



REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 24, 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, August 24, 2005. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

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

- Conference with Labor Negotiator John S. Nixon, Vice President, Instruction, per California Government Code Section 54957.6
Faculty Association

3. PUBLIC SESSION

The public meeting reconvened at 6:33 p.m.

4. INTRODUCTIONS AND RECOGNITION

- The following new faculty and staff were introduced to the Board:

Faculty

Alina Birca, Professor, Mathematics
Julie K. Bradley, Professor, Counseling – Disabled Student Programs & Services
Kathleen Cannon, Professor, History
Faculty (continued)

Susana Cevallos-Castaneda, Professor, Reading
Micol Christopher, Professor, Astronomy
Peter J. Churchill, Professor, English
William J. Daland, Professor, Counseling
Maria Davis, Professor, Fashion Design
Michael Dowdle, Professor, Psychology
Kimberly Earhart, Professor, History
Charles L. Eastman, Professor, English
William Edwards, Professor, Mathematics
Harlan Hoffman, Professor, History
Jonathan Hymer, Professor, Electronics
Carol Impara, Professor, Nutrition
Christopher Jackson, Professor, P.E./Coach – Women’s Aquatics
Janine Kido, Professor, Biological Sciences
Alisha Kirkham, Professor, Public Services
Misty Kolchakian, Professor, Psychology
Julie Mallard, Professor, Communication
Laura Muniz, Professor, Counseling – EOPS
Amy Bates Nakamura, Professor, Dance
Carmen Rexach, Professor Anatomy/Physiology
Liza Rios-Rietveld, Professor, Communication
Tony Rivas, Professor, Counseling – EOPS
Linda Rogus, Professor, Aeronautics
Susie Rubenstein, Professor, Art-Ceramics
Juan Sanchez, Professor, P.E./Coach – Men’s Soccer
Lawrence Silva, Professor, Reading
Chan Ton, Professor, Counseling
David West, Professor, Aeronautics
Lance Wilcher, Professor, Nursing
Joan Susan Wright, Professor, Counseling – Basic Skills
Colin Young, Professor, Political Science

Classified Staff

Martin Escarcega, Admissions & Records Clerk II
Gregory Monteith, Data Communications Technician, Information Technology

Manager

Juan Carlos Astorga, Director, Upward Bound Program

5. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve the minutes of the regular meeting of July 27, 2005. Motion unanimously carried. Student Trustee concurred.

6. ACTION TAKEN IN CLOSED SESSION

None.

7. PUBLIC COMMUNICATION

Jack Lucas, Director of the Los Angeles County Office of Education, East San Gabriel Valley SELPA (Special Education Local Plan Area), and Camie Poulos, member of the West Covina Unified School District Board of Education, thanked the Board and administration for working with them to find a location to house the Transition Program on campus. Mr. Lucas said the Mt. SAC program is a cornerstone of their program. Ms. Poulos said participants in the Transition Program are aware of the challenges facing the College because of the construction occurring on campus. She assured the Board that students in the Transition Program will adjust to the College's ongoing construction needs.

8. REPORTS

A. Greg Justice, Associated Students President, reported the following:

- He offered thanks to the following people:
 - CB Brown, Director of Marketing and Communication, and his staff for the outstanding marketing campaign.
 - Trustee Hall for his generous contribution to the recent Hot Blues, Cool Jazz, which will go a long way in sustaining the academic pursuits of many students.
 - Trustee Baca for his willingness to serve as a member of the Statewide Strategic Planning Committee.
- Over the summer, the Associated Students Executive Board devoted an incredible amount of time to speak to thousands of new freshmen and Bridge Program participants. Last week, former senators, as well as current student government leaders, concluded a successful venture of marketing and publicity called the "A.S. Visibility Week." As a result of these efforts, professors are now conducting tours of the Student Life Center and students are filling the center.
- Over the next three weeks, the A.S. Executive Board will hold six meetings for potential Senators. These meetings are meant to increase students' understanding of political participation. He listed some of the prominent speakers scheduled to attend.
- Despite the July 1 separation by Chancellor Drummond, Mt. SAC students continue to be involved with CalSACC (California Students Association of Community Colleges), the students' state organization. Students are currently planning their 2005 regional Lobby Day with elected officials in Los Angeles.

Trustee Hall thanked Mr. Justice for the invitation to attend the Student Leadership Retreat and said he plans to attend. Dr. Hall also thanked Mr. Justice for his highly literate and informative reports.

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

- Mr. Maynard said that he and Michelle Grimes-Hillman, Academic Senate Vice President, had the opportunity to meet the new faculty at the New Faculty Orientation. They hope to meet with each new faculty member individually during this academic year.

- At Monday's Fall Opening Staff Meeting, Professor Maynard encouraged all full- and part-time faculty members to find a way to participate in the life of the campus. He invited each to attend the State Academic Senate's Fall and Spring sessions.
 - The first full Senate meeting will be held tomorrow at 11:00 a.m., in the Social Sciences Building. Several key issues will be re-introduced and new ones will be placed on the floor for discussion, including: constitutional changes, prerequisite validation, Student Learning Outcomes, and faculty direction regarding the New Faculty Seminar.
 - Professor Maynard reminded Board members that, at last month's Board meeting, he introduced three goals for the Academic Senate Executive Board. One was to determine and implement roles and responsibilities as faculty leaders. He said the Academic Senate will become resolution-driven, meaning that resolutions will be presented for the purpose of demonstrating what faculty support along with a sense of direction to where faculty desire to be in participatory governance.
 - Mr. Maynard said that faculty are the key to providing the tools needed by a pluralistic society. Faculty are best positioned, and in many ways most capable, to deal with the evolving diversity of our communities. Faculty must focus on outcomes as well as access.
 - In closing, Professor Maynard congratulated Michelle Grimes-Hillman for her appointment to the State Academic Senate Committee on Technology.
- C. Sandra Bollier, Classified Senate President, reported the following:
- Several Classified Senate subcommittees have been formed and will be meeting to work on completion of the Senate's 2005-06 goals, including the Classified Service Awards Ceremony and the Classified Conference, scheduled for October 14. The conference will be offered at no cost to Mt. SAC classified staff and will be open to other staff from surrounding areas for a modest fee.
 - One of the Senate's main goals for 2005-06 is the recognition of classified staff and the development of active classified leaders on campus. Ms. Bollier reported last month that the Senate had partnered with Professional Development. The Senate has now partnered with the Associated Students to develop a leadership program model that will enhance staff members' ability to service students while developing their own leadership skills.
 - The Classified Senate educational scholarship winners will be awarded their scholarships tomorrow morning. Ms. Bollier said she was pleased to report that all six applicants will receive a scholarship.
- D. Representing the Faculty Association, President Terri Smith Long reported the following:
- Dr. Long also welcomed the College's new faculty. She thanked Cheryl Marshall for allowing herself and Jennifer Galbraith to participate in the New Faculty Orientation.
 - The Faculty Association held its first Executive Board meeting on Tuesday and welcomed four new members: Richard McGowan (Treasurer), Gary Enke, Chris

McDonald, and Angel Lujan (Directors). The first meeting of the Representative Council will be held August 30.

- The negotiating teams continue to meet and relationships continue to be positive. A nine-page summary of agreements will be sent to all Faculty Association members on August 29. Dr. Long said she believes we are close to completing negotiations.
 - Professor Long shared the following upcoming events with Board members:
 - Board of Trustees candidates invited to attend Faculty Association Representative Council Meeting – September 27, 11:00 a.m., Social Sciences Building, room 110.
 - New Faculty Training – Evaluation Process (Terri Smith Long and Ginny Burley) – September 30, 9:00 a.m.
 - Part-time Faculty Open House – Tuesday, October 11, 11:00 a.m., and Wednesday, October 12, 5:30 p.m., at the Faculty Association Office.
 - Department Chair Training – Evaluation Process (Jennifer Galbraith, Debbie Boroch, and Jim Jenkins) – October 28, 10:00 a.m.
 - Puttin' on the Hits – February 3 and 4, 2006.
- E. Representing CSEA, Chapter 262, President Mark Fernandez reported the following:
- Classified negotiations with the College started in early August. An interest-based process is being used. Mr. Fernandez thanked President O'Hearn and the Board for supporting that approach. The College and CSEA 262 have already reached tentative agreement on a couple of issues.
 - Last month Mr. Fernandez attended CSEA's annual conference in Las Vegas. There were a record number of members in attendance – more than 1,600. At that conference, Mt. SAC received the Golden Mouse award for the best community college web site.
- F. President O'Hearn's report included the following:
- Dr. O'Hearn asked Interim Vice President of Student Services Raul Rodriguez to provide Board members with an enrollment report on the fall semester. Mr. Rodriguez said that, as of yesterday, we are at roughly 32,854 students, which is one percent over where we were at the same time last year. The difference is that the number of students enrolled in full-time courses of study is significantly higher. The FTES (full-time equivalent students) generation is over 10% higher than where we were last year.
- Mr. Rodriguez pointed out that enrollment is down in many of our neighboring Colleges, including Citrus, Chaffey, and Fullerton. Rio Hondo's enrollment is about the same as last year.
- Mr. Rodriguez said the College's increase in enrollment can be attributed to several factors, including Aida Cuenza and the High School Outreach staff. Of the 4,500 new applications received, more than 90% actually enrolled – that is an outstanding figure. He also credited CB Brown, Director of Marketing and Communication, and his staff for the outstanding marketing campaign. And, finally, Mr. Rodriguez said the College enjoys an outstanding instructional reputation thanks to the quality of our faculty.

9. INFORMATIONAL REPORT

Board members were provided with a written briefing of the Older Adult Program, prepared by Barbara Crane, Assistant Vice President, Community and Noncredit Education.

Courses designed for older adults (age 55+ years) provide the full continuum of education from vocational classes to the pursuit of long-standing educational goals. Classes are offered both on campus and at various senior centers and residential care homes throughout the Mt. San Antonio College district. These courses are designed for older adults; however, anyone 18 years of age and older may enroll. The College operates 35 off-campus locations for its 210 classes offered each week.

Ms. Crane introduced the one full-time Program Supervisor, Mary Sue Lange, to the Board. According to Ms. Lange, there are 57 part-time instructors in the program and they offer classes in just about every city in the district.

10. AUTHORIZATION TO ISSUE REFUNDING BONDS

It was moved by Trustee Bader, seconded by Student Trustee McKay, to take this item out of order at this time. Motion unanimously carried. Student Trustee concurred.

Mike Gregoryk, Vice President, Administrative Services, introduced Rod Carter, from RBC Dain Rauscher (Bond Management/Underwriter), and Liselee Wells, from Fulbright & Jaworski, L.L.P. (Bond Counsel).

Mr. Carter shared a packet of information with the Board which included:

- Historical information related to the changes/adjustments made to the Bond issuance schedule.
- History of the assessed valuation of the district. He pointed out that the 2005-06 figures show that the district has grown 10% in one year. According to Mr. Carter, this information, plus the low interest rates, is what is enabling the College to consider refunding the Bonds and to change the issuance schedule from the original 12 years down to 6.

As the Board tries to balance the College's needs with the taxpayers needs, Mr. Carter shared two new scenarios, in addition to the original scenario presented at last month's Board meeting. Using three different maximum tax rate figures, the three scenarios showed the difference in the gross savings to taxpayers and the amount the College would receive.

Board members discussed the reality that two of the projects originally planned to be built from Measure R funds would not be built due to increased construction costs. As a result, the College is considering another bond measure. There was discussion as to whether it would be possible to refund the current bonds and pass another bond measure while staying within the original \$25 per \$100,000 of assessed valuation. Dr. O'Hearn told Board members that, while there is agreement that those two projects can't be funded out of Measure R funds, the College is not saying those are the only two buildings we need.

Following discussion, Board members agreed that the original scenario presented was the most balanced for both the College and the taxpayers.

It was moved by Student Trustee McKay, seconded by Trustee Baca, to approve Resolution No. 05-02 – Authorization to Issue Refunding Bonds. Motion unanimously carried. Student Trustee concurred.

11. CONSENT AGENDA

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

HUMAN RESOURCES

1. Approval of Personnel Transactions, Reference No. 2, dated August 24, 2005.

INSTRUCTION AND STUDENT SERVICES

2. Approval of additional childcare sites for CalWORKs students.
3. Approval of intent to apply for a U.S. Department of Education Child Development grant to expand the number of subsidized childcare spaces for low income Pell grant eligible students.
4. Approval of a proposed agreement with LA Works to establish a basic skills lab on-site at their facility in Irwindale.
5. Approval of activities for the Chemical Laboratory Technician Program.
6. Approval to accept a contract with the California Department of Education Child Development Division to provide \$4,746 for the infant and toddler program.
7. Approval to accept the following grants from the California Community College Chancellor's office:
 - Small Business Development Center - \$140,550
 - Regional Health Occupations Resource Center - \$178,875
 - Centers for Excellence - \$89,438
 - Contract Education South – Statewide Leadership - \$152,500
8. Approval to accept \$4,500 for foster parent training from the San Gabriel Consortium Foster/Kinship Care Education Program.
9. Approval to accept \$38,000 and related activities for RNs and LVNs individualized self-paced courses program.
10. Approval of Community Education Parent Education program activities for 2005-06.
11. Approval of Tech Prep Grant activities for 2005-06.
12. Approval of additions and changes to the Community Education Program.
13. Approval of additions and changes to the Regional Health Occupations Resource Center.

14. Approval of Contract Education Agreements through The Training Source.
15. Approval to extend the agreement with the County of Los Angeles Department of Social Services Careers in Child Care program for the period July 1, 2005–June 30, 2006.
16. Approval of LA Works agreement and consultant services.
17. Approval to continue the contract with the Ontario-Montclair Unified School District which funds paraprofessional teacher aides to take courses at Mt. San Antonio College as part of the *No Child Left Behind* legislation.

ADMINISTRATIVE SERVICES

18. Approval of the Quarterly Investment Report for the period ending June 30, 2005.
19. Approval of the Annual Investment Policy Statement.
20. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
21. Approval of Resolution No. 05-03 – Appropriations Limit for 2005-06.
22. Approval of an agreement with All Aspects Security Professionals, LLC to provide crowd management services for large public events held on campus.
23. Approval to reduce to 5% the retention for Premier Industrial Painting Co. on their contract for the Language Center/Health Careers Project for Painting and Wall Covering, Bid No. 2537.
24. Approval of agreements with various consultants to provide professional design and consulting services for numerous Bond-related construction projects.
25. Approval of the following Change Orders:
 - Bid No. 2585 AIRC/Welding Construction – Shasta Electric, Change Order No. 6.
 - Bid No. 2580 AIRC/Welding Construction – Earl Corporation (Landscaping), Change Order No. 3.
 - Bid No. 2547 Language Center and Health Careers Center Construction – Mitsubishi Electric & Electronics, Change Order No. 2.
 - Bid No. 2536 Language Center and Health Careers Center Construction – Moore Flooring, Change Order No. 9.
 - Bid No. 2534 Language Center and Health Careers Center Construction – Columbia Steel, Change Order No. 9.

- Bid No. 2595 Athletic Fields – Michael Anthony Companies, Change Order No. 7.
- Bid No. 2596 Seismic Retrofit Project – Inland Empire Builders, Change Order No. 7.
- Bid No. 2628 Music Expansion – Paul C. Miller Construction, Change Order No. 1.
- Bid No. 2633 Printing of Fall 2005 Class Schedule – Ran Graphics, Inc., Change Order No. 1.
- Bid No. 2637 Bursar Office Remodel – Facilities Operation Plus, Change Order No. 2.

26. Approval of the following Completion Notices:

- Bid No. 2579 Construction of Air Conditioning/Refrigeration/Welding Building (Concrete/Masonry), Plumbing, Piping & Construction, Inc., Contractor
- Bid No. 2580 Construction of Air Conditioning/Refrigeration/Welding Building (Landscaping), The O. K. Earl Corporation dba Earl Corporation, Contractor
- Bid No. 2583 Construction of Air Conditioning/Refrigeration/Welding Building (Plumbing), Plumbing, Piping & Construction, Inc., Contractor
- Bid No. 2584 Construction of Air Conditioning/Refrigeration/Welding Building (HVAC), Los Angeles Air Conditioning, Inc., Contractor
- Bid No. 2644 Site Improvements – Temple Avenue and Bonita Drive, Nu/Age Development, Inc., Contractor

27. Approval and acceptance of the following donations/gifts to the College:

- Denise Lindholm – Dining Table and Four Chairs, valued by donor at \$125, to be used by the Administrative Services Division.

12. QUARTERLY FINANCIAL STATUS REPORT

Trustee Hall explained that this item was pulled from the Consent Agenda because the report was revised to reflect the cost of the 1% salary increase that was approved by the Board of Trustees on April 20, 2005.

It was moved by Trustee Chyr, seconded by Trustee Bader, to approve the Quarterly Financial Status Report for the period ending June 30, 2005, as revised. Motion unanimously carried. Student Trustee concurred.

13. PUBLIC HEARING ON PROPOSED BUDGET

In accordance with Title 5 of the California Code of Regulations, Section 58301, the 2005-06 Proposed Budget was made available to the public from August 19, 2005 through August 23, 2005 and a Public Hearing was scheduled for 6:30 p.m., on Wednesday, August 24, 2005. Trustee Hall opened the Public Hearing at 7:55 p.m. There were no statements made relative to the proposed Budget. The Public Hearing was closed at 7:56 p.m.

14. ADOPTION OF THE 2005-06 BUDGET

Having been at the College for one month now, Mr. Gregoryk thanked President O'Hearn for creating an atmosphere that is open and receptive to lots of questions. He also thanked Linda Baldwin, Director of Fiscal Services, and her staff for the extraordinary amount of work required to close the books and to be here two weeks later with a budget to present to the Board.

Mr. Gregoryk provided a brief overview of the College's proposed 2005-06 Budget. Following a review of the anticipated revenue and expenses, Mr. Gregoryk pointed out that the proposed budget shows a projected deficit of \$419,413. Since the College is still in the process of negotiating contracts with employee groups, no salary increase is included in the current budget.

Mr. Gregoryk shared his concerns about some of the processes used by the College, which are archaic and in need of improvement. One example he cited is the fact that the College budget is still prepared using excel spread sheets, which was fine ten years ago.

Board members asked about the potential full-time faculty obligation penalty. Vice President Nixon explained that the College is meeting its obligation for this year. Any penalty that may be imposed would be for the 2003-04 year.

Board members also asked if the increased cost of gasoline is a significant cost for the College. Vice President Gregoryk said the College is really more concerned about the cost of natural gas, which has increased 30% in the last few months.

It was moved by Trustee Bader, seconded by Trustee Baca, to approve the 2005-06 Adopted Budget. Motion unanimously carried. Student Trustee concurred.

15. AUTHORIZATION TO ISSUE REFUNDING BONDS

This item was previously taken out of order. See paragraph 10.

16. LEASE OF MODULAR BUILDINGS FOR THE MATHEMATICS PROGRAM

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve the lease of modular buildings for the Mathematics program during the Classroom Improvements Project, slated for early 2006. Motion unanimously carried. Student Trustee concurred.

17. LEASE OF MODULAR BUILDINGS FOR COMPUTER LABS

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve the lease of modular buildings for Computer Labs during the Classroom Improvements Project, slated for early 2006. Motion unanimously carried. Student Trustee concurred.

18. APPROVAL OF CHANGE ORDER

It was moved by Trustee Chyr, seconded by Trustee Bader, to approve the following Change Order:

- Bid No. 2635 Fire Road – Alfa 26 Construction, Change Order No. 1.

Motion unanimously carried. Student Trustee concurred.

19. APPROVAL OF CONTRACT AMENDMENT

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve the following Contract Amendment:

- Contract Seismic Upgrades (Testing and Inspection Services) – The Vinewood Company, Amendment No. 4.

Motion unanimously carried. Student Trustee concurred.

20. BID NO. 2647 – MUSIC RECITAL HALL ADJUSTABLE ACOUSTICS

It was moved by Trustee Baca, seconded by Trustee Bader, to award Bid No. 2647 – Music Recital Hall Adjustable Acoustics – to LVH Electric, Inc., dba LVH Entertainment Systems, in the amount of \$52,505.00. Motion unanimously carried. Student Trustee concurred.

21. BID NO. 2648 – RENOVATION OF COMPUTER LAB

It was moved by Student Trustee McKay, seconded by Trustee Chen Haggerty, to award Bid No. 2648 – Renovation of Computer Lab in the Technology Building – to Big West Construction Corporation, in the amount of \$254,371.00. Motion unanimously carried. Student Trustee concurred.

22. BOARD COMMUNICATION

- All Board members welcomed the new faculty members and commented on how much they enjoyed the Foundation fund-raiser Hot Blues, Cool Jazz 8. They also congratulated Mark Fernandez on the award received at the CSEA conference.
- Trustee Bader said she attended the Fall Opening Staff Meeting, and found it to be very informational. She also enjoyed the student performance.
- Student Trustee McKay recently attended a statewide Student Trustee Conference. He said that, after talking to other student trustees, he learned what a great Board and College we have. He said attending the conference made him appreciate everyone at the College even more.
- Trustee Chen Haggerty said she also found the Fall Opening Staff Meeting to be informational and would like to see if the meeting could be scheduled at a time when more faculty members could attend. Trustee Chen Haggerty said she was also very pleased to hear such a positive enrollment report.
- Trustee Baca congratulated Academic Senate Vice President Michelle Grimes-Hillman on her appointment to the State committee.

- Trustee Hall thanked the administration for finding a way to accommodate the needs of the County Transition Program.

Trustee Hall said he attended the quarterly meeting of the Citizens Oversight Committee last week where Rod Carter and others shared information on the Bond refunding. Dr. Hall reminded Board members that the two-year appointments to the Citizens Oversight Committee end in December. He asked Board members to be thinking of possible appointees to that group.

Trustee Hall congratulated everyone involved with the publishing of the Community Connection. He shared a story where he was recently at an event with State Assemblywoman Gloria Negrete McLeod. A former member of the Chaffey Board of Trustees, Assemblywoman McLeod told Dr. Hall that she loves reading Mt. SAC's publications and looks forward to receiving them.

Trustee Hall invited everyone to attend the 48th District Agricultural Association's Teacher Recognition Day, as his guest, on November 5, 2005, in West Covina. The Schools' Involvement Program, operated through the 48th District Agricultural Association, helps make children aware of careers in agriculture. He encouraged everyone to attend.

23. ADJOURNMENT

The meeting adjourned at 8:33 p.m.

CCO:dc