



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 21, 2010

### 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, April 21, 2010. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

#### STAFF PRESENT

John S. Nixon, 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. PUBLIC COMMUNICATION

None.

#### 2. CLOSED SESSION

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

- Public Employee Performance Evaluation  
President/CEO

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:33 p.m.

#### 4. INTRODUCTIONS/RECOGNITION

- **Recognition**

Board President Hall presented a Certificate of Service and the Board's thanks to David R. Fillmore, Computer Support Specialist, upon his retirement after 27 years of service to the College.

## 5. APPROVAL OF MINUTES

It was moved by Trustee Bader, seconded by Trustee Chen Haggerty, to approve the minutes of the regular meeting of March 24, 2010. Motion unanimously carried. Student Trustee concurred.

## 6. ACTION TAKEN IN CLOSED SESSION

None.

## 7. PUBLIC COMMUNICATION

None.

## 8. REPORTS

A. Rene Kouassi, Associated Students President, reported the following:

- Mr. Kouassi recognized the 20 students who have been selected as Students of Distinction. He noted that Student Trustee Padilla is one of those students.
- Mr. Kouassi reported on the following four activities:
  - The Battle of the Bands held on April 15 was an amazing event.
  - Yesterday and today students are sponsoring a blood drive – a friendly competition with Cal Poly.
  - Meals for Mankind is having a canned food drive during the month of April. All were encouraged to support this very worthy event.
  - The I.D.E.A.S. Club sponsored a bake sale on Monday and today. It went very well.
- The following upcoming events were announced:
  - Associated Student elections will be held April 26-30. An open forum will be held on April 26, 11:00 a.m.-12:00 p.m., in the Student Life Center, so candidates can tell why they should be elected.
  - On April 27, 28, and 29, the Environmental Action Group for a Livable Earth (E.A.G.L.E.) Club will be sponsoring Earth Week events. Tomorrow an Earth Day panel discussion on “Climate Change and California’s Green Future” is scheduled for 12:00-1:00 p.m., in the Music Recital Hall.
  - On April 26-30, Meals for Mankind will be sponsoring a bake sale in the Student Life Center from 11:00 a.m.-3:00 p.m. each day.
- President Kouassi shared his concerns for transfer students. He thanked Dr. Nixon for his efforts and asked Board members to try to do something for students who don’t have anywhere to go.
- President Kouassi shared that he is an international student and has found the Mt. SAC campus to be respectful. He said that students come here to achieve one goal – to get an education to improve their future. He said seeing flyers from groups like the Aryan Nations is very hurtful to him. Mr. Kouassi also commented on the April 6 issue of *Mountaineer* that contains a cartoon that uses the “N” word. He said that a lot of students have approached him about

the cartoon. Mr. Kouassi asked if Dr. Nixon or the Board members could do something about this because it is not the image of Mt. SAC that we want to convey.

- Mr. Kouassi said he had the honor of going to Sacramento yesterday to talk about transfer problems. He briefly discussed three pieces of proposed legislation – AB 2402, AB 2401, and AB 2302 – all of which relate to student transfer.
- B. Michelle Grimes-Hillman, Academic Senate President, reported the following:
- At the last two full Senate meetings, Senators took the following action:
    - recommended the approval of two new programs: Consumer Relations and Building Automation;
    - approved Resolutions 2009-16 (Hiring and Budget), 2009-17 (Curriculum Process), 2010-01 (Catalog Rights), and 2010-02 (Grade Point Average Calculation);
    - approved changing the Communication in the English Language graduation requirement to a “minimum of six units”;
    - approved recommendations from the Final Exam Task Force and Scheduling Guidelines Task Force (Course Cancellation Process); and
    - approved an Administrative Procedure cover sheet and an Administrative Procedure on Administrative Procedures.
  - The Academic Senate Executive Board elections were held on April 15. The Senators elected Eric Kaljumagi (Learning Assistance) as President, Liesel Reinhart (Communication) as Vice President, Dan Smith (Radio/TV) as Secretary, and two Directors, Stacy Bacigalupi (Psychology) and Lance Heard (Administration of Justice). The senators-at-large election will be completed on May 7, 2010.
  - The Academic Senate President and the Legislative Liaison (Joan Sholars) attended the Academic Senate for California Community Colleges (ASCCC) Spring Plenary from April 15-17. The ASCCC concluded with a voting session on State resolutions.
  - President Grimes-Hillman invited everyone to participate in the Walnut Valley Unified School District’s 40<sup>th</sup> 5K Walk/Run on May 2.
- C. Liz Callahan, Classified Senate President, reported the following:
- This year’s Mountie Carlo Night was a huge success. She thanked Board members, President Nixon, the Vice Presidents, and the College community for their support. The Foundation and Classified Senate will split the net profit realized, which has been figured at double what was made last year. Classified Senate supports Mt. SAC’s classified staff through its Personal and Professional Growth Scholarship Fund and by providing monetary gifts to classified staff who are in need. The Senate appreciates being able to partner with the Mt. SAC Foundation on this event.
  - Each year the Senate organizes the Classified Service/Recognition Awards Ceremony that takes place during the Classified Employees Week. This year’s ceremony is scheduled for May 19, and the Senate is working hard to make it very special for award recipients. Board members and managers are being asked to participate in the ceremony.

- By popular demand, the Senate is sponsoring another Stateline Turnaround fund-raising trip on May 22. It was a huge success as a fall fund-raiser.
  - The Senate is sponsoring the annual Pint Challenge Blood Drive, which pits classified staff against faculty in a friendly challenge to donate the most pints of blood during the drive. Professor David Schmidt began this drive nine years ago in memory of his daughter, and he donates a set monetary amount each year to the Foundation to present as a scholarship award to the winning group. The Drive is scheduled for Tuesday, May 25. Details on location and appointment schedules will be shared campus-wide the week of May 3.
- D. Jennifer Galbraith, Faculty Association President, reported the following:
- The Faculty Association has opened nominations for the 2010-11 Executive Board. Positions up for election are Vice President, Secretary, Treasurer, three full-time Directors, one part-time Director, and six part-time Representatives At Large. Nominations will be closed at the Faculty Association's May 4 Representative Council meeting with ballots going to Faculty Association members after the meeting.
  - The Faculty Association will be honoring Faculty Association members who received tenure this year, as well as those Faculty Association members who are retiring, at the annual Retirement/Tenure Tea on Tuesday, May 18 from 12:00 to 2:00 p.m. in the Faculty Association conference room. Board members were encouraged to attend.
  - This weekend the Faculty Association will be sending 15 members to the CCA Spring Council Meeting and W.H.O. Awards in Las Vegas, Nevada. The Faculty Association will be honoring Michelle Grimes-Hillman as the Chapter's W.H.O. recipient.
- E. Bill Rawlings, President, CSEA Chapter 262, reported that contract negotiations continue to progress at a slow pace. Currently, CSEA is working with the College on the proposed 4/10 summer schedule. He said that, while CSEA supports the proposed 4/10 schedule, there are still some issues to be worked out.
- F. President Nixon's report included the following:
- Dr. Nixon commended the College Foundation and Classified Senate for collaborating on Mountie Carlo Night. It was an outstanding event with great attendance, and everyone seemed to enjoy themselves.
  - President Nixon congratulated the following student groups for their outstanding accomplishments:
    - Professor Bruce Rogers and Sincopation for winning first place at the Monterey Jazz Festival earlier this month. Dr. Nixon said this competition is open to everyone – professional and amateur. Winning the top award is phenomenal.
    - Professor Toni Albertson and Journalism students for winning 36 awards at the Journalism Association of Community Colleges State Convention. Substance Magazine once again won the General Excellence Award – this is the third consecutive State win for Substance Magazine.

- Dr. Nixon said that each year the RP Group issues awards that establish the bar for excellence in community college research, planning, and assessment. From a field of 21 nominations, five projects were selected – two from Mt. SAC: 1) Excellence in Planning: Planning for Institutional Effectiveness, Institutional Effectiveness Committee, Research and Institutional Effective Office; and 2) Excellence in Assessment: Learning Outcomes Assessment, Research and Institutional Effectiveness Office. Dr. Nixon said this speaks very highly of the College’s Research and Institutional Effectiveness Office, the Institutional Effectiveness Committee, and individuals on campus who support planning efforts.
- Dr. Nixon introduced Jill Dolan, Director of Public Affairs, and Elaine Reodica, Southern California Regional Representative for the Community College League of California (CCLC). Ms. Reodica said that, on behalf of CCLC, she works with community colleges in Southern California in community and political outreach. She is working closely with SanFACC and recently worked with Director Dolan to organize a group of students to visit Senator Huff’s office to talk about the Cal Grant Fee. Director Dolan said it is wonderful to have someone available to help develop talking points for students as they meet with State leaders.

## 9. INFORMATIONAL REPORT

Board members were provided with a written briefing on Mt. SAC Market Analysis & Assessment, prepared by Clarence Brown, Director, Marketing & Public Affairs, and Kathi Swanson, Principal, CLARUS Corporation.

Mt. SAC partnered with CLARUS Corporation and completed a comprehensive, research-driven market assessment to provide sound data for strategic institutional decision-making with regard to academic programming, enrollment management, and institutional marketing. The study also identified challenges that the institution must address in order to remain relevant and competitive, going forward. The year-long assessment process reviewed Mt. SAC’s current marketing and recruitment activities, defined the current markets being served by the College, and identified those markets that are not being reached or served effectively.

Recommendations include targeting the adult market (to compensate for a shrinking high school market) and packaging course offerings to better meet the needs of adults and area employers. Ms. Swanson also presented an updated branding platform with supporting marketing messages to be reinforced in all marketing and communication collateral. She also underscored the need to increase online course offerings as well as the need to revamp and restructure the College website to make it a more “self-serve” resource and more interactive.

At the conclusion of the study, CLARUS produced three volumes of data and analysis as a series of strategies to help Mt. SAC provide better programs, improve recruitment and matriculation processes, and recast marketing messages and Web-based communication to meet the expressed needs of its market. Ms. Swanson thanked all campus contributors to the assessment process, particularly the Research and Institutional Effectiveness staff for providing the critical data needed in a variety of formats.

Board members were told that they would be given a copy of the study’s executive summary. Trustee Chyr also asked for a copy of the survey referenced by Ms. Swanson.

## **10. CONSENT AGENDA**

Trustee Hall asked that corrections be made to the Personnel Transactions backup information. On page 23, the amount for independent contractor Robertjohn Knapp should read "Not to exceed \$350.00." Also, on the same page, the spelling of the last entry should be corrected to read Sherry Schmidt, and she should be moved from the independent contractor list to the listing on the following page because she is an employee.

It was moved by Trustee Bader, seconded by Trustee Baca, to approve or ratify the following items:

### **PRESIDENT'S OFFICE**

1. Approval to renew a contract with Economic Modeling Specialists, Inc. through February 28, 2011, at a cost of \$6,000.

### **HUMAN RESOURCES**

2. Approval of Personnel Transactions, dated April 21, 2010, as corrected.

### **INSTRUCTION and STUDENT SERVICES**

3. Approval of a contract with The Princeton Review Led Classroom Course Agreement for the Upward Bound Summer Residential Program.
4. Approval of a contract with Cal Poly Pomona Conference Services for the Upward Bound Summer Residential Program.
5. Approval of a contract with Camp Metoche for Upward Bound Students to attend a Summer Program Weekend Camping Trip.
6. Approval for Chamber Singers students to travel on their tour to Australia July 1–14, 2010.
7. Approval of "Parachutes and Ladders IX – Faculty Inquiry and Student Learning," a developmental education conference planned for April 23, 2010.
8. Approval of a Professional Development Workshop, "Helping Employees Thrive While Doing More With Less," planned for June 4, 2010.
9. Approval of a Professional Development Workshop, "New Strategies for Challenging Times," planned for May 27, 2010.
10. Approval of a Professional Development First Aid/CPR Workshop, offered on June 4 and 5, 2010.
11. Approval of submission of a Workforce Investment Act Title II – 231 grant.
12. Approval of an activity for the Family and Consumer Sciences Discipline/Industry Collaborative grant.

13. Approval to accept funds for the Career Technical Education Community Collaborative grant.
14. Approval of a new course (MFG 10, Mathematics and Blueprint Reading for Manufacturing), a new certificate and a new A.S. degree, both titled Building Automation.
15. Approval of additions and changes to the Continuing Education program.
16. Approval of an amendment to an affiliation agreement with Brethren Hillcrest Homes, dba Woods Health Services, to include students enrolled in the Home Health Aide program.
17. Approval for students to attend the Health Occupations Students of America National Leadership Conference June 23-26, 2010, in Orlando, Florida.

### **ADMINISTRATIVE SERVICES**

18. Approval of the Appropriation Transfers and Budget Revisions Summary.
19. Approval to reject a Claim Against the District by Clinton W. Holland, Attorney at Law, representing Katelyn Rawlings, and instructed Administrative Services to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.
20. Approval to reject a Claim Against the District by Richard A. Harting, Attorney at Law, representing Monte McCanne, father of Kaitlyn M. McCanne, and instructed Administrative Services to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.
21. Approval to reject a Claim Against the District Clinton W. Holland, Attorney at Law, representing Matthew Reuteler, and instructed Administrative Services to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.
22. Approval to reject a Claim Against the District by Keri L. Hankerd and instructed Administrative Services to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.
23. Approval to purchase Fuel Station Equipment from PME.
24. Approval of an Agreement with the Los Angeles County Office of Education to provide network services and support.
25. Approval of a five-year Tie-Down Agreement at Chino Airport with Threshold Aviation Group for the College's Gulfstream II jet.
26. Approval to increase parking fees.
27. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.

28. Approval to accept Alternate Bid No. 1 for Workers' Compensation Insurance for the Child Development Center Project (Bid Nos. 2827-2835).
29. Approval of Agreements to provide Professional Design and Consulting Services with Marlene Imirzian & Associates for the Temporary Space – Phase 1 project; with HMC Architects for the Gymnasium Site Planning project; with Hill Partnership, Inc. for the Parking Structure Precinct Planning project; with Marlene Imirzian & Associates for the Facilities Improvements – Projects 1, 2, and 3 projects; with Hill Partnership for the Classroom Building Renovation (Building 12) project; with Hill Partnership for the Business and Computer Technology Site Planning project; with HMC Architects for the Fire Technology Facility Programming and Design project; with P2S Engineering for the Science Building Mechanical Evaluation project; with Sally Swanson Architects, Inc. for the Accessibility Planning – Swimming Pool Showers and Lockers project; and with Travis Companies, Inc. for the City/County Permitting Services project.
30. Approval of the following Change Orders:
  - Bid No. 2773      Agricultural Sciences Complex – Main Building – KAR Construction (Concrete and Masonry Contractor) – Change Order No. 4.
  - Bid No. 2774      Agricultural Sciences Complex – Main Building – Columbia Steel, Inc. (Structural Steel Contractor) – Change Order No. 2.
  - Bid No. 2777      Agricultural Sciences Complex – Main Building – Continental Plumbing (Plumbing Contractor) – Change Order No. 8.
  - Bid No. 2778      Agricultural Sciences Complex – Main Building – Los Angeles Air Conditioning, Inc. (Mechanical/HVAC Contractor) – Change Order No. 5.
  - Bid No. 2839      Administration Building Remodel Temporary Space – Modular Building Improvements, Trailers 21A/B/C – KAR Construction (General Construction Contractor) – Change Order No. 4.
  - Bid No. 2841      Demolition and Abatement of Several Row Buildings – American Wrecking (Demolition Contractor) – Change Order No. 1.
  - Bid No. 2842      Demolition of the Information Technology Buildings – American Wrecking (Demolition Contractor) – Change Order No. 1.
31. Approval of the following Contract Amendment:
  - Contract              Design Technology Center – HMC Architects (Professional Design and Consulting Services Consultant) – Amendment

No. 5.

32. Approval of the following Completion Notice:

- Bid No. 2823 Roof Replacement (Buildings 7, 11, 27A, and 30) – Alcal Arcade Contracting, Inc. (Contractor)

33. Approval of the following Proposed Gifts and Donations to the College:

- David and Donna Burns – Huntington Upright Oak Piano, dated 1909, valued by donor at \$2,000, to be used by staff of the Natural Sciences Division.
- Shane Poulter – 2002 Club Car Golf Cart, valued by donor at \$2,500, to be used by the Counseling Division and by the Athletic Department of the Physical Education Division.
- Nick DiCarlo – Two Song Demos at DiCarlo Productions for the winner of the Battle of the Bands, valued by donor at \$600-\$800, to be used by the Associated Students.
- Sakura Finetek USA Inc. – 1x1429N: SRM 200 Non-Retractable Microtome (Serial No. 14290042), valued by donor at \$4,462.83, to be used by the Biology Department of the Natural Sciences Division.
- Sakura Finetek USA Inc. – 2002 1x6400R: Tissue Tek Automated Glass Coverslipper (Serial No. 64000087), valued by donor at \$2,076.09, to be used by the Biology Department of the Natural Sciences Division.
- Sakura Finetek USA Inc. – 2008 1x5801R: Tissue Tek CRY03 D (Serial No. 58010183-0608), valued by donor at \$16,555.65, to be used by the Biology Department of the Natural Sciences Division.
- Rainbow Garden Nursery – Five hundred five-gallon Queen Palms and Phoenix Ruebellini, valued by donor at \$7,000, to be used by the Horticulture Department of the Natural Sciences Division.

Motion unanimously carried. Student Trustee concurred.

## 11. STRATA INFORMATION GROUP CONTRACT AMENDMENT

Trustee Chyr said the Strata Information Group (SIG) has been a consultant to the College during the implementation of Banner. Last spring, a contract amendment for SIG was brought to the Board, and Trustee Chyr said his understanding was that there would be no additional amendments to that contract. At that time, Trustee Chyr said that it was his understanding that possibly all the funds allowed under that contract would not be used. Trustee Chyr pointed out that the College has hired an employee who is considered an expert on Banner.

Trustee Chyr said he was disappointed that such a large contract would be presented to the Board without an appropriate amount of time for the Board to properly discuss the issue. Because of the State budget crisis, the College is having to deal with serious

budget issues and will continue to do so for the next couple of years. He is concerned that the College is having to put this much more money into Banner.

President Nixon agreed with Trustee Chyr's recounting of the history of the contract with SIG; however, Dr. Nixon said the complexity of the work of transitioning to Banner 8 as well as successful implementation of add-on programs require a level of skill that we currently do not have on staff. Chief Technology Officer Belinski said that staff would be learning these skills from the consultants. Mr. Belinski added that the College has negotiated an hourly rate with SIG that is significantly lower than other colleges are paying.

It was moved by Trustee Bader, seconded by Trustee Baca to approve amending the contract with Strata Information Group to include 1,700 hours of consulting time. Motion carried on a 4-1 vote with Trustee Chyr voting 'No.' Student Trustee concurred.

## **12. ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER**

Board members received for first reading and discussion proposed revisions to Policy 2015 – Student Member. No additional revisions were recommended. The revised policy will be brought back to the Board in May for approval.

It was moved by Trustee Baca, seconded by Student Trustee Padilla, to continue to grant the Student Trustee the privileges listed below:

- The privilege to make and second motions;
- The privilege to receive compensation for meeting attendance in the amount of \$400 per month;
- The privilege to serve a term commencing June 1;
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Motion unanimously carried. Student Trustee concurred.

## **13. PROPOSED REVISIONS TO BOARD POLICY 5030 – FEES**

Board members received for first reading and discussion proposed revisions to Board Policy 5030 – Fees. No additional revisions were recommended. The revised policy will be brought back to the Board in May for approval.

## **14. BOARD COMMUNICATION**

- All Board members shared the following comments:
  - All Trustees congratulated David Fillmore on his retirement and wished him well.
  - Congratulations were extended to Eric Kaljumagi upon his election as President of the Academic Senate.
  - Student Trustee Padilla was congratulated for his selection as a Student of Distinction.
  - Trustees mentioned the many events they have attended, including: Mountie Carlo Night, the Relays, the Relays Banquet, and the Veterans Recognition Program.

- Trustee Baca said he attended the Relays Banquet and enjoyed meeting the three Hall of Fame inductees – two-time Olympic medalist John Godina, Olympic medalist Toby Stevenson, and Coach Vince O’Boyle. He said that each inductee considers Mt. SAC home.

Dr. Baca promised more details at next month’s Board meeting, but said that the Astronomy dinner is coming back and will be held in June. He promised a fantastic evening with dinner, scholarships, and information on NASA’s Cassini Mission to Saturn.

- Trustee Chyr congratulated the faculty on winning the two awards from the RP Group. He appreciates the commitment by faculty to make the college an institution of academic excellence.
- Trustee Bader provided a report on last weekend’s CCCT Board meeting, noting that most news for education is dire. At the meeting, the Board voted to not support a student fee increase. She commented on the transfer concerns for students and said that five bills have been introduced that deal with transfer to four-year institutions. Trustee Bader commented on several pieces of proposed legislation including a bill introduced by Assemblyman Solorio to extend the publishing cut-off period for textbooks from five years to seven years, in an effort to reduce textbook costs.
- Trustee Chen Haggerty thanked the Classified Senate for supporting the College Foundation by partnering with it and helping make Mountie Carlo Night so successful.

Trustee Chen Haggerty shared a plaque that was presented to the Board by the City of Baldwin Park in support of the Mt. SAC Relays. It read: “Presented to Mt. SAC April 17, in support of “Mt. SAC’s Relay Day,” the City of Baldwin Park commends Mt. SAC for its long standing relationship with local communities. All neighbors and friends of Baldwin Park are encouraged to participate in the world’s largest track and field invitational.

- Student Trustee Padilla announced that Associated Students President Rene Kouassi has also been selected as a Student of Distinction.
- Trustee Hall commented on the proposed student fee increase, stating that his position hasn’t changed – he would be able to support a fee increase if those funds stay with the community college that collects the fees.

Trustee Hall offered kudos not only to the Classified Senate but also to Foundation Executive Director Richard Morley and Foundation Board of Directors President Mike Shay for a successful Mountie Carlo Night.

Dr. Hall commended the Health Occupations Students of America (HOSA) students for doing well at the statewide conference and wished them well as they go to Orlando to participate in the national leadership conference.

Trustee Hall commented on the plaque that the City of Baldwin Park presented in recognition of the Relays. Baldwin Park City officials also participated in the opening ceremony held on Saturday. Dr. Hall suggested that other city officials be invited to participate in the opening ceremony on a rotational basis. Dr. Hall also encouraged the administration to invite Doug Todd to next month’s Board meeting to give a summary of this year’s Relays.

Trustee Hall announced that the Teddy Bear Tea, sponsored by the Walnut Valley Educational Foundation, will be held on Saturday, April 24, 10:00 a.m.-2:00 p.m. at the Royal Vista Golf Club.

**15. ADJOURNMENT**

The meeting adjourned at 8:38 p.m.

JSN:dc