



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 15, 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, November 15, 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 Chapters 262 and 651

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:32 p.m.

#### 4. INTRODUCTIONS/RECOGNITION

##### • Introductions

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

Lanny Arifin, Account Clerk III, Payroll  
Mason Core, Computer Facilities Assistant, Information Technology

Max Hernandez, Receptionist/Clerical Assistant, Professional & Organizational Development

Loralyn Isomura, Secretary, Humanities and Social Sciences

Veronica Orozco, Clerical Specialist, Admissions & Records

Hazel Ramos, Professor, History

James Rulison, Network Administrator, Information Technology

Nerissa Uiagalelei, Clerical Specialist, Human Resources

Marisa Ziegenhohn, Account Clerk III, Fiscal Services

## **5. APPROVAL OF MINUTES**

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve the minutes of the regular meeting of October 18, 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:

- Student leaders presented a workshop to nearly 600 other student leaders at the California Community Colleges Student Affairs Association Conference held recently in Los Angeles.
- Students were pleased to serve as student ambassadors at the College's 60<sup>th</sup> Anniversary Gala.
- Student leaders represented the Mt. SAC student body at the Statewide Student Senate Fall General Assembly held in San Francisco.
- Revisions to the Associated Students' constitution were approved at the special election held earlier this month. One significant change made to the constitution is a change in eligibility requirements to hold office to a 2.0 GPA and five units.
- The Associated Students' Holiday Celebration will be held November 30, 12:00-1:00 p.m., in the Student Life Center. All are invited to attend.

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

- Since the last Board meeting, the Senate has passed the following resolutions:
  - Resolution 2006-08 – New Faculty Seminar. The Academic Senate supports the institutionalization of the New Faculty Seminar and the establishment of faculty facilitators for the seminar.
  - Resolution 2006-09 – Nomination for Board of Governors' Appointment. The Academic Senate nominates Terri Smith Long for a seat on the Board of Governors as a faculty appointee.

- Resolution 2006-10 – Recycling Program. The Academic Senate endorses the implementation of a campuswide paper recycling program.
- Resolution 2006-11 – In Support of Hartnell Community College Faculty. The Academic Senate supports Hartnell faculty and calls upon the Hartnell Community College Board of Trustees to negotiate a fair and equitable settlement for all faculty.
- The Academic Senate Fall Plenary was held October 26-28, in Newport Beach. Michelle Grimes-Hillman, John Vitullo, Dafna Kohn, Terri Smith Long, Joan Sholars, and Phillip Maynard attended.
- Professor Kristina Allende has been elected to a director position on the Academic Senate Executive Board.
- The Academic Senate has voted for the addition of a new discipline – Art History. This revision is now under debate at the State Academic Senate and will be voted on at the Spring Plenary in April 2007.
- Faculty Association President Terri Long and Academic Senate President Michelle Grimes-Hillman were invited to participate on a “compressed calendar” guest panel at Fullerton College. The faculty at Fullerton College commended Mt. San Antonio College for including all constituent groups in the establishment and implementation of a compressed calendar.
- At the next full Senate meeting, faculty will vote on Senate Goals, Resolution 2006-12 – Primarily Relied Upon, Resolution 2006-13 – Academic Senate’s Role in Administrative Procedures, and a revision to the Distance Learning Course Amendment Form.

C. Ana Uriarte, Classified Senate President, reported the following:

- In the upcoming months, the Classified Senate will be working to revise its Constitution so it more accurately reflects the Senate’s values and the direction it is headed.
- The recently-held Classified Conference was very successful. Ms. Uriarte thanked President O’Hearn and Vice President Nixon for attending. There was an overwhelmingly positive response to speaker Jim Marteney’s presentation. As a result, he will be invited back to give a presentation in the spring to anyone interested in attending.

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

- Dr. Long extended an invitation to Board members to join her and Vice President Galbraith at a CTA-sponsored School Board Member Dinner on Monday, November 27, 6:00-9:00 p.m., at the Sheraton Fairplex.
- The Hartnell Community College faculty went on strike on October 20. It was the first strike in a California community college in over 30 years, and lasted for four days. Michelle Grimes-Hillman, John Vitullo, and Terri Long went to Salinas on October 23 to march with the faculty. The strike ended with the faculty accepting a 16% increase in salary and benefits over a three-year period. Dr. Long said she let the faculty know that things can be better and can be different. She said it made her appreciate Mt. SAC.

- A State Teachers' Retirement workshop will be held on Thursday, November 16. Those planning to retire in the next five to ten years are encouraged to attend.
  - Karen Saldana, Director of Safety, Health Benefits, and Risk Management, will be attending the December 5 Representative Council Meeting to provide a status report on the College's Emergency Preparedness Plan.
  - Puttin' on the Hits is scheduled for March 23, 7:00 p.m., and March 24, 2:00 and 7:00 p.m., in the Sophia B. Clarke Theater. The price for all tickets is \$20.
  - The Classified Senate, the Academic Senate, and the Faculty Association have begun discussions on the possibility of a staff Variety Show to be scheduled in the fall of 2007. Proceeds from the show would be donated to the Faculty Association Student Achievement Fund for student scholarships.
- E. Representing CSEA, Chapter 262, President Odette Richardson reported the following:
- Ms. Richardson recognized the talents of the Marketing & Communication Department staff members and commended them for winning 11 Medallion Awards from the National Council of Marketing & Public Relations' Western Region.
  - CSEA 262 Vice President Bill Rawlings has just returned from representing CSEA at the Board of Governors Meeting. Mr. Rawlings will also be presenting at the CCLC Annual Convention in Costa Mesa later this week.
  - Ms. Richardson invited Board members, President O'Hearn, and the Vice Presidents to attend CSEA's Installation Luncheon on Saturday, January 27, at the Pomona Valley Mining Company.
- F. President O'Hearn's report included the following:
- Dr. O'Hearn offered special thanks to Leslie Kerr, CB Brown, and Bill Eastham, among all those who could be thanked, for doing an outstanding job on the 60<sup>th</sup> Anniversary Gala event. All who attended appreciate the hard work that went into this wonderful event.
  - Vice President Gregoryk distributed a Board Update on the College's Disaster Preparedness Program. In order for the College to receive federal funding under FEMA, in the event of a disaster, the College must be in full compliance with the National Incident Management System (NIMS). Since 1996, the College has been required to use the Standardized Emergency Management System (SEMS) to coordinate multiple jurisdiction or multiple agency emergency and disaster operations.
- The College's draft disaster preparedness plan is currently being reviewed by a consultant to ensure that it meets the SEMS/NIMS required components. In addition, the College has identified key personnel to serve in the Emergency Operations Center and has begun initial training of all managers and other key individuals.
- As requested by the Board at last month's meeting, Vice President Gregoryk and Director Nellesen presented information on the College's Bond program. Each project was reviewed, showing its status in 2001 and its current status. Several projects originally scheduled to be built have been put on hold because

funds aren't available due to increased construction costs. President O'Hearn said no one could have foreseen what was going to happen in terms of increased costs in the steel and cement industries. According to Mr. Gregoryk, to complete all the projects listed in the 2001 Bond Measure, the College would need to pass a \$146 million Bond Measure. Mr. Gregoryk said the College could pass a \$140 million measure and still stay under the \$24.50 yearly rate per \$100,000 of assessed valuation that was promised to the taxpayers in 2001.

## **9. INFORMATIONAL REPORT**

Board members were provided with a written briefing of the College's International Students Program, prepared by Jim Ocampo, Interim Director, Admissions & Records, and Paty Montoya, Assistant Director, Admissions & Records. Dr. O'Hearn reminded Board members that, in March 2006, the Board held a retreat and one of the items that came out of that meeting was to improve the College's International Students Program.

The International Students Program is coordinated by both the Admissions and Counseling Offices with additional support provided by other Student Services offices. The program has developed a comprehensive approach to serving our international students as they matriculate at Mt. SAC. The five top countries represented at Mt. SAC are: Taiwan, Indonesia, Korea, China, and Hong Kong. The five top majors for our international students are: Transfer Business, Business Management, Nursing, Accounting, and Engineering.

Mt. SAC joined 29 other community colleges from across the United States in an international student recruitment tour sponsored and coordinated by the American Association of Community Colleges. During the month of October, tour participants visited Thailand, South Korea, China, and Vietnam. In addition to providing information to potential international students about the educational programs and services provided by Mt. SAC, discussions were also conducted with educational entities in the targeted countries regarding possible partnerships and collaborative efforts which would be mutually beneficial to Mt. SAC and the partner institution.

Trustee Chyr asked how the College tracks international students. Ms. Montoya said that the College is required to report attendance of international students directly to the Immigration and Naturalization Services (INS) within 30 days of enrollment. That information is then reported back to Homeland Security. Ms. Montoya added, however, that when students don't show up for classes, it's usually because they have enrolled with another institution.

Dr. O'Hearn explained that if the College is going to build its international program, we need to build the infrastructure first to support recruitment and have staff who can help students with visas, housing, and counseling, etc.

Trustee Chen Haggerty said the College has an international community in its back yard and suggested that we work with local leaders to promote an international program.

## **10. CONSENT AGENDA**

President O'Hearn pointed out that there is a change to Consent item #1 – Personnel Transactions, and asked Board members to make the following correction:

- On page 14 of the backup, under Personal/Professional Growth Benefit – For the Master of Arts/Master of Science, the amount should be changed from \$1,000 to \$1,500.

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

### **HUMAN RESOURCES**

1. Approval of Personnel Transactions, dated November 15, 2006, as corrected.

### **INSTRUCTION and STUDENT SERVICES**

2. Approval of activities and contracts for the Family and Consumer Sciences Business/ Industry Collaborative Grant.
3. Approval to accept funds for the Child Development Training Consortium Grant.
4. Ratification of a contract with the California Department of Education for the Child Development Center.
5. Approval of an extension of the LA Works Basic Skills Lab agreement.
6. Approval of intent to apply for the California High School Exit Exam Preparation Program grant.
7. Approval of Community Education programs and courses for Winter 2007.
8. Approval of additions and changes to Community Education programs.
9. Approval of contract education agreements through The Training Source.
10. Approval of additions and changes to the Regional Health Occupations Resource Center.

### **ADMINISTRATIVE SERVICES**

11. Approval of the Appropriation Transfers and Budget Revisions Summary.
12. Approval of the Quarterly Investment Report, for the period ending September 30, 2006.
13. Approval of the Quarterly Financial Status Report, for the period ending September 30, 2006.
14. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.
15. Approval of an Agreement with Mainland Best Security, Inc. to provide crowd management services for large public events held on campus.
16. Approval of the donation of a Kreonite 30" Promate color paper processor to East

Los Angeles College.

17. Approval of a Contract with the Orthopaedic Medical Group, with Dr. Thomas Bryan designated as Team Physician for the College Athletic Department.
18. Approval of Contracts to Dayle McIntosh Center, Inc., DEAFinitely Professional Interpreting Services, and Quick Caption, Inc. to provide temporary staffing services on an as-needed basis in support of Disabled Student Programs and Services.
19. Approval of contracts with numerous consultants for Professional Design and Consulting Services for various Bond-related projects.
20. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
21. Approval of the following Change Order and Contract Correction:
  - Bid No. 2689 Founders Hall Audiovisual System – Western Audio Visual (Contractor) – Contract Amount Changed from \$165,852.00 to \$174,601.29, to include \$8,749.29 for sales tax.
22. Approval of the following Contract Termination:
  - Bid No. 2625 Planetarium Remodel – Nu/Age Development, Inc. (Contractor).
23. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
24. Approval of the following Completion Notice:
  - Bid No. 2677 Language Center/Health Careers Center (Exterior Painting) – Harry H. Joh Construction (Contractor)

Motion carried unanimously. Student Trustee concurred.

## **11. AGREEMENT WITH WACHOVIA SECURITIES**

Trustee Hall asked for more information on how the College selected Wachovia Securities. Vice President Gregoryk explained that there are only two major investment firms in California, PFM and Wachovia. The performance of PFM was just a little over what the County could provide, and also the College felt it wasn't getting the kind of service that it should be getting. Mr. Gregoryk said he has worked with Wachovia in the past and believes we will see better service. He has also been able to negotiate a better fee – from 14 to 10 basis points.

It was moved by Trustee Hall, seconded by Trustee Bader, to approve an Agreement with Wachovia Securities to invest the College's Bond funds. Motion carried unanimously. Student Trustee concurred.

## **12. CHANGE ORDERS**

Trustee Chyr said that, in reviewing the change orders, changes don't appear to relate to construction costs but rather to changes and revisions. In anticipation of Trustee Chyr's question, Mr. Gregoryk distributed a change order summary showing that changes included building reconfiguration, onsite DSA requirements, added infrastructure, and rain delays/damage. Randy Hartman, Vice President, Bovis Lend Lease, explained that the College got caught in the middle of a huge price increase that no one could have predicted. Rather than the 10% contingency that is built into a budget, change orders were up to 30%.

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

- Bid No. 2559 Science Building (Plumbing) – Inland Mechanical Construction, Inc. (Contractor) – Change Order No. 14.
- Bid No. 2554 Science Building (Flooring) – Moore Flooring (Contractor) – Change Order No. 6.
- Bid No. 2626 Science Building (Electrical) – Sage Electric (Contractor) – Change Order No. 10.
- Bid No. 2576 Science Building (Telecom/Data) – Spectrum Communications (Contractor) – Change Order No. 3.
- Bid No. 2552 Science Building (Structural Steel) – Columbia Steel (Contractor) – Change Order No. 10.
- Bid No. 2551 Science Building (Landscaping) – Pierre Sprinkler (Contractor) – Change Order No. 3.
- Bid No. 2550 Science Building (Concrete/Masonry) – KAR Construction, Inc. (Contractor) – Change Order No. 9.
- Bid No. 2555 Science Building (Painting) – Bithell, Inc. (Contractor) – Change Order No. 6.
- Bid No. 2628 Music Center Expansion – Paul C. Miller Construction (Contractor) – Change Order No. 8.
- Bid No. 2663 Remodel Temporary Building for Photography Program – Inland Building Companies (Contractor) – Change Order No. 6.
- Bid No. 2664 Classroom Remodel (Demo/Abatement) – Karcher Environmental (Contractor) – Change Order No. 2.
- Bid No. 2669 Classroom Remodel (HVAC) – Los Angeles Air Conditioning (Contractor) – Change Order No. 2.
- Bid No. 2682 Student Services Temporary Buildings Site Work – Conengr Corporation (Contractor) – Change Order No. 2.

- Bid No. 2685 Gym Floor Replacement – Nu/Age Development, Inc. (Contractor) – Change Order No. 3.
- Bid No. 2686 Bonita/Walnut Intersection Improvement – Los Angeles Engineering (Contractor) – Change Order No. 2.

Motion carried unanimously. Student Trustee concurred.

### **13. CONTRACT AMENDMENTS**

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

- Contract Math/Science Classroom Building – Hill Partnership (Contractor) – Contract Amendment No. 2.
- Contract Facilities Planning and Management Consulting Services – Hickling & Associates (Contractor) – Contract Amendment No. 1.

Motion carried unanimously. Student Trustee concurred.

### **14. REVISED BOARD POLICIES**

It was moved by Trustee Hall, seconded by Trustee Bader, to approve the proposed revisions to Board Policies 2105, 2725, 3410, 3540, 3720, 6800, 6900, and 7335. Motion carried unanimously. Student Trustee concurred.

### **15. PROPOSED BOARD POLICY**

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve proposed Board Policy 2200 – Board Duties and Responsibilities. Motion carried unanimously. Student Trustee concurred.

### **16. RESOLUTION 06-03 – ADOPTION OF AUTOMATED LOGIC CORPORATION AS CAMPUS ENERGY MANAGEMENT SYSTEM STANDARD**

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve Resolution No. 06-03 – Adoption of Automated Logic Corporation as Campus Energy Management System Standard. Motion carried unanimously. Student Trustee concurred.

### **17. APPROVAL OF BID**

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

- Bid No. 2717 Site Work for Modular Buildings for Community Education. Awarded to PCN3, Inc., in the amount of \$293,000.

Motion carried unanimously. Student Trustee concurred.

## **18. BOARD COMMUNICATION**

- All Board members commented on how wonderful the 60<sup>th</sup> Anniversary Gala was and how pleased they are that this will become an annual event. They also commended the Marketing & Communication Department for winning 11 awards from the National Council of Marketing & Public Relations.
- Trustee Chyr commented on the College's International Students Program. After learning that 20% of the hits on the College's web site are international, Trustee Chyr said that speaks to the value of having a strong web and how important it is in attracting students. He suggested the College may want to consider hiring an on-line marketing specialist to ensure that the face of the College is attractive to students. He said we also may want to research other avenues of communicating with future students, including Podcasting, blogging, student videos, etc.
- Regarding the College's web site, Trustee Hall suggested that the College consider having its basic link of information in various languages. He said many major businesses are doing this and he sees it as a marketing advantage. Dr. Hall said he is also pleased to learn that the College will be forming a Coordinating Council with the City of Walnut and others to discuss areas of mutual concern. Trustee Hall said he enjoyed attending the PTK Induction Ceremony.
- Trustee Bader reminded everyone that she participated in the Pomona YMCA Celebrity Luncheon on October 26 and had invited representatives from Mt. SAC to attend. At the luncheon, the Pomona YMCA raised \$33,000. Trustee Bader said she plans to attend the CCLC Annual Convention tomorrow in Costa Mesa.
- Trustee Baca said he also enjoyed the PTK Induction Ceremony and was happy to represent the College at the Baldwin Park parade.
- Student Trustee Regalado said she was pleased to attend the Statewide Student Senate meeting in San Francisco. She found it to be very informational and helpful to her as Student Trustee.
- Trustee Chen Haggerty said she thought the Science Laboratories building dedication ceremony was very successful. She noted that the College was a corporate sponsor of this year's Public Safety Appreciation Luncheon at Pacific Palms to honor deputy sheriffs, firefighters, police officers, and members of the California Highway Patrol who serve in some of our unincorporated communities. Holding up the program, Trustee Chen Haggerty noted that the College's ad was outstanding.

## **19. ADJOURNMENT**

The meeting adjourned at 8:15 p.m.

CCO:dc