



REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 20, 2002

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:00 p.m., on Wednesday, November 20, 2002. Trustees Baca, Chen Haggerty, Hall and Pacheco were present. Trustee Chyr arrived at 6:30 p.m.

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 7:04 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:

Donna Burns, Director, ESL & Intercultural Programs

Joyce Ellison, Admissions & Records Clerk I, Community Education & Economic Development

3. APPROVAL OF MINUTES

It was moved by Student Trustee Carey, seconded by Trustee Chen Haggerty, to approve the minutes of the special meeting of October 19, 2002, and the regular meeting of October 23, 2002. Motion unanimously carried. Student Trustee concurred.

4. ACTION TAKEN IN CLOSED SESSION

None.

5. PUBLIC COMMUNICATION

None.

6. REPORTS

A. Robertson Wellen, Academic Senate President, reported the following:

- At its last meeting, the Academic Senate adopted resolution 02-12 – Alternative Calendar. The Senate is ready to start planning an alternative calendar.
- The Senate also discussed and voted to support a proposal from Professor Matt Munro regarding having more learning communities on campus. It is believed that learning communities improve student retention and success.
- At the last Leadership Council meeting, the Budget Sub-Committee recommended several cost-saving steps to the President in order to balance the budget for 2002-03 and not use any of the College's reserves. That proposal was approved by President O'Hearn.
- The Senate is discussing implementation of the wait list. They are hoping to pilot it this summer with possible implementation in the fall.

B. Art Morales, Classified Senate President, reported the following:

- The Senate and CSEA representatives met earlier this month and established an equitable process for appointing committee members.
- The Senate is reviewing a proposal for a revised Mt. SAC Employee Acceptable Use Policy related to the use of College computers, communications, and information resources.
- The Senate is reviewing the Classified Recognition Ceremony, currently scheduled for June 4. They are interested in changing the format for increased recognition of staff members with 20+ years of service. There are also plans to change the time of the event in an effort to increase attendance.

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

- Students have enjoyed many successful events this past month, including the Battle of the Bands, "Rock The Vote," and Dia De Los Muertos. President O'Hearn and Vice President Rice were thanked for participating in the October 29 Open Forum and answering students' questions regarding budget

limitations and class reductions. Special thanks were given to Board members and others who attended the Sophia B. Clarke surprise birthday party.

- Trustee Pacheco was presented with a book by Dr. Drew that she won during a student raffle.
- Students are still looking into alternative solutions to approach the budget crisis and looking to other schools to join forces at the State level. They are also doing research on the equalization issue.
- Board members were invited to the Annual Holiday Celebration scheduled for December 4, 11 a.m.-1 p.m., in the Student Life Center.

D. Employee Groups

- Ron Reel, Faculty Association President, reported that Trustees Baca, Hall, and Pacheco have all agreed to participate in the Faculty Association fundraiser "Puttin' on the Hits" to be held January 24 and 25, 2003. This event has grown from 17 people involved in the first year to approximately 80 this year. All proceeds from this event go to student scholarships.

Professor Reel distributed the Faculty Association's Negotiations Update dated November 18, 2002. There are currently five items where a tentative agreement has been reached, and it is expected that an additional four to five will be reached prior to the next Board meeting. Professor Reel commended the outstanding work being done in negotiations by Vice President Frary and Associate Dean Minden.

E. President O'Hearn reported the following:

- President O'Hearn introduced Dean Norton who introduced Women's Golf Coach Stan Gonta. The 2002 Women's Golf Team had an undefeated 12-0 season, winning the State Women's Championship. Professor Gonta introduced his team members, including Moah Chang, who was the individual champion among the 90 competitors at the State level. This is the team's third State Championship in the past four years with a second place finish last season. Board members commended Professor Gonta and the Women's Golf Team on their outstanding record.
- At the Community College League of California's annual conference last week, Mt. SAC's Developmental Education Team received one of the "Celebrating the Way California Learns" awards. This award recognizes educational efforts that ensure student learning, create outstanding learning environments, and promote professional growth in classroom developmental approaches. The Developmental Education Team is a cross-disciplinary group of 16 faculty and administrators who have been involved in efforts to improve developmental education at Mt. SAC. The Team's goal is to develop awareness of theories and practices to help learners at all levels. President O'Hearn thanked Vice President Cavin for her leadership and support for this initiative.
- The Citizens Oversight Committee held its fourth meeting Tuesday night. This is the committee charged with ensuring that bond funds are spent appropriately. The College is beginning the process to appoint a student to

that committee. Proposition 39 allows a student to remain on the committee no more than six months after leaving the College.

- On behalf of the College, the President extended congratulations to Assemblyman Bob Pacheco for receiving the Faculty Association of California Community Colleges Legislator of the Year Award last month. This is the second Legislator of the Year Award Assemblyman Pacheco has received from community college organizations. Last January, he was selected as the Association of California Community College Administrators Legislator of the Year. This is indicative of the support Assemblyman Pacheco gives to community colleges.

7. CONSENT AGENDA

President O'Hearn asked the Board to pull Consent item #20, page 44. The trip has been cancelled.

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

PRESIDENT'S OFFICE AND INSTITUTIONAL ADVANCEMENT

1. Ratification/approval of activities for the grant titled "Industry/Discipline Collaborative for Family and Consumer Sciences" (MT SAC #948-**\$300,000**).
2. Ratification of activities for the grant titled "Connections: A Virtual Student Services Center" (Mt. SAC #933-**\$84,459**).
3. Approval of activities for the grant titled "Supporting Community College Faculty Education for Student Success" (Mt. SAC #945-**\$20,473**).
4. 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.
5. Ratification/approval of activities and contract extension for the grant titled "Enhanced Mentor Program" (Mt. SAC #915-**\$164,429**).
6. 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.
7. 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).

8. 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.
9. 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.
10. Approval of activities for the grant titled "Mt. San Antonio College Histologic Technician Training Program for California" (Mt. SAC #852).
11. 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.
12. 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.

HUMAN RESOURCES AND STAFF & ORGANIZATIONAL LEARNING

13. Approval of renewal of management contracts.

STUDENT LEARNING and STUDENT SERVICES

14. Approval of stipends.
15. Approval of destruction of records (Instructor Roll Books Fall 1998, Spring and Summer 1999).
16. Approval of web site development contract with WorkWorks.
17. Approval of Fashion Department Field Studies Class in New York for Spring 2003.
18. Approval of renewal of the contract with the City of Ontario for Mt. SAC's use of the Ontario Training Center.

COMMUNITY EDUCATION & ECONOMIC DEVELOPMENT

19. Approval of the Community Services Fee Program for Spring 2003.
20. Approval of additions to Community Education and Economic Development Programs.
21. Approval/ratification of Contract Education agreements – The Training Source.

INFORMATION & EDUCATIONAL TECHNOLOGY

22. Approval of the 2002-03 Telecommunication & Technology Infrastructure Program (TTIP) Expenditure Plan.
23. Approval of Software AG professional services contract.

ADMINISTRATIVE SERVICES

24. Approval of Monthly Financial Statement for October 2002.
25. Approval of Budget Adjustments.
26. Approval of Appropriation Transfers to General Fund 01 (Unrestricted), General Fund 03 (Restricted), and Capital Outlay Fund 15.

General Fund 01 - Unrestricted

FROM:	01-1000	Certificated Salary	\$	81,356
	01-2000	Classified Salary		149,768
	01-3000	Fringe Benefits		62,998
	01-4000	Supplies, Books		12,229
	01-5000	Contract Services		268,991
	01-6000	Capital Outlay		6,622
	01-7000	Other Outgo		700,000
	01-7900	Contingencies		6,422
			\$	<u>1,288,386</u>
TO:	01-1000	Certificated Salary	\$	5,525
	01-4000	Supplies, Books		9,149
	01-5000	Contract Services		15,357
	01-6000	Capital Outlay		132,075
	01-7000	Other Outgo		149,158
	01-7900	Contingencies		977,122
			\$	<u>1,288,386</u>

General Fund 03 - Restricted

FROM:	03-2000	Classified Salary	\$	36,315
	03-3000	Fringe Benefits		7,089
	03-4000	Supplies, Books		3,967
	03-5000	Contract Services		808,832
	03-6000	Capital Outlay		1,454
	03-7000	Other Outgo		10,500
			\$	<u>868,157</u>
TO:	03-1000	Certificated Salary	\$	116,133
	03-2000	Classified Salary		352,903
	03-3000	Fringe Benefits		98,712
	03-4000	Supplies, Books		24,102
	03-5000	Contract Services		251,578
	03-6000	Capital Outlay		15,088
	03-7000	Other Outgo		9,641
			\$	<u>868,157</u>

Fund 15 – Capital Outlay Projects

FROM:	15-7900	Contingency	\$	49,770
TO:	15-4000	Supplies, Books	\$	309
	15-5000	Contract Services		<u>49,461</u>
			\$	49,770

27. Approval to accept the September 30, 2002, Quarterly Investment Report.
28. Approval of the Quarterly Financial Status Report for the period ending September 30, 2002.
29. Approval to deny Andrew Bard's claim against the College, and instructed Administrative Services 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.
30. 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.
31. 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.
32. 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.
33. 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.
34. Approval to 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.

Motion unanimously carried. Student Trustee concurred.

8. PERSONNEL TRANSACTIONS

Trustee Pacheco said her daughter is listed on the Personnel Transactions and thought it best to recuse herself from this vote in order to avoid any perception of conflict of interest.

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to approve the Personnel Transactions, Reference No. 5, dated November 20, 2002. Motion carried on a 4-0 vote with Trustee Pacheco abstaining. Student Trustee concurred.

9. SERVICE AGREEMENTS

President O'Hearn asked Board members to correct the proposed service agreement for Sandra Elias. The amount should read \$525, rather than \$500.

It was moved by Trustee Pacheco, seconded by Trustee Chyr, to approve the service agreements as corrected. Motion unanimously carried. Student Trustee concurred.

10. BOND ISSUANCE SCHEDULE

As the College continues to refine its construction schedule, it has been determined that it would be advantageous to change the bond issuance schedule from five issuances to four. By accelerating the build-out time, we maintain the momentum we are gaining with the added benefit of completing our projects at least two years sooner than planned. Also, as more school districts are beginning construction projects in the next few years from their bond issuances, the competition for qualified construction contractors will drive construction costs up.

Trustee Hall asked for clarification of potential costs, if any, of making a change in the bond issuance schedule.

Vice President Rice explained that, using very conservative projections, there is the potential that taxpayers might have to pay at the most an additional \$22 million over the entire duration of the bond repayments. That scenario is highly unlikely, however, due to significant projections of population increases, and increases in assessed valuation. For example, the increase in assessed valuation was 2% per year, and it has been significantly higher than that in the past. Also, we stand to benefit by being able to combine projects and be more efficient in the use of our resources.

It was moved by Trustee Pacheco, seconded by Trustee Hall, to approve the revised bond issuance schedule by reducing the number of issuances from five to four and re-distributing the series amounts. Motion carried on a 4-1 vote with Trustee Chyr voting 'no'. Student Trustee concurred. Trustee Chyr indicated that he was voting no because changing the schedule would save the College a few hundred thousand dollars, but could potentially cost the taxpayers an additional \$22 million.

11. RENTAL AGREEMENT WITH CINGULAR

It was moved by Trustee Hall, seconded by Student Trustee Carey, to approve 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.

Trustee Pacheco voiced concern about the proposed location of the Cingular 70' Monopine and concrete building to house cellular equipment.

Trustee Hall withdrew his motion for approval and made a motion that consideration of the rental agreement be tabled. Trustee Pacheco seconded the motion. Motion unanimously carried. Student Trustee concurred.

12. BOARD COMMUNICATION

- Trustee Chen Haggerty attended the Community Education Center Open House and the surprise birthday party for Sophia Clarke. Both were wonderful events.
- Trustee Hall commented on the Foundation's Race for Scholarships fund-raiser where participating car dealerships contribute \$25 for each car sold during a specific month. He said he will be presenting a check to the Foundation in the amount of \$6,100 from one of the car dealers in his Puente Hills dealership. He also told everyone to watch for the January 2003 regional issue of *Time Magazine*. There will be a Toyota insert in the magazine that includes a picture of President O'Hearn and Foundation members Heinz Gehner and Barbara Price.
- Trustee Chyr commended President O'Hearn and Vice President Rice for their participation in the students' Open Forum regarding budget issues. He also commended Audrey Yamagata-Noji for her outstanding presentation at the Annual Joint Board Dinner.
- Trustee Pacheco commented on the many College activities she attended this month, including the Principals Breakfast, Counselors Luncheon, Sophia B. Clarke's surprise birthday party, and other student events. She also invited everyone to the annual Pacheco Christmas Party, December 17, 5:00-10:00 p.m., at the Royal Vista Country Club. This year's party will also include a toy drive.
- Student Trustee Carey thanked President O'Hearn and Vice President Rice for participating in the students' Open Forum, and all Board members who attended the party for Sophia B. Clarke and the PTK Induction ceremony. Two student clubs are sponsoring a speaker, Billy Mills, a Native American who was an Olympic track runner, on November 25, 1 p.m., in the Social Sciences lecture hall.
- Trustee Baca said he has had the opportunity to watch the Women's Golf Team and they are great! He also attended last night's Citizens Oversight Committee meeting and he continues to be very impressed with them. The committee is developing a much stronger sense of where they are going and what they need to do. Trustee Baca said he attended the last Foundation Executive Committee/Board meeting and is impressed with the work the Foundation members are doing. He also attended the State Academic Senate Plenary conference. They discussed a number of issues, one of which was a condensed calendar.

13. ADJOURNMENT

The meeting adjourned at 8:35 p.m.

CCO:dc