



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 25, 2008

6:00 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** (6:00 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 Virginia Burley, Interim Vice President, Instruction, per California Government Code Section 54957.6**  
Faculty Association
- **Public Employee Employment**  
Vice President, Instruction  
Dean, Community Education  
Associate Dean, Technology & Health

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

## **ADMINISTER OATH OF OFFICE TO STUDENT TRUSTEE**

Cheryl Jamison

## **MOMENT OF SILENCE**

Observe a moment of silence in memory of Kathleen Berk, an adjunct professor in basic skills classes from 1979 until 2000. Ms. Berk passed away June 1, 2008.

## **INTRODUCTIONS AND RECOGNITION**

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

Catherine Hilario-Alvarado, Secretary, Counseling  
Aaron Shoop, Laboratory Technician II, Biological Sciences

- **Recognition**

- Retired Professor Don Ruh upon his induction into the State Community College Sports Hall of Fame.
- Awarding of Certificates of Service to the following retiring faculty and managers:

### Faculty

Nancy Adcox, Professor, Mathematics – 34 years of service  
Helen Bauch, Professor, Foreign Languages – 29 years of service  
Michael Butler, Professor, Mathematics – 20 years of service  
Lois Cole, Professor, English – 23 years of service  
Clarence Edwards, Professor, Nursing – 27 years of service  
George “Hop” Estes, Professor, Agriculture – 35 years of service  
Velora Ferris, Professor, Nursing – 33 years of service  
Ralph Greenwood, Professor, History – 35 years of service  
Carolyn Inmon, Professor, Communication – 16 years of service  
William King, Professor, History – 38 years of service  
Helen Lawrence, Counselor – 18 years of service  
G. Wayne Miller, Professor, Sign Language – 30 years of service  
Anita Millspaugh, Professor, Computer Information Systems – 31 years of service  
Henry Pacheco, Professor, History – 38 years of service  
Charles Sorcabal, Professor, Mathematics – 17 years of service  
Barbara Vigano, Professor, Foreign Languages – 19 years of service  
Guillermo Villarreal, Professor, Foreign Languages – 20 years of service  
Martha Villegas, Professor, Art – 35 years of service

### Managers

Barbara Crane, Assistant Vice President, Community Education – 36 years of service  
Raul Rodriguez, Dean, Counseling – 10 years of service  
Kerry Stern, Dean, Library & Learning Resources – 18 years of service

## **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of May 28, 2008. (See backup packet pages 1 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, President/CEO
5. Informational Report – Writing Assistance Center, prepared by David Charbonneau, Director, Writing and Reading Assistance Center (See backup packet page 12.)

## 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.

### HUMAN RESOURCES

1. Consideration of approval of Personnel Transactions, dated June 25, 2008. (See backup packet pages 13 through 42.)

### INSTRUCTION and STUDENT SERVICES

2. Consideration of approval to extend the agreement with the County of Los Angeles Department of Public Social Services for the next fiscal year ending June 30, 2009. (See backup packet page 43.)
3. Consideration of approval to increase the Student Health Services Fee. (See backup packet page 44.)
4. Consideration of approval of Student Services Expenditure Funding for 2008-09. (See backup packet page 45.)
5. Consideration of approval of Summer Bridge Program speaker Luis Rodriguez. (See backup packet page 46.)
6. Consideration of approval of Medical Directors for Health Programs. (See backup packet pages 47 and 48.)
7. Consideration of approval of contractors for physical exams for Health Science faculty. (See backup packet page 49.)
8. Consideration of approval of contracts and grant funding for the Child Development Center. (See backup packet page 50.)
9. Consideration of approval of activities and acceptance of funds for the Scholarships in Science, Technology, Engineering, and Mathematics grant. (See backup packet page 51.)
10. Consideration of approval of activities and acceptance of funds for the Industry-Driven Regional Collaboratives – Regional Simulation Center grant. (See backup packet pages 52 and 53.)

11. Consideration of approval of activities and acceptance of funds for the Enrollment Growth and Retention Program – Associate Degree Registered Nurse Programs grant. (See backup packet page 54.)
12. Consideration of approval of contracts for the Career Exploration and Development for 7<sup>th</sup> and 8<sup>th</sup> Graders grant. (See backup packet page 55.)
13. Consideration of approval of a grant augmentation and extension for the Contract Education South – Statewide Leadership grant. (See backup packet page 56.)
14. Consideration of approval to accept funds for the Tech Prep grant award through Carl D. Perkins Career and Technical Education Act II-B (CTEA), if awarded. (See backup packet pages 57 and 58.)
15. Consideration of approval of an affiliation agreement with Special Service for Groups/PALS for Health in Los Angeles. (See backup packet page 59.)
16. Consideration of approval to accept an addition to the Regional Health Occupations Resource Center grant. (See backup packet page 60.)
17. Consideration of approval of expenditures for events associated with the Tech Prep grant. (See backup packet page 61.)
18. Consideration of approval of expenditures for events associated with the RHORC. (See backup packet page 62.)
19. Consideration of approval of a Memorandum of Understanding between The East Los Angeles Community Union and the Small Business Development Center. (See backup packet page 63.)
20. Consideration of approval of a Memorandum of Understanding among The City of Temple City, the Temple City Chamber of Commerce, and the Small Business Development Center. (See backup packet page 64.)
21. Consideration of approval of an adjunct faculty workshop through the Regional Health Occupations Resource Center Fostering Student Success grant. (See backup packet page 65.)
22. Consideration of approval of activities for the Child Development Center. (See backup packet page 66.)
23. Consideration of approval of acceptance of funds for the Carl D. Perkins Career and Technical Education Act of 2006 (CTEA) Title 1C Grant, if awarded. (See backup packet pages 67 and 68.)

## **ADMINISTRATIVE SERVICES**

24. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 69 through 72.)

25. Consideration of approval of Year-End Appropriation Transfers for Fiscal Year 2007-08. (See backup packet page 73.)
26. Consideration of approval of the Tentative Budget for Fiscal Year 2008-09. (See backup packet pages 74 and 75.)
27. Consideration of approval of the Annual Investment Policy Statement. (See backup packet pages 76 through 82.)
28. Consideration of approval of Final Project Approval for the Learning Technology Center project. (See backup packet pages 83 and 84.)
29. Consideration of approval for the Annual Advertisements for Goods and Services for Fiscal Year 2008-09. (See backup packet page 85.)
30. Consideration of approval of the sale of Scrap Metal, Salvage Items, and Recycled Paper for Fiscal Year 2008-09. (See backup packet page 86.)
31. Consideration of approval of the Annual Labor Compliance Program Report. (See backup packet page 87.)
32. Consideration of approval of Aircraft Repair Services with Nostalgia Airways, Inc. for the 2008-09 Fiscal Year. (See backup packet page 88.)
33. Consideration of approval of the renewal of the College's Aviation Insurance Policy with Falcon Insurance Agency of California, Inc. (See backup packet pages 89 and 90.)
34. Consideration of approval of the renewal of the College's Fine Arts Insurance Coverage with Huntington T. Block Insurance Agency, Inc. (See backup packet page 91.)
35. Consideration of approval of the renewal of the College's Student Accident/Athletic Insurance Coverage with Student Insurance Company. (See backup packet pages 92 and 93.)
36. Consideration of approval of General Liability/Property Coverage Renewal with the Alliance of Schools for Cooperative Insurance Program (ASCIP), effective July 2008, and Resolution No. 07-10 to Establish a Trust Account for Self-Insured Retention. (See backup packet pages 94 through 96.)
37. Consideration of approval of Agreements with the Foundation, for California Community Colleges for the Blackboard Course Management System, and the continuation of the Contact Center Agreement with Blackboard, Inc. (See backup packet page 97.)
38. Consideration of approval of participation in the Pharmedix California Community College Purchasing Coalition. (See backup packet page 98.)
39. Consideration of approval of the purchase of the Ash-Dome as the Science Laboratories Telescope Dome from Ash Manufacturing Company. (See backup packet pages 99 and 100.)

40. Consideration of approval of Agreements with Quantum Power for the Roadway Lighting Study and the Electrical Design Services projects, and with Winefield & Associates, Inc. for the Annual Emissions Report project to perform professional Design and Consulting Services. (See backup packet pages 101 and 102.)

41. Consideration of approval of the following Bids:

- Bid No. 2772 Agricultural Sciences Complex (Main Building) – Griffith Company (Demolition, Earthwork, and Site Improvements Contractor). (See backup packet pages 103 through 106.)
- Bid No. 2773 Agricultural Sciences Complex – Main Building – K.A.R. Construction, Inc. (Concrete and Masonry Contractor). (See backup packet pages 103 through 106.)
- Bid No. 2774 Agricultural Sciences Complex (Main Building) – Columbia Steel, Inc. (Structural Steel and Miscellaneous Metals Contractor). (See backup packet pages 103 through 106.)
- Bid No. 2775 Agricultural Sciences Complex (Main Building) – Harbor Construction Co., Inc. (General Construction Contractor). (See backup packet pages 103 through 106.)
- Bid No. 2776 Agricultural Sciences Complex (Main Building) – Daart Engineering Co., Inc. (Fire Sprinklers Contractor). (See backup packet pages 103 through 106.)
- Bid No. 2777 Agricultural Sciences Complex (Main Building) – Continental Plumbing, Inc. (Plumbing Contractor). (See backup packet pages 103 through 106.)
- Bid No. 2778 Agricultural Sciences Complex (Main Building) – Los Angeles Air Conditioning, Inc. (Mechanical/HVAC Contractor). (See backup packet pages 103 through 106.)
- Bid No. 2779 Agricultural Sciences Complex (Main Building) – American Electric Company (Electrical Contractor). (See backup packet pages 103 through 106.)
- Bid No. 2780 Agricultural Sciences Complex (Main Building) – FYR Landscaping, Inc. dba Pierre Sprinkler & Landscape (Landscape and Irrigation Contractor). (See backup packet pages 103 through 106.)
- Bid No. 2781 Agricultural Sciences Complex (Main Building) – Lozano Caseworks, Inc. (Laboratory Casework Contractor). (See backup packet pages 103 through 106.)
- Bid No. 2782 Agricultural Sciences Complex (Construction and Site Work of

Equine Tack and Raptor Building, plus Site Work for Animal Care and Greenhouse Buildings) – Harik Construction, Inc. (Contractor). (See backup packet pages 107 and 108.)

- Bid No. 2783 Agricultural Sciences Complex (Construction of Greenhouse Building) - Nu/Age Development, Inc. (Contractor). (See backup packet pages 107 and 108.)
- Bid No. 2797 Re-Bid Foundation House Exterior Improvements – E. C. Construction Co. (Contractor). (See backup packet page 109.)

42. Consideration of approval of the following Change Orders:

- Bid No. 2669 Classroom Remodel – Los Angeles Air Conditioning (Contractor) – Change Order No. 11. (See backup packet pages 110 and 111.)
- Bid No. 2728 Math/Science Building – PPC Air Conditioning (Mechanical/HVAC Contractor) – Change Order No. 4. (See backup packet page 112.)
- Bid No. 2729 Math/Science Building – CSI Electrical Contractors, Inc. (Electrical Contractor) – Change Order No. 6. (See backup packet pages 112 and 113.)
- Bid No. 2739 Math/Science Building – Harik Construction (General Construction Contractor) – Change Order No. 4. (See backup packet page 113.)
- Bid No. 2763 Natural Sciences Building Exterior Improvements – KAR Construction (Contractor) – Change Order No. 4. (See backup packet pages 114 and 115.)

43. Consideration of approval of the following Contract Amendment:

- Contract Water Conservation – Civiltec Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet page 116.)

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

- Linda Camisasca – Six-to-seven-year-old Oldenburg/Quarter Bay Horse, valued by donor at \$15,000, to be used by the Natural Sciences Division.
- Kimberlee Elliott – Four-year-old Mare Chestnut Horse (half Thoroughbred and half Hanoverian), valued by donor at \$5,000, 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 approval of employment contracts for the positions of Vice President, Instruction, Dean, Community Education, and Associate Dean, Technology & Health.
2. Consideration of approval of revised partnership agreement with the Mt. SAC Foundation. (See backup packet pages 117 through 121.)
3. Consideration of approval of the Associated Students Proposed Budget for Fiscal Year 2008-09. (See backup packet pages 122 through 125.)

## **DISCUSSION ITEMS**

All items listed for "Discussion" will be discussed by the Board of Trustees but not acted on for approval. After discussion, the Board will determine whether an item returns the following month for action or further discussion.

1. Receive for first reading and discussion proposed revisions to Board Policy 1200 – College Mission, Board, Board Policy 2915 – Student Member, and Board Policy 6200 – Budget Preparation. (See backup packet pages 126 through 130.)

## **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: July 23, 2008  
August 27, 2008  
September 24, 2008

### **Upcoming Events:**

June 26, 2008	<b>Community Education Adult High School Graduation Ceremony – 6:00 p.m., Clarke Theater</b>
July 4, 2008	<b>Independence Day Holiday (Campus Closed)</b>
July 9, 2008	<b>Foundation Executive Committee and Board of Directors Meeting – 2:00-6:00 p.m., Building 19B, Room 3</b>

July 11, 2008	<b>Community Leadership Advisory Committee Meeting</b> – 7:30 a.m., Founders Hall
July 23, 2008	<b>Registration Starts for 2008 Fall Semester</b>
August 1, 2008	<b>Last Day of Summer Intersession</b>

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.