MT. SAC!
Mt. San Antonio College

Saturday, November 12, 2022
Special Meeting of the Board of Trustees

Board Study Session
Diamond Bar Center - Pine Room
1600 Grand Ave.
Diamond Bar

8:30 a.m. - Public Session

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 the 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.

The Board reserves the right to modify the order of business in the manner it deems appropriate.

1. OPENING ITEMS

Subject	**1.01 Call to Order (8:30 a.m.)**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	1. OPENING ITEMS
Type	

2. PUBLIC SESSION

Subject	**2.01 Flag Salute**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	2. PUBLIC SESSION
Type	Procedural

3. PUBLIC COMMUNICATION

Subject	**3.01 Public Communication**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	3. PUBLIC COMMUNICATION
Type	Procedural

At this time, the Board of Trustees will listen to communication from the public on matters that are on the Special Meeting 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.

4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)

Subject	4.01 Brown Act Training (8:30 a.m.) Meeting of the Board of Trustees

Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)

Type	Discussion

Presenter: Meredith Karasch, Liebert, Cassidy, Whitmore

File Attachments
1. Brown Act Training (LCW).pdf (399 KB)

Subject	**4.02 Use of Facilities/Civic Center Act (9:00 a.m.)**

Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees

Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)

Type	Discussion

Presenters: Morris Rodrigue and Kevin Owen

File Attachments
2. Use of Facilities-Civic Center Act (Rodrigue, Owen).pdf (290 KB)

Subject	**4.03 Enrollment Management and Data-Driven Decision-Making (9:30 a.m.)**

Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees

Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)

Type	Discussion

Presenters: Kelly Fowler, Audrey Yamagata-Noji, Madelyn Arballo, Sylvia Ruano, and Laura Sherwood

- Reconnect and Reengage Initiative
- Credit Enrollment Management Strategies
- Noncredit Enrollment Management Strategies
- Outreach and Inreach

File Attachments
3.1 Enrollment Management and Data Driven Decision-Making (Fowler, Arballo, Ruano, Sherwood).pdf (6,526 KB)
3.2 Enrollment Management and Data Driven Decision-Making - Outreach and Inreach (Yamagata-Noji).pdf (359 KB)
3.2.1 Fall 22 infographic 11.4.22.pdf (73 KB)

Subject	**4.04 Accreditation and Strategic Planning (11:00 a.m.)**

Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenters: Kelly Fowler, Madelyn Arballo, Minerva Avila, Barbara Mezaki, and Lianne Greenlee

File Attachments
4.1 Accreditation and Strategic Planning (Fowler, Arballo, Avila, Mezaki, Greenlee).pdf (4,373 KB)
4.2 Guide-to-Accreditation-for-Governing-Boards.pdf (713 KB)

Subject	**4.05 LUNCH BREAK (11:30 p.m.)**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Procedural

Subject	**4.06 Measure GO Expanded Quarterly Project Update (12:00 p.m.)**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenters: Gary Nellesen and Eera Babtiwale

File Attachments
5. Measure GO Quarterly and Sustainability.pdf (8,519 KB)

Subject	**4.07 Planning for the Next Education and Facilities Master Plan (1:00 p.m.)**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenter: Morris Rodrigue and Kelly Fowler

File Attachments
6. Planning for the Next EFMP (Fowler, Rodrigue).pdf (238 KB)

Subject	**4.08 BREAK (1:30 p.m.)**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Procedural

Subject	**4.09 Dual Enrollment and Special Admit Enrollment and Outcomes (1:45 p.m.)**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenters: Kelly Fowler and Morris Rodrigue

- Growth
- Pathways
- Revenue Sharing
- Dual Enrollment vs. Special Admit
- Early College Update

File Attachments
7. Dual Enrollment and Special Admit Enrollment and Outcomes (Fowler, Rodrigue).pdf (4,465 KB)

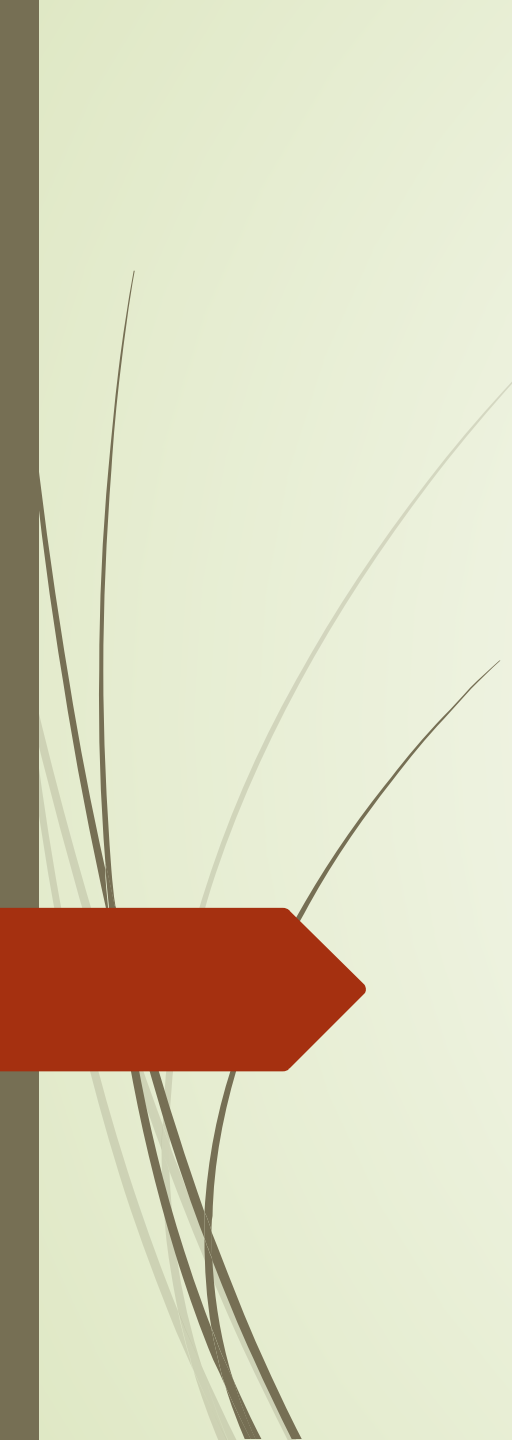| **Subject**	**4.10 President/CEO Search Update (2:45 p.m.)**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenters: Lisa Sugimoto and Ben Duran, PPL

File Attachments
8.1 President-CEO Search Update (PPL).pdf (130 KB)
8.1.1 Presidential-Search-Brochure-Final.V1.pdf (2,791 KB)

Subject	**4.11 Grant Funding for Facility Improvements (3:15 p.m.)**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenter: David Casnocha, Stradling, Yocca, Carlson & Rauth

5. CLOSING ITEMS

Subject	**5.01 Adjournment**
Meeting	Nov 12, 2022 - Special Meeting of the Board of Trustees
Category	5. CLOSING ITEMS
Type	Procedural

5. CLOSING ITEMS

Purpose of the Educational and Facilities Master Plan

- The Educational and Facilities Master Plan (EFMP) is the College's long-term plan and serves as the foundation for other components of the College's integrated planning process. The specific purposes of the EFMP are described as follows.

  - ❖ Title 5 § 51008 requires the establishment of an EFMP

  - ❖ Develop and analyze internal and external data to identify the major challenges that currently exist or are anticipated to exist in the next ten years

  - ❖ Project the College's overall growth and the growth of programs and services over the next ten years

  - ❖ Provide a common foundation for discussion about the College's Programs and facilities

Purpose of the Educational and Facilities Master Plan *(cont'd)*

- ❖ Develop recommendations for site and facilities improvements that are informed by educational planning

- ❖ Provide a foundation for other College plans, such as the *Strategic Plan* and the *Technology Plan*

- ❖ Inform the public of the College's intentions and garner support for the services provided in and to the community

Step 1 – Planning the Request for Proposal

- Determine Requirements of Request for Proposal (RFP)
- Review Budget
- Draft Scope of Work
- Identify Potential Vendors
- Schedule Key Dates
- Establish Stakeholders
- Coordinate Committee
- Place Advertisement
- Send Meeting Invitations

Step 2 – Draft Request for Proposal

Review Sections with Committee:

- Key Dates
- Introduction
- Background
- Purpose
- Scope of Services

- RFP Instructions
- Format for Submittals
- General Terms and Conditions
- Attachments

Step 3 – Issue Request for Proposal

- Upload document to Planetbids
- Pre-Proposal Vendor Meeting
- Review Scoring Criteria
- Answer Vendor Questions
- Coordinate responses to questions
- If needed, Issue Addendum
- Receive Proposals
- Review Proposals Format

Step 4 – Review and Award

- RFPs Scored by the Committee
- Evaluation Meeting
- Finalists Selected
- Interviews & Reference Checks
- Best and Final Offers Submitted
- Bidders Notified
- Submit Board Item
- Board Approval
- Contract Fully Executed

Timeline

- Fall 2022 – Begin Request for Proposal Process

- Spring 2023 – Board Approval of Selected Vendor

- Spring 2023 – Consultant meets with President/CEO, Vice President of Instruction and Vice President of Administrative Services

- Spring 2023 – Schedule the content-specific meetings

- Fall 2023 – College-wide Focus Groups

- Fall 2023 – Community Involvement, including Public Forums

- Spring 2024 – College-wide review of drafts

- Spring 2024 – Board Approval

Questions??