



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 15, 2010

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:00 p.m. on Wednesday, September 15, 2010. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

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.

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

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

- Employment/Appointment of College President
- Conference with Legal Counsel – Anticipated Litigation pursuant to Section 54956.9(c) (one case)

3. PUBLIC SESSION

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

4. INTRODUCTIONS/RECOGNITION

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

Classified

Justin Ott, Grounds Equipment Operator, Grounds

Management

Joumana McGowan, Dean, Business

5. APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, to approve the minutes of the regular meeting of August 25, 2010. Motion unanimously carried.

6. ACTION TAKEN IN CLOSED SESSION

None.

7. PUBLIC COMMUNICATION

None.

8. REPORTS

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

- Associated Students' Visibility Week was held August 31-September 2 and was a great success.
- The Mt. SAC History Department and Associated Students are sponsoring a Constitution Day Celebration on Thursday, September 16, 1:00-4:00 p.m., in the Student Life Center.
- As of tomorrow, the students will have a full Senate. President Padilla was very happy to report that 21 students applied for 13 open positions in the student senate.
- Upcoming Events:
 - Join-A-Club Days – September 21-23, 2010
 - Associated Students Fall Leadership Conference – September 24-26, 2010 (Lake Arrowhead)

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

- The full Senate is scheduled to meet tomorrow. President Kaljumagi reviewed items that will be considered by the Senate.
- The Academic Senate has 112 positions on collegewide committees. Only seven positions remain unfilled. The Senate is currently seeking applicants for the position of Outcomes Coordinator, currently filled by Joan Sholars. Professor Sholars will be stepping down at the end of the semester.
- The Academic Senate, in conjunction with the Instruction Office, has begun the process of hiring faculty for 2011-12. Currently, only replacement positions are being considered.

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

- Next month, the Classified Senate will begin discussing professional development offerings for classified staff.
 - The Classified Senate is organizing a variety of fund-raisers for the fall semester. All proceeds will be used to support classified staff professional growth.
 - This December, the Classified Senate will continue the tradition it began last year of helping a classified employee in need by putting together a gift basket filled with items and gift cards to help them celebrate the holiday season.
- D. Jennifer Galbraith, Faculty Association President, reported the following:
- The Representative Council agreed to continue with the Kaiser Insurance plan for adjunct faculty with a 15-month renewal. The 15-month renewal is effective October 1, 2010, until December 31, 2011. This allows for all of the District's health insurance policies to be on the same January renewal date. It also allows for a more efficient timeline for approval of plans from the Faculty Association.
 - This summer the District and the Faculty Association signed a Memorandum of Understanding regarding Appendix E - Reassigned Time for Special Assignments.
 - The Faculty Association will be sending a delegation to the CCA (California Community Colleges Association) Fall Conference in South San Francisco from October 8-10.
- E. President Nixon's report included the following:
- President Nixon said that he and Trustees Baca, Bader, and Hall attended the September 11 football game and participated in the pre-game activities which included a celebration of the team's national championship and a moment of silence in memory of September 11, 2001.
 - Dr. Nixon said that, at the request of the College's Citizens Oversight Committee Vice Chair, Tony Torng, he was the keynote speaker at the Chinese Institute of Engineers-USA's annual conference last Saturday. Along with the scientists and engineers in attendance, approximately 50-60 Mt. SAC engineering or engineering-related students attended. This provided a wonderful opportunity for students to connect with members of the business community.
 - The College continues to prepare for the October 25-28 accreditation site visit. Dr. Brian King, President of Cabrillo College, is serving as the team chair. He conducted his pre-visit on August 30, and that was successful. More information on the visit will be sent out to the campus community within the next couple of weeks.

9. INFORMATIONAL REPORT

Board members were provided with a written update on the Banner Project, prepared by Vic Belinski, Chief Technology Officer.

The Banner Project Implementation Teams worked diligently throughout 2007 and 2008 to bring many of the core Banner modules live. Banner Student, along with the Luminis Portal, went live for students enrolling in the summer 2009 term. In March 2009, all

Mt. SAC payroll processing was brought in-house. Mt. SAC was granted fiscal accountability in July 2009, and began in-house processing of commercial warrants.

Additional systems which complement Banner are in the process of review and implementation including the Mountie Academic Plan (DegreeWorks - automated degree audit) and facilities management.

Use of the portal and web self-service modules has grown extensively since Banner went 'live'. Students access the portal for registration, fee payment, and final grades. The portal is also their home base for direct access to online instruction tools such as Blackboard and Course Studio. Faculty use the portal to access and print rosters, appropriately drop students, and input final grades. Staff use the portal to approve purchase requisitions, analyze budgets, and view personal information such as their payroll checks, available leave balances, and health benefits. Overall, the portal has become the primary College communication tool, supplying targeted messages, portal announcements, email access, and online group meeting space.

In a collegial fashion, Mt. SAC continues to leverage technology and system enhancements in Banner, both those supplied by SunGard HE and those developed in-house. A major upgrade to Banner 8 and Oracle 11g took place over Memorial Day weekend this year. Based on the new capabilities in Banner 8, class wait-lists were implemented for summer 2010. The recently adopted drop-for-nonpayment policy was implemented in Banner utilizing custom work completed by IT programming staff. New portal capabilities, channels, and communication tools are continually made available to students, faculty, and staff.

10. CONSENT AGENDA

Trustee Hall asked that the following corrections/amendments be made to the agenda:

- Consent item #1 - Personnel Transactions. On page 15 of the backup packet, under 39 Month Reinstatement(s), please add the words "with pay" to the entry so that it reads: Roldan-Aragon, Alyce, Clerical Assistant, Adult Basic Education, Effective 05/24/10, with pay.
- Consent item #10 – Approval of Change Orders. Please pull from the agenda information related to Bid Nos. 2665 and 2722, backup packet pages 40 through 45.

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

HUMAN RESOURCES

1. Approval of Personnel Transactions, dated September 15, 2010, as corrected.
2. Approval of Contract for Investigative Services with Norm Traub & Associates.

INSTRUCTION and STUDENT SERVICES

3. Approval of expenditures of Professional and Organizational Development funds for costs associated with various special events and meetings for the 2010-11 academic year.
4. Approval of an interactive training session on Managing Multiple Projects, Objectives, and Deadlines facilitated by SkillPath Seminars.
5. Approval for Forensics students and faculty to attend the L.E. Norton Forensics Invitational at Bradley University, in Peoria, IL, November 4-8, 2010.
6. Approval of activities and acceptance of funds for the Student Support Services grant.
7. Approval of additions and changes to the Continuing Education program.

ADMINISTRATIVE SERVICES

8. Approval of Resolution No. 10-02 – Appropriations Limit for 2010-11.
9. Approval of an agreement to provide Professional Design and Consulting Services with The Clock Man for the Humanities Building Clock Repair project.
10. Approval of the following Change Orders, as amended (note that Bid No. 2665 – Classroom Remodel, and Bid No. 2722 – Math and Science Building, were pulled from the agenda):
 - Bid No. 2779 Agricultural Sciences Complex (Main Building) – American Electric (Electrical Contractor) – Change Order No. 4.
 - Bid No. 2777 Agricultural Sciences Complex (Main Building) – Continental Plumbing (Plumbing Contractor) – Change Order No. 11.
 - Bid No. 2772 Agricultural Sciences Complex (Main Building) – Griffith Company (General Contractor) – Change Order No. 4.
 - Bid No. 2775 Agricultural Sciences Complex (Main Building) – Harbor Construction (General Contractor) – Change Order No. 7.
 - Bid No. 2859 Administration Building Remodel – Rancho Pacific Electric, Inc. (Electrical Contractor) – Change Order No. 2.
 - Bid No. 2855 Administration Building Remodel – Angeles Contractor Inc. (General Contractor) – Change Order No. 3.
 - Bid No. 2857 Administration Building Remodel – Empyrean Plumbing (Plumbing Contractor) – Change Order No. 1.
 - Bid No. 2874 Modifications to Upper Practice Field – CS Legacy Construction (General Contractor) – Change Order No. 1.
 - Bid No. 2875 Parking Lot S Landscape – Martinez Landscape (Landscape Contractor) – Change Order No. 2.

11. Approval of the following Contract Amendments:

- Contract Design Technology Center – HMC Architects (Professional Design and Consulting Services Consultant) – Amendment Nos. 6 and 7.

12. Approval of the following Proposed Gifts and Donations to the College:

- Rainbow Garden Nursery – 1991 Ford F450 Dump Truck, valued by donor at \$6,000, to be used by the Natural Sciences Division.
- Rainbow Garden Nursery – 1992 Ford F350 Truck, valued by donor at \$5,000, to be used by the Natural Sciences Division.

Motion unanimously carried. Student Trustee concurred.

11. PUBLIC HEARING ON PROPOSED BUDGET

In accordance with Title 5 of the California Code of Regulations, Section 58301, the 2010-11 Proposed Budget was made available to the public from September 10, 2010, through September 15, 2010, and a Public Hearing was scheduled for 6:30 p.m., on Wednesday, September 15, 2010. Trustee Hall opened the Public Hearing at 7:29 p.m. There were no statements made relative to the proposed Budget. The Public Hearing was closed at 7:30 p.m.

12. ADOPTION OF THE 2010-11 BUDGET

Vice President Gregoryk commended the College community for its frugality during the 2009-10 year. While the adopted budget projected a budget deficit of \$5,113,158, the College actually ended the year with a one-time surplus of \$6,745,088. Cost savings were the result of the hiring freeze, decreased use of short-term hourly and overtime, retiree health and welfare premium holiday, etc. However, an unexpected cost savings of \$1,449,081 was realized from balances from unspent department budgets.

Vice President Gregoryk reviewed the proposed 2010-11 budget. He noted that included in the adopted budget are ongoing general fund revenues of \$141,281,810. Ongoing expenditures are estimated at \$142,791,678, leaving a projected ongoing budget deficit of \$1,509,868. Also budgeted are one-time expenditures totaling \$4,721,823, including \$2,368,402 million in carry-over obligations from 2009-10, and \$2,243,364 for one-time support of categorical programs that are experiencing extreme reductions in State funding.

Mr. Gregoryk said he doesn't anticipate having a State budget prior to the November election. As a result, districts must have sufficient cash flow to cover lack of apportionment payments. Mt. SAC may be able to make it through October before it has to borrow funds, but it will be close.

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, to approve the 2010-11 adopted budget. Motion carried unanimously. Student Trustee concurred.

13. BOARD COMMUNICATION

- All Board members shared the following comments:
 - New staff members were welcomed to the College.
 - Dean Jennum was thanked for providing Board members with the Mt. SAC Football hats and VIP passes to sports events.
 - September 30 is Mt. SAC Day at the L.A. County Fair.
 - Trustees mentioned the many events they have attended, including: Meals on Wheels dinner, Chinese Institute of Engineers-USA's annual conference, and the Walnut Mayoral swearing-in ceremony.
- Student Trustee Martinez said he was pleased to see the *Diamond Bar Windmill* carry the story of his appointment to the Board. He also thanked the Financial Aid office for all their work in getting checks out to students.
- Trustee Chen Haggerty said she participated in the Emergency Notification test, and it seemed to work well.
- Trustee Bader said she enjoyed the Banner Update and thinks the DegreeWorks program sounds wonderful.
- Trustee Chyr saluted the work of the Information Technology Team. The University of La Verne also uses Banner, so Trustee Chyr is familiar with the amount of work it requires.
- Trustee Baca, a member of the Board of Governors (BOG), gave a brief report of the September 13-14 BOG meeting. The BOG discussed regulatory changes on facilities utilization and space standards. Patrick Perry, Vice Chancellor, Technology, Research, and Information Systems, provided a report to the Board of Governors noting that community colleges lost 140,000 students between 2008-09 and 2009-10. A greater number of first-time students are being blocked out of the system.
- Trustee Hall said he has seen two national rankings on college football teams and in one, Mt. SAC is number one; it is number two in the other. Trustee Hall said he had a chance to review the Citizens Oversight Committee's Annual Report to the Community and thought it was very well done. The report is available on the College's website.

Dr. Hall shared some upcoming events, including the Accreditation site visit scheduled for October 25-28.

14. ADJOURNMENT

The meeting adjourned at 8:26 p.m.

JSN:dc