



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 25, 2012

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:05 p.m. on Wednesday, April 25, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

#### STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; Mike Gregoryk, Vice President, Administrative 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:

- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**  
Faculty Association and CSEA, Chapter 651
- **Title 5, California Code of Regulations, Sections 59328-59338: Appeal from Administrative Determination of Discrimination Complaint**

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:36 p.m. The Pledge of Allegiance was led by Sarah Daum, Dean of Technology & Health.

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*The Board reserves the right to modify the order of business in the manner it deems appropriate.*

*Closed session shall not extend past the designated time, but should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.*

#### **4. MOMENT OF SILENCE**

A moment of silence was observed in memory of retired football coach Mal Eaton. Mal's name is synonymous with Mt. SAC Football. Mal became head football coach in 1971 after coaching at Avenal, Bonita, and West Covina High Schools. He was also an instructor in the Physical Education Department and served as Athletic Director for eight years. Among Mal's many accomplishments and honors are five coach-of-the-year awards, 18 championship teams, and more than 250 coaching victories. What you can't measure is the impression he left on the thousands of youths he coached throughout the years. Mal retired in 1987, and he passed away on April 12.

A moment of silence was observed in memory of Fidel Vargas, Sr., a member of the Citizens Oversight Committee. Mr. Vargas served on the committee since 2009, and he passed away on April 12, 2012.

#### **5. INTRODUCTIONS AND RECOGNITION**

- The following newly appointed classified staff members were introduced to the Board:  
Classified
  - Hugo Aguilera, Learning Resources Computer Technician (Online Learning Support Center)
  - Lisa DiDonato, Ed. Research Assessment Analyst (Research & Institutional Effectiveness)
  - Kriscelle Mendoza, Laboratory Technician II (Biological Sciences)
  - Jose Pena, Staff Nurse (Student Health Services)
  - Deborah Stalkos, Coordinator, Special Projects (Technology & Health Division)
  - James Stevenson, Coordinator, Special Projects (Technology & Health Division)
- Trustee Bader congratulated Laurie Covarrubias for being selected as one of 20 2012 National Phi Theta Kappa appointees to the All-USA Community College Academic Team. Laura is majoring in Biological Anthropology. President Scroggins gave special recognition to Professor Carolyn Kuykendall for all her hard work.
- Trustee Bader congratulated retirees Virginia Macias, Auxiliary Services Accounting Technician, for 18 years of service; and Sandra Streeter, Auxiliary Services Accountant, for 23 years of service. They were not present, so their Certificates of Service will be mailed to them.

#### **6. APPROVAL OF MINUTES**

- President Bader appointed Trustee Baca and Trustee Chen Haggerty, as an ad hoc committee, to review best practices, Roberts Rules of Order, and the Brown Act, where it is applicable, and produce brief guidelines for producing accurate and compliant minutes.
- It was moved by Trustee Baca, seconded by Trustee Hall, and passed unanimously to approve the minutes of the regular meeting of March 28, 2012. Student Trustee concurred.

#### **7. REPORTING OF ACTION TAKEN IN CLOSED SESSION**

None.

## 8. PUBLIC COMMUNICATION

Michelle Grimes-Hillman and Misty Kolchakian, representatives of the Psychology Department, spoke about Mt. SAC's intention to grow the International Students Program and the proposed two-tiered tuition program by Santa Monica College (SMC). Ms. Grimes-Hillman indicated that some of the comments that have been suggested to her were that perhaps SMC's expansion laid the foundation for them to be in approval of AB 515, which later died. Also, they worked toward a two-tiered system of creating classes, which is being opposed by their students. Ms. Kolchakian talked about SMC's two-tier tuition system, and she encouraged Mt. SAC to continue its historical practice of offering the same level of education to everyone. Mike Dowdle, Assistant Distance Learning Coordinator, was also present to support Ms. Grimes-Hillman's comments.

## 9. REPORTS

A. Alex Mendoza, Associated Students President, reported the following:

- On April 18, the Associated Students held the Cross-Culture Fair. The purpose of this event was to celebrate Mt. SAC's student body diversity and the cultural wealth that it brings to the College. With the participation of the Inter-Club Council, the Activities Committee had an incredible student turnout. Over 500 students participated in this event, and four clubs were awarded with monetary prizes.
- From April 25-28, the Associated Students will be holding Student Government elections. The Elections Committee, with the assistance of Information Technology, continues to encourage students throughout the College to engage in the process of voting for their 2012-13 student representatives. Twenty candidates are currently in the run for these Executive Board positions; results of the winning contenders will be disclosed on April 27.
- On April 19, the Senate resolved to approve the 2012-13 Associated Students budget. ; Despite the devastating effects on students across the state due to fee increases and budget cuts, over 90% of all monetary requests by associated students, academic departments, awards and scholarships, retention and transfer ceremonies, and student leadership conferences were fully funded. On April 24, the Executive Committee met and ratified the budget with a unanimous vote; approving a total of \$574,000 for the following year. The Associated Students feel great pride and confidence in declaring that the 2012-13 budget is both a successful and secure outcome of student delegation.

B. Daniel Smith, Academic Senate Secretary, reported the following:

- On April 5, the full Senate met and elected new officers for 2012-13. The full slate of officers will be: Eric Kaljumagi, President; Dan Smith, Vice President; Jeff Archibald, Secretary; Michelle Grimes-Hillman, Director; Tim Engle, Director; Antoine Thomas, Director; Tom Edson, Director; and Kisha Williamson, Director. Voting for Senator-at-large will conclude on May 4.
- The full Senate also voted to recommend three items: BP 7211 Minimum Qualifications and Equivalencies (details regarding the process may be found in the existing AP 7211); Course Integration Review Process; and Resolution 12-01 Academic Senate Process for Responding to Time-Sensitive Issues.
- Eric Kaljumagi, Dan Smith, and Michelle Grimes-Hillman traveled to Citrus College on March 31 to participate in the State Senate's "Area C" meeting at which pending State resolutions were and discussed and amended. These amended resolutions

were then discussed by the College's local Academic Senate at a special meeting on April 12. This meeting enabled local faculty to give direction to Professor Smith, who is serving this year as the Academic Senate's voting delegate.

- The ASCCC Spring Plenary was held April 19-21 near the San Francisco airport, and officially attending on behalf of the Senate were Eric Kaljumagi and Daniel Smith. The Senate also congratulated its past president, Michelle Grimes-Hillman, who was re-elected to the ASCCC Executive Board.
- As noted above, effective June 16, Daniel Smith will take over the duties of Senate Vice President, replacing Richard McGowan. Mr. McGowan worked this past year as co-chair of the Student Preparation and Success Council, chaired the Flex Day Planning Committee, and participated on three other councils, the Faculty Association Executive Board, the Equivalency Committee, and several work groups, task forces, and hiring committees. The Senate thanked Mr. McGowan for his dedication to the Senate this past year, particularly with regard to his work on budgetary and governance issues.

C. Marchelle Nairne-Proulx, Classified Senate President, reported the following:

- She congratulated all new Classified employees and retiring Auxiliary Services employees.
- She thanked Dr. Scroggins for being so candid during the Classified Town Hall Q&A meeting today. Some of the Classified that she had an opportunity to speak to, that were unable to attend, inquired if the Town Hall meeting would be a recurring event, and Dr. Scroggins replied, "Absolutely."
- The Annual Pint Challenge normally scheduled in May will be taking place in June; however, no date is confirmed yet.
- The Stateline fund-raiser scheduled for May 5 was canceled due to insufficient attendance.
- Notifications for the Professional Growth Scholarship have been distributed via e-mail, and applications are due May 2. The award will be presented at the Classy's Ceremony.
- The Classified Recognition Ceremony is scheduled for May 23 in the Clarke Theater. Announcements will be going out to the campus closer to the event. Nominations for the Classified Excellence Awards are being accepted, and the form can be found on the Classified Senate website.

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

- On April 27-29, the Faculty Association will be sending 15 delegates to the CCA WHO awards and Conference in Palm Desert. This year, the Faculty Association is honoring Ralph Spaulding as the local WHO recipient. Also at this conference, the new class for the Building Strong Locals Academy will be inducted. The new class includes Antoine Thomas and Lance Heard for the College's Faculty Association.
- The Faculty Association will be hosting their annual Retirement/Tenure Tea on May 29 at noon in the Faculty Association office. Invitations will be sent out soon. The Tea will honor the Faculty Association members who have announced their retirement this year as well as the Faculty Association members that were granted tenure this year.

- The Faculty Association Executive Board elections have resulted in the need for two run-off elections. There will be a run-off election for the position of Secretary, between Maya Alvarez-Galvan and Liz Ward, and the other will be for two full-time Directors, between Carol Impara, Tim Revell, and Chris McDonald. Run-off ballots will be sent to all Faculty Association members via campus mail on May 2, with a return date of May 18.
- The Faculty Association will be hosting its annual Scholarship Ceremony on June 2, 3:00 p.m., in Founders Hall. The year, the Faculty Association will give scholarships in Academic Achievement, Extracurricular, and the new category of Career and Technical Education. The committees will be reviewing the scholarship applications and notifying students, shortly.

E. Bill Rawlings, CSEA Chapter 262 Past President, reported the following:

- He thanked all the Administrative Professionals since it's their day.  
He thanked Dr. Scroggins for holding the Town Hall meeting today and, even though he wasn't able to attend, he heard good things about it.
- He encouraged the Board to pass Action Item #4, which is the successor agreement contract for CSEA 262. It includes management and organizational rights, which isn't always recognized. This inclusion clarifies those boundaries. With this approval and all the other positive changes that were made to the contract, and cleaning up language throughout, it will wrap up the last six to nine years of confusion. He thanked Vice President Annette Loria and the negotiating teams for all their hard work.
- Classified Employees week is May 21-25. He invited Board members to attend a bar-b-que on May 25. Laura Martinez will be sending out invitations.
- CSEA has thrown a lot of support behind the temporary tax proposal and is in the process of gathering signatures.

F. Johnny Jauregui, CSEA Chapter 651 President:

- None.

## 10. BOARD COMMUNICATION

- All Board members shared the following comments:
  - Board members welcomed the new employees.
  - Board members congratulated Laurie Covarrubias for being selected as one of the 2012 National Phi Theta Kappa appointees to the All-USA Community College Academic Team.
  - All Trustees attended the Kepler Scholarship dinner, where Trustee Baca was the Master of Ceremonies.
  - Board members congratulated the Auxiliary Services retirees.
  - Trustee Hall reported that:
    - He attended the Veterans Recognition Ceremony last Thursday, where there were about 40 veterans that attended and were recognized.
    - He attended Mal Eaton's funeral on Saturday morning, where Mr. Eaton was honored for his contributions to the Mt. SAC football team.

- On Saturday afternoon, he went to the Walnut Valley Educational fund-raiser.
- He also attended the Area G dinner on Saturday.
- He mentioned an article on the front page of the L. A. Times, on April 12 that talked about Matthew Bissontz, also known as “Waffles,” from the Mt. SAC’s Rock Radio station. The article made mention of Mr. Bissontz’s enthusiasm and passion for what he does.
- Trustee Chen Haggerty reported that:
  - She attended the San Gabriel Valley Economic Partnership breakfast on Tuesday, where a wonderful report was given on where people reside, where they work, where they shop, what employers need, which industries are hiring, etc.
  - She was impressed with the participation of the neighboring colleges at the Kepler Scholarship dinner.
  - At the Carnegie Mellon competition - she attended the robotic competition this past weekend, where Mt. SAC’s robot died. She would like to help them build a new robot.
- Student Trustee Hernandez reported that:
  - He talked to a representative of Sodexo about how they can get more students to attend Mt. SAC events. They talked about bringing Naked Fruit Juice as a vendor campus events.
  - He’ll be attending the High School Outreach Program in May.
  - He attended the Mt. SAC Relays on Saturday.
  - He and about 20 students are testing the Mountie App and, when the bugs are worked out, it will be very useful.
  - He talked about many of their senators being accepted to UCLA, UCR, and UCI.
- Trustee Baca reported that:
  - He attended Mt. SAC Youth Days two weeks ago.
  - He attended the Mt. SAC Relays this past Saturday. He believes that attendance was up a bit this year over last year.
  - He attended the Statewide Academic Senate Plenary last week.
- Trustee Chyr reported that:
  - He read an article in the L. A. Times about three California community colleges (Santa Barbara, Coastline, and San Joaquin Delta) that were being considered for the \$1M Aspen Prize for Community College Excellence. He asked if anyone at the College is aware of this award and, if not, it’s something it should be seeking. He believes that Mt. SAC would rank much higher than some of the colleges that were mentioned in the article.
- Trustee Bader reported that:
  - She’s very proud of Mt. SAC’s forensic team for receiving so many honors.

- She commended Clarence Brown (CB) for receiving the Communicator of the Year award, and Mt. SAC won four Gold awards at the annual conference of the California Community Colleges Public Relations Organization, in Santa Clara.
- She attended the Mt. SAC Relays on Saturday and was impressed and inspired by all the athletes.
- Alta Skinner and Ryan Asao are now members of the Mt. SAC Foundation Board.
- She made a statement about Trustee Conduct (civility, decorum, and consideration for others), that is expected to be practiced. She reminded all to remain courteous and open-minded. Treating others with honesty, decency, and respect are characteristics of ethical trustees. Ethical trustees practice responsible self-restraint, and set a good example for others by communicating thoughtfully and representing the College well in their interactions with others. They avoid bitter arguments and use courteous and non-inflammatory language at Board meetings. Consideration for others means speaking well of others in public. Criticizing or belittling other trustees, college staff, or community members hurts the reputation of the entire Board.

#### **11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:**

- He congratulated and presented the Carter Doran Leadership Award to Virginia (Ginny) Burley, Vice President, Instruction.
- On June 1, the Foundation is holding its annual Golf Tournament at Industry Hills.
- He congratulated the new employees and the Auxiliary Services retirees.
- He congratulated Laurie Covarrubias for being selected to the 2012 Phi Theta Kappa All-USA Community College Academic Team.
- He talked about the Classified Staff Town Hall Meeting with the President that was held this morning. He said there were about 50 classified employees in attendance, and he answered questions that staff presented both before and during the meeting. He's planning on having the same meeting for Faculty sometime between May 10 and the May Board of Trustees meeting.
- He has established a Chat with the President session for students every Tuesday at noon.
- He developed additional Open Office Hours before or after each Academic Senate meeting.
- He was the keynote speaker at the Hacienda-La Puente Unified School District Fund-raiser dinner.
- He has been elected to the Board of the San Gabriel Valley Economic Partnership.
- He reported highlights of the Youth Days weekend: There were over 5,000 elementary and middle school participants; it was the 27<sup>th</sup> year of the LA 84 Grant; and Mt. SAC is the longest running grant recipient from the 1984 Olympics Grant. The Community College weekend: There were teams from 28 California community colleges; 10 State leading marks were set; every event had top 10 State leading marks; and Women's Hammer throw for a National leading mark. Mt. SAC Relays: There 335 universities present (compared to 284 in 2011; there were 3,000 entries; World leading marks were set in the high jump, 100m, and 400m events; there were over 4,000 high school athlete participants; and a Mt. SAC meet record at the high school level was broken. Several

Paralympics athletes (amputee, visually impaired, and wheelchair races) met the “A” standard for their event to qualify for the Olympics. Many Olympic medalists were present including: Allison Felix, Walter Dix, Jason Richardson, Jeremy Wariner, Miki Barber, Carmelita Jeter, and Jenny Powell. The international countries that were represented were Saudi Arabia, Egypt, Nigeria, Australia, New Zealand, The Netherlands, Great Britain, Bahamas, Venezuela, Canada, Mexico, Japan, and the Peoples’ Republic of China and Taiwan.

- Regarding Redistricting, a legal analysis is underway, and information will be available in advance of the next Board of Trustees meeting.
- The Cheetah Club will be back practicing at Mt. SAC after the track is upgraded.
- The claims of mistreatment by some of the members of the Women’s Track Team from a volunteer coach are being investigated and taken seriously.

## **12. BOARD INFORMATIONAL REPORT**

- Board members were provided with a report on Information Technology Update, prepared by Vic Belinski, Chief Technology Officer, and Bob Hughes, Director of Enterprise Application Systems. Chris Schroeder, Allan Albutin, Shanti Atashpoush, Dale Vickers, and Kate Scott were the behind-the-scenes contributors.

Vic provided an overview of the number of visitors to Luminis portal as well as the busiest months (August and January/February) and hours (11:00 a.m.-6:00 p.m.) that the portal is used. He also explained the importance of having a good network foundation to handle the large volume of users during these peak periods. Major accomplishments by the IT department include a major upgrade to the Oracle database, migration to Moodlerooms, and implementation of waitlists and online transcript fulfillment. Bob highlighted several new enhancements including electronic verification of student activity fees, a new general survey tool, and an online facilities request. Board members lastly heard about the new mountieAPP, which is set to launch in June. The application is currently being tested by a group of students to work out any bugs. The app will feature, among many things, access to final grades, holds, class schedule, and the schedule of classes.

- Trustee Chyr was very impressed and asked about the catalog as being the number one sight that students go to on the web. Bob mentioned that catalogs are now in pdf format.
- Trustee Chen Haggerty asked about the academic planner and how efficient it is. Vic said that a lot of work has gone in to developing the planner. It’s not quite ready to be pushed out to the students, but it’s coming along very nicely. Trustee Chen Haggerty recognized how difficult this task is, but realizes how helpful it will be to students when it’s perfected.

## **13. CONSENT AGENDA**

Trustee Bader noted that, on Page 74 – Action Item #2 – Meet-and-Confer Agreement Between the District and Confidential and Supervisory Employees for 2011-12, under Analysis and Fiscal Impact Funding Sources, Unrestricted General Fund should read \$57,699 (not \$57.699).

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, and passed unanimously to approve or ratify the following items:



## **HUMAN RESOURCES**

1. Approval of Personnel Transactions dated April 25, 2012.

## **INSTRUCTION and STUDENT SERVICES**

2. Approval of new courses for the 2012-13 academic year.
3. Approval of the 2013-14 Academic Calendar.
4. Approval for Aeronautics students to participate in the National Intercollegiate Flying Association SAFECON 2012 in Salina, KS.
5. Approval of subcontracts with Rio Hondo College and Chaffey College for the Health Care Sector and Other High Growth and Emerging Industries Building Automation Grant.
6. Approval of contracts with JW Marriott and Hilton Worldwide for the CyberWatch West Grant.
7. Approval of a contract between the Center of Excellence and Los Angeles Mission College.
8. Approval of a contract amendment with ArbiterSports/RefPay.
9. Approval of additions and changes in the Continuing Education Division.
10. Approval of a contract with In-N-Out Burger, in the amount of \$2,541, to provide catering during the Associated Students' Athletics Fair to be held on June 5, 2012.
11. Approval of an honorarium to the U. S. Green Building Council, Inland Empire Chapter, Inc., for panelist Eric Corey Freed to participate in the Earth Day Panel discussion on April 26, 2012.
12. Consideration of approval of a contract with University of Redlands' Campus Events for the Upward Bound Summer Residential Program.
13. Approval of a contract with The Princeton Review-Led Classroom Course Agreement for the Upward Bound Summer Residential Program.

## **ADMINISTRATIVE SERVICES**

14. Approval of the Appropriation Transfers and Budget Revisions Summary.
15. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
16. Approval to reissue a stale-dated payroll warrant to Cristi Lin Ricker in the amount of \$201.64.
17. Approval of contracts to provide temporary staffing services with Accounting Principals and Accountemps on an as-needed basis in support of Fiscal Services operations.

18. Approval of an agreement with Blackboard Inc. for Connect, an electronic voice, mail, and text messaging system, from July 1, 2012, to June 30, 2015.
19. Approval of contracts to provide professional design and consulting services with Cambridge West Partnership, LLC for the Master Planning – 5-Year Construction Plan and Space Inventory project.
20. Approval to reduce retention from 10% to 5% for ACH Mechanical Contractors, Inc. for the Physical Education Program Building Remodel (Mechanical Contractor) (Bid No. 2864).
21. Approval of the following Bid:
  - Bid No. 2906 Kitchen Equipment for the Culinary Arts Program.
22. Approval/ratification for the following Change Orders:
  - Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 14.
  - Bid No. 2851 Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 7.
  - Bid No. 2857 Administration Building Remodel – Emphyrean Plumbing, Inc. (Plumbing Contractor) – Change Order No. 3.
  - Bid No. 2858 Administration Building Remodel – DSG Corporation (Heating & Ventilation Contractor) – Change Order No. 3.
  - Bid No. 2856 Administration Building Remodel – Hoover Flooring Co. (Flooring Contractor) – Change Order No. 4.
  - Bid No. 2859 Administration Building Remodel – Rancho Pacific Electric (Electrical Contractor) – Change Order No. 12.
  - Bid No. 2861 Physical Education Program Building Renovation – HMI Construction (General Contractor) – Change Order No. 6.
  - Bid No. 2862 Physical Education Program Building Renovation – Emphyrean Plumbing, Inc. (Plumbing Contractor) – Change Order No. 3.
23. Ratification of the following Contract Amendment:
  - Contract Agricultural Sciences Complex – Partial Construction Phase Services – Hill Partnership, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 5.
24. Approval of the following Proposed Gifts and Donations to the College:
  - Los Angeles County Fire Department – Self-contained respiratory system for training (each unit contains one bottle, one mask, and one harness), valued by donor at \$200 per unit, to be used by the Technology & Health Division.

- Ashley Stanley – Hampshire Ewe, Born February 2, 2007, WB 717 (ear tag), valued by donor at \$200, to be used by the Natural Sciences Division.
- Hamilton Sunstrand Power Systems – Hamilton-Sunstrand Auxiliary Power Unit (Model No. APS500C11), undisclosed value by donor, to be used by the Technology & Health Division.

Motion unanimously carried. Student Trustee concurred.

**14. PURCHASE OF SERVER AND ENTERPRISE STORAGE SYSTEM**

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve this item. Motion was unanimously passed. Student Trustee concurred.

**15. MEET-AND-CONFER AGREEMENT BETWEEN THE DISTRICT AND CONFIDENTIAL AND SUPERVISORY EMPLOYEES FOR 2011-12**

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve this item, as corrected. Motion was unanimously passed. Student Trustee did not concur.

**16. MEET-AND-CONFER AGREEMENT BETWEEN THE DISTRICT AND MANAGEMENT EMPLOYEES FOR 2011-12**

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve this item. Motion was unanimously passed. Student Trustee did not concur.

**17. THREE-YEAR NEGOTIATED AGREEMENT BETWEEN THE DISTRICT AND CSEA, CHAPTER 262 FOR 2011-14**

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve this item. Motion was unanimously passed. Student Trustee did not concur.

**18. ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER**

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to approve this item. Motion was unanimously passed. Student Trustee concurred.

**19. ADJOURNMENT**

The meeting adjourned at 8:33 p.m.

WTS:dl