



**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Wednesday, September 25, 2002**

**MINUTES**

**CALL TO ORDER**

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:30 p.m., on Wednesday, September 25, 2002. Trustees Baca, Chen Haggerty, Chyr, Hall and Pacheco were present.

**STAFF PRESENT**

Christopher C. O'Hearn, President; Rita Cavin, Vice President, Student Learning; Nancy M. Rice, Vice President, Administrative Services; and Wade Frary, Vice President, Human Resources

**CLOSED SESSION**

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

- Meeting with College's Labor Negotiator: Faculty Association, CSEA 262 and CSEA 651
- Employee Relations Issues

**1. PUBLIC SESSION**

The public meeting reconvened at 7:06 p.m. Student Trustee Joe Carey, Academic Senate President Robertson Wellen, and Classified Senate President Art Morales were present.

**2. INTRODUCTIONS AND RECOGNITIONS**

- **The following new staff were introduced to the Board:**

Miyoko Pruitt, Clerical Specialist, Regional Health Occupations Resource Center  
Shirley Wong, Staff Nurse

**3. APPROVAL OF MINUTES**

It was moved by Student Trustee Carey, seconded by Trustee Chen Haggerty, to approve the minutes of the regular meeting of August 28, 2002. Motion unanimously carried. Student Trustee concurred.

#### **4. ACTION TAKEN IN CLOSED SESSION**

None.

#### **5. PUBLIC COMMUNICATION**

- Faculty Association President Ron Reel commented on the following Board agenda items:
  - \ Consent item #3 – Page 15, Change of Step Placement. The Association questions why an employee who has been with the College for only two months would receive a step increase in January.
  - \ Consent item #4 – Page 30. There is no dollar amount with this agenda item. What kinds of refreshments would be provided and to how many people?
  - \ Consent item #5 – Page 31. The Association questions the use of carry-over funds from last year and asked if this is a legitimate expenditure under AB 1725.
  - \ Consent item #8 – Page 34. With the projected College deficit, the Association wonders at what point the College will make the hard decision to stop sending students to national and international competitions.
  - \ Consent item #17 – Pages 45 and 46. The Faculty Association asked about the 8% raise indicated in year 3 of section III, totaling \$1,128,506. Is the 8% parity money? Why is it showing up in the budget if it was the money given to us? Page 46 shows the district ended with a deficit of \$926,380. Is that still true?
  - \ Consent #20 – Page 51. The resolution establishes the College's appropriations limit for 2002-03 at \$166,379,558, which is more than the actual budget. How can we have more than the budget?
  - \ Consent #21 – Page 55. If the College collects bad checks, would that be additional dollars? Would it be included in this year's budget or used against last year's deficit? Where would that money go?
  - \ Consent #22 – Page 56. Professor Reel pointed out that this has already been done. He asked why the College would hire an outside service to clean the building rather than using College staff.
- Students Javier Gomez, Mohammed Bengali, Sharon Lai, Joseph Diaz, George David, Martin Mercado, and Armida Mendoza each addressed the Board to express their concerns about class reductions. They reminded Board members of the College's mission and vision statements which include providing access to quality education and focusing on student success. They asked Board members to review the College budget and make cuts in areas that don't directly affect students rather than cutting classes.

Board President Baca assured students that it is not in the interest of the Board nor the administration to cut classes. He encouraged students to use their energy and drive at the State level. He urged students to send letters, call, and meet with our

local legislators and the Governor to demand adequate funding for community colleges. The State legislature and Governor decide how many students to fund at Mt. SAC and other community colleges.

Trustee Pacheco added that the College receives a finite amount of money from the State, which has to fund the total college – not just the academic program. She encouraged students to contact the Governor and tell him that community colleges should be a funding priority. According to Trustee Pacheco, community colleges have not received full funding under Proposition 98 since 1992 and suggested that students should also address that issue.

## 6. REPORTS

- A. Becky Meza, Associated Students President, thanked the students who shared their concerns with the Board members tonight. She told Board members that students are taking their budget concerns to the State level; however, they recognize that the College Board of Trustees is the body that determines how College funds are spent. Students are asking Board members to re-evaluate where funds are being spent.

Ms. Meza read two resolutions to the Board that were adopted by Associated Students. Resolution #1 expresses the students' anger and disheartenment over the prioritization of budget items by the Board of Trustees and recommends that the Board rebuild the budget according to a collective vision and consequent priorities. Resolution #2 states students' unanimous opposition to further class reductions and says that a *Notice of Action* and *Petition* will be posted on every classroom door. Petitions will be given to the Board when they are all signed.

- B. President O'Hearn thanked the Board of Trustees, students, faculty, staff, and administration for extending such a warm welcome to him over the past three weeks. He added that, relative to the student concerns expressed this evening, at least from the President's point of view, he did hear them and shares their concern.

- C. Robertson Wellen, Academic Senate President, reported the following:

- President O'Hearn attended a recent Academic Senate meeting. There was a positive exchange between the President and faculty.
- Regarding previous discussion by the Board about endowed faculty chairs, Mr. Wellen reported that the faculty support the idea of endowing visiting professors, guest lecturers, guest professors, artists in residence programs and anything that would bring outside talent, ability, or insight onto the campus; however, faculty does not support separately endowing our own faculty. Faculty feel they are paid to do their job, and do it as well as they possibly can. They prefer to see that faculty members are paid equally.

- D. Art Morales, Classified Senate President, reported the following:

- The Classified Senate will again spearhead the College's United Way Campaign. Thanks to Royanne Garrison and Frances Smother who have volunteered to head the drive.
- A Classified Senate sub-committee has been formed to work with the VOICES (Valuing Opinions/Opportunities and Identifying and Communicating Employee

Successes) Committee in an effort to update the format of the Classified Recognition Ceremony held each June.

E. Other Employee Groups

- Representing the Faculty Association, Professor Ron Reel informed the Board that the Faculty Association leadership has already met with President O'Hearn on several different occasions and find him to be a quick learner and a great listener.

Professor Reel reported that the Association has sent out ballots to faculty members on the College's last, best, and final contract offer. Ballots are due back no later than Thursday, September 26, and will be counted on Friday. According to Professor Reel, 85% of the full-time faculty have already returned their ballots, and 70% of the ballots for both full-time and part-time faculty have been returned. The district will be informed of the results by the close of the workday Friday.

Professor Reel gave Board members several State faculty compensation surveys for their review. He reported that the bargaining teams have met six times and things are going very well.

- F. Nancy Rice, Vice President, Administrative Services, reported that there had been very little change to the College budget since the Governor signed the budget – COLA remains at 2.0% and growth is still 1.9%. Because of the College's projected \$6.2 million deficit, we are looking at budget expenditure patterns to determine how we can make some reductions. Ms. Rice pointed out that Mt. San Antonio College gets \$500 less per student than the average California community college. If we received just the statewide average amount, the College would receive an additional \$11 million each year.

The State budget picture continues to look gloomy with the Legislative Analyst projecting a \$50 billion deficit over the next five years. Ms. Rice said she has heard there will be mid-year cuts after the November elections.

## 7. **CONSENT AGENDA**

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

### **PRESIDENT'S OFFICE AND INSTITUTIONAL ADVANCEMENT**

1. Ratification to pay a stipend to Professor Joann Driggers for coordinating activities in accordance with the "Family and Consumer Science" grant (Mt. SAC #948-\$300,000).

### **HUMAN RESOURCES AND STAFF & ORGANIZATIONAL LEARNING**

2. Approval of New Faculty Seminar facilitators.

### **STUDENT LEARNING and STUDENT SERVICES**

3. Approval of service agreements.
4. Approval for Forensics Team students to attend an Invitational in Utah October 4 – 6, 2002.
5. Approval to purchase refreshments for Honors Program Open House on October 3, 2002.
6. Approval of Cooperative Agencies Resources for Education (CARE) special activities for 2002-03.

#### **COMMUNITY EDUCATION & ECONOMIC DEVELOPMENT**

7. Approval/ratification of additions and/or changes to Community Education and Economic Development programs.
8. Approval/ratification of Contract Education agreements – The Training Source.
9. Approval of the Small Business Development Center contract with Innovative Bank.
10. Approval of additional Child Care sites for CalWORKs students.

#### **ADMINISTRATIVE SERVICES**

11. Approval of agreement with Vantage Technology Consulting Group of Manhattan Beach, CA, to provide professional services for Campus Standards for Media Distribution Control Systems.
12. Approval of agreement with JT Engineering of Agua Dulce, CA, to provide professional services for Site Preparation for the Learning Communities building relocation.
13. Approval of the following companies to participate in our Tax Sheltered Investment program:

Lyon Financial & Insurance Services of Mission Viejo, CA

Pacific Bridge Investment Services of Monrovia, CA

Van Guard Capital of Irvine, CA

14. Approval to accept the following donation/gift to the College:

Robert and Brenda Busuttil – Three llamas, valued by donor at \$20,000, to be used by the Agricultural Sciences Department.

Motion unanimously carried. Student Trustee concurred.

#### **8. TITLE V ACTIVITIES**

Trustee Pacheco asked how Activity III relates to the “Developing Hispanic Serving Institutions” grant that the College receives. President O’Hearn explained that Mt. SAC is designated as a Hispanic serving institution. The Title V grant is designed to strengthen the institution as a whole – including the Mt. SAC Foundation. Activity III relates specifically to assisting the Foundation in bringing in more funds to the College. Trustee Pacheco asked that Trustees be given a breakdown of how much money goes into Activities I, II, and III.

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to accept funds and approve activities for the fourth year of a five-year project funded under Title V, “Developing Hispanic Serving Institutions” (Mt. SAC #845-~~\$458,150~~). Motion unanimously carried. Student Trustee concurred.

## **9. PERSONNEL TRANSACTIONS**

In response to an earlier question posed by the Faculty Association regarding the placement of an employee on the salary schedule, Wade Frary, Vice President, Human Resources, said this is a personnel issue so it can’t be discussed in open session; but, in general terms, he said it is an administrative decision to place managers at the appropriate step.

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve the Personnel Transactions, Reference No.3, dated September 25, 2002. Motion unanimously carried. Student Trustee concurred.

## **10. REFRESHMENTS FOR HUMAN RESOURCES ACTIVITIES**

Vice President Frary asked the Board to approve an amount not to exceed \$5,000 for refreshments, supplies, and recruitment items for Human Resources activities throughout the year.

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve expenditures of Human Resources funds, not to exceed \$5,000, for costs associated with various special events/meetings for the 2002-03 academic year. Motion unanimously carried. Student Trustee concurred.

## **11. WORKING WOMEN’S CONFERENCE**

In response to the Faculty Association’s questions about this agenda item, Nancy Rice said it is a legitimate expense for AB 1725 funds through staff development. In addition, Ms. Rice explained that Leadership Council’s agreement not to use carry-over funds until a department’s 2002-03 funds had been used related only to general fund accounts, and not restricted funds, such as these staff development funds.

It was moved by Trustee Pacheco, seconded by Trustee Hall, to approve the expenditure of funds for the Working Women’s Conference as presented. Motion unanimously carried. Student Trustee concurred.

## **12. PERFORMANCE BY SINCOPATION IN TORONTO, CANADA**

The Faculty Association had raised the question as to whether this event was a competition since it was their understanding that only competitions were funded from the Stars of Excellence account.

Dr. Cavin said there had been discussion at Leadership Council about restructuring the Stars of Excellence funding as well as restricting travel out of the country; however, no decision has been made.

It was moved by Trustee Pacheco, seconded by Trustee Chyr, to give approval for Singcopation students to Perform in Toronto, Canada, January 8–11, 2003. Motion unanimously carried. Student Trustee concurred.

### **13. CHAMBER SINGERS' ATTENDANCE AT CHORAL COMPETITION IN BULGARIA**

President O'Hearn asked Board members to make a correction in the backup page for this Board item. The second date in paragraph one of the background and overview should read May 21-25, not May 21-15.

It was moved by Trustee Pacheco, seconded by Student Trustee Carey, to approve the Chamber Singers attendance at the Choral Competition in Bulgaria, May 18-29, 2003, as corrected. Motion unanimously carried. Student Trustee concurred.

### **14. QUARTERLY FINANCIAL STATUS REPORT**

Vice President Rice responded to questions raised by the Faculty Association. She explained that "the books" for the academic year 2001-02 are closed. The College ended the year with a deficit of \$926,380, and that figure won't change.

It was moved by Trustee Chyr, seconded by Trustee Pacheco, to approve the Quarterly Financial Status Report for the period ending June 30, 2002. Motion unanimously carried. Student Trustee concurred.

### **15. APPROPRIATIONS LIMIT RESOLUTION**

It was moved by Trustee Pacheco, seconded by Student Trustee Carey, to approve Resolution 02-04 – Appropriations Limit for 2002-03.

President O'Hearn asked Board members to make a correction to page 52 of the backup packet. The figure in paragraph five should be \$166,379,558, not \$153,660,763.

Trustee Pacheco and Student Trustee Carey rescinded their motion and second.

It was moved by Trustee Pacheco, seconded by Student Trustee Carey, to approve Resolution No. 02-04 – Appropriations Limit for 2002-03, as corrected. Motion unanimously carried. Student Trustee concurred.

### **16. CHANCELLOR'S OFFICE TAX OFFSET PROGRAM 2003**

In response to questions raised by the Faculty Association, Nancy Rice explained that should the College receive funds from outstanding student financial obligations, those funds would be returned to the appropriate account (i.e., student library fees would be

returned to the library). Funds received would be included this year as other local income.

It was moved by Student Trustee Carey, seconded by Trustee Hall, to approve the 2003 contract for the Chancellor's Office Tax Offset Program (COTOP). Motion unanimously carried. Student Trustee concurred.

#### **17. CLEANING OF STUDENT SERVICES CENTER**

President O'Hearn told Board members that we attempt not to agendize ratification items for the most part. He explained that, over the last several months, a number of complaints were received from staff in the Student Services Center claiming that the condition of the building was contributing to allergies, asthma, and other illnesses. This is a case where we didn't have enough custodial staff working this building and it reached the need for cleaning beyond ordinary cleaning. It was determined that this was a health/safety issue and that a prompt, thorough cleaning of the building should be scheduled using professional cleaning contractors. It was necessary that this work be scheduled following the start of school so as not to interfere with the Student Services staff as they assist students at the start of the school year.

It was moved by Trustee Hall, seconded by Trustee Pacheco, to ratify the agreement with Envirokleen of Ontario, CA, to provide cleaning services in the Student Services Center, at a cost of \$36,843.50. Motion unanimously carried. Student Trustee concurred.

#### **18. AGREEMENT WITH THE COUNTY OF LOS ANGELES FIRE DEPARTMENT**

It was moved by Trustee Pacheco, seconded by Student Trustee Carey, to approve a Working Agreement with the County of Los Angeles Fire Department. Motion unanimously carried. Student Trustee concurred.

#### **19. RENEWAL OF AGREEMENT WITH LIEBERT CASSIDY WHITMORE**

It was moved by Trustee Pacheco, seconded by Trustee Hall, to renew the agreement with the law firm of Liebert Cassidy Whitmore to provide legal and consulting services to the College in regard to employment relations and education law, including representation in labor negotiations and in administrative and court proceedings, as requested by the College. Term of agreement is from October 1, 2002 through September 30, 2003. Motion unanimously carried. Student Trustee concurred.

Trustee Hall commented that the backup packet says the College's legal costs are low compared to most community college districts. He asked that Board members be given comparative figures of other districts' legal costs.

#### **20. APPROVAL OF RESOLUTION 02-05**

It was moved by Trustee Pacheco, seconded by Student Trustee Carey, to approve resolution 02-05 in support of Proposition 47, the \$13 billion education facilities bond proposal on the November 2002 ballot. Motion unanimously carried. Student Trustee concurred.



## **21. PUBLIC HEARING ON COLLECTIVE BARGAINING INITIAL PROPOSALS**

Trustee Baca opened the public hearing on collective bargaining initial proposals submitted by the District and the Faculty Association, CSEA, Chapter 262, and CSEA, Chapter 651 at 9:02 p.m. Hearing no requests to address the Board, the hearing was closed at 9:03 p.m.

## **22. BOARD COMMUNICATION**

- Trustee Chen Haggerty said she shared the concerns voiced by students regarding reduction of classes. She encouraged students to lobby Sacramento since that is where the problem starts.
- Trustee Hall commented on the dilemma of presiding over a budget where you have relatively little control. When 85-87% of the budget is used for personnel, you are faced with the question of, "Is it better to pay staff less in order to employ more staff?" Trying to meet access standards is no easy task. He said equalization funding is a travesty and suggested that maybe that is where our efforts should go, as well as trying to obtain legally required Proposition 98 funding. Trustee Hall reminded Board members that this is not a new problem. Last year, the Natural Sciences Division turned away approximately 2,000 students, and the English as a Second Language (ESL) Program turned away 1,000 students per semester.

While Trustee Hall agreed that every Mt. SAC Board member fully supports the interests and needs of community colleges, he suggested that people making decisions in Sacramento need to be held accountable for their actions.

- Student Trustee Carey reported that the Student Leadership Institute was a success. Also, the student government now has 17 senators. Regarding the students' concerns about classes being reduced, Student Trustee Carey said the budget problem really isn't the fault of the Mt. SAC Board, but rather from Sacramento's lack of adequate funding. He agreed that lobbying Sacramento is the answer. He urged students to write to legislators and the Governor and demand equity in funding for community colleges.

The Student Trustee said he is still working to get student identification numbers changed, so social security numbers aren't used.

- Trustee Pacheco concurred with Student Trustee Carey about student identification numbers. She is concerned about identification theft.

Trustee Pacheco reported that she attended the Student Leadership Institute at Lake Arrowhead and thought it was very successful. She also reviewed the events that were held on September 11 and commented on how nice they were.

Regarding student budget concerns, Trustee Pacheco volunteered her husband, Assemblyman Bob Pacheco, to give students a workshop on the state budget and what he is doing to try to improve community college funding.

- Trustee Chyr also commented that students should be steering their anger about class reductions to the Governor's Office.

- Trustee Baca talked about the need to work together on campus so, when the budget is prepared, it is done collectively with input from all College constituencies.

## **23. ADJOURNMENT**

The meeting adjourned at 9:20 p.m.

CCO:dc