

Mt. San Antonio College



REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 20, 2002

6:00 p.m. Closed Session

7:00 p.m. Public Session

1100 N. Grand Avenue, Administration Building, Room 235
Walnut, CA 91789

Welcome to a meeting of the Mt. San Antonio College Board of Trustees. If you wish to address the Board for any reason, please fill out one of the cards available on the table and give it to the Board Secretary. Those requesting to speak on an agenda item will be called upon at the time the item is under consideration. Anyone wishing to speak to items not on the agenda will be called upon under the "Communication" section. *Comments are limited to no more than five minutes per person.*

AGENDA

CALL TO ORDER (6:00 p.m.)

CLOSED SESSION

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

PUBLIC SESSION (7:00 p.m. Flag Salute)

INTRODUCTIONS AND RECOGNITION

- Introduction of the following new staff:

Donna Burns, Director, ESL & Intercultural Programs (former Supervisor, VESL Programs)
Joyce Ellison, Admissions & Records Clerk I, Community Education & Economic Development (former hourly employee)

APPROVAL OF MINUTES

Approval of minutes of the special meeting of October 19, 2002 and the regular meeting of October 23, 2002. (See backup packet pages 1 through 8.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

At this time, the Board of Trustees will listen to communication from the public on matters that are not on the agenda. Under provisions of the Brown Act, the Board is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to no more than five minutes per person.

REPORTS

The Board requests that constituent group reports and other scheduled reports be limited to no more than five minutes.

1. Senates
2. Associated Students
3. Employee Groups
4. President – Christopher C. O'Hearn

CONSENT CALENDAR

All matters listed under **Consent Calendar** are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Calendar for discussion and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar.

PRESIDENT'S OFFICE AND INSTITUTIONAL ADVANCEMENT

1. Consideration of ratification/approval of activities for the grant titled "Industry/Discipline Collaborative for Family and Consumer Sciences" (MT SAC #948-**\$300,000**). Permission is requested to pay stipends, fees, and expenses necessary for participation in grant activities. (See backup packet pages 9 and 10.)
2. Consideration of ratification of activities for the grant titled "Connections: A Virtual Student Services Center" (Mt. SAC #933-**\$84,459**). Permission is requested to pay a stipend to Project Director for coordinating the activities of the grant during Summer 2002. (See backup packet page 11.)
3. Consideration of approval of activities for the grant titled "Supporting Community College Faculty Education for Student Success" (Mt. SAC #945-**\$20,473**). Permission is requested to extend the contract period as approved by the Chancellor's Office. (See backup packet page 12.)

4. Consideration of acceptance of funds for a grant titled "Child Development Training Consortium," (Mt. SAC #971-**\$10,000**), funded by the California Department of Education Field Services Branch, Child Development Division, administered by Yosemite College. This project is designed to address critical shortages in the number of licensed childcare center workers in the State of California. (See backup packet page 13.)
5. Consideration of ratification/approval of activities and contract extension for the grant titled "Enhanced Mentor Program" (Mt. SAC #915-**\$164,429**). Permission is requested to pay stipends for training sessions and to extend the contract period. (See backup packet page 14.)
6. Consideration of acceptance of funds for a grant titled "California Community College Healthcare Interpreting – Dissemination," (Mt. SAC #972-**\$974,680**), funded by the California Endowment. This project will increase the pool of trained interpreters to meet the growing needs of linguistically isolated communities of California. (See backup packet pages 15 and 16.)
7. Consideration of acceptance of funds for year two of a grant titled "Health Careers Mobility Project" (Mt. SAC #944-**\$201,215**), awarded by the State Employment Development Department under the Governor's 15% Workforce Incentive Act Discretionary Fund. This grant targets low-skilled adult workers in the Southern California Region of Kaiser Permanente (San Diego, Los Angeles, and Orange counties). (See backup packet page 17.)
8. Consideration of ratification of activities for the Full-Day Preschool Contract (Mt. SAC #932) which provides financial support to reduce the cost of childcare services for low-income student parents and improve childcare programs. Permission is requested to pay a consultant fee for services provided in two full-day training sessions. (See backup packet page 18.)
9. Consideration of acceptance of funds for a grant titled "Child Care Means Parent In-School Program" (Mt. SAC #973-**\$59,000 annually for four years**) funded by the U.S. Department of Education to support the participation of low-income parents in postsecondary education through the provision of campus-based childcare services. (See backup packet page 19.)
10. Consideration of approval of activities for the grant titled "Mt. San Antonio College Histologic Technician Training Program for California" (Mt. SAC #852). Permission is requested to hire a consultant to provide a one-day visit to help the staff with program implementation issues and pay a fee. (See backup packet page 20.)
11. Consideration of acceptance of two awards titled "Customer Service Skills Center," (Mt. SAC #974-**\$10,000**) and "Armed Services Vocational Aptitude Battery," (Mt. SAC #975-**\$10,000**) funded by the American Association of Community Colleges/Department of Labor Workforce Development Awards Program. The awards are designed to recognize the growing importance of community colleges as providers of workforce development and transition services. (See backup packet page 21.)

12. Consideration of acceptance of funds for a grant titled "Women in Technology, Growth & Outreach" (Mt. SAC #970-**\$16,850**) to the Chancellor's Office for funding under Vocational and Technical Education Act (VTEA) Mini-Grant Program. The purpose of this grant is to develop a number of strategies to improve the participation and completion rate of women in non-traditional careers. (See backup packet page 22.)

HUMAN RESOURCES AND STAFF & ORGANIZATIONAL LEARNING

13. Consideration of approval of Personnel Transactions, Reference No.5, dated November 20, 2002. (See backup packet pages 23 through 36.)
14. Consideration of approval of renewal of management contracts. (See backup packet page 37.)

STUDENT LEARNING and STUDENT SERVICES

15. Consideration of approval of service agreements. (See backup packet page 38.)
16. Consideration of approval of stipends. (See backup packet page 39.)
17. Consideration of approval of Destruction of Records (Instructor Roll Books Fall 1998, Spring and Summer 1999). (See backup packet page 40.)
18. Consideration of approval of web site development contract with WorkWorks. (See backup packet page 41.)
19. Consideration of approval of Fashion Department Field Studies Class in New York for Spring 2003. (See backup packet pages 42 and 43.)
20. Consideration of approval of Student Travel Club excursion to the Grand Canyon November 22 – 24, 2002. (See backup packet page 44.)
21. Consideration of approval of renewal of the contract with the City of Ontario for Mt. SAC's use of the Ontario Training Center. (See backup packet page 45.)

COMMUNITY EDUCATION & ECONOMIC DEVELOPMENT

22. Consideration of approval of the Community Services Fee Program for Spring 2003. (See backup packet pages 46 through 53.)
23. Consideration of approval of additions to Community Education and Economic Development Programs. (See backup packet page 54.)
24. Consideration of approval/ratification of Contract Education agreements – The Training Source. (See backup packet page 55.)

INFORMATION & EDUCATIONAL TECHNOLOGY

25. Consideration of approval of the 2002-03 Telecommunication & Technology Infrastructure Program (TTIP) expenditure plan. (See backup packet pages 56 through 64.)
26. Consideration of approval of Software AG professional services contract. (See backup packet pages 65 and 66.)

ADMINISTRATIVE SERVICES

27. Consideration of approval of Monthly Financial Statement for October 2002.
28. Consideration of approval of Budget Adjustments. (See backup packet pages 67 through 72.)
29. Consideration of approval of Appropriation Transfers. (See backup packet pages 73 through 77.)
30. Consideration of approval to accept the September 30, 2002, Quarterly Investment Report. (See backup packet page 78.)
31. Consideration of approval of the Quarterly Financial Status Report for the period ending September 30, 2002. (See backup packet pages 79 through 81.)
32. Consideration of approval of the revised bond issuance schedule by reducing the number of issuances from five to four and re-distributing the series amounts. (See backup packet pages 82 and 83.)
33. Consideration of approval to deny Andrew Bard's claim against the College, and that Administrative Services be instructed to notify the claimant of the denial according to Government Code Sections 910 through 915.4, and that the claim be referred to our claims administrators. (See backup packet page 84.)
34. Consideration of approval of Bid No. 2521, Technology & Health Building Geographic Information System (GIS)/Computer-Aided Design & Drafting (CAD) Lab, for \$98,065, and award classroom reconfiguration project to LAD Construction, of Upland, CA. (See backup packet pages 85 and 86.)
35. Consideration of approval of The Building Biographer – Tim Gregory, of Pasadena, CA, to provide Historic Record Preparation for Master Plan services, at a cost of \$2,080, with reimbursable expenses not to exceed \$225. (See backup packet pages 87 and 88.)
36. Consideration of approval of a rental agreement between the College and Thacker Berry Farms, effective January 15, 2003 through May 15, 2003, generating an income of \$1,250 per month. (See backup packet page 89.)
37. Consideration of approval of Emergency Resolution No. 02-07, and to ratify the authorized repair to underground fuel piping by Advantage Construction and Maintenance, Inc. of Covina, CA, at a cost of \$26,544.13. (See backup packet pages 90 through 92.)

38. Consideration of approval of a rental agreement between the College and Pacific Bell Wireless, LLC, dba Cingular Wireless, generating an initial income of \$1,495 per month (with a 3% annual increase) for an initial ten-year period and an option for two five-year renewal periods. (See backup packet page 93.)

39. Consideration to approve and accept the following donations/gifts to the College:

Sleigh Quarter Horses – One Breeding (Cooled Fresh Semen) to Missin' Lena and Two Breedings to Encountered, valued by donor at \$4,500, to be used by the Equine Center of the Agriculture Department.

Milford Zornes – Lake Dardenell Watercolor Painting (39" x 32"), valued by donor at \$1,000, given to the Art Gallery, sold and funds placed in the Art Alliance Trust Fund.

Milford Zornes – View from South Laguna Watercolor Painting (39" x 32"), valued by donor at \$1,000, given to the Art Gallery, sold and funds placed in the Art Alliance Trust Fund.

Milford Zones – Mt. San Antonio Canyon Watercolor Painting (39" x 32"), valued by donor at \$2,000, given to the Art Gallery, sold and funds placed in the Art Alliance Trust Fund.

Sakura Finetek USA – Tissue-Tek VIP K Tissue Processor (Floor Unit), valued by donor at \$5,000, to be used by the Histotechnology Program in the Biology Department.

Richard McGowan – Antique Farm Equipment (Cream Separator), valued by donor at \$300, to be used by the Agricultural Sciences Department.

BOARD COMMUNICATION

At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.

ADJOURNMENT

Future Board Meetings: December 18, 2002 (Third Wednesday)
January 22, 2003
February 26, 2003

Upcoming Events:

November 22, 2002 **A World of Vocal Jazz** – 8:00 p.m., Clarke Theater

November 24, 2002 **Chamber and Symphonic Works for Winds** – 4:00 p.m., Clarke Theater

November 25, 2002	Learning Technology Center Holiday Open House – 2:00-4:00 p.m., Learning Technology Center, Room 160
November 26, 2002	Child Development Center's Annual Thanksgiving Feast – 11:45 a.m.-12:45 p.m., Child Development Center
November 28-December 1	Thanksgiving Recess – Campus Closed
December 2-6, 2002	Horticulture Holiday Plant Sale – 8:00 a.m.-5:00 p.m., Horticulture Unit
December 4, 2002	Evening with Forensics – 7:00-9:00 p.m., Social Sciences Lecture Hall
December 5, 2002	Auxiliary Services Holiday Tea – 2:00-3:30 p.m., SAC Book Rac
December 5, 2002	Fall 2002 Intramural Speak-a-Rama – 3:00-7:00 p.m., Center for Learning Communities
December 5-7, 2002	5th Annual Holiday and Wassail Concert – 6:00 p.m., Performing Arts Center. (NOTE: Tickets must be purchased by November 27.)
December 6,7,8,13 & 14	"USA" – Theater Production – 8:00 p.m., December 6,7,13,14; 2:00 p.m., December 8, Studio Theater
December 7, 2002	Nursing Completion Ceremony – 2:00 p.m., Social Sciences Lecture Hall
December 10-12, 2002	Ceramic Sale – 9:00 a.m.-9:00 p.m., Tuesday & Wednesday; 9:00 a.m.-3:00 p.m., Thursday, Art Gallery
December 11, 2002	Administration Building's Annual Holiday Tea – 2:00-4:00 p.m., Administration Building Atrium
December 13, 2002	RHORC Annual Luncheon – 11:00 a.m.-2:00 p.m., RHORC & Welcome Back Center
December 15, 2002	Fall Semester Ends
December 16-January 1	Winter Recess – Campus Closed December 24, 2002 through January 1, 2003