



REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 24, 2002

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 3:30 p.m., on Wednesday, July 24, 2002. Trustees Baca, Chen Haggerty, and Pacheco were present. Trustee Chyr arrived at 4:10 p.m. Trustee Hall arrived at 6:45 p.m.

STAFF PRESENT

Dr. William H. Feddersen, President, Dr. Rita Cavin, Vice President, Student Learning, Wade Frary, Vice President, Human Resources, and Nancy M. Rice, Vice President, Administrative Services

STUDENT EXPULSION HEARING

The Board meeting began at 3:40 p.m., with a student discipline hearing. Due to time constraints, the Board adjourned to Closed Session at 6:40 p.m., and will continue the student discipline hearings at a future date.

CLOSED SESSION

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

- Meeting with Labor Negotiator/Collective Bargaining Update
- Presidential Search

1. PUBLIC SESSION

The public meeting reconvened at 7:35 p.m. Student Trustee Joe Carey, Academic Senate Vice President Richard McGowan, and Classified Senate President Deirdre Carlock were present.

2. INTRODUCTIONS AND RECOGNITIONS

- **Introduction of New Staff**

The following new staff were introduced to the Board:

Sue Tieu Ceja, Scholarship Program Specialist, Financial Aid
Jennifer Rodriguez, Clerical Specialist, Regional Health Occupations Resource
Center
Ann Savage, Director of Development, Mt. SAC Foundation

3. APPROVAL OF MINUTES

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve the minutes of the regular meeting of June 26, 2002, and the special meeting of July 12, 2002. Motion unanimously carried. Student Trustee concurred.

4. ACTION TAKEN IN CLOSED SESSION

Board President Baca announced that Christopher C. O'Hearn will be the new President/CEO of Mt. San Antonio College. Mr. O'Hearn is currently President of Mission College, part of the West Valley-Mission Community College District.

5. CONSENT AGENDA

It was moved by Trustee Pacheco, seconded by Trustee Hall, to approve or ratify the following items:

PRESIDENT'S OFFICE AND INSTITUTIONAL ADVANCEMENT

1. Approval of two contracts from the California Department of Education, Child Development Division for support of the campus Child Development Centers titled, "Child Care and Development Program-Capacity Project" (Mt. SAC #964-**\$12,524**), and "Infant and Toddler Playground" (Mt. SAC #965-**\$8,137**).
2. Acceptance of funds for a grant titled, "Mobile Service Learning Clinic" (Mt. SAC #963-**\$787,828**) from The California Endowment.
3. Approval of activities for the grant titled, "Industry/Discipline Collaborative for Health" (Mt. SAC #949-**\$13,650**).
4. Approval of activities for the grants titled, "Teacher and Reading Development Partnerships" (TRDP) (Mt. SAC #927-**\$275,000**) and "AmeriCorps" (Mt. SAC #928-**\$77,755**).
5. Approval of activities for the grant titled, "Industry/Discipline Collaborative for Family and Consumer Sciences" (Mt. SAC #948-**\$600,000**).
6. Approval of activities for a Title V grant titled, "Developing Hispanic Serving Institutions" (Mt. SAC #845-**\$475,000**).
7. Approval of assignment for the "Histologic Technician Training Program" (Mt. SAC #852-**\$278,040**).

HUMAN RESOURCES AND STAFF & ORGANIZATIONAL LEARNING

8. Approval of Personnel Transactions, Reference No.1, dated July 24, 2002.

STUDENT LEARNING and STUDENT SERVICES

9. Approval of affiliation agreement between Loma Linda University Medical Center and Mt. San Antonio College as a clinical facility for nursing students.
10. Approval of acceptance of Tech Prep Grant Award through Carl D. Perkins Vocational and Technical Education Act of 1998 (VTEA) **(\$72,630)** for 2002-03.
11. Approval of Adjunct English Faculty Orientation Workshop to be held August 9, 2002.
12. Approval of stipends.
13. Approval of proposed Policy 614.4 – Student Health Fee Waiver.
14. Approval of a new one-year contract for the operation of WCCT, West Covina's community cable television channel.

COMMUNITY EDUCATION & ECONOMIC DEVELOPMENT

15. Approval of the Community Services Program for Fall 2002.
16. Approval of additions to Community Education and Economic Development Programs.
17. Approval of Contract Education agreements – The Training Source.
18. Approval of Regional Health Occupations Resource Center – Use of Grant Dollars for Food.

ADMINISTRATIVE SERVICES

19. Approval to pay the aviation liability insurance premium of \$37,375 to Falcon Insurance Agency of California, Inc., La Verne, CA.
20. Approval of the annual premium payment for student insurance (Insurance Company: Blue Cross Plan B) for \$35,061 for medical and accident insurance coverage for the Fall, Spring and Summer 2002-03 academic year.
21. Ratification of agreements with the Los Angeles County Office of Education for business and financial data processing services (\$198,216).
22. Approval of an agreement with Micro Mar Industrial Hearing & Pulmonary Management, Upland, CA, to conduct baseline hearing and testing of College employees, at a cost of approximately \$1,500.
23. Approval of payment of the fine arts insurance coverage of \$2,807 to Huntington T. Block Insurance Agency, Inc.

24. Approval for Professional Services, Science Complex Information Technology Facilities Planning and Cabling Design, by Vantage Technology Consulting Group of Manhattan Beach, CA (\$42,500).
25. Ratification of Professional Services, Beef Unit and Farm Equipment Buildings, by KTGy Group, Inc. of Irvine, CA, as proposed.
26. Approval for Professional Services, NPDES Report Preparation, by JT Engineering of Agua Dulce, CA (\$5,000).
27. Approval of the following Bid:

 Bid No. 2518 Community Education and Economic Development Class Schedules for Spring, Summer and Fall 2003. Awarded to Vertis, in the amount of \$167,048.89, plus all applicable taxes.
28. Approval to deny the claim by claimant Galatia Goliath, and instructed Administrative Services to notify the claimant and her attorney of the denial according to Government Code Sections 910 through 915.4.
29. Acceptance of the following donations/gifts to the College:

 Veterinary Medical and Surgical Group – Maxxium Pack with unused items consisting of bowls, cautry pencils and holders, gauge sponges, suction tubing and scalpel blades, valued by donor at \$550.00, to be used in the Registered Veterinary Technician Program.

 Louise Pavey – One 20-gallon Cycad (Sago Palm), three feet in height, valued by donor at \$1,000.00, to be used in the Horticulture Unit.

Motion unanimously carried. Student Trustee concurred.

6. LAND ASSET MANAGEMENT PRESENTATION

President Feddersen gave the Board historical information on the Board's prior involvement with land asset management. There is a 16-acre parcel of land at the south-west corner of the College near Grand Avenue that is designated in the Campus Master Plan for future asset development. In the 1990's, the College Board discussed possible uses for this property, and began working on a development project, but when it was determined that the College would go out for a bond measure, it was decided to put further discussion of development of that particular parcel of land on hold until after passage of the Bond measure. The development of this property, which is not needed for educational purposes, could result in a substantial on-going revenue stream to the College.

Mr. Jim Goodell of Public/Private Ventures LLC, presented a conceptual land development proposal to the Board that begins with an investigation of the feasibility of developing housing – such as a senior housing complex or housing for faculty or students. If the project was feasible and the Board approved moving forward, Public/Private Ventures would do the planning, secure the financing, and work with developers and Mt. SAC. Public/Private Ventures has worked with local colleges before, including Cal Poly, Chaffey College, and Pierce College.

Concerns shared by Board members included traffic, and how the project would be viewed by the Walnut City Council.

The Board will decide at a later date whether to conduct a feasibility study as proposed by Public/Private Ventures.

7. SERVICES FOR THE CAMPUS CAFÉ COURTYARD

President Feddersen pointed out that when this project is ready to bid, it will include the fountain project. The services being presented for approval are included in bond project #17.

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve an agreement with Ridge Landscape Architects to complete the required design and architectural services for Landscape and Hardscape improvements to the Campus Café courtyard area. Motion unanimously carried. Student Trustee concurred.

8. REVISED BOND BUILDING PROGRAM AND SCHEDULE MATRIX

President Feddersen reminded Board members that in November 2001 they reviewed the matrix summarizing how bonds are going to be sold, the scheduled phasing of all projects, and cash flow requirements. As a result of Board input, changes were made in the order of the phasing for some projects. Since that time, the Board has approved the initiation of a number of Phase I projects. As we progress, it will be necessary to bring the matrix back to the Board for adjustments due to changes in cash flow requirements, project scope, or budget.

Changes to the total budget for certain projects include an additional \$2.5 million for the Physical Education/Wellness Facility project, an additional \$1 million for the Welding/Air Conditioning Facility project, a reduction of \$4.2 million for campuswide improvements, a reduction of \$214,000 for scheduled maintenance, and combining two project budgets for campus energy conservation. The President announced that Phase II of the Campus-wide Energy Conservation Program will be fully paid for from bond funds.

The first \$40 million bond series of Mt. SAC's \$221 million bond was sold in May and Phase I is well underway. All of the project teams are working diligently on detailed planning of the new facilities. There is no change in the phasing of projects. The revisions to the bond budget and schedule matrix are necessary to reflect more accurate budget projections, timetables, and scope of certain projects.

After discussion, it was moved by Trustee Pacheco, seconded by Trustee Chen Haggerty, to approve the revised Bond Building Program and Schedule Matrix. Motion carried on a 4-1 vote with Trustee Chyr voting 'No' because of the placement of Design & Online Technology project. Student Trustee concurred.

9. PROFESSIONAL SERVICES BY GRILLIAS.PIRC.ROSIER.ALVES

It was moved by Trustee Pacheco, seconded by Trustee Hall, to ratify an agreement for Professional Services, Master Plan and Facilities Action Plan Revisions, by Grillias. Pirc.Rosier.Alves of Irvine, CA (\$62,500). Motion unanimously carried. Student Trustee concurred.

10. ESTIMATING SERVICES FOR BOND PROJECTS

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to approve an agreement with Bovis Lend Lease to provide estimating services for bond projects. Motion unanimously carried. Student Trustee concurred.

11. APPROVAL OF BID NO. 2520

It was moved by Student Trustee Carey, seconded by Trustee Hall, to approve the following bid:

Bid No. 2520 Construction of Beef Unit and Tractor Barn. Awarded to Koam Construction, in the amount of \$926,000.

Motion unanimously carried. Student Trustee concurred.

12. NEW PARKING LOT

It was moved by Trustee Pacheco, seconded by Trustee Hall, to approve engineering services for JT Engineering for the parking lot layout plan, grading plan, and material specification for a new parking lot to be located on the southeast corner of Temple Avenue and Bonita Drive (\$48,000). Motion unanimously carried. Student Trustee concurred.

13. REPORTS

Trustee Baca welcomed Becky Meza, Deirdre Carlock, and Richard McGowan (sitting in for S.L. Wellen) to the Board meeting.

A. Becky Meza, Associated Students President, reported the following:

- Students are working on a “flyer” type card to be handed out at all events in order to advertise student government to the fullest.
- Senator job descriptions are being re-written and a Cross Cultural Senator has been added. They are also considering having an ICC Senator or Special Student Needs Senator.
- Students want to be involved in any Fountain alterations.
- Students are exploring avenues for a new campus project. They have noticed a lack of seating for students and may do something in that area.

B. President Feddersen’s report included the following:

- President Feddersen announced that Assemblyman Bob Pacheco was recently honored by the Faculty Association of California Community Colleges when they named him as a co-recipient of their Legislator of the Year Award. He said he was glad to see Assemblyman Pacheco recognized because he has been such a strong supporter of community colleges.

- Mt. San Antonio College has been included among the 100 top associate's degree producers in the United States as listed in the June 24 edition of *Community College Week*. According to the article, Mt. SAC ranks 14th among institutions awarding associate degrees to Asian Americans, 15th among colleges awarding associate degrees to Hispanic students, 21st among colleges awarding associate degrees to minorities, and 59th in awarding associate degrees overall.
 - The President distributed information on enrollment covering the period 1991-92 through 2002-03. This FTES summary, produced by Nancy Rice every year, shows the number of actual students served by the College and the number of FTE students that were funded, unfunded, and the percentage of FTES over our funded cap.
 - Dr. Feddersen distributed copies of an article appearing in the July 23, 2002 *Los Angeles Times* entitled *Tough Times Force Cuts at 2-Year Colleges*. Community Colleges throughout the state are struggling financially this year. Dr. Cavin gave a brief update to the Board on how enrollment is looking for the fall semester. We are making adjustments in an effort to cut back enrollment by canceling classes through attrition. More adjustments can be made in the spring.
- C. Richard McGowan, Academic Senate Vice President, reported the following:
- The Academic Senate is currently in recess, however, they do have a lot going on. They recently met with Vice President Nogoy to talk about technology planning.
- D. Deirdre Carlock, Classified Senate President, reported the following:
- The Classified Senate collected almost \$2,000 for classified staff educational/professional growth scholarships.
 - The following senators were elected to the Senate Executive Board: Kathy Van Natter, Bob Lee, Art Morales, and Linda Caffey. Art Morales was elected to the President-Elect position.
- E. Other Employee Groups
- Faculty Association President Ron Reel said he is concerned about the Board's discussion tonight regarding land asset management. He believes the College needs to look at public relations implications.
- Dr. Reel commented that the factfinding report will become public ten days after receipt and he encouraged the Board to accept the factfinding panel's decision, whatever that might be.
- Professor Reel reminded Board members that there is a moratorium on distance learning and he is concerned that for the last five months there has been Board discussion on expansion of on-line learning.

- F. Nancy Rice presented budget information related to both 2001-02 and 2002-03. In closing out the 2001-02 books, the College will have a deficit of about \$900,000. Ms. Rice said she will be presenting a deficit 2002-03 budget to the Board in August.

Highlights of Ms. Rice's presentation included:

- *Five-year Revenue Increase:*
Statewide average is 45.1%
Mt. San Antonio College is 50.5%
- *Five-year Expense Increase:*
Statewide average is 38.0%
Mt. San Antonio College is 47.6%
- *Five-year Reserves Increase:*
Statewide average is 98.2%
Mt. San Antonio College is 65.3%
- *Five-year FTES Increase:*
Statewide average is 16.4%
Mt. San Antonio College is 18.6%
- Statistics covering just the 2000-01 academic year included:
 - *Percent of Instruction to Total Expenses*
Statewide average is 46.75%
Mt. San Antonio College is 50.49%
 - *Percent of Administration and Support to Expenses*
Statewide average is 44.30%
Mt. San Antonio College is 42.30%
 - *Overall Revenue per Full-time Equivalent Student*
Statewide average is \$5,145
Mt. San Antonio College is \$4,603
 - *Overall Expense per Full-time Equivalent Student*
Statewide average is \$4,801
Mt. San Antonio College is \$4,313

Trustee Chyr voiced his general concern with the College's financial picture and stressed the importance of having a plan in place to deal with the upcoming budget shortfall.

14. BOARD COMMUNICATION

- Student Trustee Carey said students are starting to make plans for next year. He invited Board members to the Student Fall Leadership Institute, September 6-8, at Lake Arrowhead.
- Trustee Pacheco thanked members of the Presidential Search Committee for their hard work. She was involved in the site visits for the top two candidates and said they were both excellent. She said she believes Christopher O'Hearn will be a wonderful addition to the College.

Trustee Pacheco voiced concern about the Board's discussion on land asset management. She would rather see more casual conversation about this – what the College staff wants and what the community wants.

- Trustee Chyr again mentioned the faculty endowed chair concept. He said he is looking forward to meeting with Ann Savage, new Director of Development for the Foundation, and discussing this item in more detail.
- Trustee Chen Haggerty also thanked staff, students, and community members for their involvement in the presidential search. She also congratulated staff on major recent events, i.e., Partnership Awards Breakfast and the Transfer Student Festival.
- Trustee Hall commented on the budget problems that will be facing the College for the next couple of years. The economic situation makes the decisions the Board will be forced to make tougher. The land asset management issue has the possibility of generating a million dollars a year in revenue for the College, although it wouldn't be immediate. He said he is not eager to cut class sections and, by implication, lay off part-time employees, however, he is also not interested in depleting College reserves.
- Trustees Baca and Hall also thanked members of the Presidential Search Committee. Trustee Baca also said he found the evaluations submitted by faculty and staff after the Town Hall meeting to be very helpful in the selection process. He said the top two candidates were highly qualified and it came down to which one would be the best "fit" for the College.

15. ADJOURNMENT

The meeting adjourned at 10:35 p.m.

WHF:dc