



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 22, 2007

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 22, 2007. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

John S. Nixon, Interim President/CEO; Michael D. Gregoryk, Vice President, Administrative Services; Audrey Yamagata-Noji, Vice President, Student Services; Virginia Burley, Interim Vice President, Instruction; 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 items:

- Conference with Labor Negotiator John S. Nixon, Interim President, per California Government Code Section 54957.6
Unrepresented Employee Group

3. PUBLIC SESSION

The public meeting reconvened at 6:34 p.m.

4. INTRODUCTIONS/RECOGNITION

- **Introductions**

The following newly appointed staff were introduced to the Board:

Ralph Barragan, Driver, Disabled Student Programs and Services
Joanne Greenspan, Curriculum Specialist, Instruction
Karen Johnson, Administrative Secretary, Business Development

Ricardo Lopez, Custodian, Custodial Services
John Nunez, Lead Custodian, Custodial Services
Paul Ramoneda, Senior Toolkeeper, Technology & Health
Colleen Rose, Secretary, Technology & Health

- **Recognition**

Board President Bader presented a Certificate of Service to Marge Catullo, Curriculum Specialist, in acknowledgement of her retirement after 22 years of service to the College.

5. APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, to approve the minutes of the regular meeting of July 25, 2007. Motion unanimously carried. Student Trustee concurred.

6. ACTION TAKEN IN CLOSED SESSION

None.

7. PUBLIC COMMUNICATION

None.

8. REPORTS

A. Yesenia Leon, Associated Students President, reported the following:

- On August 13, Student Services hosted a “new student welcome” where incoming freshmen had the opportunity to attend various workshops, take a campus tour, and meet with departments and clubs. At this event, Associated Students gave a workshop on how to get involved and had a raffle where three students were awarded a Mt. SAC book scholarship in the amount of \$500 each.
- The students’ Fall Leadership Conference will be held from September 21-23 at the UCLA Conference Center in Lake Arrowhead. The theme this year is “Don’t wait... participate!” Board members were invited to attend the Sunday luncheon.

B. John Vitullo, Academic Senate Vice President, reported the following:

- Academic Senate leaders have been working on several projects this summer, including: revising the Senate Constitution, revising the process for nominating and selecting Outstanding Award recipients, and creating Senate Goals for 2007-08.
- The Fall Opening Meeting is scheduled for Wednesday, September 5, 3:00-4:30 p.m., in the Clarke Theater. Board members were invited to attend.
- On the Board agenda tonight are proposed revisions to Board Policy 5030 – Fees. Mr. Vitullo said the Academic Senate Executive Board will be reviewing

these proposed changes on August 30. The full Senate will review them on September 6.

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

- The Senate's fund-raising committee, chaired by Karen Braggins, has been discussing ideas on fund-raising events for the fall and spring semesters. Funds raised go to classified staff scholarships and staff development.
- Dr. Nixon is scheduled to attend the Senate's September 18 meeting.

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

- President Long and Vice President Galbraith will be making a presentation tomorrow at the New Faculty Seminar. They will be discussing the role of the Faculty Association, the benefits of membership, and the Faculty Agreement. In addition, they will provide new faculty with information regarding the faculty evaluation process.
- The Faculty Association is working with the Classified Senate to organize the first-ever Employee Variety Showcase. The event is scheduled for Friday, October 26, 7:30 p.m., in the Clarke Theater. Please contact Dr. Long if you are interested in participating.
- Puttin' on the Hits is scheduled for Friday, March 14, 2008, 7:30 p.m., and Saturday, March 15, at 3:00 and 7:30 p.m. The 10th annual Puttin' on the Hits will feature some of the best acts from the previous nine years.
- The Faculty Association Retirement/Tenure Tea is scheduled for Tuesday, May 20, 2008, 12:00-2:00 p.m., in the Faculty Association office. Board members were invited to attend.

E. Representing CSEA, Chapter 262, President Odette Richardson reported that CSEA, Chapter 262, took action to accept the District's offer of a one-time augmentation of \$2,765 toward health and welfare benefits for 2007-08 only.

F. Interim President Nixon's report included the following:

- Dr. Nixon said that, during his three years in the Instruction Office, he worked daily with Marge Catullo and always found her a pleasure to be around. She will be missed.
- Dr. Nixon reported that the legislature has passed the State budget, albeit well past the constitutional deadline. Dr. Nixon said that the State budget is good for community colleges, but he believes we are beginning to move into tougher fiscal times, which may impact next year's budget.
- Dr. Nixon invited everyone to attend the Welcome Back Barbeque he is hosting for all faculty and staff on Friday, August 24, at Founders Hall. He thanked Audrey for taking the lead in organizing this event.
- The fall semester begins on Monday and Dr. Nixon asked Vice President Yamagata-Noji to give a brief report on where we stand now in terms of enrollment.

Dr. Yamagata-Noji reported that registration began July 25 and ends at 11:00 p.m. tonight. When compared to comparable data from fall 2006, Dr. Yamagata-Noji pointed out the following statistics:

- Unduplicated Credit Enrollment +2.62%
- Total Enrolled Units +3.23%
- Credit Student Enrollment Profile:
 - First-time Students -3.35%
 - Continuing Students +6.60%

Dr. Yamagata-Noji said the College is concerned that fewer first-time students appear to be applying and registering; however, more “continuing” students are enrolling, and we are offering almost the same number of courses this fall as last fall. According to Dr. Yamagata-Noji, the College’s marketing efforts have paid off with the greatest increase in day and evening enrollment.

9. INFORMATIONAL REPORT

Board members were provided with a written briefing on Implementation of Student Learning Outcomes, prepared by Virginia Burley, Interim Vice President of Instruction.

In February 2004, the College began the initial implementation of Student Learning Outcomes (SLOs) and Administrative Unit Objectives (AUOs). Student Learning Outcomes and accountability have become significant issues in accreditation standards.

Dr. Burley said the College has just finished its three-year implementation period. She thanked Interim Associate Dean Jemma Blake-Judd for serving as Coordinator during this period.

Dr. Burley said the fundamental intention of the institutional commitment to outcomes assessment is to transform the campus into a culture of assessment, one in which planning and resource allocation are explicitly tied to the collection and assessment of data on how well we are doing our job as an educational institution. The three-year implementation plan has concluded with impressive achievements for a project of this magnitude, but studies indicate that it takes approximately eight years for a transformation to a true culture of assessment. Currently, we are establishing appropriate resources to allow the college to continue to honor its commitment to ongoing outcomes assessment and to prepare appropriately for documenting progress for the accreditation self-study.

10. CONSENT AGENDA

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve or ratify the following items.

HUMAN RESOURCES

1. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.
2. Approval to ratify Meet/Confer Agreement between District and Confidential Employees for 2007-08.

INSTRUCTION and STUDENT SERVICES

3. Approval of the 2008-09 Academic Calendar.
4. Approval of activities for the Title V – Developing Hispanic-Serving Institutions grant.
5. Approval of contracts and activities, and acceptance of funds for the Family and Consumer Sciences Business/Industry Collaborative grant.
6. Approval to accept funds for the Citrus Valley Health Partners grant.
7. Approval of activities and acceptance of funds for the Strengthening Career Technical Education Programs grant.
8. Approval of activities and acceptance of funds for the Integrating AmeriCorps into Teacher Reading and Math Development Partnerships grant.
9. Approval of contracts and activities, and acceptance of funds for the Industry-Driven Regional Collaborative grant.
10. Approval to accept funds for the Renovation for Capacity Building for Nursing Program Expansion grant.
11. Approval to accept funds for the Capacity Building for Nursing Program Expansion grant.
12. Approval to accept funds for the Enrollment Growth for Associate Degree Nursing – Registered Nurse Programs grant.
13. Approval of activities for the Basic Skills Mentoring Program.
14. Approval of activities and for the Basic Skills Study Skills Assessment.
15. Approval of activities for a Basic Skills/California High School Exit Exam Preparation Program Grant conference on Friday, August 24, 2007.
16. Approval to accept funds for the Regional Health Occupations Resource Center Fostering Student Success grant.
17. Approval of a contract with California Department of Education, Child Development Division to support the campus Child Development Centers.
18. Approval of a contract with Kelly Direct for temporary staffing for the Regional Health Occupations Resource Center and the Technology and Health Division.
19. Approval of a Regional Health Occupations Resource Center grant extension.
20. Approval to extend an agreement between the Community Education Division and LA Works for a Basic Skills Lab.
21. Approval of a Center of Excellence grant renewal.

22. Approval of Business Division expenditures.
23. Approval of changes to contract education agreements through The Training Source.
24. Approval of Community Education programs and courses for Fall 2007 and Winter 2008.
25. Approval of additions and changes to the Community Education program.

ADMINISTRATIVE SERVICES

26. Approval of the Quarterly Financial Status Report for the period ending June 30, 2007.
27. Approval of the Quarterly Investment Report for the period ending June 30, 2007.
28. Approval of Resolution No. 07-02 – Appropriations Limit for 2007-08.
29. Approval of the Chancellor's Office Tax Offset Program (COTOP) for 2008.
30. Approval of the purchase of Office and Classroom Furniture for Buildings 26A and 26B.
31. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
32. Approval to purchase a new Planetarium Show Control System from Bowen Technovation.
33. Approval of agreements with Bovis Lend Lease and Quantum Power to provide Professional Design and Consulting Services for various construction projects.
34. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
35. Approval of the following Change Orders:
 - Bid No. 2664 Classroom Remodel – Karcher Environmental (Demolition and Abatement Contractor) – Change Order No. 6.
 - Bid No. 2665 Classroom Remodel – PW Construction (General Construction Contractor) – Change Order No. 6.
 - Bid No. 2668 Classroom Remodel – Inland Mechanical (Plumbing Contractor) – Change Order No. 6.
 - Bid No. 2688 Classroom Remodel – Daart Engineering (Fire Sprinklers Contractor) – Change Order No. 1.
 - Bid No. 2714 Planetarium Remodel – Inland Empire Builders (Contractor) – Change Order No. 2.

- Bid No. 2727 Math/Science Building – Inland Mechanical (Plumbing Contractor) – Change Order No. 3.
- Bid No. 2729 Math/Science Building – CSI Electrical Contractors (Electrical Contractor) – Change Order No. 1.
- Bid No. 2738 Foundation House Roofing – Best Contracting Services (Contractor) – Change Order No. 1.

36. Approval of the following Contract Amendments:

- Contract Planetarium Remodel – Hill Partnership, Inc. (Contractor) – Contract Amendment No. 1.
- Contract Classroom Remodel – Vantage Technology Consulting (Contractor) – Contract Amendment No. 1.
- Contract 2006-07 AQMD Annual Emissions Report – Winefield & Associates, Inc. (Contractor) – Contract Amendment No. 1.

37. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 14.

Motion unanimously carried. Student Trustee concurred.

11. PERSONNEL TRANSACTIONS

Trustee Bader asked that the following additions/corrections be made to the Personnel Transactions:

- Addition of item included on the addendum.
- The salary for faculty listed on page 15 of the backup under Professional Growth Increment(s) should be changed from \$269.06 to \$296.00.
- The column header on pages 21 and 22 of the backup packet should be changed to read “credit” rather than “noncredit.”
- The proposed salary listed for Clarence Brown on page 35 of the backup packet should be corrected to read \$121,400, rather than \$113,580.

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to approve the Personnel Transactions, dated August 22, 2007, as amended and corrected. Motion unanimously carried. Student Trustee concurred.

12. PLANETARIUM DOME

Trustee Baca asked for an update on the Planetarium construction project. Vice President Gregoryk reminded Board members that this project has grown from a project of about \$50,000 to one that is just over \$500,000. While that is a large figure, major renovation was undertaken. The project is expected to be completed in late February.

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve the purchase of a new Planetarium Dome from Spitz, Inc. Motion unanimously carried. Student Trustee

concurrent.

13. BIDS

Trustee Bader asked for more information on why the College chose to replace the boiler in the gym with another boiler. Gary Nellesen said there are numerous ways to heat areas; however, for an area the size of the gym, using a boiler for heat is the most cost-effective.

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, to approve the following bids:

- Bid No. 2748 Athletics Restroom Building – Awarded to Facilities Operations Plus, in the amount of \$343,000.
- Bid No. 2750 Boiler Replacement – PE Center/Gym – Awarded to Inland Mechanical Construction, Inc., in the amount of \$52,000.

Motion unanimously carried. Student Trustee concurred.

14. COMPLETION NOTICES

Trustee Baca asked about the flaws in the gym floor. Vice President Gregoryk explained that the sealer put on the floor has bubbled; however, since the floor is used so extensively, it can't be repaired until the holiday break in December.

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

- Bid No. 2685 Gym Floor Replacement – Nu/Age Development, Inc. (Contractor)
- Bid No. 2738 Foundation House Roofing – Best Contracting Services, Inc. (Contractor)

Motion unanimously carried. Student Trustee concurred.

15. PUBLIC HEARING ON PROPOSED BUDGET

In accordance with Title 5 of the California Code of Regulations, Section 58301, the 2007-08 Proposed Budget was made available to the public from August 17, 2007, through August 21, 2007, and a Public Hearing was scheduled for 6:30 p.m., on Wednesday, August 22, 2007. Trustee Bader opened the Public Hearing at 7:35 p.m. There were no statements made relative to the proposed Budget. The Public Hearing was closed at 7:36 p.m.

16. ADOPTION OF THE 2007-08 BUDGET

Vice President Gregoryk provided Board members with an analysis of the 2007-08 proposed budget. The College is projecting total ongoing revenue in the amount of \$140,317,044. Expenditures are anticipated to be \$139,488,274, which means a surplus of \$828,770. Mr. Gregoryk reminded Board members that, while the College is expecting

to receive 2.454% growth, it is the College's policy 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.

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve the 2007-08 Adopted Budget. Motion unanimously carried. Student Trustee concurred.

17. ISSUANCE OF CERTIFICATES OF PARTICIPATION/LEASE REVENUE BONDS

Vice President Gregoryk introduced Rod Carter, from RBC Capital Markets, who reminded Board members how Certificates of Participation (COPs) work. Mr. Carter said that, basically, the College is leasing revenue bonds through the Community College League of California, which is permitted under California law without voter approval. It is hoped that other colleges will pool with Mt. SAC so that we can possibly get a lower rate on the bonds.

The revenue from the bonds would be used to:

- Match State funds for the remodel of classrooms in buildings 7, 11, and 26;
- Complete the student parking lot on the southwest corner of Temple and Bonita; and
- Match State funds for the removal of asbestos and remodel of the Administration Building.

Vice President Gregoryk said the COPs would be repaid over a period of ten years at approximately \$1.4 million per year.

It was moved by Trustee Baca, seconded by Trustee Hall, to approve Resolution No. 07-03 for Authorization to Issue Certificates of Participation/Lease Revenue Bonds. Motion unanimously carried. Student Trustee concurred.

18. AGREEMENT WITH THE INTERCHANGE GROUP

It was moved by Trustee Chyr, seconded by Trustee Baca, to award a contract to provide relocation services of office and classroom furnishings into the newly renovated Buildings 7, 26A, and 26B (Phases 1 and 2) to The Interchange Group, Inc., in the amount of \$51,150. Motion unanimously carried. Student Trustee concurred.

19. BUSINESS COMPUTER LAB

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, to approve Bid No. 2751 – Business Computer Lab, and award the contract to Nu/Age Development, Inc., in the amount of \$192,785. Motion unanimously carried. Student Trustee concurred.

20. REVISIONS TO BOARD POLICY 5030 – FEES

Board members received for first reading and discussion proposed revisions to Board Policy 5030 – Fees. Interim President Nixon explained that waiving enrollment fees for special admission (high school students) is a local option under Code, and we want to encourage local high school students to experience college. In addition, the College has an agreement with the Pomona Unified School District that students participating in the Early College High School program will not pay enrollment fees. In order to align practice with policy and establish consistent practice for all special admission students,

we need to modify the Board Policy, which currently requires that all students be charged a fee for enrolling in credit courses. Dr. Nixon noted that surrounding colleges have taken advantage of the local authorization to waive enrollment fees. No suggested revisions were made by Board members. This proposed revised policy will be brought back to the September Board meeting for approval.

21. ACCREDITATION MID-TERM REPORT

Interim President Nixon reminded Board members that, in January 2005, the Accrediting Commission granted Mt. SAC a six-year term of accreditation. The College is required to submit an Accreditation Mid-Term Report no later than October 2007. Dr. Nixon introduced Barbara McNeice-Stallard, Director of Research & Institutional Effectiveness, and Jemma Blake-Judd, Interim Associate Dean, Technology & Health, and thanked them for co-chairing the Accreditation Mid-Term Report. Dr. Nixon explained that the Mid-Term Report is a response not only to recommendations made by the visiting team, but also an update on what we wrote about ourselves – how we could change or improve. The next visit will be in 2010.

Board members had been provided with a draft copy of the College's Accreditation Mid-Term Report and asked if they would like to provide input prior to it being finalized. Trustee Bader said she thought it might be a little easier to find information in the report if there were sub-headings in the table of contents. Trustee Bader said she noted in the summary that requests for allocations need to be tied to specific goals and she supports that concept.

Dr. Nixon said the final report will be brought back to the Board for approval at its September meeting.

22. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Welcomed new staff to the College.
 - Best wishes were offered to Marge Catullo upon her retirement. Her contributions to the College won't be forgotten, and everyone looks forward to her returning to participate in Puttin' on the Hits.
- Trustee Chen Haggerty thanked Interim President Nixon for his work with the College Foundation. She appreciates his work in building the Foundation Board and also the Heritage Hall fund-raising project.
- Trustee Hall said he is looking forward to the upcoming Welcome Back BBQ, hosted by Interim President Nixon, and the fall sporting events. He congratulated the College administration for bringing forward a budget with a projected surplus. He said he doesn't believe it will be easy to do that again next year.
- Student Trustee Deresa said he participated in a workshop for student trustees, sponsored by the Community College League of California, and found it very informative.
- Trustee Chyr commented on how nice the new College logo is and commended CB Brown and his staff for continuing to produce first-rate marketing materials. He is also pleased that members of the Chamber Singers who won the *Choir of the World* title will perform a song at next month's Board meeting.

- Trustee Bader shared copies of the August 10 edition of *City News*, published by the *Inland Valley Daily Bulletin* featuring the Mt. SAC Chamber Singers. Trustee Bader said the article by Imani Tate is excellent. Trustee Bader said she attended Concerts in the Park in both Rowland Heights and Baldwin Park and was given an opportunity to talk about Mt. SAC and all the great things that happen here.

Trustee Bader announced that the September Board meeting would begin one-half hour later than normal. Closed session will begin at 6:30 p.m., and the public session will begin at 7:00 p.m.

23. ADJOURNMENT

The meeting adjourned at 8:19 p.m.

JSN:dc