



**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**Saturday, February 5, 2005**

**MINUTES**

**CALL TO ORDER**

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 2:05 p.m., on Saturday, February 5, 2005, by Dr. David K. Hall, Board President. Trustees Baca, Chen Haggerty, and Chyr were present. Trustee Bader arrived at 2:10 p.m.

**STAFF PRESENT**

Christopher C. O'Hearn, President

**1. PUBLIC COMMENTS**

Professor Nick Crow addressed the Board as a representative of the mathematics department. He explained the history of the math department and how, at one time, it was located in various sites on campus. It was about 15 years ago when the whole department was moved to the Social Sciences Building and became a cohesive group. A few years ago, the department applied for a Title V grant and developed the Math Activities Resource Center (MARC). Through services to students provided through the MARC, math success rates among developmental students have risen from the high 40% range to the high 60% range.

Professor Crow said the math department is scheduled to be moved to the north science building once construction is complete. He is concerned that current plans for the building would not facilitate both the math and science programs.

Professor Crow also presented Board members with a math program space allocation outlining their minimum needs for the next five to ten years. He asked Board members to pay particular attention to the last page which outlines the success of those individuals who have been able to use the MARC. Professor Crow said the math department would like to see the MARC program expanded to as many, if not all, students as possible.

## 2. 2004-05 COLLEGE BUDGETS/PROJECTIONS FOR 2005-06

Interim Vice President of Administrative Services Gary Nellesen told Board members there had been no changes to the information provided to Board members at their January meeting.

Regarding the 2004-05 budget, Interim Vice President Nellesen said the only anticipated change is a revision to the projected deficit – from \$2.9 million to \$2.06 million – because it appears the College will not be penalized for not meeting its full-time faculty obligation.

The projected 2005-06 budget provides good news in terms of COLA and bad news in terms of the second year of equalization not being funded. At this very preliminary stage, the College is projecting a deficit of \$3.6 million. Should this projected deficit hold, it will put the General Fund balance below the 10% required by Board policy.

## 3. COLLEGE CONSTRUCTION UPDATE

Board members were presented with updates on the following two projects:

### College Master Plan Update

Richard Thompson, from AC Martin Architects, presented Board members with an update on the College's Master Plan.

Mr. Thompson said his company was retained by Dr. O'Hearn last May to review and update the College's 2000-01 Master Plan. In doing that, AC Martin revisited the campus growth assumptions and the Measure R program. They wanted to be sure to balance space plans with the State Chancellor's Office Criteria (confirm space inventory), and reallocate/reprioritize individual project funds and the entire Measure R budget to maximize construction effectiveness. They also reworked the physical Master Plan to address identified weaknesses.

Mr. Thompson reviewed the construction projects that have been completed, are under construction, and those in the design and development stages.

In critiquing the College's current Master Plan, Mr. Thompson pointed out things like a poorly functioning primary campus entry, less than optimal Child Development Center location, and a landscape plan that is not tied to the definition of open spaces and pathway hierarchy.

In developing the College's new Master Plan, the following goals were addressed:

- Work toward an east/west traffic flow because of the College's topography.
- Build a new entrance to the College on Temple between Mt. SAC Way and Bonita Avenue to alleviate some of the traffic congestion.
- Review the College lighting plan to assure a safe environment.
- Move the Child Care Center to a less congested area of campus (Bonita and Walnut)

According to Mr. Thompson's projections, the College should have sufficient parking spaces for the next 10-15 years.

There was additional discussion among Board members on distance learning and the anticipated growth in that area. Trustee Baca said Mt. SAC has been a little slower in moving to on-line classes. He asked Dr. O'Hearn to see if he can obtain information on how other colleges are progressing in distance learning and what kind of growth they are seeing.

### **Staff Center Renovation**

Steve Fader, from Steve Fader Architect, presented information to the Board on the renovation of the building currently serving as the College Staff Center. Formerly the College President's house, he was asked to renovate the original building and design and create additional space for office and meeting needs. He worked to respect the history of the building and campus as well as include modern technology.

Mr. Fader shared a model of the proposed building addition as well as several designs showing the inside of the building. No remodeling is proposed for the current structure, other than removing the "Bell Room," which was added many years ago and doesn't conform to the building at all. The house will be renovated and upgraded to its original condition.

The addition to the building will house the President, his assistant, the Board of Trustees meeting room, and a meeting room. This facility will also be used as a showcase for the "College of Champions." We have also found some wonderful old pictures that will be hung to show the history of the College.

Dr. O'Hearn pointed out that part of this building plan is being done with fund-raising in mind. It is an attractive building that has been left untouched in terms of maintenance and that is unfortunate. As the Foundation expands, the College will be doing more and more fund-raising, and the College needs a location that is appropriate to honor donors.

## **4. THE BROWN ACT**

The College's legal counsel, Mary Dowell, of Liebert Cassidy Whitmore, presented information to the Board on the Brown Act. According to Ms. Dowell, the general rule of the Act requires that actions of public commissions, boards and councils, and other public agencies in California "be taken openly and that their deliberations be conducted openly." The Act also contains exceptions to the open meeting requirements; however the exceptions are construed narrowly and there is a presumption that matters must be conducted in public.

Specific items reviewed by Ms. Dowell included:

- Meetings and Agendas
- What can be discussed in Closed Session
- Speakers
- Exceptions to Open Meeting Requirements
- Property Exceptions
- Exception to Consult with Legal Counsel
- Employment Exceptions
- Reporting After Closed Session Meetings
- Reporting a Settlement or Property Transaction
- Unlawful Disclosures
- Disclosure of Closed Session Discussion

While Board of Trustees meetings fall under the guidelines of the Brown Act, so do other College meetings, including the Citizens Oversight Committee, Faculty Senate, and Associated Students meetings.

## **5. ENROLLMENT MANAGEMENT**

President O'Hearn reminded Board members that College funding is dependent upon enrollment. He said he wanted to demonstrate to the Board that the College is taking this seriously by trying to determine exactly how best to increase enrollment. On November 5, Vice President Nixon held an Enrollment Management Exercise with approximately 50-60 faculty, staff, and administrators in attendance. The purpose of the meeting was to identify issues, barriers, challenges, and opportunities related to enrollment growth. The result of that meeting is the Action Plan being presented to Board members. It identifies what will be done and who is responsible for its completion.

## **6. COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION**

Dr. O'Hearn reminded Board members that the County Committee on School District Organization has received a petition to increase the number of Mt. SAC trustees from five to seven members and to establish trustee areas within the College district. The College has been informed that the County Committee has scheduled a public hearing on this matter for April 6, 7:00 p.m., in the College Board Room.

Board members were asked to review a proposed resolution in opposition to an increase in the number of Board members and the establishment of trustee areas. After discussion, it was agreed that the resolution will be brought to the Board at its February 23 meeting for approval, and that it would be signed by all Board members. Once approved, the resolution will be sent to our local legislators, K-12 superintendents, and city managers within the College area along with a letter asking for their support.

All Board members were asked to be present at the April 6 public hearing.

## 7. BOARD OF TRUSTEES SELF-EVALUATION

Dr. O'Hearn shared a copy of the Accreditation recommendation that the Board "...give serious consideration to developing good practices in self-reflective dialogue and, through their leadership, promote institutional integrity through candid self evaluation and continuing Board training." College Policy also indicates that the Board should develop a set of objectives for the next year (or next two years).

While discussing the Accreditation recommendation, Dr. O'Hearn took the opportunity to tell the Board that the College has been notified that it received the full six-year accreditation status with no qualifying elements. Dr. O'Hearn said that he was told that of all those the Commission was considering, it was clear that Mt. SAC was the best. The Accrediting Commission plans to use the Mt. SAC Self-Study as a model throughout the state and in its training.

Copies of the Board self-evaluation instrument were previously given to each Board member to be completed anonymously. That document was then returned to the Board Secretary where the information was collated into one document for review by the total Board.

In conducting its self-evaluation, there was consensus on the following items:

- The Board does an above-average job in its obligation to leave personal biases at the door and function as a unit.
- The Board feels it could do more in the area of training, although it was agreed that generally a Board member receives more training when new to the Board.
- The Board could be doing more in Sacramento working directly with legislators.
- The Board should be involved in the upcoming capital campaign.
- The Board needs to be committed to friend-raising and advocacy, i.e., talking at City Council meetings.
- The Board could do a better job of setting objectives.

There was general agreement among the Board that a study session, similar to the one held today, should be held in both the spring and fall. Trustee Baca said he would like more information on construction changes as they are made and the impact of those changes on the instructional program. Dr. O'Hearn said he could provide the information on a regular basis in the weekly President's Board Letters.

To set objectives for the next year or two, Board members were asked to send their recommended objectives to the Board's Secretary. Once all objectives are received, they will be shared with the Board so they can be prioritized.

Dr. O'Hearn commended the Board saying members are more engaged in the College and the communities served by the College than districts he has seen in the past.

## **8. CLOSED SESSION**

The meeting adjourned to Closed Session at 5:42 p.m. to discuss the following items:

- Conference with Labor Negotiator Christopher O'Hearn, President/CEO, per California Government Code Section 54957.6  
Faculty Association, CSEA 262 and CSEA 651, Management and Confidential
- Public Employee Performance – President/CEO, Discussion of Goals, Pursuant to Government Code Section 54957

## **9. PUBLIC SESSION**

The public meeting reconvened at 6:09 p.m.

## **ADJOURNMENT**

The meeting was adjourned at 6:10 p.m.

CCO:dc