



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 5, 2015

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Hall at 6:33 p.m. on Wednesday, August 5, 2015. Trustees, Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

#### STAFF PRESENT

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

#### 1. PUBLIC SESSION

The public meeting was called to order at 6:33 p.m., and the Pledge of Allegiance was led by Associated Students President Rene Jimenez.

#### 2. INTRODUCTIONS

The following employees were introduced:

##### Classified Employees (Newly Appointed)

- **Christopher Benoe, Laboratory Technician, Photography (Arts Division)** (absent)
- **Diane Jette, Administrative Specialist III (Adult Basic Education)** (present)
- **Norma Vizcarra, Benefits Specialist (Human Resources)** (present)

##### Classified Employee (Newly Promoted)

- **Tiffany Rusich, Receptionist/Clerical Assistant (Information Technology)** (absent)

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*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.*

### 3. RECOGNITION

- A Certificate of Service was awarded to the following retiring employee:  
**Patricia Hamilton**, Financial Aid Specialist (Financial Aid), 11 years of service (present)

### 4. APPROVAL OF MINUTES

- It was moved by Trustee Baca and seconded by Trustee Bader to approve the minutes of the regular meeting of July 8, 2015.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

### 5. PUBLIC COMMUNICATION

None.

### 6. REPORTS

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

- **Rene Jimenez**, President, Associated Students
- **Jeff Archibald**, Vice President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Bill Rawlings**, President, CSEA 262 (no written report)
- **Justin Ott**, Acting President, CSEA 651 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

### 9. ACTING PRESIDENT'S REPORT

Mike Gregoryk, Vice President, Administrative Services, asked Gary Nellesen, Director, Facilities Planning and Management; and Matt Breyer, Project Manager with Tilden-Coil Constructors, to update the Board on the plans to restore Student Parking Lot A by the beginning of the Fall Semester. Mr. Breyer reported that, since the temporary restraining order was granted by the courts, all the stock pipe for the project has been relocated. Cleanup has been done, and the area is being prepared to take down the temporary facilities for the start of the Fall Semester. Mr. Nellesen said that there are some storm drain pipe underground, parking stalls, and site lighting that need to be restored, and Mt. SAC's counsel has recommended that some of the small contractors be used on site.

### 7. BOARD COMMUNICATION

- A. Trustee Hall 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 and congratulated newly appointed, promoted, and retiring employees Christopher Benoe, Diane Jette, Norma Vizcarra, Tiffany Rusich, and Patricia Hamilton.

C. Student Trustee Santos reported the following:

- Nothing to report.

D. Trustee Santos reported the following:

- Nothing to report.

E. Trustee Hidalgo reported the following:

- He attended the San Gabriel Valley Civic Alliance bar-b-que on that Trustee Hall hosted at Mt. SAC on July 23.

F. Trustee Chen Haggerty reported the following:

- She attended the Rowland Heights Coordinating Council monthly meeting, and she gave the Council a Mt. SAC update.
- She attended Trustee Bader's fund-raiser.
- She attended the San Gabriel Valley Civic Alliance bar-b-que on that Trustee Hall hosted at Mt. SAC on July 23.

G. Trustee Bader reported the following:

- She held a fund-raiser for her campaign for another term at Mt. SAC, and she thanked everyone for their support.
- She congratulated the Chamber Singers and Syncopation, for their first-place win.
- She said farewell to Michelle Grimes-Hillman on her new assignment at Long Beach City College.

H. Trustee Baca reported the following:

- He attended Trustee Bader's campaign fund-raiser.
- He congratulated David Hall for another great San Gabriel Valley Civic Alliance bar-b-que event.
- He said that one of Rio Hondo College's students, who also attends Mt. SAC, said that parking is much easier at Rio Hondo.

I. Trustee Chyr reported the following:

- He attended the San Gabriel Valley Civic Alliance bar-b-que and thanked Trustee Hall for hosting the event.
- He attended Trustee Bader's campaign fund-raiser.
- He'll be running for re-election in November.
- He congratulated the unions and the District for having congenial negotiations.

J. Trustee Hall reported the following:

- He congratulated Athletics for the NATYCAA award for the third time and said that Mt. SAC is the number one athletics department in the U.S.

- He attended Larry Redinger's event at the Planetarium for the parents of the Summer Science Exploration Experience for students, which was funded with an NSF grant. The program was run so efficiently, that the funds from the grant will more than likely support four summer programs. He thanked Jessica Draper for her assistance that evening.
- He thanked Matt Judd and Jessica Draper for putting together an emergency program at the Planetarium for the Hacienda Heights Chinese School for 70 students.
- Regarding the San Gabriel Valley Civic Alliance bar-b-que, this could not have been done without Carol Nelson's assistance year after year. It was very well attended again this year. He also thanked Mike Gregoryk and Manuel Baca for their involvement.
- He thanked everyone involved in successful negotiations.

## 10. CONSENT CALENDAR

- The following correction was made to the Consent Calendar:  
On Page 29, Consent #12, Personnel Transactions – under "Promotion," Christina Estrada's department should read, "**Natural Sciences.**"
- It was moved by Trustee Chyr and seconded by Trustee Baca to approve the following items:

### 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. Approval of a contract with Ellucian for the Payment Center by TouchNet Information Systems, Inc.
5. Approval to purchase modular furniture, seating, and ergonomic accessories for the Food Services Building.
6. Approval of agreements to provide professional design and consulting services with Cambridge West Partnership, Inc. for the Technical Support for 2015-16 Facilities Planning Efforts Project; Independent Roofing Consultants for the Performing Arts Center Eaves Repair Project; P2S Engineering, Inc. for The Equity Center Project, P2S Engineering, Inc. for the Temporary Space Classroom Remodel – Continuing Education Project; P2S Engineering, Inc. for the Technology and Health Building Classroom Improvements Project; Pal ID Studio for the Temporary Space Classroom Remodel – Continuing Education Project; Pal ID Studio for the Administration Building Storage Project; and Pal ID Studio for the Humanities Building Remodel Project.
7. Approval of the following Completion Notice:
  - Bid No. 2987      Renovation of Building 9C Council Chambers and Office Remodel – GDL Best Contractors, Inc. (Contractor)

8. Approval of the following Change Order for the Professional and Organizational Development Remodel.
  - Contract                    GDL Best Contractors, Inc. (General Contractor) – Change Order No. 1
  
9. Approval of the following Change Order for Student Life Improvements.
  - Contract                    GDL Best Contractors, Inc. (General Contractor) – Change Order No. 1
  
10. Approval of the following Change Order for the Performing Arts Theater Motorized Rigging Equipment project.
  - Contract                    Barbizon Lighting Company (Lighting Contractor) – Change Order No. 1
  
11. Approval of the following Contract Amendments.
  - Contract                    Solar Photovoltaic System Support – Newcomb Anderson McCormick - Amendment No. 1.
  - Contract                    The Science Technology Engineering Math Center – Pal ID Studio – Amendment No. 1.
  - Contract                    The Center (for Deaf and Hard of Hearing) – Pal ID Studio – Amendment No. 1.
  - Contract                    Professional and Organizational Development – Pal ID Studio – Amendment No. 1.

**HUMAN RESOURCES**

12. This item was pulled and acted upon separately (see Paragraph 11).

**INSTRUCTION**

13. Approval of the School of Continuing Education additions.
14. Approval of the Workforce Training revenue-generated account expenditures.
15. Approval of a contract with The Partnership Advantage.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos  
 Noes: None  
 Abstained: None  
 Absent: None  
 Student Trustee concurred.

**11. CONSENT ITEM #12 – PERSONNEL TRANSACTIONS**

It was moved by Trustee Chen Haggerty and seconded by Trustee Bader to approve this item.  
 Discussion: Trustee Hall asked James Czaja, Vice President, Human Resources, about the Initial Salary Adjustment changes in the Personnel Transactions. Mr. Czaja said that Faculty

are initially placed on the appropriate step and column for the position at the time of hiring; but, once credentials can be confirmed, the employee is then placed at a higher step, and the request is returned to the Board for approval.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**12. ACTION ITEM #1 – CLASSIFICATION AND COMPENSATION STUDY DESCRIPTIONS FOR CSEA, CHAPTER 262-REPRESENTED EMPLOYEES**

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

Discussion: James Czaja, Vice President, Human Resources, asked Bill Rawlings, Acting President, CSEA, Chapter 262, to address the Board regarding this subject. Mr. Rawlings said that doing all the job descriptions at once was logistically impossible. When the results were received from the District, they contacted each affected employee to complete a questionnaire regarding the findings, and not many of the questionnaires were returned. However, now that they're being completed and presented to the Board for approval, the employees are more interested, and job descriptions are being tweaked. Vice President James Czaja said that this process should be finished in either September or October.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**13. ACTION ITEM #2 – RANGE PLACEMENT FOR CSEA, CHAPTER 262-REPRESENTED EMPLOYEES**

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

Discussion: Trustee Hall asked if this is to authorize payment at these salary rates, and Mr. Czaja confirmed.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**14. ADJOURNMENT**

The meeting adjourned at 7:37 p.m.



# Associated Students Report

*Presented by A.S. President Rene Jimenez  
August 5<sup>th</sup>, 2015*

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Greetings Members of the Board,

The New Student Welcome we had today was a complete success. I'd like to personally thank my Vice President, Karen Osorio, for taking the initiative on coordinating the volunteers for this event. She did an outstanding job coordinating with High School Outreach and Student Life to organize this event. It was a lot of fun getting to know our new Mounties. We had tours through our gorgeous campus (minus the construction of course). New students then had the opportunity to meet with our outstanding faculty and student leaders. They also attended a resource fair that informed them of the plentiful resources Mt. SAC has to offer them. I'd like to also thank all of our other student leaders that volunteered and the faculty and staff that helped run and organize the event.

.....▼ **UPCOMING EVENTS** ▼ .....

## **August**

We have a few events coming up at the beginning of the fall. We have a training lined up on August 11<sup>th</sup> for our new Executive Board you always hear me raving about. There's a bio sheet about each E-board member attached to my report, so you can know a little bit about them. Once school starts on August 24<sup>th</sup>, my team and I will be ready for the grueling fall semester and whatever obstacles that it may bring.

## **September**

We have student government orientations throughout the month of September to get new senators acquainted with our procedures. We're also looking forward to Join-a-club which takes place the 1<sup>st</sup> through 3<sup>rd</sup> of September at Kerr's Corner, which is a great way for clubs to engage the student population in a fun and creative way. Our LEAD workshops begin on September 8<sup>th</sup> and are looking forward to more student participation. We also have a Student Services fair that will take place at BLDG 26 quad on September 9<sup>th</sup>. Constitution day is on September 17<sup>th</sup> so.. don't forget to mark your calendars.

## **2015-2016 Associated Students Executive Board**

**Rene Jimenez – A.S. President**, Rene is currently attending his third year at Mt. San Antonio College, and is from Brea, California. He honorably served in the United States Marine Corps for five years and was a MV – 22 Crew Chief. Rene is majoring in history and plans on transferring to UCLA. He hopes to one day become a high school history teacher in a low income school district. His long term goal is to one day become a U.S. Congressional Representative.

**Karen Osorio – Vice President**, is a second year DREAM student at Mt. San Antonio College. She is currently working on her AAT in Social and Behavioral Sciences. Karen is a hardworking, committed, humanitarian reaching for the American Dream. She was born in Aguascalientes Mexico and migrated to the United States at the age of 5 with her parents. Being an undocumented student, like a roller coaster, Karen has experienced ups, downs and twists. . Once in a while, the ride has been stalled and nearly shut down. These relentless obstacles have influenced her to be an agent for social justice. Since her arrival at Mt.SAC, she has been active in the IDEAS club, which advocates for student and immigrant rights. Through IDEAS she has also worked nonprofit and grass root organizations such as CHIRLA, the IEIYC (Inland Empire Immigrant Youth Coalition), and has even collaborated with the Mexican Consulate to help advocate and advance civil rights. She is currently working 2 jobs, on campus and off, while being a full time student. She has presented workshops on the Dream Act and Deferred Action, and has organized fundraisers for friends in need. Anyone that knows Karen would say that she is optimistic, compassionate, and selfless. During her free time, she enjoys giving back to the community. Karen is eager to begin working for the student body at Mt.SAC.

**Fabian Pavon – ICC Chair**, graduated from Garey High school in Pomona in the year 2012. Majoring in History, has just earned two business certificates. Plans to transfer to UCLA next Fall. Involved in many clubs, such as the Business Club and IDEAS. Became the Co-Chair of the IDEAS club and organized, hosted, and performed at a hip hop benefit show to raise money for a non-profit organization that helps unaccompanied minors that migrated here from Central America with legal aid, so that they may gain refugee status. Also, the Co-Chair for M.E.Ch.A., where he participated in community events bringing the Black and Brown community together for performances and food in the city of Pomona. Now currently working on developing an ethnic studies program in Pomona





## **2015-2016 Associated Students Executive Board**

**Alejandro Juarez – ICC Vice Chair**, is originally from La Puente California. Alejandro is working towards an Associate's degree in Child Development and is planning to transfer to Cal State Berkeley or Cal State Northridge to achieve a B.A. in Sociology and minor in Chicano Studies. Alejandro contributed to his continuation, Santana by becoming ASB president and returning to help students even after he graduated. Alejandro was also a former Peer Advisor for the Mt. SAC Summer Bridge Program to help incoming freshman transition to college lifestyle along with starting an organization by the name of M.E.Ch.A. here on campus. When Alejandro is not busy with students he is being involved in his community through cultural teachings of Aztec Dance and writing poetry.

**Elizabeth Santos – Student Trustee**, will be a sophomore at Mt. San Antonio College, originally from East Los Angeles, California. This fall she will continue to do her general education classes to be able to transfer to UCLA, She then plans to get her B.A. /M.S. In Political Science. During her first year at Mt. Sac, she and other students made a new club M.E.Ch.A. In which they promoted higher education and cultural events on campus. Elizabeth helped coordinate/advertise events such as, Dia de los Muertos (Day of the dead) on campus, Music from all around the countries by Pomona Orchestra, and Christmas in Mexico. She has also gone to high schools, shared her life story, and spoke to students about the advantages of going to college. When Elizabeth is not planning events or going to high schools she enjoys going to amusement parks, swimming, and babysitting.

**London Richmond – Senate Chair**, grew up in West Covina, CA. Shortly after graduation from West Covina High School, he joined the United States Marine Corps in January 2007. There he served 5 ½ years as a M1A1 Tank Crewman in Twentynine Palms, CA. He was deployed on one tour overseas to Iraq. Since being honorably discharged from the Marines in 2012, he has attended Mt. San Antonio College to complete general education requirements to transfer to a 4 year university. His educational goal is to obtain a BA in both Athletic Training and Nutrition, with hopes of eventually earning a Master's Degree in Athletic Training and also a Certified Specialist in Sports Dietetics.

**Beverly Yan - Senate Chair**, is a sophomore majoring in History. This spring, she plans to transfer to a 4-year university. During her first year at Mt. SAC, she joined Associated Students as a Senator and worked to encourage student participation in campus events and organizations. She hopes to create a more unified student population at Mt. SAC and build a more comfortable, sociable environment on campus. In her free time, she enjoys reading and writing.



**Academic Senate Report  
to the Board of Trustees  
August 5, 2015**

Full Senate Activity

The Senate will next meet on August 27.

Goal Setting

The Academic Senate exists to advise the Board of Trustees on "academic and professional matters." A goal and priority-setting retreat for the coming academic year will be held on August 20 to generate the initiatives we will pursue in 2015-16. The Senate extends an invitation to the Board of Trustees to suggest any academic and professional matters that the Senate might address. Board members may contact the Senate President at extension 5436 or through email to [dsmith@mtsac.edu](mailto:dsmith@mtsac.edu).

Flex Day

Faculty Professional Development Day (or "Flex Day") is scheduled for Friday, August 21 from 8:15am to 3:30pm. The day will consist of a general session attended by all full-time faculty, two breakout sessions, and department or division meetings. This year seventeen different breakout sessions will be available to faculty on a variety of topics including outcomes assessment, curriculum and assessment, sustainability initiatives on campus, the climate for LGBTQ students on campus, the new Mt. SAC web redesign, and more. Enrollment so far has been brisk, and we anticipate significant participation from full-time and adjunct faculty. The Senate extends an invitation to any Board member who wishes to attend the Fall Opening Meeting or one of the breakout sessions. Questions may be directed to the Senate Vice President at extension 5434 or through email to [jarchibald@mtsac.edu](mailto:jarchibald@mtsac.edu).

Departure of Michelle Grimes-Hillman

During the summer a very talented and accomplished member of our faculty left the college. Michelle Grimes-Hillman was hired as Dean of Academic Services at Long Beach City College. She is a past President of the Academic Senate, and most recently served as Curriculum Liaison. Michelle has also been a member of the state Academic Senate's Executive Committee. Much of our current organization and collaborative practices were developed by Michelle during her term in office. Her passion for the work has been contagious, and many of us are involved in the Academic Senate because of her. We wish her well in her new role.

Respectfully submitted,

Jeff Archibald  
Vice-President, Academic Senate



## **MT. SAN ANTONIO COLLEGE CLASSIFIED SENATE**

**REPORT TO THE BOARD OF TRUSTEES  
WEDNESDAY AUGUST 5, 2015**

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At our July 9<sup>th</sup> meeting, the Classified Senate hosted guest senators from Orange Coast College. The three senators from the Costa Mesa College had heard about the success and longevity of Mt. SAC's Classified Senate and wanted to sit-in on one of our meetings and ask questions regarding procedures, events and structure.

Orange Coast College's Classified Senate is only a few years old. They are still developing and want ideas and inspiration. The visiting senators said they were very impressed with Mt. SAC's Classified Senate.

Discussion regarding our classified senate possibly hosting a Southern California gathering for community college's classified senators was pursued. The visiting senators felt such an event would help all senates share ideas and innovations in a productive way. Northern California's community colleges have conferences of this type for their region but no events of this nature have taken place in the lower portion of the state for years. Mt. SAC's Classified Senate will further discuss how a conference of this sort might be set-up and structured.

Respectfully submitted by,  
John Lewallen, President, Classified Senate



## Foundation Report to the Board of Trustees August 5, 2015

During my update last month, we talked about the planned scholarship retreat—I'm pleased to say that we had a good session with Chau, Manuel, and Desiree from the Financial Aid/Scholarship Office. A lot of great takeaways but one thing in particular I would like to mention is the additional steps we will take in the future to build a stronger connection between our scholarship donors and the student recipients. In the coming year we will be incorporating video into the thank you process, we will create student profiles that will provide our supporters more insight into who their students are. We will also actively encourage our donors to reach out directly to their students to develop a mentoring relationship.

We often talk about partnership with Departments and programs on campus that can lead to opportunities for students. Recently I was invited by Prof Steve James of the Industrial Design Engineering program to attend a meeting they had with representatives of PacMin. PacMin is a local company and is part of IDE's Advisory Board.

They have recently hired a couple of our students/graduates. They have made valuable gifts-in-kind that have helped the program. This is a strong relationship already. Steve invited me to sit down and join in the conversation. At the end of the day we came up with three or four more ideas about what we can do to help each other. Work experience opportunities for two of our students this fall was one thing. They also agreed to come back and talk with students about opportunities with their company, but also about what it means to work in this field. They feel so strongly about the relationship they share with the program, that they offered to make introductions to their contacts to get those people and organizations involved. Another great example of an already solid relationship growing stronger!

### Upcoming Activities:

- Foundation Board Retreat, August 13, 10:30-4
- Campus Alumni Pool Party and Cookout, August 20 4:30-7
- 3<sup>rd</sup> Annual Alumni Day, Friday, Nov 6

Annual Giving Stats	FY2014/15	FY2015/16	FY2015/16 Goal	FY2015/16 % to Goal
Total Dollars Raised	\$774,288.08	\$16,296.80	\$715,000	0.02%
Total # of Donors	710	33	781	0.04%

*Submitted by Bill Lambert, Executive Director, Mt. SAC Foundation*