



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 13, 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, December 13, 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:

- Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957: Two positions
- Conference with Labor Negotiator John Nixon, Vice President, Instruction, per California Government Code Section 54957.6 Faculty Association

3. PUBLIC SESSION

The public meeting reconvened at 6:40 p.m.

4. ELECTION OF BOARD OF TRUSTEES OFFICERS

It was moved by Trustee Baca, seconded by Trustee Hall, that Trustee Bader serve as President of the Board. Motion unanimously carried. Student Trustee concurred.

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, that Trustee Baca serve as Vice President of the Board. Motion unanimously carried. Student Trustee concurred.

It was moved by Trustee Hall, seconded by Trustee Bader, that Trustee Chyr serve as Clerk of the Board. Motion unanimously carried. Student Trustee concurred.

5. INTRODUCTIONS/RECOGNITION

- **Introductions**

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

Gustavo Acero, Custodian, Custodial Services

Robert Ceja, Custodian, Custodial Services

Angelica Duarte, Admissions & Records Clerk, ESL & Intercultural Programs

Donna Evans, Payroll Manager, Fiscal Services

- **Recognition**

- Virginia D. Sanchez, a retiring Athletic Eligibility Specialist, was not present to receive her Certificate of Service. The certificate will be mailed to her with a letter thanking her for her 36 years of service.
- Dr. O'Hearn said the Board's informational report tonight is on the *Mountaineer* and directly relates to the recognition of journalism students for winning 15 awards at the Journalism Association of Community Colleges Southern California Regional Conference. He invited Professor Toni Albertson, *Mountaineer* advisor, to step forward with the five journalism students in attendance. Professor Albertson introduced the students and explained some of the awards they had received. She said this is a remarkable accomplishment especially when you consider that these students have had the newspaper up and running for only a few months. The newspaper currently has 43 students on staff and expects to have as many as 50 next semester.

At this time, the newspaper will only be published during the fall and spring semesters; however, students are working to make the on-line edition as good as the printed one. They are also researching the possibility of adding podcasting next semester. Advertising in the *Mountaineer* continues to grow and has tripled since last semester.

Professor Albertson said that in July 2006, Mt. SAC hired a full-time professor of journalism to advise the student newspaper. This position is unique in that it allows her to devote her entire load to advisement of the student newspaper. It also allows her 20 percent release time to devote to recruiting. Because of the success of the program, many are taking notice of the "Mt. SAC model" and asking for more information on our program.

President O'Hearn recognized the leadership and efforts of Professor Gary Enke, Vice President John Nixon, and Dean Steve Runnebohm.

6. APPROVAL OF MINUTES

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve the minutes of the regular meeting of November 15, 2006. Motion unanimously carried. Student Trustee concurred.

7. ACTION TAKEN IN CLOSED SESSION

Trustee Bader reported that, in Closed Session, the Board voted unanimously not to renew the following management contracts for the 2007-08 academic year: Classified Manager, Director, Small Business Development Center, employee PID #9480, and Educational Manager, Director, Regional Health & Occupational Resource Center, employee PID #9680.

8. PUBLIC COMMUNICATION

None.

9. REPORTS

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

- Students recently participated in the Statewide Student Senate Region 8 meeting. The region is in the process of developing new governing documents and a new governance structure. Mr. Del Mundo was elected to a regional officer position.
- Students have successfully changed the Associated Students constitution and are now working to revise by-laws and directives.
- On November 30, students hosted their annual holiday celebration. Mr. Del Mundo thanked Dr. O'Hearn for attending. There were nearly 500 people at the event.
- On December 7, the Associated Students, along with other clubs, hosted a Cultural Potluck event where clubs from all over campus came together bringing in dishes from their respective cultures.
- Associated Students is sponsoring a "Finals Frenzy Giveaway" event where officers hand out free exam supplies and free snacks to help alleviate the pressures of finals week.

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

- On behalf of the Academic Senate, Professor Grimes-Hillman congratulated the newly elected officers of the Board. She also offered congratulations to Trustee Bader on her appointment to the CCCT Board.
- Professor Grimes-Hillman said she was very pleased to provide the Board with the following mid-year report of accomplishments:
 - 25 disciplines have submitted equivalencies that have been reviewed and approved;
 - 113 courses have been reviewed and approved by the Senate's Educational Design Committee;
 - 16 educational programs have been reviewed and approved;

- 14 courses have been approved for the General Education list;
 - 9 Senate resolutions have been passed;
 - 13 Senate goals have been established that align with the College goals and mission; and
 - Many faculty have participated in state and national conferences, advisory groups, and other leadership activities.
- The Board will receive revisions to Board Policy 3255 – Participation in Local Decision Making later this evening. The faculty unanimously support these proposed revisions.
 - The Senate has opened nominations for the positions of Vice President, Secretary, Director (3) and Senator-at-large (2). Nominations will close on March 8 and elections will take place on March 22.
 - Flex Day is scheduled for February 23. Board members are invited to attend. The day will begin with breakfast at 7:45 a.m. followed by the Spring Opening Meeting in the Clarke Theater.
 - Professor John Pelliteri (ESL Counselor) has been nominated to receive the Stanback Stroud Award.
- C. Ana Uriarte, Classified Senate President, reported the following:
- On behalf of the Classified Senate, Ms. Uriarte congratulated Trustee Bader on her appointment to the CCCT Board.
 - Sandra Bollier, former Classified Senate President, has been appointed to the State Classified Senate.
- D. Representing the Faculty Association, President Terri Long reported the following:
- Dr. Long encouraged Board members to support revisions to Board Policy 3255 – Participation in Local Decision Making.
 - Dr. Long thanked Trustees Bader and Chyr for attending the CTA-sponsored school board dinner on November 28.
 - Dr. Terri Long, Jennifer Galbraith, and Paul Sharpe will serve on the Faculty Association’s negotiating team for spring 2007 reopeners. Dr. Long has been selected as the lead negotiator. The results of the reopener negotiation survey identified the following as items of importance to faculty: health benefits, part-time faculty office hours, hiring of full-time faculty, and funding of staff development activities.
 - The Faculty Association Representative Council approved the observance of a Cesar Chavez holiday at its October meeting. This has been an item of importance to the Association for many years. With the changed academic calendar, this holiday is now acceptable without having a negative impact on total student contact hours. The Association encourages the Board to approve the establishment of the holiday beginning March 31, 2008.
- E. Representing CSEA, Chapter 262, President Odette Richardson reported the following:

- Ms. Richardson congratulated Ginny Sanchez upon her retirement and thanked her for her professionalism and dedication to Mt. SAC.
 - In support of Puttin' on the Hits in March 2007, CSEA 262 will be purchasing a block of tickets to be used in raffles and for outside guests.
 - Ms. Richardson invited Board members 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:

- President O'Hearn thanked Trustee Chen Haggerty for her leadership during her term as President of the Board of Trustees and presented her with a plaque. Dr. O'Hearn said he appreciated Trustee Chen Haggerty's counsel and guidance over the past year.
- Dr. O'Hearn said this is an historical occasion because it is the last Board meeting that we will have in this room. Beginning next month, the Board will meet in Founders Hall, its new home.
- Dr. O'Hearn commented on a recent editorial in the *San Gabriel Valley Tribune* indicating that, while students are enrolling in California's community colleges in record numbers, they are not graduating. Dr. O'Hearn shared copies of both the editorial and his response pointing out that Mt. SAC now ranks among the top five of California's 109 community colleges in transferring students. Dr. O'Hearn said he thought it was important to address some of the concerns raised in the article. He thanked Vice President Nixon, Barbara McNeice-Stallard, and CB Brown for helping pull information together.

Trustee Bader said she usually sees articles that say wonderful things about community colleges so it is of concern to see articles critical of community colleges, including an article written by Peter Schrag in *The Sacramento Bee*. Trustee Bader said she realizes that Mt. SAC has statistics that are probably better than most colleges, and she would like to see a report of how many Mt. SAC students actually transfer. She thought this information would be helpful to trustees as they are out in the community.

- Vice President Gregoryk introduced Gema Ptasinski, from Vicenti, Lloyd & Stutzman, who provided a report to the Board on the 2005-06 fiscal year audit for the College, Financial Aid, and Auxiliary Services. The College again received a "clean/unqualified" audit. Ms. Ptasinski pointed out that there are no audit adjustments, which is a credit to the Fiscal Services staff, and the College is meeting its reserve requirements. Vice President Gregoryk commended Fiscal Services Director Linda Baldwin and her staff for their outstanding work, resulting in an unqualified audit.

10. INFORMATIONAL REPORT

Board members were provided with a written briefing of *The Mountaineer*, prepared by Journalism Professor Toni Albertson, Mountaineer Advisor. This item was taken out of order and discussed under paragraph 5 – Recognition.

11. CONSENT AGENDA

President O'Hearn pointed out that there is a change to Consent item #2 – Personnel Transactions, and asked Board members to make the following correction:

- Backup packet page 24, under the listing of athletic coaches. Joe Jennum's name should be removed.

It was moved by Trustee Chen Haggerty, seconded by Student Trustee Regalado, to approve or ratify the following items.

PRESIDENT'S OFFICE

1. Annual approval of employees authorized to sign contracts or documents.

HUMAN RESOURCES

2. Approval of Personnel Transactions, dated December 13, 2006, as corrected.
3. Approval of renewal of Management Contracts.

INSTRUCTION and STUDENT SERVICES

4. Approval for 18 forensics students and two faculty members to attend the UT/Bradley Swing Speech Tournament January 11–15, 2007, in Austin, Texas.
5. Approval for 13 vocal jazz ensemble students and two faculty members to attend the performance at Lincoln Center, April 21–14, 2007, in New York City.
6. Approval of an author event, "The Courageous Follower," to be presented on March 16, 2007.
7. Approval of an online teaching seminar, "Managing to Thrive in the Online Classroom," to be presented on January 18, 2007.
8. Approval of a training session, "Using Your Emotions to Succeed," to be presented on January 25, 2007.
9. Approval of an author event, "In the Zone," to be presented on March 30, 2007.
10. Approval of a training session, "The Essentials of Excellent Customer Service," to be presented on April 27, 2007.
11. Approval to accept funds for the Review of Literature & Best Practices: Basic Skills as the Foundation for Student Success: Increasing Retention, Persistence and Success for Basic Skills and English as a Second Language Students agreement.

12. Approval of a contract with The Research and Planning Group for California Community Colleges for work with the Review of Literature & Best Practices: Basic Skills as the Foundation for Student Success: Increasing Retention, Persistence and Success for Basic Skills and English as a Second Language Students agreement.
13. Approval to accept funds for a Regional Health Occupations Resource Center grant in the amount of \$102,500.
14. Approval of contracts and activities for the Integrating AmeriCorps into Teaching and Reading Development Partnerships.
15. Approval to ratify a contract with the California Department of Education for the Child Development Center in the amount of \$2,029.
16. Approval to accept funds for a Statewide Leadership Grant with the California Community Colleges Chancellor's Office Contract Education South in the amount of \$162,500.
17. Approval of a contract between the Small Business Development Center and Southeast Authority Social Services Funding Authority.
18. Approval of additions to the Regional Health Occupations Resource Center.
19. Approval of contract education agreements through The Training Source.
20. Approval of an addition to the Community Education program.

ADMINISTRATIVE SERVICES

21. Approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 55 through 57.)
22. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2006, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation.
23. Approval to donate six Dell Optiplex GX110 computers, monitors, and keyboards to the American Recovery Center, located in Pomona, CA.
24. Approval to purchase digital images from Scholars Resource.
25. Approval of a contract for investigative legal services with Karen T. Meyers.
26. Approval of a contract with Procurement Services Associates to provide temporary staffing services on an as-needed basis in support of purchasing, material management, and contract services.
27. Approval to reduce from 10% to 5% the retention for A. L. MacIntosh Company on their contract for the Science Building Site Work.

28. Approval to reduce from 10% to 5% the retention for Excel Paving Company on their contract for the Science Building Roadway.
29. Approval of a contract with CCS Group for Professional Design and Consulting Services for a Five-Year Construction Plan as required by the Chancellor's Office.
30. Approval of the following Bids:
 - Bid No. 2707 Science Building (Audiovisual Systems) – Digital Networks Group, Inc. (Contractor).
 - Bid No. 2731 Video Production Equipment (Sony Unit) – Full Compass Systems (Contractor); and Video Production Equipment (Echolab Unit) – Hoffman Video Systems (Contractor).
31. Approval of the following Change Orders:
 - Bid No. 2562 Science Roadway – Excel Paving (Contractor) – Change Order No. 4.
 - Bid No. 2626 Science Building (Electrical) – Sage Electric (Contractor) – Change Order No. 11.
 - Bid No. 2554 Science Building (Flooring) – Moore Flooring (Contractor) – Change Order No. 7.
 - Bid No. 2560 Science Building (Mechanical/HVAC) – Westco Service Co. (Contractor) – Change Order No. 8.
 - Bid No. 2549 Science Building (Site Work) – A. L. MacIntosh Co. (Contractor) – Change Order No. 3.
 - Bid No. 2628 Music Center Expansion – Paul C. Miller Construction (Contractor) – Change Order No. 9.
 - Bid No. 2689 Founders Hall Audiovisual System – Western Audio Visual (Contractor) – Change Order No. 2.
 - Bid No. 2634 Founders Hall Renovation – Paul C. Miller Construction (Contractor) – Change Order No. 10.
 - Bid No. 2665 Classroom Remodel (General Construction) – PW Construction (Contractor) – Change Order No. 1.
 - Bid No. 2668 Classroom Remodel (Plumbing) – Inland Mechanical (Contractor) – Change Order No. 1.
 - Bid No. 2686 Bonita/Walnut Intersection Improvement – Los Angeles Engineering (Contractor) – Change Order No. 3.

32. Approval of the following Contract Amendment:

- Contract Founders Hall Renovation – Steven Fader Architects (Contractor) – Contract Amendment No. 5.

33. Approval of the following Completion Notice:

- Bid No. 2635 Science Building (Fire Road Improvements) – Alfa 26 Construction Co. (Contractor)

34. Approval and accepting of the following gifts/donations to the College:

- Rita Blitt – Painting, acrylic on canvas, 4' x 9', titled "Rhythms of Nature," valued by donor at \$15,000, to be used by the Art Gallery.
- Joel Swager – McCauley C-172 Propeller, valued by donor at \$2,000, to be used by the Aircraft Maintenance Technology Department.

Motion carried unanimously. Student Trustee concurred.

12. PUBLIC HEARING – COLLECTIVE BARGAINING REOPENER PROPOSALS

In compliance with California Government Code Section 3547(a) on the District's Initial Proposal to the Faculty Association for negotiations in the 2006-07 Academic Year, Trustee Bader opened the Public Hearing at 7:26 p.m.

District Reopeners:

1. Article 8 Employee Benefits
2. Article 10 Workload
3. Appendix C Faculty Overload and Other Than Contract Salary Rates
4. Appendix D Athletic Coaches and Performance Arts Coaches Remuneration
5. Appendix E Reassigned Time for Special Assignments

There were no statements made relative to the collective bargaining re-opener proposals submitted by the District and the Faculty Association. The Public Hearing was closed at 7:27 p.m.

13. PUBLIC HEARING – COLLECTIVE BARGAINING REOPENER PROPOSALS

In compliance with California Government Code Section 3457(a) on the Initial Proposal of the Faculty Association for negotiations in the 2006-07 Academic Year, Trustee Bader opened the Public Hearing at 7:28 p.m.

Faculty Association:

1. Article 7 Salary
2. Article 8 Employee Benefits
3. Article 10 Workload
4. Article 19 Retirement
5. (no article) Professional Development Funding
6. Appendix D Athletic and Performing Arts Coaches Remuneration

7. Appendix E Reassigned Time for Special Assignments

There were no statements made relative to the collective bargaining re-opener proposals submitted by the District and the Faculty Association. The Public Hearing was closed at 7:29 p.m.

14. DISTRICT COLLECTIVE BARGAINING REOPENERS

Dr. O'Hearn pointed out a correction on page 78 of the backup packet. The second line of the Background paragraph should be corrected to read that this is the third year of a three-year agreement.

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve the District Collective Bargaining Reopeners. Motion unanimously carried. Student Trustee concurred.

15. ESTABLISHMENT OF SUPERVISORY EMPLOYEE CLASSIFICATION

Dr. O'Hearn asked Board members to make a correction to page 79 in the backup packet. In the fourth line of the first paragraph, the CSEA chapters should read 262 and 651.

Trustee Chyr asked how many people and how many position titles this would affect. Vice President Miyamoto said that is an unknown factor at this time. The College is still in the process of identifying where supervisory positions are needed. So far, positions have been identified in the Administrative Services area in both Information Technology and Custodial Services. It is expected that there would be fewer than a dozen positions established this year. Dr. O'Hearn estimated that the financial impact would be less than \$150,000. While these will all be new positions, some have been budgeted and some will have to go through the budget process.

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, to approve the establishment of a Supervisory Employee Classification. Motion unanimously carried. Student Trustee concurred.

16. CESAR CHAVEZ DAY

Based on discussions with College administrators, Trustee Chyr said it is his understanding that the College isn't actually adding an additional holiday to the calendar but rather another day where staff are scheduled to be off will be exchanged for this day. Trustee Chyr also confirmed that there won't be an exchange of holidays for this day.

Trustee Chyr also said that because the agenda item stated there was no fiscal impact (according to administrators, a day off costs the District over \$100,000) to the College, it is clearly understood that no additional holiday could be added. It would be in conflict with the intent and language of the stated item and, subsequently, contrary to the Board's decision, if approved.

Dr. O'Hearn said he believes that is the intent at this point by all parties, but this item needs to be negotiated. Vice President Nixon said the proposed holiday is cost-neutral with faculty as an employee group, but still needs to be negotiated with classified and management.

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve the establishment of March 31, Cesar Chavez Day, as a College holiday, effective 2008. Motion unanimously carried. Student Trustee concurred.

17. CLAIM AGAINST THE DISTRICT

It was moved by Trustee Hall, seconded by Trustee Baca, to reject a Claim Against the District by Robert L. Larabee, and instruct Administrative Services to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4. Motion unanimously carried. Student Trustee concurred.

18. PROPOSED BOARD POLICY

The Board received for first reading and discussion proposed Board Policy 6530 – Closed Circuit Television Surveillance Systems. No suggested revisions were made. This proposed policy will be brought back to the January Board meeting for approval.

Trustee Hall asked for a general sense of what systems the College already has and what systems are being contemplated. Vice President Gregoryk said the College will eventually have closed-circuit surveillance in the parking lots, where we have the biggest problem. Mr. Gregoryk said that just recently the College had a rash of stolen vehicles. With coordination between the Public Safety Department and staff from Facilities, we were able to arrest those responsible for the auto thefts.

19. PROPOSED BOARD POLICY REVISIONS

The Board received for first reading and discussion proposed revisions to Board Policies 3255 – Participation in Local Decision Making; BP 4020 – Program and Curriculum Development; BP 4025 – Philosophy and Criteria for Associate Degree and General Education; BP 4050 – Articulation; BP 4100 – Graduation Requirements for Degrees and Certificates; BP 4220 – Standards of Scholarship, Satisfactory Progress, & Probation and Dismissal; BP 4225 – Course Repetition; BP 4235 – Credit by Examination; BP 4240 – Academic Renewal Without Course Repetition; BP 5050 – Matriculation; and BP 5100 – Probation, Dismissal, and Readmission. No suggested revisions were made. The proposed revisions will be brought back to the January Board meeting for approval.

20. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Congratulations to Trustee Bader on her appointment to the CCCT Board.
 - Congratulations to Trustee Baca on his appointment to the position of Interim President at Rio Hondo College.
 - Commended Trustee Chen Haggerty for her excellent service this past year as President of the Board.
- Trustee Chyr commended Assistant Athletic Director Debbie Cavion upon her induction into the California Community College Soccer Hall of Fame. He also noted that the Mt. SAC Aquatics Program was recently named the top aquatics program in the state by the United States Water Fitness Association. The Mt. SAC program was also named the nation's top community college aquatics program.

- Trustee Hall congratulated the *Mountaineer* staff on their overnight resuscitation of the newspaper into one of the best in the state. He also commended his fellow Board members for the notoriety they are bringing to the College.
- Trustee Chen Haggerty said it was a privilege to serve as President of the Board and she thanked everyone who helped her.
- Trustee Baca said he attended the 9th Annual Wassail Dinner and Concert and it continues to be an outstanding event. He was also pleased to meet with the Student Court this past month and discuss law, decision-making, and conflict of interest. He commended the Journalism students saying they are a prime example that if you put time and effort into something, it will get done.
- Trustee Bader said she enjoyed attending the CTA-sponsored dinner, the Annual Wassail, and the Child Development Center Thanksgiving feast. Trustee Bader said she is looking forward to representing Mt. SAC on the CCCT Board.
- Student Trustee Regalado said she attended the recent Statewide Student Senate meeting. She thanked the Board, President, and Vice Presidents for answering her many questions and helping her be a better trustee.

21. ADJOURNMENT

The meeting adjourned at 8:03 p.m.

CCO:dc