



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 27, 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, October 27, 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 items:

- Employment/Appointment of College President
- Conference with Legal Counsel – Existing Litigation, per Government Code Section 54956.9(a) – PW Construction, Inc. vs. Mt. San Antonio Community College District
- Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 (One position)
- Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6 CSEA Chapters 262 and 651

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:30 p.m.

#### 4. INTRODUCTIONS/RECOGNITION

- **Introductions**

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

Classified Staff

Kim Garcia, Secretary, Humanities & Social Sciences Division  
Serina Gutierrez, Financial Aid Specialist, Financial Aid  
Jenny Hua, Admissions & Records Clerk I, Admissions & Records  
Tamiaka Hunter, Project/Program Coordinator, Counseling  
Irene Inouye, Assistant Curriculum Specialist, Instructional Services  
Charlie Lee, Admissions & Records Systems Analyst, Admissions & Records  
Leticia Lopez de Garcia, Receptionist/Clerical Assistant, Humanities & Social Sciences Division  
Nicholas Smith, Senior Toolkeeper, Air Conditioning & Refrigeration  
Joshua Tercero, Laboratory Technician, Theater, Arts

Management Staff

Terri Long, Dean, Instructional Services  
Paulo Madrigal, Director, Community & Career Education, Continuing Education

- President Nixon reminded everyone that the College is going through its accreditation site visit this week. He introduced accreditation visiting team members present: Dr. Brian King, President of Cabrillo College and Team Chair; Dr. Ben Duran, President of Merced College; and Cheryl Stewart, Librarian, Coastline College.

- **Recognition**

- Sue Long, Dean of Arts, and Maryann Tolano-Leveque, Director of Student Life, reminded Board members that Mt. SAC and Cal Poly have an annual "Out for Blood" Drive. This year, Mt. SAC won the competition. In the previous two years, Cal Poly won one year and there was a tie the second year. Dr. Long presented the trophy to Xavier Padilla, President, Associated Students in appreciation of the students' support. The American Red Cross also has other competitions, one of which is a Two-Year Community College Blood Drive. Dr. Long and Ms. Tolano-Leveque informed the Board that Mt. SAC donated 1,307 units of blood, which was enough to win that competition, as well. That certificate was also presented to Associated Students.
- Trustee Hall announced that Linda Group, Benefits Specialist, is retiring after 28½ years of service to the College. Linda is currently out of state and wasn't able to attend the meeting, so her certificate will be mailed to her, with the Board's thanks.

## 5. APPROVAL OF MINUTES

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve the minutes of the regular meeting of September 15, 2010, and the special meeting of October 9, 2010. Motion unanimously carried.

## **6. ACTION TAKEN IN CLOSED SESSION**

Trustee Hall reported that, in closed session, the Board voted unanimously to approve a settlement agreement (Case No. 1010-1), as follows, regarding the following projects:

- PW Construction, Inc. (General Contractor), Classroom Remodel Project (Bid No. 2665), in the amount of \$0.00, and accepted the project as complete.
- PW Construction, Inc. (General Contractor), New Data Center Project (Bid No. 2704) in the amount of \$0.00, and accepted the project as complete.

## **7. PUBLIC COMMUNICATION**

Maya Alvarez-Galvan, English Professor and Coordinator of the Teaching and Learning Center, invited Board members to participate in a new program on campus called *MyBook@MtSAC*. Nominations for a book that the campus can read together are being accepted until October 31. Professor Alvarez-Galvan said the shared book, or campus book, will be read in the spring. She will be organizing discussion groups and different activities, depending on the book. Professor Alvarez-Galvan said she has received positive feedback about the idea of a campus book.

## **8. REPORTS**

A. Xavier Padilla, Associated Students President, reported the following:

- A special election on a Student Representation Fee is being held November 8-12. This fee is a voluntary 50¢ donation collected at the time of registration during the fall and spring semesters. The purpose of the donation is to provide Mt. SAC students with a funding source to share their positions and viewpoints before city, county, district, and state government agencies. President Padilla said an example of how this money might be used would be to send students to Sacramento to fight against a possible enrollment fee increase from the current \$26 per unit.
- Earlier today, seven students met with accreditation visiting team member Sydney Larson. President Padilla said they shared with her their role on campus and how they work to represent students well.
- Associated Students has implemented a new accountability system that they hope will keep track of students attending collegewide committees. This system will ensure that the students' voice is represented across campus.
- President Padilla shared upcoming events including the Halloween Bash and Battle of the Bands.

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

- The Senate has had three meetings since the last Board meeting. On September 16, the Senate approved an AS Degree in Pest Management, recommendations from the Textbook Task Force, and an administrative procedure on Credit for Extra-Institutional Learning (AP 4285). The Senate also passed a resolution encouraging the College to place additional GPA calculations on students' transcripts and recommended that the State Academic Senate propose a new academic discipline of Classics.
  - On September 30, the Senate approved recommendations from the Plagiarism Software Task Force which included the purchase and implementation of the Turnitin software. This recommendation is being reviewed by the College administration.
  - At the October 14 Senate meeting, a resolution modifying the Reading Competency requirement to accept baccalaureate degrees was approved. The Senate also approved three certificate programs and modified the process by which the Curriculum Office reports course title changes. The Senate also approved its 2009-10 year-end report and adopted its 2010-11 goals, and recommended an administrative procedure on Minimum Qualifications and Equivalencies. This recommendation is being reviewed by the College administration.
  - President Kaljumagi said the Academic Senate is working with the Instruction Office on hiring replacement positions for 2011-12. Positions are expected to be prioritized by the Senate's Executive Board on November 5 and by the College's Academic Mutual Agreement Council (AMAC) on November 8.
  - The fall meeting of the State Academic Senate will be held November 11-13, in Anaheim. Eric Kaljumagi, Liesel Reinhart, and Antoine Thomas will represent Mt. SAC with Professor Thomas serving as the official voting delegate for the proposed 25 state resolutions.
- C. Donna Lee, Classified Senate President, reported the following:
- At the October Senate meeting, it was proposed that the Senate develop a welcome program for new classified employees. A subcommittee was created and will be working on the details.
  - The Classified Senate just completed another successful Stateline turnaround fund-raiser on October 16. Money raised is used to support classified employees through Professional Growth Scholarships. The Senate has also been helping facilitate and promote a campus-wide United Way Campaign.
  - The Classified Senate and Academic Senate will be meeting to discuss the possibility of having a joint year-end recognition ceremony.
- D. Jennifer Galbraith, Faculty Association President, reported the following:
- The Faculty Association will be sending a negotiations survey out to over 1,200 faculty this week asking for input on negotiations topics. The survey results will be reviewed by the Faculty Association Executive Board to give guidance to the negotiations team for the full contract negotiations this year.
  - In response to the Associated Students Resolution, the Faculty Association has created a task force to investigate the opinions of the faculty with respect to

smoking on campus. The task force will create a survey and send it to all faculty, then present the information to the Faculty Association.

- The Faculty Association sent a delegation of eight faculty to the CCA Fall Conference in South San Francisco at the beginning of this month. At the conference Mt. SAC faculty member Joe Franco was awarded CCA's first annual David Sanchez GLBT Award for his efforts working on GLBT issues.

E. Bill Rawlings, CSEA, Chapter 262 President, reported the following:

- A lot of good things are happening on campus, especially related to the progress on accreditation and reinforcing the role of classified staff in the participatory governance process.
- President Rawlings shared concerns of CSEA, Chapter 262, relating to the June 2010 layoff of a classified employee in the nursing department. The layoff occurred due to the end of grant funding. The College and CSEA have not been able to come to a resolution on the issue, so Mr. Rawlings wanted to share CSEA's concerns with the Board. Of most concern is Education Code Section 88017(c)(1), which states that a classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. Mr. Rawlings admitted that this section could be interpreted in a number of ways, but CSEA interprets it to mean that a person can't be laid off if they meet the minimum qualifications to perform any short-term employee duties at the College. Mr. Rawlings acknowledged a good-faith effort on the part of the College to resolve this issue.

F. President Nixon's report included the following:

- Dr. Nixon commented briefly on the accreditation site visit. He invited Board members to the exit report scheduled for Thursday, 1:30 p.m., October 28, in the Feddersen Recital Hall.
- Dr. Nixon reminded Board members that the College is participating in the CLASS (California Leadership Alliance for Student Success) Initiative, supported by grants from the William and Flora Hewlett Foundation and the James Irvine Foundation. The initiative focuses attention on leadership strategies and policies that must be central in California's effort to increase successful outcomes for community college students.

Dr. Nixon introduced Anabel Perez, Learning Communities Counselor/Coordinator, Maria Tsai, Research Analyst, and Barbara McNeice-Stallard, Director of Research & Institutional Effectiveness, who told the Board about plans to examine student success by tracking a cohort of Summer Bridge students for the next three years. Data will be collected on 349 students, including retention rates, persistence rates, transfer rates, and degree attainment. The cohort will be compared against two groups – those who were not accepted into the Summer Bridge Program and a random sample of students who have similar characteristics to the Bridge cohort. Updates will be provided to the Board twice a year in order to provide the Board the opportunity to engage in the discussion of student performance.

Ms. Perez provided a brief overview/history of the Summer Bridge Program. The goal of the program is to help graduating high school seniors transition from

high school to college. The program began in 1997 with 82 students, and this past summer, 349 students participated.

## **9. INFORMATIONAL REPORT**

Board members were provided with a written update on the Writing Center, prepared by David Charbonneau, Director, Writing Center.

The College has provided lab-based instruction supporting English and AmLa classes for nearly fifteen years. In the 2007-08 academic year, a new facility was opened and a new Director with manager status was hired to facilitate the development of the Writing and Reading Assistance Center (WRAC) into a fully integrated Writing Center.

Mr. Charbonneau provided the following program overview:

**Tutoring:** By all standard metrics, the Writing Center has developed a highly successful tutoring service whose mainstay is its trained, dedicated corps of peer tutors supervised by experienced writing teachers. Since beginning to tutor in the fall of 2007, the Writing Center's tutoring has grown by 1,000%; on average, the Center now tutors over 1,800 students each term for over 5,000 contact hours.

**Workshops:** The Writing Center has seen its workshop program grow exponentially since its last report in the spring of 2008: from 39 workshops with 226 attendees that spring to 71 workshops with 1,059 students last fall.

**Technology (the Computer Lab):** The Writing Center's computer lab continues to be one of the most utilized computer labs on campus with 4,108 students logging 28,881 hours in the spring semester alone.

**Tutors in the Classroom:** Supported by a Basic Skills grant, the Writing Center is offering 10 sections of "Tutors in the Classroom" (a supplemental instruction program) in English 67 this semester. Last spring, students who consistently took advantage of the services of the tutor in the classroom had success rates of almost 82%, which is 13% higher than the overall average for students in English 67.

## **10. CONSENT AGENDA**

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

### **HUMAN RESOURCES**

1. Approval of Personnel Transactions, dated October 27, 2010.

### **INSTRUCTION and STUDENT SERVICES**

2. Approval for the Jazz Ensemble to participate in the Reno Jazz Festival April 8-10, 2011.
3. Approval of a contract for the Child Development Infant/Toddler Resource grant.
4. Approval of a contract amendment for the Eligible Public Training Provider List.

5. Approval of activities for the Hispanic-Serving Institutions Education Grant – Mt. SAC Agriculture Pathways Program grant.
6. Approval of activities and a contract for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
7. Approval of activities for the Health Care Sector and Other High Growth and Emerging Industries – Building Automation grant.
8. Approval of activities for the Scholarships in Science, Technology, Engineering, and Mathematics grant.
9. Approval to accept funds for the Child Development Training Consortium grant.
10. Approval to accept funds and approve activities and contracts for the Title V – Developing Hispanic-Serving Institutions grant.
11. Approval to accept funds and approve activities for the Talent Expansion in Science and Technology – An Urban Partnership grant.
12. Approval to accept funds and approve activities for the Career Advancement Academy grant.
13. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.
14. Approval of additions and changes to the Continuing Education program.

#### **ADMINISTRATIVE SERVICES**

15. Approval of the Appropriation Transfers and Budget Revisions Summary.
16. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
17. Approval of an amended agreement with Dolinka Group, LLC for Redevelopment Assistance – Phase III.
18. Approval of Resolution No. 10-03 – Additional Interest and Penalties on Delinquent Property Tax Revenues.
19. Approval of an amendment to Resolution No. 05-13 – Adoption of Edwards Systems Technology Addressable Fire Alarm System as the Standard for Use in Public Works Improvements.
20. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
21. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 14.

22. Approval of an agreement with Mobile Mini LLC to lease containers (including containers already on campus) for construction projects, through June 30, 2013.
23. Approval of a Renewal Agreement with The Liquidation Company for the period November 4, 2010, through November 3, 2013. (See backup packet page 71.)
24. Consideration of approval of a contract with PeopleAdmin, Inc. for online employment application and tracking software upgrade.
25. Approval of a contract with Professional Account Management to provide the College with Registered Owner and Vehicle Information through the Department of Motor Vehicles and for the mailing of citation notices and collection of out-of-state fees.
26. Approval of an Agreement to provide Professional Design and Consulting Services with Marlene Imirzian & Associates Architects for the Continuing Education project.
27. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 15.
28. Approval of the following Contract Amendments:
  - Contract Administration Building Remodel – Marlene Imirzian & Associates Architects (Professional Design and Consulting Services Consultant) – Amendment No. 9.
  - Contract San Jose Hills Pedestrian Improvements – RKA Consulting Group (Professional Design and Consulting Services Consultant) – Amendment No. 1.
29. Approval of the following Proposed Gifts and Donations to the College:
  - Clifton Morris – Preview Plans – Construction Manual for RV-6 – RV-6A Aircraft, valued by donor at \$50, to be used by the Technology & Health Division.
  - Alfred F. Pere – Two hydraulic aircraft jacks, valued by donor at \$200, to be used by the Technology & Health Division.
  - Alfred F. Pere – 1982 Piper Tomahawk airplane, valued by donor at \$43,000, to be used by the Technology & Health Division.

Motion unanimously carried. Student Trustee concurred.

## **11. PILOT PROGRAM FOR COURSE MATERIAL RENTAL GRANT**

Vice President Gregoryk informed the Board that 63 applications nationwide were submitted for funding through this grant. Mt. SAC received one of 12 grants funded. Total grant funding for Mt. SAC is \$983,469. With this funding, the College hopes to create a self-sustaining textbook rental program with at least 40 titles. In order for a book to be included in the rental program, the faculty member needs to commit to using the book for at least four semesters.

Vice President Gregoryk said that, last year, 1.1 million textbooks were rented in the community college system. This grant is Mt. SAC's entry into the world of renting textbooks.

Trustee Bader congratulated the College grant writers for having the grant application funded. She noted that she has long been concerned about textbook affordability, and is very excited about this new option for students.

It was moved by Trustee Bader, seconded by Trustee Chen Haggerty, to accept funds and approve activities for the Pilot Program for Course Material Rental grant. Motion unanimously carried. Student Trustee concurred.

## **12. CONTRACT WITH VICENTI, LLOYD & STUTZMAN, LLP**

Trustee Hall said he prefers that the Board not approve contracts without a "not to exceed" amount, and suggests that \$20,000 would be an appropriate amount for this proposed contract.

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve a contract for Forensic Accounting and Financial Investigation Services with VLS Fraud Solutions, a Division of Vicenti, Lloyd & Stutzman, LLP, in an amount not to exceed \$20,000. Motion unanimously carried. Student Trustee concurred.

## **13. SOLE-SOURCE AGREEMENT WITH AIRCUITY OPTINET SYSTEM**

Gary Nellesen, Director of Facilities Planning & Management, said Mt. SAC is committed to Leadership in Energy and Environmental Design (LEED®), a key element of which is indoor environmental air quality. After over a year of research, he believes the Aircuity OptiNet System would work best for the College. Aircuity® is the only supplier of this system that multiplexes a single set of sensors to monitor multiple zones. Other systems require a large number of sensors in every space.

It was moved by Trustee Chyr, seconded by Trustee Bader, to approve a Sole-Source Agreement with Aircuity OptiNet System as the standard system for Indoor Air Quality Management. Motion unanimously carried. Student Trustee concurred.

## **14. AIRCUITY OPTINET SYSTEM PURCHASE**

It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, to approve the initial capital expenditure for the implementation and ongoing maintenance of the Aircuity OptiNet System in the Science Laboratory and Agricultural Sciences Complex. Motion unanimously carried. Student Trustee concurred.

## **15. CHANGE ORDERS**

At the request of Trustee Hall, Gary Nellesen provided a brief report on the status of the Agricultural Sciences Complex as we transition to a new architect. He assured the Board that the building should be ready for occupancy during the spring 2011 semester.

It was moved by Trustee Baca, seconded by Trustee Bader, to approve the following Change Orders:

- Bid No. 2665 Classroom Remodel – PW Construction (General Contractor) – Change Order Nos. 14, 15, and 16.
- Bid No. 2775 Agricultural Sciences Complex (Main Building) – Harbor Construction (General Contractor) – Change Order No. 8.
- Bid No. 2773 Agricultural Sciences Complex (Main Building) – K.A.R. Construction (General Contractor) – Change Order No. 5.
- Bid No. 2780 Agricultural Sciences Complex (Main Building) – Pierre Sprinkler & Landscape, Inc. (Landscape Contractor) – Change Order No. 1.
- Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 3.
- Bid No. 2846 Design Technology Center – K.A.R. Construction (Caissons and Concrete Contractor) – Change Order No. 4.
- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electric, Inc. (Electrical Contractor) – Change Order No. 3.
- Bid No. 2854 Administration Building Remodel – Janus Corporation (Hazardous Materials Abatement Contractor) – Change Order No. 2.

Motion unanimously carried. Student Trustee concurred.

#### **16. PRESIDENTIAL SEARCH BROCHURE**

Board members were presented with a sample brochure which included information that would be included on the backside of the presidential search announcement/brochure – invitation to apply, application process, and information about the College. Information in the Board agenda backup included only information on Qualifications; Challenges, Issues & Opportunities; and Compensation.

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, to approve the presidential search brochure for distribution as provided this evening by Human Resources. Motion unanimously carried. Student Trustee concurred.

#### **17. PURCHASE OF MEDIA EQUIPMENT AND CONTROL SYSTEMS**

Vice President Gregoryk explained that the total amount of Bid No. 2881 – Purchase of Media Equipment and Control Systems is \$148,044.06. The awarding of bids is broken down to five individual vendors and their contract amount.

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve awarding of Bid No. 2881 – Purchase of Media Equipment and Control Systems to the vendors listed, in the total amount of \$148,044.06. Motion unanimously carried. Student Trustee concurred.

#### **18. PROPOSED REVISIONS TO BOARD POLICY 2720 – COMMUNICATION AMONG BOARD MEMBERS**

The Board received for first reading and discussion proposed revisions to Board Policy 2720 – Communications Among Board members. With no suggested revisions by Board members, this policy will be brought back to the Board for action at its November meeting.

## 19. BOARD COMMUNICATION

- All Board members shared the following comments:
  - Board members welcomed the Accreditation visiting team to Mt. SAC. Board members appreciated the opportunity to meet visiting team members at the welcome reception held on Monday, October 25.
  - New staff members were welcomed to the College.
  - Board members wished retiring staff member Linda Group well. They all know her and have found her to be very helpful.
  - Trustees mentioned the many events they have attended, including: the Walnut Family Festival parade, the Mt. SAC soccer banner celebration, Moon Over Buffalo theater performance, International Students reception, and the Associated Students Leadership Retreat.
- Student Trustee Martinez said he was very pleased that there was no student fee increase in the just-signed State budget. He attended the California Community College Student Affairs Association Conference last week where leadership issues were discussed. This weekend, Mr. Martinez will be attending a student General Assembly where 30 resolutions will be discussed.

Mr. Martinez said that, earlier today, he and a small group of students met with a member of the accreditation visiting team, and he thought it went well.

- Trustee Chen Haggerty said that she had recently been invited to serve on CCLC's ACES (Advisory Committee on Education Services) Committee, and she attended her first meeting on October 8. This committee identifies needs and reviews educational programs for CEOs and trustees. The Committee meets four times a year.

Trustee Chen Haggerty said that she and President Nixon will be attending the CLASS Fall Institute in Sacramento on Friday and Saturday, November 12 and 13.

- Trustee Bader said she happened to be in Monterey during the Jazz Festival and was very pleased to be able to attend and see Sincopation perform. She also represented the College at a luncheon in honor of Dr. Philip Pumerantz, President of Western University of Health Sciences.

Trustee Bader invited everyone to a fashion show fund-raiser for the Robert and Beverly Lewis Cancer Care Center in Pomona. All models are cancer survivors, one of which is Professor Michelle Grimes-Hillman.

- Trustee Chyr, who also happens to work at the University of La Verne, said applications at the University are up 1,000% over last year. He said that, while this is good for the University of La Verne, it speaks to some of the ills within the State, and students' fear that they won't be able to get into UC or CSU. Trustee Chyr said we have to keep in mind that it is all about students.
- Trustee Baca said he attended the NCCCF (Network of California Community College Foundations) Conference in Palm Springs October 13-15. Representatives from the Mt. SAC Foundation were also in attendance. Trustee Baca encouraged

everyone to support the Osher Scholarship. It is hoped that the College will meet its match by June 30, 2011.

- Trustee Hall said he recently had a conversation with an aide from State Assemblyman Ed Hernandez's office who is a product of the College's Bridge Program. She will soon be getting an MBA from UCLA. Trustee Hall said he is looking forward to tracking our Bridge students.

Trustee Hall said he was pleased to serve as a starter at the 63<sup>rd</sup> Annual Cross Country Invitational on October 23.

Trustee Hall reminded Board members that the College is a sponsor of the Youth Science Center dinner to be held on November 19.

## **20. ADJOURNMENT**

The meeting adjourned at 8:45 p.m.

JSN:dc