Development, Change Order No. 1.
- Bid No. 2608 Auxiliary Services Remodel – K.A.R. Construction, Inc., Change Order No. 3.
- Bid No. 2621 Administration Building Ceiling Project – Inland Empire Builders, Change Order No. 3.

17. Approval of the following Contract Amendment:

- Contract Testing and Inspection Services – Art Center Renovation – The Vinewood Company, Amendment No. 1.

18. Approval and acceptance of the following donation/gift to the College:

- Glenn Foster – One purebred Heifer calf and one crossbred Heifer calf, valued by donor at \$2,250, to be used by the Natural Sciences Division.
- Walter Wm. Nash – Home Base Radio Station (new) with all components, valued by donor at \$9,250, to be used by the Technical Services Department.

Motion unanimously carried. Student Trustee concurred.

9. PERSONNEL TRANSACTIONS

Trustee Hall pointed out that there is a placeholder for the hiring of an Associate Dean, Humanities & Social Sciences on page 23 of the backup information. It is the recommendation of the administration that the Board appoint James Jenkins to that position. Mr. Jenkins is currently a professor in English, Literature and Learning Assistance.

It was moved by Trustee Bader, seconded by Trustee Baca, to approve the Personnel Transactions, Reference No. 9 dated March 23, 2005, as amended. Motion unanimously carried. Student Trustee concurred.

10. SABBATICAL LEAVE REPORTS

Trustee Hall noted that page 28 of the backup information includes the wrong information for Professor Lynda Hoggan. Corrected sheets have been given to Board members and are provided on the Board agenda table for audience members.

It was moved by Trustee Chyr, seconded by Trustee Bader, to approve the sabbatical leave reports for 2005-06, as corrected. Motion unanimously carried. Student Trustee concurred.

11. COMPRESSED ACADEMIC CALENDAR

Trustee Hall referred Board members to page 38 of the backup information. The second paragraph under Analysis should state that the compressed calendar received formal approval by the Executive Board and the Representative Council of the Faculty Association.

Professor Terri Smith Long addressed the Board as co-chair of the task force that studied the compressed calendar and made the recommendation that the College move to a 16/6/16/6 calendar. Dr. Long said the task force was aware that students were concerned about a spring break; however, the task force was looking for a calendar that would address needs of students, staff, and faculty. The task force was commended by Riverside Community College for including a week between sessions because it will eliminate a lot of the problems they have to deal with. Dr. Long said this is the task force's recommendation for a calendar for 2006-07. Once we have tried the compressed calendar for a year, the College will need to do an analysis and determine if changes need to be made.

Trustee Chen Haggerty asked if the compressed calendar will help the College's enrollment, and Vice President Nixon said it has been his experience that it will help increase enrollment. Vice President Nixon said the College is just now forming the task force that will address the logistics of changes that need to occur.

Associated Students Senator Troy Majeska reiterated that students do support the compressed calendar, but feel strongly that a break is needed at the end of the 8th week. He pointed out that in the fall semester there are four days off, three more than in the spring semester.

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve the compressed academic calendar, effective Fall 2006. Motion unanimously carried. Student Trustee concurred.

12. APPROPRIATION TRANSFERS AND BUDGET REVISIONS SUMMARY

Corrected copies of the backup for this Board item were provided to Board members. The correction relates to an item that was placed in the unrestricted general fund by error. In moving it to the restricted general fund, the off-setting expenditures also had to be corrected.

It was moved by Trustee Chyr, seconded by Trustee Chen Haggerty, to approve the Appropriation Transfers and Budget Revisions Summary, as corrected. Motion unanimously carried. Student Trustee concurred.

13. REVISIONS TO BOARD POLICY 3250 – INSTITUTIONAL PLANNING

It was moved by Trustee Baca, seconded by Trustee Bader, to approve the proposed revisions to Board Policy 3250 – Institutional Planning. Motion unanimously carried. Student Trustee concurred.

14. RESCHEDULING OF JUNE BOARD OF TRUSTEES MEETING

It was moved by Trustee Chyr, seconded by Trustee Bader, to reschedule the June Board of Trustees meeting from June 22, 2005 to June 15, 2005. Motion unanimously carried. Student Trustee concurred.

15. 2005 ELECTION FOR CCCT BOARD OF TRUSTEES

Following discussion of candidates running for the CCCT Board of Directors, Dr. O'Hearn suggested that the Board vote solely for Trustee Bader because he believes it will increase her chances of winning. It was moved by Trustee Chyr, seconded by Trustee Chen Haggerty, to only cast a vote for Trustee Bader for the 2005 CCCT Board of Directors. Motion carried unanimously. Student Trustee concurred.

Trustee Bader again thanked the Board for nominating her for the CCCT Board. She said that she had sent out two mailings and an email to trustees. She has also made many phone calls.

16. EMERGENCY RESOLUTION NO. 04-10

Dr. Hall reminded Board members that corrected Board backup information had previously been sent to Board members and is also available on the Board table. The original Board backup did not correctly identify the contractor.

Trustee Chyr asked Interim Vice President Nellesen to provide more information on the Art Center Project. Interim Vice President Nellesen explained that the Art Center Renovation project was conceived early in 2002 as a local bond-funded project that would respond to several facilities improvement needs in the building areas adjacent to the State-funded Seismic Retrofit projects. Early on, it became apparent that many deficiencies existed in the buildings that were not addressed in the construction documents. Correcting these deficiencies will require complete replacement of the mechanical, electrical, telecommunications and plumbing systems throughout the entire building complex, structural improvements to interior walls and roof support systems previously thought to be of sound construction, and the associated finish work necessary

to provide a suitable teaching and learning environment once these other major improvements are complete.

Mr. Nellesen said staff recommends that the construction changes be addressed in the form of an emergency resolution and contract amendment with a not-to-exceed amount of \$550,000. This will nearly double the contract value of the Art Center Renovation project, and significant increases to the architect, construction management, and testing and inspection contracts will be necessary, as well. The total cost of these changes will be in the \$700,000 range, and will be paid exclusively from contingency funds from the Measure R Bond, as no additional State funds are available for the project.

It was moved by Trustee Bader, seconded by Trustee Baca, to approve Emergency Resolution No. 04-10, which authorizes Amendment No. 1 to the contract with Inland Empire Builders for the Art Center Renovation Project (Bid No. 2605), for an additional amount not to exceed \$550,000, as corrected. Motion unanimously carried. Student Trustee concurred.

17. CONTRACT AMENDMENTS

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve the following Contract Amendments:

- Contract Professional Design and Consulting Services – Planetarium Renovation – Travis Engineering, Amendment No. 3.
- Contract Professional Design and Consulting Services – Student Life Restroom Renovations – Travis Engineering, Amendment No. 1.
- Contract Professional Design and Consulting Services – Campus Master Plan Update – AC Martin Partners, Inc., Amendment No. 4.
- Contract Professional Design and Consulting Services – Art Center Renovation – Grillias.Pirc.Rosier.Alves, Amendment No. 2.

Motion unanimously carried. Student Trustee concurred.

18. REVISIONS TO BOARD POLICIES 2315 – CLOSED SESSIONS, 2716 – POLITICAL ACTIVITY, AND 3430 – PROHIBITION OF HARASSMENT

Dr. O'Hearn said that since the Board's major revisions to the Policy Manual, the College is trying to stay on top of policy revisions suggested by the Community College League of California and the College's legal counsel. The following policies are being presented to the Board for first reading and discussion: 2315 – Closed Sessions, 2716 – Political Activity, and 3430 – Prohibition of Harassment.

Trustee Chyr asked for more specific reasons as to why the changes are proposed for Policy 3430 – Prohibition of Harassment. Dr. O'Hearn said the changes are recommended because of changes in the Education Code and Government Code, but he will do some research to see if he can find more specific reasons.

The policies will be brought back to the next Board meeting for adoption.

19. BOARD COMMUNICATION

- Student Trustee Le said he attended the Honors Transfer Council of California at UC Irvine. While there, he facilitated three sessions of independent research presentations. Mr. Le also participated in “Puttin’ on the Hits” and hopes to return next year. He plans to attend the Athletic Fields dedication ceremony, the ICC Advisors appreciation ceremony, PTK Induction, and Educators of Distinction dinner.
- Trustee Chen Haggerty said she enjoyed the Faculty Association’s part-time open house. She was also pleased to be invited to attend the para-legal program’s advisory committee and said she was impressed with the quality of the advisory committee members. Trustee Chen Haggerty said she is also participating in the Superintendent’s Search process at Rowland Unified. She wants to make sure the new Superintendent is interested in working closely with the College.
- Trustee Baca extended his personal sympathy to the families of Marie Taylor Mills and Dr. LeRoy McDaniel. He also offered his congratulations to students for the accomplishments mentioned earlier by Dr. O’Hearn. Dr. Baca said he has been asked to be the Relays Honorary Referee and he is honored to accept.
- Trustee Chyr spoke about the loss of Dr. LeRoy McDaniel. Trustee Chyr described Dr. McDaniel as a true gentleman who personified the image of Mt. San Antonio College. Trustee Chyr also sent his condolences to the Mills family.

Trustee Chyr congratulated the Marketing Team for their continued excellent work and said he is looking forward to the Athletic Field dedication ceremony.

- Trustee Bader echoed earlier congratulatory comments to the vocational students, flying team students, Fermata Nowhere, and the Public Information & Marketing Department. Trustee Bader said she enjoyed attending the President’s Circle Breakfast and the Faculty Association’s part-time faculty open house. She said she also attended the League of Women Voters forum at the Fairplex earlier this month. The forum focused on challenges and opportunities for local community colleges and featured the presidents of three local colleges – Citrus, Chaffey, and Mt. SAC. Trustee Bader said Dr. O’Hearn did an outstanding job and she was very proud of him.
- Trustee Hall reminded everyone of the April 6 public hearing by the County Committee on School District Organization. This is in response to a petition that was filed to increase the number of Mt. SAC trustees from five to seven. Dr. Hall said he can see no reason for increasing the complexity of the College’s governance structure with no benefit to the institution.

Trustee Hall again reminded everyone of the need to monitor Sacramento politics with respect to funding for community colleges. He stressed the importance of equalization funding and said he had recently met with Senator Nell Soto who said she would do whatever it takes to help the College.

Trustee Hall also commented on the loss of Dr. McDaniel and Ms. Mills. As the College plans for its 60th anniversary celebration, he suggested it might be a good idea for some history classes to go out and do video tape interviews with some of the College’s founders while they are still with us.

- Several trustees were able to attend a luncheon with Assemblyman Bob Huff and all commented on how pleased they were that he visited our campus and the need for us to continue to build strong relationships with our state representatives.

20. ADJOURNMENT

The meeting adjourned at 8:16 p.m.

CCO:dc