

### MT. SAN ANTONIO COLLEGE

### **REGULAR MEETING OF THE BOARD OF TRUSTEES**

Wednesday, December 12, 2012

#### MINUTES

### **CALL TO ORDER**

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:35 p.m. on Wednesday, December 12, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

### STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Mike Gregoryk, Vice President, Administrative Services; and Audrey Yamagata-Noji, Vice President, Student Services.

### 1. PUBLIC COMMUNICATION

None.

### 2. CLOSED SESSION

The Board adjourned to Closed Session to discuss the following items:

- Conference with Legal Counsel Settlement Agreements (two cases)
- Conference with Labor Negotiators Virginia Burley, Vice President, Instruction; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6. Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651
- Government Code Section 54957.6: Negotiation with Unrepresented Employee (College President)

Designated Negotiator: Board President

### 3. PUBLIC SESSION

The public meeting reconvened at 6:39 p.m. The Pledge of Allegiance was led by Joe Jennum, Dean of Athletics.

### 4. ELECTION OF BOARD OF TRUSTEES OFFICERS

It was moved by Trustee Bader and seconded by Trustee Chen-Haggerty that Trustee Baca serve as President of the Board. Motion carried. Student Trustee concurred.

Trustee Baca assumed the office of Board President.

It was moved by Trustee Hall and seconded by Trustee Baca that Trustee Chyr serve as Vice President of the Board. Motion carried. Student Trustee concurred.

It was moved by Trustee Baca and seconded by Trustee Chyr that Trustee Hall serve as Clerk of the Board. Motion carried. Student Trustee concurred.

### 5. INTRODUCTIONS AND RECOGNITION

#### Introduction

Confidential Employee

• **Brigitte Hebert**, Executive Assistant I (Fiscal Services) (absent)

### Recognition:

- Men's Soccer Team captures fourth Straight State Championship, Defeating City College of San Francisco, 2-0, and finishing the season second in the country. Both Head Coach Juan Sanchez and Team Captain Norberto Ochoa spoke about what a great school Mt. SAC is for both athletics and curriculum. Coach Sanchez said their goal is to push their student athletes toward attending a four-year university upon their leaving Mt. SAC. He also thanked the Board for all of their support over the years. Team Captain Ochoa thanked the team for all their hard work, and he thanked the coaches because, without all of them, the championship would not have been possible.
- Awarding of Certificates of Service to the following retiring employees:
  - Robin Berilla-Whiteman, Secretary (Student Life), 17 years of service (absent)
  - Ronald Boerem, Teaching Assistant (Learning Assistance Center), 36 years of service (present)
  - **Don Hurdle**, Electrician (Facilities Planning and Management), 22½ years of service (present)
  - **Olice King**, Senior Systems Analyst/Programmer (Information Technology), 12 years of service (absent)
  - Carl Maxwell, Custodian (Facilities Planning and Management), 20 years of service (present)
  - Tom Meikle, Manager, Purchasing (Fiscal Services), 4 years of service (absent)

Ms. Berilla-Whiteman's, Mr. King's, and Mr. Meikle's certificates will be mailed to their home addresses.

### 6. APPROVAL OF MINUTES

It was moved by Trustee Chen-Haggerty, seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of November 14, 2012. Student Trustee concurred.

### 7. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- Regarding item No. 1A: The Board voted 5-0 to approve a settlement in the amount of \$182,725.26 with R.C. Construction Services, Inc.
- Regarding item No. 1B: None.
- Regarding item No. 2: None.
- Regarding item No. 3: None.

### 8. PUBLIC COMMUNICATION

- Dominic Renada spoke regarding the shortage of classes at Mt. SAC. He suggested using reserves to pay for additional classes due to students' concern about their education.
- Jonathan D'Souza spoke regarding the implementation of the Student Success Act. He
  talked about the tuition being charged to students and the financial needs of those
  students.
- Eric Kaljumagi spoke regarding Consent item #18 regarding pay scale changes. He
  reiterated that he spoke against pay scale changes for managers a year ago and was
  chastised by a couple of employees, who are no longer with the College, in how
  disappointed they were that he spoke out. He returned to once again speak out against
  pay scale changes for managers and urged the Board to wait until the current
  classification study is completed and recommendations are made.

### 9. REPORTS

- Reports by the following constituency leaders were given and are posted on the College website with these minutes:
  - Ahmad Azawi, Associated Students President
  - Eric Kaljumagi, Academic Senate President
  - Deejay Santiago, Classified Senate President
  - Jennifer Galbraith, Faculty Association President
  - Cason Smith, CSEA, Chapter 262 1<sup>st</sup> Vice President
  - Johnny Jauregui, CSEA, Chapter 651 President (no report)

### 10. BOARD COMMUNICATION

- Trustee Baca read the following reminder: "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."
- A. All Board members shared the following comments:
  - They welcomed new employee Brigitte Hebert.
  - They congratulated Robin Berilla-Whiteman, Ronald Boerem, Don Hurdle, Olice King, Carl Maxwell, and Tom Meikle on their retirement.
  - They wished everyone happy holidays.
- B. Student Trustee Marin reported the following:
  - She attended the Pomona Christmas Parade with Trustees Hall, Bader, and Baca.
  - Associated Students have been serving coffee for the studying students.
- C. Trustee Bader reported the following:
  - She attended the annual Joint Board Dinner, where information is exchanged between the superintendents of the K-12 schools in the Mt. SAC District. She said it was very well done this year and was very beneficial to all.
  - She attended the Pomona Christmas Parade.
  - She attended the annual Wassail Dinner Concert. The Chamber Singers will be performing for the Pomona Rotary.
- D. Trustee Chyr reported the following:
  - He attended the annual Joint Board Dinner and thoroughly enjoyed the event.
  - He attended the annual Wassail Dinner Concert and said it was the year's highlight for him. He was impressed that the singers both entertained and served as the event's waiters. He commended Choral Director Bruce Rogers for his wonderful leadership.
- E. Trustee Chen-Haggerty reported the following:
  - She attended the annual Joint Board Dinner and was glad that she could attend on a night when she didn't teach. She was impressed with the students' work that was displayed on posters throughout the room.
- F. Trustee Hall reported the following:
  - He attended the annual Joint Board Dinner.
  - He attended the annual Wassail Dinner Concert and thanked Carol Nelson, in the President's Office, for all of her support in coordinating the Board's events.
  - He attended the Pomona Christmas Parade.
  - He congratulated all the sports teams for a great season.

- He suggested that the Puttin' on the Hits committee amps up their marketing strategy.
- He commented on Proposition 30, and said that it was designed to prevent trigger cuts.

### G. Trustee Baca reported the following:

- He thanked Trustee Bader for her year of service.
- He attended the Pomona Christmas Parade. He said it was one of the better organized parades.
- He attended the annual Wassail Dinner Concert.
- He said that, at the Board of Governors, they're working on getting graduating veterans out in the work place.
- He congratulated the Men's Soccer and Football teams for another outstanding season.

### 11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He congratulated Trustee Baca for his election as the new Board President.
- He thanked Trustee Bader for her year of service on behalf of the staff and students. He
  presented her with a plaque and a crystal gavel. Trustee Bader remarked that it was an
  honor serving as President for the past year, and she thanked Dr. Scroggins and the
  Board for all of their support.
- He welcomed new employee Brigitte Hebert.
- He congratulated Robin Berilla-Whiteman, Ronald Boerem, Don Hurdle, Olice King, Carl Maxwell, and Tom Meikle on their retirement.
- He reported the following sports accomplishments:
  - The Men's Wrestling team took place 2<sup>nd</sup> in the State Championship. Head Wrestling Coach David Rivera was named Coach of the Year. Kenny Breaux captured first place in his weight class (184 lbs.).
  - The Men's Soccer team captured its fourth consecutive State Championship and finished the season second in the country.
  - The Football team finished the season with an 11-1 overall record, a conference and National Bowl championships, but came up short in their quest for the Southern California Championship.
  - The Women's Basketball team is ranked No. 1 in the state, and they're undefeated.
  - The Men's Basketball team is ranked No. 4 in the state, with an 11-1 record.
- He showed an article in today's <u>City of Industry Newsletter</u> that exemplifies Trustee Hall's leadership supporting many individuals in the community.
- This month, he completed his duties as the chair of the accreditation visiting team, which was a show-cause committee for College of the Redwoods. They will meet in January to

share the report that was written as a result of the visit. He thanked those at Mt. SAC who contribute to such a high level accreditation, which is very rare.

 Dr. Scroggins introduced Gema Ptasinski and Heather McGee, from Vicenti, Lloyd & Stutzman, who provided a report to the Board on the 2011-12 fiscal year audit for the College, Financial Aid, and Auxiliary Services.

Ms. McGee indicated that the College is meeting its reserve requirements. There were no difficulties encountered in performing the audit and, in addition, there were no audit adjustments, which is positive. There is a small list of uncorrected misstatements, which is minor past adjustments. There were no disagreements with management, and management has provided a representation letter, which is available at the District office, verifying that they have reported everything they were required to report, and they have accepted the responsibility for the financial statements.

Ms. Ptasinski reported that there were no internal control or compliance findings related to State or federal programs.

Ms. Ptasinski thanked Vice President Mike Gregoryk and Associate Vice President Rosa Royce for a fantastic job done this year. She also thanked Vice President Audrey Yamagata-Noji and Director Gary Nellesen for their cooperation.

The audit reports are available in the Administrative Services Division office.

### 12. INFORMATIONAL REPORT

Gary Nellesen, Director, Facilities Planning & Management, gave a presentation on the Facilities Master Plan Update.

In the Facilities Master Plan, the concepts integrate Facilities Planning with Educational Plans, Technology Plans, Specific Project Plans, Infrastructure Plans, Land Use Plans, and Energy Plans. It's a living document, and planning is ongoing.

Recent facilities planning efforts include the "North Precinct," which is made up of the Student Services Annex, Food Services, Parking Structure, Business and Computer Technology, Public Transportation, Building 12 Renovation, Business and Computer Information Systems, Northwest Transit Stop, and Northeast Parking Area projects; the Athletics Complex East; and the Solar Power Plant.

Other concept plan maps were shown that included ADA Compliance, Storm Drain, Sanitary Sewer, Water Distribution, Emergency Vehicle Access Plan, Proposed Electrical, Proposed Gas, Proposed CHW and HHW, and Proposed Telecom Conduit.

A full build-out map of the proposed Gym Site was also discussed.

Director Nellesen presented several maps of the campus that show an overall view of the projects as well as Vehicular and Pedestrian Circulation maps; a Green Space and Open Space map; a Scope of Work map; ADA Compliance Plan; and a Landscape Illustrative map.

The final environmental impact statement is still to be completed.

Questions were asked regarding plan input, land leveling, protected walnut trees, parking, etc. Vice President Mike Gregoryk said that ongoing conversations are taking place with the City of Walnut regarding the parking structure, any construction on the south side of campus, across Grand Avenue, etc. He has worked very hard with the City Manager in order to keep him informed and to have mutual dialogue. Regarding the walnut trees, conversations are currently taking place to resolve this issue.

A question regarding the parking structure was raised, and Trustee Chyr asked for a copy of the parking study.

President Scroggins thanked Mr. Nellesen for his hard work and input on the Facilities Master Plan.

Mr. Nellesen's presentation is posted on the College website with these minutes.

### 13. CONSENT AGENDA

- Trustee Baca noted that, on Page 49, Consent item #14 Technology Center (Building 23) Mold Abatement (Change Order) the building number is wrong; it should be <u>Buildings 28A and B</u>. He also noted that, on Page 52, Consent item #18 Personnel Transactions under <u>Promotions</u>, to remove Gloria Duneen Duffin.
- It was moved by Trustee Bader, seconded by Trustee Chyr, and passed to approve or ratify the following items:

### **ADMINISTRATIVE SERVICES**

- 1. Approval of the Appropriation Transfers and Budget Revisions Summary.
- 2. Ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. These individuals were originally submitted to Auxiliary Services as vendor payment requests.
- 3. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
- 4. Approval of Resolution No. 12-05 Signature Changes to Existing Bank Accounts.
- 5. Approval of the reissuance of stale-dated Warrant No. 16933164, in the amount of \$33.49.
- 6. Approval to reject a Claim Against the District by Student Number Ending in 5704 and that Administrative Services is instructed to notify the claimant and his legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
- 7. Ratification of a contract with Fletcher, Heald & Hildreth, PLC to provide legal services related to the relocation of the KSAK transmitter for an amount not to exceed \$5,000.
- 8. Approval of an agreement with Hughes Network Systems, LLC to provide satellite services for the Mt. SAC Fire Academy facility in Ontario, CA.
- 9. This item was pulled and acted upon separately (see paragraph No. 14).
- 10. This item was pulled and acted upon separately (see paragraph No. 15).
- 11. Approval of a lease agreement between the College and Thacker Berry Farms for the property located at the southwest corner of Grand Avenue and Amar Road for the period of February 1, 2013, through July 31, 2013, with payment to the College of \$1,000 per month.
- 12. Approval to reduce the retention from 10% to 5% for Continental Plumbing, Inc. on the

- contract for the Child Development Center Plumbing & Site Utilities package (Bid No. 2832).
- 13. Approval of agreements to provide Professional Design and Consulting Services with Hill Partnership, Inc. for the Agricultural Sciences Complex Dog Kennel Addition project; and with P2S Engineering, Inc. for the Building 12 Modernization project.
- 14. This item was pulled and acted upon separately (see paragraph No. 16).
- 15. Approval of the following Contract Amendments:

•	Contract	Student Support Services – HMC Architects (Professional Design and Consulting Services consultant) Amendment No. 2.
•	Contract	Child Development Center – tBP Architecture (Professional Design and Consulting Services consultant) Amendment No. 14.
•	Contract	Project Management Services for the Child Development Center – TOMIT Consulting, Inc. (Professional Design and Consulting Services consultant) Amendment No. 1.

 Contract Facilities Master Plan Update 2009 – Marlene Imirzian and Associates Architects (Professional Design and Consulting Services consultant) Amendment No. 2.

- 16. Approval of the following Completion Notice:
  - Bid No. 2906 Purchase and Installation of Kitchen Equipment for Culinary Arts Program, R. W. Smith & Co. (Contractor.)
- 17. Approval of the following Proposed Gifts and Donations to the College:
  - NetafimUSA Equipment: Netafim Techline Model #TLRW9-1810, valued by donor at \$1,350, to be used by the Agricultural Sciences Department.

### **HUMAN RESOURCES**

- 18. This item was pulled and acted upon separately (see paragraph No. 17).
- 19. Approval of Renewal of Management Contracts.

### **INSTRUCTION and STUDENT SERVICES**

- 20. Approval for aeronautics students to participate in the Pacific Coast Intercollegiate Flying Association SAFECON 2013 in Salinas, CA, January 15–21, 2013.
- 21. Approval for forensics students and faculty members to attend the International Debate Education Association Tournaments in Xi'an and Beijing, China, May 25 to June 10, 2013.
- 22. Approval of program fees for students in the Basic Fire Academy.

- 23. Approval of student fees for color printing cards for Interior Design students.
- 24. Approval of activities and acceptance of funds for the Student Support Services grant.
- 25. Approval of a contract with California Market Center for the Family and Consumer Sciences Discipline Industry Collaborative grant.
- 26. Approval of a contract with WebEx for the CyberWatch West grant.
- 27. Approval of a contract agreement with The Game.
- 28. Approval of a contract agreement with Flocasts, LLC.
- 29. Approval of new programs, new courses, and course modifications for the 2013-14 academic year.
- 30. Approval of Community Services courses for Winter and Spring 2013.
- 31. Approval of additions and changes to the Community Services Continuing Education Division.
- 32. Ratification of a contract with The Upper Crust Catering for catering services rendered December 6-8, 2012, for the annual Wassail Dinner Concert.

Student Trustee concurred.

### 14. CONSENT ITEM #9: AMENDMENT TO THE STRATA INFORMATION GROUP CONTRACT

It was moved by Trustee Bader and seconded by Trustee Hall to approve this item, which will provide technical and functional support services for 1,500 hours of consulting services at a cost not to exceed \$250,000 and extending the contract term to December 31, 2014.

Chief Technology Officer Vic Belinski explained that numerous requirements are being reviewed by his team at this time, with significant Banner changes in Financial Aid, to handle some of the upcoming mandates. Basically, the whole module has been disassembled. The new Dream Act process will be starting in early 2013, which will affect the way FAFSAs are accepted; changes in the way BOG waivers are awarded; aligning Financial Aid with students' education planning; Student Success Initiative; a new way in setting priority registration appointments; etc. There will also be significant changes in the Human Resources area.

In the next 18 months, a complete architecture change to Banner will also be implemented. Resources are short, especially with open positions and recent retirements. The goal is to hire as soon as possible; however, in the meantime, contracted services are necessary.

Trustee Chyr commented that he doesn't believe that vacancies in Human Resources, Fiscal Services, and Financial Aid should be filled with Banner experts at a cost of \$150/hour. Mr. Belinski stated that the Banner experts would not be working full-time; only as needed during peak times. Trustee Chyr suggested that, instead of hiring through Strata Information Group, the College hire Banner experts directly. Mr. Belinski indicated that he is the Secretary of the Banner Users Group for the California Community Colleges, and he has combed the state for such experts, to no avail.

Vice President Mike Gregoryk commented that these experts are needed to help with the Human Resources Banner Module transition. They are also needed to look at the database and give recommendations to fix it.

Trustee Chyr suggested that the open positions be advertised and filled as soon as possible.

Motion carried 4-1, with Trustee Chyr voting no. Student Trustee abstained.

### 15. CONSENT ITEM #10: FIVE-YEAR AGREEMENT WITH THE VINEWOOD COMPANY

It was moved by Trustee Hall and seconded by Trustee Bader to approve this item that includes a five-year agreement to provide Department of State Architect (DSA) construction inspection services commencing January 1, 2013.

It was asked why there is no listing of costs included in the analysis and fiscal breakdown, and why is the contract for five years.

Director Nellesen explained that the missing chart containing the costs was an oversight. He also explained that the contract is for five years because projects are typically for a lengthy amount of time, and we wouldn't want to change inspectors in the middle of a project. We do have the ability to terminate a contract at the end of each year, as an option to the College.

It was asked what the dollar amount would be, and Mr. Nellesen indicated that at a half-time inspector, the amount for a two-year project, the budget would be approximately \$175,000-\$200,000.

It was suggested that the item be amended as follows:

"Proposals for inspection services included a fee schedule for a variety of services including three classes of inspectors, supervision, and certified plans examiner (individuals certified by the State Architect to review construction documents for code compliance). Hourly rates were quoted for each class for regular time work and Sunday and holiday work. Regular time hourly rates range from \$69 for a class three inspector to \$79 for a class one inspector or plan examiner. The Vinewood Company will be paid these rates for actual hours worked with no minimums. Overtime and Sunday or holiday inspections, which are typically charged back to contractors wishing to expedite work, will be compensated at 1.5 times the regular rate. This is a fully burdened rate, and supervision is included at no additional cost. Since the contract is renewable for a number of years at the College's option, provisions are in place to increase these rates only when the prevailing wage rate for inspectors is increased by the Department of Industrial Relations (DIR)."

Motion carried. Student Trustee concurred.

### 16. CONSENT ITEM #14: RATIFICATION OF CHANGE ORDERS

It was moved by Trustee Chyr and seconded by Trustee Bader to approve this item.

Regarding Bid No. 2923, Technology Center Abatement – Janus Corporation (Hazardous Materials Abatement) – Change Order No. 1, it was questioned due to the 44.03% change to the contract cost.

Facilities Planning and Management Director Gary Nellesen explained that mold in seven restrooms was discovered after the original scope of work was done, and, due to the original proposal's low cost, this Change Order resulted in a high percentage of change.

•	Bid No. 2830	Child Development Center - Liberty Mutual/Safe Co. (C	General
		Contractor) – Change Order No. 2.	

- Bid No. 2832 Child Development Center Continental Plumbing (Plumbing Contractor) – Change Order No. 3.
- Bid No. 2834 Child Development Center Tri-Power Electric (Electrical Contractor) – Change Order No. 4.
- Bid No. 2897 Agricultural Sciences Building Landscape Harry H. Joh Construction, Inc. (General Contractor) – Change Order No. 3.
- Bid No. 2923 Technology Center Abatement Janus Corporation (Hazardous Materials Abatement) – Change Order No. 1.

Motion carried. Student Trustee concurred.

### 17. CONSENT ITEM #18: PERSONNEL TRANSACTIONS

It was moved by Trustee Chen-Haggerty and seconded by Trustee Hall to approve this item.

Regarding the permanent change for Dale Vickers, Director, Academic Technology & Infrastructure, proposed range change, it was suggested that this particular item be finalized when the classification study is completed. It was asked if this is the only change that is being challenged, and the answer was yes.

Chief Technology Officer Vic Belinski said that there is some history regarding this request; that, in June 2011, the Director, Enterprise Systems retired, and, due to the language in the job description, Human Resources recommended that this position be raised from an M-19 to an M-20 on the salary schedule. Therefore, there became an equity problem because the two job responsibilities are the same. The Director, Academic Technology & Infrastructure should be raised in accordance with the Director, Enterprise Systems on the salary schedule.

Vice President Gregoryk commented that this is something that fell through the cracks; that, when the Director, Enterprise Systems was advertised, the salary range was M-20. Therefore, in all fairness, the Director, Academic Technology & Infrastructure should also be M-20.

Jennifer Galbraith stated that some of the out-of-class recommendations are being requested as temporary and will be addressed again after the classification study is completed. She asked if, perhaps, the same can be approved for Dale Vickers.

Trustee Hall amended his original motion to affect this item for Dale Vickers' change in range from M-19 to M-20 as a temporary change to June 30, 2013, pending the recommendations from the classification study. Trustee Bader seconded the motion.

Motion carried. Student Trustee concurred.

### 18. ACTION ITEM #1: CITIZENS OVERSIGHT COMMITTEE APPOINTMENTS

It was moved by Trustee Bader and seconded by Trustee Hall to appoint Mike Shay and Jesus (Alex) Mendoza to a two-year term on the Citizens Oversight Committee, effective January 2013 through December 2014.

Motion carried. Student Trustee concurred.

### 19. ACTION ITEM #2: AMENDMENT TO PRESIDENT & CEO'S EMPLOYMENT AGREEMENT

It was moved by Trustee Hall and seconded by Trustee Bader to approve an amendment to Dr. Scroggins' employment agreement that will allow the College to provide him a tax-sheltered annuity in the amount of \$10,000 per year, for the periods July 1, 2012, to June 30, 2013; and July 1, 2013, to June 30, 2014.

Student Trustee Marin said that students would not agree to any kind of pay increase in this economic climate.

Trustee Hall explained that this was part of the negotiations with Dr. Scroggins when he was hired in 2011. One of the elements of negotiation at that time was that it would make sense to wait a year and look at Dr. Scroggins' performance in his position and then re-visit the issue. When compared to Dr. Nixon's contract, there is an inequity as Dr. Nixon was reimbursed \$10,000 per year for his STRS contribution. Therefore, this request for a \$10,000 per year for a tax-sheltered annuity will bring Dr. Scroggins' contract in line with Dr. Nixon's.

Trustee Chyr indicated that Dr. Scroggins' contract language regarding a tax-sheltered annuity was not based on performance; that it was at the sole discretion of the Board to provide \$10,000 for a tax-sheltered annuity for the period July 1, 2012, to June 30, 2013.

Trustee Marin made a motion to table this item, and Trustee Chyr seconded the motion. After some discussion, Trustee Marin withdrew her motion.

Trustee Hall amended his original motion to amend this item to approve providing \$10,000 for a tax-sheltered annuity for the period July 1, 2012, to June 30, 2013, only. The motion was seconded by Trustee Bader.

Motion carried 4-1, with Trustee Chyr voting no. Student Trustee abstained.

### 20. ACTION ITEM #3: AUDIT REPORTS FOR FISCAL YEAR ENDING JUNE 30, 2012

It was moved by Trustee Chyr and seconded by Trustee Hall to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2012, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation.

Motion carried. Student Trustee concurred.

### 21. DISCUSSION ITEM #1: RECEIVE FOR FIRST READING AND DISCUSSION PROPOSED REVISIONS TO BOARD POLICY 3410 – NONDISCRIMINATION

The Board received for first reading and discussion proposed revisions to Board Policy 3410 – Nondiscrimination. No additional revisions were recommended. The revised Board Policy will be brought back to the Board in January for approval.

### 22. DISCUSSION ITEM #2: RECEIVE FOR FIRST READING AND DISCUSSION PROPOSED NEW BOARD POLICY 6625 – COLLEGE FUND-RAISING

The Board received for first reading and discussion proposed revisions to Board Policy 6625 – College Fund-raising. No revisions were recommended. The new Board Policy will be brought back to the Board in January for approval.

### 23. DISCUSSION ITEM #3: RECEIVE FOR FIRST READING AND DISCUSSION PROPOSED REVISIONS TO BOARD POLICY 7130 - COMPENSATION

The Board received for first reading and discussion proposed revisions to Board Policy 7130 - Compensation.

Trustee Chyr noted that, regarding foreign students, there is a lot of money being made by external agents. Dr. Scroggins indicated that, Mt. SAC is not currently using external agents, and any agreement with a foreign recruiting organization will require Board approval.

Dr. Scroggins suggested that a legal opinion be obtained regarding this subject. Therefore, this item will be brought back to the Board for approval pending legal opinion.

No additional revisions were recommended.

### 24. INFORMATION ITEM #1: NEW ADMINISTRATIVE PROCEDURE 6610 - FACILITIES PROJECT PRIORTIZATION

The Board received new Administrative Procedure 6610 – Facilities Project Prioritization, for information only.

### 25. INFORMATION ITEM #2: REVISIONS TO ADMINISTRATIVE PROCEDURE 6625 - COLLEGE FUND-RAISING

The Board received revisions to Administrative Procedure 6625 – College Fund-raising, for information only.

### 26. INFORMATION ITEM #3: REVISIONS TO ADMINISTRATIVE PROCEDURE 4105 – DISTANCE EDUCATION

The Board received revisions to Administrative Procedure 4105 – Distance Education, for information only.

## 27. INFORMATION ITEM #4: REVISIONS TO ADMINISTRATIVE PROCEDURE 4270 – USE OF GENERAL EDUCATION COURSES COMPLETED AT OTHER ACCREDITED INSTITUTIONS

The Board received revisions to Administrative Procedure 4270 – Use of General Education Courses Completed at Other Accredited Institutions, for information only.

### 28. ADJOURNMENT

The meeting adjourned at 10:09 p.m.

WTS:dl



### **Associated Students Report**

Presented by A.S. President Ahmad Azzawi; December 12, 2012

Happy Holidays board members.

Currently, Finals frenzy is taking place in the 9c kitchen. To ease the stress of the students, we are giving out scantrons, coffee, and some healthy snacks with a swipe of their IDs. From 9am – 6:30pm we will be out manning the kitchen in case any of you would like to stop by

On the 27<sup>th</sup> of November AS hosted our first annual Business Fair. It was successful as students were pleased with participating businesses. Pink's Hotdogs and Kogi both soothed the students with BBQ tacos and hotdogs.

Following the Business Fair, Associated Students hosted the Holiday Celebration which was also successful as students and faculty were able to enjoy and celebrate the holidays with performances and food.

### Recognitions

A couple months ago Mike Gregoryk came to speak to the senate and inform the students of the repercussion of either the passage or failure of Prop. 30. I did not get a chance to personally thank him for that so Thank You Mike!

Additionally, I would also like to thank Dr. Scroggins for attending the Holiday Celebration.

I hope you all enjoy your holidays and have a Happy New Year!





http://academicsenate.mtsac.edu (909) 594-5611 Ext. 5433

### Academic Senate Report To the Board of Trustees 12 December 2012

### **Full Senate Activity**

The Full Senate met on 15 November and approved AA-T degrees in Political Science and Music, a Real Estate Sales Certificate, the Senate's 2011-12 year-end report, and the Senate's goals and objectives for this academic year. We also passed Resolution 12-11 on the AANAPISI program which requests that the college modify the AANAPISI grant's advisory committee. This resolution was accepted by the administration. Furthermore, the Senate voted to form a new task force which will consider potential forms of priority registration so as to assist students in those classes required for their declared career interest.

The Senate met again on 6 December and approved changes to our Outstanding Awards program. We also recommended three Administrative Procedures: AP 3450 (Accessibility of Audiovisual Media – Captioning), AP 5142 (Students with Disabilities – Accessibility of Audiovisual Material: Captioning), and AP 3720 (Use of Technology and Information Resources). These APs have not yet completed the shared governance process.

### State Leadership Workshop

Michelle Sampat, Antoine Thomas, Luisa Howell, Michelle Grimes-Hillman and Dan Smith attended the state Academic Senate's Leadership Development workshop on December 1 at L.A. City College. Participants discussed what will happen when the Proposition 30 sales tax expires in four years, were briefed on national trends, and examined best practices statewide in enrollment management.

### **Faculty Hiring**

This year, the College received twenty-one requests for hiring faculty, including the replacement of eleven retired full-time professors. In accordance with AP 7120, a list of the top ten requests has been generated, and thus far Dr. Scroggins has authorized a single faculty hire in Kinesiology. It is the Senate's goal of having this position "flown" in early 2013 so as to attract the greatest number of qualified candidates.

While recognizing the State of California's fiscal weakness, the Senate is hopeful that more positions will be authorized and encourages the College to consider the state's Faculty Obligation Number as a "worst-case" minimal value.

### Flex Activities for Winter

Although the faculty mandatory Flex Day was held in August, additional professional development goes on throughout the academic year. The Academic Senate is pleased to announce that a day of voluntary professional development activities have been scheduled for 22 February 2013. The theme will be "Student and Faculty Success," with fifteen workshops planned on the various ways faculty can help students.

Respectfully submitted, Eric Kaljumägi President, Academic Senate



### Mt. San Antonio College Classified Senate

### REPORT TO THE BOARD OF TRUSTEES WEDNESDAY DECEMBER 13, 2012

- 1. Classified Senate will meet next on Thursday December 13<sup>th</sup>. At this meeting we will discuss:
  - a. Classified staff results from the POD workshop survey
  - b. Updating the Classified Senate website
  - c. Classified Awards Ceremony (May 22, 2013)
  - d. Classified events planned for remainder of year
  - e. Scheduling elections for 2013 2014 Senate Executive Board
- The Classified Professional Development Committee is in the process of planning the Classified Professional Development Day. Tentatively scheduled for Wednesday February 20, 2012, the committee is currently researching potential workshop sessions to be offered on that day.
- 3. The next New Employee Welcome, for classified staff, is tentatively scheduled for Thursday April 18, 2013 in Founders Hall.
- 4. Classified Awards Ceremony is scheduled from 9:00 am 11:00 am on Wednesday May 22, 2013 in the Clarke Theater
- 5. On behalf of Classified Senate, I would like to extend a warm welcome to the new staff and congratulate and thank all retiring employees for their years of service to the College

Respectfully Submitted by, Deejay R. Santiago, Ed.D. President, Classified Senate



### Faculty Association Report To the Board of Trustees December 12, 2012

### 1. Negotiations

The Faculty Association has chosen their negotiations team for the 2013 reopeners. The team will consist of Jennifer Galbraith as lead, Paul Sharpe and Luisa Howell. The FA has reviewed the results of the negotiations survey and will be presenting items to the District to bring forward to the Board in order to start negotiations this winter. The FA is hoping to continue with the positive negotiations process that we have had in working with the District in the past years.

### 2. Compensation

The Faculty Association understands the tough few years that the Community Colleges have had with respect to funds. The FA is very appreciative that this Board chose to provide a 2% increase to all employees including Dr Scroggins this past year. On tonight's agenda is an item to provide President Scroggins with a \$10,000 increase. The Faculty Association is hoping that with the passing of Propositions 30 and 39 that additional state funding will make it better for Community Colleges, and that this will allow the District to continue the process of fairly increasing all employees' compensation as it has in the past.

### 3. Puttin' on the Hits 2013

The Faculty Association's annual scholarship fundraiser, Puttin' on the Hits, is just around the corner. Music will be going out to the performers soon. Please mark your calendars for March  $8^{th}$  and  $9^{th}$ .

### **Happy Holidays!!!**



CSEA Chapter 262 2012 Executive Board

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Ext. 5813

Cason Smith 1st Vice President vp1@csea262.org Ext. 4678

Rosa Asencio 2<sup>nd</sup> Vice President <u>Vp2@csea262.org</u> Ext. 5941

Sandra Bollier
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Linda Tackett Chief Job Steward chiefsteward@csea262.org Ext. 5532

Rondell Schroeder
Site Representative Coordinator siterep@csea262.org
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Vacant
Chapter Public Relations Officer
cpro@csea262.org

Bill Rawlings Past President pastpresident@csea262.org Ext. 6602

"To improve the lives of our members, students, and community." Earlier today CSEA 262 had our final Chapter Meeting for the calendar year. A major function of that meeting was the election of new Executive Board Officers. I'm very proud to report the following members were elected to the following CSEA positions: Laura Martinez-President, Hawk Yao-2<sup>nd</sup> Vice President, Elizabeth Jauragui-Treasurer, and Tamieka Hunter-Chapter Public Relations Officer. These four members along with Chief Job Steward Linda Tackett, Chapter Secretary Sandra Bollier, Site Rep Coordinator Rondell Shroeder, Past President Bill Rawlings, and I as 1<sup>st</sup> Vice President will comprise the full CSEA Chapter 262 E-Board for 2013.

Consent item #18, Personnel Transactions, Management Employment on tonight's agenda includes a Permanent Change to the Range/Step of the Director, Academic Technology & Infrastructure. The District is requesting the Board's approval to increase the pay range from M-19, Step 5 to M-20, Step 5. CSEA would like to voice their opposition to this change and urges the Board deny this request.

As you may recall, at the November 16, 2011 Board Meeting the Board approved a contract with Koff & Associates to conduct a thorough review of the current classification and compensation structure for classified, confidential, supervisory, and management employees. The proposed cost of the study is \$158,500 to \$205,500. The review process began in February 2012. The District has received the proposed job descriptions and recommended classifications from Koff & Associates and has indicated they will likely formally present CSEA with these findings in January 2013.

It is clear we are very close to having a completed classification study with the compensation analysis to be completed shortly thereafter. CSEA 262 does not agree with the District's decision to change the pay rate of one of the management staff now. In a meeting with Dr. Scroggins he indicated this pay change had been agreed to by his predecessor, Dr. Nixon, to align the position with the Director, Enterprise Applications Systems position. While CSEA is not disputing a possible need to increase the salary of this position, we are calling into question why the change is taking place now...just prior to the conclusion of the classification and compensation study. If the Board approves this item, the message sent to our members is clear – once again classified must follow the "rules" and await the results of a very costly study, but management staff is entitled to changes when it is somehow deemed appropriate. In other words, the "rules" don't apply evenly across the board. They only apply to classified.

I would also like to point out in 2011, the District attempted to reclassify and increase the compensation of seven management staff. Both CSEA units, the Faculty Association, and the Academic Senate opposed these reclassifications and, on the whole, the Board denied them.

CSEA Chapter 262 would also like to register its concerns regarding Action Item #2 on tonight's agenda which seeks to amend the President/CEO's Employment Agreement. We think the concept of fair and equal treatment of all at Mt. SAC should play a very important role in the Board's decision on this matter.

Finally, though we may often disagree with the District on any number of issues, I put it to you CSEA 262 would very much like to think of Mt. SAC as a family...a family of equals which mutually respects each other's contribution. In that spirit we wish everyone at Mt. San Antonio College, the whole family, a very happy holiday season.

Cason Smith CSEA 262 1<sup>st</sup> Vice President

## Mt. San Antonio College

2012 Facilities Master Plan December 2012

## Master Planning Concepts

- Integrate Facilities Planning with ...
  - Educational Plans
  - Technology Plans
  - Specific Project Plans
  - Infrastructure Plans
  - Land Use Plans
  - Energy Plans
- Living Document Planning is Ongoing

## Recent Facilities Planning Efforts

- "North Precinct"
  - Student Services Annex
  - Food Services
  - Parking Structure
  - Business and Computer Technology
  - Public Transportation
  - Building 12
- Athletics Complex East
- Solar Power Plant



### E. MASTER PLAN

The Facility Master Plan Update continues the primary improvements planned by the Measure RR projects and previous planning efforts. The key recommendations are:

- · establish use zones in which each incorporate areas for pedestrian interaction and enhance integration
- improve connectedness between each use zone

- illustrate location of all projects currently planned by the District
   Illustrate potential future building sites for instruction programs for future growth
   establish a linked network of pedestrian circulation, open spaces and exterior study/collaboration to enhance student/faculty/staff learning and campus life
   plan vehicular circulation that will limit pedestrian conflicts while allowing ease of
- access to parking and service for buildings establish location and potential capacity of parking improvements to
- accommodate planned student growth

Measure Name	ID No.
Library/ Campus Center	А
Business and Computer Technology	В
Athletic Concessions and Restrooms	D
Athletic Education Building (Includes Gynmasium)	D1
Pool (Athletic Education Building lower level)	D2
Team Room	D3
Tennis Courts (12 competition courts)	D4
Practice Fields	D5
Career and Technical Education Building Renovation	Ľ
Classroom Building Renovation	F2
Laboratory Building Expansion	G
Fire Training Academy	Н
Public Transit Center	1
Parking Structure (2,300 spaces)	J
Building 9A Renovation	L7-A
Building 12 Renovations	L7-B
Facilities Improvement Projects #1 - EOC/Facilities Plan Room	L7-C1
Facilities Improvement Projects #2 - Food Service	L7-C2
Facilities Improvement Projects #3 - Language Lab Expansion	L7-C3
Facilities Improvement Projects #4 - Student Support Services	L7-C8
Building 40 Continuing Education Remodel	L7-C15
Future Instructional Building Zone (2 story, 35,000 sf)	1
Future Adult Education Zone	2
Auditorium Zone (1,200 seat)	3
Future Instructional Building Zone	4-6

### **LEGEND**



FUTURE NEW BUILDING OR EXPANSION ZONE



EXISTING BUILDING - TO BE RENOVATED UNDER RR

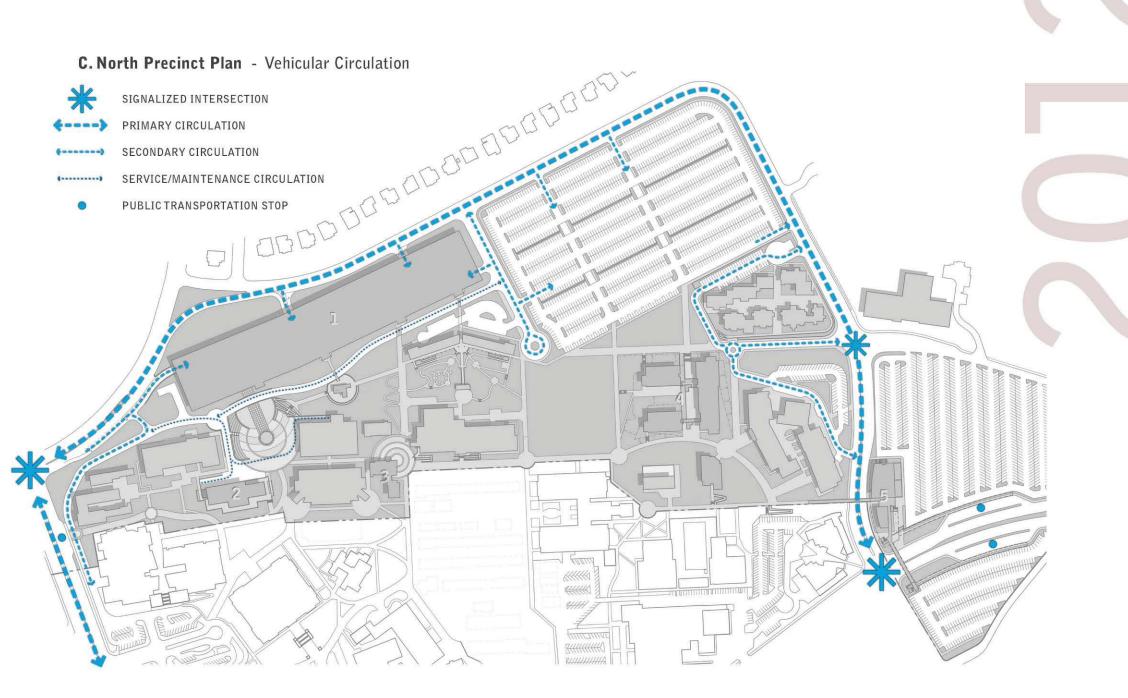


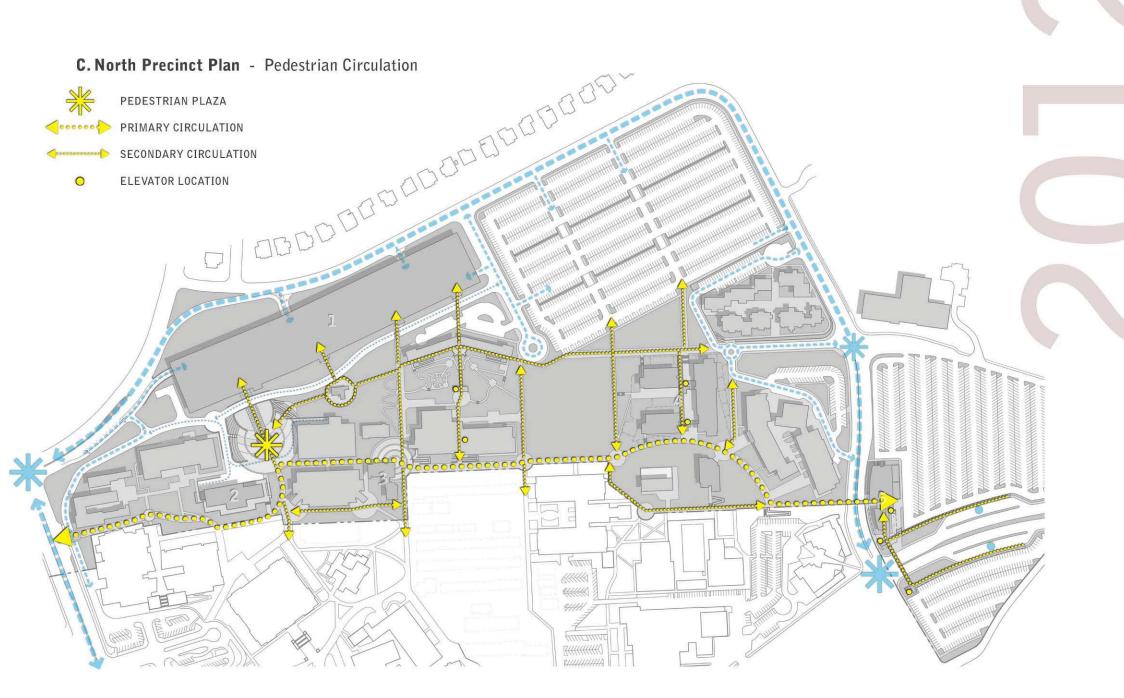
EXISTING BUILDING - TO REMAIN



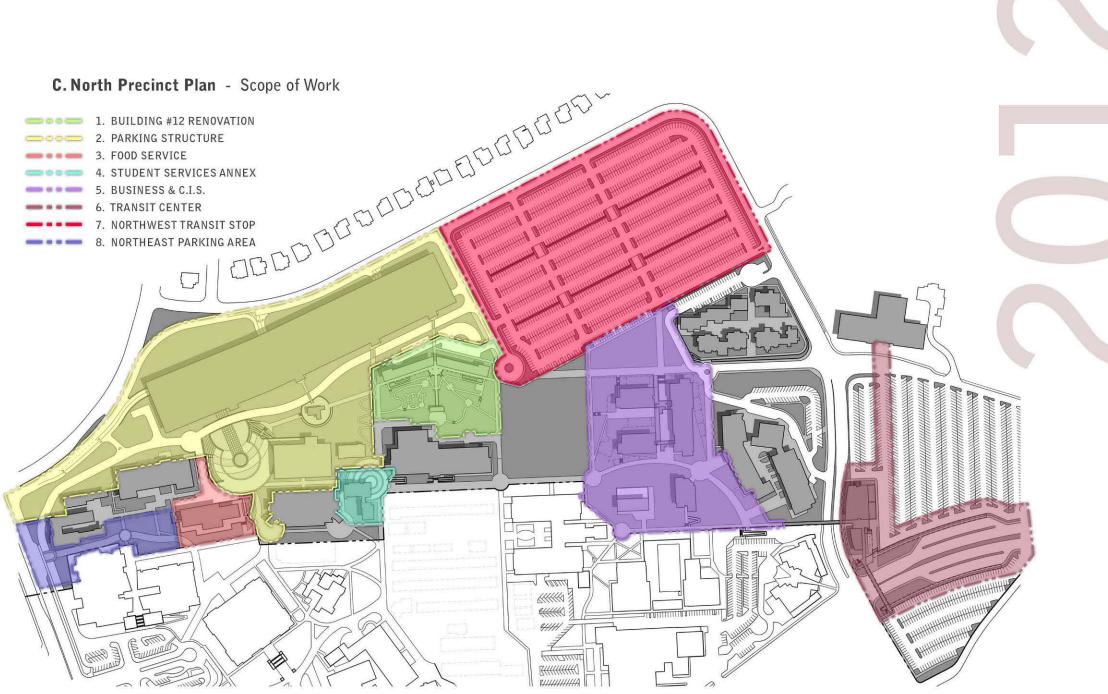
FUTURE PROGRAM ZONE PROJECT ID

# C. North Precinct Plan 1. Parking Structure 2. Food Service 3. Student Services Annex 4. Business & C.I.S. 5. Transit Center











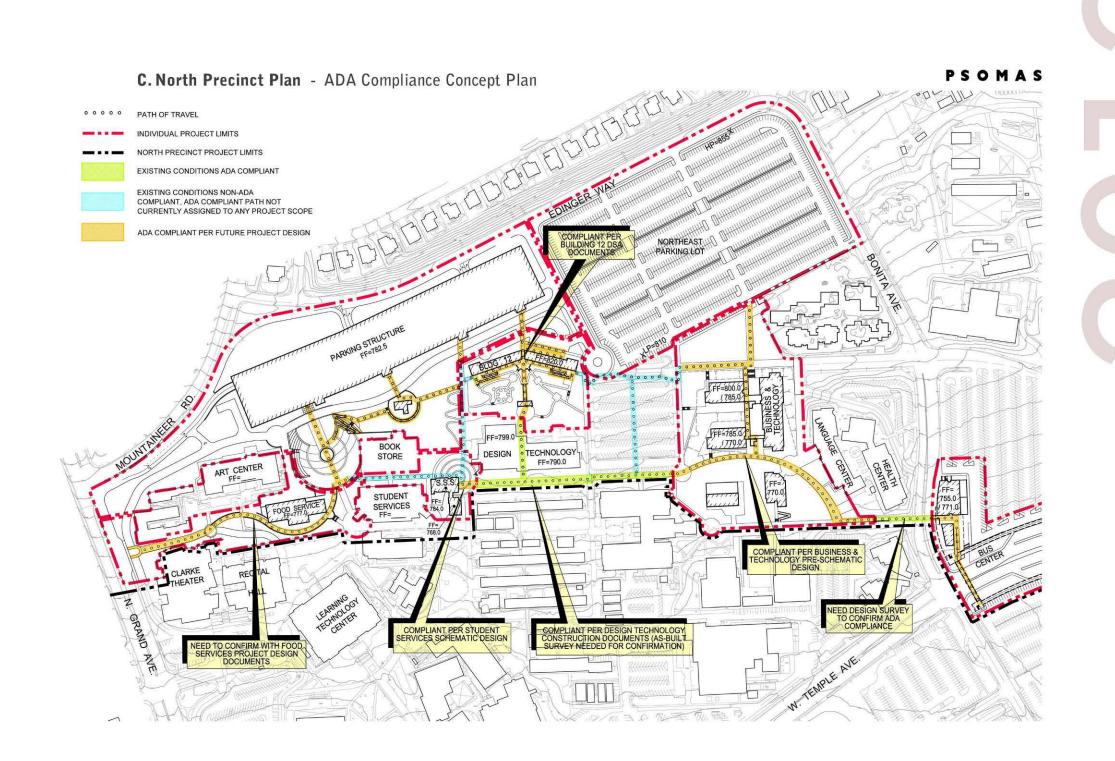
Civil Consultant PSOMAS

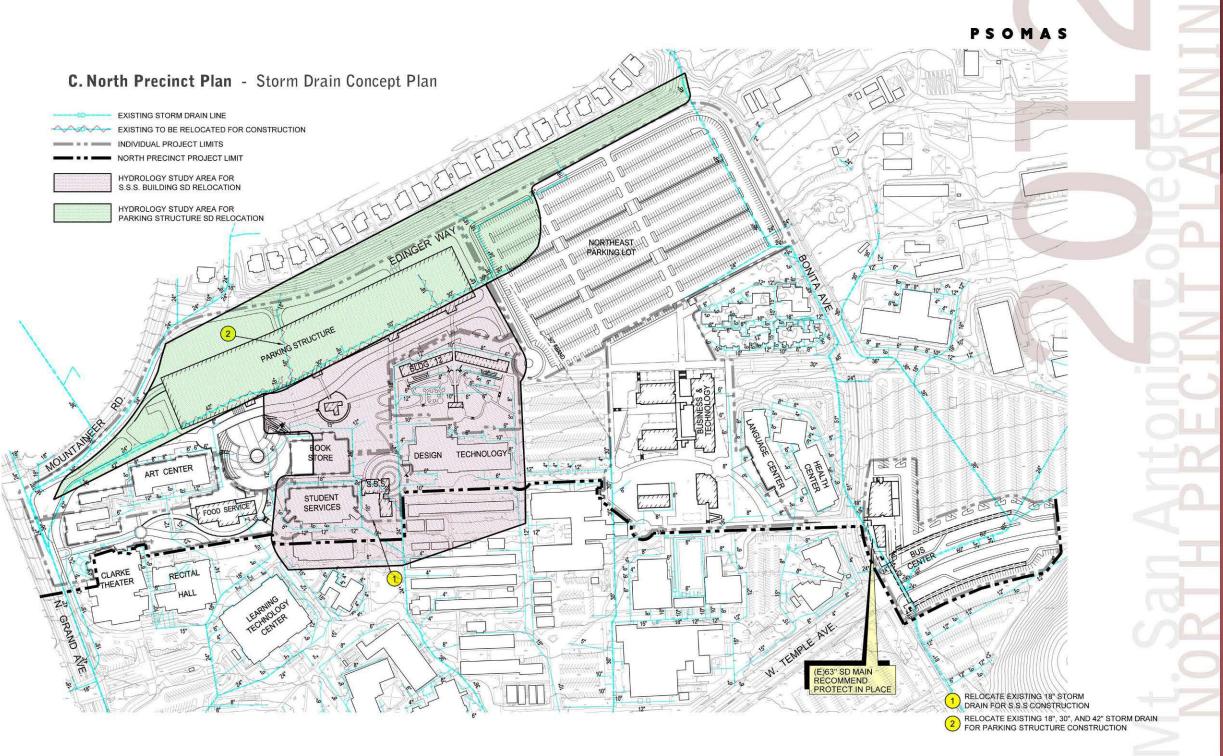
Plan

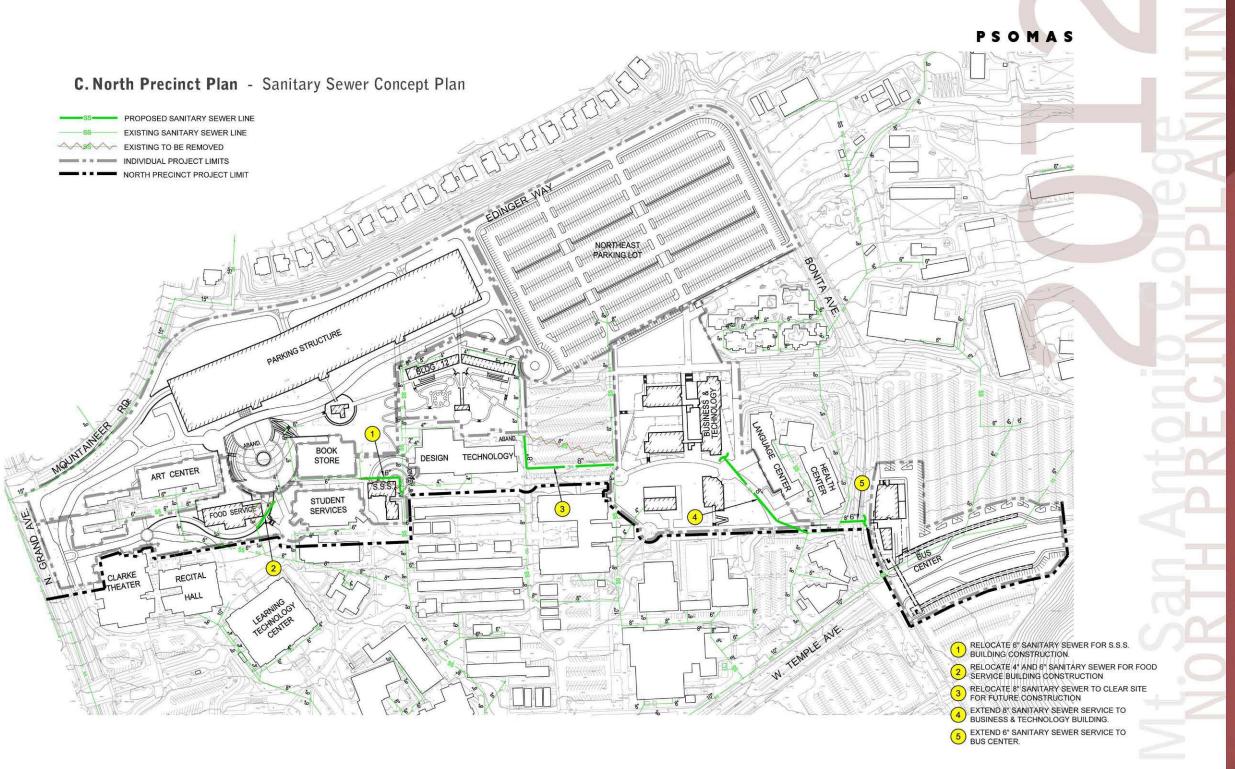
Precinct

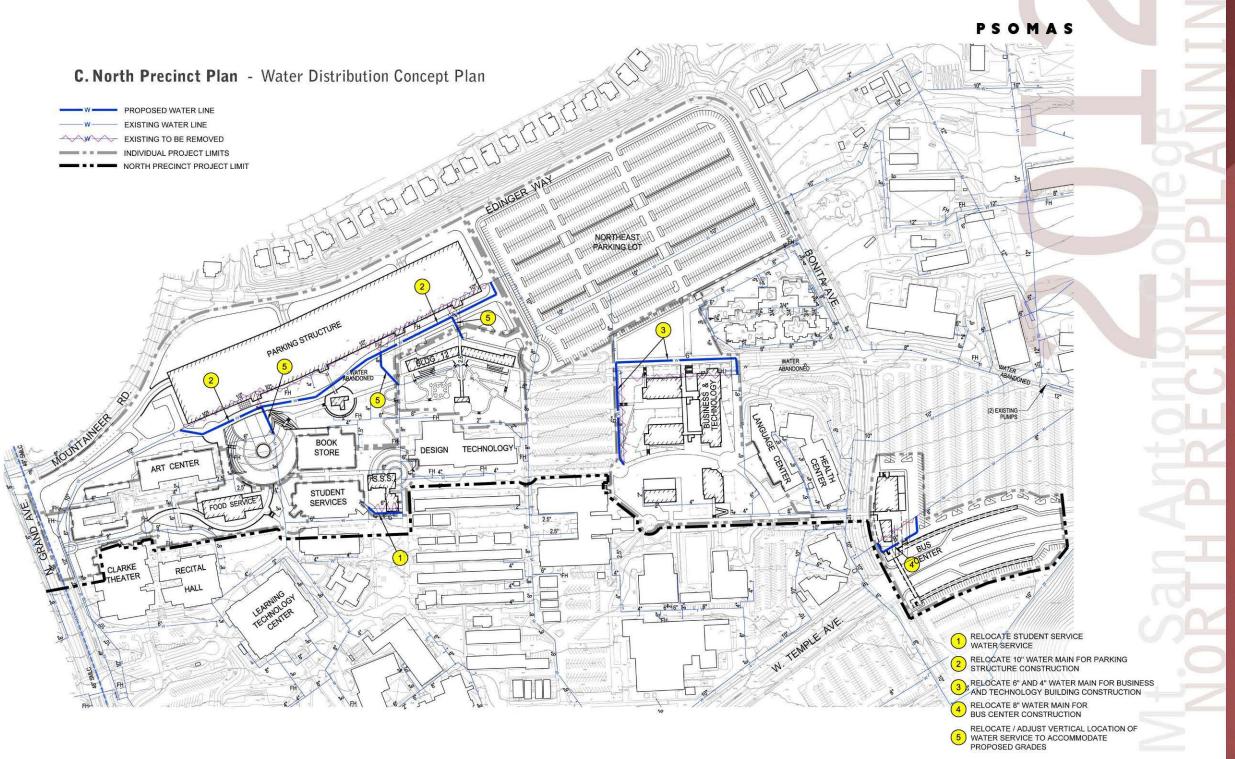
North

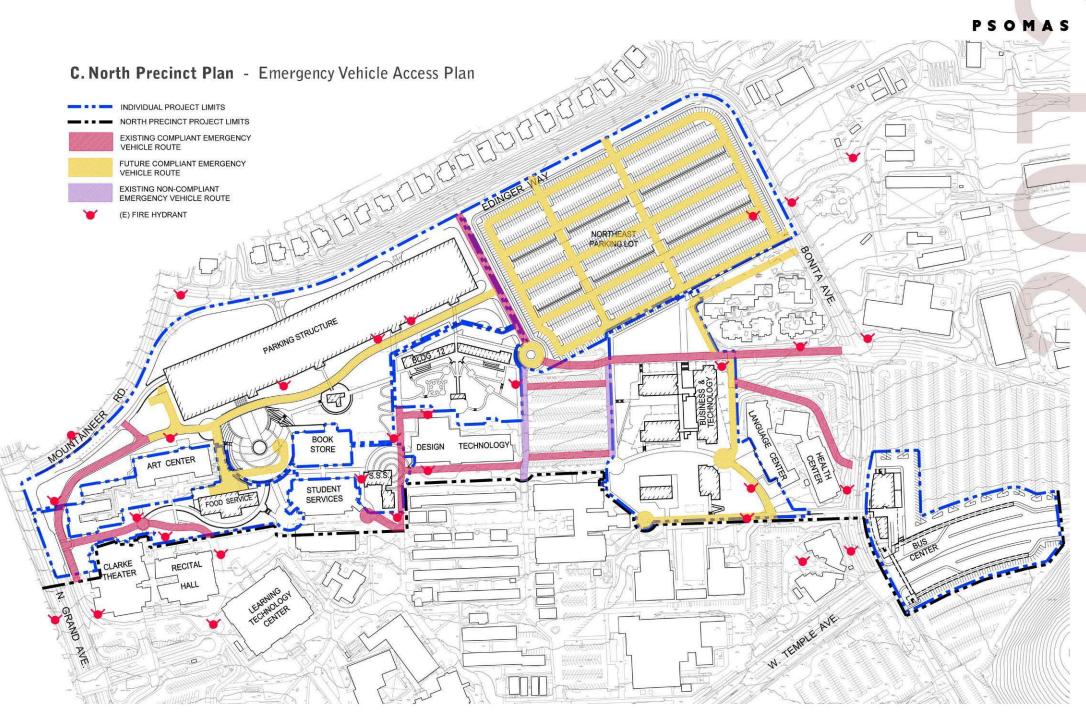
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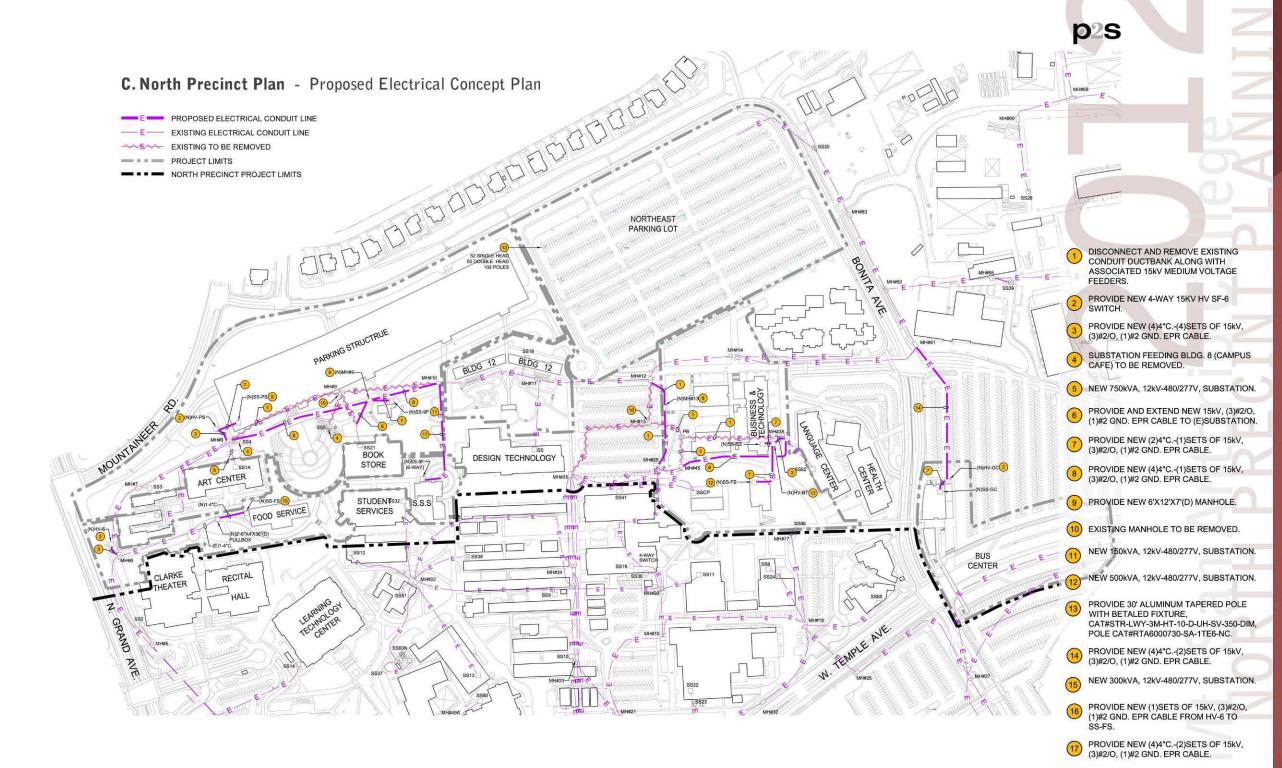


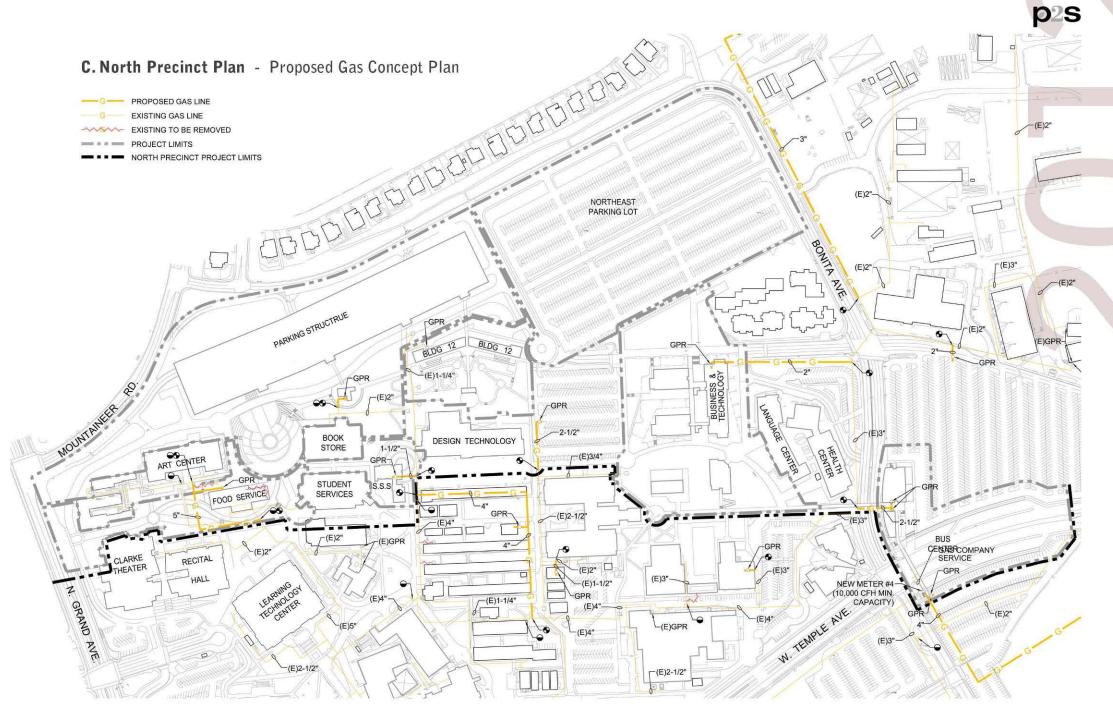


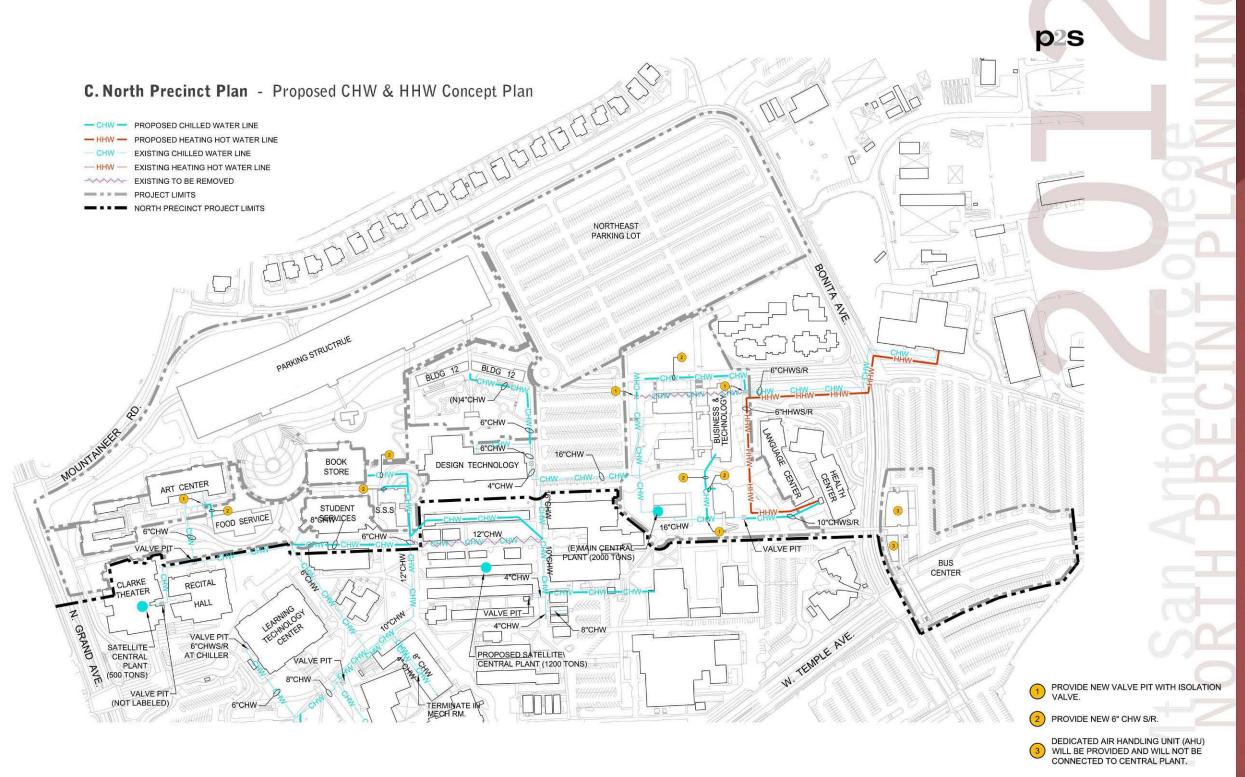


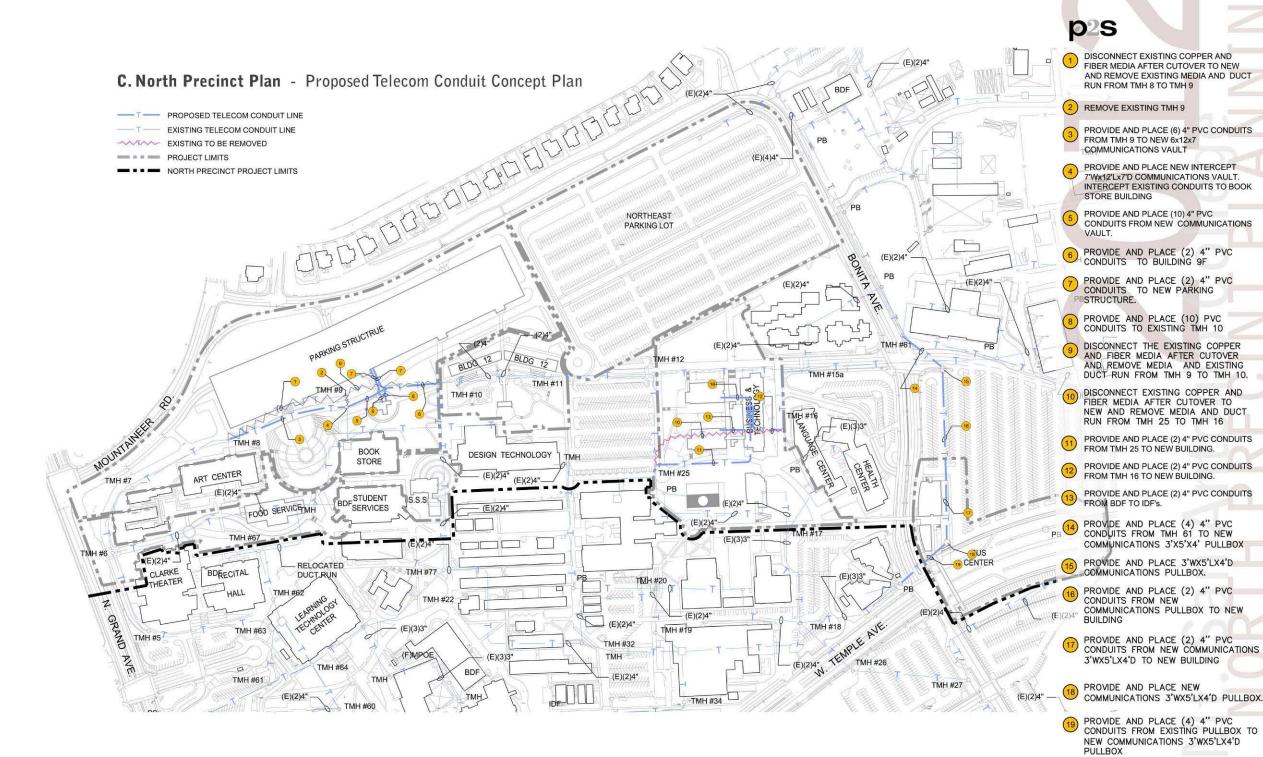


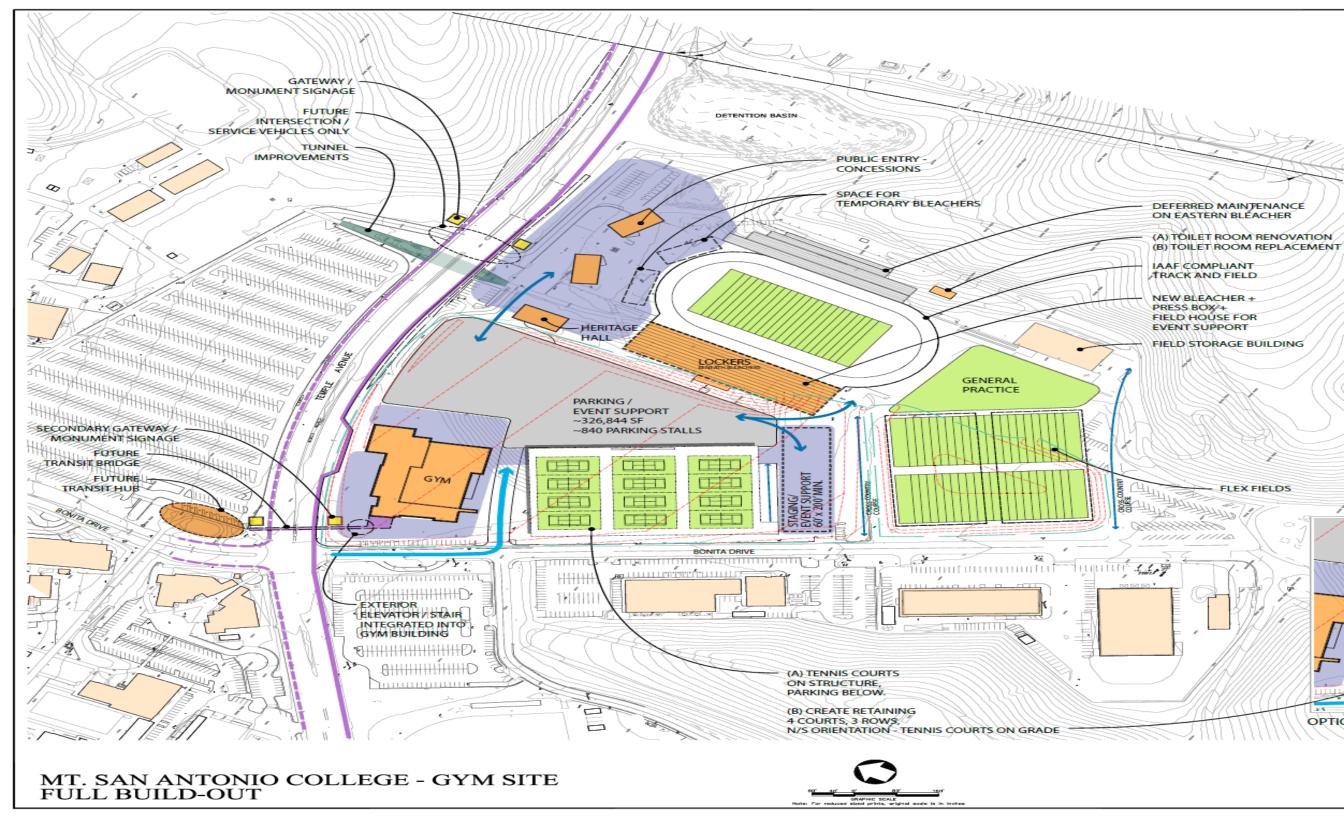
MEP Consultant p2s













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#### LEGEND



FUTURE PROGRAM ZONE

PROJECT ID