



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 14, 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, November 14, 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
- Conference with Labor Negotiator Virginia Burley, Interim Vice President, Instruction, per California Government Code Section 54957.6
Faculty Association

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:

Classified

Debbie Erickson, Secretary, EOPS/CARE
Ditmara Hernandez, Clerical Specialist, Basic Skills
Livier Martinez, Mental Health Clinician, Student Health Services

Management

Susan Pearson, Manager, Accounting

- **Recognition**

Trustee Bader presented a Certificate of Service to Karon Ekenstam, Project Administrator in Information Technology, upon her retirement, following 22 years of service to the College. Ms. Ekenstam said she is retiring due to health problems. She thanked her supervisor, Sheryl Hullings, for her support throughout the years. Dr. Nixon said it was a pleasure to have known and worked with Ms. Ekenstam.

5. APPROVAL OF MINUTES

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve the minutes of the regular meeting of October 24, 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:

- Mt. SAC has lost two of its students this semester – Joshua Briggs, a Radio Television Broadcasting major, passed away on October 1, and Jonothon Olmos, the Associated Students Community Relations Senator, passed away on October 24. Associated Students is working to establish a scholarship named in honor of these students.
- Trustees Baca, Bader, and Chyr were congratulated on their re-election to the Board.
- Ms. Leon commented on the following recently-held events:
 - A blood drive competition with Cal Poly Pomona where 628 pints of blood were collected.

- On November 7, Student Life hosted a Community Volunteer Fair where more than 20 community organizations talked to students about their organizations and volunteer opportunities.
- Students are donating a total of \$628 to the American Red Cross Fire Relief efforts.
- On November 5, Yesenia Leon, Senators Alexa Camarena and Rogelio Lopez, and Director Dyrell Foster attended the Statewide Student Senate Conference held in San Jose.
- Upcoming events include:
 - Honors Awareness Week, which concludes tomorrow.
 - The Associated Students Holiday Celebration, which will be held from 12:00-2:00 p.m., on November 29.
 - Christmas in Mexico and Las Posadas will be held on December 6.
 - For finals week, Associated Students will be giving out free snacks and testing supplies.

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 held a special meeting on October 25 to discuss the Academic Senate for California Community Colleges Fall 2007 Resolutions. At its November 8 meeting, the Senate altered the term limits of the Vice President position to four one-year terms to match the Senate President's term, which is two two-year consecutive terms.
- The College and the Senate are working together on faculty prioritization. A list of faculty positions requested for growth has been prioritized by the College and the Senate. Professor Grimes-Hillman said she is very pleased that the College has agreed to hire new growth positions.
- The Senate President, Vice President, Legislative Liaison, and Past President attended the Academic Senate for California Community Colleges Fall Plenary November 1-3 in Anaheim. Professor Grimes-Hillman thanked Dr. John Nixon, Angel Lujan (Counseling) and Anne Fleischer (Communication) for participating in breakout sessions.
- Flex Day is scheduled for Friday, February 22. This year's theme is "FLEX-ABILITY." The Spring Opening meeting will be in the morning followed by a plethora of professional development workshops.

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

- Congratulations were extended to Trustees Baca, Bader, and Chyr upon their re-election to the Board.
- The Classified Senate has appointed Past President Ana Uriarte to sit on the Presidential Search Committee.
- A Senate Committee is working with the Office of Safety & Risk Management to develop a questionnaire on safety concerns that will be distributed to all classified staff.

- The Senate continues to work on possible Constitution revisions.
- D. Terri Long, Faculty Association President, reported the following:
- Trustees Baca, Bader, and Chyr were congratulated on their re-election to the Board. Dr. Long said the Association looks forward to continuing a positive and mutually-respectful relationship with all members of the Board.
 - The College and the Association are scheduled to begin contract negotiations during the upcoming winter intersession. The Faculty Association negotiations team will consist of Terri Long (lead), Jennifer Galbraith, Paul Sharpe, and Eric Kaljumagi.
 - In preparation for the upcoming contract negotiations, a survey has been sent to all faculty asking them to indicate the importance of potential issues/items that they would like to see considered during negotiations.
 - President Long thanked Dr. Nixon for inviting representatives from the Faculty Association to attend the Community College Initiative Dinner on November 5. Dr. Long said it was a pleasure to be able to support the initiative and to spend the evening with colleagues and students.
- E. Representing CSEA, Chapter 262, President Odette Richardson reported the following:
- CSEA, Chapter 262, is very proud to have had a part in the re-election of the three incumbents to the Board.
 - Ms. Richardson invited Board members, the President and Vice Presidents to attend the CSEA Installation Luncheon scheduled to be held on January 26, 2008. The location and time are still to be determined.
 - Board members were provided with a copy of the September/October issue of *Focus*, a CSEA publication.
 - Ms. Richardson said that, as a member of the State CSEA Community College Committee, she will be attending the CCLC conference in San Jose the rest of this week. CSEA will be hosting a dessert hospitality room and she invited Board members to stop by.
- F. Interim President Nixon's report included the following:
- Congratulations to Trustees Baca, Bader, and Chyr upon their re-election to the Board.
 - Dr. Nixon said he thought the President's Gala at the Nixon Library was well attended and a lovely evening. He commended the work of Leslie Kerr, Bill Eastham, Vic and Lila Belinski, and others who gave so much time to make the event successful. The highlight of the night, however, was the students. Their performances were outstanding, and he heard very positive comments about the student and faculty ambassadors at each table.
 - Dr. Nixon continues to meet with our local mayors and attend city council meetings. Recently, he attended the Diamond Bar, San Dimas, and Glendora City Council meetings. Dr. Nixon said he hears positive comments about the College at every meeting.

- Dr. Nixon reported that, as part of his efforts to expand employee communication across campus, the *Board Briefs* are being reinstated. The day following a Board meeting, a two-page summary of action taken by the Board will be sent electronically to the entire campus.

9. INFORMATIONAL REPORT

Board members were provided with a written briefing on the Basic Skills Initiative, prepared by Virginia Burley, Interim Vice President, Instruction.

The California Community Colleges System Office has addressed basic skills preparation as a priority in its System Strategic Plan. This Plan emphasizes the community colleges' role in meeting the State's social and economic needs, particularly the requirement that the system needs to significantly transform its strategies to meet the needs of basic skills and ESL students. Multiple constituencies at the State level have come together to collaborate on what is called the Basic Skills Initiative. This Initiative concentrates on disseminating information on effective educational practices, encouraging professional development to allow colleges to examine their basic skills and ESL efforts with the goal of improvement, and securing adequate funding to allow colleges to improve those efforts.

In the 2006-07 academic year, Mt. SAC received the first of three allocations of Basic Skills Funding. The College received approximately \$1.3 million in funding for basic skills enhancement, and this funding allowed us to implement many activities that benefit students.

For the 2007-08 year, the College received an additional \$1.1 million in Basic Skills funding (which allows the purchase of instructional equipment to support basic skills instruction). This funding has allowed us to continue a number of the activities started last year, and to add additional activities.

The Basic Skills Steering Committee is continuing its work with institutional self-assessment and will recommend an action plan by the May 2008 deadline. The College will receive an additional \$1.5 million in ongoing Basic Skills funding subsequent to the development of this plan.

The funding we have received has created exciting opportunities for the College to serve our students more effectively. The College has been thoughtful and deliberate in the allocation of the resources. It is our goal to increase degree and certificate completion rates as well as transfer rates as more students are prepared to meet their own educational and career goals.

10. CONSENT AGENDA

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

PRESIDENT'S OFFICE

1. Approval to change the date of the March 2008 Board meeting from March 26 to March 19.

HUMAN RESOURCES

2. Approval of Personnel Transactions, dated November 14, 2007.

INSTRUCTION and STUDENT SERVICES

3. Approval of Men's and Women's Swim Team training in Costa Rica, February 16–21, 2008.
4. Approval of Turf Team competition in Phoenix, Arizona, January 15–19, 2008.
5. Approval of a Community Education Division staff development workshop at the Mountain Meadows Country Club, in Pomona, on December 17, 2007.
6. Approval of an affiliation agreement with Doctor's Hospital of West Covina for Alcohol and Drug Counseling Program students.
7. Approval of a contract between the Integrating AmeriCorps into Teacher Reading and Math Development Partnerships grant and Pomona Unified School District.
8. Approval of a contract with Pomona Unified School District and activities for the Early College High School grant.
9. Approval to accept funds and approve activities for the Basic Skills grant.
10. Approval to accept funds for the Child Development Training Consortium grant.
11. Approval to accept funds for the Workforce Investment Act, Title II, 231 grant.
12. Approval of additions to the Community Education program.
13. Approval of activities for the Manufacturing Technology program.

ADMINISTRATIVE SERVICES

14. Approval of the Appropriation Transfers and Budget Revisions Summary.
15. Approval of the Quarterly Investment Report for the period ending September 30, 2007.
16. Approval of the Quarterly Financial Status Report for the period ending September 30, 2007.
17. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.
18. Approval to reissue a stale-dated warrant.
19. Approval to renew an Agreement with The Liquidation Company to conduct auctions throughout the year for equipment and miscellaneous surplus and/or salvage items from November 4, 2007, through November 3, 2010.

20. Approval to renew an Agreement with Millennium Better Security (formerly known as Mainland Best Security, Inc.) to provide crowd management services for large public events held on campus from October 15, 2007, through October 14, 2008.
21. Approval of contracts with H2 Environmental Consulting Services, Inc. (for Building Demolition), Sally Swanson Architects, Inc. (for Campus ADA Transition Plan), and Marlene Imirzian and Associates (for Athletics Classrooms and Storage) to provide professional design and consulting services.
22. Approval to reduce to 5% the retention for Chevron Energy Solutions Company on their contract for the Campus-Wide Energy Plan, Phase III project.
23. Approval to reduce to 5% the retention for Inland Empire Builders on their contract for the Planetarium Remodel project (Bid No. 2714).
24. Approval of the following Bid:
 - Bid No. 2764 Roof Repairs of Buildings 1A, 2, 9B, 9C, 27A, 27B, 27C, 28A, and 28B – Awarded to Solar Integrated Technologies, Inc., in the amount of \$220,000.
25. Approval of the following Change Orders:
 - Bid No. 2666 Classroom Remodel – Empire Flooring (Flooring Contractor) – Change Order No. 3.
 - Bid No. 2669 Classroom Remodel – Los Angeles Air Conditioning (HVAC Contractor) – Change Order No. 7.
 - Bid No. 2721 Math/Science Building – KAR Construction (Caissons and Concrete Contractor) – Change Order No. 1.
 - Bid No. 2727 Math/Science Building – Inland Mechanical Construction, Inc. (Plumbing Contractor) – Change Order No. 4.
 - Bid No. 2728 Math/Science Building – PPC Air Conditioning (Mechanical/HVAC Contractor) – Change Order No. 1.
 - Bid No. 2751 Business Computer Laboratory – Nu/Age Development (Contractor) – Change Order No. 1.
26. Approval of the following Contract Amendments:
 - Contract Underground Conduits at Data Center – P2S Engineering (Contractor) – Contract Amendment No. 1.
 - Contract Foundation Office Exterior Improvements – Steven Fader Architects (Contractor) – Contract Amendment No. 2.
27. Approval of the following Proposed Gifts and Donations to the College:

- Compu - Metal Precision Sheet Metal – Scrap Sheet Stock, valued by donor at \$1,000, to be used by the Technology and Health Division.

Motion unanimously carried. Student Trustee concurred.

11. DELEGATION OF AUTHORITY TO APPROVE EXPENDITURES

Trustee Hall said that he is concerned with this Board item as presented because there is no dollar amount attached to it, and he is also concerned that, over time, the definition of supplies, etc., might expand and, therefore, undermine the Board's ability to review contracts and expenditures by the College.

Dr. Nixon explained that the item is being presented at the request of a Board member who wanted to move away from all the small requests to serve food at various events. He asked that "speakers' fees" be removed from the item, as it was his intent to include items such as supplies, rentals, meals, and refreshments, excluding alcohol. Dr. Nixon said the College would be pleased to provide the Board with a listing of expenditures at any time during the year, or at the end of each year.

Dr. Hall suggested a not-to-exceed figure per event of \$1,500. There were no objections from other Board members.

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to approve the delegation of authority to approve expenditures, in an amount not to exceed \$1,500, related to College special events and activities, such as supplies, rentals, meals, and refreshments, excluding alcohol, to the President/CEO or Vice Presidents. Motion unanimously carried. Student Trustee concurred.

12. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Condolences were offered to the families and friends of the two students who recently passed away.
 - Best wishes were given to retiring staff member Karon Ekenstam as she bravely battles cancer.
 - Everyone involved in the planning of the Gala was thanked for making it an outstanding activity.
 - Trustees Baca, Bader, and Chyr thanked the Faculty Association and CSEA for their support in the recent campaign.
 - Happy Thanksgiving wishes to everyone.
- Student Trustee Deresa commented on Honors Awareness Week, currently underway. This week of activities has provided a forum for the College's two honors programs (AGS and PTK) to reach out to students. The PTK Induction Ceremony is scheduled for this Friday. Student Trustee Deresa said he wanted to recognize the re-opening of the Life Sciences Building, even though the outside of the building still needs lots of work.
- Trustee Baca said he accompanied Dr. Nixon to the Diamond Bar City Council meeting and was pleased with how well the College was received. He said at least three of the Council members have someone close to them who either attends, or has attended Mt. SAC.

Trustee Baca said he attended a couple of events in honor of Veterans Day. Both Congresswoman Hilda Solis and Supervisor Don Knabe held events to honor our veterans. Trustee Baca also attended a golf tournament in the City of Industry where over \$1 million was raised for families of veterans and veterans serving in Iraq.

- Trustee Chyr mentioned Proposition 92 in the upcoming election. He expects Proposition 92 to have fierce opposition from K-12, Cal State and UC. He said that, at best, he gives it a 50/50 chance of passing. Trustee Chyr urged everyone to do what they can to support the measure.
- Trustee Hall congratulated his three colleagues on their successful re-election campaigns. He commented that all the Trustees feel privileged to represent Mt. SAC in the community. Trustee Hall also noted the accomplishments by the various sports teams this semester, such as the undefeated Men's Soccer Team, which is number one in the State. He also pointed out that five Mt. SAC coaches have been named Conference Coaches of the Year.

Trustee Hall announced that the Mt. SAC Chamber Singers will be featured at the City of Industry Chamber of Commerce holiday event on December 4 at Pacific Palms.

Trustee Hall joined Dr. Nixon when he visited the San Dimas Chamber of Commerce. He said that in 2006, of the 34,000 people who lived in San Dimas, 2,400 of them attended Mt. SAC.

- Trustee Chen Haggerty offered her congratulations to Trustees Baca, Bader, and Chyr upon their re-election. Trustee Chen Haggerty said she attended Supervisor Knabe's Public Safety Appreciation Luncheon earlier in the month. She said this annual event continues to grow and she believes the community notices Mt. SAC's presence at this event.
- Trustee Bader said she will be attending the Community College League of California conference in San Jose and monitoring the sessions on Proposition 92. She will report back any notable issues from the conference at the December Board meeting.

The Board took a brief recess at 7:32 p.m.

13. CLOSED SESSION

The Board adjourned to Closed Session at 8:02 p.m. to conduct a student expulsion hearing. At 8:50 p.m., the Board began its deliberations. The meeting reconvened to regular session at 8:55 p.m.

14. ACTION TAKEN IN CLOSED SESSION

The Board unanimously voted to accept the findings and recommended decision of the President to expel student No. 880-58-6960 permanently from the College, effectively immediately.

15. ADJOURNMENT

The meeting adjourned at 8:56 p.m.

JSN:dc