



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 25, 2010

MINUTES

CALL TO ORDER

The study session of the Board of Trustees of Mt. San Antonio College was called to order at 4:33 p.m. on Wednesday, August 25, 2010. Trustees Bader, Chen Haggerty, Hall, and Student Trustee Martinez were present. Trustee Chyr arrived at 4:34 p.m. Trustee Baca arrived at 4:42 p.m.

STAFF PRESENT

John S. Nixon, President/CEO, and Annette Loria, Vice President, Human Resources.

1. PUBLIC COMMUNICATION

None.

2. STUDY SESSION

Board members met with Dr. Don Averill, from PPL, Inc., the presidential search firm selected by the Board of Trustees to conduct the Mt. SAC presidential search. Dr. Averill and the Board discussed and agreed upon composition of the search committee as well as the Board's involvement on the committee. Board members reviewed the search timeline and agreed to minor modifications.

Board members reviewed a proposed survey to be distributed campuswide. The survey will provide an opportunity for staff to provide input into the qualities they would like the new president to possess.

Trustee Hall said that, in exercising its duty to hire a Chief Executive Officer, it is the intention of the Mt. SAC Board of Trustees to officially begin the search for a permanent CEO.

The Vice President of Human Resources, in accordance with District personnel policies and regulations, will institute the search process, utilizing the appropriate participatory activities, including a search committee.

The Vice President of Human Resources, search committee, and consultant will work in concert in order for the Board to hire a permanent CEO with an anticipated start date of

July 1, 2011. Together with the Board, this group has the sole responsibility to address the search process in order to provide a timely and credible endeavor.

The search committee and consultant will:

- review a draft of the position announcement and forward it to the Board for final approval;
- devise a process that will, in accordance with District policy, result in a list of names for the Board to consider in making the final selection;
- establish a calendar for the process;
- present regular status reports; and
- present a final list of unranked candidates to the Board.

The Study Session recessed at 5:31 p.m.

3. CLOSED SESSION

The Board convened Closed Session at 6:00 p.m.

Staff Present: John S. Nixon, President/CEO; Virginia Burley, Vice President, Instruction; Michael D. Gregoryk, Vice President, Administrative Services; Audrey Yamagata-Noji, Vice President, Student Services; and Annette Loria, Vice President, Human Resources

The Board discussed the following items:

- Employment/Appointment of College President
- Conference with Legal Counsel – Anticipated Litigation pursuant to Section 54956.9(c) (one case)
- Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6 CSEA Chapters 262 and 651

4. PUBLIC SESSION

The public meeting reconvened at 6:37 p.m.

5. STUDENT TRUSTEE OATH OF OFFICE

President Nixon administered the Oath of Office to Patrick J. Martinez and welcomed him to his new position of Student Trustee.

6. INTRODUCTIONS/RECOGNITION

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

Classified

Anisa Lawsiripaiboon, Caseworker, CalWORKs

Faculty

Matthew Burgos, Professor, Theater

Joseph Denny, Professor, Electronics, Computer Technology
Amanuel Gebru, Counselor, Learning Communities
Marcella Hernandez, Counselor, Instruction
Hilary Lackey, Professor, Earth Sciences & Astronomy
Sam Nassar, Counselor, Counseling & Guidance
Bao-Chi Nguyen, Professor, Mathematics, Computer Science
Steve Shackelford, Professor, Aeronautics, Transportation
Kelly Sherwood, Professor, Emergency Medical Services
Iona Uiagalelei, Professor/Assistant Football Coach, Physical Education
David Yost, Professor, Aircraft Maintenance & Manufacturing Tech

Management

Art Cadena, Manager, Energy Services, Facilities Planning & Management
Mark DiMaggio, Director, Public Safety, Public Safety
Joseph E. Jennum III, Dean, Physical Education

- Recognition
 - Board President Hall presented a Certificate of Service to Betty J. D'Andrea, EOPS Tutorial/Peer Supervisor, who is retiring after 21 years of service to the College. The Board wished Ms. D'Andrea well in retirement.

7. APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Chyr, to approve the minutes of the regular meeting of July 28, 2010, and the special meetings of August 2, 2010, and August 9, 2010. Motion unanimously carried.

8. ACTION TAKEN IN CLOSED SESSION

Trustee Hall noted that the following item was pulled from the Closed Session agenda:

- Conference with Legal Counsel – Anticipated Litigation pursuant to Section 54956.9(c) (one case)

9. PUBLIC COMMUNICATION

Former Associated Students President Rene Kouassi told the Board that he went home to Africa this summer and shared with his father all the wonderful things that had happened to him this past year. He thanked the Board members for all their help and support.

Trustee Hall said that Rene continues to be a student at Mt. SAC, even though he was accepted at several universities, because of financial issues.

10. REPORTS

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

- Associated Students Visibility Week begins next week (August 31-September 2). During this event, Associated Students leaders set up booths in the patio area of the Student Life Center and inform students about how they can get involved with the many leadership positions available in Associated Students.
- Student government orientation will be held August 31-September 2, and September 2, 7, 9, 14, and 16 in the Student Life Center. Anyone interested in applying for a senate leadership position will have an opportunity to hear about the positions available, the job descriptions, and the benefits to being a student leader.
- The Sac Book Rac has implemented a new program on campus that allows students to rent books for an entire semester at a fraction of the cost of buying the book. Associated Students is extremely excited with the initial launch of this new program and hopes to partner with the Sac Book Rac in the future to ensure sustainability and future growth.
- President Padilla shared some upcoming events, including LEAD workshops, a blood drive, Join-a-Club Days, and the Associated Students Fall Leadership Conference.

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

- There has been no full Senate activity; the senate will next meet on September 2. At that meeting, the Senate is scheduled to discuss a new discipline of Classics, the Textbook Taskforce Recommendations, minimum qualifications and equivalencies, GPA calculations, and the creation of a standard of ethics document. There will also be discussion on how to formalize the way the College changes Administrative Procedures, and whether and how to provide credit for extra-institutional learning. The Senate's orientation will be tomorrow at 11:30 a.m. in Founders Hall.
- The Academic Senate held a goal and priority setting retreat on August 19. Faculty discussed and prioritized submitted items in small groups, and each group's notes have been collected and will be analyzed later this week. The Senate hopes to adopt its goals for 2010-11 by the end of September.
- The professional development "Flex Day" for the 2010-11 academic year was held August 20. The day consisted of a general "Tonight Show" themed session attended by all full-time faculty, two breakout sessions, and department (or division) meetings. This year, 27 different breakout sessions were available to faculty on topics as diverse as disaster preparedness, brain-based research and developmental education, field trip safety, and the role of counselors at Mt. SAC. On behalf of the Academic Senate, President Kaljumagi thanked the many people who worked to put on Flex Day.
- The Academic Senate is working with the Instruction Office to begin the process for hiring faculty for 2010-11. The Senate and administration expect to jointly announce the start of the process shortly, with a goal of having positions flown in early 2011.

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

- On behalf of the Classified Senate, President Lee thanked President Nixon and the vice presidents for a successful classified staff opening meeting. Many issues were addressed and the question-and-answer session was very informative.
- The Classified Senate also thanked the Foundation and Schools First Credit Union for sponsoring another wonderful Welcome Back BBQ.
- The Senate fund-raising committee is contacting various organizations to obtain donations for the upcoming Stateline Turnaround to be held on Saturday, October 16.
- The Senate publicity committee is diligently working on updating the Classified Senate webpage via the Omni Update Pilot program. The current homepage now displays the Senate's updated mission and revised constitution, which support the College's mission, vision, and core values.

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

- The Faculty Association is looking forward to a busy year. The first Executive Board meeting is scheduled for Tuesday, August 31, and the first Representative Council meeting will be held on Tuesday, September 7. The Faculty Association plans to develop a survey for all faculty regarding full contract negotiations that will be sent out in November. The Faculty Association also has taskforces reviewing the tenure evaluation process, department chair duties and compensation, and team-taught courses that will work over the fall semester to present ideas to the negotiations teams.
- This past Saturday the Faculty Association hosted its Puttin' on the Hits DVD viewing party for the release of the 2010 Puttin' on the Hits DVD. On behalf of the Faculty Association, President Galbraith thanked Trustee Baca for attending. She also thanked Melissa Berkley and the broadcasting department for developing such a great DVD.

April 1 and 2 have been selected for the 2011 Puttin' on the Hits. A flier was provided to all faculty who attended the Flex Day Opening Meeting in padfolios donated by the Faculty Association. These were also given to all Board members this evening.

E. Rosa Asencio, Secretary of CSEA Chapter 262, reported the following:

- On behalf of CSEA Chapter 262, Ms. Asencio thanked President Nixon for a very informative Classified Opening Ceremony. CSEA received numerous positive comments regarding the Ceremony, and staff appreciated the opportunity for a question-and-answer session.
- CSEA continues to negotiate the effects of a layoff resulting from the elimination of a grant-funded program. We remain extremely concerned that the District is not in compliance with the law regarding Education Code 88017 (c) (1), which states in part, "A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render..." However, the District continues the practice of hiring short-term temporary employees, as evidenced on pages 40 through 50 of tonight's agenda. CSEA will be meeting this Friday with the District in an attempt to resolve this issue and looks forward to a successful conclusion.

F. President Nixon's report included the following:

- President Nixon discussed several College activities that have occurred over the past couple of weeks, including two opening meetings (one for classified staff and one for faculty) and the Welcome Back BBQ. Dr. Nixon thanked Vice President Yamagata-Noji, managers, and many classified staff who made the BBQ a success.
- President Nixon acknowledged the passing of four former employees over the past week:
 - Scott Davis was both an adjunct math professor and Director of the Mt. SAC Relays prior to his retirement in 2007.
 - Harold Peck graduated with the class of 1948 and joined the College as an instructor in the Agricultural Sciences area in 1952. He retired in 1989.
 - George Reuter joined the College in 1956 as a professor in the Biological Sciences Department. He retired in 1981.
 - Sue Hart Atcheson was a Business Professor from 1968 until her retirement in 1990. She taught economics and business mathematics.
- At last month's meeting, the Board requested an update on energy consumption. Vice President Gregoryk introduced Gary Nellesen, Director of Facilities Planning & Management, and Art Cadena, the College's new Energy Services Manager, who reported on the College's energy consumption and conservation efforts. During 2009-10, the College reduced energy costs by \$700,000 through better management of the campus's Central Plant and cogeneration system, among other conservation efforts. For the upcoming year, additional cost savings will be achieved through in-house operation of the Central Plant, renegotiated commodity purchase agreements, and targeted conservation projects. The College is also testing the performance of LED lighting. Mr. Nellesen said he hopes to reduce energy costs in 2010-11 by another \$700,000.
- Dr. Nixon said the College initiated a system this year to drop students for non-payment of fees. Vice President Yamagata-Noji reported that a total of 3,846 students were dropped as of August 21. As of August 24, the College was 523.04 below its projected FTES for fall; however, Dr. Yamagata-Noji said the College expects to meet its target of 10,430 FTES.

Dr. Yamagata-Noji reported that, because of the state's fiscal crisis and the high unemployment, more students are qualifying for financial aid. A total of 21,698 students were awarded Board of Governors Fee waivers (not all registered). In 2009-10, the Financial Aid Office received 28,430 applications for aid. That number for 2010-11 is already at 27,329. From August 9 through 13, the Financial Aid office received 8,071 calls. Even with staff shortage and high demand, Dr. Yamagata-Noji said 3,063 students have already received checks.

With the spring Banner upgrade, the College is able to once again offer wait lists to students. As of August 24 (the second day of classes), there were 15,326 students on wait lists for 2,337 classes. She pointed out that students can be on more than one wait list.

Dr. Nixon said that, overall, it's been a very successful start of the fall semester.

11. INFORMATIONAL REPORT

Board members were provided with a written briefing on Mt. SAC STEM Scholars Program, prepared by Dr. Iraj Nejad, Professor, Chemistry.

Supported by a \$597,540 grant (plus a \$29,907 supplement in 2010) from the National Science Foundation (NSF), the Mt. SAC STEM Scholars program started in 2007. The program's primary goal is to recruit and support *academically talented, financially needy* students and enable them to attain higher education degrees in **Science, Technology, Engineering and Mathematics (STEM)** disciplines. The program strategies are focused on recruiting students from a diverse pool of students at Mt. SAC and supporting them both *financially* and *academically* to succeed in challenging gateway STEM courses and successfully transfer to four year institutions. Students interested in majoring in nearly all STEM disciplines (biological sciences, chemistry, physics, computer science, mathematics and engineering) are eligible to apply for scholarships through this program.

The program provides two distinct types of scholarships:

- A minimum of 40 "*academic scholarships*," in the amount of \$2,400 to \$2,800 each, are awarded annually to eligible students selected by a competitive application process.
- A second "*research scholarship*," in the amount of \$3,000 each, is awarded to 10 students (again selected competitively from the pool of STEM scholars) annually to conduct eight weeks of full-time research in the laboratories of leading STEM researchers at one of the partner four-year institutions. A student may receive both scholarships and can be in the program for two years.

The research takes place during the summer to allow students to concentrate primarily on full-time studies during the two academic semesters. In addition to the financial support, students also receive extensive mentoring, free tutoring, and other academic support necessary to excel in their STEM courses and ultimately transfer to four-year institutions as STEM majors.

The STEM Scholars program has been a huge success.

12. CONSENT AGENDA

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

- Consent item #2 - Personnel Transactions. On page 40 of the backup packet, please change the temporary change in assignment for Richard Patterson to "acting" Dean, rather than "interim" Dean.

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

PRESIDENT'S OFFICE

1. Approval of the College's Conflict of Interest Code.

HUMAN RESOURCES

2. Approval of Personnel Transactions, dated August 25, 2010, as corrected.

INSTRUCTION and STUDENT SERVICES

3. Approval for Singcopation to perform at the Monterey Jazz Festival September 17–20, 2010.
4. Approval of a contract with Dr. Thomas Bryan for health screenings for new football athletes and physician coverage at all Mt. SAC football games for the 2010 season.
5. Approval of a contract with Cole-Schaefer Ambulance Service for coverage at all five Mt. SAC home football games for the 2010 season.
6. Approval of an affiliation agreement with Monterey Park Medical Center for students enrolled in the Radiologic Technology program.
7. Approval of a contract amendment for the Child Development Center.
8. Approval of a grant augmentation for the Scholarships in Science, Technology, Engineering, and Mathematics grant.
9. Approval of a contract for the Health Care Sector and Other High Growth and Emerging Industries – Building Automation grant.
10. Approval of activities and contracts for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
11. Approval of Community Services Programs/Courses for Fall 2010.
12. Approval of additions and changes to the Continuing Education program.
13. Approval to accept funds and approve activities for the Upward Bound Grant.
14. Approval of a contract with UCLA Conference Center in Lake Arrowhead for the Annual Associated Students Fall Leadership Conference.

ADMINISTRATIVE SERVICES

15. Approval of the Appropriation Transfers and Budget Revisions Summary.
16. Approval of the Quarterly Financial Status Report for the period ending June 30, 2010.
17. Approval of the Quarterly Investment Report for the period ending June 30, 2010.
18. Approval of the 2011 contract for the Chancellor's Office Tax Offset Program (COTOP).
19. Approval to ratify the combined liability and property insurance coverage and trust

- fund reimbursement of \$935,211 to the Alliance of Schools for Cooperative Insurance Program (ASCIP).
20. Approval of the appointment of the Purchasing Manager, Thomas Meikle, to act on behalf of the College as a certified and qualified Hearing Officer to handle contested parking violations.
 21. Approval of Resolution No. 10-01 – Adoption of Edwards Systems Technology Addressable Fire Alarm and Mass Notification System as the Standard for Use in Public Works of Improvement.
 22. Approval of the donation of miscellaneous supplies and materials to the cities of La Verne and West Covina.
 23. Approval to reject a Claim Against the District by Gloria Lopez, and instructed Administrative Services to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
 24. Approval to reduce to 5% the retention for Los Angeles Air Conditioning, Inc. on its contract for the Agricultural Sciences Complex – Main Building Mechanical/HVAC (Bid No. 2778) project.
 25. Approval of Agreements to provide Professional Design and Consulting Services with P2S Engineering, Inc. for the Performing Arts Building Chiller Replacement project; with P2S Engineering, Inc. for the Monitoring-Based Commissioning and Energy Retrofit Services, at the Science Laboratory Building project; with Independent Roofing Consultants for the Science Building Water Intrusion Repair project; with Coast Compressor Company for the Semi-Annual Compressor Maintenance and Service Agreement; with Water Chemists Incorporated for the Annual Water Treatment Services; and with S. P. Pool Maintenance for the Annual Pool Maintenance and Services.
 26. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
 27. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
 28. Approval of the following Proposed Gifts and Donations to the College:
 - Mike and Carol Downard – Zeeman Lo-Boy Equipment Trailer, Model 1980, valued by donor at \$1,500, to be used by the Natural Sciences Division.

Motion unanimously carried. Student Trustee concurred.

13. CHANGE ORDERS AND CONTRACT AMENDMENTS

In reviewing the proposed change orders and contract amendments, Trustee Hall asked about the general construction on campus. Director Nellesen said the College has about

\$60 million in construction projects, which include Agricultural Sciences building, the Physical Education Center, Administration building, Design Technology building, the Child Development Center, and about a dozen minor capital outlay projects.

It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, to approve the following Change Orders and Contract Amendments:

- Bid No. 2779 Agricultural Sciences Complex (Main Building) – American Electric (Electrical Contractor) – Change Order No. 3.
- Bid No. 2776 Agricultural Sciences Complex (Main Building) – Daart Engineering (Fire Sprinklers Contractor) – Change Order No. 4.
- Bid No. 2781 Agricultural Sciences Complex (Main Building) – Lozano Caseworks (Laboratory Casework Contractor) – Change Order No. 3.
- Bid No. 2782 Agricultural Sciences Complex (Construction & Site Work of Equine Tack and Raptor Building, plus Site Work for Animal Care and Greenhouse) – Harik Construction, Inc. (General Construction Contractor) – Change Order No. 10.
- Bid No. 2834 Child Development Center – Tri Power Electric (Electrical Contractor) – Change Order No. 1.
- Bid No. 2844 Design Technology Center – Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor).
- Bid No. 2848 Design Technology Center – Lozano Casework (Casework Contractor) – Change Order No. 1.
- Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 2.
- Bid No. 2851 Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 1.
- Bid No. 2852 Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 1.
- Bid No. 2855 Administration Building Remodel – Angeles Contractor Inc. (General Contractor) – Change Order No. 2.
- Bid No. 2854 Administration Building Remodel – Janus Corporation (Hazardous Materials Abatement Contractor) – Change Order No. 1.
- Bid No. 2875 Parking Lot S Landscape – Martinez Landscape (Landscape Contractor) – Change Order No. 1.
- Contract Administration Building Remodel – H2 Environmental Consulting Services Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1.

- Contract Building 45 Renovation – Kishimoto Architects, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 8.
- Contract Administration Building Remodel – Marlene Imirzian and Associates Architects (Professional Design and Consulting Services Consultant) – Amendment Nos. 6, 7, 8, and 9.

Motion unanimously carried. Student Trustee concurred.

14. BOARD COMMUNICATION

- Board members shared the following comments:
 - All new faculty and staff were welcomed to the College.
 - Student Trustee Martinez was welcomed to the Board. Trustee Bader noted that Mr. Martinez had been a student at Diamond Point Elementary School while she was the principal.
- Student Trustee Martinez said he is looking forward to working with the Board and the Associated Students leaders in his new role as Student Trustee. He reminded everyone about the Osher scholarships and said applications are due soon. Mr. Martinez said he had an opportunity to go to Georgetown University this summer where he realized that Mt. SAC really does prepare students for success.
- Trustee Chen Haggerty said she attended the San Gabriel Valley Economic Partnership Awards Gala at the Rose Bowl and learned a lot about the history of the San Gabriel Valley. She also represented Trustee Hall at the last Citizens Oversight Committee meeting, where she heard a great update on the College's construction projects. Trustee Chen Haggerty said the College has a great Citizens Oversight Committee – members were attentive during the meeting and asked good questions.
- Trustee Bader reported that the Los Angeles County Fair has designated September 30 as Mt. SAC Day. This includes free fair admission for faculty, staff, and students. Trustee Bader said she had long been concerned about the cost of textbooks for students and was very pleased to hear about the book rental program tonight.
- Trustee Chyr talked about the transition for College retirees and for College graduates. He said it is a joy to be a part of the College.
- Trustee Baca said he also attended the San Gabriel Economic Partnership Awards Gala where Fritz Hitchcock was honored. Trustee Baca also attended the College's Welcome Back BBQ and the football pancake breakfast. He reminded everyone that Mt. SAC's football team is ranked number one in the nation. While Trustee Baca extended his condolences to the family and friends of all those who recently passed away, he said he was particularly touched by the passing of Scott Davis. He knew Scott Davis and was impressed with his knowledge of track and field.
- Trustee Hall congratulated everyone on a great start to the fall semester. He said that the recent improvements to the Amar/Grand intersection by the College and the City of Walnut seemed to have had a big impact on traffic.

Dr. Hall said the presidential search process is beginning. He noted that the Board met earlier in the evening with its search consultant.

15. ADJOURNMENT

The meeting adjourned at 9:15 p.m.

JSN:dc