



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 24, 2011

MINUTES

CALL TO ORDER

The study session of the Board of Trustees of Mt. San Antonio College was called to order at 4:06 p.m. on Wednesday, August 24, 2011. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, and Student Trustee Hernandez were present.

STAFF PRESENT

Bill Scroggins, President/CEO; Michael D. Gregoryk, Vice President, Administrative Services; Virginia Burley, Vice President, Instruction; and Audrey Yamagata-Noji, Vice President, Student Services.

1. PUBLIC COMMUNICATION

None.

2. STUDY SESSION

Trustee Elections

Board members met with Paul Mitchell (Redistricting Partners) and Kimi Shigetani (CCLC) to discuss the California Voting Rights Act (CVRA) which requires boards with at-large election systems to review their underlying voter patterns to determine if a “districted” system would empower subgroups. The release of new census data and the significant population changes over the past decade are forcing many elected bodies to look at their election processes. Districts that are currently using at-large election systems will fall under scrutiny during this time, as voting rights groups are carefully watching the outcome of these analyses.

The Board has contracted with CCLC and Redistricting Partners to conduct an analysis of the College district. In the last decade, there has not been significant growth or change in the ethnic breakdown of the college district. The district grew by just 0.3 percent. Latinos are 56 percent of the total population, or 438,702 people, a five percent jump in the last decade. Asians account for 22 percent of the population, or 173,111 people, an increase of three percent in the last 10 years. African Americans decreased from five percent of the population to four percent. Mr. Mitchell noted that Latinos are concentrated in the northwestern portion of the district and in the city of Pomona. The

Asian community is concentrated in the southwestern portion of the district in Walnut, Rowland Heights, and Diamond Bar.

Mr. Mitchell presented Board members with several versions (with five and seven Board members) of wards drawn using traditional redistricting principles to create either Majority Minority or Influence Latino and Asian districts. In each version, the lines were drawn using city boundaries and school districts as initial guides and provided for both Majority Minority and Influence Latino and Asian seats. Mr. Mitchell said each possible ward was completely free of any vulnerability under the California Voting Rights Act and meets all federal Voting Rights Act Section 2 requirements.

Any changes made to the College Board structure wouldn't take effect until the November 2013 election. The timeline for making a decision by the Board was discussed.

Board members shared concerns about splitting school districts, cities, and neighborhoods into different wards. Board members will review the information provided by the League and Redistricting Partners and will offer input into possible different configurations.

The Study Session recessed at 5:20 p.m.

3. CLOSED SESSION

The Board convened Closed Session at 5:45 p.m.

The Board discussed the following items:

- Conference with Labor Negotiations Teams, per California Government Code Section 54957.6
Faculty Association and CSEA, Chapters 262 and 651
- Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(c) (one case)
- General Consolidated Construction, Inc.'s May 2, 2011, Claim Pursuant to Government Code Sections 910 et seq. – Athletic Storage Building Project (Bid No. 2808-09) (Case No. 0811-1)

4. PUBLIC SESSION

The public meeting reconvened at 6:38 p.m.

5. INTRODUCTIONS/RECOGNITION

- **Introductions**

The following newly appointed staff were introduced to the Board:

Classified Staff

Sue Ceja, Receptionist/Clerical Assistant, Humanities & Social Sciences Division
Stacy Lee, Student Services Program Specialist, Admissions & Records
Ricardo Pena, Custodian, Custodial Services
Sangvan Thaysankram, Receptionist/Clerical Assistant, English, Literature, &
Journalism
Marcus White, Custodian, Custodial Services

6. APPROVAL OF MINUTES

It was moved by Trustee Bader, seconded by Trustee Chyr, to approve the minutes of the regular meeting of July 25, 2011. Motion unanimously carried. Student Trustee concurred.

7. ACTION TAKEN IN CLOSED SESSION

Trustee Chen Haggerty reported that, in closed session, the Board voted unanimously to disapprove payment to General Consolidated Construction, Inc. (Case No. – 0811-1) for the Athletic Storage Building Project (Bid No. 2808-09).

8. PUBLIC COMMUNICATION

- Academic Senate President Eric Kaljumagi spoke in opposition to Board action item #2 – Confidential and Management Reclassification and Pay Scale Adjustments. While providing specific reasons for opposition to most positions, Mr. Kaljumagi noted that, in normal times, the Senate would not object to District attempts to rectify salary inequities or market imbalances. However, with mid-year budget cuts a near certainty and a District structural budget deficit, he asked the Board to refrain from increasing management salaries beyond basic cost-of-living adjustments. President Kaljumagi referred Board members to Academic Senate Resolution 2009-15 where the Senate recommended that the College focus on student learning with respect to institutional planning and budget development so that the student learning experience is the first priority.
- Physical Education Dean Joe Jennum announced that Mt. SAC has again won the coveted Pepsi NATYCAA Cup. The NATYCAA Cup recognizes athletic excellence at the two-year college level. Each year, a program is awarded this Cup based upon the State/Regional finishes of a college's five top men's and women's athletic programs. This is the second time in three years that Mt SAC has received the award. Dean Jennum thanked the Board, administration, faculty, and staff for making this a wonderful institution that students want to attend.

9. REPORTS

A. Eric Kaljumagi, Academic Senate Vice President, reported the following:

- The first full Senate meeting of the year will be held in September.
- President Kaljumagi said the Academic Senate exists to advise the Board on “academic and professional matters.” The Senate has a goal and priority-setting retreat planned for August 25. An invitation was extended to Board members to suggest any academic and professional matters that the Senate might discuss this year. He provided the Board with copies of the Senate's 2010-11 Goals and

Strategic Objectives. Noting that the 10+1 academic and professional matters guide the bulk of the Senate's work, he provided a listing of those academic and professional matters with the Board.

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

- Ratification ballots for the new faculty contract were mailed to all Faculty Association members. Ninety-five percent of the Association members (who voted) voted to ratify the new Agreement. On behalf of the Faculty Association, President Galbraith urged the Board to approve Action Item #1. The Association believes that the agreement is fair, focuses on accountability, and is in the best interest for the faculty, students, and the District.
- The Faculty Association was very pleased to learn that there will not be a Board of Trustees election this year. President Galbraith congratulated Trustee Baca, Trustee Bader, and Trustee Chyr for continuing to serve on the Mt. SAC Board. The Association looks forward to working with the District and continuing its harmonious relationship with the Board.
- President Galbraith said the Faculty Association is ready to get back to school. It will be providing "welcome back" goodies to faculty during sign-in for the Opening Faculty Meeting at the Convocation Day, this Friday.

C. Laura Martinez, CSEA, Chapter 262 President, reported the following:

- In preparation for Convocation Day, the Classified Senate has worked closely with CSEA, Chapter 262 to plan afternoon breakout sessions. These sessions will include such topics as Introductory Word and Excel, Ergonomics, Payroll Portal, Q&A regarding the Chapter 262 contract, and participatory governance. President Martinez thanked Dr. Scroggins for including classified staff in this event.
- President Martinez spoke in opposition to Board action item #2 – Confidential and Management Reclassification and Pay Scale Adjustments. Noting that community colleges have faced a fiscal crisis for the past two years, the District asked College staff to help find ways to reduce spending. Ideas were brought forward and implemented that resulted in reduced departmental budgets and eliminated classified employee positions. Classified staff continue to assume more workload both to better serve students and because they fear layoffs. She pointed out that the District has sent out a Request for Proposals to approximately 14 companies to conduct a comprehensive classification study for all non-academic positions, which includes managers, confidential/supervisory, and classified employees. While President Martinez said she does not dispute the rationale presented to the Board, she suggested that the reclassification and upgrade for these employees should be addressed through the classification study.

D. President Scroggins' report included the following:

- President Scroggins congratulated Trustees Baca, Bader, and Chyr on their reelection to the Board. He said this is a great vote of confidence in the Board members as leaders and reaffirms that the voters believe the College is going in the right direction. As the new President, Dr. Scroggins said this is gratifying for him.

- Enrollment Management Dean George Bradshaw presented a preliminary fall enrollment report. As of today, 25,632 full-time credit students are enrolled for the fall semester – up 4.18 percent over last fall. Of this number, 15,323 are part-time credit students (up 12 percent), and 10,309 are full-time (down 5.8 percent). Fall credit class offerings dropped by 4 percent, from 2,941 in 2010 to 2,824. Dr. Bradshaw noted that the numbers will fluctuate as more students continue to register and add/drop classes during the initial weeks of the semester.

President Scroggins noted that, while the number of sections offered has declined, the College is seeing an increase in students. This is because faculty are voluntarily adding students over the class limits. Dr. Scroggins thanked faculty for their willingness to serve additional students.

Trustees asked for information showing a comparison of the number of students enrolled from other communities (within the district) over the last two years.

- The College will hold its annual Convocation (flex day for faculty) this Friday. Opening meetings are scheduled for both faculty and classified staff. Following the opening meetings, additional professional development activities are scheduled for all staff. The annual Welcome Back BBQ is scheduled to be held in Founders Hall from 11:00 a.m. – 2:00 p.m. Board members were invited to participate in all activities.
- Dr. Scroggins notified Board members that the Los Angeles County Committee on School District Organization is accepting nominations. Trustee Hall was the only trustee who lives in the supervisorial district with a vacancy. Before agreeing to be nominated, he asked for more information on the Committee's meeting schedule.

10. INFORMATIONAL REPORT

Board members were provided with a written update on the Distance Learning Program, prepared by Meghan Chen, Dean, Library and Learning Resources.

Mt. SAC's Distance Learning Program has experienced steady growth since the June 2010 report to the Board. The College now has 130 courses available in online or hybrid delivery, while 11 new course proposals are in development. The College increased the number of sections of Distance Learning by 112 sections, or 34.5 percent, from 2009-10. More specifically, hybrid classes grew by 129 percent, while online classes declined by 17 percent. The program enables students to earn two degrees, earn 11 certificates, and complete more than 50 percent of credits in general education through Distance Learning. Approximately 1.6 percent of students in the Distance Learning program take only online courses; the vast majority take a combination of traditional, hybrid, and online courses.

Mt. SAC's student retention and success rates in online classes trail those in hybrid and traditional classes, consistent with State and national statistics on student success in distance learning courses. Baseline figures for 2008-09 showed an overall success rate in traditional classes at 68.1 percent, compared to 61.4 percent in hybrid classes, trailed by 56.6 percent in online classes.

The number of faculty certified to teach Distance Learning courses is now 195 compared to 135 in 2010, an increase of 44 percent. From 2006-10, 414 faculty completed Blackboard Basics training; that figure is now 453, an increase of 9 percent.

11. CONSENT AGENDA

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

HUMAN RESOURCES

1. Approval of Personnel Transactions, dated August 24, 2011.
2. Approval of a contract with Liebert Cassidy Whitmore for Hiring the Equal Employment Opportunity (EEO) Way Training.
3. Approval of a contract with Professional Interpreting Services – DEAFinitely Professional Interpreting Services.

INSTRUCTION and STUDENT SERVICES

4. Approval to accept funds and approve activities for the Student Support Services Grant.
5. Approval of a contract with UCLA Conference Center in Lake Arrowhead for the Annual Associated Students Fall Leadership Conference.
6. Approval of a contract with Ted Tapia Mailing Services, Inc.
7. Approval of activities and acceptance of funds for the Campus Suicide Prevention grant.
8. Approval of a contract with Santa Rosa Junior College for the Family & Consumer Sciences Discipline/Industry Collaborative grant.
9. Ratification of a contract with the Regents of the University of California, on behalf of its Irvine campus, for the Promoting STEM Research to College Freshmen and Sophomores grant.
10. Approval to accept funds for the Career Technical Education Community Collaborative grant.
11. Approval of activities and acceptance of funds for the Talent Expansion in Science and Technology – An Urban Partnership grant.
12. Approval of activities for the Title V – Developing Hispanic-Serving Institutions grant.
13. Approval of a contract with Hilltop Creative Group for the Center of Excellence Career and Technical Education Hub.
14. Approval of activities and acceptance of funds for the Basic Skills grant.
15. Approval for the Men's Water Polo team to travel to the Naval Academy in Annapolis, MD, for a tournament September 2–5, 2011.

16. Approval of additions and changes to the Continuing Education Fee-Based program.
17. Approval of an addition and a change to the Continuing Education Adult Education program.

ADMINISTRATIVE SERVICES

18. Approval of the Appropriation Transfers and Budget Revisions Summary.
19. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
20. Approval of the Quarterly Financial Status Report for the period ending June 30, 2011.
21. Approval of the Quarterly Investment Report for the period ending June 30, 2011.
22. Approval of the 2012 contract for the Chancellor's Office Tax Offset Program (COTOP).
23. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
24. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
25. Approval of the Foundation for California Community Colleges Microsoft Campus Agreement for the period October 1, 2011, through September 30, 2014.
26. Approval of an agreement with Moodlerooms, Inc. for a learning management system.
27. Approval of a contract with PAL id studio for the Childcare Facility Furniture Consulting Services.
28. Approval of a three-year Maintenance and Service Agreement with Eaton Corporation for three Uninterrupted Power Supply units and one Liebert unit (battery backup) at the Data Center.
29. Approval of agreements to provide Professional Design and Consulting Services with H2 Environmental Consulting for Classroom Building Renovation (formerly Agricultural Sciences Lab) project; with HMC Architects for the Student Services Annex Building project, and with Webb Food Service Design Consultants for the Row Building Food Laboratory 19B-5 project.
30. Approval of the following Bid:

- Bid No. 2892 Carpet, Installation, and Resilient Flooring. Awarded to Tandus Flooring, Inc.

31. Approval of the following Change Orders:

- Bid No. 2605 Art Studio Renovation – Inland Empire Builders (General Contractor) – Change Order No. 11.
- Bid No. 2652 Campus-wide Infrastructure – Phase F – Inland Empire Builders (General Contractor) – Change Order No. 5.
- Bid No. 2773 Agricultural Sciences Complex – K.A.R. Construction, Inc. (Concrete Contractor) – Change Order No. 9.
- Bid No. 2775 Agricultural Sciences Complex – Harbor Construction Co., Inc. (General Contractor) – Change Order No. 16.
- Bid No. 2777 Agricultural Sciences Complex – Continental Plumbing (Plumbing Contractor) – Change Order No. 15.
- Bid No. 2808-09 Athletic Storage Building – General Consolidated Construction, Inc. (General Contractor) – Change Order No. 4.
- Bid No. 2829 Child Development Center – Edge Development (Building Concrete and Masonry Contractor) – Change Order No. 2.
- Bid No. 2851 Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 4.
- Bid No. 2852 Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 4.
- Bid No. 2853 Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 9.
- Bid No. 2858 Administration Building Remodel – DSG Corporation (Mechanical Contractor) – Change Order No. 1.
- Bid No. 2882 Purchase of Furniture for Administration Building – Corporate Business Interiors (Allsteel) (Furniture Contractor) – Change Order No. 1.

32. Approval of the following Contract Amendments:

- Contract Annual Fire Alarm Monitoring – First Fire Systems (Consultant) – Amendment No. 1.
- Contract Annual Water Treatment Service Agreement – Water Chemists Incorporated (Consultant) – Amendment No. 1.

33. Ratification of the following Contract Amendments:

- Contract Design Technology Center – HMC Architects (Professional Design and Consulting Services Consultant) – Amendment No. 8.
- Contract Administration Building Renovation – PAL id studio (Professional Design and Consulting Services Consultant) – Amendment No. 1.
- Contract Physical Education Program Building Renovation – PAL id studio (Professional Design and Consulting Services Consultant) – Amendment No. 1.

Motion unanimously carried. Student Trustee concurred.

12. FISCALLY INDEPENDENT STATUS

At the request of the Board, Associate Vice President Baldwin provided information on the difference between being fiscally accountable and fiscally independent, and costs related to becoming fiscally independent. Being fiscally accountable allows the College to produce its own warrants (accounts payable and payroll); however, the College is still under the control of the County Superintendent of Schools' Office. The County Office continues to submit PERS and STRS reports on behalf of the College. That would change with fiscal independence. Internal controls are the biggest issue when becoming either fiscally accountable or fiscally independent. The College did excellent on its fiscally accountable audit and expects to do as well on the fiscally independent audit. While Associate Vice President Baldwin didn't know the exact cost of the audit, she said the fiscally accountable audit was approximately \$22,000. Even if the College is able to become fiscally independent, it will remain under the umbrella of the County Superintendent's Office, and they could audit the College at any time. Ms. Baldwin said the County Superintendent's Office and the Chancellor's Office have been very cooperative during this process.

It was moved by Trustee Hall, seconded by Trustee Bader, to approve submitting an application to the Los Angeles County Superintendent of Schools requesting Fiscal Independence status. Motion unanimously carried. Student Trustee concurred.

13. CONTRACT WITH PROFESSIONAL ACCOUNT MANAGEMENT

Trustee Hall said he realizes that, at times, the Board is asked to ratify items; however, he said he really doesn't like to ratify items when it can be easily anticipated in advance that they need Board approval.

It was moved by Trustee Hall, seconded by Trustee Chyr, to ratify a contract with Professional Account Management for processing parking citations. Motion unanimously carried. Student Trustee concurred.

14. COLLECTIVE BARGAINING AGREEMENT WITH FACULTY ASSOCIATION

Board members commented that, even with a reduction in classes offered, the College has experienced an extraordinary increase in the number of students served with no increase in compensation to staff for several years. Board members said they appreciate everyone's help in reducing costs and, while this action isn't taken lightly, feel it's justifiable to reward employees for their hard work and sacrifices that have been made in recent years.

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve the Three-Year Negotiated Agreement between the Faculty Association and the District. Motion unanimously carried. Student Trustee concurred.

15. RECLASSIFICATION AND PAY SCALE ADJUSTMENTS

Each Board member commented that, while there is no doubt that the recommended salary increases are well deserved, timing is an issue. The College has been asked to come together to find ways to save money, and staff have done a magnificent job. Board members said they are interested in seeing the College conduct its reclassification study before taking action to change individual positions.

Dr. Scroggins said he appreciated the Board members validating the solid reasons for the recommendation, and he is sensitive to the issue of timing. He shared the changes that the College has gone through during the last three years since the College became fiscally accountable. This will be reviewed after the reclassification study has been completed.

It was moved by Student Trustee Hernandez, seconded by Trustee Baca, to approve the Confidential and Management Reclassification and Pay Scale Adjustments. Motion failed with a 0-5 vote. Student Trustee Hernandez did not concur.

16. REVISIONS TO BOARD POLICY 4270 – USE OF GENERAL EDUCATION COURSES COMPLETED AT OTHER ACCREDITED INSTITUTIONS

Board members received for first reading and discussion proposed revisions to Policy 4270 – Use of General Education Courses Completed at Other Accredited Institutions. No additional revisions were recommended. The revised policy will be brought back to the Board in September for approval.

17. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Congratulations were offered to newly-appointed staff.
 - All Trustees mentioned how happy they are that the College will save at least \$1 million by not having to run a Trustee election.
 - Dean Jennum and his staff were congratulated for winning the coveted Pepsi NATYCAA Cup.
- Trustee Chyr said it is a privilege to be associated with Mt. SAC. Even though these are very difficult financial times, Trustee Chyr said he hopes the College will do everything possible to open up more sections for students.
- Trustee Hall congratulated Trustees Baca, Bader, and Chyr on their reelection to the Board. He agreed with President Scroggins that having no one run against the incumbents is a great vote of confidence by the community. Trustee Hall

commented that the 2010-11 listing of accomplishments in the fall opening meeting handout is a good reminder of last year's many wonderful achievements.

- Trustee Baca said he plans to not only attend Friday's Convocation activities, but will also be presenting with Vice President Yamagata-Noji on the Student Success Task Force. He also said that he concurred with Trustee Chyr on the College maintaining as high a level of section offerings as possible.
- Trustee Bader thanked Dean Bradshaw for the enrollment report. She was pleased to see that, even with reduced sections, enrollment is up four percent.
- Student Trustee Hernandez said he attended the CCLC Student Trustee Conference and found it to be very beneficial.
- Trustee Chen Haggerty said that she is a faculty member at Rio Hondo College and is also allowing more students into her class. As we all struggle through these difficult fiscal times, Trustee Chen Haggerty reminded us that we are family and will get through it together.

18. ADJOURNMENT

The meeting adjourned at 8:31 p.m.

WTS:dc