



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 24, 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, October 24, 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:

- Public Employment – per California Government Code Section 54957 President/CEO
- 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 6:33 p.m.

4. INTRODUCTIONS/RECOGNITION

- **Introductions**

The following newly appointed staff were introduced to the Board:

Margaret Amaro, Clerical Specialist, Printing Services
Amy Cheung, Account Clerk III, Payroll
Karen Long, Computer Facilities Coordinator, Information Technology
Kent Taylor, Laboratory Technician, Physics, Natural Sciences

- **Recognition**

- A Certificate of Service was awarded to retiree Doug Evans in recognition of his 15 years of service to the College as Director, Public Safety. Mr. Evans was not able to attend the meeting, so the certificate will be mailed to him. Vice President Gregoryk commented that Mr. Evans did a wonderful job for the College and always put the interests of students in the forefront.

5. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve the minutes of the regular meeting of September 26, 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 said the Associated Students has been very busy organizing events and appropriating money for various organizations and clubs that are active on campus. Some of the events sponsored or co-sponsored, as well as upcoming events, include:
 - Iftar Dinner for the Muslim Student Association – October 9
 - Four students attended the California Community College Student Affairs Association Conference in Sacramento October 29-21
 - Helen Thomas “First Lady of the Press” – October 22
 - Islam and Democracy companions or competitors – October 25
 - Breast Cancer Awareness – October 29 and 30
 - Halloween Bash – October 31
 - Dia de los muertos (Day of the dead) – November 1
 - Honors Awareness – November 15
 - Recycling Committee

- Trustee Bader was thanked for attending the student Senate meeting on Tuesday and sharing the contributions she has made to the College during her tenure on the Board.
- The Senate has approved the contribution of \$2,500 in support of the Community College Initiative campaign. They also approved the purchase of a costume of the Mountie mascot to promote school spirit.
- Academic Senator Adam Prohoroff said the Senate will be conducting an Honors Awareness Week in order to better inform English 68 students about the Honors program. He said the Senate will also be developing an Environmental Committee. Representatives from Associated Students met with staff from Cal Poly to talk about their recycling program. Department Chairs will be kept informed as the proposal continues to develop.

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

- President Grimes-Hillman reported on the following Senate action: At its October 18 meeting, the Academic Senate approved a resolution regarding the Senate's Outstanding Awards. They also voted to revise Administrative Procedure 4021 – At Risk Programs and Program Discontinuance. The Senate will hold a special meeting on October 25 to discuss the Academic Senate for California Community Colleges Fall 2007 Resolutions. The Senate is continuing to work on its constitution/bylaws.
- The Senate President, Vice President, and Legislative Liaison will attend the Fall Plenary on November 1-3, in Anaheim.
- President Grimes-Hillman provided an update on the Academic Senate for California Community Colleges (ASCCC) Committees. Professor Angel Lujan will serve on the State Academic Senate Counseling and Library Faculty Issues Committee. Professor Grimes-Hillman has been appointed to the ASCCC Curriculum Committee. Professor Phillip Maynard continues to serve as a Representative-at-large.
- On behalf of the Academic Senate, President Grimes-Hillman expressed concern that the College isn't planning to hire faculty growth positions this year. The Senate believes this will negatively impact students. The Senate encourages the hiring of new faculty in accordance with the percentage of growth.

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

- Karen Saldana, Director of Safety & Risk Management, met with the Classified Senate on October 16 to discuss concerns from classified staff regarding the campus emergency plan. Director Saldana's office is working with local fire and law enforcement agencies to make available CERT (Community Emergency Response Training) training on campus for all interested employees. President Smith said the Classified Senate would support any and all safety programs that would benefit classified employees.
- The Fall Gift Basket Raffle to support classified staff scholarships will take place on November 21.

- The Classified Staff Conference was held on Friday, October 19, with approximately 50 classified staff members in attendance. Trustee Chen Haggerty and Interim President Nixon were thanked for attending.
- The Senate will begin reviewing its constitution for possible revisions at its next meeting.

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

- The Faculty Association continues to support the three incumbents for the upcoming Board of Trustees election. Association members have assisted with phoning, recording voice messages, and placing signs throughout the district. This weekend, members will assist Trustee Baca with a campaign mailer.
- The Open Houses, sponsored by the Association, for part-time faculty were very successful. On behalf of the Association, President Long thanked Trustees Baca, Bader, Chyr, and Hall for attending. She also thanked Dr. Nixon, Dr. Burley and Dr. Yamagata-Noji for supporting the event.
- The Faculty Association donated \$2,500 in support of the Community College Initiative. President Long and Vice President Galbraith will attend the sponsor dinner at the Los Angeles Marriott on November 5.
- The Faculty Association supports the Academic Senate's recommendation regarding hiring faculty growth positions.
- Regarding campus safety, mentioned by Classified Senate President Randy Smith, Dr. Long reported that she and Vice President Galbraith presented a workshop at the CCA Conference on campus safety issues through the eyes of faculty.

E. Representing CSEA, Chapter 262, President Odette Richardson reported the following:

- President Richardson thanked Trustee Chen Haggerty, Dr. Nixon, and Dr. Burley for attending Friday's Classified Staff Conference.
- On behalf of CSEA, Chapter 262's executive board, President Richardson expressed concern with the beginning efforts of the Presidential Search as it pertains to transparency. According to Ms. Richardson, CSEA was provided with an opportunity to review the job announcement; however, with only a three-day timeline, there was not an opportunity to communicate with constituent groups or to hear recommendations from other groups.

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

- Dr. Nixon thanked College constituent groups – Faculty Association, CSEA, Associated Students, Foundation, and Auxiliary Services – for contributing to the Community College Initiative, Proposition 92. The Board is being asked to approve a resolution tonight in support of the Initiative.
- Dr. Nixon thanked Dean Stephen Runnebohm for taking the lead in having Journalist Helen Thomas on campus. According to Dr. Nixon there was tremendous interest in hearing her speak and it was a great benefit for students.

- Dr. Nixon said that he enjoyed attending the Youth Science Center Gala last Wednesday evening and seeing Trustee Hall recognized for his good work in the community. It was a well deserved honor, and, in his acceptance remarks, Trustee Hall, in turn, honored the college. Dr. Nixon noted that two of the other three awardees have attended Mt. SAC, as had the keynote speaker, Anthony Cook, who is an astronomer and official with the Griffith Observatory in Los Angeles.
- Dr. Nixon announced that Mt. SAC won a total of six Medallion Awards at the Fall Regional Conference of the National Council for Marketing & Public Relations (NCMPR) in Reno. These honors represent the best of class among community colleges located in the Western and Pacific Northwestern states. Specifically, Mt. SAC captured the following awards:

Gold: Best Class Schedule
Best Student Handbook
Best Print Advertising Series

Silver: College Catalog

Bronze: College Viewbook
Brochure/Flyers (series of Foundation/Alumni programs)

Dr. Nixon commended the Graphic Design team, composed of John Lewallen and Linda Lundgren, for its outstanding work.

- Dr. Nixon said that, since joining the College three years ago, he has heard of the interest on the part of the City and the College to do whatever possible to mitigate the traffic problems at the intersection of Grand and Temple/Amar. Dr. Nixon said that City and College staff have been meeting to identify options. Vice President Gregoryk introduced representatives from the City of Walnut: Mary Rooney, Community Services Director; Dave Gilbertson, City Engineer; and Steve Lariso, Project Manager.

Gary Nellesen and Dave Gilbertson presented proposed improvements to the intersection, which include additional left and right turn lanes. In addition, staff is studying the possibility of having traffic come off of Grand just south of the Wildlife Sanctuary for quick access to the parking lots south of Temple. Trustee Chyr asked if there was concern about traffic using this entrance as a throughway to get to Temple. Staff thought the installation of stop signs and/or speed bumps would discourage that from happening.

In order to increase the size of the intersection, the College would lose some property on the northeast and southwest corners of the intersection. The current eight-foot sidewalk on the northeast corner, by the marquee, would be moved closer to the marquee and would be changed to a five-foot sidewalk. Construction would last about six months.

The City of Walnut has already spent \$275,000 on improvements at the College entrance at San Jose Hills Road. The City is willing to commit another \$2,488,000 to improvements to the Grand/Temple intersection. At this point the College isn't sure what monetary commitment it can make.

The City will complete construction documents and try to coordinate schedules for work to begin around July 1, 2008. Mt. SAC will work to identify funding sources.

- Dr. Nixon said that a second issue of even greater significance to the College is water conservation. Vice President Gregoryk said the College is in the forefront

with many conservation measures. As the cost of water has risen in recent years, Mt. SAC has been successful in reducing water use. In 2002, Mt. SAC used 797 acre feet of water. That figure was reduced to 447 in 2006, a drop of about 43%. (Note: One acre foot of water is 325,851 gallons.)

Director Nellesen reported that the College's conservation efforts have saved enough water to supply 1,100 typical suburban households each year. (Note: An average suburban home with a lawn uses 0.3 acre foot of water per year.) Those efforts have included:

- Installation of a master irrigation controller. This unit saves about 125 acre feet of water per year by measuring temperature and humidity conditions and controlling the water cycles to prevent waste. The system is partially implemented and will continue to be installed in all newly landscaped areas.
- Installation of waterless urinals. Each unit saves an estimated 30,000 gallons per year. The College has installed 63 units to date and is planning to install 40 more over the next year. The units have been purchased using rebate funds from the Metropolitan Water District. They require a relatively low maintenance cost and are typically installed and maintained by staff.
- Low-flow shower heads. Twenty-six units have been installed saving over 100,000 gallons of water per year. Thirty more units are scheduled to be installed this year.
- Low-flow toilets. These units use approximately 50% less water and are installed in all new buildings and retrofit situations.

Director Nellesen said that future conservation strategies include the development of a reclaimed water storage and distribution system, expanding the storage capacity of our potable water system, and rehabilitation of two of our existing three water wells to supply water to our wildlife sanctuary, fields, pastures, or possibly to another water agency for treatment and distribution. As water rates escalate past the \$500 per-acre-foot rate, the College is evaluating future strategies to determine the most fiscally and environmentally responsible course of action.

An important first step was taken in 2007 with the development of a recycled water master plan for the College by Civiltech Engineering, Inc. The report indicates that significant savings of potable water can be achieved by implementing the strategies listed above. Mt. SAC has submitted applications for over \$4.5 million of grant funds to fully implement these future strategies. If funds are awarded and the projects implemented, Mt. SAC will be at the cutting edge of water conservation with a system that will allow maximum flexibility while fully supporting the operation of the College for the foreseeable future.

9. INFORMATIONAL REPORT

Board members were provided with a written briefing on the Forensics Program, prepared by Anne Fleischer, Casey Garcia, and Liesel Reinhart.

Professors Fleischer, Garcia, and Reinhart reported that the Mt. SAC Forensics Team is a comprehensive speech, debate, and readers' theater program that operates like a team sport with both an academic and career-oriented focus. Emphasis is on student

expression, critical thinking, and appreciation of diverse perspectives. Nationally, more than 500 colleges and universities have intercollegiate forensics programs, with 43 currently active programs in the Southern California league. Mt. SAC has remained the top-ranked team of any type (two- or four-year) in the league for more than a decade.

Each year, the Mt. SAC team attends approximately 24 tournaments and work retreats at the league, state, national and, occasionally, international levels. Each tournament typically fills an entire weekend, with some competitions lasting a full week. Through preparing and competing at these events, students gain research, writing, performance and analytical skills while they also develop professionalism, ethics, teamwork, and leadership.

The Mt. SAC Forensics Team is undeniably the most successful community college forensics program in the nation, with ten national awards. The team won the top community college national award and placed 8th at the *four year* national championship in 2007; Mt. SAC was also the only school in the nation with two national individual student champions. In the 2006-07 season overall, Mt. SAC students won more than 450 trophies and awards.

The cumulative enrollment in forensics courses for the 2006-07 season was more than 120 students, with approximately 70 additional students from related speech, theater, and honors courses also attending competitions.

A minimum of eight free public campus events each year benefit a much wider audience, including Fall and Spring *Evening with Forensics* performances, *Evening with Readers Theater*, Winter and Summer Speech Demonstration Days, the Reel Invitational Tournament, and the ARTA National Readers Theater Tournament. Over 1,000 Mt. SAC students, staff, faculty and community members attend these excellent performance events each year.

The success of the program can be attributed to an intensive training model, a philosophy that stresses creativity and excellence, outstanding students, and the committed support of the communication department, division deans, and the district.

Board members congratulated staff and students on their outstanding accomplishments. Coaches were commended for providing these students with an experience of a lifetime.

10. CONSENT AGENDA

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

PRESIDENT'S OFFICE

1. Approval of Resolution No 07-04 in support of the Community College Governance, Funding Stabilization, and Student Fee Reduction Act.

HUMAN RESOURCES

2. Approval of Personnel Transactions, dated October 24, 2007.

INSTRUCTION and STUDENT SERVICES

3. Approval to accept funds and approve activities for the California High School Exit Examination Preparation grant.
4. Approval to ratify a contract with California State Polytechnic University, Pomona, through the Teacher Preparation Pipeline grant.
5. Approval to accept funds for the Scholarships in Science, Technology, Engineering, and Mathematics grant.
6. Approval to accept funds and approve activities for the Career Advancement Academy sub-grant.
7. Approval of contracts and approval to accept funds for the Advanced Technological Education grant.
8. Approval of activities for the Pomona Valley Hospital Medical Center grant.
9. Approval of activities for the Family and Consumer Sciences Business/Industry Collaborative grant.
10. Approval of a conference sponsored by the Psychology Department on November 16, 2007.
11. Approval to ratify a Memorandum of Understanding with the Mexican American Legal Defense and Educational Fund.
12. Approval of additions to the Regional Health Occupations Resource Center programs.
13. Approval of additions and changes to contract education agreements through the Training Source.
14. Approval of additions and changes to the Community Education program.

ADMINISTRATIVE SERVICES

15. Approval of the Appropriation Transfers and Budget Revisions Summary.
16. Approval of a Service Agreement with ELM Service Bureau/ELM National Disbursement Network for use of its loan processing, management, and disbursement system to support Mt. SAC's student loan processing and disbursement.
17. Approval to purchase Hewlett Packard-branded products and services from Sehi Computer Products, Inc. under the Los Angeles County Office of Education Bid No. 05-06/1326 on an as-needed basis through October 17, 2008.
18. Approval of an agreement with Fletcher, Heald & Hildreth, PLC to provide legal services related to the relocation of the KSAK Transmitter.
19. Approval of a contract with Augusoft, Inc. to purchase and implement its Lumens

software for fee-based Community Education courses, using USAePay as the credit card payment service provider.

20. Approval to reduce to 5% the retention for E. C. Construction Company on their contract for the Staff Parking Lot D-3 project (Bid No. 2587).
21. Approval of contracts with various consultants to provide Professional Design and Consulting Services to support Measure R Bond and Scheduled Maintenance projects.
22. Approval of an agreement with Orange County Teachers' Federal Credit Union/National Benefit Services, LLC Third-Party Administration program for the purpose of administering and monitoring the College's tax-sheltered programs.
23. Approval of the following Change Orders:
 - Bid No. 2682 Student Services Temporary Buildings Site Work - Conengr Corporation (Contractor) – Change Order No. 4.
 - Bid No. 2687 Staff Parking Lot D-3 – E. C. Construction Company (General Contractor) – Change Order No. 5.
 - Bid No. 2697 Student Services Renovation – PW Construction, Inc. (Contractor) – Change Order No. 3.
 - Bid No. 2704 Construction Services Building Remodel and New Data Center – PW Construction, Inc. (General Contractor) – Amended Change Order No. 3.
 - Bid No. 2714 Planetarium Remodel – Inland Empire Builders (Contractor) – Change Order No. 4.
 - Bid No. 2730 Backbone Infrastructure for Agricultural Sciences Building – Miramontes Construction Company, Inc. (Contractor) – Change Order No. 1.
 - Bid No. 2745 Student Parking Lot S and Pedestrian Crossing – E. C. Construction Company (General Contractor) – Change Order No. 1.
 - Bid No. 2747 Learning Technology Center Radio Lab Renovation – Nu/Age Development (Contractor) – Change Order No. 2.
24. Approval of the following Completion Notices:
 - Bid No. 2556 Science Building – Advanced Lab Concepts (Cabinets and Millwork Contractor)
 - Bid No. 2687 Staff Parking Lot D-3 – E. C. Construction Company (General Contractor)
 - Bid No. 2747 Learning Technology Center Radio Lab Renovation – Nu/Age

Development, Inc. (Contractor)

25. Approval of the following Proposed Gifts and Donations to the College:

- Animal Health & Sanitary Supply – Health Technology Professional Products (two cases Triple Two 4/1 Detergent Disinfectant), valued by donor at \$160, to be used by the Natural Sciences Division.
- Columbia Steel Inc. – Eight tons of Mild Steel Remembrances, valued by donor at \$5,000, to be used by the Technology and Health Division.
- L. A. City Department of Water and Power – Eight tons of Mild Steel Remembrances, valued by donor at \$5,000, to be used by the Technology and Health Division.
- Herrick/San Bernardino Steel - Eight tons of Mild Steel Remembrances, valued by donor at \$5,000, to be used by the Technology and Health Division.
- California Steel Inc. - Eight tons of Mild Steel Remembrances, valued by donor at \$5,000, to be used by the Technology and Health Division.
- Wilson Industries – Various Welding Curtains, valued by donor at \$2,900, to be used by the Technology and Health Division.
- Alhambra Fire Department, City of Alhambra – 1976 Seagrave Fire Truck, valued by donor at \$50,000, to be used in the Technology and Health Division.
- James Kiminki of California Tool & Welding Supply – Various SMAW Welding Rods, valued by donor at \$4,281, to be used in the Technology and Health Division.

Motion unanimously carried. Student Trustee concurred.

11. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Congratulations and best wishes were sent to Director of Public Safety Doug Evans upon his retirement.
 - Board members acknowledged the achievement of Clarence Brown, Director of Marketing & Communication, and his staff for winning so many NCMPR awards. Board members appreciate the excellent work that comes from this office.
 - Board members congratulated Trustee Hall for receiving the Community Partner Award from Youth Science Center at its Gala last Wednesday evening. He was playfully mocked for being a human dynamo.
- Student Trustee Deresa acknowledged the upcoming election for Trustees Baca, Bader, and Chyr, noting that he had assisted Trustee Bader earlier in the month with campaign mailers.
- Trustee Baca said he represented Trustee Bader and the College at a reception with Daisaku and Kaneko Ikeda with the Soka Gakkai International (SGI-USA) West

Territory Youth Division. SGI-USA is an American Buddhist association that is dedicated to humanitarian efforts and promotes world peace and individual happiness.

Trustee Baca said he is very happy about the positive relationship the College is enjoying with the faculty and classified staff. He said this is only possible because the management staff has a good relationship with faculty and staff.

- Trustee Hall said he accompanied Interim President Nixon to the San Dimas City Council meeting Tuesday evening. Dr. Nixon will be visiting district city council meetings as part of the College outreach effort.

Trustee Hall commented on the recent passing of former professor Richard Boyd. Earlier in the day, Trustee Hall had talked to Doug Boyd, one of Professor Boyd's four children. He said it is important to recognize how everything we have is built on the shoulders of those who came before us.

Trustee Hall said that he appreciates the work being done by College staff to address pressing issues, such as traffic, growth, and water conservation.

- Trustee Chen Haggerty enjoyed attending the Classified Staff Conference. She also attended the College's 60th Annual Cross Country Invitational.

Trustee Chen Haggerty announced that tickets for the House Raffle through the Foundation haven't sold as rapidly as hoped; however, the Foundation Executive Committee has decided to continue the raffle with an extended timeline.

Trustee Chen Haggerty said the Helen Thomas event was wonderful. The *Chinese Daily Journal* put the story on the front page of its local section.

- Trustee Bader said this is a very busy time with the campaign, although she appreciates having the opportunity to talk about the College. She said she is looking forward to the President's Gala Saturday night and hopes to see everyone there.

12. CLOSED SESSION

The Closed Session scheduled for a student expulsion hearing was postponed until next month's meeting because of the fires in the area and participants' inability to attend tonight's meeting.

13. ADJOURNMENT

The meeting adjourned at 7:59 p.m.

JSN:dc