



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 2, 2014

MINUTES

BOARD MEMBERS PRESENT

Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Maureira were present.

STAFF PRESENT

Bill Scroggins, President/CEO; James Czaja, Vice President, Human Resources; Mike Gregoryk, Vice President, Administrative Services; and Irene Malmgren, Vice President, Instruction were present. Audrey Yamagata-Noji, Vice President, Student Services, was absent.

1. PUBLIC SESSION

The public meeting convened at 6:34 p.m., and the Pledge of Allegiance was led by Daniel Smith, President, Academic Senate.

2. INTRODUCTIONS

- The following newly appointed Classified employees were introduced:
 - **Nancy Campos**, Learning Laboratory Assistant I (Learning Assistance Center) (present)
 - **Suzanne Haynes**, Clerical Specialist (Office of Instruction) (absent)
 - **Catalina Quintero**, Learning Laboratory Assistant I (Learning Assistance Center) (present)
 - **Jason Shiff**, Laboratory Technician, Radio (Commercial and Entertainment Arts) (absent)

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.

- The following newly appointed Management employees were introduced:
 - **Jennifer Galbraith**, Associate Dean, Business Division (Business) (present)
 - **Stacey Gutierrez**, Manager, Professional Development & Employee Engagement (Human Resources) (present)

3. APPROVAL OF MINUTES

It was moved by Trustee Baca seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of March 19, 2014. Student Trustee concurred.

4. PUBLIC COMMUNICATION

None.

5. REPORTS

Reports by the following constituency leaders were given and are posted on the College website with these minutes:

- **May Ochoa**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **Deejay Santiago**, President, Classified Senate
- **Lance Heard**, President, Faculty Association
- **Bill Rawlings**, Acting President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

6. BOARD COMMUNICATION

A. Trustee Chyr read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”

B. All Board members shared the following comments:

They welcomed new and promoted employees Nancy Campos, Suzanne Haynes, Catalina Quintero, Jason Shiff, Jennifer Galbraith, and Stacey Gutierrez.

C. Trustee Baca reported the following:

- He encouraged everyone to attend the Kepler Lecture on April 10.
- On April 3, he will be attending a meeting at LAX with athlete advisors and counselors throughout the state regarding student success. Coach Rod will also be attending.
- On April 4, he'll be meeting with region vets directors and counselors to determine vet services priorities and what we can do in the state.
- He's looking forward to attending the Relays Banquet on April 16.

D. Trustee Chen Haggerty reported the following:

- She attended the Inspiring Women of Mt. SAC luncheon and was impressed with the winners' stories.
- She attended the Pomona Valley Hospital Foundation Gala to support what they do.
- She urged everyone to be prepared for earthquakes.

E. Trustee Santos reported the following:

- She attended the Baldwin Park Women's Scholarship Dinner.
- She attended the EPA Superfund briefing.
- She attended the Sunkist Elementary School Library opening.
- She attended the Greater West Covina Breakfast.
- She attended the Industry Rotary, where a presentation was made by animation alumni, Donna Kay Lau.
- She attended the Inspiring Women's Luncheon.
- She attended the Industry Rotary lunch, where a Mt. SAC student spoke.
- She attended the Latino Congreso at USC.
- She attended the Cesar Chavez Breakfast at the Pomona Fairplex.
- She sat on a Proposition 39 panel.
- She sat on an L. A. County School Trustees' (LACSTA) panel on technology.
- She rode a bike in the San Gabriel Valley street assessment and Emerald Necklace ride.

F. Trustee Hall reported the following:

- He attended the Citizens Oversight Committee meeting on March 27, where there were a lot of new members who are extremely impressive and capable, many of whom have strong professional project management backgrounds.
- He attended the Regional Chamber of Commerce four-year anniversary celebration of the Jack Newe Farmers' Market at Mt. SAC.
- He attended the Chinese Institute of Engineers' Southern California Scholarship Ceremony, in Diamond Bar, where a number of scholarships were given out to Mt. SAC students by the STEM program.

G. Trustee Bader reported the following:

- She's looking forward to attending the Kepler Lecture on April 10.
- She attended the Pomona Valley Community Hospital Gala. She mentioned that the Hospital has been very supportive of Mt. SAC's Nursing Program.
- On April 21, her brother, Rick Mystrom, author and former Mayor of Anchorage, Alaska, will be speaking on the subject of diabetes. She also shared the titles of Mr. Mystrom's books, which are *My Wonderful Life with Diabetes* and *What Should I Eat? Solve Diabetes, Lose Weight, and Live Healthy.*

H. Trustee Hidalgo reported the following:

- He attended the Regional Chamber of Commerce four-year anniversary celebration of the Jack Newe Farmers' Market at Mt. SAC. He was impressed at the turnout, and he said that most of the Diamond Bar City Council representatives were there, as well.

I. Student Trustee Maureira reported the following:

- She's been busy studying for exams.
- She attended the Regional Chamber of Commerce four-year anniversary celebration of the Jack Newe Farmers' Market at Mt. SAC.
- She excited for this year's Executive Board elections, which are April 21-23.
- She's looking forward to attending the Kepler Lecture on April 10.
- She's looking forward to attending the Mt. SAC Relays on April 19.

J. Trustee Chyr reported the following:

- He attended the Citizens Oversight Committee meeting on March 27. He said that there are a number of very sharp and very capable members on this committee. He commended Mike Gregoryk, Vice President, Administrative Services; and Gary Nellesen, Director, Facilities Planning and Management, who were asked some poignant questions, and they answered them accurately and concisely.
- He attended the Foundation Board meeting today and was happy with the fund-raising numbers. He said that he's excited about future fund-raising events. He said that what's most important is that we serve the students.

7. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new and promoted employees Nancy Campos, Suzanne Haynes, Catalina Quintero, Jason Shiff, Jennifer Galbraith, and Stacey Gutierrez.
- He's going to be attending a meeting on April 8, at Baldwin Park City Hall, with Mayor Lozano, Mayor Protem Pacheco, and others to talk about the citizens of Baldwin Park and their ability to follow an articulated pathway from high school through their degree completions.

8. CONSENT CALENDAR

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

A. ADMINISTRATIVE SERVICES

- 1) Approval of the Appropriation Transfers and Budget Revisions Summary.
- 2) Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
- 3) Approval of the re-issuance of stale-dated warrants, as listed.

- 4) This item was pulled and acted upon separately (see paragraph 9).
- 5) Approval to purchase audio reinforcement equipment for the following Bid:
 - Bid No. 2972 Purchase of Audio Reinforcement Equipment – Apex Audio, Inc., Huntington Beach.
- 6) Approval to purchase custodial supplies for the following Bid:
 - Bid No. 2959 Purchase of Custodial Supplies – Acorn Paper Products, Los Angeles; Buckeye Cleaning Center, Santa Fe Springs; and Hillyard, Los Angeles.
- 7) Approval of an agreement with Cal Poly Pomona Foundation, Inc. for Information Technology's Enterprise Application Systems staff retreat.
- 8) Approval of the following Performing Arts Center Chiller Replacement Change Order:
 - Bid No. 2951 Liberty Climate Control, Inc. (HVAC Contractor) – Change Order No. 2.
- 9) Approval of the following Completion Notice:
 - Bid No. 2948 Child Development Center Classroom Observation System, HCI Systems, Inc. (Contractor)

B. HUMAN RESOURCES

- 10) Approval of Personnel Transactions.

C. INSTRUCTION

- 11) Approval of additions and changes in Continuing Education Division.
- 12) Approval of amendment to Continuing Education Division Revenue-Generated Account.
- 13) Approval for advance payment for the Radiologic Technology Student Pinning Ceremony Luncheon.
- 14) This item was pulled and acted upon separately (see paragraph 10).
- 15) Approval of a Study Abroad Program for Fall 2014, in San Jose, Costa Rica, October 18-December 13, 2014.
- 16) Approval of one Forensics student and one faculty member to attend the Interstate Oratorical Association Tournament in Harrisonburg, Virginia, May 8-18, 2014.
- 17) Approval of Men's Soccer Team students and faculty members to participate in soccer matches in Rockville, Maryland, September 5-8, 2014.

- 18) Approval of the renewal of a three-year Application Services Agreement with PrestoSports for website maintenance.
- 19) Approval to ratify attendance of three Intercollegiate Horse Show Team students and one faculty member at the IHSA National Semi Finals in Laurinburg, North Carolina, March 27-31, 2014.
- 20) Approval of new and modified courses effective with the 2014-15 academic year.
- 21) Approval of a field trip for Child Development Center students to visit Kidspace Children's Museum in Pasadena, California, May 30, 2014.

Motion unanimously passed. Student Trustee concurred.

9. CONSENT ITEM #4 – CONSTRUCTION SERVICES THAT INCLUDE MAJOR GRADING, SITE IMPROVEMENTS, AND TEMPORARY PARKING USING THE LEASE/LEASEBACK CONSTRUCTION DELIVERY METHOD

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

Trustee Hall had some reservation with one clause of this item pertaining to dirt being moved from the Athletics Complex East site to the proposed Fire Technology training site, just south of Temple and Grand, and to provide site improvements and paving for 950 temporary parking spaces. He's not fully committed to putting the Fire Technology training facility on that site. He wants more information before he takes action on this item, i.e., after temporary use for parking, that it still remains open for other potential uses for that land, if desired. He still wants to consider putting the Fire Technology training center at other possible sites. He is concerned that, because construction is happening on the periphery of the campus, residents will be concerned, as well.

Dr. Scroggins assured Trustee Hall that this item does not commit the College to locating anything on that piece of property. The comment in this item is simply for clarity, to let people know where on the Facilities Master Plan that the dirt is being moved. The Facilities Master Plan doesn't commit the placement of any facility. Moving dirt is done in a manner that will allow many different uses of that land. The Board regularly approves the Master Plan, approximately every five years, and the construction update is presented on an annual basis. The language of the contract doesn't mention any specific future use; just the temporary parking.

Trustee Santos asked about the bid process, and Dr. Scroggins said that Tilden Coil will conduct the bid through a competitive process.

Trustee Hidalgo asked if there's a dollar threshold established by the Board to determine whether an item is deemed Consent or Action. Dr. Scroggins said that he'll talk to Board President Chyr about his opinion on the current practice of Consent vs. Action.

Motion unanimously passed. Student Trustee concurred.

10. CONSENT ITEM #14 – COSTS ASSOCIATED WITH THE “DR. DEBORAH BOROCH DISCOVERY DAY: CRIME SCENE INVESTIGATION (CSI) MT. SAC”

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

Trustee Bader complimented those putting on this event, especially Cindy Shannon, Professor, Biological Sciences. Trustee Bader encouraged everyone to attend and to publicize this wonderful day, which will be on Saturday, May 10, and it is intended for 5th, 6th, and 7th graders. She is excited by the CSI breakout sessions, which will include: Animal Science: What did my dog dig up?; Biology: How can insects solve crimes?; Horticulture: What’s bugging my plants?; Archaeology: Solve a mystery from prehistory; Math: Angry birds; Earth Science: Mineral Mysteries; Chemistry: Who kidnapped Joe Mountie?; and Biology: Who framed Roger Rabbit?

Motion unanimously passed. Student Trustee concurred.

11. ACTION ITEM #1 – ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER – SECOND READING AND APPROVAL

It was moved by Trustee Chen Haggerty and seconded by Trustee Hall to approve proposed changes to Board Policy 2015 – Student Member.

Motion unanimously carried. Student Trustee concurred.

12. ADJOURNMENT

The meeting adjourned at 7:42 p.m.

WTS:dl



Associated Students Report

Presented By A.S President Amayrani Ochoa; April 2, 2014

New Officer Appointments: This month, Associated Students appointed ten (10) new Senators:

Position	Name
1. Arts Senator	Melissa Villa
2. Community Relations Senator	Fernando Aguayo
3. Cross-Cultural Senator	Jonnathan Ortez
4. Faculty Relations Senator	Ayo Osilaja
5. Historian Senator	Elizabeth Bravo
6. Inter Club Council Senator	Paola Mendoza
7. Political Senator	Erik Ruiz
8. Public Relations	Tanner Naas
9. Publicity Senator	Dielle Danica Kuffel
10. Student Services Senator	Ariana Rivera

Awards & Recognitions: Last week Associated Students was presented with the Platinum Achievement Award by the American Red Cross for their 40% unit increase in blood donations.

Special Thanks: I would like to thank Trustee Chen Haggerty, Trustee Santos, and President Scroggins for taking the time out of their busy schedules to attend the Inspiring Women Luncheon.

----- ▼ **UPCOMING EVENTS** ▼ -----

Cultural Fair: The Culture Fair will be taking place April 9, 2014 from 3 p.m.-6 p.m. During the fair, clubs set up display booths representing a culture to inform students about various cultures around the world. There are live performances by different cultural groups such as Aztec dancers, Polynesian dancers, and Lion dancers. The students really look forward to learning about different cultures and enjoy the goodies clubs handout at their booths.

Blood Drive: The monthly Blood Drive will be taking place April 15-17, 2014 (Tues., Wed., &Thurs.)

**Academic Senate Report
to the Board of Trustees
April 2, 2014**

Full Senate Activity

The full Senate last met on March 20 and voted on 14 action items, which included:

- Appointments to seven ongoing committees: Distance Learning, Bookstore Advisory, Educational Design, Outcomes, Student Equity, Content Review, and Campus Equity and Diversity.
- A new task force was created to write an AA degree in Environmental Studies and an AS degree in Environmental Science.
- Task forces were also created on Early Alert and Flex Day Transfer.
- The Syllabus Task Force recommendations were passed, providing a model for syllabi campus-wide.
- A unified course due date (May 31) for all courses was established.
- Revisions were approved to AP 5012 International Students, AP 5013 Military Personnel, Federal Civil Services Employees, and their Dependents, AP 5015 Residence Determination, and AP 7211 Minimum Qualifications and Equivalencies.

The Academic Senate has also approved its first two resolutions of 2014:

- Resolution 13-13 International Students and Shared Governance
- Resolution 13-14 Counselors' Role in the Title 5 Student Success and Support Program

On March 20 the Academic Senate elected Michelle Sampat to fill the remainder of the Secretary's 2013-14 term. The Academic Senate will hold officer elections for its 2014-15 Executive Board on April 10. Voting for Senators-at-Large will begin immediately thereafter and conclude on April 23.

The next Senate meeting will be on April 3, a Special Meeting to consider the state Academic Senate's resolutions, and to provide direction to our voting delegate, Beta Meyer. All faculty are welcome to attend. The next full Senate meeting will be on April 10.

State Senate Plenary

Mt. SAC hosted the State Senate Area C meeting on March 22. Representatives from across the state worked on the resolutions for the statewide plenary. The Spring State Senate Plenary will be held April 10 through 12 in Millbrae, CA. Beta Meyer, Michelle Grimes-Hillman, and I will be in attendance. Manuel Baca will also be in attendance, and will join us at the Senate Foundation fundraiser at the table sponsored by President Scroggins. Michelle Grimes-Hillman will be running for a statewide Senate office, in an election that will include a contested race for President.

Respectfully submitted,
Dan Smith
President, Academic Senate



MT. SAN ANTONIO COLLEGE CLASSIFIED SENATE

REPORT TO THE BOARD OF TRUSTEES
WEDNESDAY APRIL 2, 2014

1. Classified Recognition Ceremony
 - a. The Classys will be on Wednesday May 21, 2014 in the Clarke Theater from 9:00 am – 11:00 am.
2. Classified Excellence Awards
 - i. Deadline to submit nominations is Friday April 11th
 - ii. Nomination forms and award category descriptions are available online at: <http://www.mtsac.edu/classifiedsenate/classified-excellence-awards.html>
3. California Community College Classified Senate (4CS) Updates:
 - a. Submit entry into 4CS website competition
 - b. Placed 2nd in last year's website competition
 - c. Winner will be announced at Classified Leadership Institute
4. Next meeting is scheduled for Thursday April 10th at 1:00 pm in Founders Hall.
5. Welcome to the newly appointed staff.

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



Strengthen, Increase, Promote and Advance

**Faculty Association Report
To the Board of Trustees
April 2, 2014**

1. Faculty Association Scholarships

The deadline to submit applications for FA Scholarships is Tuesday, April 22nd. The FA Scholarship Committee will be reviewing the applications and making recommendations regarding scholarships to the FA Executive Board. Scholarships will be awarded at the Faculty Association Scholarship Ceremony on Saturday, June 7th at 12:00 pm in Founders Hall. Board members are encouraged to attend.

2. 2014-15 Faculty Association Executive Board Elections

At the April 1st Representative Council meeting nominations closed for the 2014-15 Executive Board elections. Nominees are Vice President (1 year term) Eric Kaljumagi, Treasurer (2 year term) Linda Chan and Al Kirchgrabber, Secretary (1 year term) Elizabeth Ward, three FT Directors (2 year term) Tim Revell, Emily Woolery, Joan Sholars, and Carol Impara, and one PT Director (2 year term) Linda Chan and Robin Beizai. Ballots will go out to all FA members on April 7th and are due back to the FA by April 25th. The results will be announced at the May 6th Representative Council Meeting.

3. Bullying in the Workplace

The Representative Council also heard a presentation from Silver Calzada and Linda Chan entitled "Bullying in the Workplace." This presentation was based upon a workshop that occurred at the CTA Region III Leadership Conference in February. At its next meeting, the Council will decide whether the FA should draft a policy addressing workplace bullying for consideration by the Board of Trustees.

Respectfully submitted by,
Lance Heard, Faculty Association President



**Foundation Report to the Board of Trustees
April 2, 2014**

Activities/Meetings of Note:

- Marco Robles from Cardenas Markets came to campus this week. The purpose of the visit was to talk with President Scroggins and Audrey about additional opportunities for involvement. They have an interest in some of our certificate programs (Retail Management & Food Management) so we'll be further exploring opportunities to partner in the days and months ahead. Also:
 - Cardenas is a great supporter of our students and has renewed their scholarship commitment for an additional three years.
 - They are looking for interns, so we will help them to identify students to meet that need
 - Additional note: we presented a research brief to both the President and Audrey in advance of their meetings with Mr. Robles. This is part of the preparation process for visits such as these and is one of the responsibilities of our new staff member, Robin Barton.
- Recruiting for our Alumni Advisory Board is ongoing. We have identified 10 new Alumni Board volunteers who have agreed to serve and help us to develop and execute our alumni engagement strategy moving forward.
 - Speaking of Alumni engagement, the Reign game was a wonderful success. We had 180 guests including 40 alumni, 99% of whom had never before attended a Mt. SAC event
 - Mt. SAC Choral students impressed, as usual. Thanks to Bruce Rogers and his talented quartet
- Face-to-face visits with our scholarship donors is continuing and we're getting really terrific feedback. People are appreciating the higher level of personal attention.
- Foundation Board meeting was today. Special thanks to Brian Scott for his tour of the Ag Building. Among other business we discussed was the Board Commitment to our Give-and-Get philosophy. They also agreed to achieve 100% individual participation by the end of June.

Fundraising Results Two-Year Comparison with Progress to Goal:

Annual Giving Stats	FY2012/13	FY2013/14	FY2013/14 Goal	FY2013/14 % to Goal
Total Dollars Raised	\$441,587.60	\$317,090.43	\$463,665.00	68%
Total # of Donors	488	369	512	72%

Submitted by Bill Lambert, Exec Director, Mt. SAC Foundation