



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 16, 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, June 16, 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:

- Employment/Appointment of College President

#### 3. PUBLIC SESSION

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

#### 4. INTRODUCTIONS/RECOGNITION

- Introduction of the following newly appointed staff:

Marian Popa, Electrician, Maintenance

- Recognition

- Board President Hall presented Certificates of Service to the following retiring staff in acknowledgement of their years of service to the College. They were all wished success and luck in retirement.

Maria M. Andrade, Educational Advisor – 38 years of service  
Deborah Blackmore, Dean, Physical Education – 35 years of service  
Virginia “Gina” Tjaden, Administrative Secretary – 18 years of service

## **5. APPROVAL OF MINUTES**

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve the minutes of the regular meeting of May 26, 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:

- Associated Students sponsored “Finals Frenzy,” providing students with snacks, beverages, and school supplies during finals week.
- Mr. Kouassi thanked the Board and everyone at the College for all they do for students. He said many students come to the College without confidence or direction. Mr. Kouassi said he’s a perfect example of a student who has been transformed because of his positive experience at Mt. SAC. He will be moving on to the University of La Verne, but said he will always be here in spirit.

B. Eric Kaljumagi, Academic Senate President, reported the following:

- At the last full Senate meeting of the year (held on May 27), Senators took the following action:
  - Approved the College’s Cooperative Work Experience Education Plan;
  - Recommended that instructional departments take the lead role in determining equivalent courses from other colleges and that a timeline for doing so be proposed by the DegreeWorks Task Force;
  - Recommended that all physical meetings of a class be programmed into Banner in order to prevent conflicts between traditional and hybrid courses;
  - Approved a Statement on Professional Ethics for faculty; and
  - Approved a Consultation and Mediation Process for courses that duplicate or overlap others.
- President Kaljumagi announced the Academic Senate Executive Board for 2010-11:

President	Eric Kaljumägi
Vice President	Liesel Reinhart
Secretary	Dan Smith
Directors	Stacy Bacigalupi, Jason Chevalier, Lance Heard, Michael Sanetrick, and Kisha Williamson
Senators-at-Large	Tim Engle, Barbara Gonzales, Angel Lujan, Richard McGowan, and Antoine Thomas
Curriculum Liaison	LeAnn Garrett
Professional Development Coordinator:	Vacant
Past President	Michelle Grimes-Hillman

- The Outstanding Award Recipients for 2009-10 are:  
Faculty – Dr. Gary Long, Mathematics  
Classified – Kate Scott, Information Technology
- The Academic Senate President will attend the Academic Senate for California Community Colleges' Leadership Institute, June 17-19, in San Diego.

C. Liz Callahan, Classified Senate President, reported the following:

- On May 27, Professional and Organizational Development, in partnership with Professional Development Council, CSEA 262 and 651 and the Classified Senate, sponsored the 2010 Classified Conference, "Strategies for Challenging Times," a day of workshops and informational sessions on stress management, health, and nutrition, with two keynote speakers from the health and wellness community.
- Elections for the 2010-11 Classified Senate Board will be held in July.
- Noting that this is her last Board meeting as Classified Senate President, Ms. Callahan thanked the classified senators and her executive board for their hard work throughout the year. She said the Senate was able to review and revise its constitution and also formed a close working relationship with the classified unions in order to get through a year that saw many challenges. Ms. Callahan thanked Richard Morley, Executive Director of the Mt. SAC Foundation, for inviting the Senate to participate in Mountie Carlo Night. Through that event, and several others, the Classified Senate was able to raise a record amount of money for its scholarship fund. President Callahan introduced Donna Lee, the incoming Classified Senate President. Ms. Lee is a Lab Tech II in Biological Sciences. She has been a Classified Senate Board member for two years and serves on many College committees.

D. Jennifer Galbraith, Faculty Association President, reported the following:

- The Faculty Association awarded over \$14,000 in scholarships to students at the Faculty Association Scholarship Ceremony on June 5. President Galbraith thanked Dr. Nixon and Trustee Bader for addressing ceremony attendees. She also thanked Trustees who donated to the Faculty Association Student Achievement Fund.
- President Galbraith introduced Vice President Luisa Howell and announced the following 2010-11 Faculty Association Executive Board members:

President	Jennifer Galbraith
Vice President	Luisa Howell

Treasurer Paul Sharpe  
Secretary Liz Ward  
Full-time Directors Deidre Vail, Ralph Spaulding, Tim Revell, Joe Ammirato, and Carol Impara  
Part-time Directors Linda Chan and Patty Cridland  
Part-time Representatives-at-Large: James Messore, Mitra Toloui, Robin Beizai, Miriam Boada, Shely Rzonca, and Stephen O. Williams.

E. President Nixon's report included the following:

- Dr. Nixon welcomed Academic Senate President Eric Kaljumagi to the Board table and said he is looking forward to working with him in his new role.
- Dr. Nixon thanked Liz Callahan for her leadership this past year as the Classified Senate President.
- Dr. Nixon thanked Rene Kouassi for his service this year as President of Associated Students. Dr. Nixon said he has tremendous respect for Mr. Kouassi's leadership. Mr. Kouassi will continue his educational career at the University of La Verne.
- Dr. Nixon thanked Vice President Yamagata-Noji, Director Eastham, and their staffs for another outstanding Commencement Ceremony. There is a lot of behind-the-scenes work to choreograph such a great event.
- The groundbreaking ceremony for the Child Development Center was held earlier today. Dr. Nixon said it was great to have the children at the event. He pointed out that this is the first Measure RR project, and it should be completed in about 18 months.
- President Nixon asked Vice President Gregoryk to give a report on the College's 2010-11 tentative budget. Vice President Gregoryk said that information from the State changes daily, and, as a result, the information presented is the best available at this time.

Mr. Gregoryk said that, for 2010-11, the College anticipates revenue of \$140,109,668. That includes a negative COLA (Cost-of-Living Adjustment) of .38%, a decrease in lottery funds, part-time faculty parity, and interest revenue. It also includes an increase in nonresident tuition and other revenue (community services, facility rental, miscellaneous fees, etc.).

In reviewing the 2010-11 expenditure assumptions, Vice President Gregoryk said estimated expenditures total \$144,197,489. The good news is that, through savings by everyone on campus, the 2009-10 budget will have an estimated positive variance of \$7,740,938. The greatest savings was realized through the ongoing hiring freeze. The bad news is that the College will maintain a budget deficit of just over \$4 million, mitigated by one-time funds.

Board members commended the College community (faculty, staff, and managers) for working together to reduce individual budgets in order to end the year with such a large (estimated) positive variance. Board members said this is an excellent example of what people can do in these difficult times to save money and, ultimately, save jobs.

Recognizing that the State may not have an approved budget for several months, Board members asked for an update on the College's cash flow. Vice

President Gregoryk said the College can borrow funds at a low interest rate from the Bond Anticipation Notes, if necessary.

## **9. INFORMATIONAL REPORT**

Board members were provided with a written briefing on the Distance Learning Program, prepared by Meghan Chen, Dean, Library & Learning Resources, and Terri Beam, Chemistry Professor and Online Learning Faculty Coordinator.

Mt. SAC's Distance Learning Program has seen tremendous growth since 2000: from 18 to 129 courses. The program now enables students to earn two degrees, eleven certificates, and the general education program, with more than 50% of credits being earned through Distance Learning (DL). Approximately 1.6% of students in the DL program take only online courses; the vast majority takes a combination of regular, hybrid, and online courses.

Distance Learning's growth is supported by significant faculty development, course approval process, content management systems administration, and online learning support. The Online Learning Support Center staff and the Information Technology team provide workshops and technical support.

Mirroring state and national statistics on student success in Distance Learning courses, Mt. SAC's student retention and success rates in online courses trail those in hybrid and traditional courses. From 2001-08, the overall success rates in regular courses were 68.1%, compared to 61.4% in hybrid courses, trailed by 56.6% in online courses.

Distance Learning is expected to grow as demand for classes outpaces availability of classrooms and parking spaces. Since 2000, the Distance Learning Program has grown 700%; however, the personnel resources allocated to support the program has not kept pace. To assure a quality program as it grows exponentially, the College will need to invest more resources to support faculty development and student support in e-learning.

## **10. CONSENT AGENDA**

Trustee Hall asked that the following revisions/amendments be made to the agenda:

- Addition of consent item #29, included on the addendum.
- Consent item #1 - Personnel Transactions. Please remove John Heneise as an independent contractor on page 17 of the backup packet.

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

### **HUMAN RESOURCES**

1. Approval of Personnel Transactions, dated June 16, 2010, as corrected.

### **INSTRUCTION and STUDENT SERVICES**

2. Approval of agreements with Medical Directors for Health Programs for the 2011-12 academic year.
3. Approval of contractors for physical exams for health sciences faculty.
4. Approval of the Tech Prep Grant Award through Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title II-B.
5. Approval to accept funds for the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C grant.
6. Approval of a contract for the Center of Excellence's CTE Hub Grant with Los Rios Community College District.
7. Approval of an extension of the Center of Excellence grant.
8. Approval of additions and changes to the Continuing Education program.
9. Approval to extend the agreement with the County of Los Angeles, Department of Public Social Services for the next fiscal year ending June 30, 2011.
10. Approval of expenditures for Associated Students funds for costs associated with various special events for the 2010-11 academic year.
11. Approval of contract and acceptance of funds for the Child Development Center.

#### **ADMINISTRATIVE SERVICES**

12. Approval of the Appropriation Transfers and Budget Revisions Summary.
13. Approval of the Tentative Budget for Fiscal Year 2010-11.
14. Approval of Resolution No. 09-11 - Temporary Inter-fund Cash Borrowing.
15. Approval of the Annual Investment Policy Statement.
16. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.
17. Approval of the purchase of a new Hand-Held Operating Controller from Gala Systems for the lift in the Performing Arts Center.
18. Approval for the Annual Advertisements for Goods and Services for Fiscal Year 2010-11.
19. Approval of the sale of Miscellaneous Surplus, Scrap Metal, and Salvage Items for Fiscal Year 2010-11.
20. Approval of Aircraft Repair Services with Nostalgia Airways, Inc. dba NAI Aircraft Services for Fiscal Year 2010-11.

21. Approval of the renewal of the College's Aviation Insurance Policy with Falcon Insurance Agency of California, Inc. for the period July 1, 2010, through July 1, 2011.
22. Approval of the renewal of the College's Student Accident/Athletic Insurance Coverage with Student Insurance Company for the period July 1, 2010, through July 1, 2011.
23. Approval of the renewal of the College's Fine Arts Insurance Coverage with Huntington T. Block Insurance Agency for the period July 1, 2010, through July 1, 2011.
24. Approval to reject a Claim Against the District by Menlan Shaw, and instructed Administrative Services to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.
25. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
26. Approval of the following Change Orders:
  - Bid No. 2846      Design Technology Center – KAR Construction (Caissons & Concrete Contractor) – Change Order No. 2.
  - Bid No. 2853      Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 1.
27. Approval of the following Completion Notices:
  - Bid No. 2688      Classroom Remodel – Daart Engineering Company, Inc. (Fire Sprinklers Contractor)
  - Bid No. 2670      Classroom Remodel – Sage Electric Company (Electrical Contractor)
28. Approval of the following Proposed Gifts and Donations to the College:
  - Terry La Curan & Sons Trucking LLC – 1.5 tons of specialty sand for the track long-jump pits, valued by donor at \$662.60, to be used by the Physical Education and Grounds Departments.
  - Terry La Curan & Sons Trucking LLC – USGA greens mix sand for use on campus golf greens and sports fields, valued by donor at \$513.14, to be used by the Grounds Department.
29. Approval to reject a Claim Against the District by Greta Sonnier, and instruct Human Resources to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Motion unanimously carried.

## **11. AGREEMENT WITH BLACKBOARD**

Board members asked if it is possible to move any of the work for the Blackboard Course Management System in-house in order reduce this expensive contract.

Vic Belinski, Chief Technology Officer, said the College has built its course management system around Blackboard. It is an expensive product, and users have found shortcomings. The College is initiating a process for the coming year to investigate alternatives. Moving to a new system would require re-training of faculty; however, as the College moves to the next level of Blackboard, that would also require extensive re-training. Mr. Belinski said it is important for the College to engage in dialogue this fall and move forward prudently. It is anticipated that changing systems would be a two-year process.

It was moved by Trustee Bader, seconded by Trustee Chen Haggerty, to approve an agreement with Blackboard Inc. for a Course Management System for the period July 1, 2010, through June 30, 2012. Motion unanimously carried.

## **12. AGREEMENTS FOR PROFESSIONAL DESIGN AND CONSULTING SERVICES**

Trustee Hall asked that the proposed contract (item #3) with Bovis Lend Lease on page 70 of the backup packet be removed from consideration.

At the request of the Board, Gary Nellesen, Director of Facilities Planning & Management, provided more detail on the proposed contract with P2S Engineering.

It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, to approve agreements to provide Professional Design and Consulting Services with P2S Engineering for the Agricultural Science Complex project; with Global Geo-Engineering, Inc. for the Child Development Center project; and with PAL id studio for the Administration Building Remodel project. Motion unanimously carried.

## **13. ASSOCIATED STUDENTS PROPOSED BUDGET**

President Nixon said this is the annual presentation of the Associated Students budget for Board consideration and approval. The student budget is set up so that student activities fees collected one year serve as the students' budget for the next year. Students were faced with a difficult situation this year as Banner was implemented and students had an easier time of opting out of paying the student activities fee. In the past, students paid the fee and then could request a refund. Information Technology worked with students and the issue appears to be resolved.

As students reviewed their budget, they decided that they will no longer fund academic programs. They believe that all funding of academic programs should be a College responsibility. Dr. Nixon agreed that the College has an obligation to support academic programs. There was also discussion on the responsibility of students to pay for staff salary and benefits. Vice President Gregoryk said it is unusual for students to pay for employees and suggested that the College and students need to have further discussion of this.

It was moved by Trustee Chen Haggerty, seconded by Trustee Chyr, to approve the Associated Students Proposed Budget for Fiscal Year 2010-11. Motion unanimously carried.

#### **14. RESOLUTION AUTHORIZING STAFF LAYOFF**

President Nixon said this Board item represents the ending of a grant-funded program and necessitates action to eliminate two positions and may potentially result in the lay-off of two employees.

It was moved by Trustee Bader, seconded by Trustee Chen Haggerty, to approve Resolution No. 09-12 authorizing staff layoff due to expiration of specially-funded program, lack of work, and/or lack of funds. Motion unanimously carried.

#### **15. PROPOSED BOARD POLICY 4700 – CLASSROOM VISITORS AND OTHER ATTENDEES**

The Board received for first reading and discussion proposed Board Policy 4700 – Classroom Visitors and Other Attendees. With no recommended revisions, this item will be brought back to the Board for action in July.

#### **16. BOARD COMMUNICATION**

- All Board members shared the following comments:
  - Best wishes were extended to retiring staff.
  - Liz Callahan was commended for her year of service as the Classified Senate President, and Donna Lee was welcomed as the incoming President.
  - Associated Students President Rene Kouassi was thanked for doing an outstanding job in representing the students this past year.
  - Incoming Academic Senate President Eric Kaljumagi was welcomed to the Board table.
  - Trustees thanked Rene Kouassi for his comments about how helpful the College had been to him.
- Trustee Baca reminded everyone that the Astronomy Scholarship Fundraising Dinner is scheduled for tomorrow night, 6:00 p.m., in Founders Hall.
- Trustee Chyr thanked Rene Kouassi for his service to Mt. SAC and said he looks forward to seeing him on the University of La Verne campus. Trustee Chyr again commended faculty, staff, and managers for their collaboration and team work resulting in such a high positive variance in the budget. He said the Board very much appreciates these efforts.

Trustee Chyr said the Commencement Ceremony is always the highlight of the year for him. He loves shaking hands with the graduates and finds it very exhilarating.

- Trustee Bader said she recently attended a scholarship awards ceremony for Pomona Unified School District students and she appreciated hearing Mt. SAC mentioned. On behalf of the College, Trustee Bader presented Emmett Terrill, retiring Deputy Superintendent, Administrative Operations, with a certificate of appreciation. Trustee Bader thanked the Faculty Association for giving her the opportunity to speak at its awards ceremony.
- Trustee Chen Haggerty thanked the College community for working together to address the budget issues. She announced that the Rowland Unified School District has just approved the closing of three schools.

- Trustee Hall said he enjoyed hearing Jimmy Nguyen (alumni of the year) speak at Commencement. And he is very pleased that he has stayed actively engaged with the College.

Dr. Hall announced that the American Cancer Society is sponsoring a Relay For Life on June 26, 9:00 a.m., until June 27, 9:00 a.m., at Hilmer Lodge Stadium. Dr. Hall plans to walk and said he would match any donation made by a College staff member up to \$100.

## **17. ADJOURNMENT**

The meeting adjourned at 8:58 p.m.

JSN:dc