



MT. SAN ANTONIO COLLEGE

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, April 11, 2009

MINUTES

CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 9:00 a.m. on Saturday, April 11, 2009. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall and Student Trustee Jamison were present.

STAFF PRESENT

John S. Nixon, President/CEO; Michael D. Gregoryk, Vice President, Administrative Services; Audrey Yamagata-Noji, Vice President, Student Services; Virginia Burley, Vice President, Instruction; and Jack Miyamoto, Interim Vice President, Human Resources

1. PUBLIC COMMUNICATION

None.

2. ACCREDITATION

Dr. Nixon introduced Kristina Allende, English Professor and Accreditation Co-Chair. Professor Allende shared copies of the 2010 Accreditation Visit Timeline, pointing out that the College is fully engaged in developing a self study for the visit.

Dr. Nixon said one of the themes that run through accreditation is "dialogue." In preparation for the October 2010 visit, the College has formed a steering committee and teams for each of the four standards. Each team selected its co-chairs and has begun work to draft responses on the standards. The drafts are very rough at this point; however, Barbara McNeice-Stallard (Accreditation Co-Chair) and Kristina Allende have begun revising those drafts into narratives. Dr. Nixon said the draft document will be shared with Board members well in advance of asking them to approve it.

Board members were provided with copies of the accreditation visiting team's recommendations from the October 2004 visit. Dr. Nixon said that a significant component of preparing for the self study and visit is responding to the previous team's recommendations. Dr. Nixon asked Board members to specifically look at recommendation number four – Dialogue. He pointed out that Mt. SAC was one of the first colleges to work with and receive an accreditation visit under the (then) new standards. In the early years, visiting teams focused on dialogue; since then, it has

received less attention. Two primary areas now of focus are institutional planning and student learning outcomes.

Dr. Nixon said the other three recommendations given to the College in 2004 relate to institutional planning and evaluation. By starting the self study process early, he believes the College can make sure it is honoring the spirit and definition of the standards.

3. COLLEGE BUDGET

Vice President Gregoryk distributed a very preliminary 2009-10 budget. He said that there are many unknowns because everything is contingent on the May ballot initiatives. Community colleges were treated fairly well during the last State budget negotiations process; however, he said that, should the ballot initiatives not pass, he believes community colleges will lose additional funding and may have to make major reductions.

The budget comparison history shared with Board members projects a deficit of \$970,083 for 2008-09; however, Mr. Gregoryk said he doesn't really expect a deficit at year-end because of the action taken to freeze vacancies. He said the College has taken other actions that will also benefit the College in the long run, including reducing the number of students served for which we are not reimbursed. At its highest, the College was serving 2,000 students over the funded cap. Dr. Nixon said the College continues to monitor enrollment and has taken some steps (e.g., schedule reduction) that will see savings in 2009-10. He said that, just from freezing vacant positions, the College expects to save about \$1.5 million this year.

4. COLLEGE CONSTRUCTION

Board members were given a project planning guide for the Measure RR Building Program. The guide includes the Measure RR project list and schedule, and descriptions and budgets for each project. Mr. Gregoryk said the proposed schedules could be impacted because of state funding. In reviewing the project budgets, Mr. Gregoryk said it is the College's intention to live within project budgets. If problems should arise, the College will consider downsizing the size of a project.

Vice President Gregoryk also shared information on Measure RR projects to be funded, either fully or partially, in the first bond series. He reviewed each of the 20 items explaining the project budget and how much would be funded each year. At this point, the College isn't sure how much money will be obtained from the first series of bonds. He reminded Board members that the College has promised voters that we would keep their costs to \$25 per \$100,000 of assessed valuation. The determination on the amount of the first series will be made in June when the College receives the Assessor's and Treasurer's reports.

Trustee Hall raised the issue of building with energy conservation and generation for the future in mind. He would like to see the College take advantage of tax incentives and grants offered through the state and federal "green" programs. Mr. Gregoryk said College staff are receiving training in LEED (low energy efficiency design) and that is definitely being incorporated into new projects.

Mr. Gregoryk said that the College is planning to update its Facilities Master Plan by the end of the year. It was last updated in 2005.

The Board took a brief recess at 10:45 a.m. The meeting reconvened at 10:50 a.m.

5. ANNUAL BOARD SELF-EVALUATION

President Nixon distributed a compilation of survey responses from Board Members to questions regarding the Board's areas of strengths, and those areas they thought needed improvement.

Some of the topics discussed by the Board included:

- While Board members attend conferences and workshops throughout the year for training and development purposes, it was suggested that it might be beneficial to attend a conference or workshop as a team. It was decided that the Board would consider making a presentation at a statewide conference on an annual basis.
- Dr. Nixon said he noticed several comments related to the College Foundation. He wanted to reinforce that he continues to give focus to the development of the College Foundation. Board members suggested that the College is going to need to find ways to partner with local businesses and organizations in order to bring more funding to the College.
- Board members were assured that Information Technology can support increased on-line classes. There was some concern noted about the annual cost of Blackboard. Dr. Nixon said he is impressed with the quality control in place for on-line classes, including both the training of faculty and delivery of curriculum.
- Dr. Nixon addressed an item mentioned in the self-evaluation regarding recruitment of foreign students. While the College continues to be committed to growth in this program, there are two barriers: 1) the management position for this program is frozen; and 2) because of the economy, enrollment at community colleges is booming and the College is turning away local students. Dr. Nixon pointed out that the College is currently serving 400-500 international students.
- Trustee Chen Haggerty said she continues to be interested in programs that promote mental wellness throughout the campus. Dr. Nixon said the College is in the middle of making sure all classrooms have telephones in case of emergency. Vice President Yamagata-Noji added that in terms of the College's ability to assist with trauma, a full-time licensed clinical social worker has been hired.

6. REVIEW OF BOARD CODE OF ETHICS/STANDARDS OF PRACTICE (Administrative Procedure 2715)

Dr. Nixon said both the Accrediting Commission and the Community College League of California have indicated that it is good practice for the Board to review its Code of Ethics statement regularly. It was the consensus of the Board that the current Board Code of Ethics/Standards of Practice needs no revision.

7. CLOSED SESSION

The Board adjourned to Closed Session at 11:23 a.m. to discuss the following item:

- Public Employee Performance – President/CEO, Discussion of Goals Pursuant to Government Code 54957

The public meeting reconvened at 11:45 a.m.

8. ACTION TAKEN IN CLOSED SESSION

None.

9. ADJOURNMENT

The meeting adjourned at 11:46 a.m.

JSN:dc



MT. SAN ANTONIO COLLEGE

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, February 27, 2010

MINUTES

CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 9:00 a.m. on Saturday, February 27, 2010. Trustees Baca, Chen Haggerty, Chyr, Hall, and Student Trustee Padilla were present. Trustee Bader arrived at 9:02 a.m.

STAFF PRESENT

John S. Nixon, President/CEO; Michael D. Gregoryk, Vice President, Administrative Services; Virginia Burley, Vice President, Instruction; and Annette Loria, Vice President, Human Resources

1. PUBLIC COMMUNICATION

None.

2. ACCREDITATION

Dr. Nixon introduced Kristina Allende, English Professor and Accreditation Co-Chair, and Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness and Accreditation Co-Chair.

The College is moving forward with the self study and plans to place it on the March 24, 2010 Board agenda for approval. Prior to this special meeting, Board members were given copies of the latest draft of the self study. Professor Allende and Director McNeice-Stallard led Board discussion on where we are in the development of the self study. They also provided historical information on the development of the self study, noting that it was fall 2008 when we brought together the self study standard teams and began initial training. In October 2009, the College community was informed that the self study was ready for review by anyone interested. A newsletter was distributed campuswide encouraging staff to review the document and explaining the various ways they could provide input.

Since the College has some degrees and certificates that can be earned by students who take more than 50 percent of their classes by distance education, it was necessary for the College to submit a substantive change proposal to the Accrediting Commission. That proposal was submitted in May 2009 and was approved by the Commission.

Professor Allende and Director McNeice-Stallard reviewed two areas where improvement by the College is needed – Student Learning Outcomes (SLOs) and Governance. Regarding SLOs, the Commission has a rubric that defines stages of compliance, and the College has until 2012 to reach sustainability. The second area needing improvement is classified staff participation in governance (4.A.1). Through surveys and those participating in development of responses to the standards, not all classified staff feel they have appropriate or adequate voice in participative governance. In the self study, the College cites this as an area for improvement. Dr. Nixon said the College needs to engage the leadership of the classified staff in discussions on how to improve where the points of weakness are perceived. In an effort to communicate with classified staff more directly, Dr. Nixon noted that he held an opening meeting last fall (and has a spring meeting scheduled for Monday) specifically geared for classified staff. These meetings seem to be very well received. Dr. Nixon pointed out that AB 1725 outlines very specific roles for the Board and faculty, but not for classified staff and students. It is a challenge to define appropriate participation. As the budget becomes more of a problem, the need for open communication becomes even greater.

After Board approval in March, the self study will be sent to Marketing for formatting and then printed. It will be sent to the Accrediting Commission in August. Since the site visit isn't until October 25-28, 2010, the College will need to prepare an addendum on anything that may have changed since the writing of the self study.

During the actual visit, it was noted that team members will want to meet with Board members and will be attending the regular Board meeting scheduled for October 27, 2010. The team chair will give an exit report on Thursday afternoon which will include a summary of recommendations and commendations. The College won't receive anything official from the Accrediting Commission until after it meets in January 2011.

Dr. Nixon said the self study is a good document and represents a lot of hard work on the part of faculty and staff. While he is very proud of the work that has gone into the development of the self study, he said he is even more proud of the work that stands behind it. Dr. Nixon thanked Professor Allende and Director McNeice-Stallard for their outstanding work.

3. COLLEGE FOUNDATION

Representing the College Foundation, Richard Morley, Director of Development, and Mike Shay, President, Board of Directors, provided an update to the Board of Trustees on the Foundation's progress since 2008. Mr. Morley joined the Foundation in 2008 and found a lack of strong Foundation presence in the community, no comprehensive Board development plan, and no comprehensive database.

The Foundation now has a 2008-11 Strategic Plan and lists among its accomplishments:

- Establishment of a strong Board with deep ties to the community;
- Board development; and
- Now uses state-of-the-art systems and processes.

While revenue is down in 2008-09 compared to 2007-08 (Clarke house donation in 2007), revenue is up 50.4 percent year-to-date (six months) in 2009-10. The Foundation continues to increase its database with both individual and business donors. The Foundation is also working on building alumni and constituents by affinity groups.

There was discussion about some of the past events that have been held as fund-raisers (e.g., College Gala, Hot Blues Cool Jazz). Mr. Morley said the Gala in honor of the College's 60th anniversary was hugely successful; however, galas that followed were only minimally successful. Mr. Morley said he believes the Foundation will be more successful focusing on large donors in a one-on-one relationship.

The Board adjourned for a brief recess at 10:32 a.m. The meeting reconvened at 10:42 a.m.

4. COLLEGE CONSTRUCTION

Vice President Gregoryk provided a brief summary of where the College is related to issuance of Measure RR bonds. Because the district's assessed valuation has dropped 2.1%, the College is not able to sell bonds at this time because it promised voters that the College would keep their costs of both Measure R and Measure RR to \$25 per \$100,000 of assessed valuation. Mr. Gregoryk said the City of Industry had been willing to work with the College on a bridge loan, but they were looking at a three-year loan and the College needs a five-year loan. The College is now working with RBC Capital Markets on a Capital Appreciation Bond Anticipation Note (BAN) in the amount of \$65 million. This would be a five-year BAN at an interest rate of 3.763 percent. Mr. Gregoryk reviewed a time and responsibility schedule with the Board. Rod Carter (from RBC Capital Markets) and David Cashnocha (legal counsel) will be at the March 24, 2010 Board meeting to provide more information to the Board on how this BAN would work.

Gary Nellesen, Director, Facilities Planning & Management, shared a listing of the projects that would begin construction when the College receives the \$65 million. Mr. Nellesen said this is an excellent time to bid projects because many contractors are bidding projects at cost just to keep their employees working.

There was Board discussion on building for the latest technology as well as the advantages/disadvantages to building projects in phases.

5. COLLEGE BUDGET

Vice President Gregoryk said the State Legislative Analyst has recommended that student fees be raised to \$40 per unit and the elimination of the following from the Governor's proposed budget:

- Reduction of COLA by -0.38%.
- \$126 million to fund enrollment growth of 2.21%.

Trustee Hall pointed out that the College could hire two to three employees with every dollar increase in fees. He said this reinforces the Board's position that any increase in fees should remain with the College.

President Nixon said that, as the College continues working on the 2010-11 tentative budget and looking for ways to achieve the target reduction of \$4 million, it is forced to make serious and painful decisions. On top of that, a \$5 million reduction for 2011-12 is anticipated. First and foremost, the College is searching for reductions that do not touch people directly. An example of this is the proposal to work a 4/10 schedule this summer. By completely closing the campus down, a savings of \$100,000 can be realized.

Dr. Nixon reminded the Board that a soft freeze on hiring has been in place for over a year, and a savings of between \$2-3 million has been realized. A number of those positions that have been frozen are now being converted to eliminated positions. The Board eliminated two management positions in December, and many adjunct faculty positions have been either reduced or eliminated. Aside from the soft freeze, no classified positions have been eliminated, to date. There is a freeze on full-time faculty to the extent possible – the College must remain at the full-time faculty obligation defined by the State.

Dr. Nixon said the need to reduce the budget provides the College with an opportunity to reorganize and see what we can do differently, do less of, or eliminate completely.

Vice President Loria shared with Board members the actual procedural aspect of how the College approaches recommendations to reduce positions. Ms. Loria will be working hand-in-hand with CSEA, but the timeline would be that by April 29, 2010, employees will receive a 45-day written notice. Lay-offs would be effective July 1, 2010. Human Resources staff is working on seniority lists which will be presented to the bargaining units.

Vice President Gregoryk said the Budget Committee is reviewing the cost-cutting recommendations submitted to the Budget Task Force. Several Board members commented that there had been some very good recommendations submitted.

Dr. Nixon noted that recreational curricula is under fire from the State and that, as the College is looking to reduce the schedule, it is looking first at some of the recreational physical education classes because they are not as core to the mission.

Dr. Nixon said he believes the College will get through 2010-11 with minimal pain, but he is concerned about 2011-12 and 2012-13.

The Board adjourned for a lunch recess at 12:05 p.m. The meeting reconvened at 12:35 p.m.

6. STUDENT SUCCESS

Board members have enjoyed the outstanding achievements of our student athletes over the years and asked for a report on how they are succeeding academically. Vice President Burley distributed a “Quick Facts” sheet. Highlights covering the period 2000-08 included:

- Student Athlete Transfer Rate Average is 43.27%, compared to 22.73% collegewide.
- Over 1,500 student athletes have transferred to a four-year college over the past eight years.
- Student Athlete GPA average is 2.76, compared to 2.36 collegewide.

The WIN Program provides subject-specific tutoring for student athletes. It serves over 800 student athletes each academic year, which accounts for over 97% of all athletes.

7. REVIEW OF BOARD CODE OF ETHICS/STANDARDS OF PRACTICE (Administrative Procedure 2715)

Dr. Nixon said both the Accrediting Commission and the Community College League of California have indicated that it is good practice for the Board to review its Code of Ethics statement regularly. Board members asked staff to look into the wording of item 'B' to see if the word "Vietnam" is embedded in law. If it is not, the College should consider removing it.

8. ANNUAL BOARD SELF-EVALUATION

President Nixon distributed a compilation of survey responses from Board Members to questions regarding the Board's areas of strengths and those areas they thought needed improvement.

The first part of the self-evaluation requires Board members to give themselves a letter grade (A through F). Trustee Hall reviewed each item that didn't have the same grade level by all trustees.

The responses of Board members to each of the open-ended questions were reviewed. Trustees generally feel that the Board works very well together and with the CEO. They are very proud that the district has been fiscally prudent in the past as we work through the current financial crisis. Trustees are concerned about the reduction and elimination of classes and possible staff layoffs. One recommendation was to initiate "Campus Conversations" where faculty, staff, and students could participate in informal discussions with Board members. Board members liked this idea.

President Nixon said he appreciates the way this Board works together and with him.

9. CLOSED SESSION

The Board adjourned to Closed Session at 1:40 p.m. to discuss the following item:

- Public Employee Performance – President/CEO, Discussion of Goals Pursuant to Government Code 54957

The public meeting reconvened at 2:59 p.m.

10. ACTION TAKEN IN CLOSED SESSION

None.

11. ADJOURNMENT

The meeting adjourned at 3:00 p.m.

JSN:dc