



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 12, 2007

5:30 p.m. Closed Session

6:30 p.m. Public Session

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

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

AGENDA

CALL TO ORDER (5:30 p.m.)

PUBLIC COMMUNICATION

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

CLOSED SESSION

- **Conference with Labor Negotiator Jack Miyamoto, Interim Vice President, Human Resources, per California Government Code Section 54957.6**
CSEA Chapters 262 and 651

RECEPTION FOR REELECTED BOARD MEMBERS (6:00 p.m., Dining Hall)

Manuel Baca
Rosanne M. Bader
Fred Chyr

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

ADMINISTER OATH OF OFFICE

Rosanne M. Bader
Manuel Baca
Fred Chyr

ELECTION OF BOARD OF TRUSTEES OFFICERS

To comply with Education Code Section 35143, an annual organizational meeting must be held within 15 calendar days of the first Friday in December to elect officers of the Board. (See backup packet page 1.)

INTRODUCTIONS AND RECOGNITION

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

Classified

Krystle Bybee, Transfer Specialist, Counseling
Steven Fangmeyer, Animal Farm Operations Specialist, Agriculture
Eva Figueroa, Supplemental Inst. Program Specialist, Tutorial Services
Gregory MacDonald, Graphics Technician, Marketing & Communication
Dolores Mahan, Student Services Program Specialist, Disabled Student Programs & Services
Ann Marie Ruelas, Clerical Specialist, EOP&S

Management

Kenneth McAlpin, Manager, Custodial Services, Facilities Planning and Management

- **Recognition**
 - Awarding of Certificate of Service to the following retiring staff member:
Diana Johnson, Computer Facilities Supervisor, 29½ years of service

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of November 14, 2007. (See backup packet pages 2 through 11.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

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

REPORTS

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

1. Associated Students Report
2. Senates
 - A. Academic Senate
 - B. Classified Senate
3. Employee Groups
 - A. Faculty Association
 - B. CSEA Units
 - C. Other Unrepresented Groups
4. President – John S. Nixon, Interim President
5. Informational Reports:
 - A. Air Traffic Control/Aviation Science and the Flying Team, prepared by Professors Robert and Linda Rogus (See backup packet page 12.)
 - B. Facilities Master Plan Update – Mike Gregoryk, Vice President, Administrative Services

CONSENT CALENDAR

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

PRESIDENT'S OFFICE

1. Consideration of annual approval of employees authorized to sign contracts or documents. (See backup packet page 13.)

HUMAN RESOURCES

2. Consideration of approval of Personnel Transactions, dated December 12, 2007. (See backup packet pages 14 through 31.)
3. Consideration of approval of Renewal of Management Contracts (2008-10). (See backup packet pages 32 and 33.)
4. Consideration of approval of Workshop Skills Training, scheduled for Spring 2008. (See backup packet page 34.)
5. Consideration of approval of “Embracing Change” training session, scheduled on March 7, 2008. (See backup packet page 35.)
6. Consideration of approval of Conflict Resolution and Confrontation Management Skills, training scheduled April 11, 2008. (See backup packet page 36.)
7. Consideration of approval of The Conference on Professional and Personal Enrichment training, scheduled May 30, 2008. (See backup packet page 37.)

INSTRUCTION and STUDENT SERVICES

8. Consideration of approval to extend the agreement with the County of Los Angeles Department of Public Social Services for the current fiscal year ending June 30, 2008. (See backup packet page 38.)
9. Consideration of approval of a partnership agreement between the Small Business Development Center and the California Community Colleges Chancellor’s Office. (See backup packet page 39.)
10. Consideration of approval of a partnership agreement between the Small Business Development Center and the City of Irwindale. (See backup packet page 40.)
11. Consideration of approval for the Wind Ensemble and Jazz Band to perform in Hawaii April 11 – 15, 2008. (See backup packet page 41.)
12. Consideration of approval for Forensics students to attend the HFO Swing Tournament in Austin, TX, January 10–15, 2008. (See backup packet page 42.)
13. Consideration of approval of a Business Division Retreat at Lake Arrowhead February 21 and 22, 2008. (See backup packet page 43.)
14. Consideration of approval of a Management Retreat on Friday, February 1, 2008, at Kellogg West, Pomona. (See backup packet page 44.)
15. Consideration of approval of contracts for the Family and Consumer Sciences Discipline/Industry Collaborative Grant. (See backup packet pages 45 and 46.)
16. Consideration of approval of grant activities for the Advanced Technological Education – Regional Information Systems Security Center. (See backup packet page 47.)

17. Consideration of approval of additions to the Community Education program. (See backup packet page 48.)
18. Consideration of approval of changes to a contract education agreement through The Training Source. (See backup packet page 49.)

ADMINISTRATIVE SERVICES

19. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 50 through 52.)
20. Consideration of approval of a three-year Agreement between Auxiliary Services and Official Payments Corporation to provide secure electronic payment processing services. (See backup packet page 53.)
21. Consideration of approval of contracts with Bovis Lend Lease (for the Athletics Classrooms and Storage project), Quantum Power (for the Lighting Design Upgrade and Electrical Design Safety Upgrade projects) to provide professional design and consulting services. (See backup packet pages 54 and 55.)
22. Consideration of approval to reduce to 5% the retention for Nu/Age Development, Inc. on their contract for the Business Computer Lab project (Bid No. 2751). (See backup packet page 56.)
23. Consideration of approval of the following Bid:
 - Bid No. 2768 Asphalt Coating Application – Parking Lot B – Ben’s Asphalt, Inc. (Contractor). (See backup packet pages 57 and 58.)
24. Consideration of approval of the following Change Orders:
 - Bid No. 2665 Classroom Remodel – PW Construction (General Contractor) – Change Order No. 9. (See backup packet pages 59 and 60.)
 - Bid No. 2704 Construction Services Building Remodel and New Data Center – PW Construction (General Contractor) – Change Order No. 4. (See backup packet page 61.)
 - Bid No. 2705 Construction Services Building Remodel and New Data Center – AireMaster Air Conditioning (Mechanical Contractor) – Change Order No. 2. (See backup packet page 62.)
 - Bid No. 2706 Construction Services Building Remodel and New Data Center – M. Wilson Company (Electrical Contractor) – Change Order No. 4. (See backup packet pages 62 and 63.)
 - Bid No. 2721 Math/Science Building – KAR Construction (Caissons and Concrete Contractor) – Change Order No. 2. (See backup packet page 64.)

- Bid No. 2727 Math/Science Building – Inland Mechanical Construction, Inc. (Plumbing Contractor) – Change Order No. 5. (See backup packet page 65.)
- Bid No. 2729 Math/Science Building – CSI Electrical Contractors (Electrical Contractor) – Change Order No. 2. (See backup packet page 65.)
- Bid No. 2730 Backbone Infrastructure for Agricultural Sciences – Miramontes Construction Company, Inc. (Contractor) – Change Order No. 2. (See backup packet page 66.)
- Bid No. 2748 Athletics Restroom Building – Facilities Operation Plus (Contractor) – Change Order No. 1. (See backup packet page 67.)

25. Consideration of approval of the following Contract Amendment:

- Contract Child Development Center – tBP Architecture (Contractor) – Contract Amendment No. 5. (See backup packet page 68.)

26. Consideration of approval of the following Completion Notice:

- Bid No. 2717 Sitework for Modulars for Community Education – PCN3, Inc. (Contractor)

27. Consideration of approval of the following Proposed Gifts and Donations to the College:

- Pacific Southwest Lab Equipment Inc. – Crystal Line Microscope Slides and Okando Line Microscope Slides, valued by donor at \$273.50, to be used by the Natural Sciences Division.

ACTION ITEMS

All items listed under “Action” will be discussed and acted on separately by the Board of Trustees.

1. Consideration of appointments to the Citizens Oversight Committee. (See backup packet pages 69 and 70.)
2. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2007, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation. (Distributed as a separate document.)
3. Consideration of approval of Resolution No. 07-05 – Authorization to Increase Revolving Cash Fund. (See backup packet pages 70 and 71.)
4. Consideration of approval of the following Bid Placeholders:

- Bid No. 2769 Modification to Pay Lot B. (See backup packet page 72.)
- Bid No. 2771 Data Center Infrastructure. (See backup packet page 73.)

BOARD COMMUNICATION

At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.

ADJOURNMENT

Future Board Meetings: January 23, 2008
 February 27, 2008
 March 26, 2008

Upcoming Events:

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| December 13, 2007 | Fire Academy Graduation – 6:00 p.m., Clarke Theater |
| December 16, 2007 | Fall Semester Ends |
| December 21, 2007 - January 1, 2008 | Winter Recess (Campus Closed) |
| January 7-February 17 | 2008 Winter Intersession |
| January 11, 2008 | Foundation Executive Committee – 9:00 a.m., Foundation Office |
| January 16, 2008 | Foundation Board of Directors – 4:00 p.m., Founders Hall |
| January 21, 2008 | Dr. Martin Luther King, Jr. Day – Campus Closed |

Upcoming Sports Events:

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|-------------------|---|
| December 14, 2007 | Women’s Basketball vs. San Bernardino – 5:30 p.m., Gym |
| January 9, 2008 | Women’s Basketball vs. L.A. Southwest – 5:30 p.m., Gym |
| | Men’s Basketball vs. L.A. Southwest – 7:30 p.m., Gym |
| January 11, 2008 | Women’s Basketball vs. Cerritos – 5:30 p.m., Gym |

Men's Basketball vs. Cerritos – 7:30 p.m., Gym

January 23, 2008 **Women's Basketball vs. Pasadena City** – 5:30 p.m., Gym

Men's Basketball vs. Pasadena City – 7:30 p.m., Gym

January 27, 2008 **Softball vs. College of the Canyons** – 2:00 p.m., Softball Field

Softball vs. Palomar – 6:00 p.m., Softball Field

January 30, 2008 **Men's Basketball vs. L.A. Trade Tech** – 7:30 p.m., Gym

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