



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 27, 2008

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, August 27, 2008. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

John S. Nixon, President/CEO; Michael D. Gregoryk, Vice President, Administrative Services; Audrey Yamagata-Noji, Vice President, Student Services; Virginia Burley, 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 items:

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

3. PUBLIC SESSION

The public meeting reconvened at 6:35 p.m.

4. INTRODUCTIONS/RECOGNITION

- **Introductions**

The following newly appointed staff were introduced to the Board:

Classified

Silva Arzunyan, Student Services Program Specialist, Disabled Student Programs & Services

Ligaya Macayaon, Staff Nurse, Student Health Services

Jason Torres, Laboratory Technician, Business & CIS, Business Division

Management

Tamika Addison, Assistant Director, Child Development Center, Child Development Center

5. APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, to approve the minutes of the regular meeting of July 23, 2008. Motion unanimously carried. Student Trustee concurred.

6. ACTION TAKEN IN CLOSED SESSION

None.

7. PUBLIC COMMUNICATION

Steven Solana, Associated Students Vice President of Activities, addressed the Board in his role as a member of the Measure RR Bond Campaign staff. He invited everyone to attend the Campaign Kick-Off event on September 3, 4:30-6:30 p.m., (immediately following the Fall Opening meeting), in Founders Hall.

8. REPORTS

A. Brandie White, Associated Students President, reported the following:

- A New Student Welcome, co-sponsored by the Associated Students and High School Outreach was held on August 11. The event reached over 300 students.
- The Associated Students plan to take a lead role in the Measure RR campaign. They will be sharing Measure RR information with students and encouraging students to register to vote.
- Students were pleased to participate in the President's Circle Summer Symposium last week. Students conducted a break-out session on Mt. SAC's history and future, with the help of Measure RR. Ms. White thanked Trustees Baca and Hall for attending.
- Student leaders are working with College staff to discuss recycling efforts and how students can help develop a comprehensive plan.

- Board members were again invited to attend the Associated Students Fall Leadership Retreat for a luncheon and interactive workshop on September 13.
- B. Michelle Grimes-Hillman, Academic Senate President, reported the following:
- The first full Senate meeting is scheduled for September 4. The Senate will be asked to confirm the appointments of David Schmidt (Electronics) as the Early College High School Coordinator and Tamra Horton (English) as the International Education Coordinator. The Senate plans to create a task force to discuss the parameters for wait lists for classes with the implementation of Banner. The Senate will also open nominations for the Academic Senate Vice President position.
 - The review of Administrative Procedures and Title 5 mandates will continue to be priorities for the Senate. President Grimes-Hillman extended an invitation to the Board to suggest any academic and professional matters that they believe the Senate should discuss this year.
- C. Virginia Macias, Classified Senate President, reported the following:
- The newly-elected Senators are: Rosa Ascencio (Career Placement), Eula Gray (Student Life), Donna Lee (Biology), and Bill Rawlings (Information Technology). The new alternate Senators are: Jacqueline Carmona (Financial Aid), Suzi Ganoe (Human Resources), and Marchelle Nairne-Prouix (ESL).
 - The Senate Executive Board for 2008-09 is: Eula Gray – Recorder, Jacquelyn Grier – Director, Bill Rawlings – Director, Doris Wang – Director, Liz Callahan – President-Elect, Randy Smith – Past President, and Virginia Macias – President.
 - President Macias said the Classified Senate supports Measure RR and looks forward to working on its passage.
- D. Terri Long, Faculty Association President, reported the following:
- The first meeting of the Faculty Association Representative Council is scheduled for next week. Council members will discuss making a contribution to the Measure RR campaign, the proposed Use of Force and Safety policies, and a draft policy regarding Student Use of Electronic Devices.
 - Puttin' on the Hits is scheduled for March 13 and 14, 2009. Individuals interested in performing or participating in the show should contact either Terri Long or Joan Sholars.
- E. Representing CSEA, Chapter 262, Vice President Laura Martinez reported the following:
- Congratulations were extended to Melissa Berkley (Production Specialist in Broadcast Services) for winning a Communicator Award of Distinction for her concept of the “Cross Country Invitational” commercial.
 - The current round of contract negotiations is nearly completed. It is hoped that this will be presented to the Board of Trustees in September.

- CSEA, Chapter 262, members voted overwhelmingly to endorse Measure RR. Ms. Martinez thanked President Nixon for attending the last chapter meeting to answer questions related to the bond measure.

F. President Nixon's report included the following:

- Dr. Nixon commented on last week's Upward Bound Closing Ceremony. He said this is always a moving ceremony and commended Juan Carlos Astorga (Program Director) for his excellent work with students.
- The second annual "Welcome Back" barbeque was held last Friday. Lunch was served to 600-700 staff. Dr. Nixon thanked Vice President Yamagata-Noji and all the volunteer workers for making the event so successful.
- Earlier today, Dr. Nixon attended a briefing from Majestic Realty Co. on its proposal to bring an NFL team to the Los Angeles area. The proposal is to build a stadium, practice fields, retail shops, and sports medical center near the intersection of Grand Avenue and the 57 freeway. According to Dr. Nixon, Majestic hopes to purchase a team by March 2009. Construction on the new stadium won't begin until next year, so the first two years that the team is in the area, it will play at the Rose Bowl. Dr. Nixon said the NFL is interested in having two teams play in the stadium.
- Dr. Nixon asked Vice President Yamagata-Noji to provide the Board with a fall enrollment report. The College received 13,811 applications, an increase of 1,437. The numbers were down slightly in first-time students and transfer students; however, there was a large increase in students enrolling to meet university requirements. A College goal was to maximize enrollment by adding very few new sections and we only increased the number of class sections by 1.3% (+42). Overall, enrollment is up 3.21% over last fall (+900 students).

Clarence Brown, Director of Marketing and Communication, shared the College's marketing plan that was rolled out in July and August. The message/theme – "Dream It, Be It!" will be displayed on freeway billboards, bus tailgate ads, bus interior ads, yearbook ads, mall kiosks, newspaper ads, airport panels, direct mail pieces, and media currently promoting registration (College website, press releases, and marquee announcements).

- Vice President Gregoryk introduced Karen Saldana, Director of Safety & Risk Management. Director Saldana discussed the July 29 Chino Hills earthquake and its effect on the college. The College has had numerous building evacuation drills over the past year and that proved to be beneficial following the quake.

According to Ms. Saldana, the College sustained approximately \$450,000 in damage. Since there was no declaration of a disaster at the local, state, or federal level, we probably won't qualify for any funds to repair the damage. Pictures of damage were shared with Board members.

9. CONSENT AGENDA

Trustee Baca asked that the following corrections be made to the Consent Agenda:

- Consent item #2 – Personnel Transactions. On page 37 of the backup packet, the independent contract for Orlando Francis should show an ending date of June 30, 2009, not June 30, 2008.
- Consent item #4 – Meet/Confer Agreement with Supervisory Employees (backup packet page 48). The dollar amount in the bulleted section should be changed to read \$2,307 rather than \$2,309.

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

PRESIDENT'S OFFICE

1. Approval of the College's conflict of interest code.

HUMAN RESOURCES

2. Approval of Personnel Transactions, dated August 27, 2008, as corrected.
3. Approval to ratify Meet/Confer Agreement between the District and Confidential Employees for 2008-09.
4. Approval to ratify Meet/Confer Agreement between the District and Supervisory Employees for 2008-09, as corrected.
5. Approval to ratify Meet/Confer Agreement between the District and Management Steering Committee for 2008-09.

INSTRUCTION and STUDENT SERVICES

6. Approval of a contract with Schaefer Ambulance Service for six home football games.
7. Approval of a contract with Thomas Bryan, M.D. for the 2008 football season.
8. Approval of the Emergency Medical Services Program accreditation site visit and related expenditures.
9. Approval of activities for the Small Business Development Center.
10. Approval of a Memorandum of Understanding between the San Gabriel Valley Regional Chamber of Commerce and the Mt. SAC Small Business Development Center.
11. Approval of activities and acceptance of funds for the Basic Skills grant.
12. Approval of activities and acceptance of funds for the Career Technical Education Community Collaborative grant.
13. Approval of activities and contracts for the Industry Driven Regional Collaboratives grant.

14. Approval of activities and contracts for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
15. Approval of activities and acceptance of funds for the Regional Health Occupations Resource Center grant.
16. Approval to accept funds for the Talent Expansion in Science and Technology – an Urban Partnership grant.
17. Approval of the Center of Excellence grant renewal for 2008-09.
18. Approval of additions and changes to the Continuing Education program.
19. Approval of Continuing Education Programs and Courses for Fall 2008.
20. Approval of activities for the Regional Health Occupations Resource Center.

ADMINISTRATIVE SERVICES

21. Approval of the Quarterly Investment Report, for the period ending June 30, 2008.
22. Approval of the Quarterly Financial Status Report, for the period ending June 30, 2008.
23. Approval to submit an application on behalf of the Governing Board and the College President/CEO to the Los Angeles County Superintendent of Schools requesting Fiscal Accountability Status, effective July 1, 2009.
24. Approval of Resolution No. 08-03 – Appropriations Limit for 2008-09.
25. Approval of a three-year agreement (2008-09, 2009-10, and 2010-11) with Vicenti, Lloyd & Stutzman LLP for basic auditing services.
26. Approval of the 2009 contract for the Chancellor's Office Tax Offset Program (COTOP).
27. Approval of the appointment of the Executive Assistant to the Vice President of Administrative Services, Denise Lindholm, to act on behalf of the College as a certified and qualified Hearing Officer to handle contested parking violations.
28. Approval of the College's participation in The Cooperative Purchasing Network (TCPN).
29. Approval for the College to subscribe to the Fraud Alert Hotline Service provided by VLS Fraud Solutions, which is a professional service of Vicenti, Lloyd & Stutzman LLP.
30. Approval of the 2008-09 refreshment expenditures for the Banner Implementation Project.
31. Approval of the purchase of network gear for the Social Sciences and Mathematics/ Science Buildings from Insight Public Sector.

32. Approval of reducing to 5% the retention for Scorpio Enterprises dba AireMasters Air Conditioning on their contract for the Construction Services Building Remodel & New Data Center – Mechanical (Bid No. 2705).
33. Approval of the ratification of the award of a contract to rebuild the variable frequency drives for Chiller No. 2 and 3 at the Central Plant with Diversified Thermal Services, Inc.
34. Approval of agreements to provide Professional Design and Consulting Services with gkkworks/CCS Group for the Facilities Planning Services – Update Master Plan Visuals, Update Facilities Building Inventory, Long-Range Construction Planning project and with HMC Architects for the Fire Training Facility Conceptual Site Plan project.
35. Approval of the following Change Orders:
 - Bid No. 2669 Classroom Remodel – Los Angeles Air Conditioning (HVAC Contractor) – Change Order No. 12.
 - Bid No. 2697 Student Services Renovation – PW Construction (General Contractor) – Change Order No. 8.
 - Bid No. 2714 Planetarium Remodel – Inland Empire Buildings (General Construction Contractor) – Change Order No. 5.
 - Bid No. 2769 Parking Lot B Improvements – Excel Paving Company (General Contractor) – Change Order No. 2.
 - Bid No. 2770 Science Building Interior/Exterior Improvements – Nu/Age Development (Contractor) – Change Order No. 1.
36. Approval of the following Contract Amendment:
 - Contract Student Services Renovation – tBP Architecture (Consultant) – Amendment Nos. 4 and 5.
37. Approval of the following Completion Notices:
 - Bid No. 2769 Modifications to Pay Lot B – PALP, Inc. dba Excel Paving Co., Inc. (Contractor)
 - Bid No. 2771 Data Center Infrastructure – CSI Electrical Contractors (Contractor)
38. Ratification of the following Completion Notices:
 - Bid No. 2628 Music Building Expansion – Paul C. Miller Construction Co., Inc. (Contractor)

- Bid No. 2634 Founders Hall Renovation – Paul C. Miller Construction Co., Inc. (Contractor)

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

- Tane Koblick – Period reproduction furniture piece; Victorian-style divan, valued by donor at \$300.00, to be used by the Arts Division
- Rainbird Corp. – Miscellaneous irrigation supplies, valued by donor at \$70,260.47, to be used by the Natural Sciences Division.

Motion unanimously carried. Student Trustee concurred.

10. PUBLIC HEARING ON PROPOSED BUDGET

In accordance with Title 5 of the California Code of Regulations, Section 58301, the 2008-09 Proposed Budget was made available to the public from August 22, 2008, through August 26, 2008, and a Public Hearing was scheduled for 6:30 p.m., on Wednesday, August 27, 2008. Trustee Baca opened the Public Hearing at 7:40 p.m. There were no statements made relative to the proposed Budget. The Public Hearing was closed at 7:41 p.m.

11. ADOPTION OF THE 2008-09 BUDGET

Vice President Gregoryk pointed out that the State hasn't adopted its 2008-09 budget, so the College budget is more fluid than it would normally be by this date. At this point, we don't know if the State will be providing a Cost of Living Adjustment or if there will be a Property Tax Backfill for 2007-08. Both would impact the College budget. Currently, the College is projecting a deficit of \$970,083; however, that could turn into a surplus of \$312,892 should Measure RR pass.

Trustee Chyr said he voted against the College's 2008-09 Tentative Budget because it included funding for the county charges for the November bond election. Since the budget still includes that funding allocation, Trustee Chyr indicated that he would vote no on this item – and asked that the minutes reflect his reason for doing so.

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to approve the 2008-09 adopted budget. Motion carried with a 4-1 vote, with Trustee Chyr voting 'No'. Student Trustee concurred.

12. EMERGENCY RESOLUTION RELATED TO EARTHQUAKE DAMAGE

It was moved by Trustee Bader, seconded by Trustee Chyr, to approve Emergency Resolution No. 08-02 – Campus-wide Repairs of Chino Hills Earthquake Damage. Motion unanimously carried. Student Trustee concurred.

13. PUBLIC HEARING ON CERTIFICATION OF THE SUBSEQUENT FINAL ENVIRONMENTAL IMPACT REPORT

In accordance with the California Environmental Quality Act (CEQA), Section 15163, a Draft Subsequent EIR (SCH 200241161) was circulated for public review from May 28, 2008 to July 11, 2008, and a Public Hearing was scheduled for 6:30 p.m., on Wednesday, August 27, 2008. Trustee Baca opened the Public Hearing at 7:53 p.m. There were no statements made relative to the Draft Subsequent EIR. The Public Hearing was closed at 7:54 p.m.

14. SUBSEQUENT FINAL ENVIRONMENTAL IMPACT REPORT

Trustee Hall asked for an update on expanding the intersection of Grand and Temple/Amar. Vice President Gregoryk said College staff has met with Walnut City staff. The issue is two water vaults located on Grand just before the turn onto Temple. To move those vaults would cost between \$1-1.4 million. The City is currently looking into this to see if the situation can be addressed in a less costly manner.

It was moved by Trustee Hall, seconded by Trustee Bader, to certify the Subsequent Final Environmental Impact Report and adopt the Statement of Overriding Considerations, the Statement of Facts and Findings, the Mitigation Monitoring Program, and the 2008 Master Plan Update, as revised by the Final SEIR. Motion unanimously carried. Student Trustee concurred.

15. PROGRAM MANAGEMENT/CONSTRUCTION MANAGEMENT SERVICES

Vice President Gregoryk said the College interviewed excellent construction management firms, with the College Master Plan Coordinating Team interviewing the top two. He said Bovis was selected because they were the most technically qualified and also submitted the lowest fee. Trustee Chyr asked about the College's options should that be necessary. Vice President Gregoryk said both the College and Bovis have out clauses in the agreement.

It was moved by Trustee Bader, seconded by Student Trustee Jamison, to approve an Agreement for Program Management/Construction Management Services with Bovis Lend Lease, Inc., contingent on the passage of the Measure RR Bond in the November 2008 General Elections and State Capital Outlay funding as it is released by the Chancellor's Office. Motion unanimously carried. Student Trustee concurred.

16. MANAGEMEN'S OS1 CLEANING PROGRAM

Ken McAlpin, Manager, Custodial Services, told the Board that the ManageMen's OS1 cleaning program represents a new approach to organizing and deploying staff for maintaining buildings. It is a comprehensive program that includes a professional development component.

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve incorporating ManageMen's OS1 cleaning program into Facilities Planning and Management's custodial operations. Motion unanimously carried. Student Trustee concurred.

17. TRACK RESURFACE BID

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve the following Bid:

- Bid No. 2799-09 Track Resurface with Minor Repair Work. Awarded to California Track & Engineering, Inc., in the amount of \$190,795.

Motion unanimously carried. Student Trustee concurred.

18. EMPLOYMENT OF ASSISTANT DIRECTOR, BASIC SKILLS

This item was pulled from the agenda.

19. BOARD POLICY 5050 – MATRICULATION

The Board received for first reading and discussion proposed revisions to Board Policy 5050 – Matriculation. With no suggested revisions by Board members, this policy will be brought back to the Board for action at its September meeting.

20. BOARD COMMUNICATION

- All Board members shared the following comments:
 - All new staff were welcomed to the College.
 - Those who attended the President's Circle Summer Symposium shared positive comments about the event.
 - Trustees said they were looking forward to attending the Student Leadership Retreat at Lake Arrowhead.
 - All trustees mentioned the many events they have attended, including: President's Circle Summer Symposium, presentation by Lew Edwards Group, and Margaret Young's retirement party.
- Trustee Chyr said that the Pomona Unified School District is placing a bond measure before the voters in November and shared his concern about how that might impact Mt. SAC's bond measure. He was very pleased, however, that no one filed an argument against the Mt. SAC bond measure.
- Student Trustee Jamison said she attended the Student Trustee Conference in San Francisco earlier in the month and found it very worthwhile. Ms. Jamison said students are on board to help pass Mt. SAC's Measure RR.
- Trustee Hall thanked Vice President Yamagata-Noji and Dean Mauch for immediately responding over the past couple of weeks to assist students with classes. Trustee Hall noted that he experienced the same parking issues faced by students on Monday when he came to campus for his class.
- Trustee Bader said she was very pleased to learn that former Mt. SAC quarterback Kevin Craft will be the starting quarterback for UCLA.
- Trustee Chen Haggerty commended everyone on such a smooth opening of the semester.
- Trustee Baca said he believes the Measure RR campaign committee has raised nearly \$500,000 for the campaign. He commented that he also experienced problems with parking when he was on campus Tuesday afternoon.

21. ADJOURNMENT

The meeting adjourned at 8:32 p.m.

JSN:dc