



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 30, 2006

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 30, 2006. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

Christopher C. O'Hearn, President; John Nixon, Vice President, Instruction; Michael D. Gregoryk, Vice President, Administrative Services; Audrey Yamagata-Noji, Vice President, Student Services; and Jack Miyamoto, 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 Jack Miyamoto, Interim Vice President, Human Resources, per California Government Code Section 54957.6
CSEA Chapter 262

3. PUBLIC SESSION

The public meeting reconvened at 6:37 p.m.

4. INTRODUCTIONS/RECOGNITION

- **Recognition**
 - Board President Chen Haggerty presented a Certificate of Service to Margie Chitwood, Dean, Business & Economic Development, who is retiring following 37 years of service to the College. Dr. O'Hearn shared some of the highlights of Ms. Chitwood's career. During her 37 years at the College, Ms. Chitwood served under five College Presidents and served on many College committees. Also

during her tenure, Ms. Chitwood received the honor of being named Manager of the Year.

- **Introductions**

- The following newly appointed staff members were introduced to the Board:

Faculty

Toni Albertson, Professor, Journalism
Dr. Gene Ano, Professor, Psychology
Rocio Avila, Professor, English
Stacy Bacigalupi, Professor, Psychology
Melinda Bowen, Professor, Physical Education/Head Coach - Women's Soccer
Dr. Robert Bowen, Professor, Music
Ronald Brown, Professor, Art
Dr. Timothy Castellano, Professor, Astronomy
Alison Chamberlain, Professor, Anatomy/Physiology
Peter Churchill, Professor, English
Denise Condra, Professor, Nursing
Elisabeth Eatman, Professor, Interior Design
Thomas Edson, Professor, English
Jeffrey Ellwood, Professor, Music/Jazz Band
Dr. Timothy Engle, Counselor
Sun Ezzell, Professor, Learning Assistance – Writing
Anne Fleischer, Professor, Speech - Communication
Casey Garcia, Professor, Speech - Communication
Jennifer Garwick, Professor, Agriculture/Horticulture
Paul Hischar, Professor, Accounting & Management
Dr. Kenneth Huang, Professor Chemistry
Ron Kamaka, Professor, Physical Education/Assistant Coach - Cross
Country/Track & Field
James Kuk, Professor, Physical Education/Assistant Coach - Football
Constance Kunkler, Professor, Nursing
Dr. Jennifer Leader, Professor, American Language
Lisa Ledebouer, Professor, Family & Consumer Science
Eddie Lee, Counselor
Jenny Leung, Professor, Chemistry
Billie Lynes, Professor, Nursing
Richard Mackey, Professor, Administration of Justice
Monique Neel, Professor, Radiologic Technology
Barbara Quinn, Counselor
Carolyn Robinson, Professor, Learning Assistance – Mathematics
Oscar Romero, Professor, Nursing
Hector Sanchez, Counselor
Stephen Shull, Professor, Fire Technology
Antoine Thomas, Counselor
Soledad Vidal, Professor, History
Rebecca Walker, Professor, Earth Sciences
Tina Ziolkowski, Professor, Emergency Medical Services – Paramedic

Management

Victor Belinski, Chief Technology Officer, Information Technology

5. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Hall, to approve the minutes of the regular meeting of July 26, 2006. Motion unanimously carried. Student Trustee concurred.

6. ACTION TAKEN IN CLOSED SESSION

None.

7. PUBLIC COMMUNICATION

None.

8. REPORTS

A. Miguel Del Mundo, Associated Students President, reported the following:

- Associated Students has been looking forward to the start of the fall semester and were pleased to participate in the August 21 "New Student Welcome" event organized by Student Services.
- Associated Students is working to fill 20 vacant senate positions and 5 vacant student court positions.
- To help increase communication between student officers and their constituents, a newsletter – The Mountie Messenger – has been developed.
- Board members were invited to attend the upcoming student leadership retreat scheduled for September 29-October 1 in Lake Arrowhead.

B. Michelle Grimes-Hillman, Academic Senate President, reported the following:

- She welcomed all the new faculty and said she enjoyed making a presentation to them at the New Faculty Orientation.
- The first Academic Senate Executive Board meeting is scheduled for August 31. The full Senate will hold its first meeting on September 7.
- Departments/disciplines have been asked to review their state-mandated minimum qualifications and any existing equivalencies for hiring faculty. Departments have been asked to submit equivalency requests for the Senate by September 29.
- Professor Grimes-Hillman and Vice President Nixon have drafted a memorandum initiating the 2007-08 hiring process. Requests for new faculty are due to the Instruction Office by October 1.

C. Randy Smith, Classified Senate President-elect, reported the following:

- Ana Uriarte, Classified Senate President, is recuperating well following surgery. Ana expects to be present for the September Board Meeting.

- The Classified Senate is working with the Professional & Organizational Development Office on a conference for classified staff entitled "Powering Yourself in a Positive Direction." The event is scheduled for October 20.
- Each year the Classified Senate presents scholarships to classified staff interested in furthering their education. Eight staff members have applied for two \$500 scholarships.
- The Classified Senate is interested in reactivating the Great Staff Retreat. These retreats ended in 2002 because of funding issues. A proposal to reactivate this annual event will be presented to the Professional Development Council later this week.

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

- The first meeting of the Faculty Association Representative Council will be held Tuesday, September 12.
- Dr. Long distributed copies of the Faculty Agreement, which includes changes made during the spring 2006 reopeners. Copies will also be distributed to faculty members.
- Dr. Long said that she and Vice President Galbraith had the opportunity to speak at the New Faculty Orientation on August 24. She said she appreciated being able to introduce the role of the Association and to meet so many new outstanding faculty.
- The open house for part-time faculty has been tentatively scheduled for Tuesday, October 17, 1:00 p.m., and Wednesday, October 18, 6:00 p.m.
- This year's Puttin' on the Hits is scheduled for Friday, March 23, and Saturday, March 24. Board members were given copies of the performances in which they are scheduled to participate. The Association's goal this year is to sell out all three shows to maximize the amount of money the Association can award to students for scholarships.
- In closing, Dr. Long welcomed all the new faculty and Vic Belinski, the new Chief Technology Officer.

E. Representing CSEA, Chapter 262, President Odette Richardson reported the following:

- Ms. Richardson bid farewell to Margie Chitwood and thanked her for her many years of dedicated service to the College. She also welcomed Vic Belinski to the College and said she looks forward to working with him.
- Earlier this month, four Mt. SAC employees (Martha Diaz, Bill Rawlings, Odette Richardson, and Cason Smith) attended the CSEA Annual Conference in Sacramento, along with over 1,800 other delegates. Ms. Richardson distributed a summary of the conference to Board members.
- Ms. Richardson noted that the Board will be voting on a reopener issue for CSEA, Chapter 262 tonight. She said she looks forward to a productive reopener session with the district. She also publicly thanked Vice President Miyamoto and Executive Assistant Diana Casteel for their extra efforts in getting this item on the Board agenda.

- F. President O'Hearn introduced Vice President Yamagata-Noji and asked her to present a report to the Board on the fall semester's enrollment.

Vice President Yamagata-Noji reported that the College is up 7.20% in unduplicated credit enrollment (1,778) and 5.30% in weekly student contact hours. This year, the College implemented web registration which was used by more than 63% of students registering. This semester, the College processed 13,805 applications. Of those, 48% were first-time students and 83% indicated that English is not their primary language. Dr. Yamagata-Noji noted that the College has made a real effort this year to reach out to our local high schools and community to promote Mt. SAC. According to Dr. Yamagata-Noji, staff made a total of 400 visits to 40 high schools and received applications from 2,044 high school students. Staff also made 29 visits to local Farmers' Markets, 19 visits to various Concerts in the Park, and 18 other visits to libraries, health fairs, and other special community events.

Dr. Yamagata-Noji also shared some of the statistics related to marketing efforts. The College ran 20 ads in high school newspapers, 20 ads in high school yearbooks, and sent 7,400 direct-mail recruitment postcards to new high school graduates and their parents. In the community, the College has on-screen ads in three theaters that run on 68 screens. There are also 32 MTA buses sporting tailgate ads, 300 Foothill Transit buses with interior ads, and 916 spots over 8 cable networks on Adelphia.

Dr. Yamagata-Noji gave Board members copies of the 2006 Fall Enrollment Advertising Campaign.

9. CONSENT AGENDA

Dr. O'Hearn asked the Board to make the following addition to the Consent Agenda:

- Addition of consent item #29, included on the addendum.

Dr. O'Hearn referred Board members to page 29 (Personnel Transactions) of the backup packet. He clarified that, under Coaches Stipends, Karol Ritz and Amy Nakamura will receive 10% stipends during the semester they serve as Dance Director. The 5% noted is the amount they will receive of the total stipend for that position.

It was moved by Trustee Hall, seconded by Trustee Bader, to approve or ratify the following items.

PRESIDENT'S OFFICE

1. Approval of revisions to the College's conflict of interest code.

HUMAN RESOURCES

2. Approval of Personnel Transactions, dated August 30, 2006.

INSTRUCTION and STUDENT SERVICES

3. Approval of additional childcare sites for CalWORKs students.

4. Approval of Classified Staff Conference on Friday, October 20, 2006.
5. Approval of additional testing for health science faculty with clinical assignments.
6. Approval of Small Business Development Center contracts.
7. Approval of Community Education Programs/Courses for the fall semester.
8. Approval of additions and changes to the Community Education program.
9. Approval of Temporary Aid for Needy Families Child Development Careers program activities for June 1, 2006 through May 31, 2008.
10. Approval of Parent Education program for 2006-07.
11. Approval of Careers in Childcare Program for July 1, 2006 through June 30, 2009.
12. Approval to accept second year funding for the Early College High School Program at Village Academy in the amount of \$112,051.
13. Approval to accept second year funding for the Capacity Building for Nursing Program Expansion – Associate Degree Nursing-Registered Nurse Programs grant in the amount of \$66,591.
14. Approval to accept second year funding for the Renovation for Capacity Building for Nursing Program Expansion grant in the amount of \$311,080.
15. Approval of contract education agreements through The Training Source.

ADMINISTRATIVE SERVICES

16. Approval of the Quarterly Financial Status Report for the period ending June 30, 2006.
17. Approval of the Quarterly Investment Report for the period ending June 30, 2006.
18. Approval of Resolution No. 06-02 – Appropriations Limit for 2006-07.
19. Approval of the Chancellor's Office Tax Offset Program (COTOP) for 2007.
20. Approval of the Seventeenth Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services.
21. Approval of a contract for legal services with Currier & Hudson, A Professional Law Corporation.
22. Approval of an agreement with Bovis Lend Lease, Inc. to provide staff services related to the Bond for the Facilities Management Department.
23. Approval to reduce to 5% the retention for Macerich Construction, Inc. on their contract for the Temporary Space Remodel project, Bid No. 2651.

24. Approval of a Memoranda of Understanding to provide nursing instructors with Pomona Valley Hospital Medical Center, Citrus Valley Health Partners, Presbyterian Intercommunity Hospital, and San Antonio Community Hospital.
25. Approval of the following Bid:
- Bid No. 2702 Student Services Emergency Generator Replacement – M. Wilson Co. Contractors, Inc. (Contractor).
26. Consideration of approval of the following Change Orders:
- Bid No. 2626 Science Building (Electrical) – Sage Electric, Contractor – Change Order No. 7.
 - Bid No. 2555 Science Building (Painting) – Bithell, Inc., Contractor – Change Order No. 4.
 - Bid No. 2622 Science Building (General) – Earl Corporation, Contractor – Change Order No. 12.
 - Bid No. 2559 Science Building (Plumbing) – Inland Mechanical Construction, Inc., Contractor – Change Order No. 11.
 - Bid No. 2576 Science Building (Telecom/Data) – Spectrum Communications, Contractor – Change Order No. 1.
 - Bid No. 2554 Science Building (Flooring) – Moore Flooring, Contractor – Change Order No. 3.
 - Bid No. 2646 Welding Building Demolition – American Wrecking, Inc., Contractor – Change Order No. 1.
 - Bid No. 2663 Remodel Building for Photography Program – Inland Building Companies, Contractor – Change Order No. 3.
 - Bid No. 2681 Grading/Drainage Improvements and Concrete Slab at Hay Barn – Gonzalez, Suarez & Associates, Contractor – Change Order No. 2.
 - Bid No. 2685 Gym Floor Replacement – Nu/Age Development, Inc., Contractor – Change Order No. 2.
 - Bid No. 2687 Staff Parking Lot D-3 – EC Construction, Contractor – Change Order No. 1.
27. Approval of the following Contract Amendment:
- Contract Professional Design and Consulting Services (Agricultural Sciences Complex) – AC Martin Partners, Inc., Contractor – Contract Amendment No. 4.

28. Approval of the following Completion Notices:

- Bid No. 2646 Welding Building Demolition – American Wrecking, Inc., Contractor
- Bid No. 2653 Infrastructure for Trailers in Lot D-2 – American Electric Company, Contractor
- Bid No. 2681 Grading/Drainage Improvements and Concrete Slab at Hay Barn – Gonzales, Suarez & Associates, Inc., Contractor

29. Approval of Memorandum of Understanding with Southern California University of Health Sciences.

Motion carried unanimously. Student Trustee concurred.

10. PUBLIC HEARING ON PROPOSED BUDGET

In accordance with Title 5 of the California Code of Regulations, Section 58301, the 2006-07 Proposed Budget was made available to the public from August 25, 2006, through August 29, 2006, and a Public Hearing was scheduled for 6:30 p.m., on Wednesday, August 30, 2006. Trustee Chen Haggerty opened the Public Hearing at 7:29 p.m. There were no statements made relative to the proposed Budget. The Public Hearing was closed at 7:30 p.m.

11. ADOPTION OF THE 2006-07 BUDGET

Vice President Gregoryk provided Board members with an analysis of the 2005-06 ending balance. The Board adopted the budget in August 2005, with an anticipated deficit of \$419,413; however the College was able to obtain one-time money and ongoing funds to increase the ending balance by \$14 million.

In reviewing the 2006-07 proposed budget, the College is projecting total ongoing revenue in the amount of \$127,957,741. Expenditures are anticipated to be \$127,449,095, which means a surplus of \$508,646. Mr. Gregoryk reminded Board members that, while the College is expecting to receive 2.58% growth, it is the Budget Committee's recommendation that those monies not be budgeted until they are earned. As a result, any growth funds received this year would become one-time money to be used next year.

Mr. Gregoryk reviewed two bills (AB 1801 and AB 1802) which would provide the College over \$7.9 million in one-time funds. These funds would be used for scheduled maintenance, instructional equipment, library materials, basic skills, etc. Mr. Gregoryk said Mt. SAC has many unmet needs and these funds will have a huge impact on the College. He did stress, however, that it is the College's intention to not make ongoing expenditures with one-time money.

In reviewing the history of Unrestricted General Fund Reserves, Mr. Gregoryk reminded the Board that most of the reserve over the 10% required by Board Policy is earmarked for the new Enterprise Application Software System.

Trustee Chyr asked about the retiree health benefits and the allocation of funds for that account. Mr. Gregoryk said that the College hopes to have a funding plan in place by December. Until then, we don't know what the contribution amount will be. Once that figure has been determined, a revised budget will be brought back to the Board. Dr. O'Hearn said that, once we determine the amount we need to contribute to this fund, we are going to see if we can augment those funds while we are in a position to do so in order to accelerate the payment.

Trustee Bader commented on some of the College's unmet needs that she has observed, which include the need for custodians, especially with the new buildings. And, while it is wonderful to be able to hire so many new faculty, we have to also provide the classified staff needed to support them.

Trustee Baca asked Mr. Gregoryk to elaborate on the process used by the College to prioritize needs. Mr. Gregoryk explained that the system used by the College allows individual areas, i.e., Administrative Services, Student Services, Instruction, and Human Resources to prioritize their needs. Then the Vice Presidents discuss the College's needs as a whole and prioritize them and make recommendations to the President. Using this process allows each Vice President to be more familiar with the needs in areas other than their own.

Trustee Chyr commended Mr. Gregoryk and his staff on the format of the budget, appreciating the detail that was offered.

It was moved by Trustee Chyr, seconded by Trustee Bader, to approve the 2006-07 Adopted Budget. Motion unanimously carried. Student Trustee concurred.

12. REOPENERS FOR COLLECTIVE BARGAINING WITH CSEA 262

It was moved by Trustee Bader, seconded by Trustee Chyr, to approve the reopeners for collective bargaining with CSEA 262 and Mt. San Antonio College. Motion unanimously carried. Student Trustee concurred.

13. BOARD COMMUNICATION

- All Board members welcomed the new faculty and Chief Technology Officer Vic Belinski to the College. They also thanked Margie Chitwood for her many years of service to the College and offered best wishes upon her retirement.
- Student Trustee Regalado said she was enjoying the first week of the semester. One of the classes she is taking is in the new science building and she said she is hearing lots of comments about what a great building it is. Student Trustee Regalado said she is seeing lots of new faces on campus. While parking is always an issue the first couple of weeks of a semester, she said she appreciated having the shuttle buses available for students.
- Trustee Baca said he plans to attend a portion of the Student Leadership Retreat, although it is scheduled at a time when there are other College events occurring. Dr. Baca commended Vice President Yamagata-Noji and Director CB Brown for

their marketing efforts. The increased student enrollment is a clear indicator of the success of their efforts.

- Trustee Bader said she had the pleasure of being a guest columnist in the August 20 edition of the *San Gabriel Valley Daily Bulletin*. She wrote an article entitled "Community College Good Choice for Many Students" where she touted the successes of the College and encouraged students to consider Mt. SAC as a place to begin their higher education. Trustee Bader said that, while in Mammoth recently, she visited Cerro Coso College. With an enrollment of under 5,000 students, it is much smaller than Mt. SAC. Trustee Bader said she found it interesting to compare the two colleges.
- Trustee Hall noted that he is taking a class at Mt. SAC and found it interesting to be a student during this first week of the semester and experience the issues students face, i.e., parking. Trustee Hall said he recalled when the Performing Arts Center was completed ten years ago and how it became a magnet for students interested in the arts. He hopes the same thing will happen with the College's new science building.
- Trustee Chyr commented on the College's marketing efforts, saying he believes that, along with the College's outstanding reputation, have helped recruit such qualified faculty.
- Trustee Chen Haggerty said she was on campus Monday morning and that she and Dr. O'Hearn toured Founders Hall and the new science building. The campus was very crowded and both she and President O'Hearn helped students find their way to their classes.

14. ADJOURNMENT

The meeting adjourned at 8:10 p.m.

CCO:dc