



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 19, 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

From time-to-time writings that are public records which are related to open session items on an agenda for a regular meeting may be distributed to Trustees after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the Office of the President located in Founders Hall between the hours of 7:30 a.m. and 4:30 p.m.

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

- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957:** one position
- **Conference with Labor Negotiator Virginia Burley, Vice President, Instruction, per California Government Code Section 54957.6**
Faculty Association

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

INTRODUCTIONS AND RECOGNITION

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

Classified

Sally Fenton, Secretary, Instruction

Management

Liza Becker, Director, ESL, English as a Second Language

Thomas Meikle, Manager, Purchasing, Fiscal Services

Lorraine Williams, CalWORKs/CARE Coordinator, Student Services

- **Recognition**

Recognition of Sally Wieck for her service on the Citizens Oversight Committee from January 2006 through September 2008

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of October 15, 2008. (See backup packet pages 1 through 9.)

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 – Mt. San Antonio College Foundation, prepared by Richard Morley, Interim Executive Director (See backup packet page 10.)

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 November 19, 2008. (See backup packet pages 11 through 20.)
2. Consideration of approval of The Essentials of Credibility, Composure, and Confidence Workshop, scheduled for March 29, 2009. (See backup packet page 21.)
3. Consideration of approval of How to be a More Effective Group Communicator Workshop, scheduled for April 24, 2009. (See backup packet page 22.)
4. Consideration of approval of Dealing with Negative Attitudes in the Workplace Workshop, scheduled for June 19, 2009. (See backup packet page 23.)

INSTRUCTION and STUDENT SERVICES

5. Consideration of approval of activities and acceptance of funds for the Career Advancement Academy grant. (See backup packet page 24.)

6. Consideration of approval of activities and acceptance of funds for the California High School Exit Examination Preparation grant. (See backup packet page 25.)
7. Consideration of approval of activities for the Early College High School grant. (See backup packet page 26.)
8. 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 27.)
9. Consideration of approval of an extension of the TANF Child Development Careers Program. (See backup packet page 28.)
10. Consideration of approval of the Continuing Education mission, vision and student learning goals. (See backup packet pages 29 and 30.)
11. Consideration of approval of the pre-med section of the Mt. SAC Caduceus Club to attend a regional meeting in Las Vegas, November 20-23, 2008. (See backup packet page 31.)
12. Consideration of approval for the Mt. SAC Aeronautics Team to participate in the Pacific Coast Intercollegiate Flying Association regional airmeet February 13-16, 2009, in San Jose, CA. (See backup packet page 32.)
13. Consideration of approval for the Mt. SAC Turf Team to participate in the Fifth Annual Student Challenge at the Sports Turf Managers Association's Annual Conference and Exhibition in San Jose, CA, January 13-17, 2009. (See backup packet page 33.)
14. Consideration of approval of additions to the Regional Health Occupations Resource Center programs. (See backup packet page 34.)
15. Consideration of approval of additions and changes to the Continuing Education program. (See backup packet pages 35 and 36.)

ADMINISTRATIVE SERVICES

16. Consideration of approval of Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 37 through 39.)
17. Consideration of approval of the Quarterly Investment Report, for the period ending September 30, 2008. (See backup packet page 40.)
18. Consideration of approval of the Quarterly Financial Status Report, for the period ending September 30, 2008. (See backup packet pages 41 through 43.)
19. Consideration of approval of a Joint Venture Agreement with Thee Christmas Tree Company. (See backup packet page 44.)
20. Consideration of approval of a Renewal Agreement with Millennium Better Security, Inc. (See backup packet page 45.)

21. Consideration of approval of agreements to perform Professional Design and Consulting Services with P2S Engineering for the Art Building Mechanical Improvements project; and with tPB Architecture for the Bonita/Walnut Retaining Wall project. (See backup packet pages 46 and 47.)
22. Consideration of approval to reduce to 5% the retention for M. Wilson Co. Contractors, Inc. on their contract for the Construction Services Building Remodel and New Data Center – Electrical (Bid No. 2706) project. (See backup packet page 48.)
23. Consideration of approval to reduce to 5% the retention for Los Angeles Air Conditioning, Inc. on their contract for the Classroom Remodel – Plumbing (Bid No. 2669) project. (See backup packet page 49.)
24. Consideration of approval to reduce to 5% the retention for Inland Mechanical Construction, Inc. on their contract for the Classroom Remodel - Plumbing (Bid No. 2668) project. (See backup packet page 50.)
25. Consideration of approval to reduce to 5% the retention for Facility Operations Plus on their contract for the Athletics Restroom Building (Bid No. 2748) project. (See backup packet page 51.)
26. Consideration of approval of the following Change Orders:
 - Emergency Resolution No. 08-02 Campus-wide Repairs of Chino Hills Earthquake Damage – Nu/Age Development, Inc. (Contractor) – Change Order No. 1. (See backup packet page 52.)
 - Bid No. 2665 Classroom Remodel – PW Construction (General Contractor) – Change Order No. 13. (See backup packet pages 53 through 55.) (See backup packet page 59 for change order history.)
 - Bid No. 2666 Classroom Remodel – Empire Floor Covering (Flooring Contractor) – Change Order No. 7. (See backup packet page 55.) (See backup packet page 60 for change order history.)
 - Bid No. 2668 Classroom Remodel – Inland Mechanical (Plumbing Contractor) – Change Order No. 11. (See backup packet page 56.) (See backup packet pages 60 and 61 for change order history.)
 - Bid No. 2669 Classroom Remodel – Los Angeles Air Conditioning, Inc. (HVAC Contractor) – Change Order No. 13. (See backup packet page 57.) (See backup packet page 61 for change order history.)
 - Bid No. 2670 Classroom Remodel – Sage Electric (Electrical Contractor) – Change Order No. 7. (See backup packet pages 57 and 58.)
 - Bid No. 2697 Student Services Renovation – PW Construction (General Contractor) – Change Order No. 9. (See backup packet pages 62 through 64.)

- Bid No. 2739 Math and Science Building – Harik Construction (General Construction Contractor) – Change Order No. 5. (See backup packet pages 65 and 66.)
- Bid No. 2720 Math and Science Building – Doja, Inc. (Demolition, Earthwork, and Site Improvements Contractor) – Change Order No. 4. (See backup packet page 66.) (See backup packet page 68 for change order history.)
- Bid No. 2727 Math and Science Building – Inland Mechanical Construction, Inc. (Plumbing Contractor) – Change Order No. 8. (See backup packet pages 66 and 67.) (See backup packet page 69 for change order history.)
- Bid No. 2728 Math and Science Building – PPC Air Conditioning (Mechanical/HVAC Contractor) – Change Order No. 5. (See backup packet page 67.)
- Bid No. 2729 Math and Science Building – CSI Electrical Contractors (Electrical Contractor) – Change Order No. 7. (See backup packet pages 67 and 68.) (See backup packet page 69 for change order history.)
- Bid No. 2770 Science Building Interior/Exterior Improvements – Nu/Age Development, Inc. (Contractor) – Change Order No. 2. (See backup packet pages 70 and 71.)
- Bid No. 2772 Agricultural Sciences Complex – Main Building – Griffith Company (Contractor) – Change Order No. 1. (See backup packet pages 72 and 73.)
- Bid No. 2777 Agricultural Sciences Complex – Main Building – Continental Plumbing (Contractor) – Change Order No. 1. (See backup packet pages 72 and 73.)
- Bid No. 2782 Agricultural Sciences Complex – Construction and Site Work of Equine Tack and Raptor Building, Plus Site Work for Animal Care and Greenhouse – Harik Construction, Inc. (Contractor) – Change Order No. 1. (See backup packet page 74.)

27. Consideration of approval of the following Contract Amendment:

- Contract Music Center Expansion – RMA Group (Professional Testing and Inspection Services Consultant) – Amendment No. 2. (See backup packet page 75.)

28. Consideration of approval of the following Completion Notices:

- Emergency Resolution No. 08-02 Earthquake Repairs – Nu/Age Development, Inc. (Contractor)
- Bid No. 2974 Physical Education Center Field House Mechanical Equipment Replacement – Cool Air Supply, Inc. (Contractor)
- Bid No. 2745 Student Parking Lot S and Pedestrian Crossing – E. C. Construction (Contractor)

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

- Totten Tubes, Inc. – 1,000 pounds of scrap pipe and tubing, 3’ – 6’ in length, valued by donor at \$80, to be used by the Technology & Health 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 an agreement to provide Relocation Services for the renovation of the buildings housing Natural Sciences, Chemistry, and Social Sciences (Buildings 7, 11, 26A, 26B, and 26D). (See backup packet page 76.)

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: December 17, 2008 (third Wednesday)
January 28, 2009
February 25, 2009

Upcoming Events:

- November 20, 2008 **Citizens Oversight Committee Meeting** – 6:00 p.m., Founders Hall
- November 20-
December 11, 2008 **Art Gallery Faculty Exhibition** – (Opening Reception November 20, 4:00-6:00 p.m.) Tuesdays-Thursdays 11:00 a.m.-2:00 p.m., and Thursdays 5:00-7:30 p.m., Art Gallery
- November 21, 2008 **PTK Induction Ceremony** – 6:00 p.m., Music Recital Hall
- November 22, 2008 **Wildlife Sanctuary Concert & Tour** – 10:00 a.m.–4:00 p.m., Wildlife Sanctuary
- Fall Vocal Jazz Concert** – 8:00 p.m., Sophia B. Clarke Theater
- November 23, 2008 **Fall Chamber Winds Concert** – 4:00 p.m., Music Recital Hall
- November 27-30, 2008 **Thanksgiving Recess** (Campus Closed)
- December 1, 2008 **Learning Technology Center Annual Holiday Tea** – 2:00-3:30 p.m., Learning Technology Center, Room 160
- December 2-4, 2007 **Holiday Ceramics Sale** – Tuesday/Wednesday 9:00 a.m.-8:00 p.m., Thursday, 9:00 a.m.-2:00 p.m., Ceramics Studio
- December 3, 2008 **Associated Students Holiday Celebration** – 12:00-2:00 p.m., Student Life Center, Stage Area
- Fall Percussion Concert** – 7:30 p.m., Music Recital Hall
- December 4, 2008 **Auxiliary Services Holiday Tea** – 2:00-3:30 p.m., SAC Book Rac
- December 4-6, 2008 **11th Annual Wassail Dinner and Concert** – 6:00 p.m., Music Recital Hall and Dance Studio
- December 4-7, 2008 **Theater Production – Marat/Sade** (*The Persecution and Assassination of Jean-Paul Marat as performed by the Inmates of the Asylum of Charenton under the direction of the Marquis de Sade*) – 8:00 p.m., December 4, 5, and 6; 2:00 p.m., December 7, Studio Theater
- December 10, 2008 **Administration Holiday Tea** – 2:00-3:30 p.m., Founders Hall
- December 14, 2008 **Fall Semester Ends**

December 24, 2008 - **Winter Recess** (Campus Closed)
January 1, 2009

January 5, 2009 **Winter Intersession Begins**

Upcoming Sports Events:

December 3, 2008 **Men's Basketball vs. Long Beach** – 7:00 p.m., Gym

December 5, 2008 **Men's Basketball vs. Rio Hondo** – 7:30 p.m., Gym

December 9, 2008 **Men's Basketball vs. L.A. Harbor** – 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.