



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 17, 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, November 17, 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 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 6:33 p.m.

4. MOMENT OF SILENCE

A moment of silence was observed in memory of Max Hernandez and Barbara Pagliassotti.

Max Hernandez first joined the College as a student. In 2002, he was hired as a student assistant in both Financial Aid and Purchasing. He is most remembered for his work as a receptionist/clerical specialist in Professional and Organizational Development from

2006-10. Max died on October 27, during a drug cartel shoot-out in Mexico that occurred across the street from the fruit stand he owned. He was 39.

Barbara Pagliassotti, a student attending a fee-based swimming class, suffered a heart attack and died on November 10. She was 53.

5. INTRODUCTIONS/RECOGNITION

- **Introductions**

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

Classified Staff

Brenda Dial, Receptionist/Clerical Assistant, Professional & Organization Development

Patrick Escalera, Heavy Grounds Equipment Operator, Grounds

Serina Gutierrez, Financial Aid Specialist, Financial Aid

April Landry, Senior Buyer, Purchasing

Desiree Marquez, Coordinator, Student Veterans Services & Scholarships, Financial Aid

Terrence Pratt, Financial Aid Specialist, Financial Aid

Christine Santiago, Clerical Specialist, Financial Aid

Steven Zamora, Grounds Equipment Operator, Grounds

6. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Bader, to approve the minutes of the regular meeting of October 27, 2010. Motion unanimously carried. Student Trustee concurred.

7. ACTION TAKEN IN CLOSED SESSION

None.

8. PUBLIC COMMUNICATION

Martin Mejia, CSEA Senior Labor Relations Representative, addressed the Board regarding the rights of classified employees over the retention of short-term employees. Specifically, Mr. Mejia asserts that the District retained the services of short-term employees and laid off a Simulation Lab Coordinator. It is CSEA's belief that Education Code Section 88017(c)(1) states that if the laid off employee is qualified to render the services performed by the short-term employee, then the District must eliminate the short-term employee and re-employ the laid off worker. CSEA requests that the laid off employee be reinstated and that he receive lost wages and benefits.

9. REPORTS

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

- The Student Representation Fee passed by an overwhelming 84 percent. Students collected 1,002 paper ballots, and 1,046 students voted online for a record-breaking 2,048 votes. The final results (after discounting the invalid ballots) were 1,609 in favor and 311 against. The Student Representation Fee is a voluntary 50-cent donation collected at the time of registration during the fall and spring semesters to provide Mt. SAC students the means to state their position and viewpoints before city, county, district, and state government agencies. (An example given was using funds to travel to Sacramento to oppose any proposed increase in student fees.)
- On November 10, Associated Students hosted the Second Annual Battle of the Bands. Four bands competed and a group named ZenTonic won first place, which included recording studio time donated by DiCarlo Productions, in Rancho Cucamonga.
- On November 4, about 20 Associated Students officers attended a banner training session with Vic Belinski. Mr. Belinski showed student leaders various features of the student portal. At the conclusion of the portal training, students were given a tour of the area where the mainframe is housed. President Padilla said the students very much enjoyed this training and found it to be very informative.
- President Padilla mentioned two upcoming events – Finals Frenzy, December 6-8, and Associated Students Holiday Celebration on Thursday, December 2, 12:00-1:30 p.m., in the Student Life Center. Board members were invited to attend.

Student Trustee Martinez left the meeting at 7:05 p.m.

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

- Since the last Board of Trustees' meeting the Senate has approved certificates in Pilates instruction, graphic design, and fine arts. The Senate also agreed to form workgroups and task forces to monitor interdisciplinary AA degrees, to consider a new AA emphasis in Intercultural Studies, and to consider modifications to the current College catalog production schedule. The Senate also updated its Course Discipline List and the process by which the College updates the disciplines for courses and recommended changes to the waitlist process. Although not yet ready for approval by the Senate, work continues on five proposed Administrative Procedures, one Board Policy, and five resolutions.
- The Academic Senate is pleased to announce that of the 27 known vacant faculty positions, 25 have been approved for recruitment. (This is in addition to two positions approved last year but not filled due to a failed search process.) Affected departments are now working on job announcements, and the College is on track to meet its goal of having these positions "flown" in early 2011.
- The Academic Senate has begun the process of seeking coordinators for fall 2011. Available positions are Curriculum Liaison, Honors Coordinator, Outcomes Faculty Coordinator, Assistant Curriculum Liaison, and Assistant Distance Learning Coordinator.
- The fall meeting of the State Academic Senate was held November 11-13, in Anaheim. Eric Kaljumagi, Leisel Reinhart, and Antoine Thomas attended on

behalf of Mt. SAC. They attended sessions on the new course numbering identification system (C-ID), recent legislation (SB 1440 and SB 1143), and other academic & professional matters. In addition, they provided testimony on proposed changes to academic disciplines, debated and voted on 49 resolutions (44 passed), and recognized two individuals from Mt. SAC. Professor (and past Senate president) Phillip Maynard received an award for his service to the State Academic Senate, and Mt. SAC student Amairany Guzman was one of three winners statewide of the Jonnah Laroche Memorial Scholarship in the amount of \$500.

C. Donna Lee, Classified Senate President, reported the following:

- Senator Claudia Coronado was appointed to sit on the recently activated Classified Professional Development Council (CPDC). The Council will be working on planning and developing training sessions for classified employees.
- The Classified Senate is hosting the 2nd Annual Unique Jewelry Show on Wednesday, December 1, from 11:00 a.m. to 2:00 p.m. in the Technology and Health Division Conference Room (Building 28A, Room 101A). President Lee invited Board members to stop by and pick up a unique, handmade gift and help support the Classified Professional Growth Scholarship Fund.
- The Classified Senate is continuing a tradition (which started last December) of helping a classified employee in need. Fellow classified employees will have an opportunity to confidentially recommend a colleague who they believe could use some help. The selected individual will receive a wonderful gift basket filled with items and gift cards to help them celebrate this holiday season.

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

- The Faculty Association has sent a negotiations survey to all faculty. To date, over 228 surveys have been returned. The Faculty Association will use the survey to prepare information to sunshine negotiations for the next Board of Trustees meeting.
- The Faculty Association received notification from Dr. Nixon stating that the District is requesting that the Mandatory On-Campus Flex Day for the 2011-12 academic year be August 26, 2011, the Friday before the start of the fall 2011 semester. This is in response to Article 10.1 of the current Faculty Agreement that gives the District the right to state which flex day is the mandatory day of participation. This stipulation must be made prior to the previous year's winter intersession.
- President Galbraith thanked the District for responding to the Faculty Association's concerns regarding the timeline for adjunct faculty pay timelines. Starting with the spring semester, the District will go back to having five adjunct pay periods for each primary semester.
- The 12th annual Puttin' on the Hits is scheduled for Friday, April 1, and Saturday, April 2.

E. Laura Martinez, CSEA, Chapter 262 First Vice President, reported the following:

- CSEA's deepest condolences were extended to the family and friends of Max Hernandez, a former College employee. An invitation was extended to the Trustees to attend a tree planting ceremony in celebration of Max's life. This Celebration of Life will be held on Thursday, December 2, LTC, Room 160, from 12:00–1:00 pm. Additionally, a memorial fund has been established to help his widow and their unborn child.
- As stated by CSEA's Senior Labor Relations Representative, Martin Mejia, during the Public Communications, CSEA 262 has obtained a legal opinion regarding the current dispute with the District over the interpretation of Education Code 88017. Ms. Martinez provided Board members with copies of the CSEA legal opinion and the legislative analysis of AB 290. The District has advised Chapter 262 that it is obtaining an opinion from legal counsel concerning this issue. Chapter 262 is confident that this opinion will be consistent with its findings and the layoff will be rescinded. Ms. Martinez said she felt it was important to note that, when presented with similar facts in 2009, the District did not hesitate to rescind the layoffs and make the affected employees whole.

F. President Nixon's report included the following:

- This past weekend, Dr. Nixon and Trustee Chen Haggerty attended the final meeting of the CLASS (California Leadership Alliance for Student Success) Project. Dr. Nixon said this two-year project resulted in several benefits to the College. He reminded Board members of last month's informational report where the Board heard of plans to examine student success by tracking a cohort of Summer Bridge students for the next three years. One intent of the CLASS project was to heighten awareness of the value of using data to inform decisions we make on how to work with students.
- Dr. Nixon thanked everyone who was involved in the preparation of the College's self study report and the actual site visit. Dr. Nixon said he is confident that the College will receive reaffirmation of accreditation without conditions.
- President Nixon announced that the College football team is again ranked number one in the nation. The play-offs begin this weekend. He wished the team good luck.

10. INFORMATIONAL REPORT

Board members were provided with a written update on the Building Automation Program, funded by a U.S. Department of Labor Grant, prepared by Darrow Soares, Director, CTE Initiatives.

In August 2010, the first cohort of Mt. SAC students began instruction in the emerging "Green" career of Building Automation Systems (BAS) technician. Building Automation is defined as a programmed, computerized network that controls and reduces the energy consumption and maintenance of commercial buildings. Mt. San Antonio College, Rio Hondo College, and Chaffey College are collaborating on this program through a grant from the United States Department of Labor. The program is supplemented by intensive case management and job placement. An advisory committee made up of local Building Automation contractors have actively contributed to the program's curriculum development. In addition, they have committed to student internships, and have provided work-based externships for Mt. SAC's Building Automation faculty.

The Building Automation Program combines existing resources of Mt. SAC's Air Conditioning and Refrigeration and CIS Departments, Rio Hondo's Electronics Department, and the Industrial Motors program at Chaffey College. Chaffey College will enhance its Industrial Motors program by purchasing additional industrial motors trainers and providing important lab upgrades. Rio Hondo is putting resources into its electronics program to include remote wireless controls and equipment required in building automation. Mt. SAC purchased a new computer lab, industrial HVAC equipment, and made major lab upgrades. The grant funds professional development and a portion of instructional salaries and lab support for all three colleges.

Mt. SAC is one of only five colleges in the Western United States to offer a BAS certificate. The funding period for this grant runs through February 2013. Mr. Soares indicated he would send Board members a copy of the advisory committee listing.

11. CONSENT AGENDA

Trustee Hall asked that the following corrections be made to the agenda:

- Consent item #8 – Affiliation Agreement with Silverado Senior Living Sierra Vista (backup packet page 26). The first line of the background should be changed to read “Nursing Program” rather than “Psychiatric Technician Program.”
- Consent item #16 – Design Technology Center Change Orders (back page 49). The total of the change orders is \$2,284.39, not \$304.99, as indicated, and the new contract sum should read \$2,046,684.39

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

HUMAN RESOURCES

1. Approval of Personnel Transactions, dated November 17, 2010.

INSTRUCTION and STUDENT SERVICES

2. Approval for students to participate in the Turf Team Challenge January 11-15, 2011 in Austin, TX.
3. Approval of activities for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
4. Approval to extend a contract and carry over funds for the Early Childhood Mentor Program.
5. Approval of a contract training MOU with the Butte-Glenn Community College District.
6. Approval of an addition to the Continuing Education Fee Based Program.
7. Approval of curriculum additions to the Continuing Education program.

8. Approval of an affiliation agreement with Silverado Senior Living Sierra Vista for students enrolled in the Nursing Program, as corrected.

ADMINISTRATIVE SERVICES

9. Approval of the Appropriation Transfers and Budget Revisions Summary.
10. Approval of the Quarterly Financial Status Report for the period ending September 30, 2010.
11. Approval of the Quarterly Investment Report for the period ending September 30, 2010.
12. Approval to reduce from 10% to 5% the retention for Columbia Steel, Inc. for the Agricultural Sciences Complex – Main Building – Structural Steel and Miscellaneous Metals package (Bid No. 2774).
13. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
14. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
15. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
16. Approval of the following Change Orders:
 - Bid No. 2779 Agricultural Sciences Complex (Main Building) – American Electric Company (Electrical Contractor) – Change Order No. 5.
 - Bid No. 2775 Agricultural Sciences Complex (Main Building) – Harbor Construction (General Contractor) – Change Order No. 9.
 - Bid No. 2772 Agricultural Sciences Complex (Main Building) – Griffith Company (General Contractor) – Change Order No. 5.
 - Bid No. 2840 Humanities Building Exterior Improvement Bridge Project – Y & M Construction (General Contractor) – Change Order No. 4.
 - Bid No. 2847 Design Technology Center – Columbia Steel (Structural Steel and Miscellaneous Metals Contractor) – Change Order No. 1, as corrected.
 - Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 4.
 - Bid No. 2846 Design Technology Center – K.A.R. Construction (Caissons and Concrete Contractor) – Change Order No. 5.
 - Bid No. 2874 Modifications to Upper Practice Field – CS Legacy Construction (General Contractor) – Change Order No. 2.

17. Approval of the following Contract Amendments:

- Contract Agricultural Sciences Complex – Hill Partnership Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1.
- Contract Science Laboratory Building – NTD Stichler (Professional Design and Consulting Services Consultant) – Amendment No. 4.
- Contract Parking Lot D Improvements – RKA Consulting Group (Professional Design and Consulting Services Consultant) – Amendment No. 1.

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

- Lyssette Trejo – Pottery Barn Sofa (Model: Pearce; Year: 2008; Color: Brown), valued by donor at \$800-\$1,000, to be used by the Student Services Division.

Motion unanimously carried.

12. PROFESSIONAL DESIGN AND CONSULTING SERVICES AGREEMENTS

It was moved by Trustee Bader, seconded by Trustee Baca, to approve agreements to provide Professional Design and Consulting Services with Converse Consultants for the Language Laboratory Expansion project; with RKA Consulting Group for the Bonita Drive and Temple Avenue Intersection Realignment project; with Gala Systems for the Annual Gala Stage Life Maintenance Agreement; with RKA Consulting Group for the Bonita Drive and Walnut Drive Signals and Illuminated Crosswalk project; with RKA Consulting Group for the Sanctuary Improvements project; with H2 Environmental Consulting Services, Inc. for the Humanities North and West Door Frames project; with RKA Consulting Group for the Traffic Engineering Study project; and with RAM Air Conditioning for the Central Plant Preventative Maintenance project. Motion unanimously carried.

13. MAINTENANCE AGREEMENTS

It was moved by Trustee Chen Haggerty, seconded by Trustee Chyr, to approve the following maintenance agreements:

- A three-year maintenance agreement with Gala Systems to provide annual service on the Theater stage lift.
- A three-year maintenance agreement with RAM Air Conditioning to provide quarterly and annual preventative maintenance on the Central Plant chillers, boilers, heat exchangers, cooling towers, and other associated equipment.

Motion unanimously carried.

14. PROPOSED REVISIONS TO BOARD POLICY 2720 – COMMUNICATION AMONG BOARD MEMBERS

It was moved by Trustee Bader, seconded by Trustee Baca, to approve proposed revisions to Board Policy 2720 – Communications Among Board Members. Motion unanimously carried.

15. BOARD COMMUNICATION

- All Board members shared the following comments:
 - All new employees were welcomed to the College.
 - Board members reiterated Dr. Nixon’s comments regarding the accreditation site visit and thanked all staff for their good work.
 - Trustees mentioned the many events they have attended, including: Osher Scholarship Reception, PTK Induction Ceremony, and Supervisor Knabe’s Public Safety Luncheon.
- Trustee Chen Haggerty said she enjoyed representing the College on the CLASS project. She offered good luck to the football team and wished everyone a Happy Thanksgiving.
- Trustee Bader said Mt. SAC was well represented at the fashion show fund-raiser for the Robert and Beverly Lewis Cancer Care Center in Pomona. All models are cancer survivors and she thanked Professor Michelle Grimes-Hillman for participating.

Trustee Bader said she attended the last Citizens Oversight Committee meeting and was very impressed with the information being provided to committee members by the College as well as the level of questions being asked by committee members.

- Trustee Chyr wished everyone a Happy Thanksgiving and offered a “Go Mounties” to the football team.
- Trustee Baca said he attended the Academic Senate Plenary and, as always, it was an interesting process. Dr. Baca mentioned the Osher Hands-Across-America event, scheduled for April 1. This event will bring closure to the matching fund grant.

Dr. Baca also mentioned the opening of the College’s Veteran’s Resource Center on November 10. He thanked everyone for their efforts in opening this resource for our veterans. Dr. Baca said he will be participating in a focus group on Saturday, November 20, at the CCLC Annual convention which will address what community colleges can do for returning veterans.

- Trustee Hall congratulated Associated Students on passing the student representation fee. Dr. Hall also commented on the recent Citizens Oversight Committee noting that some committee members also serve on Bond Oversight Committees for their local K-12 districts. Several have commented on the high quality of documents/information presented to them by the College.

Dr. Hall said he also attended the Osher Scholarship Reception. He said the College needs to find a way for the general public to hear these student testimonials on how the college impacted their lives.

16. ADJOURNMENT

The meeting adjourned at 7:57 p.m.

JSN:dc