



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 27, 2007

6:00 p.m. Closed Session  
6:30 p.m. Public Session

1100 N. Grand Avenue, Founders Hall  
Walnut, CA 91789

### ADDENDUM TO THE AGENDA

#### HUMAN RESOURCES

- 3. Addendum to Personnel Transactions.

#### Temporary Change in Assignment(s)

Name:	Boroch, Deborah		
Position:	Interim Dean, Instructional Services		
Department:	Instructional Services		
Salary/Range:	M-21, Step 5+L2	Salary:	\$12,307.69 /month
% of Position:	100%	# of Mos.:	12
Effective:	07/01/07 – 06/30/08		
Remarks:	Associate Dean, Natural Services to serve as Interim Dean, Instructional Services		

#### Spring 2007

#### Credit Hourly Instructors/Substitutes

NAME	HOURLY RATE
Champion, Kyle	63.62



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**Welcome** to a meeting of the Mt. San Antonio College Board of Trustees. If you wish to address the Board for any reason, please fill out one of the cards available on the table and give it to the Board Secretary. Those requesting to speak on an agenda item will be called upon at the time the item is under consideration. Anyone wishing to speak to items not on the agenda will be called upon under the "Communication" section. *Comments are limited to no more than three minutes per person.*

## AGENDA

**CALL TO ORDER** (6:00 p.m.)

## PUBLIC COMMUNICATION

At this time, the Board of Trustees will listen to communication from the public on any Closed Session agenda item. Comments are limited to no more than three minutes per person.

## CLOSED SESSION

- **Public Employment – per California Government Code Section 54957**  
Interim President/CEO  
Interim Vice President of Instruction
- **Conference with Labor Negotiator Jack Miyamoto, Interim Vice President of Human Resources, per California Government Code Section 54957**  
Unrepresented Employee Groups
- **Conference with Labor Negotiator John S. Nixon, Acting President, per California Government Code Section 54957.6**  
Faculty Association

**PUBLIC SESSION** (6:30 p.m. Flag Salute)

## ADMINISTER OATH OF OFFICE TO STUDENT TRUSTEE

Isaiah Deresa

## INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed staff:**

### Classified

Heidi Alcalá, ESL Outreach Specialist, ESL  
Elizabeth Caputo, Clerical Specialist, Vocational Technical Education Act  
Mercedes Clarrett, Receptionist/Clerical Assistant, DSP&S  
Christina Estrada, Clerical Specialist, Admissions & Records  
Heidi McKye, Tutorial Services Specialist, Learning Assistance Center  
Wendy Shen, Account Clerk II, Library & Learning Resources

### Management

George Bradshaw, Dean, Enrollment Management, Admissions & Records  
Daniel Morales, Manager, Small Business Development Center

- **Recognition**

- Mt. SAC Forensics Team for being named Top Community College and ranked among top ten four-year Forensics Teams in the Nation. The team is coached by speech professors Kenny Klawitter, Liesel Reinhart, Casey Garcia, and Anne Fleischer with additional coaching support from Steve Seagle and Jeff Archibald.
- Awarding of Certificates of Service to the following retiring faculty and staff:

### Staff

John J. Orejel, Jr., Senior Tool Keeper – 23 years of service  
Randy Storm, Assistant Farm Manager – 33 years of service  
Marilyn Walker, Executive Assistant II – 39 years of service

### Faculty

Laurel Koukol, Professor, Consumer & Design Technologies – 34 years of service  
Carolyn Lindberg, Professor, Consumer & Design Technologies – 16 years of service  
Lee Pettey, Professor, Agriculture – 35 years of service  
Joe Ramos, Professor, Architecture – 31 years of service  
Harry Smith, Professor, Electronics – 20 years of service

## **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of May 23, 2007, and the special meetings of June 5, 2007, and June 10, 2007. (See backup packet pages 1 through 12.)

## **REPORTING OF ACTION TAKEN IN CLOSED SESSION**

### **PUBLIC COMMUNICATION**

At this time, the Board of Trustees will listen to communication from the public on matters that are not on the agenda. Under provisions of the Brown Act, the Board is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to no more than three minutes per person.

### **REPORTS**

The Board requests that constituent group reports and other scheduled reports be limited to no more than five minutes.

1. Associated Students Report
2. Senates
  - A. Academic Senate
  - B. Classified Senate
3. Employee Groups
  - A. Faculty Association
  - B. CSEA Units
  - C. Other Unrepresented Groups
4. President – John S. Nixon, Acting President

## CONSENT CALENDAR

All matters listed under **Consent Calendar** are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Calendar for discussion and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar.

### HUMAN RESOURCES

1. Consideration of approval of Interim President appointment. (See backup packet page 13.)
2. Consideration of approval of Interim Vice President, Instruction appointment. (See backup packet page 14.)
3. Consideration of approval of Personnel Transactions, dated May 23, 2007. (See backup packet pages 15 through 45.)
4. Consideration of approval of Human Resources Equal Employment Opportunity Expenditures, which are related to outreach and recruitment costs. (See backup packet page 46.)

### INSTRUCTION and STUDENT SERVICES

5. Consideration of approval of additional childcare sites for CalWORKs students. (See backup packet page 47.)
6. Consideration of approval of increase to the Student Health Fee. (See backup packet page 48.)
7. Consideration of approval of Student Services Expenditure Funding 2007-08. (See backup packet page 49.)
8. Consideration of approval to award an Honorary Degree to Sam Maloof. (See backup packet page 50.)
9. Consideration of approval to accept funds for the Carl D. Perkins Vocational and Technical Education Act of 1998 (VTEA) Title 1C Grant funds in the amount of \$901,133. (See backup packet pages 51 and 52.)
10. Consideration of approval of Early College High School grant activities and expenditures. (See backup packet page 53.)
11. Consideration of approval of Nursing Program grants activities and expenditures. (See backup packet page 54.)

12. Consideration of approval of Parent Education Program activities and expenditures. (See backup packet page 55.)
13. Consideration of approval of Establishing a Chemical Laboratory Technician Program grant activities and expenditures. (See backup packet page 56.)
14. Consideration of approval of Psychiatric Technician sub-contract activities and contracts. (See backup packet page 57.)
15. Consideration of approval of medical directors for Paramedic, Radiologic Technology and Respiratory Therapy programs. (See backup packet pages 58 and 59.)
16. Consideration of approval of contractors for physical exams for health science faculty. (See backup packet page 60.)
17. Consideration of approval of Small Business Development Center lease agreement. (See backup packet page 61.)
18. Consideration of approval of contract education agreement changes through The Training Source. (See backup packet page 62.)
19. Consideration of approval of Community Education program additions and changes. (See backup packet pages 63 and 64.)
20. Consideration of approval to ratify Aeronautics Students Competition in the National Safety and Flight Evaluation Conference. (See backup packet page 65.)
21. Consideration of approval of funding for the International Electronics Conference. (See backup packet page 66.)
22. Consideration of approval for students to participate in the Health Occupations Students National Leadership Conference in Orlando, Florida. (See backup packet page 67.)
23. Consideration of approval of acceptance of Tech Prep funds through the Carl D. Perkins Vocational and Technical Education Act II-B (VTEA) in the amount of \$76,648. (See backup packet pages 68 and 69.)

## **ADMINISTRATIVE SERVICES**

24. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 70 through 73.)
25. Consideration of approval of the Tentative Budget for Fiscal Year 2007-08. (See backup packet pages 74 and 75.)
26. Consideration of approval of the Annual Investment Policy Statement. (See backup packet pages 76 through 82.)

27. Consideration of approval of an Agreement with Mandate Resource Services, LLC for State mandated cost claim preparation services for actual annual claims for fiscal year 2006-07 plus estimated claims for fiscal year 2007-08. (See backup packet page 83.)
28. Consideration of approval of an Agreement with Alliant Insurance Services to perform Employee Benefit Consulting Services. (See backup packet pages 84 and 85.)
29. Consideration of approval of an Agreement with Clarus Corporation to perform consulting services for Market Assessment and Planning for Enrollment Growth. (See backup packet pages 86 and 87.)
30. Consideration of approval of Final Project Approval for the Learning Resources Center/Campus Center projects. (See backup packet page 88.)
31. Consideration of approval for the Annual Advertisements for Goods and Services for Fiscal Year 2007-08. (See backup packet page 89.)
32. Consideration of approval of an Agreement with SMART Business Advisory and Consulting, LLC to perform Compensation and Benefits Advisory Services. (See backup packet page 90.)
33. Consideration of approval of the sale of Scrap Metal, Salvage Items, and Recycled Paper for Fiscal Year 2007-08. (See backup packet page 91.)
34. Consideration of approval of an Agreement with Nostalgia Airways, Inc. to perform aircraft maintenance services for the College's five aircraft for Fiscal Year 2007-08. (See backup packet page 92.)
35. Consideration of approval of the renewal of the College's Aviation Insurance Policy with Falcon Insurance Agency of California, Inc. (See backup packet pages 93 and 94.)
36. Consideration of approval of the renewal of the College's Fine Arts Insurance Coverage with Huntington T. Block Insurance Agency, Inc. (See backup packet page 95.)
37. Consideration of approval of the renewal of the College's Student Accident/Athletic Insurance Coverage with Student Insurance Company. (See backup packet pages 96 and 97.)
38. Consideration of approval to reduce to 5% the retention for Nu/Age Development, Inc. for the Gym Floor Replacement project (Bid No. 2685). (See backup packet page 98.)
39. Consideration of approval to reduce to 5% the retention for Los Angeles Engineering, Inc. for the Bonita/Walnut Intersection Improvement project (Bid No. 2686). (See backup packet page 99.)
40. Consideration of approval of an Agreement with HMC Architects to perform professional Design and Consulting Services for the Design Technology Center and the Remodel Business Computer Lab projects. (See backup packet page 100.)

41. Consideration of approval of the following Bid:

- Bid No. 2747 Learning Technology Center Radio Lab Renovation – Nu/Age Development, Inc. (Contractor). (See backup packet page 101.)

42. Consideration of approval of the following Change Orders:

- Sole-Source Purchase of Fiberglass Bulkhead – Stark Bulkheads (Contractor) – Change Order No. 1. (See backup packet page 102.)
- Bid No. 2628 Music Center Expansion – Paul C. Miller (General Construction Contractor) – Change Order No. 12. (See backup packet pages 103 and 104.)
- Bid No. 2668 Classroom Remodel – Inland Mechanical (Plumbing Contractor) – Change Order No. 5. (See backup packet page 105.)
- Bid No. 2665 Classroom Remodel – PW Construction (General Construction Contractor) – Change Order No. 5. (See backup packet page 106.)
- Bid No. 2669 Classroom Remodel – Los Angeles Air Conditioning (HVAC Contractor) – Change Order No. 4. (See backup packet page 107.)
- Bid No. 2685 Gym Floor Replacement – Nu/Age Development, Inc. (Contractor) – Change Order No. 5. (See backup packet page 108.)
- Bid No. 2686 Bonita/Walnut Intersection Improvement – Los Angeles Engineering (Contractor) – Change Order No. 7. (See backup packet pages 109 and 110.)
- Bid No. 2706 Construction Services Building Remodel and New Data Center (Electrical) – M. Wilson Company (Electrical Contractor) – Change Order No. 3. (See backup packet page 111.)
- Bid No. 2704 Construction Services Building Remodel and New Data Center – PW Construction (General Construction Contractor) – Change Order No. 1. (See backup packet page 112.)
- Bid No. 2714 Planetarium Remodel – Inland Empire Builders (Contractor) – Change Order No. 1. (See backup packet pages 113 and 114.)
- Bid No. 2717 Sitework for Modulars for Community Education – PCN3 (Contractor) – Change Order No. 3. (See backup packet page 115.)
- Bid No. 2727 Math/Science Building – Inland Mechanical (Plumbing Contractor) – Change Order No. 2. (See backup packet page 116.)
- Bid No. 2720 Math/Science Building – Doja Inc. (Site Improvements Contractor) – Change Order No. 1. (See backup packet page 117.)



## **Upcoming Events:**

- June 28, 2007                    **GED – Adult High School Graduation Ceremony** – 6:00 p.m., Clarke Theater
- July 4, 2007                      **Independence Day Holiday** (Campus Closed)
- July 18, 2007                    **Foundation Executive Committee and Board of Directors Meeting/Retreat** – 8:30 a.m. – 1:00 p.m., Diamond Bar Center
- July 25, 2007                    **Registration Begins for 2007 Fall Semester**

It is the intention of Mt. San Antonio College to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Diana Casteel, Executive Assistant to the President and Board of Trustees, 1100 North Grand Avenue, Walnut, CA 91789, (909) 594-5611, extension 4250, 7:30 a.m. to 4:30 p.m., Monday-Friday, at least 48 hours prior to the meeting.



# MT. SAN ANTONIO COLLEGE

## SPECIAL MEETING OF THE BOARD OF TRUSTEES

Tuesday, June 5, 2007

7:30 a.m. Closed Session

1100 N. Grand Avenue, Administration Building, Room 205  
Walnut, CA 91789

## AGENDA

CALL TO ORDER (7:30 a.m.)

### PUBLIC COMMUNICATION

At this time, the Board of Trustees will listen to communication from the public on any Closed Session agenda item. Comments are limited to no more than three minutes per person.

### CLOSED SESSION

- Personnel Matter Involving Complaints About a Public Employee Pursuant to Government Code Section 54957.
- Public Employee Performance Evaluation  
President/CEO

## ADJOURNMENT

Future Board Meetings: June 27, 2007  
July 25, 2007  
August 22, 2007