



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 23, 2013

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:01 p.m. on Wednesday, January 23, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Mike Gregoryk, Vice President, Administrative Services; and Audrey Yamagata-Noji, Vice President, Student Services.

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

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

- Conference with Labor Negotiators Virginia Burley, Vice President, Instruction; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6. Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651
- Conference with Legal Counsel - Settlement Agreements (2 cases)

3. PUBLIC SESSION

The public meeting reconvened at 6:39 p.m. The Pledge of Allegiance was led by Jennifer Galbraith, Faculty Association President.

The Board reserves the right to modify the order of business in the manner it deems appropriate.

Closed session shall not extend past the designated time, but should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.

4. MOMENT OF SILENCE

A moment of silence was observed in memory of **Walter J. Ebersole**, 97, who passed away December 14, 2012, at his home at Hillcrest in La Verne, CA. He graduated from Santa Barbara State College. After ten years in industry as an aeronautical engineer, he worked five years on the original faculty of Mt. San Antonio College. He then finished his career teaching at Cal Poly Pomona in the Mechanical Engineering Department, retiring in 1974. After retiring, he and his wife of 63 years, Helen Brownsberger Ebersole, enjoyed several years traveling the world. For specific information regarding memorial contributions, please contact the Mt. SAC President's office.

A moment of silence was observed in memory of **Harold VanBerg-Thurman**, age 78, who passed away on December 29, 2012, at The Villages Regional Hospital in Florida. Mr. Thurman graduated from Oklahoma State University with a degree in Geology. After receiving a Master's Degree in Education, Harold became a college professor and textbook author regarding oceanography and the physical sciences. During his career, he authored 20 editions of textbooks. Professor Thurman began teaching at Mt. SAC in 1968 and retired in 1995 to travel with his wife of 57 years, Ann. For specific information regarding memorial contributions, please contact the Mt. SAC President's office.

5. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- Regarding item No. 1: None.
- Regarding item No. 2A: The Board voted unanimously to approve a settlement agreement in the amount of \$98,000 with Bovis Lend Lease, Inc.
- Regarding item No. 2B: None.

6. INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted staff were introduced:

Classified Employees

- **Rachel Brown**, Coordinator, Special Projects (Technology & Health) (absent)
- **Candyce Ramirez**, Laboratory Technician, Chemistry (Natural Sciences) (absent)

Confidential Employee

- **Brigitte Hebert**, Executive Assistant I (Fiscal Services) (present)

Management Employees

- **Robert Conner**, Construction Project Manager (Facilities Planning & Management) (present)
- **Gary Gidcumb**, Senior Construction Project Manager (Facilities Planning & Management) (present)
- **Olesegun (Kiki) Phillips Alonge**, Construction Project Manager (Facilities Planning & Management) (present)

Promotion

- **Krystal Hong**, ESL Instructional Support Specialist (ESL) (absent)

- A Certificate of Service was presented to the following retiring employee:
 - **Jan Freeman**, Library Technician III (Library and Learning Resources), 28 years of service (present)
- **Steve O'Sullivan** was recognized for his 1½ years of service as a member of the Citizens Oversight Committee Member. A plaque will be mailed to Mr. O'Sullivan, in his absence.
- The Chamber Singers/Singcopation were recognized for garnering three platinum medals and taking second-place honors among 80 choirs that competed at the prestigious Xinghai International Choral Competition in Guangzhou, China, this past November. Director Bruce Rogers and Student Director Lindsey Shearer spoke on behalf of the group and thanked the Board of Trustees for all of their support.

7. APPROVAL OF MINUTES

It was moved by Trustee Bader, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of December 12, 2012. Student Trustee concurred.

8. PUBLIC COMMUNICATION

- Kae Fong, a Mt. SAC student, spoke regarding the addition of the 130 classes for the Spring Semester. He asked if there would be a gradual increase of classes in the Summer and Fall Semesters.
- Mae Ochoa, a Mt. SAC student, spoke regarding the addition of the 130 classes for the Spring Semester. She expressed her concern for other students who may not have a good registration date.
- Hira Ruizi, a Mt. SAC student, thanked the Board for adding 130 classes for the Spring Semester. She thanked the Board for giving students the opportunity to help meet their educational goals.
- Jonathan D'Souza, a Mt. SAC student, thanked the Board for the 130 classes being added to the Spring Semester and for the flexibility in class choices. He also spoke regarding the Facilities Plan that was presented at last month's Board meeting. He spoke about the elevators in 26A and 26B and the fact that they are frequently out of service. He also spoke about tonight's Consent item #5 and his concern about the money being spent on search services for the Vice President of Human Resources. He also spoke regarding his concern about the lack of personnel in Financial Aid.

9. REPORTS

- Reports by the following constituency leaders were given and are posted on the College website with these minutes:
 - Ahmad Azzawi, President, Associated Students
 - Eric Kaljumagi, President, Academic Senate
 - DeeJay Santiago, President, Classified Senate

- Jennifer Galbraith, President, Faculty Association
- Laura Martinez, President, CSEA 262
- Johnny Jauregui, President, CSEA 651 (no report)
- Bill Lambert, Executive Director, Mt. SAC Foundation

10. BOARD COMMUNICATION

A. All Board members shared the following comments:

- They welcomed new and promoted employees Rachel Brown, Candyce Ramirez, Brigitte Hebert, Robert Conner, Gary Gidcumb, Olesgun Phillips Alonge, and Krystal Hong.
- They congratulated Jan Freeman on her retirement.
- They thanked Steve O'Sullivan for his 1½ years of service on the Citizens Oversight Committee.
- They congratulated the Chamber Singers/Singcopation for garnering three platinum medals and taking second-place honors among 80 choirs that competed at the prestigious Xinghai International Choral Competition in Guangzhou, China, this past November.

B. Trustee Chen Haggerty reported the following:

- She was in Guangzhou, China and was approached by many regarding Mt. SAC's Chamber Singers and Singcopation.
- She shared the information regarding Mt. SAC adding 130 classes for the Spring Semester, and a local Chinese newspaper ran that information.

C. Trustee Bader reported the following:

- She attends the Foundation Board meetings and spoke very highly of Bill Lambert, the new Executive Director of the Foundation.
- She's very pleased that Proposition 30 is allowing the College to add 130 classes to the Spring Semester.
- She read the Governor's Budget Proposal and appreciated the communication and analysis by Dr. Scroggins.
- She's practicing very hard for Puttin' on the Hits.

D. Student Trustee Marin reported the following:

- She's working on the marketing campaign for Puttin' on the Hits.
- She's excited about the 130 classes that are being added to the Spring Semester.
- She has been working with Ahmad Azawi, Associated Students President, on what they can leave behind as their legacy.

E. Trustee Chyr reported the following:

- A couple weeks ago, Governor Brown announced the one-year pilot program for Cal State Online and UC Online, which offers online classes free of charge. It will be funded by private resources, and Trustee Chyr believes this will affect community college enrollment.

F. Trustee Hall reported the following:

- He congratulated Bill Lambert, Executive Director of the Foundation, for all his work since he was hired.
- He mentioned that Juan Sanchez, Men's Head Soccer Coach, was voted the 2012 National Soccer Coach Association's Coach of the Year. For the past four years, Coach Sanchez's record has been 82-5-11.
- Mt. SAC's Flying Team just won the top safety award this year for the Western United States, and they've won the Top Flying Team award for the Western United States for the past 22 consecutive years.
- He's getting the word out about Puttin' on the Hits on March 8 and 9.
- He's pleased with the 130 classes being offered for the Spring Semester.
- He talked about the pros and cons of Proposition 30 passing.
- He spoke about the TRAns Board item and the reasons Mt. SAC needs this.

G. Trustee Baca reported the following:

- The economy is getting better since Proposition 30 passed and thanked those responsible for the passage.
- The Governor looks favorably on community colleges and has been very vocal about it. He's introduced some pieces that may be problematic for Mt. SAC, and those items will be negotiated with him, i.e., 90-unit cap and the funding model.

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new and promoted employees Rachel Brown, Candyce Ramirez, Brigitte Hebert, Robert Conner, Gary Gidcumb, Olesgun (Kiki) Phillips Alonge, and Krystal Hong.
- He congratulated Jan Freeman on her retirement.
- Dr. Scroggins talked about the upcoming Annual Board Study Session, which will be held on March 2, 2013, at DeVry University. The budget will be addressed as well as an update on the Facilities Master Plan, a Foundation Report, the Accreditation Mid-Term Report, the Reclassification Study, and the Board's Self-Evaluation.
- Next week, he will be making an accreditation presentation at the CHEA (Council of Higher Education Accrediting Agencies) Conference in Washington, DC.
- Dr. Scroggins introduced Gema Ptasinski and Jenni Dominguez, from the audit firm of Vicenti, Lloyd & Stutzman LLP, who provided a review of the performance and fiscal audits of the Bond projects. The reports were for the year ending June 30, 2012.

Ms. Ptasinski noted that, in performing the financial audit, the objective was to document that the College is in compliance with spending of Bond proceeds appropriately. While doing that, they look for any weaknesses in the system. Their objective is to provide the Citizens Oversight Committee with a report so that it can fulfill its obligation to provide a report to the community. This information will be provided to the Citizens Oversight Committee at its February 2013 meeting. Based on the audit, it was determined that the College has properly accounted for the expenditures of the Proposition 39 General Obligation Bonds and received an unqualified opinion, which is the best an organization can receive.

The Performance Audit found that, based on the procedures performed, the College has properly accounted for the expenditures of the funds held in the Construction Fund, and that such expenditures were made on authorized Bond projects. There were no findings or recommendations.

It was asked when the Bond Anticipation Note (BAN) has to be paid back, and the answer was five years, or 2015. It was also asked if we anticipate any problem with the payback. Vice President Mike Gregoryk said that we believe we'll be able to sell bonds in August 2013, and the BAN will be paid off first. Finally, it was asked how the auditors go about selecting the expenditures that will be tested. It was answered that it's judgmental, particularly looking at the larger expenditures. Mr. Gregoryk reminded everyone that the process begins with Director Gary Nellesen, and his staff follows the procedures to the letter.

These audit reports may be obtained by contacting the Fiscal Services Department.

12. INFORMATIONAL REPORTS

- Mike Gregoryk, Vice President, Administrative Services presented a Budget Update (January Proposal).

Mr. Gregoryk's presentation is posted on the College website with these minutes.

- Aida Cuenza, Arise Director, Student Services, presented an Arise Program (AANAPISI Grant) Update.

Ms. Cuenza's presentation is posted on the College website with these minutes.

- Dr. Virginia Burley, Vice President, Instruction, and Terri Long, Dean, Instruction, presented an Enrollment Management Update.

Dr. Burley's presentation is posted on the College website with these minutes.

13. CONSENT AGENDA

- Trustee Baca noted that, on Page 59, Consent item #12 – Personnel Transactions – Karen Stopani's Title should read "**Student Assistant I.**"
- It was moved by Trustee Hall, seconded by Trustee Bader, and passed to approve or ratify the following items:

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.

2. Ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. Two of these individuals were added after the December Board deadline, and two of these individuals were originally submitted as vendor payment requests and later identified as Independent Contractors.
3. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
4. This item was pulled and acted upon separately (see paragraph No. 14).
5. Approval of an Agreement with Community College Search Services to provide assistance in the search and hiring process for the vacant positions of the Vice President, Instruction and Vice President, Human Resources.
6. This item was pulled and acted upon separately (see paragraph No. 15).
7. This item was pulled and acted upon separately (see paragraph No. 16).
8. Approval to reject a Claim Against the District by Student Number Ending in 8193, and that Administrative Services is instructed to notify the claimant and his legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
9. Approval of agreements to provide Professional Design and Consulting Services with EPT Design for the Administration Building Site Improvements project; with Alta Environmental for an Annual Emissions Report project; with P2S Engineering, Inc. for the Administration Building Remodel project; and with PlanNet Consulting for the Child Development Center.
10. This item was pulled and acted upon separately (see paragraph No. 17).
11. Approval of the following Proposed Gifts and Donations to the College:
 - Blaine Rodgers – Two breeding heifers that will enhance Mt. SAC's cattle herd and provide additional lab opportunities, valued by donor at \$3,000, to be used by the Agricultural Sciences Department.
 - Denise Andre' – Horse training ramp and bridge, manufactured in 2007, valued by donor at \$1,500, to be used by the Equine Unit in the Agricultural Sciences Department for training and lab exercises.

HUMAN RESOURCES

12. Approval of Personnel Transactions, dated January 23, 2013.

INSTRUCTION and STUDENT SERVICES

13. Approval of the Developmental Education Spring Conference planned for May 3, 2013.
14. Approval for the Jazz Band and the Vocal Jazz Ensemble "Frontline" students and faculty to participate in the Reno Jazz Festival/Competition, April 25-28, 2013.

15. Approval for Fermata Nowhere, the men's a cappella group, faculty to compete in the quarterfinals of the International Championship of Collegiate A Cappella to be held in Tempe, AZ, February 1-3, 2013.
16. Approval for Forensics students and faculty to attend the Pi Kappa Delta tournament in St. Louis, MO, March 12-17, 2013.
17. Approval of new and modified courses for the 2013-14 academic year.
18. Approval of an addendum to an affiliation agreement with Silver Lake Medical Center.
19. Approval of a contract between Tyra Consulting and the Center of Excellence CTE Hub.
20. Approval of a contract between Flagship Research and the Center of Excellence.
21. Approval of a contract with Evans & Sutherland Computer Corporation for maintenance and service for the John & Eleanor Randall Planetarium – Digistar SP2 computer hardware and planetarium projection system.
22. This item was pulled and acted upon separately (see paragraph No. 18).
23. Approval of a contract with California Market Center for the Family and Consumer Sciences Discipline/Industry Collaborative Grant.
24. Approval of additions and changes to the Community Services Continuing Education Division.
25. Approval to transfer and expend Alcoa Foundation Grant funds for the Aspire Program.
26. Approval of a contract with Financial Aid Services (FAS) for Systems Technical support.

Student Trustee concurred.

14. CONSENT ITEM #4: 2013-14 NONRESIDENT TUITION FEES

It was moved by Trustee Hall and seconded by Trustee Bader to approve this item.

Trustee Hall asked why Mt. SAC is charging \$217 for 2012-13 Nonresident Fees and proposing \$216 for 2013-14 Nonresident Fees when we should be charging as much as the State law will allow. He compared Mt. SAC's charges with that of Santa Monica CCD's charges at \$269. He said that Mt. SAC's standards, student success rate, reputation, etc. justify the higher fees. Dr. Scroggins said that the current fees put us at the highest rate in the region, and that Mt. SAC needs to be competitive with the surrounding community colleges.

Motion carried. Student Trustee concurred.

15. CONSENT ITEM #6: RENEWAL AGREEMENT WITH THE NETWORK'S REPORTLINE™ TO PROVIDE AN ANONYMOUS ETHICS AND COMPLIANCE REPORTING PROGRAM

It was moved by Trustee Hall and seconded by Trustee Chyr to approve this item.

Trustee Hall asked how active has this program been. He would like some feedback on how this program is working. Vice President Gregoryk said that this is a follow-up on the program recommended by Vicenti, Lloyd & Stutzman for fraud solutions. He said that this program went into effect last year.

Motion carried. Student Trustee concurred.

16. CONSENT ITEM #7: RESOLUTION 12-06 – WATER QUALITY FUNDING INITIATIVE

It was moved by Trustee Hall and seconded by Trustee Chyr to approve this item.

Trustee Hall distributed a flyer announcing a luncheon on this subject to be held on February 12, where Hector Bordas and John Ballas, from L. A. County, will be speaking. He said that it's hard to determine how much Mt. SAC will have to pay, and he mentioned how much other entities are being assessed, such as L. A. Unified School District \$4.8M, Long Beach School District \$715K, Claremont School District \$120K, Charter Oak School District \$95K, and at least one of his dealerships \$10K. The problem is that nobody knows exactly what and who are going to be charged. Vice President Gregoryk said that Mt. SAC presented a letter to L. A. County in opposition of the measure and, as soon as the amount is calculated, the Board will be informed. He said that the fee for Pomona Unified School District will be around \$800K and Mt. SAC's fee will be around \$300K. Trustee Chyr mentioned that it's being said that K-12 schools will be exempted from this assessment. Trustee Baca asked what the motivation was for this measure, and who started it. Trustee Hall said he believes it was the Environmental Protection Agency (EPA).

A copy of Trustee Hall's flyer is included on Mt. SAC's website with these minutes.

Motion carried. Trustee Baca abstained. Student Trustee concurred.

17. CONSENT ITEM #10: RATIFICATION OF CHANGE ORDERS

It was moved by Trustee Bader and seconded by Trustee Hall to approve this item.

Regarding Bid No. 2775, Agricultural Sciences Complex (Unilateral Change Order) – Harbor Construction Co., Inc. (General Contractor) – Change Order No. 18, Trustee Bader questioned that, if there is a claim in dispute, why we are agreeing to pay an intermediate amount. Facilities Planning & Management Director Gary Nellesen explained that the general contractor has made a claim against the College in an amount over \$500K, and it has been determined that some of that amount is valid. Under the advice of legal counsel, we need to clear anything that is owed to this contractor prior to arbitration due to future projects. This \$141,547 payment serves as an intermediate amount as a means of paying the contractor prior to a full and final settlement.

- RFQ No. 11-12-6 Hospital Simulation Room – AK Constructors, Inc. (Plumbing Contractor) – Change Order No. 1.
- Bid No. 2775 Agricultural Sciences Complex (Unilateral Change Order) – Harbor Construction Co., Inc. (General Contractor) – Change Order No. 18.
- Bid No. 2827 Child Development Center – Doja Inc. (Grading Contractor) – Change Order No. 4.

- Bid No. 2830 Child Development Center – Liberty Mutual/Safe Co. (General Contractor) – Change Order No. 3.
- Bid No. 2844 Design Technology Center – Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor) – Change Order No. 8. (See backup packet Pages 44 through 46.)
- Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh Construction, Inc. (General Contractor) – Change Order No. 4. (See backup packet Pages 47 through 50.)

Motion carried. Student Trustee concurred.

18. CONSENT ITEM #22: ACTIVITIES FOR THE CHILD DEVELOPMENT WORKFORCE INITIATIVE GRANT

It was moved by Trustee Chen Haggerty and seconded by Trustee Bader to approve this item.

Trustee Chyr said that, since he is an employee at the University of La Verne, and this item benefits the University of La Verne, he thinks he should abstain to avoid a potential conflict of interest.

Motion carried. Trustee Chyr abstained. Student Trustee concurred.

19. ACTION ITEM #1: GENERAL OBLIGATION BONDS PERFORMANCE AND FINANCIAL AUDIT REPORTS

It was moved by Trustee Hall and seconded by Trustee Chyr to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2010, relating to books and records of the Mt. San Antonio Community College District Proposition 39, General Obligation Bonds (Measure R, November 2001; Measure RR, November 2008; and Bond Anticipation Notes, 2009) Performance and Financial Audits.

Motion carried. Student Trustee concurred.

20. ACTION ITEM #2: RESOLUTION NO. 12-07 – 2012-13 TAX AND REVENUE ANTICIPATION NOTES (TRANS)

It was moved by Trustee Chyr and seconded by Trustee Bader to approve this item.

Rosa Royce gave a presentation explaining the TRANS.

A copy of Ms. Royce's presentation is included on Mt. SAC's website with these minutes.

Motion carried. Student Trustee concurred.

21. ACTION ITEM #3: 2013 CCCT BOARD OF DIRECTORS NOMINATIONS

It was moved by Trustee Bader and seconded by Student Trustee Marin to approve this item.

The Board cast its ballot for Angela Acosta-Salazar, Rio Hondo CCD; Isabel Barreras (President), State Center CCD; Mary Figueroa, Riverside CCD; Paul Gomez, Chaffey CCD; Jeanette Mann (Immediate Past President), Pasadena Area CCD; Manny Ontiveros (1st Vice President), North Orange County CCD; and Donald L. Singer, San Bernardino CCD.

Motion carried. Trustees Chyr and Hall voted no. Student Trustee concurred.

22. ACTION ITEM #4: FACULTY NEGOTIATIONS SUCCESSOR AGREEMENT, YEAR 3 OF 3-YEAR CONTRACT

It was moved by Trustee Chyr and seconded by Trustee Bader to approve the proposal to initiate the Faculty Association Successor Agreement, Year Three of the Three-Year Contract.

Motion passed. Student Trustee concurred.

23. ACTION ITEM #5: CSEA, CHAPTER 262 NEGOTIATIONS FOR THIRD-YEAR REOPENER AGREEMENT, JULY 1, 2011, THROUGH JUNE 30, 2014

It was moved by Trustee Chyr and seconded by Trustee Hall to approve the proposal to initiate the Third-Year Reopener Agreement, July 1, 2011, through June 30, 2014.

Motion passed. Student Trustee concurred.

24. ACTION ITEM #6: CSEA, CHAPTER 651 NEGOTIATIONS FOR THIRD-YEAR REOPENER AGREEMENT, JULY 1, 2011, THROUGH JUNE 30, 2014

It was moved by Trustee Chen Haggerty and seconded by Trustee Bader to approve the proposal to initiate the Third-Year Reopener Agreement, July 1, 2011, through June 30, 2014.

Motion passed. Student Trustee concurred.

25. ACTION ITEM #7: PROPOSED REVISIONS TO BOARD POLICY 3410 - NONDISCRIMINATION

It was moved by Trustee Hall and seconded by Trustee Chen Haggerty to approve the proposed revisions to Board Policy 3410 – Nondiscrimination.

Motion passed. Student Trustee concurred.

26. ACTION ITEM #8: PROPOSED NEW BOARD POLICY 6625 – COLLEGE FUND-RAISING

It was moved by Trustee Hall and seconded by Trustee Chen Haggerty to approve the proposed new Board Policy 6625 – College Fund-raising.

Motion passed. Student Trustee concurred.

27. ACTION ITEM #9: PROPOSED REVISIONS TO BOARD POLICY 7130 - COMPENSATION

It was moved by Trustee Hall and seconded by Trustee Bader to approve the proposed revisions to Board Policy 7130 - Compensation.

Motion passed. Student Trustee concurred.

28. DISCUSSION ITEM #1: FIRST READING AND DISCUSSION FOR PROPOSED REVISIONS TO VARIOUS BOARD POLICIES

Dr. Scroggins noted that BP 5130 – Financial Aid is a duplicate of a separate Discussion item, which is on Page 140, and, therefore, should be removed from this item.

The Board received for first reading and discussion proposed revisions to the following Board Policies: BP 2100 – Board Elections, BP 2105 – Election of Student Member, BP 3430 – Prohibition of Harassment, BP 3515 – Reporting of Crimes, BP 3820 – Gifts and Donations, BP 5500 – Standards of Conduct, BP 5550 – Freedom of Expression (Speech: Time, Place, and Manner), BP 6550 – Disposal of Property, and BP 6900 – Bookstore.

Regarding BP 3515 – Reporting of Crimes, it was asked if offenses against children are included, and the answer was yes.

Regarding BP 2100 – Board Elections, Trustee Chyr asked if all the areas were defined, particularly Areas 1 and 2. Dr. Scroggins said that most, if not all, areas cross over in to other cities. Therefore, the following changes will be made:

Area 1: All or portions of Glendora, La Verne, Pomona, and San Dimas

Area 2: All or portions of Charter Oak, Covina, San Dimas, Vincent, Walnut, and West Covina

Area 3: All or portions of Baldwin Park, Irwindale, Vincent, West Covina, and West Puente Valley

Area 4: All or portions of South San Jose Hills, Valinda, and West Covina

Area 5: All or portions of Avocado Heights, Hacienda Heights, Industry, La Puente, Rowland Heights, and West Puente Valley

Area 6: All or portions of Diamond Bar, Industry, Rowland Heights, Walnut, and West Covina

Area 7: All or portions of Diamond Bar, Industry, and Pomona

Those changes will be made, and Dr. Scroggins said that he would distribute the detailed maps to Board members. Trustee Chyr suggested that the language of the last paragraph be reworded. Dr. Scroggins explained the current intent of the proposed language.

Regarding BP 5500 – Standards of Conduct, it was suggested to include “**marital status**” in No. **9**. That change will be made.

Regarding BP 6550 – Disposal of Property, it was suggested that the language include approval by the Board of Trustees when disposing of College surplus property.

The revised Board Policies will be brought back to the Board in February for approval.

29. DISCUSSION ITEM #2: FIRST READING AND DISCUSSION FOR PROPOSED REVISIONS TO BOARD POLICY 2730 – HEALTH BENEFITS

The Board received for first reading and discussion proposed revisions to Board Policy 2730 – Health Benefits.

There seems to be differing interpretations of the law regarding this language. Legal advice will be sought for these changes.

The revised Board Policy will be brought back to the Board for approval, when corrected to meet current legal requirements.

30. DISCUSSION ITEM #3: FIRST READING AND DISCUSSION FOR PROPOSED REVISIONS TO BOARD POLICY 5130 – FINANCIAL AID

The Board received for first reading and discussion proposed revisions to Board Policy 5130 – Financial Aid.

The revised Board Policy will be brought back to the Board in February for approval.

31. INFORMATION ITEM #1: REVISIONS TO ADMINISTRATIVE PROCEDURES 4051 – COURSE EQUIVALENCIES AND VARIANCES; AND ADMINISTRATIVE PROCEDURE 4260 – PREREQUISITES AND COREQUISITES

The Board received revised Administrative Procedure 4051 – Course Equivalencies and Variances; and Administrative Procedure 4260 – Prerequisites and Corequisites, for information only.

32. INFORMATION ITEM #2: REVISIONS TO ADMINISTRATIVE PROCEDURE 5550 – FREEDOM OF EXPRESSION (SPEECH: TIME, PLACE, AND MANNER)

The Board received revised Administrative Procedure 5550 – Freedom of Expression, for information only.

33. INFORMATION ITEM #3: REVISIONS TO ADMINISTRATIVE PROCEDURE 7122 – RECRUITMENT AND HIRING: MANAGEMENT EMPLOYEES

The Board received new Administrative Procedure 7122 – Recruitment and Hiring: Management Employees, for information only.

34. ADJOURNMENT

The meeting adjourned at 10:23 p.m.

WTS:dl



Associated Students Report

Presented by A.S. President Ahmad Azzawi; January 23, 2013

Because student government is inactive during the summer and winter intersessions, not much has been done.

----- ▼ **UPCOMING EVENTS** ▼ -----

Puttin on the hits

I've seen trustee members in the board room but I look forward to seeing trustee Hall, Bader, and Baca up on stage. A.S. has been practicing day and night. First ones in last ones out.

Shoutouts

Special thanks to the board of trustees, F.A., and everyone who was in support of prop 30. A couple days ago 130 new credit classes were added to the catalog and there are some that are still open. Students are pleased with the results and from the bottom of my 4-chambered heart I would like to thank you all!

Academic Senate Report
To the Board of Trustees
23 January 2013

Full Senate Activity

The full Senate is on break until 7 March. However, several administrative procedures are completing the shared governance process:

- AP 3450 (Accessibility of Audiovisual Media – Captioning) has been accepted by the administration.
- AP 3720 (Use of Technology and Information Resources) was accepted by AMAC and has been moved to PAC for a final review by the classified unions
- AP 5142 (Students with Disabilities – Accessibility of Audiovisual Material: Captioning) was not accepted by the administration. Although the AP covers an “academic and professional matter” on which the Board has elected “to rely primarily upon the faculty, acting through its Senate,” the administration has concluded that leaving multimedia captions on at all times for all instructional purposes is a legal requirement. As per Title 5 Section 53203, the Academic Senate awaits a written response on this matter which will hopefully include evidence that clarifies the district’s legal interpretation.

State Accreditation Workshop

Michelle Grimes-Hillman, Dan Smith, and I are scheduled to attend the State Academic Senate’s Accreditation Institute to be held on 8 & 9 February in San Jose. The stated purpose of the Accreditation Institute is to assist and support college leaders as they navigate the waters of writing their institution’s self-evaluation, follow up reports, substantive change reports, and other documents within the accreditation process. Furthermore, the Institute will examine assessment, sanctions, and other issues and concerns as they pertain to accreditation and the California community colleges.

Faculty Hiring

One faculty position (Kinesiology – Women’s Basketball) has been approved for the first round of hiring by the College President, and this position is now being flown by the college. So far this year, the College has had ten faculty retirements, resignations, or other separations from service. In addition, twenty positions from past years have not been replaced, causing considerable strain on the remaining faculty of several departments.

While recognizing many past years of fiscal uncertainty, the Senate is hopeful that more positions will be authorized and encourages the College to consider the state’s Faculty Obligation Number as a “worst-case” minimal value.

Flex Activities for Winter

Although the faculty mandatory Flex Day was held in August, additional professional development goes on throughout the academic year. A day of voluntary professional development activities has been scheduled for 22 February 2013 with a theme of “Student and Faculty Success.” Fifteen workshops are planned which address various ways faculty can help students.

Respectfully submitted,
Eric Kaljumägi
President, Academic Senate



MT. SAN ANTONIO COLLEGE CLASSIFIED SENATE

**REPORT TO THE BOARD OF TRUSTEES
WEDNESDAY JANUARY 23, 2013**

1. Classified Senate met on Thursday December 13th and Thursday January 10th. At these meetings we discussed:
 - a. Accepting Nominations for Senate President-Elect for 2013-2014.
 - b. Classified Coffee Break event on Thursday February 14th
 - c. Classified Awards Ceremony on Wednesday May 22nd
 - d. Classified Newsletter
 - e. Committee membership
2. Next meeting is scheduled for Thursday February 7th at 1:00 pm in Founders Hall.
 - a. Election results
 - b. Planning upcoming classified events
3. The Classified Professional Development Committee is in the process of planning the Classified Professional Development Day. Tentatively scheduled for Wednesday February 20, 2012, the committee is looking into workshop topics.
4. On behalf of Classified Senate, I would like to extend a warm welcome and congratulations to the newly appointed classified employees.

Respectfully Submitted by,
Deejay R. Santiago, Ed.D.
President, Classified Senate



Strengthen, Increase, Promote and Advance

**Faculty Association Report
To the Board of Trustees
January 23, 2013**

1. Puttin' on the Hits 2013

The Faculty Association is pleased to announce that Dr. Scroggins has asked to co-sponsor this year's Puttin' on the Hits. The District was going to start charging for use of facilities, and the generous offer to co-sponsor the event will alleviate that cost to the FA. The cost of the facilities would have made the event cost prohibitive and would make a drastic cut in the scholarships. With the District now a sponsor of the event, it allows the FA to continue to hold the event and support student scholarships.

This year's Puttin' on the Hits is scheduled for March 8th and 9th. Tickets are now available. The FA would also like to thank Trustee Hall for working with us on ticket promotions. Dr. Hall has created an opportunity for campus clubs to compete for the most ticket sales. Dr. Hall will be providing a cash prize to the top three clubs. The FA greatly appreciates Dr. Hall's dedication to this event.

2. Reopener Negotiations

Action item number 4 in tonight's agenda is the proposal to initiate reopener negotiations for year three of the Faculty Agreement. The FA is very excited about starting negotiations and has been meeting to prepare. The Faculty Association encourages the Board to vote yes on this item.

3. BP 2730

Discussion item 2 before the Board this evening deals with Health Benefits for the Board of Trustees. At President's Advisory Council the Council voted to not approve of this policy. The Faculty Association greatly appreciates the work that the Board does for the District and believes that they are entitled to benefits for this service. However, the FA does not believe that these benefits should be greater than what is provided to the employees of the District. Currently, the District puts a cap on the amount that they pay for benefits for faculty, staff, and managers (excluding President and Vice Presidents). This means that even when the cost for benefits goes up, it does not affect the cost to the District. The current cap for faculty benefits is \$10,500 annually. This is down from the \$12,000 that was provided previously. This year a faculty member who is insuring their family with a Blue Shield HMO and the Delta DPO will have to pay \$11,474 out of their own pocket. Therefore, the District does not even pay for half of the cost for an HMO family plan, and a PPO plan is much more expensive.

Additionally, upon retirement, faculty, staff, and managers only receive health benefits. The BP that is being reviewed tonight provides for full medical coverage for Board members and their dependents as well as all benefits (medical, dental, vision) upon separation. The FA would like to see equity in terms of how benefits are provided to the Board and the employees of the District.

Respectfully submitted by,
Jennifer Galbraith, Faculty Association President



CSEA Chapter 262
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*"To improve the lives of
our members, students,
and community."*

January 23, 2013

This past weekend we honored the memory of Dr. Martin Luther King Jr. and witnessed the swearing in of a U.S. President who clearly demonstrates the legacy of Dr. King's work. Valuing the contribution and input of all people is an important part of our culture and we are grateful to have a day to reflect on this great American's contribution.

I would like to bring to your attention Information Item number three in tonight's agenda-AP 7122 "Recruitment and Hiring of Management Employees". On behalf of Chapter 262 I would like to publically express objection to the composition of the management screening and interview committee, which allows two managers, two faculty, but only one classified representative. We recognize that the President can appoint an additional classified representative, when it is determined that both CSEA Units have a shared interest in the management position. However, the committee composition sends a clear message to classified employees – our input is not valued.

Also on tonight's Agenda is action item number 4, which initiates reopener negotiations for the Faculty Agreement. Of particular interest to CSEA Chapter 262, is Article 10.Q "Adjunct Faculty Rehire Rights." As you may recall, in July 2012, classified/adjunct faculty members had their rehire rights removed. It is our strong hope that the District and the Faculty Association can mutually agree to negotiate the re-establishment of rehire rights for Mt. SAC classified employees. Chapter 262 and the District are currently negotiating an MOU, which could allow Mt. SAC classified to teach without an undue impact on the budget and allows managers a voice in the process. It is far from a perfect solution but it is a very big step in the right direction to heal the wound inflicted on those loyal professionals who are passionate about teaching. It might also put Mt. SAC in the lead on how to handle this unfortunate situation which has impacted colleges across the state.

Respectfully submitted,

Laura Martinez, President
CSEA Chapter 262



Foundation Report to Board of Trustees January 23, 2013

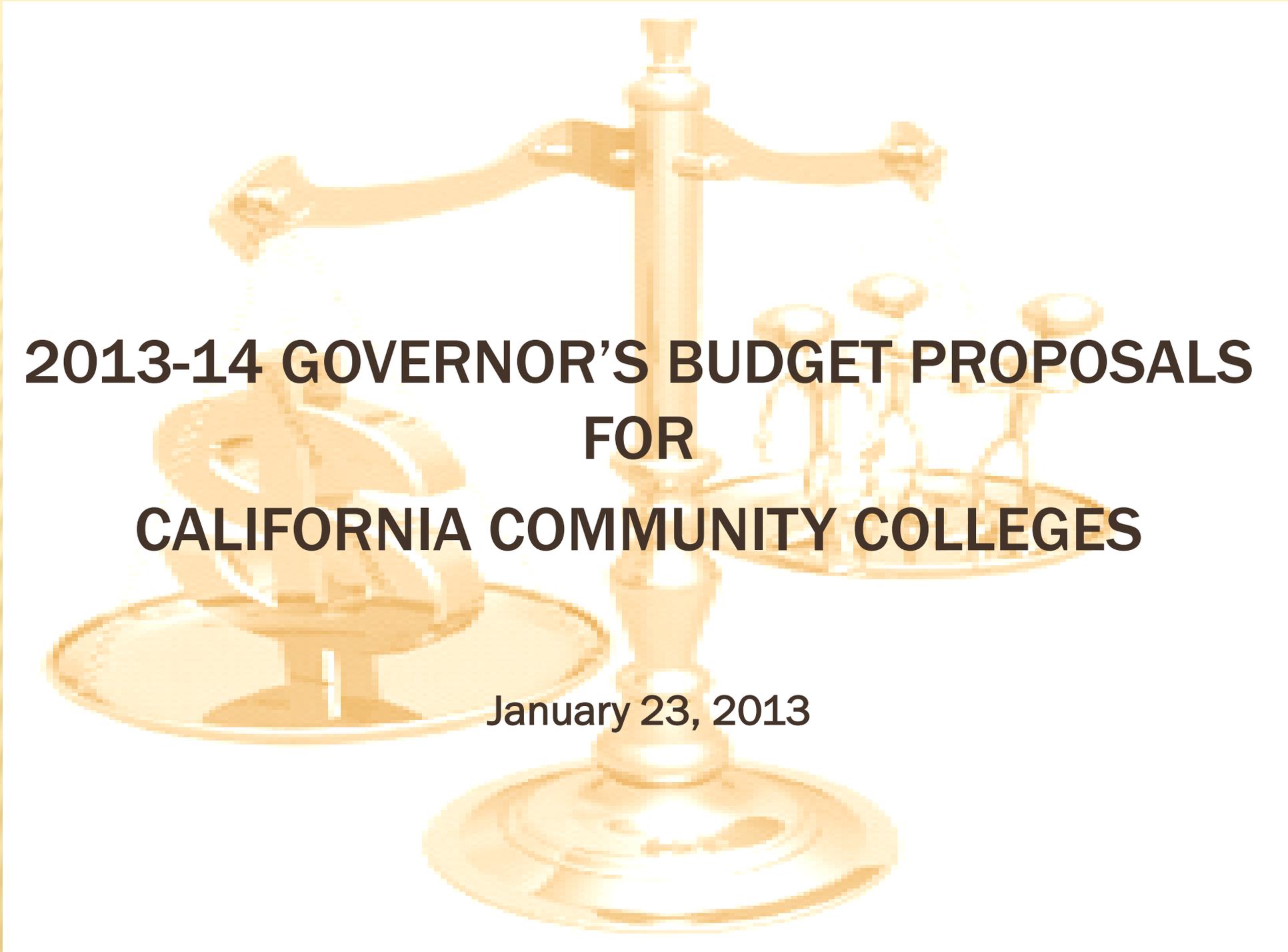
- First Six Months of FY12-13 Activity
 - Major Gifts Received
 - \$10K from So Cal Gas
 - \$10K from Applied Medical
 - \$15K from Alcoa Foundation
 - \$15K from Anonymous Donor
 - \$29K from Anonymous Donor
 - \$25K from So CA Edison
 - \$32K from Majestic Realty Foundation
 - Solicitations
 - \$1.8 M Proposal to T. Boone Pickens Foundation
 - Direct Mail to 105,000 individuals
 - Renewal to anyone who has ever made a gift
 - Current Parent Appeal
 - Alumni End of Year Solicitation
 - Gifts continue to come in each day
 - \$47 Avg gift
 - 98% are the first ever gift to the college
 - 1,161 New addresses
 - 4,500 + have come back with wrong addresses
 - Multiple requests for more information/get more involved
 - Two requests for Info on estate planning
 - Campus Visits
 - John Semcken, Majestic Realty
 - Sergio Del Prado, Front Row Marketing
 - Kaiser Permanente
 - Donor Bill Stead

- Events
 - July Food Truck (7/12)
 - Wassail Donor Reception (12/12)
 - Observatory Grand Opening (March TBD)
 - Design Tech Building Ribbon Cutting (March—TBD)
 - Kepler Reception and Lecture (April 11—Tent)
 - Golf Tournament (5/31)
 - Scholarship Awards Ceremony (6/12)

- Board Development and Expansion
 - Potential New Board Members
 - Reyna Del Haro, Ben Su, David Sonner
 - Trustee Suggestions for new FB members?

Presented by William Lambert
Executive Director, Foundation

Thank you for your guidance and support!



**2013-14 GOVERNOR'S BUDGET PROPOSALS
FOR
CALIFORNIA COMMUNITY COLLEGES**

January 23, 2013



2013-14 STATE BUDGET PROPOSALS HIGHLIGHTS

- Governor honored his pledge to Prop. 30 voters and made investments in K-12 and Higher Ed.
- State Budget reflects Governor's objectives:
 - Local control
 - Buying down the "wall of debt"
 - Course completion
- State Budget has no structural shortfall for 2013-14 or the out years:
 - The result of spending reductions, and the passage of Prop 30. and Prop 39. which provides \$7.2 billion in revenues for 2013-14



2013-14 STATE BUDGET PROPOSALS HIGHLIGHTS

- California Community Colleges (CCCs) are projected to received \$597 million – Prop. 98 increase for 2013-14.
- Governor sets expectations for CCCs to receive a funding increase of 5% for 2013-14 and grow significantly after this year. The plan will succeed if resources materialize.
- However, the California economy is recovering slowly, and the Department of Finance (DOF) expects modest growth over the next two years.



FUNDING PROPOSALS

- \$196.9 million (3.6%) Undesignated Apportionment Increase:
 - Proposed to be allocated by the Board of Governors
 - Board of Governors will evaluate priorities and needs, and determine potential funding for restoration of Categorical Programs, COLA, and Growth/Restoration
- \$179 million Deferral Buy-Down, reduces deferral to \$622 million:
 - Frees up ongoing funding in 2014-15 for same amount of 2013-14 deferral.



FUNDING PROPOSALS

- \$49.5 million for Prop. 39 Energy-Efficient Projects:
 - Distributed on a per-FTES basis
- \$300 million Block Grant to shift Adult Ed. from K-12 to CCCs:
 - Intent of a more centralized learning structure
 - Allocated on the number of adults served
 - Can only be used for core instructional areas
 - Four eligible categories: Vocational Ed., ESL, Elementary and Secondary Ed., and Citizenship



FUNDING PROPOSALS

- \$15.7 million shift from K-12 to CCC Apprenticeship Program
- \$16.9 million for online education to increase number of courses through the use of technology to:
 - Expand courses which “fill” quickly and serve as prerequisites
 - Create a single common centralized “virtual campus” to deliver online courses
 - Expand options for students to earn college credit for demonstrated knowledge and skills through credit by exam



FUNDING PROPOSALS

- \$133.2 million to offset estimates for reduced RDA/property taxes in 2013-14
- \$47.8 million to offset lower than anticipated RDA/property tax revenues in 2012-13
- No changes are proposed to Mandated Cost Block Grants enacted in the 2012-13 State Budget:
 - 93% of the Districts chose the Mandated Cost Block Grant option which reimburses \$28 per FTE
 - Mt. SAC collected \$780,684 in 2012-13



MAJOR POLICY CHANGES

- Propose changes of census accounting to course completion:
 - Phased in over five years
 - Savings will be kept by the colleges to reinvest in completion efforts
- Propose a 90-unit cap for students to receive State-subsidized instruction:
 - After 90 units, students will pay “full” cost of instruction
 - For students that exceed cap, districts would be able to grant case-by-case waivers, but would not receive funding



MAJOR POLICY CHANGES

- Require all BOG fee waiver students to complete FAFSA:
 - Savings from expected reduced eligibility will be reinvested toward course offerings and student services.
- Governor proposes to maintain fee levels for the next four years.



SHIELD (PROTECTION)

- State will “true-up” Prop 30. receipts if they come in lower than estimated.
- CCC System builds on RDA hold-harmless language to request a “true-up” at each apportionment.
- Proposed legislation Senator Leno (SCA 3) lowers the vote for parcel taxes from 66.7% to 55%.



THREATS

- Prop. 30 revenues are highly volatile.
- Rising health care costs will continue to strain the State Budget.
- Federal Sequestration/Debt Limit could have implications in California and will reduce revenue projections.
- California is vulnerable to the global slowdown because of its significant export sector.
- Local Revenue Shortfalls:
 - CCC Chancellor's Office announced fees and property tax shortfall to be released with P1.



ROAD TO ADOPTION AND TIMELINE

- Governor's budget proposals have many implications and unintended consequences that will affect services to students.
- Budget proposals details remain unknown and will be discussed when budget language becomes available.
- The following is the timeline to discuss the Governor's plan:
 - January – May: Legislative Hearings
 - May 14: Governor's May Revise
 - June 15: Constitutional deadline for Legislature to send budget to the Governor



QUESTIONS



Arise Program

Report to the Board

January 23, 2013

Founders Hall



Background on AANAPISI

- The U.S. Department of Education provides grants to be used by AsiAmerican and Native American Pacific Islander Serving Institutions (colleges who have a significant enrollment of Asian American and Pacific Islander students) to assist them to plan, develop, undertake, and carry out activities to improve and expand their capacity to serve Asian American and Native American Pacific Islanders and low-income individuals.
- Beginning in 2002, Congress considered funding of this initiative, which was finally passed in 2008. Mt. SAC was not eligible to apply in 2008 due to our active Title V grant (at that time).
- In April of 2011, the Department of Education announced another round of competition, with a due date of May, 2011.

Introduction

- Mt. SAC was notified in early October of 2011 that we had received the Asian American Native American Pacific Islander Serving Institutions (AANAPISI) Grant
- Award: \$2 Million over five years (Year 1 commencing in October of 2011)
- Mt. SAC is one of 21 institutions across the United States and its territories to receive a grant over three separate awarding cycles
- Objectives focused on five areas: instructional support, counseling intervention, student development, professional development, and research and evaluation

Needs of Mt. SAC's AAPI Students

- 52% of Pacific Islander students are first generation
- 33% of Asian students place into AmLa or ESL courses
 - 78% of Chinese and 72% of Korean students place into these developmental levels
- 55% of Pacific Islander students place into the developmental level of math and 79% of Samoan students place into developmental level English
 - Pass rates for Samoan students: English = 46%;
Math = 41%
- 58% of Asian students place into developmental-level reading courses

Program Components

- Instructional support
 - Learning community classes, tutors in the classroom, workshops for AmLa students, Writing Center
- Counseling intervention
 - Specialized counseling and educational planning
- Student development
 - Leadership training; cultural identity and cultural awareness
- Professional development
 - Faculty Flex presentation; college-wide training opportunities
- Research and evaluation
 - Program accountability and outcomes measurement

Initial Activities

- As with most grants, the first months are focused on hiring the staff, building the infrastructure for the grant, and recruiting and orienting students to the program.
 - Part-time research position was hired in April of 2012
 - Director of the AANAPISI grant was hired in May of 2012
 - Educational Advisor was just hired in October of 2012
- Evelyn Hill-Enriquez (AmLa faculty member) began working on the grant in early Spring semester, 2012 and continues.
- First activities in Spring semester, 2012 focused on
 - Providing Tutors in the Classroom for AmLa and English 68 classes
 - Tutoring to students provided by AmLa faculty
 - Writing Center workshops for non-native English speakers

Faculty, Staff and Community Participation

- Advisory Committee: not required by the Department of Education, but included in our grant proposal
- An advisory committee was written into the grant as a means of communicating and sharing progress of the grant and receiving feedback from on-campus employees and off-campus community members.
- One of the original intents of the advisory committee was to have advisory committee members serve as mentors to students in the program.
- The advisory committee was designed to meet semi-annually, at a minimum.
 - 3 advisory committee meetings with both staff/faculty and community members have been held
 - 1 operational advisory committee was held in November 2012
- Academic Senate Resolution 2012-11 requests the formation of a more formal Advisory Committee with Senate approved appointees. This will be activated in the Spring of 2013.

Programming Highlights to Date

- Over 300 students have participated in grant-sponsored activities that support diverse student needs from English language development to counseling and advising and basic skills instruction
 - These activities, funded by the AANAPISI grant, include initiatives developed through collaborative efforts between Instruction and Student Services.
- Highlights: *Verbs Boot Camp, Tutors in the Classroom, and Learning Communities, exploring and celebrating cultural identity, Arise Student Commitment Event*
- Naming: Students voted to name the program **Arise**

Support for Non-Native English Speakers

- Several workshops designed and offered by the AmLa Department and the Writing Center for non-native English speakers: *Articles, Gerunds and Infinitives, How to Summarize*
- Over 70 non-native English speaking students received a certificate of completion for their participation in ***Verbs Boot Camp***, a 6-hour workshop held in a one-week period



The Writing Center

- The AANAPISI grant funds many activities throughout the college – from instruction to student services.
- Writing Center receives funding to provide TCs (Tutors in the Classroom) and individual tutoring in The Writing Center
- Tutorial training is also funded by the grant to help tutors work more effectively with Non-Native English Speakers.
- An hourly position in the Writing Center is funded out of the grant.

Early Results

- **Spring 2012 Success Rates with Tutors in the Classroom (TCs) in critical writing courses: AmLa 43 writing and English 68**

Course	Success Rate (TC)	Success Rate (Non-TC)
AMLA 21S	83% (n=24)	79% (n=47)
AMLA 33R	83% (n=23)	75% (n=60)
AMLA 43W	87% (n=85)	62% (n=149)
ENGL 68	82% (n=22)	69% (n=1389)

Success in Arise Learning Communities

- Summer 2012 Pass Rates:

Course	Success Rate	Retention Rate
ENGL 67	100%	100%
MATH 50	89%	95%

- Fall 2012 Pass Rates:

Course	Success Rate	Retention Rate
ENGL 68	66%	86%



Students in the Fall 2012 Learning Community attend the commitment event.

Exploring and Celebrating Cultural Identity

Students attend a fieldtrip to the Pacific Islander Ethnic Art Museum (PIEAM) May 2012



Students attend a fieldtrip to the Chinese American Museum October 2012



Students share their cultural traditions and showcase traditional wear during AAPI Heritage Month May 2012

Arise Program-Student Commitment Event (October, 2012)

- First opportunity for students to meet each other, learn about the program's expectations, participate in confidence-building activities led by program counselors, and to meet Mt. SAC faculty, staff and leaders
- Program staff learns about students' concerns, interests, educational values and source of personal pride
- Students sign the Arise Student Commitment Statement



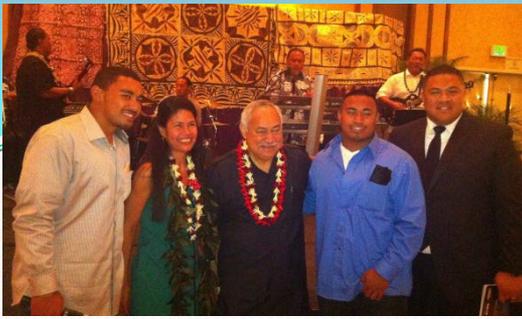
Hear what our students have to say



Arise Student Interviews.mov

Planned Activities (Spring-Summer)

- Spring 2013 Learning Community Offerings:
 - ENGL 1A and COUN 5
 - MATH 51 and COUN 1
- Individual and group counseling
- Workshops (educational planning, study skills, career planning, graduation tracking)
- Milestones Recognition Ceremony (May 15, 2013)
- AAPI Heritage Month Celebration (May 29, 2013)
- Summer 2013 Learning Community Offerings (requested)
- Arise Summer Leadership Retreat (August 6-8, 2013)



While we are just getting started . . .

These are the students whose lives we touch.



On behalf of our students, thank you for your support of the AANAPISI grant, the Arise Program, and Asian American and Pacific Islander students!





How We Manage Enrollment at Mt. San Antonio College

Prepared for the Board of Trustees

January 2013

Dr. Virginia Burley

Concerns about enrollment management:

1. Students want to know why we don't add more classes. They report unreasonable delays in getting classes they need to complete programs or transfer.
2. They have asked that we put out surveys to determine which classes are most important for students.
3. Faculty are deeply concerned about cutting classes that affect student access and progress.
4. Community members struggle with the difficulty in finding classes that meet their needs.

Context for Enrollment Management

Year	Funded Enrollment	Reported Enrollment*
2008-09	30,185 FTES	32,685 FTES
2009-10	29,433 FTES	31,093 FTES
2010-11	30,062 FTES	31,218 FTES
2011-12	27,787 FTES	28,702 FTES
2012-13	Uncertain	Not reported

*Does not included non-resident students

What does this mean in terms of reductions in credit classes?

Decrease of **800 sections for 2009-10**

Decrease of **605 sections for 2011-12**

How were these cuts made?

1. We are responsive to **Chancellor's Office** directives and enrollment funding established.
2. The **Enrollment Management Plan** is modified to comply with State-level decisions.
 - Priorities for classes to support Basic Skills progression, career training, classes necessary for transfer and completion of 2-year degrees.
 - Other priorities establish guidelines for making reductions (or for adding classes)
 - Scenario targets (workload reductions or funded enrollment growth)
3. This **Plan and Schedule development guidelines** are distributed widely across the academic divisions and departments for consistency among like disciplines

How were these cuts made?

4. **Department chairs** review enrollment patterns, determine student demand for courses, and recommend cuts or increases to the division.
5. **Division deans** compile those recommendations and work with the chairs from all departments in the division to make modifications to the recommendations.
6. The **Instruction Team** brings all recommendations together for consideration of institutional responsiveness to Enrollment Management Plan guidelines and priorities.

Enrollment Management Plan

Scenario Targets	Priorities	College Goals	Communication
A: 5% reduction (-1,200 FTES*) B: 10% reduction (-2,200 FTES*) C: 15% reduction (-4,000 FTES*) *reduction made to funded cap for 2010-11	Priority: Basic Skills Courses [Chancellor's Office Directive]	<u>College Goal #10:</u> The College will ensure that basic skills development is a major focus and an adequately funded activity.	<ul style="list-style-type: none"> Academic Mutual Agreement Council Instruction Team Department Chairs President's Cabinet
	Priority: Career training courses [Chancellor's Office Directive]	<u>College Goal #3:</u> The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.	
	Priority: Science labs needed for students preparing to enter health careers	<u>College Goal #3:</u> The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.	
	Priority: Key courses necessary for transfer and completion of degrees [Chancellor's Office Directive] <ul style="list-style-type: none"> Courses necessary to meet math, reading, oral and written communication, and critical thinking requirements Appropriate distribution of courses in areas B through E of the CSU Gen Ed transfer curriculum Keep electives at a minimum for local degrees 	<u>College Goal #2:</u> The College will prepare students for success through the development and support of exemplary programs and services.	

Enrollment Growth for Spring 2013

- Addition of **500 FTES or approximately 135 sections** (approximately 4,000 additional seats available)
- Primary Goal: Add sections in the **highest demand classes**
- Goal: Add sections in classes students need to **complete programs**
- Goal: **Support student success** initiatives
- Goal: **Augment learning and student support** services to support success

How much does it cost to schedule a class?

- Appropriate classroom available
- Qualified professor available
- Pay for professor
- Technology needs:
 - increased equipment
 - Additional software licenses
 - lab tech support
- Supply/repair budget increases

How much does it cost to schedule a class?

- Student support needs
 - Counseling services for educational planning
 - Learning lab staffing increases
 - Library resources
 - Interpreters
- Custodial care for classrooms
- Transportation costs for field trips

How much does it cost to schedule a class?

Increased expenses (excluding the cost of the professor) to offer an additional section in sample lab or lab/lecture classes:

Ag Sciences:	\$1,728
Biology:	\$2,064
Chemistry:	\$2,408
Earth Sciences:	\$1,248
Physics:	\$1,488

- 
- The classroom is the nexus of our work, but the classroom is supported by all components of the college
 - We can no longer delude ourselves that access is the most important driver for managing our enrollment.
 - We are responsible to support our students in ways that make them more successful in meeting their educational goals

A review of enrollment, retention, and successful completion patterns in high demand classes

Career and Technical Education classes in the Business Division Fall 2012 Enrollment and Retention

Subject	Course Number	Class Size	Number of Sections	Avg. Enrollment at Term Start	Avg. % Fill	Avg. Enrollment Final (-'W')	Avg. % Final	Avg. # Students Passed	** Avg. % Students Passed
BUSM	20	33	11	31	94%	31	100%	23	74%
BUSA	7	36	12	35	97%	33	94%	25	71%
BUSL	18	36	8	31	86%	29	94%	22	71%
BUSC	1A	36	13	35	97%	31	89%	25	71%
CHLD	1	36	7	32	89%	31	97%	26	81%
CISB	11	30	14	28	93%	27	96%	22	79%

Excellent retention, average success rates (around 75%)

- An average of 8 to 11 students enrolled on the first day of class did not complete the class successfully
- Fill rate was high, but for this group the average fill rate was nearly 93%

General Education and transfer level classes Fall 2012 Enrollment and Retention

Subject	Course Number	Class Size	Number of Sections	Avg. Enrollment at Term Start	Avg. % Fill	Avg. Enrollment Final (-'W')	Avg. % Final	Avg. # Students Passed	** Avg. % Students Passed
SPCH	1A	30	39	30	100%	28	93%	24	80%
HIST	1	42	33	40	95%	35	88%	26	65%
ANAT	10A	28	8	29	104%	27	93%	21	72%
ANAT	35	28	10	31	111%	28	90%	23	74%
BIOL	1	30	29	30	100%	21	70%	22	73%
CHEM	10	22	10	25	114%	24	96%	21	84%
CHEM	50	22	8	26	118%	24	92%	21	81%

- Retention ranges from 96% (CHEM 10) to only 70% (BIOL 1)
- Fill rates in the science lab classes are well over 100%
- 35% of the students in HIST 1, 29% in ANAT 10A, 27% in BIOL 1, and 26% in ANAT 35 did not complete the course successfully

Math and English classes (high demand classes) Fall 2012 Enrollment and Retention

Subject	Course Number	Class Size	Number of Sections	Avg. Enrollment at Term Start	Avg. % Fill	Avg. Enrollment Final (-'W')	Avg. % Final	Avg. # Students Passed	** Avg. % Students Passed
ENGL	1A	30	66	29	97%	24	83%	18	62%
ENGL	1C	25	48	25	100%	23	92%	19	76%
ENGL	68	30	59	29	97%	27	93%	19	66%
MATH	110	36	22	36	100%	30	83%	20	56%
MATH	130	36	17	35	97%	30	86%	19	54%
MATH	71	36	35	37	103%	33	89%	21	57%

- Excellent fill rates for all classes (between 97 and 103%)
- Good retention rates (between 83 and 93%)
- Success rates are lower than in other categories

Examples of areas with the biggest challenge in supporting success Fall 2012 Enrollment and Retention

Subject	Course Number	Class Size	Number of Sections	Avg. Enrollment at Term Start	Avg. % Fill	Avg. Enrollment Final (-'W')	Avg. % Final	Avg. # Students Passed	** Avg. % Students Passed
MATH	50	36	29	37	103%	34	92%	22	59%
LERN	49	24	40	25	104%	23	92%	15	60%
FIRE	4	50	4	47	94%	42	89%	32	68%
CISB	16	28	5	22	79%	21	95%	12	55%
AHIS	1	35	5	33	94%	30	91%	26	79%
PHYS	4A	24	3	30	125%	23	77%	15	50%

- Strong fill rates
- Mostly strong retention
- Problems in successful completion of courses

Enrollment management is a complex process:

1. **Shifting targets** (how much do we add or reduce, when will we know?)
2. **Consultation** (communication between faculty and division deans takes time and addresses multiple variables)
3. **Complex student needs** (needs for access, for basic skills progression, for completing program requirements, for meeting transfer requirements, for learning support, for student services support)

TAX AND REVENUE ANTICIPATION NOTES (TRANS)

Presentation to the Board of Trustees
January 23, 2013

Why the Need to Issue TRANs?

In order to provide sufficient cash to meet financial commitments, Mt. SAC is in need of issuing Tax and Revenue Anticipation Notes (TRANs). The 2012-13 cash flow is extremely challenging due to:

- A statewide apportionment deferral of \$801 million.
- Reduced apportionment payments for the first five months of 2013.
- A balloon payment as a result of the passage of Prop. 30 estimated at \$855 million statewide that will be paid in June 2013.

Why the Need to Issue TRANs?

- A potential shortfall in the anticipated Education Protection Act (Prop. 30). The State made the commitment to backfill, but the funds may not come in time in order to make payments for payroll and operating expenses.
- Property taxes and fees shortfall estimated at \$327 million statewide, primarily due to the RDA revenues not materializing.
- Timely monthly apportionment payments.
 - These payments are typically wired the last day of the month, and the payroll must be funded three days before the end of the month.

**COMPARISON OF 2012-13 AND 2011-12 APPORTIONMENT PAYMENTS
INCLUDES PROP. 30 FUNDS**

MONTH	2012-13			2011-12		DIFFERENCE
	STATEWIDE DEFERRAL (In Millions)	ESTIMATED	%	ACTUAL	%	
July	(\$150.0)	53,959	0%	1,592,181	3%	
August		5,168,100	7%	7,927,993	15%	
September	(\$50.0)	6,047,436	16%	11,891,989	34%	
October	(\$100.0)	3,050,698	20%	16,245,803	60%	
November		5,814,112	29%	8,918,992	74%	
December	\$300.0	13,727,098	48%	4,954,996	82%	
January	\$126.1	994,246	50%	2,922,702	86%	
February	\$135.0	3,184,386	54%	1,035,292	88%	
March	\$135.0	862,538	56%	849,183	89%	
April	\$135.0	830,085	57%	2,128,701	93%	
May	\$135.0	787,512	58%	2,402,084	96%	
June	\$135.0	171,138	58%	2,234,702	100%	-42%
		40,691,308		63,104,618		(22,413,310)
June 2013 - Prop 30 "Balloon" Payment - Statewide \$855 M		20,977,830	88%	-		20,977,830
Property Tax and Fee Shortfall (RDA) Statewide \$327 M		8,384,196	100%	-		8,384,196
Total Paid through June	\$801.1	70,053,334		63,104,618		
Deferral - Pay the following Fiscal Year - Statewide \$801 M		29,726,712		35,344,345		
Total Net State General Apportionment	\$801.1	\$99,780,046		\$98,448,963		

\$29.4 million
will be paid in
June

(1) Mt. SAC will receive approximately 42% of the cash in June.

(2) The Prop 30 Balloon payment and Property Tax and Fee Shortfall total \$29.4 million.

The payment may come the last day of June.

2012-13 Cash Flow

- Mt. SAC's cash balance starting in May will be negative by \$7 million.
- If the Prop. 30 Balloon Payment and the Property Taxes and Fees Shortfall totaling \$29.4 million come the last working day of June (June 28), Mt. SAC will not be able to fund payroll and make payments to vendors in a timely manner.
- While Mt. SAC has cash in other funds to cover the cash shortages, it is not enough to cover operating expenses for the month of June. Therefore, the need of issuing TRANS is imperative.

2012-13 Actual/Estimated Cash Flow

Month	Beginning Cash Balance	(+) plus Receipts	(-) minus Disbursements	Ending Cash Balance
July 2012	\$3,079,793	\$33,292,427	\$6,859,995	\$29,512,225
August 2012	29,512,225	\$15,248,033	\$13,497,371	31,262,887
September 2012	31,262,887	\$8,738,181	\$13,708,225	26,292,843
October 2012	26,292,843	\$5,959,853	\$13,934,417	18,318,279
November 2012	18,318,279	\$13,829,509	\$12,472,760	19,675,028
December 2012	19,675,028	\$21,658,286	\$12,934,984	28,398,330
	28,398,330			28,398,330
January 2013	28,398,330	\$9,448,413	\$16,104,442	21,742,301
February 2013	21,742,301	\$9,151,994	\$11,911,355	18,982,940
March 2013	18,982,940	\$2,561,725	\$13,962,432	7,582,233
April 2013	7,582,233	\$8,292,241	\$14,403,054	1,471,420
May 2013	1,471,420	\$4,859,155	\$13,350,957	(7,020,382)
June 1-25, 2013	(7,020,382)	\$6,479,991	\$20,374,985	(20,915,376)
June 30, 2013	(20,915,376)	\$29,362,026		8,446,650
Total		\$168,881,834	\$163,514,977	

What are Tax Revenue Anticipation Notes? (TRANs)

- TRANs are short-term loans that college districts can use to address a cash flow problem created when expenditures must be incurred before tax revenues are received.
- TRANs' interest is tax-exempt for the investors.
- Local agencies are authorized by Government Code to borrow money through the issuance of Tax Revenue Anticipation Notes (TRANs).
- Districts that receive a larger portion of their revenue from the State should consider a mid-year TRANs.
- Mt. SAC will participate in the TRANs Statewide Program sponsored by the California Community College League.
- By participating in this program, the District's TRAN will be marketed together with TRANs of other CCC districts in order to attract investors.

TRAN Structure

- Cash proceeds will be available in March 2013, and the TRANs will be repaid in December 2013.
- Repayment must come from monies earned or accrued in the 2012-13 fiscal year.
- The mid-year TRANs cannot exceed the combined deferred apportionment amount (less a small amount for coverage purposes).
- Mt. SAC will request an issuance of \$20 million in TRANs, which is under our estimated 2012-13 apportionment deferral of \$29.7 million.

Costs

- The costs cannot be accurately estimated as RBC Capital Markets is in the process of collecting information from participating colleges.
- The cost associated with the TRAN will vary depending on the number of participants and their respective TRAN size.
- However, the interest earned on the TRAN, while not in use by the District, will go towards offsetting the actual cost.

Estimated Costs

FINANCING SUMMARY & EARNINGS PROJECTION

(Projected thru Maturity 12/31/2013)

Sources and Uses of Funds*

	Best Scenario	Worst Scenario
Estimated Reinvestment Yield***	0.710%	0.710%
Estimated Borrowing Yield	0.250%	0.550%
Sources of Funds		
TRAN Amount	\$20,000,000.00	\$20,000,000.00
Estimated Interest Earnings*	<u>106,500.00</u>	<u>106,500.00</u>
Total Sources	\$20,106,500.00	\$20,106,500.00
Uses of Funds		
TRAN Payback	\$20,000,000.00	\$20,000,000.00
Interest Expense	37,500.00	82,500.00
Cost of Issuance****	<u>40,000.00</u>	<u>60,000.00</u>
Total Uses	\$20,077,500.00	\$20,142,500.00
Net Gain/(Loss)	\$29,000.00	(\$36,000.00)

*Interest earnings based on TRAN Amount invested in County pool until maturity.

**Does not take into consideration TRAN Coupon and Premium

***The County allocation rate (pool rate net of expenses) for Dec 2012 was 0.71%. This rate is subject to change.

****Cost of issuances including underwriters discount

Information subject to change when actuals are known

Financing Team

- Sponsor: California Community College League
- Bond/Disclosure Counsel: Stradling, Yocca, Carlson & Rauth
- Underwriter: RBC Capital Markets
- Underwriters Counsel: Fulbright & Jaworski
- Trustee: Wilmington Trust

QUESTIONS

