



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 26, 2007

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:30 p.m. on Wednesday, September 26, 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 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 7:02 p.m.

4. INTRODUCTIONS/RECOGNITION

- **Introductions**

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

Classified

Evelyn Capili, Account Clerk III, Fiscal Services
Laura Gonzalez, Educational Advisor, Bridge Program
Maribel Gonzalez, Admissions and Registration Clerk, ESL & Intercultural Programs
Brian Heflin, Alternate Media Technician, Disabled Student Programs & Services
Lester Lawenko, Tutorial Services Specialist, Learning Assistance Center
Jason Lozano, Lead Custodian, Custodial Services
Andy Yen, Lab Technician – Chemistry, Natural Sciences
Timothy Zaal, Disabled Student Programs & Services, Alternate Media Technician

Faculty

Hansel Alvarez, English, Literature & Journalism
Lloyd Aquino, English, Literature & Journalism
Michelle Boyer, Michelle, Nursing
Karen Bridges, Earth Sciences, Astronomy
Haskel Buff, Physical Education
Ema Burman, Learning Assistance-Reading
Marie Carin, Nursing
Leah Cleveland, Nursing
Thomas Craft, Physical Education
Sara Di Fiori, Earth Sciences, Astronomy
Michelle Dougherty, English, Literature & Journalism
Alan Efron, Chemistry
Rob Fender, Architecture
Marlene Gallarde, Sociology, Philosophy
Daniel Garcia, Welding Technology
Dirk Hagner, Art, Animation & Broadcasting
Martha Hall, Learning Assistance-Mathematics
Laurie Hartman, Photographics
Anthony Henry, Child Development
Phebe Hosea, Mathematics, Computer Science
Rachel Pinto, History, Art History, Geography, Political Science
Hector Rivas, Art, Animation & Broadcasting
Michelle Sampat, Learning Assistance-Reading
Sarah Scott, Biological Sciences
John Sommers, Administration of Justice
Michelle Stewart-Thomas, Sociology, Philosophy
Jaime Uranga, Electronics & Computer Technology
Elizabeth Uyeki, Librarian
Kisha Williamson, Child Development

- **Recognition**

- A Certificate of Service was awarded to retiree Lucy Alfaro in recognition of her 36 years of service to the College as an EOPS Clerical Assistant. Ms. Alfaro was not able to attend the meeting, so the certificate will be mailed to her.
- The Board recessed at 7:16 p.m. to the Dining Hall to hear a performance by the Mt. SAC Chamber Singers. The group, directed by Professor Bruce Rogers, was applauded for winning the "Choir of the World" title at the Eisteddfod International

Musical Competition. On their way to the grand prize they won three gold medals for their performances in the Mixed Choir, Folk Song Choir, and Youth Choir competitions. It is unprecedented in the 61 years of the Eisteddfod competition that any one group has won this many gold medal awards. The meeting reconvened in the Board Room at 7:34 p.m.

5. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve the minutes of the regular meeting of August 22, 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:

- President Leon thanked John Nixon, Audrey Yamagata-Noji, Virginia Burley, Terri Long, and Michelle Grimes-Hillman for attending the Student Leadership Conference in Lake Arrowhead last weekend.
- As part of an Associated Students Visibility Event, student government leaders gave out snacks and handbooks to students who had paid their Activities Fee. Over 4,000 planners were distributed during this two-day event.
- Associated Students now has a full senate and will begin discussing its goals.

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

- President Grimes-Hillman shared action taken by the Senate over the last month, which included:
 - Approval of the Senate's 2007-08 goals, which were shared with the Board.
 - Approval of proposed revisions to Policy 5030 – Fees.
 - Proposed revisions to Administrative Procedure 5055 – Enrollment Priorities was referred to the Student Preparation & Success Council.
 - Approval of Resolution 2007-09 – Developmental Education Team, in support of the Developmental Education Team's purpose and function statements and recommendation to College administration that the team's professional development modules and annual conference be institutionalized.
 - Approval of the purpose and function statements for the newly created General Education Outcomes Committee.

- President Grimes-Hillman reported that Mt. SAC has been invited to become a member of the Community College Consortium for Open Educational Resources established by the Foothill-DeAnza Community College District. Currently, there are 40 colleges in this consortium to gather, evaluate, and promote the use of Open Educational Resources (free online documents, textbooks, course materials, etc.) to address some of the student equity/access concerns related to the high cost of books, etc. The Senate has appointed a faculty contact person for this project.
- The Senate held two “hot topics” forums and two committee/participatory governance orientations for faculty this month. The hot topics forums were created to inform faculty of statewide issues and the committee/participatory orientations were held to discuss Mt. SAC’s governance structure, Education Code concerns, and academic and professional matters. Interim Vice President Burley was thanked for participating in the orientations.

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

- The Senate was honored to have Dr. Nixon attend the Senate meeting on September 18. Dr. Nixon discussed classified concerns which included: status of the campus emergency disaster plan, Auxiliary Services staff concerns about campus communication, and the possibility of bringing back a campuswide directory which includes photos of staff members.
- The fall fund-raiser for classified staff scholarships will be a raffle for the popular Gift Card Basket. Last year’s Gift Card Basket raffle brought in over \$1,400 to support the Great Staff Seminar. Tickets for the raffle will be distributed in early November.
- Board members were invited to attend the Classified Staff Conference which will be held on Friday, October 19, in the Student Life Center. The theme for this year’s conference will be “Dealing With Stress Through Positive Action.” The keynote speaker is Rajshree Patel, JD.
- This year’s goal for the Classified Senate will focus on campus safety issues as they relate to classified staff. Karen Saldana, Director, Safety & Risk Management, will be invited to the next Senate meeting.

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

- President Long said she enjoyed participating in the Associated Students Leadership Retreat and appreciated being invited.
- At the September 11 Representative Council meeting, Association members voted to support Rosanne Bader, Manuel Baca, and Fred Chyr in the upcoming November election. The Faculty Association will be providing \$7,000 in support to each candidate and will also be requesting funds from CTA.
- *Puttin’ on the Hits* is scheduled for Friday, March 14, at 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 will be sending 13 delegates to the California Community Colleges Association (CCA) Fall Conference being held in Sacramento.

- Board members were invited to attend the Faculty Association Part-time Open House scheduled for Monday, October 22, 6:00 p.m., and Tuesday, October 23, 12:00 p.m., at the Faculty Association Office.
 - The Faculty Association is discussing the possibility of assisting the District in raising money for the Community College Initiative. The Association plans to contribute to the purchase of a table at the statewide dinner scheduled for Wednesday, November 5, 6:00 p.m., at the Los Angeles Downtown Marriott.
- E. Representing CSEA, Chapter 262, President Odette Richardson reported the following:
- President Richardson thanked Trustees Bader and Chyr for attending the CSEA, Chapter 262, general meeting earlier today.
 - Ms. Richardson announced that CSEA, Chapter 262, Vice President Bill Rawlings has been appointed to the State CSEA Political Action Committee. She will be replacing Mr. Rawlings on the State CSEA Community College Committee. Both will be serving two-year terms.
- F. Interim President Nixon's report included the following:
- Dr. Nixon again commended the Mt. SAC Chamber Singers for winning the "Choir of the World" title. He thanked them for performing earlier this evening.
 - Dr. Nixon said it was a pleasure to participate in the Associated Students Leadership Retreat. He complimented the student leadership for their organization of the retreat, noting that it was well attended and that students were very enthusiastic.
 - Dr. Nixon noted that, at last month's Board Meeting, Board members received a prospective enrollment report. Tonight, he asked Vice President Yamagata-Noji to provide Board members with an updated report.

Compared to comparable data from Fall 2006, Dr. Yamagata-Noji noted the following:

Unduplicated Credit Enrollment is up 3.58%
 Total Enrolled Units is up 4.42%
 Credit Student Enrollment Profile:
 First time students is down 3.90%
 Continuing students is up 7.42%

Dr. Yamagata-Noji pointed out that more students are enrolling and the College is offering almost the same number of courses this fall as last fall. Marketing efforts have paid off with the greatest increase in day and evening enrollment. While more "continuing" students are registering, fewer first-time students are applying and registering. This is a concern that needs further study.

9. INFORMATIONAL REPORT

Board members were provided with a written briefing on Transfer Progress, prepared by Audrey Yamagata-Noji, Vice President, Student Services.

Vice President Yamagata-Noji reported that recent news accounts and research studies have implied that the community colleges are failing to adequately transfer students to four-year institutions. Appropriately measuring transfer rates is complex and, at times, confusing. It is extremely difficult to receive accurate information about our students who transfer due to problems with databases and a lack of a comprehensive, integrated system linking community colleges with baccalaureate-granting colleges and universities.

Dr. Yamagata-Noji pointed out that, for CSU, from 2001-02 to 2005-06, in year-to-year comparisons, Mt. SAC transfers increased by an average of 5.75 students annually, with a yearly transfer average of 1,195 students. For UC, using the same criteria, transfers increased by an average of 8.5 students annually, with a yearly transfer average of 308. The most popular transfer institutions for Mt. SAC students are Cal State Fullerton and Cal State Pomona.

During the past year, Mt. SAC has done the following to promote transfer:

- Created the new position of Director, Career and Transfer Services.
- Created a Career/Transfer Resource Center in the newly-remodeled Student Services Center.
- Established a Career and Transfer listserv to email transfer events, programs, and deadlines to students on a bi-monthly basis.

During 2006-07, the College will be doing the following to promote transfer:

- Conduct class presentations on transfer.
- Develop a transfer registry.
- Improve and update the Transfer website.
- English Department faculty will conduct personal statement workshops.
- Send mailings to new students who indicate transfer as a goal on their Mt. SAC application.

10. CONSENT AGENDA

Trustee Bader asked that the following correction be made to the Personnel Transactions:

- The name Donna Ropp should be added under Substitute Employees on page 28 of the backup packet.

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

PRESIDENT'S OFFICE

1. Approval of the College's Accreditation Midterm report.

HUMAN RESOURCES

2. Approval of Personnel Transactions, dated September 26, 2007, as corrected.

INSTRUCTION and STUDENT SERVICES

3. Approval of affiliation agreements with clinical sites for Histotechnology students.
4. Approval of Professional and Organizational Development activities for 2007-08.
5. Approval of the classified staff conference "Dealing With Stress Through Positive Action" to be held on October 19, 2007.
6. Approval of a Child Development Contract with MCT Technology, Inc. for a new database application.
7. Approval to pay accreditation expenses associated with the Registered Veterinary Technician Program site visit.
8. Approval of Tech Prep grant expenditures from 2007-08 funds.
9. Approval of activities for the Family and Consumer Sciences Business/Industry Collaborative grant.
10. Approval to accept funds and approve activities for the Title V – Developing Hispanic-Serving Institutions grant.
11. Approval to accept funds for the California Community Colleges Chancellor's Office Contract Education South – Statewide Leadership grant.
12. Approval of activities for the Integrating AmeriCorps into Teacher Reading and Math Development Partnerships grant.
13. Approval of a contract between the Small Business Development Center and Arcadia Chamber of Commerce.
14. Approval of changes to contract education agreements through The Training Source.
15. Approval of additions and changes to the Community Education program.
16. Approval of additional childcare sites for CalWORKs students.

ADMINISTRATIVE SERVICES

17. Approval of the Appropriation Transfers and Budget Revisions Summary.
18. Approval of a Renewal Agreement with Cingular Wireless.
19. Approval of a five-year contract with Xerox Corporation for the lease of four high-production printing units.
20. Approval of funds to provide refreshments for day-long workshops involving Human Resources, Payroll, Finance, Financial Aid, and Student Services for the Banner Implementation Project.

21. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.
22. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
23. Approval to purchase Hewlett Packard network equipment from the Western States Contracting Alliance Master Price Agreement No. A63309.
24. Approval of the following Bids:
 - Bid No. 2752 Re-Bid Art Center Computer Lab Renovation – Awarded to Nu/Age Development, Inc., in the amount of \$164,464.
 - Bid No. 2762 Purchase of Microscopes – Awarded to A. G. Heinze (in the amount of \$139,328.07) and Southland Instruments (in the amount of \$17,840.42).
25. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
26. Approval of the following Contract Amendments:
 - Contract Child Development Center – tBP Architecture (Contractor) – Contract Amendment No. 4.
 - Contract Design Technology Center – HMC Architects (Contractor) – Contract Amendment No. 1.
 - Contract Tennis Courts/Athletics Restroom Building – HMC Architects (Contractor) – Contract Amendment No. 1.
 - Contract Classroom Remodel – Vantage Technology Consulting (Contractor) – Contract Amendment No. 2.
 - Contract PE Center Renovation (Building 45) – Kishimoto Architects (Contractor) – Contract Amendment No. 5.
27. Approval of the following Completion Notices:
 - Bid No. 2560 Science Building – Westco Service Company (Mechanical/HVAC Contractor)
 - Bid No. 2701 Art Complex Exterior Renovation – Nu/Age Development, Inc. (Contractor)
28. Approval of the following Proposed Gift and Donation to the College:
 - William C. Robbins – Color and Black-and-White Photos and Frames of Mars and Viking I, valued by donor at \$3,000, to be used by the Natural Sciences Division.

Motion unanimously carried. Student Trustee concurred.

11. PROFESSIONAL DESIGN AND CONSULTING SERVICES

Trustee Hall asked about the fees for professional architectural and engineering services, noting that in the backup packet they are listed at 10%. Dr. Hall said he thought past figures had been in the 8% to 9% range. Vice President Gregoryk explained that 8% is the fixed fee on new construction; however, 10% is the standard fee on remodel projects.

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to approve contracts with various consultants to provide Professional Design and Consulting Services in support of several Measure R Bond, State and COPS Loan, and Scheduled Maintenance projects. Motion unanimously carried. Student Trustee concurred.

12. PURCHASE OF ZEISS ZKZP3/B STAR PROJECTOR

Trustee Hall noted that this request is an increase of over \$120,000 and he wanted to confirm that the Foundation is prepared to fund it. Vice President Gregoryk assured the Board that the Foundation has funds set aside for this purchase.

Bill Eastham, Director of Technical Services, informed the Board that the College became aware of the new Zeiss Star Projector about six months ago. He said it is a significant upgrade and will provide a state-of-the-art educational experience for our students, faculty, and community, while maximizing the capability of the newly refurbished Planetarium.

It was moved by Trustee Baca, seconded by Trustee Hall, to approve an amendment to the contract with Seiler Instrument and Manufacturing Company, Inc., as vendor, and Carl Zeiss Jena GmbH, as manufacturer, to purchase a Zeiss ZKZP3/B Star Projector. Motion unanimously carried. Student Trustee concurred.

13. CHANGE ORDERS

Trustee Chyr referenced page 81 of the backup packet, specifically Bid No. 2714 – Planetarium Remodel change orders. He asked if there is any expectation that costs may go beyond what is presented to the Board on this agenda. Director Nellesen said that he doesn't foresee any additional costs, but warned that installation of the dome requires DSA approval, and DSA may require specific modifications. Trustee Chen Haggerty asked that a report be prepared on Planetarium renovations with a breakdown of the source of funding. Vice President Gregoryk said it appears the Planetarium will open at the end of the spring semester.

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

- Bid No. 2560 Science Laboratories – Westco Service Co. (HVAC Contractor) – Change Order No. 10.
- Bid No. 2628 Music Center Expansion – Paul C. Miller Construction (General Construction Contractor) – Change Order No. 14.

- Bid No. 2664 Classroom Remodel – Karcher Environmental (Demolition/ Abatement Contractor) – Change Order No. 7.
- Bid No. 2665 Classroom Remodel – PW Construction (General Construction Contractor) – Change Order No. 7.
- Bid No. 2665 Classroom Remodel – PW Construction (General Construction Contractor) – Change Order No. 8.
- Bid No. 2666 Classroom Remodel – Empire Floor (Flooring Contractor) – Change Order No. 1.
- Bid No. 2666 Classroom Remodel – Empire Floor (Flooring Contractor) – Change Order No. 2.
- Bid No. 2668 Classroom Remodel – Inland Mechanical (Plumbing Contractor) – Change Order No. 7.
- Bid No. 2668 Classroom Remodel – Inland Mechanical (Plumbing Contractor) – Change Order No. 8.
- Bid No. 2669 Classroom Remodel – Los Angeles Air-Conditioning (HVAC Contractor) – Change Order No. 5.
- Bid No. 2669 Classroom Remodel – Los Angeles Air-Conditioning (HVAC Contractor) – Change Order No. 6.
- Bid No. 2670 Classroom Remodel – Sage Electric (Electrical Contractor) – Change Order No. 2.
- Bid No. 2670 Classroom Remodel – Sage Electric (Electrical Contractor) – Change Order No. 3.
- Bid No. 2688 Classroom Remodel – Daart Engineering (Fire Sprinklers Contractor) – Change Order No. 2.
- Bid No. 2682 Student Services Temporary Buildings Site Work - Conengr Corporation (Contractor) – Change Order No. 3.
- Bid No. 2687 Staff Parking Lot D-3 – EC Construction (General Contractor) – Change Order No. 4.
- Bid No. 2697 Student Services Renovation – PW Construction, Inc. (Contractor) – Change Order No. 2.
- Bid No. 2704 Construction Services Building Remodel and New Data Center – PW Construction, Inc. (General Contractor) – Amended Change Order No. 2R.
- Bid No. 2714 Planetarium Remodel – Inland Empire Builders (Contractor) – Change Order No. 3.

- Bid No. 2747 Learning Technology Center Radio Lab Renovation – Nu/Age Development (Contractor) – Change Order No. 1.

Motion unanimously carried. Student Trustee concurred.

14. REVISIONS TO BOARD POLICY 5030 – FEES

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve revisions to Board Policy 5030 – Fees. Motion unanimously carried. Student Trustee concurred.

15. 2007-08 COLLEGE GOALS

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to approve the 2007-08 College Goals. Motion unanimously carried. Student Trustee concurred.

16. BID

Vice President Gregoryk said Bid No. 2763 – Natural Sciences Building Exterior Improvements, is scheduled to be paid from the Certificates of Participation (COPS) loan funds; however, we have not issued those funds yet because we are working with a couple of other colleges in an effort to share the cost of underwriting the loan. We hope to have the COPS loan finalized by the end of October.

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

- Bid No. 2763 Natural Sciences Building (7) Exterior Improvements – Awarded to K.A.R. Construction, Inc., in the amount of \$1,197,000.

Motion unanimously carried. Student Trustee concurred.

17. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Welcomed new faculty and staff to the College.
 - Each applauded the very talented Professor Bruce Rogers and the Chamber Singers and commended them for winning the title “Choir of the World.” Professor Rogers and the singers were thanked for performing for the Board earlier in the evening. All agreed that they are a pleasure to hear. Professor Rogers was praised for his ability to take new students each year and, through his enthusiasm and skill, turn them into an award-winning group.
- Student Trustee Deresa thanked Dr. Nixon, Dr. Yamagata-Noji, Dr. Burley, and Professor Grimes-Hillman for attending the Associated Students Leadership Retreat. He thought it was a very successful event with good participation by all.
- Dr. Hall said it is inspirational to be able to go out into the community and represent this institution and the excellence it represents. Serving as an ambassador for the College, Trustee Hall attended a recent Rowland Heights Chinese Association Dinner and the Walnut Valley Unified School District Awards Night, where he was pleased to accept an award for the College as one of their prized partners. Trustee Hall also invited everyone to attend, as his guest, the 48th District Agricultural

Association's Teacher Recognition Day on November 3, 2007, at Agriscapes at Cal Poly Pomona.

- Trustee Baca agreed that a College photo directory is very useful. Trustee Baca said he represented Mt. SAC at the Association of Community College Trustees conference in San Diego, where he and Los Angeles Chancellor Marc Drummond gave a presentation on Accountability and Efficiency.
- Trustee Chen Haggerty said she attended the last Foundation Board meeting and is pleased to see that the Foundation is doing so well. New Board members are being recruited and the Foundation is doing well with its raffle of the Sophia B. Clarke home. Trustee Chen Haggerty said she is also now a student at Mt. SAC, taking a piano class.
- Trustee Chyr said he appreciated the opportunity to speak to CSEA, Chapter 262 members and the Faculty Association. He thanked the Faculty Association for its monetary contribution.
- Trustee Bader congratulated Bill Rawlings and Odette Richardson for their statewide leadership in CSEA. She thanked the Faculty Association for its support and said she appreciated having the opportunity to meet with CSEA. Trustee Bader said she and Dr. Baca were in Baldwin Park on Saturday at a senior center dedication ceremony, and she appreciated having the opportunity to talk about Mt. SAC.

Trustee Bader shared the following from a recent California Community Colleges Trustees (CCCT) Board meeting:

- CCCT Initiative – Colleges are again being asked to contribute to the Initiative to help ensure that they have the necessary resources to get the message out to voters. Since Mt. SAC met its goal during the qualification phase, we won't be asked to contribute as much as those colleges that did not meet the original goal. Trustee Bader asked that a resolution in support of the Community College Governance, Funding Stabilization, and Student Fee Reduction Act be included on next month's Board agenda.
- An interesting study was shared regarding CEO tenure and retention. She noted that the average length of service of a CEO in California is 4.4 years. Of CEOs leaving, 50% are retiring; however, more than in the past, some are leaving under duress. Districts are seeking new CEOs from presidents of multi-campus districts, which create other vacancies.
- The legislature is studying two bills related to the cost of textbooks, which are of great interest to Trustee Bader. While the cost of textbooks can't be mandated, she hopes it will bring this issue to light.

18. CLOSED SESSION

The Board adjourned to Closed Session at 8:56 p.m. to discuss the following item:

- Public Employment – per California Government Code Section 54957
President/CEO

The public meeting reconvened at 9:50 p.m.

19. ACTION TAKEN IN CLOSED SESSION

None.

20. ADJOURNMENT

The meeting adjourned at 9:51 p.m.

JSN:dc