



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 14, 2011

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:32 p.m. on Wednesday, September 14, 2011. Trustees Bader, Chen Haggerty, Chyr, Hall and Student Trustee Hernandez were present. Trustee Baca arrived at 7:05 p.m.

STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Michael D. Gregoryk, Vice President, Administrative Services; Audrey Yamagata-Noji, Vice President, Student Services; and Annette Loria, Vice President, Human Resources.

1. INTRODUCTIONS/RECOGNITION

- **Introductions**

- The following newly appointed and promoted staff were introduced to the Board:

Newly Appointed Classified Staff

Heather Franco, Clerical Specialist, Facilities Planning & Management
Nancy Gardner, ESL Instructional Support Assistant, ESL
Bruno Granillo, Lead Custodian, Custodial Services
Krystal Hong, ESL Instructional Support Assistant, ESL
Guillermo Miranda, Office Assistant, Financial Aid
Alma Nunez, Office Assistant, Financial Aid
Elisa Phillips, Computer Facilities Assistant, Information Technology
Tiffany Rusich, ESL Instructional Support Assistant, ESL
Sarah Smith, ESL Instructional Support Assistant, ESL

Newly Promoted Classified Staff

Lanny Arifin, Payroll Coordinator, Fiscal Services

New Faculty

David Beydler, Professor, Mathematics, Computer Science
Thomas Butler, Professor, Fine Arts
Michael Campbell, Professor, Mathematics, Computer Science
Daniel Cantrell, Professor, Communication
Diana Felix, Counselor/Coordinator, Student Support Services
Francisco Gomez, Professor, English, Literature & Journalism
Corie Hernandez, Professor, Psychiatric Technician
Mei-Ling Hsieh, Professor, Communication
James Hutchinson, Professor, Respiratory Therapy
Tiffany Kuo, Professor, Music
Stephen Lancaster, Professor, Mathematics, Computer Science
Kenneth Miller, Professor, Electronics & Computer Technology
David Mrofka, Professor, Earth Sciences & Astronomy
Richard Myers, Professor, English, Literature & Journalism
May Padilla, Professor, Registered Veterinary Technician/Animal Science
Robert Purcell, Jr., Professor/Assistant Coach, Football, Physical Education
Martin Ramey, Professor, Business Administration
Aaron Salinger, Professor, Foreign Languages
Tonya Santiago, Professor, Nursing
Niki Tran, Professor, Interior Design
Shari Wasson, Professor, Fine Arts
Daniel Wheeler, Professor, Learning Assistance

- **Recognition**

- Trustee Chen Haggerty noted the retirement of Eula Mae Gray, Student Relations Specialist, after 40 years of service to the College. A certificate of service will be mailed to Eula, with the Board's thanks.

2. APPROVAL OF MINUTES

It was moved by Trustee Bader, seconded by Trustee Hall, to approve the minutes of the regular meeting of August 24, 2011. Motion unanimously carried. Student Trustee concurred.

3. PUBLIC COMMUNICATION

Kristina Allende, Chair, English, Literature, and Journalism Department, read the names of 16 talented adjunct educators who have worked for the College for up to 4½ years. Earlier in the day, Professor Allende said she informed each of these educators that, due to budget cuts, the College would not be able to offer them any classes to teach in the spring. Professor Allende said she is not suggesting that the College doesn't need to make the cuts, and she acknowledged that students are the most affected by the budget cuts. However, she encouraged the College to find a way to express its appreciation for the services of the adjunct faculty members who are losing their jobs because of the reductions to the class schedule.

4. REPORTS

- A. Alex Mendoza, Associated Students President, reported the following:
- President Mendoza commented on the outstanding campus commemoration of the 10th anniversary of the 9/11 tragedy. He thanked Vice President Yamagata-Noji for taking the lead in planning the event.
 - AB 131, the second part of the California Dream Act, has passed the Legislature and is on Governor Brown's desk for signature. The bill would provide undocumented students with access to State-funded financial aid.
 - The Associated Student Executive Board is interested in establishing safe zones for both the LGBT (Lesbian, Gay, Bisexual, and Transgender) community and AB 540 students (undocumented students who pay in-state tuition) by the Spring 2012 semester. Cal Poly Pomona has offered to provide safe zone training workshops at Mt. San Antonio College, free of charge. The purpose of these workshops is to ensure a campus atmosphere that is supportive, informative, and welcoming to all members of the campus community.
- B. Eric Kaljumagi, Academic Senate President, reported the following:
- At its September 1 meeting, the Senate voted to recommend that the College support faculty who win a position on the State Academic Senate Executive Board. At tomorrow's meeting, the Senate will consider a new administrative procedure on course equivalencies and variances. It will also decide whether to reconstitute last year's Academic Integrity Task Force.
 - President Kaljumagi announced that the following faculty have won appointments to four State Academic Senate Committees:
 - Michelle Grimes Hillman – Accreditation and SLOs
 - Michelle Grimes Hillman – Standards and Practices
 - Phillip Maynard – Outreach and Recruitment Ad-Hoc
 - Antoine Thomas – Occupational Education
 - The Academic Senate has 125 of the 129 positions on college-wide committees filled. In addition, there are 72 voting members of the Academic Senate this year, for a total body of 136 faculty who participate in the work of the Academic Senate.
 - The Academic Senate, in conjunction with the Instruction Office, has begun the faculty hiring process for 2012-13.
- C. Marchelle Nairne-Proulx, Classified Senate President, reported the following:
- President Nairne-Proulx commented on the August 26 Fall Convocation. Overall, the response from classified staff was very positive. The only negative comments included the desire to have more staff development sessions offered to classified staff and the inability by some to leave their office and participate in the Convocation activities. Ms. Nairne-Proulx said she plans to begin working with CSEA President Laura Martinez to schedule activities for classified staff at the next Convocation.
 - The following update on the Classified Senate's 2011-12 goals was provided:

- The Senate is working on a quarterly classified newsletter that it hopes to distribute by the end of September.
 - The Senate is developing a New Classified Employee Resource Manual. Once it is completed, the Senate will provide a copy to new classified employees to help acclimate them to Mt. SAC.
 - The Senate is just beginning its fund-raising efforts.
- D. Jennifer Galbraith, Faculty Association President, reported the following:
- The Faculty Association is creating a Communications Task Force to review methods for communicating with Association members. A task force to review current evaluation forms, specifically the student evaluation form, has been established at the recommendation of the Tenure Review Task Force.
 - President Galbraith said that, over the summer, she received numerous complaints about the pay dates for the intersession. She will be meeting with Vice President Loria and Fiscal Services staff to discuss options.
 - The Faculty Association will be appointing two faculty to serve on the President's Advisory Council's Smoking on Campus Task Force. This group will be charged with creating the administrative procedure and determining the logistics of the policy.
 - The Faculty Association is reviewing its appointments to College committees for currency. The Association wants to do a better job of providing opportunities for all of its members to serve while maintaining continuity of knowledge.
- E. Laura Martinez, President, CSEA, Chapter 262, reported the following:
- President Martinez congratulated retiring classified staff member Eula Gray on an impressive 40-year career with the College. During her tenure, Eula was a strong mentor to students and a valued advocate for classified staff.
 - Over the summer, President Martinez attended CSEA's 85th Annual Conference, along with three other delegates representing CSEA, Chapter 262. Ms. Martinez thanked Vice President Gregoryk for attending a portion of the conference.
 - President Martinez said she hopes the upcoming Associated Students Fall Leadership Conference provides students with a productive learning experience.
- F. President Scroggins' report included the following:
- Dr. Scroggins asked that a moment of silence be observed in memory of retiree Rita Mae Gurnee, who passed away on Saturday, September 3, at the age of 89. Ms. Gurnee was an important part of the Mt. SAC family for many years. She joined the College in 1959 as a Reference & Document Librarian and Occupational Information Specialist. In 1984, she became the Coordinator for Library Services. She retired in 1990.

- Dr. Scroggins commented on the 9/11 Campus Tribute which he said provided an opportunity for the College community to come together in remembrance.
- Dr. Scroggins announced that the College is once again planning to host an Annual Joint Board Dinner for Superintendents and Board members from the ten unified school districts and four ROPs in the College district. Board members will be notified as soon as the event is scheduled, which will be sometime in November.
- President Scroggins shared a letter from the Association of Community College Trustees (ACCT), informing the College that it is entitled to two votes at the ACCT Annual Community College Leadership Congress being held in October, in Dallas. Following discussion, Dr. Scroggins was asked to notify ACCT that no trustees plan to attend the event.
- President Scroggins introduced recently retired, although still working, Susan Jones, Director of Financial Aid, and asked her to give an update on the College's Financial Aid Program.

Director Jones reported that over \$51 million was distributed to students in 2010-11—an increase of 141% from 2007-08. Of that total, more than \$36 million was in the form of Pell Grants, while \$9.5 million was in Board of Governors Fee Waivers. Ms. Jones also noted that her office received and processed 34,716 financial aid applications over the past academic year—up 97% from applications filed (17,608) in 2007-08. As of August 31, the Financial Aid Office has already received 30,476 applications—clearly demonstrating the growing need for student financial assistance due to the strained economy. In an effort to assist students, Financial Aid conducted 72 outreach events last year.

5. CONSENT AGENDA

Trustee Chen Haggerty noted the addition of an addendum to the Consent Agenda (item #21).

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

HUMAN RESOURCES

1. Approval of Personnel Transactions, dated September 14, 2011.

INSTRUCTION and STUDENT SERVICES

2. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 6.
3. Approval of a contract with University Student, Inc., an auxiliary organization of California State University, Northridge, for the Family & Consumer Sciences Discipline/Industry Collaborative grant.
4. Approval of a grant renewal, contracts, acceptance of funds, and activities for the Center of Excellence grant.

5. Approval of an affiliation agreement with the San Bernardino County Fire Department for the Paramedic program, effective September 15, 2011.
6. Approval of additions and changes to Continuing Education programs.
7. Approval of a ceramics card for purchase of clay by ceramics students.

ADMINISTRATIVE SERVICES

8. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
9. Ratification of an agreement with Vavrinek, Trine, Day & Co., LLP, to conduct an audit, as required, to obtain Fiscal Independence status.
10. Approval of Resolution No. 11-02, implementing Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, beginning with the 2010-11 fiscal year financial reporting.
11. Ratification of an agreement with Iron Mountain for the period July 1, 2011, through June 30, 2012, with an option to renew for four additional years.
12. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 7.
13. Approval of an agreement with SchoolsFirst Federal Credit Union for an Automated Teller Machine Site License and Maintenance.
14. Approval of the College's participation in the PEPPM National Contract Program.
15. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 8.
16. Approval to reduce to 5% the retention for JPI Development Group, Inc. for the Physical Education Building Renovation – Fire Sprinkler project (Bid No. 2863).
17. Approval of agreements to provide Professional Design and Consulting Services with Hill Partnership, Inc. for the Building 40 Feasibility Study project; with Hill Partnership, Inc. for the Classroom Building Renovation (formerly Agricultural Sciences Lab) Expanded Site Development project; and with Marlene Imirzian & Associates Architects for the Food Service Building project.
18. Approval of the following Change Orders:
 - Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 9.
 - Bid No. 2853 Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 10.

- Bid No. 2855 Administration Building Remodel – Angeles Contractor (General Contractor) – Change Order No. 9.
 - Bid No. 2859 Administration Building Remodel – Rancho Pacific Electrical, Inc. (Electrical Contractor) – Change Order No. 8.
 - Bid No. 2861 Physical Education Program Building Renovation – HMI Construction (General Contractor) – Change Order No. 3.
19. Ratification of the following Contract Amendments:
- Contract Classroom Building Renovation (formerly Agricultural Sciences Lab) Fire Sprinkler Design Services – Hill Partnership, Inc. (Consultant) – Amendment No. 2.
 - Contract Agricultural Sciences Complex – Partial Construction Phase Services – Hill Partnership, Inc. (Consultant) – Amendment No. 3.
20. Approval of the following Proposed Gifts and Donations to the College:
- Am-Tec Security – Four GE 2011 NX8RF and Nine DSC 2010 Home Security Systems, valued by donor at \$1,950, to be used by the Natural Sciences Division.
21. Approval for broadcasting students and faculty to travel to Orlando, Florida, for the National College Media Convention on October 25-30, 2011.

Motion unanimously carried. Student Trustee concurred.

6. CONTRACT WITH THE CAL POLY POMONA FOUNDATION

Dr. Scroggins explained that, while this contract ends on September 30, 2011, the grant's work has been proceeding; the paperwork is just catching up.

It was moved by Trustee Hall, seconded by Trustee Baca, to ratify a contract with the Cal Poly Pomona Foundation, Inc., for the Regional Information Systems Security Grant. Motion passed unanimously. Student Trustee concurred.

7. APPROPRIATIONS LIMIT FOR 2011-12

In response to a question related to line 2.G. of the Gann Limit Worksheet, Vice President Gregoryk explained that the amount listed is the unreimbursed Medicare expenses for hourly and short-term employees.

It was moved by Trustee Hall, seconded by Trustee Chyr to approve Resolution No. 11-03 – Appropriations Limit for 2011-12. Motion unanimously carried. Student Trustee concurred.

8. AGREEMENT WITH PRESTOSPORTS

President Scroggins clarified that the proposed agreement with PrestoSports is not to redesign the athletic website but rather to provide templates that are already designed to receive sports information. This will help staff who do this work.

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve a three-year Applications Services Agreement with PrestoSports. Motion unanimously carried. Student Trustee concurred.

9. PUBLIC HEARING ON PROPOSED BUDGET

In accordance with Title 5 of the California Code of Regulations, Section 58301, the 2011-12 Proposed Budget was made available to the public from September 9, 2011, through September 14, 2011, and a Public Hearing was scheduled for 6:30 p.m., on Wednesday, September 14, 2011. Trustee Chen Haggerty opened the Public Hearing at 7:30 p.m. There were no statements made relative to the proposed Budget. The Public Hearing was closed at 7:31 p.m.

10. ADOPTION OF THE 2011-12 BUDGET

Vice President Gregoryk reported that the College ended the 2010-11 fiscal year with a positive variance of \$9,774,346 mainly due to salary and benefit savings from vacant positions and balances from unspent department budgets.

Mr. Gregoryk reviewed the proposed 2011-12 budget. Included in the adopted budget are ongoing general fund revenues of \$141,281,810. Ongoing expenditures are estimated at \$144,776,137, leaving a projected ongoing structural budget deficit of \$7,413,284.

Of major note, this year is the Base Apportionment Workload Reduction in the amount of \$7,996,179, resulting in a reduction of 1,869 full-time equivalent students. Further reductions will occur in the spring if mid-year budget cuts occur. Mr. Gregoryk said nine small districts didn't get a workload reduction because it would basically force them to close their doors. Board members asked for a listing of those nine districts.

While the budget includes \$1,469,349 to cover a two percent faculty salary increase and \$755 per year benefit increase, it does not include possible additional expenditures for salary and benefit increases for classified, confidentials, supervisors, and management staff.

Mr. Gregoryk said that, as planning begins for the 2012-13 budget, the College will develop a three-year plan to eliminate the structural deficit.

It was moved by Trustee Hall, seconded by Trustee Baca, to approve the 2011-12 adopted budget. Motion carried unanimously. Student Trustee concurred.

11. PROPOSED REVISIONS TO BOARD POLICY 4270 – USE OF GENERAL EDUCATION COURSES COMPLETED AT OTHER ACCREDITED INSTITUTIONS

Board members received for first reading and discussion proposed revisions to Policy 4270 – Use of General Education Courses Completed at Other Accredited Institutions at its August meeting. Dr. Scroggins asked that Board members consider an additional revision to the policy. He suggested that the last paragraph be removed in its entirety because this is something that is done on an individual credit-by-exam basis.

It was moved by Trustee Hall, seconded by Trustee Bader, to approve the proposed revisions to Board Policy 4270 – Use of General Education Courses Completed at Other Accredited Institutions, as amended. Motion unanimously carried. Student Trustee concurred.

12. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Congratulations were offered to newly appointed and newly promoted staff.
 - Congratulations and thanks were extended to retiring staff member Eula Gray for her 40 years of service to the College and Mt. SAC students.
- Trustee Baca said he is looking forward to attending the Associated Students Leadership Retreat. Dr. Baca said he was late to tonight's meeting because he was returning from a meeting in Sacramento of the Task Force on Student Success. The purpose of the Task Force is to examine best practices for promoting student success and to adopt a plan for improving student success within the California Community Colleges. Within the next week, a draft document from the Task Force will be made public. Dr. Baca encouraged everyone to review the document and provide feedback on the proposed recommendations.
- Trustee Bader said she is also looking forward to attending the Associated Students Leadership Retreat because it provides a wonderful opportunity to get to know the student leaders.

Trustee Bader said this is such a difficult fiscal time, and the Board appreciates the work of all staff to reduce spending, where possible. She also thanked the College administration for being transparent when it comes to the budget.

Trustee Bader thanked Vice President Yamagata-Noji and others for planning the 9/11 Tribute.

- Student Trustee Hernandez said he plans to attend both the Associated Students Leadership Retreat and the reception for international students. Student Trustee Hernandez said students aren't close to Board members, and they are looking forward to getting better acquainted at the Retreat.
- Trustee Hall said Professor Allende's comments tonight were disturbing, and he hopes when things turn around that those adjunct faculty will be the first to be hired back.

Dr. Hall mentioned Mandy Pongs, a former Mountie softball player who was recently diagnosed with an aggressive form of cancer. The Mt. SAC softball and football programs are hosting a "Mandy Pongs Day" on October 1, 6:00 p.m. Dr. Hall said he knows only too well the high cost of cancer treatments and is happy to help her. He hopes others will, also.

- Trustee Chyr said he appreciated the invitation to participate in the first home football pre-game ceremony to celebrate the Back-to-Back National Championship and unveil the new banner.

Trustee Chyr also mentioned Professor Allende's comments regarding adjunct faculty. He said he would like the College to find a way to recognize adjunct faculty for their efforts. He thanked Professor Allende for bringing this issue to the Board's attention.

- Trustee Chen Haggerty said she is currently a part-time faculty member at Rio Hondo College so she understands what they are going through. She appreciates the efforts of the Faculty Association to always include them.

13. ADJOURNMENT

The meeting adjourned at 8:19 p.m.

WTS:dc