



# MT. SAN ANTONIO COLLEGE

## STUDY SESSION/REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 23, 2008

### MINUTES

#### CALL TO ORDER

The study session of the Board of Trustees of Mt. San Antonio College was called to order at 3:30 p.m. on Wednesday, January 23, 2008. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, and Student Trustee Deresa 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. STUDY SESSION

Dr. Nixon said that this study session was scheduled as a result of discussion at the last Board meeting following the presentation on the College's Master Plan and the Board's request for more in-depth review of individual projects and their cost/priority.

Vice President Gregoryk said the College has worked collaboratively to develop a list of projects to complete the 2008 Master Plan. The goals in developing this list were to complete the projects promised to the voters when Measure R was approved and to provide adequate space for growth. The College is interested in upgrading the structures built in the 1970s, correcting existing building system deficiencies, and removing modular units on campus.

Director Nellesen reviewed the proposed 2008 project list, which included:

- A. Library Learning Resources and Student Activity Center
- B. Early Childhood Education Center
- C. Business and Computer Technology
- D. Athletics Complex Phase 2
- E. Physical Education Classrooms

- F. Technology Building Renovation
- G. Classroom Building Renovation
- H. Laboratory Building Expansion
- I. Fire Academy
- J. Public Transportation Center
- K. Parking Structure
- L. Scheduled Maintenance Match 5 Years
- M. Campus-wide Improvements

Other items listed included temporary space, demolition, infrastructure improvements, etc. To fund all items listed to complete the Master Plan would cost \$485,950,000. Of that, it is anticipated that the College would be able to obtain \$132,500,000 in state funds. Understanding that the College wants to honor its commitment to the district voters and stay under the \$25 per \$100,000 assessed valuation, should it go out for a second bond. According to the College's Bond Manager/Underwriter, the College could have a bond as high as \$350 million and still remain under the \$25 threshold; however, bond repayment would extend to additional years.

Trustee Chyr asked about the Design Technology Center and its relationship to distance learning. Interim Vice President Burley explained that distance learning is managed in the Learning Technology Center and doesn't require a separate facility. The infrastructure of the Design Technology Center will allow it to house all the design disciplines. Trustee Chyr asked if the College is prepared to handle the anticipated growth in distance learning courses. Interim President Nixon said the College uses Blackboard as the platform for teaching distance learning and does not foresee any issues with handling growth in this area.

Dr. Nixon told Board members that the community survey results should be available in about two weeks. Using that information, he would like to continue to work with our consultants to plan for a possible bond measure. The current plan is to communicate, both internally and externally, to educate everyone on the College's needs. We also want to share with the community all the fine work that was accomplished under Measure R. In looking forward to possible dates to place a measure on the ballot, Dr. Nixon believes the November general election is an opportune time because it's a Presidential election and that's when the greatest number of voters participate in the election.

Dr. Nixon said the College is very interested in not breaking the continuity of construction and being able to meet the demands of enrollment and improvements in technology in a timely manner. In order for the College to stay current in today's world, we have to have buildings that serve current needs.

Trustee Hall suggested that, as we try to determine the amount of bond we will go out for, we should all be having discussions with community leaders, newspapers, and other organized groups to see what level they are willing to support. While we are all concerned about the current economic turbulence, it was pointed out that Measure R passed in November 2001, two months after the World Trade Center disaster and a 3,000 point drop in the stock market.

Should the Board approve going out for a bond measure, it would need to take action at least 90 days prior to the election.

The Study Session recessed at 5:25 p.m.

### 3. **CLOSED SESSION**

The Board convened Closed Session at 6:00 p.m. to discuss the following item:

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

### 4. **PUBLIC SESSION**

The public meeting reconvened at 6:30 p.m.

### 5. **MOMENT OF SILENCE**

The Board observed a moment of silence in memory of retiree Fred Tarin and former student Anthony Joel Guzman.

Fred Tarin worked as a Lead Grounds Keeper for the College for 42 years prior to his retirement in 1994. He was very active with the Mt. SAC Relays and continued to support the event after his retirement. He passed away January 5, 2008.

Anthony Joel Guzman, 20, was the pilot of one of the Cessna aircrafts that collided and claimed five lives on January 20. He was enrolled in aeronautics courses at Mt. SAC as recently as the fall semester. While not a member of the Flying Team, he was a licensed pilot and reportedly had been flying since he was 16 years old.

On behalf of Mt. San Antonio College, Trustee Baca extended sympathy and condolences to both Mr. Tarin and Mr. Guzman's family and friends.

### 6. **INTRODUCTIONS/RECOGNITION**

- **Introductions**

The following newly appointed staff were introduced to the Board:

Classified

David Dieckmeyer, Computer Facilities Coordinator, Information Technology  
Kelly Takai, Horticulture Production Assistant, Agriculture  
Margaret Yau, Lab Technician, Math & Comp. Science, Natural Sciences Division

Management

Shantieh Atashpoush, Assistant Director, Academic Technology & Infrastructure,  
Information Technology

- **Recognition**

Trustee Baca reminded Board members that, in accordance with Proposition 39, appointments to the Citizens Oversight Committee were made in December. At that time, members reappointed to the committee included Jim Grivich, Sylvia Ann Mendoza, Drexel Smith, and Sally Wieck. New appointees were Walt Allen, Albert Chang, Heidi Gallegos, Mariana Lake, Alta Skinner, Yesenia Leon, and Ron Wood.

Marlen Garcia, Laurie Marshall, and Don Sachs ended their second two-year appointment in December 2007. Leaving the committee after serving one two-year appointment are David Fierro, Miguel Del Mundo, and Mei Lien Chang.

In recognition of and thanks for their service on the Committee, each will receive an acrylic plaque acknowledging their service. Trustee Baca thanked the committee members for doing an excellent job of informing the public about the College's progress related to bond projects.

Outgoing members Marlen Garcia, Member, Baldwin Park City Council, and Don Sachs, Executive Director, Industry Manufacturers Council, were present to receive their plaques. Each commented that it had been a privilege and honor to serve on this committee. Both have been associated with Mt. SAC and enjoy seeing how much the campus has changed and the impact these changes are having on our community as a whole and the students it serves. Ms. Garcia commended the Board on their new appointments, saying it is a wonderful group of community members.

Plaques will be sent to Ms. Marshall, Mr. Fierro, Mr. Del Mundo, and Ms. Chang with the Board's thanks.

## **7. APPROVAL OF MINUTES**

It was moved by Trustee Bader, seconded by Trustee Chen Haggerty, to approve the minutes of the regular meeting of December 12, 2007. Motion unanimously carried. Student Trustee concurred.

## **8. ACTION TAKEN IN CLOSED SESSION**

None.

## **9. PUBLIC COMMUNICATION**

None.

## **10. REPORTS**

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

- Condolences were extended to Anthony Joel Guzman's family.
- In coordination with Student Life and the Marketing and Communication Department, Associated Students will be hosting a Prop 92 rally on Wednesday, January 30, in the Student Life Center patio area at 10:30 a.m. The purpose of the rally is to inform the campus community about the importance of this proposition.

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

- During the winter intersession, Senate officers are working on flex day, researching Title 5 compliance for the AA degrees, drafting resolutions for spring regarding the repeat and withdrawal policies, and policies on minors in the classroom (special admission K-12).
- The Senate is pleased to note that the Histotechnology Program was a recipient of an Honorable Mention for the Exemplary Program Award. Professor MacDonald was invited and attended the Board of Governors' meeting in December to receive this award.
- Flex day will be held on February 22, 2008. The theme for the program is "Flex Ability." Breakout sessions include: Embedded Assessment in the Classroom, Learning Communities, Banner, Managing Challenging Students, Title 5, General Education Outcomes, TracDat, Clickers in the Classroom, Yoga and Tai Chi, and Contract Negotiations.

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

- Welcomed the new classified and management employees.
- Extended condolences to the Tarin and Guzman families.
- The Senate's Fall Fund-raiser was hugely successful raising over \$600 to benefit the Classified Scholarship Program.
- The Classified Employees Service Awards Ceremony is scheduled for Wednesday, May 21, in the Clarke Theater. Board members were encouraged to attend.

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

- Dr. Long said that, during the winter intersession, there are no regular governance meetings for Faculty Association meetings.
- The Faculty Association is working on the 10<sup>th</sup> annual Puttin' on the Hits, scheduled for March 14 and 15. Practice sessions have begun.
- The Association plans to send about eleven faculty to the California Community College Association Winter Conference at the Irvine Marriott on February 1-3.
- President Long encouraged the Board to look carefully at action item numbers 1 and 2. If approved by the Board, negotiations between the district and the faculty will officially begin tomorrow.

E. Representing CSEA, Chapter 262, President Bill Rawlings reported the following:

- Mr. Rawlings is looking forward to serving this year as CSEA, Chapter 262's new president.
- He is also looking forward to seeing Trustees Baca and Hall at the CSEA Installation this Saturday, 9:30 a.m., in Lakewood.

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

- Vice President Yamagata-Noji reported on the status of the College's second winter session. She noted that all enrollment categories showed a tremendous growth for winter with a potential increase of just under 300 FTES. Unduplicated credit enrollment totaled 12,665 vs. 11,021 in 2007. The growth in students attending winter was greater for returning (34%) and continuing students (16.1%) than for new students (10.5%). About 27% of new students stated their intention to obtain an associate degree and to transfer. Class offerings increased to 741—40 more than last winter.
- Vice President Gregoryk presented highlights of the Governor's 2008-09 budget proposal. He noted that the Governor has declared a fiscal emergency in order to address the current budget crisis. The Administration is estimating the state's fiscal imbalance at \$14.5 billion. He also cited \$40 million in proposed midyear reductions for community colleges, which would be applied as a one-time reduction to apportionments. He also noted that the Governor proposes working with community college stakeholders during the upcoming special budget session to find alternative one-time current year reductions to substitute for the proposed reduction in apportionments.

## **9. INFORMATIONAL REPORT**

Board members were provided with a written briefing on the Mt. SAC Fire Academy, prepared by Chief Jerry Austin.

Mt. San Antonio College's Basic Fire Academy Program started in 1988 at the recommendation of the Foothill and West End Fire Chiefs Associations (Pomona, Upland, Ontario, Rancho Cucamonga, and Montclair fire departments). In 1993, the Mt. SAC Fire Academy was accredited as a Regional Training Program by the Department of Forestry and Fire Protection's Office of the State Fire Marshal/State Fire Training. Mt. SAC is one of only four Regional Fire Training Academies in the San Gabriel, San Bernardino, Riverside, and Orange County areas.

The Fire Technology program is comprised of core courses that are preliminary to the academy, specialty courses that allow students to pursue additional areas of interest in the fire science/service field, the academy, and courses designed to further the education of firefighters that meet the State Fire Marshal's requirements for continuing education.

While core classes and other continuing coursework are offered on the Mt. SAC campus, the academy is housed in a rented facility at the Ontario Fire Training Center. During the academy, students and faculty travel to additional off-site locations including Lancaster for a 'live burn,' remote areas in San Bernardino for Rescue Systems training, La Cañada for wildland fire training, and Rancho Cucamonga for ventilation and small tools training.

Since Fall Semester of 2002, student enrollment in Mt. SAC's Fire Technology program has increased by 24%, serving 1,073 students in Fall 2007. In that five-year period, the Fire Tech program has doubled the number of sections offered while maintaining a high fill rate.

## **10. CONSENT AGENDA**

Trustee Baca asked that the following corrections be made to agenda item #1 – Personnel Transactions:

Page 14 – Lanny Arifin – Should read Step 4, Salary \$4,974.95/month

Page 15 – Emma Valenzuela – Should read Step 3, Salary \$4,738.04/month

Page 16 – Marisa Ziegenhohn – Should read Step 2, Salary \$4,512.43/month

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

### **HUMAN RESOURCES**

1. Approval of Personnel Transactions, dated January 23, 2008, as corrected.

### **INSTRUCTION and STUDENT SERVICES**

2. Approval of Bridge Student Leadership Conference to be held April 4 through April 6, 2008.
3. Approval of sponsored Health Services Seminar 'Side by side: A Journey with Depression' to be held on April 28, 2008 and presented by Brian Wetzel of Wetzel Productions.
4. Approval of prepayment of advertisement costs.
5. Approval to host a Developmental Education Spring Conference on April 11, 2008.
6. Approval for Forensics students to attend the International Forensic Association Tournament in London from March 15-22, 2008.
7. Approval for Forensics students to attend the Harper Swing Tournament in Chicago, IL from February 14-18, 2008.
8. Approval of a contract with California Department of Education for the Child Development Center.
9. Approval of contracts between the Integrating AmeriCorps into Teacher Reading and Math Development Partnerships grant and Bonita Unified School District.
10. Approval of Community Education programs/courses for Spring 2008.
11. Approval of contract education agreement changes through The Training Source.

### **ADMINISTRATIVE SERVICES**

12. Approval of Nonresident and Nonresident F-1 Visa Tuition Fees.
13. Approval to renew the lease of College property to Thacker Berry Farms for the period February 1, 2008, through June 30, 2008.
14. Approval to renew Music Licensing Agreements with ASCAP, BMI, and SESAC.

15. Approval to amend the contract with Augusoft, Inc. to extend the Lumens contract term for up to a total of five years.
16. Approval to ratify an agreement with the Los Angeles County Fire District for the use of Mt. SAC as an Incident Command Support Camp Facility, effective November 1, 2007.
17. Approval to reissue a stale-dated commercial warrant.
18. Approval to reduce to 5% the retention for E. C. Construction Co. on their contract for the Staff Parking Lot S and Pedestrian Crossing at Bonita and Temple project (Bid No. 2745).
19. Approval to purchase office furniture for the new Data Center from Sierra School Equipment Company.
20. Approval of contracts with CCS Group (for the Final Project Proposal, Initial Project Proposal and Five-Year Construction Plan Services project), Sid Lindmark, AICP (for the Environmental Impact Report Master Plan Update project), Hill Partnership, Inc. (for the Natural Sciences Building Addition Feasibility Study project), RKA Consulting Group (for the Grand Avenue Traffic Improvements project), and Independent Roofing Consultants (for the Roof Repairs project) to provide professional design and consulting services.
21. Approval of the following Bid:
  - Bid No. 2770                      Science Building Interior/Exterior Improvements – Awarded to Nu/Age Development, Inc., in the amount of \$444,287.
22. Approval of the following Change Orders:
  - Bid No. 2697                      Student Services Renovation – PW Construction, Inc. (Contractor) – Change Order No. 4.
  - Bid No. 2705                      Construction Services Building Remodel and New Data Center – AireMaster Air Conditioning (Mechanical Contractor) – Change Order No. 3.
  - Bid No. 2720                      Math/Science Building – Doja Inc. (Site Improvements Contractor) – Change Order No. 2.
  - Bid No. 2739                      Math/Science Building – Harik Construction (General Contractor) – Change Order No. 1.
  - Bid No. 2730                      Backbone Infrastructure for Agricultural Sciences – Miramontes Construction Company, Inc. (Contractor) – Change Order No. 3.
  - Bid No. 2752                      Computer Animation Laboratory – Nu/Age Development (Contractor) – Change Order No. 1.
23. Approval of the following Completion Notices:

- Bid No. 2626            Science Building (Electrical) – Sage Electric Co. (Contractor)
- Bid No. 2682            Student Services Building Site Work – Conengr Corp. (Contractor)
- Bid No. 2686            Bonita/Walnut Intersection Improvement – Los Angeles Engineering, Ind. (Contractor)

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

- Coca Cola Ontario Syrup Operations – Stainless Steel Pipe (500 pounds; over 100 feet), valued by donor at \$2,000, to be used by the Technology and Health Division.
- Astro Display Company Inc. – Miscellaneous Acrylic Sheet Rock, Particle Board and Medium Density Fiberboard, and Jewelry Displays (various sizes); valued by donor at \$15,596, to be used by the Community Education Division.
- Dirk Hagner – Original Woodcut Print of Cesar Chavez (portrait), hand-printed in seven colors; valued by donor at \$3,600, to be used by the Arts Division.
- Catlin Cahill – Hampshire Ewe; valued by donor at \$700, to be used by the Natural Sciences Division.
- Ralph Eastman – Women’s Clothing (dresses, skirts, blouses, sweaters, hats, and shoes); valued by donor at \$3,433, to be used by the Arts Division.
- John Sitz – Star Duster Too Fuselage, Wings, and Landing Gear; valued by donor at \$10,000, to be used by the Technology and Health Division.
- Upton Sheet Metal – Stainless Steel Sheet Stock (1,000 pounds of stainless steel sheets, 100 pounds of aluminum sheets, and 1,000 pounds of mild steel sheet stock); valued by donor at \$3,000, to be used by the Technology and Health Division.
- Allfast Fastening Systems Inc. – Easco-Sparcatron, Inc. Tool Maker 916 E.D.M. Machine (two heads and one power pack); valued by donor at \$22,000, to be used by the Technology and Health Division.
- Allfast Fastening Systems Inc. – Brown and Sharp Model 00G Single-Spindle Screw Machine; valued by donor at \$4,000, to be used by the Technology and Health Division.

Motion unanimously carried. Student Trustee concurred.

**11. PUBLIC HEARING – COLLECTIVE BARGAINING SUCCESSOR AGREEMENT PROPOSALS**

In compliance with California Government Code, Chapter 10.7, Sections 3547(b), Trustee Baca opened the Public Hearing at 7:14 p.m. There were no statements made relative to

the collective bargaining successor agreement proposals submitted by the District and the Faculty Association. The Public Hearing was closed at 7:15 p.m.

## **12. COLLECTIVE BARGAINING SUCCESSOR AGREEMENT – FACULTY ASSOCIATION**

It was moved by Trustee Bader, seconded by Trustee Hall, to approve the proposal to initiate faculty negotiations for a successor agreement for the period 2008-09 to 2011-12. Motion unanimously carried. Student Trustee concurred.

## **13. AGREEMENT WITH CATERPILLAR, INC.**

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, to approve an agreement with Caterpillar, Inc. to provide a two-year Power Protection Plan for the Caterpillar Generators at the Central Plant site of Mt. SAC. Motion unanimously carried. Student Trustee concurred.

## **14. NOMINATIONS FOR THE 2008 CCCT BOARD OF DIRECTORS**

There were no nominations for the 2008 CCCT Board of Directors. Trustee Bader currently serves as a member on that Board.

## **15. AGREEMENT WITH PPL**

Dr. Nixon explained to Board members that the Accrediting Commission has become more and more focused on the status of institutional planning in the colleges they accredit. He said developing an Educational Master Plan is a fairly massive undertaking involving a lot of data gathering and analyses, as well as interviews with faculty leadership of every College academic and occupational program. Combining that information with external scan data, a comprehensive report is produced that then serves as the foundation for other College planning and decisions.

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve an agreement with PPL (Professional Personnel Leasing, Incorporated) to provide professional consulting services in the development of an Educational Master Plan, at an estimated cost not to exceed \$160,000, plus expenses. Motion unanimously carried. Student Trustee concurred.

## **16. REVISIONS TO BOARD POLICIES**

The Board received for first reading and discussion proposed revisions to Board Policy 2220 – Committees of the Board, Board Policy 3250 – Institutional Planning, Board Policy 4225 – Course Repetition, Board Policy 4230 – Grading Symbols, Board Policy 4250 (formerly Board Policy 5100) – Probation, Dismissal, Reinstatement, Board Policy 4260 – Prerequisites, Co-requisites, and Advisories, and Board Policy 4400 – Community Service Programs. With no suggested revisions by Board members, these policies will be brought back to the Board for action at its February meeting.

## **17. BOARD COMMUNICATION**

- All Board members offered condolences to the Tarin and Guzman families.

- Trustee Chen Haggerty welcomed everyone back after the holidays and wished everyone a Happy Chinese New Year (February 7).
- Trustee Bader shared a newspaper article appearing in the December 14, 2007, edition of the *Inland Valley Daily Bulletin* highlighting Women's Basketball Coach Laura Beeman and congratulating her on her 300<sup>th</sup> career victory.

Trustee Bader will be participating in an Education Summit at Citrus College, tomorrow at 6:00 p.m. The Summit will feature David Long, California Secretary of Education. Trustee Bader said she will be part of a panel and assumes there will be a lot of discussion about the budget and Prop 92.

This weekend Trustee Bader and Baca will be attending an Effective Trustee Conference and State Legislative Conference in Sacramento.

- Student Trustee Deresa again mentioned the Prop 92 rally being held on January 30, 10:30 a.m., in the Student Life Center.
- Trustee Hall commented on the Citizens Oversight Committee outgoing members and how much we appreciate the work they have done. The work of that committee will be very important as we try to decide whether to go out for another bond measure.
- Trustee Baca offered congratulations to the Histotechnology Program for receiving the Honorable Mention.

## **18. ADJOURNMENT**

The meeting adjourned at 7:31 p.m.

JSN:dc