



REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 18, 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, December 18, 2002. Trustees Baca, Chen Haggerty, Chyr, Hall, and Pacheco were present.

STAFF PRESENT

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

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 arrived at 7:10 p.m.

2. MOMENT OF SILENCE

A moment of silence was observed in memory of Jeff Holstien, Director, Facilities Planning & Management, who passed away November 28, 2002. The Board extended its condolences to Mr. Holstien's family and friends.

3. ELECTION OF BOARD OF TRUSTEES OFFICERS

It was moved by Trustee Baca, seconded by Trustee Hall, that Trustee Pacheco serve as President of the Board. Motion unanimously carried. Student Trustee concurred.

Trustee Pacheco assumed the office of Board President.

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, that Trustee Chyr serve as Vice President of the Board. Motion unanimously carried. Student Trustee concurred.

It was moved by Trustee Chyr, seconded by Trustee Baca, that Trustee Hall serve as Clerk of the Board. Motion unanimously carried. Student Trustee concurred.

Trustee Pacheco thanked Trustee Baca for his leadership and outstanding integrity during his term as President of the Board of Trustees and presented him with a plaque. President O'Hearn concurred with Trustee Pacheco's comments and thanked Trustee Baca on behalf of faculty, staff, and students for his service to the College.

Trustee Baca made a few comments on his term as Board President. Overall it was a good year, even though it started out a little rough. He said he was fortunate to serve as President when a number of major events occurred, i.e., passage of the bond measure and establishment of the Citizens Oversight Committee, and the presidential search process. Trustee Baca commended Vice President Rasmussen for her work with the Foundation and he also thanked our current and past student leaders for all their hard work.

4. INTRODUCTIONS AND RECOGNITION

- The following new staff were introduced to the Board:
Melissa Berkley, Television Production Specialist
Mike Imes, Learning Resources Computer Technician
- Trustee Pacheco presented a Certificate of Service to Richard Fick, Director of Purchasing, who is retiring after 14 years of service to the College.

5. APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, to approve the minutes of the regular meeting of November 20, 2002. Motion unanimously carried.

6. ACTION TAKEN IN CLOSED SESSION

No action was taken.

7. PUBLIC COMMUNICATION

- Trustee Pacheco introduced her husband, Assemblyman Bob Pacheco, and son, David. Assemblyman Pacheco presented a certificate from the State Assembly to Trustee Baca in recognition of his dedicated service to Mt. San Antonio College as the 2002 President of the Board of Trustees. Assemblyman Pacheco also presented a certificate to Trustee Pacheco for her dedicated service as the 2001 Vice President of the Board of Trustees. He wished her the best of luck in her new role as President of the Board.

8. REPORTS

- A. Robertson Wellen, Academic Senate President, and Ron Reel, Faculty Association President, presented a Certificate of Appreciation to Trustee Baca to acknowledge his service and dedication to the College during his term as President of the Board. Mr. Wellen also reported the following:
- The Senate has been discussing the Wait List and Class Guarantee and supports both. It is hoped the Wait List will be piloted this summer and implemented in Fall 2003, and that the Class Guarantee will be piloted in Fall 2003 and implemented in Spring 2004.
 - Board members were given copies of Senate Resolution 02-12 – Alternative Calendar. This was passed by the Senate in November. The alternative calendar would allow institutions to develop ways to accommodate the need for getting faculty together to deal with major issues. This also recognizes the professional nature of instruction by giving individual faculty members time to focus on staff improvement, student improvement, and instructional improvement, in addition to providing day-to-day classroom instruction.
 - This month, the Senate also passed Resolution 02-13 – Articulation Officer. A final version of that resolution will be distributed at next month's Board meeting.
- B. Art Morales, Classified Senate President, reported that the Classified Senate is having a productive year and making great strides in working with the unions since the passage of SB 235. He also reported the following:
- After a thorough review of Information & Educational Technology's Acceptable Use Policy, the Senate Executive Board passed Resolution 02-01 approving the contents on behalf of the classified staff.
 - The Classified Senate is also gearing up for a Valentine's Day fundraiser.
- C. Becky Meza, Associated Students President, reported the following:
- Students are enjoying many accomplishments this year. Last month students "adopted" two families where family members are suffering from sickle cell anemia, and prepared Thanksgiving dinner for them. They found this to be very rewarding.
 - Students also conducted a toy drive and donated the toys to Nogales High School.
 - The Student Senate recently adopted Resolution No. 7 which proposed lowering the GPA and units required to be eligible for student government so they are aligned with the Education Code.
 - Students are still interested in pursuing state equalization funding. They are interested in working with the ten lowest-funded community colleges to come together as a united voice.
- D. Employee Groups

- Ron Reel, Faculty Association President, thanked Nancy Rice, Linda Baldwin, Debra Rosen, and their staff for all their hard work in making sure full-time faculty received their retroactive checks prior to the winter recess.

Professor Reel again informed the Board that negotiations continue to go well and in a positive atmosphere. Vice President Frary and Associate Dean Minden are doing an exceptional job of understanding the faculty position. There are currently six tentative agreements. Meeting dates for the spring semester have been established and it is hoped that negotiations will be completed by the end of this academic year. He also commended Vice President Cavin for her work this semester related to faculty grievances.

- E. President O'Hearn extended his congratulations to Trustees Pacheco, Chyr, and Hall in their new positions of leadership on the Board of Trustees. He also thanked Trustee Baca for the significant leadership he has provided this past year as Board President.

President O'Hearn read a letter from Bill Stoneman, Vice President & General Manager of the Anaheim Angels Baseball Club, in response to a letter written by the President congratulating the team on its world championship. Mr. Stoneman, as well as Ron Roenicke and Shawn Wooten, are all former Mounties.

9. **CONSENT AGENDA**

President O'Hearn asked the Board to make the following corrections to the consent agenda:

- Consent item #7, page 23. Strike the last sentence in the first paragraph under the "Analysis" section.
- Consent item #12, page 30. Strike the name Jean York under Family & Consumer Sciences in the Business Division.

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

PRESIDENT'S OFFICE AND INSTITUTIONAL ADVANCEMENT

1. Annual approval of employees authorized to sign contracts or documents.
2. Ratification and approval of activities for the Title V grant titled, "Developing Hispanic Serving Institutions" (Mt. SAC #845), funded by the United States Department of Education under Title V of the Higher Education Act.
3. Approval/ratification of activities for the grant titled, "Industry/Discipline Collaborative for Family and Consumer Sciences" (Mt. SAC #948-~~\$300,000~~), from the Chancellor's Office under the Vocational and Technical Education Act (VTEA) Statewide Discipline/Industry Collaborative Program.
4. Acceptance of funds for year three of a grant titled, "Integrating AmeriCorps into Teacher and Reading Development Partnerships" (Mt. SAC #967-~~\$84,150~~), funded

by the California Community Colleges Chancellor's Office to provide onsite training for potential future teachers and to help K-3 students with reading.

5. Approval of a contract received from the California Department of Education, Child Development Division (Mt. SAC #976-\$1,778) for support of the campus Child Development Centers. The purpose of this grant is to provide materials and supplies for the child development program.

HUMAN RESOURCES AND STAFF & ORGANIZATIONAL LEARNING

6. Approval of Personnel Transactions, Reference No. 6, dated December 18, 2002.

STUDENT LEARNING and STUDENT SERVICES

7. Ratification of service agreement.
8. Approval of Forensics students' request to attend the U.S. Air Force Academy Forensics Classic in Colorado Springs, Colorado January 23-27, 2003.
9. Approval of proposed 2003-04 College calendar.
10. Approval of program agreement for Work and Study in London Spring 2003.
11. Approval of Department Chairs and Nursing Director for 2003, as corrected.

COMMUNITY EDUCATION & ECONOMIC DEVELOPMENT

12. Approval/ratification of additions and/or changes to Community Education and Economic Development Programs.
13. Approval/ratification of Contract Education agreements – The Training Source.
14. Approval of the Small Business Development Center contract with California Resources and Training (CARAT).
15. Approval of the renewal of the Small Business Development Center contract with California Trade and Commerce Agency.
16. Approval of the ESL contract with WebWorks Web Development Company.

ADMINISTRATIVE SERVICES

17. Approval of Monthly Financial Statement for November 2002.
18. Approval of Budget Adjustments.
19. 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	\$	2,319
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	01-2000	Classified Salary	775
	01-3000	Fringe Benefits	5
	01-4000	Supplies, Books	6,105
	01-5000	Contract Services	129,541
	01-7900	Contingencies	<u>80,426</u>
			\$ 219,171
TO:	01-1000	Certificated Salary	\$ 1,500
	01-4000	Supplies, Books	244
	01-5000	Contract Services	81,684
	01-6000	Capital Outlay	9,299
	01-7900	Contingencies	<u>126,444</u>
			\$ 219,171

General Fund 03 - Restricted

FROM:	03-2000	Classified Salary	\$ 575
	03-4000	Supplies, Books	2,425
	03-5000	Contract Services	1,649
	03-6000	Capital Outlay	<u>800</u>
			\$ 5,449
TO:	03-4000	Supplies, Books	\$ 575
	03-5000	Contract Services	<u>4,874</u>
			\$ 5,449

Fund 15 – Capital Outlay Projects

FROM:	15-7900	Contingency	\$ 33,638
TO:	15-5000	Contract Services	\$ 33,638

20. Approval of an agreement with Total Compensation, Inc. to conduct a post-retirement medical program actuarial study for the College and Auxiliary Services for a base price of \$8,000 plus \$2,000 for each alternative scenario. The College will limit the alternative scenarios to no more than five. It is expected that the actuarial report will be presented to the Board of Trustees in March 2003.
21. Approval to donate nine 133 MHz computers, one 250 MHz computer and monitor, and one Umax Scanner for use in kindergarten classrooms in the Hacienda La Puente Unified School District.
22. Denial of claims against the District, and that Administrative Services be instructed to notify the claimants of the denials according to Government Code Sections 910 through 915.4, and that the claims be referred to our claims administrators.
23. Approval to renew the agreement with School Services of California, Inc.
24. Approval to contract with 3D/International of Los Angeles, CA, to provide Facilities Assessment Services, at a fixed fee of \$68,388.19, to be funded from the Capital Outlay Reserve Fund.

25. Ratification of the amendment to the professional agreement for architectural services with HMC Architects of Ontario, CA, for the ESL and Health Occupations Buildings, at an additional fee of \$235,200.
26. Ratification of the amendment to the professional agreement for architectural services with NTD Architects of Glendora, CA, for the Science Building, at an additional fee of \$77,952.
27. Ratification of the amendment to the professional agreement for architectural services with Grillias.Pirc.Rosier.Alves of Irvine, CA, for the Athletic Fields Renovation, at an additional fee of \$168,000.
28. Ratification of the agreement with Sid Lindmark, AICP, of Laguna Hills, CA, to provide consulting services for the Campus Master Plan Environmental Impact Report, at a fee of \$6,475.
29. Approval of agreements with Van Blarcom, Leibold, McClendon and Mann of Laguna Hills, CA, and the firm of Public Agency Law Group of Los Angeles, CA, to provide legal consulting services, if necessary.
30. Approval of Bid No. 2522, Elevator Addition to the English/Math and Social Sciences Building (Building 26A), for \$278,000, and award the project to Harik Construction of Covina, CA.
31. Approval to accept the following donations/gifts to the College:

Performance Aero Engines – One Continental 0-200 Aircraft Case, one Lycoming 0-320 Aircraft Crank, one Lycoming 0-235 Aircraft Crank, thirteen Lycoming Four-Cylinder Aircraft Cams, fifteen Continental 0-470 Rebuildable Cylinders, seven Lycoming 0-235 Rebuildable Cylinders, fourteen Lycoming 0-320 Rebuildable Cylinders, twenty-one Lycoming 0-360 Rebuildable Cylinders and twenty Lycoming 0-360 Rebuildable Cylinders, valued by donor at \$10,125, to be used by the Aircraft Maintenance Department.

Motion unanimously carried. Student Trustee concurred.

10. DOMESTIC PARTNER HEALTH AND WELFARE BENEFITS

Trustee Chyr voiced objection to Resolution No. 02-09 and indicated he would vote “no” based on moral grounds.

It was moved by Trustee Baca, seconded by Trustee Hall, to approve Resolution No. 02-09 for Domestic Partner Health and Welfare Benefits. Motion carried on a 4-1 vote with Trustee Chyr voting ‘no’. Student trustee concurred.

11. AUDIT REPORTS FROM VICENTI, LLOYD & STUTZMAN

Renee Graves, from Vicenti, Lloyd & Stutzman, provided a report to the Board on the 2001-02 fiscal year audit. The College again received an “unqualified” audit.

Trustee Hall asked about a “reportable condition” in Financial Aid. Ms. Graves explained that there was one finding recommending that the overall accounting procedures be

tightened up. Ms. Graves said Financial Aid is very complex and the Board should be aware that the College's Financial Aid Office is one of the best in the State.

It was moved by Trustee Chyr, seconded by Student Trustee Carey, to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants for the fiscal year ending June 30, 2002 relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. SAC Auxiliary Services Corporation. Motion unanimously carried. Student Trustee concurred.

12. PUBLIC HEARING REGARDING CERTIFICATION OF THE FINAL ENVIRONMENTAL IMPACT REPORT

Board President Pacheco opened the Public Hearing for public comments regarding the certification of the final Environmental Impact Report (Mt. San Antonio College Campus Master Plan, SCH 2002041161) at 7:55 p.m.

Roger Friesen, City of Walnut Director of Community Development, shared with the Board the City's concerns regarding traffic circulation impacts. Specifically, the City is concerned with the traffic flow at Grand and Temple, and Grand and San Jose Hills Road. Mr. Friesen said the Walnut Mayor has appointed two City Council members to meet with two members of the Board of Trustees. He asked that the Board defer taking action on the final Environmental Impact Report for 30 days.

President O'Hearn said the College is prepared to join the City of Walnut on the committee mentioned by Mr. Friesen; however, he recommended to the Board that there be no delay in approving the final Environmental Impact Report. Subsequent to that approval, the College can engage in discussion with the City to ensure agreement on how to proceed. According to the President, the report is completed and all requirements have been met and there is no compelling reason to defer taking action.

Board President Pacheco closed the Public Hearing at 8:04 p.m.

13. FINAL ENVIRONMENTAL IMPACT REPORT

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to certify the final Environmental Impact Report, and adopt the Statement of Overriding Considerations, the Statement of Facts and Findings, the Mitigation Monitoring Program, the Circulation Plan, and the Campus Master Plan. Motion unanimously carried. Student Trustee concurred.

14. BOARD COMMUNICATION

- All Board members commented on the untimely passing of Jeff Holstien, Director, Facilities Planning & Management. He was remembered fondly by each and his contributions to the College were mentioned. Specifically, his work on the College's three bond campaigns was discussed and how hard he worked in trying to get each passed. Trustee Hall suggested it might be appropriate to memorialize his contributions in some manner.
- Student Trustee Carey said he attended the play "USA" and thought it was great.
- Trustee Chen Haggerty reported that she participated in the Baldwin Park Annual Parade last month representing Mt. SAC and said everyone cheered for Mt. SAC.

She also attended the RHORC Annual Open House last Friday, which was very nice. Trustee Chen Haggerty added that the entire College community needs to work together to face the budget challenge to maintain our quality of service to students and the community.

- Trustee Hall said he continues to be impressed with Mt. SAC publications. He specifically commended the *Mountaineer* and the *2001-02 Annual Report*. He also commended Trustee Baca on an outstanding year as President of the Board of Trustees. Commenting on the State budget deficit, Trustee Hall said community colleges will be forced to do more in the private sector adding that he is pleased to see the quality of new members joining the Foundation Board. He commended Vice President Rasmussen for recruiting such fine people.
- Trustee Chyr also commented on the State budget deficit and the difficulties facing the College. He paid tribute to the administrators and Board members of the past who put the College in such sound fiscal condition so that we can withstand the next few difficult years. He also commended Trustee Baca for serving as Board President with dignity and professionalism.
- Trustee Baca thanked his fellow Board members for their support during his presidency.
- Trustee Pacheco added her thanks to Trustee Baca for his outstanding leadership.

15. ADJOURNMENT

The meeting adjourned at 8:25 p.m.

CCO:dc