



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 22, 2012

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:03 p.m. on Wednesday, August 22, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Mike Gregoryk, Vice President, Administrative Services; Annette Loria, Vice President, Human Resources; and Audrey Yamagata-Noji, Vice President, Student Services.

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

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

- **Conference with Legal Counsel - Anticipated Litigation - Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)**
- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957**
- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6.**
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651
- **Public Employee Performance Evaluation**
President & CEO

3. PUBLIC SESSION

The public meeting reconvened at 6:40 p.m. The Pledge of Allegiance was led by Daniel Smith, Vice President, Academic Senate.

4. INTRODUCTIONS AND RECOGNITION

- **Introductions**

The following newly appointed Management staff member was introduced to the Board:

- **William Lambert**, Executive Director of Development and the Mt. SAC Foundation (Foundation) (present)

The following newly promoted Classified and Management staff members were introduced to the Board:

Classified Employee

- **Emma Valenzuela**, Coordinator, Budget & Accounting (Fiscal Services) (absent)

Management Employee

- **Lorraine Jones**, Director, Equal Employment Opportunity (EEO) Programs (Human Resources) (present)

- **Recognition**

Trustee Bader presented a Certificate of Service to the following retiring Classified staff member:

- **John Alvarez**, Financial Aid Systems Programmer (Financial Aid), 10½ years of service (absent)

Mr. Alvarez's certificate will be mailed to him.

5. APPROVAL OF MINUTES

Trustee Chyr commented that his remarks last month regarding reasons for his dissenting vote in closed session on June 27, 2012, were referenced rather than quoted in full. He cited a section of the Brown Act that permits Board members to express their opinion regarding the propriety of closed session actions.

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of July 25, 2012. Student Trustee concurred.

6. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- In closed session this evening, the Board took action to dismiss Classified employee No. 5263.
- The Board approved, by a vote of 5-0, to approve a settlement agreement and mutual general release with KASA Construction Inc., at no cost to the College.

7. PUBLIC COMMUNICATION

- Frank Williams, Johnny Armendariz, Manny Rivera, and William Chandler, members of CSEA 651, spoke regarding the lack of a contract. They urged the Board to direct management to return to the table and negotiate. There were many union members present to support these speakers.

8. REPORTS

- Reports by the following constituency leaders were given and are posted on the College website with these minutes:
 - Ahmad Azawi, President, Associated Students
 - Eric Kaljumagi, Academic Senate President
 - DeeJay Santiago, Classified Senate President
 - Jennifer Galbraith, Faculty Association President
 - Laura Martinez, CSEA Chapter 262 President
 - Johnny Jauregui, CSEA Chapter 651 President

9. BOARD COMMUNICATION

A. All Board members shared the following comments:

- They welcomed the new employee.
- They congratulated newly promoted employees.
- They congratulated the Classified retiree.

B. Trustee Hall reported the following:

- He welcomed Bill Lambert and said thank-you to Lisa Sugimoto for doing an outstanding job as the Interim Director of the Foundation. Among other things, Trustee Hall spoke with Ms. Sugimoto about ways to defer the cost of the China trip for the Chamber Singers and Singcopation.
- He spoke about Los Angeles County Measure J; the ½% sales tax for 30 years that would, in part, extend the public transit rail (the Gold Line) from Pasadena to Covina. Trustee Hall said that Michael Antonovich, the new Chairman of the Metropolitan Transit Authority, and L. A. County Supervisor Don Knabe, are writing the ballot statement against Measure J, which will affect transportation for Mt. SAC students.

C. Trustee Chen Haggerty reported the following:

- She thanked Lisa Sugimoto for her service as the Interim Director of the Foundation. She said that Ms. Sugimoto took on this job in a difficult time.
- She participated in the Rowland Heights Coordinating Council meeting, where she presented Mt. SAC's Aviation program. Trustee Chen Haggerty thanked President Scroggins and Jill Dolan for their assistance.
- She participated in a Channel 18 TV interview with representatives from neighboring colleges (Cerritos, Rio Hondo, and Santa Monica). The each spoke about what wonderful jobs their colleges are doing.
- She attended a retirement party for Dr. Maria Ott, the superintendent of Rowland USD.

D. Trustee Chyr reported the following:

- He talked about Mt. SAC being a college of champions and a premiere college, and that open communication has always been welcomed; however, he senses a shift on the Board over the past year and wonders if it's due to recent tough financial times. He said that he thinks he's been censored recently and he doesn't understand or appreciate it. He mentioned that two Board members were appointed to review how

the minutes are to be structured, and he doesn't know what the motive is to do this. He said this is very disturbing to him, and these tactics won't work. He also mentioned the Brown Act with respect to Board member communication on closed session actions that he can and cannot discuss at Board meetings.

E. Trustee Baca reported the following:

- He thanked Lisa Sugimoto for agreeing to stay on to help with the transition and said that she was very effective.
- He attended the Astronomy banquet and thanked Ms. Sugimoto for her efforts on that event.
- He attended the pancake breakfast fund-raiser for the football team this past Saturday. He talked about the importance between academic and sports and ethics, and that the coaching staff supports it, as well.
- He will be attending Convocation this Friday.
- Regarding his role on the Board of Governors, three colleges are on the brink financially. He talked about the importance of Proposition 30 passing in November.
- He's involved in the replacement of Jack Scott, the retiring Chancellor, who did a very effective job.

F. Student Trustee Marin reported the following:

- She thanked Johnny Jauregui for enlightening her on the issues at Mt. SAC.
- She congratulated the newly appointed staff.
- Earlier this month, she attended the Student Trustee Workshop, which was very worthwhile. She was proud to represent Mt. SAC.
- Regarding Proposition 30, she supports it, and she advised the Associated Students to come up with a resolution to present to the Board.

G. Trustee Bader reported the following:

- She thanked Lisa Sugimoto for keeping the Foundation going during the transition and mentioned working with her on the OSHER Scholarship Program.
- She talked about the importance of the Foundation by getting out in the community and promoting its mission.
- She attended the Citizens Oversight Committee meeting this month and commended the members of this committee. She said that they are all very serious and very much interested in Mt. SAC. She also mentioned the professionalism of Gary Nellesen, Director, Facilities Planning & Management; and Mike Gregoryk, Vice President, Administrative Services, for working so well with this committee.
- She congratulated the Presidential College Champion Awardees, who will each be presented with \$500 cash:
 - **Laura Martinez** (Secretary, Professional & Organizational Development), for the Torch Bearer Award
 - **Jim Gau** (Professor, Computer Information Systems), for the Burning Bright Award
 - **Carol Webster** (Teaching & Learning Technology Specialist) (Online Learning Support Center), for the Eternal Flame Award

- She encouraged everyone to attend the L. A. County Fair on Thursday, September 27, which is Walnut Day.
- She's looking forward to attending the Opening Day ceremony and bar-b-que on Friday, and that it's always exciting for school to begin each year.

10. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed employee Bill Lambert, the new Director of the Foundation. He talked about Lisa Sugimoto's dedication to not only keeping the Foundation going, but for making it better during her stay. He's looking forward to working with Bill Lambert.
- He congratulated newly promoted employees, especially Lorraine Williams for taking on such an arduous task.
- He congratulated the Classified retiree.
- He thanked Annette Loria for her dedication to making Human Resources a stronger department, and he wished her well in her retirement.
- He talked about the many decisions that are going to be made by the State regarding education. He talked about the generation before him that invested in higher education opportunities in California, which made it possible for him to go to college and is why he's in favor of Proposition 30.
- He said he's committed to sitting down at the table again to negotiate the CSEA 651 contract and the Classified/Adjunct Faculty process. He mentioned that the unions really do have a dedicated Board of Trustees that support them.
- Vice President Audrey Yamagata-Noji gave a preliminary Fall 2012 Enrollment Report. As of the Board meeting, 25,032 credit students were enrolled for the Fall Semester – down 2.5% over last Fall. Of this number, 14,865 were part-time credit students (down 12%), and 10,167 were full-time (down 2%). Fall credit class offerings increased slightly, from 2,824 in 2011, to 2,833. The numbers will fluctuate as more students continue to register and add and drop classes during the initial weeks of the semester.

Dr. Yamagata-Noji's presentation is posted on the College website with these minutes.

11. BOARD INFORMATIONAL REPORT

Meghan Chen, Dean, Library & Learning Resources reported on the College's Distance Learning Program. During 2011-12, nearly 6,400 students took an online course, while nearly 7,900 enrolled in a hybrid class. Both types saw a modest increase from 2010-11. Mt. SAC's student success rates mirror state and national statistics in distance learning courses. In 2011-12, the overall average success rates in online and hybrid classes was 61%, lower than the average of 74% in traditional classes. Dean Chen also told the Board that library databases are very popular with students, and e-books were accessed more than 20,000 times. Online tutoring in math and chemistry grew from 279 students in 2010-11 to 405 students this year. Dean Chen highlighted the results of a student survey and two focus groups she held regarding distance learning. Students said online classes are not easier and, in some cases, more difficult than traditional classes. Students also said having strong reading and time management skills are very helpful in online classes. Lastly, the students want more online offerings, including 100% online certificates and degrees.

Dr. Baca asked Ms. Chen if, when Mt. SAC offers an on-line course, is it offered nationwide, and Ms. Chen said it is.

President Scroggins added that, if an institution of higher education achieves regional accreditation in any of the regions in the U. S., that regional accreditation is accepted across the United States. States are concerned about this because there is no review of those institutions doing business in their own state, and that's what's driving this.

Trustee Chyr mentioned that most of the on-line schools are for-profit organizations, and this is one way to tax for-profit schools on a per-student basis.

Trustee Chyr also asked if on-line classes are full and just as popular as other classes, and Ms. Chen said yes, they are just as full and popular.

Ms. Chen's presentation is posted on the College website with these minutes.

12. CONSENT AGENDA

Trustee Bader asked that item #s 4 and 21 be pulled from the Consent Agenda for discussion.

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

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of Quarterly Investment Report ending June 30, 2012.
4. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
5. Approval of the 2013 contract for the Chancellor's Office Tax Offset Program (COTOP).
6. Approval of the Memorandum of Understanding (MOU) with the City of Walnut for parking meters on the south side of Temple Avenue.
7. Approval to award a contract to Xerox Corporation for the lease of printing equipment for an initial two-year term with three 12-month options to renew.
8. Ratification of the following Change Orders:
 - Bid No. 2827 Child Development Center – Doja, Inc. (Grading Contractor) – Change Order No. 3.
 - Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh Construction, Inc. (General Contractor) – Change Order No. 1.
9. Ratification of the following Contract Amendments:

- Contract Astronomy Dome – Integrated Design Services, Inc. (Professional Design and Consulting Services Contractor) – Amendment No. 2.
- Contract Street and Traffic Improvements for Bonita and Temple Avenues and Bonita Avenue and Walnut Drive – PALP, Inc. dba Excel Paving Company (Professional Design and Consulting Services Contractor) – Amendment No. 1.

10. Approval of the following Completion Notice:

- Bid No. 2861 Physical Education Building Remodel – HMI Construction Service (General Contractor).

HUMAN RESOURCES

11. Approval of Personnel Transactions, dated August 22, 2012.
12. Approval of a contract with Robert Half International, Inc. to provide temporary staffing services, as needed.

INSTRUCTION

13. Approval of contract amendments for the CyberWatch West grant.
14. Approval of activities and acceptance of funds for the Asian American and Native American Pacific Islander-Serving Institutions grant.
15. Approval of activities and acceptance of funds for the Child Development Workforce Initiative grant.
16. Approval of activities and purchases and a contract for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
17. Approval of activities and acceptance of funds for the Center of Excellence.
18. Approval of activities and acceptance of funds for the Bringing Theory to Practice grant.
19. Approval of affiliation agreements with Advanced Skincare Histology Services, Fullerton, and University of California, Irvine Medical Center for students in the Histotechnology program.
20. Approval of additions and changes for the Community Services Continuing Education Division.
21. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 14.

PRESIDENT'S OFFICE

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

STUDENT SERVICES

23. Approval of the destruction of instructor roll books and other associated class records that have been imaged for various terms from fall 2001 through spring 2003.
24. Approval of a contract with UCLA Conference Center in Lake Arrowhead for the Annual Associated Students Fall Leadership Conference.

Motion carried. Student Trustee concurred.

13. QUARTERLY FINANCIAL STATUS REPORT ENDING JUNE 30, 2012

It was moved by Trustee Baca, seconded by Trustee Hall, to approve this item.

Trustee Bader commented that the form is so much easier to read and thanked whoever was responsible.

Motion carried. Student Trustee concurred.

14. WELLNESS CENTER OFFERING ADDITIONS FOR FALL 2012

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve this item.

Trustee Chyr inquired about the process used to determine the list of courses to offer in the Wellness Center. Donna Burns, Dean of Continuing Education, indicated that, after so many people spoke to advocate keeping the Wellness Center open, a follow-up meeting was held, and a plan was developed to survey former members. The membership ended June 30, and members retained rights for the summer, on a complimentary basis, while an analysis of options was being conducted. A survey was conducted from late July until about a week ago. The survey indicated what time frames people would be interested in attending, what price members would be willing to pay, what classes they would like offered, etc. About 91 individuals responded to the survey. Dean Burns also commented that it's a very thin line regarding community services; that Mt. SAC can't lose money on classes, and it can't make money on classes.

Trustee Chyr asked if this enrollment model will make the Wellness Center fiscally solvent. Dean Burns indicated that, classes have to be able to fly on their own or they won't be offered. Instead of membership, classes will be offered a la carte.

President Scroggins said that, under the old model of membership, the Wellness Center income was expected to pay a portion of the non-instructional staff. Now, the coordinator's salary is paid by the College, as is the staffing of the reception area. So, only the direct cost for the instructors of these classes are covered by these fees.

Trustee Hall asked how many of these classes have the minimum number of enrollees (10) at this time. Dean Burns indicated that they haven't gone live because they're waiting for Board approval. The flyers are ready and waiting and will be delivered to the Wellness Center counter upon approval.

Motion carried. Student Trustee concurred.

15. BID NO. 2922 – DESIGN TECHNOLOGY BUILDING SOUND REINFORCEMENT EQUIPMENT (BID NO. 2922)

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve this item.

Trustee Hall commented that, in the past, along with the winning bid, losing bids were included, as well.

Tom Meikle, Purchasing Manager, said that, in this case, the list of vendors was inconsistent, in the sense that not everyone bid on all the items. So, to try to present it some sort of meaningful fashion was almost impossible. Normally, both the winning bids and the losing bids would be presented.

Motion carried. Student Trustee concurred.

16. PROPOSED NEW BOARD POLICY 3440 – INDIVIDUALS WITH DISABILITIES

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve proposed new Board Policy 3440 – Individuals with Disabilities.

Motion carried. Student Trustee concurred.

17. PROPOSED REVISIONS TO BOARD POLICY 4260 – PREREQUISITES, COREQUISITES, AND ADVISORIES

It was moved by Trustee Baca, seconded by Trustee Hall, to approve proposed revisions to Board Policy 4260 – Prerequisites, Corequisites, and Advisories.

Motion carried. Student Trustee concurred.

18. PROPOSED REVISIONS TO BOARD POLICY 5140 – STUDENTS WITH DISABILITIES

It was moved by Trustee Baca, seconded by Trustee Hall, to approve proposed revisions to Board Policy 5140 – Students with Disabilities.

Motion carried. Student Trustee concurred.

19. PROPOSED NEW BOARD POLICY 7211 – MINIMUM QUALIFICATIONS AND EQUIVALENCIES

Trustee Bader indicated that, on Page 96, under Background, there is a correction in the first paragraph. "...proposed revision to BP 4260," should read, "...proposed new Board Policy 7211 – Minimum Qualifications and Equivalencies."

It was moved by Trustee Baca, seconded by Trustee Hall, to approve proposed new Board Policy 7211 – Minimum Qualifications and Equivalencies, as corrected.

Motion carried. Student Trustee concurred.

20. CHILD DEVELOPMENT CENTER AGENCY ANNUAL REPORT

The Board received the Child Development Center Agency Annual Report, for information only.

21. ADJOURNMENT

The meeting adjourned at 8:50 p.m.

WTS:dl



Report Given to the Board of Trustees on August 22, 2012

Good evening. Over the summer we met to discuss and organize some upcoming events. We decided to focus and channel our energy toward the November election by informing students of important ballot measures that may affect them and helping them to register. We picked up 1000 voter registration forms and hope to use them all. Additionally, we plan to advertise our goals via Facebook announcements, Mt SAC campus-wide emails to faculty asking them to inform students, and finally through student portal announcements inviting students to either register online or visit the student life office to pick up a voter registration form. Other than that, we look forward to enjoying a wonderful year.

Ahmad Azzawi

Associated Students President

Academic Senate Report
To the Board of Trustees
22 August 2012

Academic and Professional Matters

The Academic Senate exists to advise the Board of Trustees on “academic and professional matters.” It is in effect a standing committee of the Board of Trustees, and like the Board of Trustees operates under the Brown Act (Gov. Code §54950 – 54960.5) and the Bagley-Keene Act (Gov. Code §11120 et seq.). According to Title 5 Regulations (§53200) “Academic and Professional Matters” are:

1. **Curriculum including establishing prerequisites and placing courses within disciplines**
2. **Degree and certificate requirements**
3. **Grading policies**
4. **Education program development**
5. **Standards or policies regarding student preparation and success**
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation
8. **Policies for faculty professional development activities**
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

According to Board Policy 3255, the Academic Senate is “primarily relied upon” for the areas in bold. This means that “the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.” [Title 5, §53203(d)(1)]

For the remaining areas, the Board has chosen to provide for “mutual agreement”. For these areas, should agreement between the Senate and the College not be reached “existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship.” [Title 5, §53203(d)(2)]

Senate Goal Retreat

A goal and priority setting retreat for the coming academic year will be held tomorrow at 9 AM in room 4-2440. All faculty are welcome to attend. The attendees will propose and prioritize issues for the Academic Senate to consider as time permits during the year.

Flex Day

The faculty’s professional development “Flex Day” for the 2012-13 academic year is scheduled for Friday, 24 August. The day will consist of a general convocation session attended by all full-time faculty, two breakout sessions, and department (or division) meetings.

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Content Review Implementation Plan

At the previous Board of Trustees meeting, our Board approved a Content Review Implementation Plan so as to meet the 1 August deadline established by the Chancellor's Office. I have been informed that our college was one of only two who met this deadline. The Senate would like to thank those who worked on the Content Review Implementation Plan and especially the members of the task force who created the plan:

Michelle Grimes-Hillman, Task Force Chair & Assistant Curriculum Liaison
Carolyn Alexander, Chair, Fine Arts
Kristina Allende, Chair, English, Journalism, and Literature
Stacy Bacigalupi, Chair, Psychology, Education
Barbara Gonzales, Professor, Learning Assistance
Jennifer MacDonald, Professor, Biological Sciences
Chris McDonald, Chair, Mathematics, Computer Science
Barbara McNeice-Stallard, Director, Research and Institutional Effectiveness
Richard Myers, Professor, English, Journalism, and Literature
James Ocampo, Director, Assessment and Matriculation
Terri Long, Dean, Instructional Services

Full Senate Meeting

The first full Senate meeting is scheduled for 30 August. The Senate will be asked to confirm the appointment of Beta Meyer (Biological Sciences) as the Faculty Professional Development Coordinator. We will also consider an Administrative Procedure on Department Reorganization and will have discussion on sixteen items, including the opening of nominations for the Academic Senate Senator-at-large position left vacant by the departure of professor Chris McDonald (Mathematics, Computer Science).

Respectfully submitted,
Eric Kaljumägi
President, Academic Senate



MT. SAN ANTONIO COLLEGE CLASSIFIED SENATE

REPORT TO THE BOARD OF TRUSTEES
WEDNESDAY AUGUST 22, 2012

1. Classified Senate met on August 9th but no actions were taken on agenda items due quorum not being met. As a result, elections for the 2012 - 2013 executive board have been deferred until the September 13th meeting. During the August meeting, the following items were discussed:
 - a. Fall Convocation – August 24th, 2012
 - b. New Employee Welcome – September 17th, 2012
 - c. Classified Recognition Ceremony – May 22nd, 2013
2. Classified Senate would like to encourage the attendance and participation of all classified staff at the Fall Convocation meeting on Friday August 24th. There will be a Question & Answer session during the opening meeting, the Welcome Back Barbecue will be held from 11:00 am - 2:00 pm, and a variety of workshops are being offered for classified staff to attend throughout the day. Classified Senate will be circulating all activities throughout the day to provide support during Convocation.
3. Classified Senate would like to invite all classified staff, hired between January and August 2012, to attend the New Employee Welcome which will be held in Founders Hall on Monday September 17th. The Classified Professional Development Committee is in the process of finalizing the agenda for that day. At the New Employee Welcome, new staff will have an opportunity to meet several members of College Leadership. They'll also learn more about the campus, its policies, and resources and services available to them as Mt. SAC employees. All new employees are invited to attend. Additional details will follow as the date approaches.
4. Classified Senate has confirmed the date and location of the Classified Awards Ceremony. The event will be held in the Clarke Theater on Wednesday May 22, 2013 from 9:00 am - 11:00 am.
5. I would like to welcome the new Classified Senate members:
 - a. Ivonne Landeros
 - b. Carol Nelson
 - c. Marian Popa

6. We are continuing our search efforts to identify staff interested in joining Classified Senate. Members would serve as a participatory governance voice for the College and assist in the planning efforts that are targeted towards both supporting classified staff and helping in the overall development and growth of the College as a whole. If you are interested in joining or want to learn more about Classified Senate, please email us at classifiedsenate@mtsac.edu.
7. On behalf of Classified Senate, I would like to extend a warm welcome to the newly appointed classified employees and also like to recognize and thank all retiring classified staff for their years of service to the College.

Respectfully Submitted by,
Deejay R. Santiago, Ed.D.
President, Classified Senate



**Faculty Association Report
To the Board of Trustees
August 22, 2012**

1. Faculty Association Fall 2012

This fall the FA as well as CCA and CTA will be focusing on the 2012 election and informing constituents about the need to vote YES on Prop 30, the Governor's tax proposal, as well as NO on Prop 32. If Prop 30 does not pass, our District will have an additional cut of over \$8,000,000. Prop 32 is being marketed as campaign reform, but it does not fix the problem it only limits political contributions of unions and not from Super PACS, companies or individuals. Prop 32 is an attack against unions that is being proposed as campaign reform. The FA is working with CCA on a voter registration drive as well as informing members. The FA will also be getting in contact with student leaders to coordinate registration drives.

The Faculty Association will have its first Executive Board meeting on Tuesday, September 4 and its first Representative Council meeting on Tuesday, September 11.

2. Faculty Sick Leave

The District has recently informed the Faculty Association that they agree to not change the way that sick leave is accrued. The FA is very happy that the District listened to our concerns and came to the correct decision.

Respectfully submitted by,
Jennifer Galbraith, Faculty Association President



CSEA Chapter 262
2012 Executive Board

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*“To improve the lives of
our members, students,
and community.”*

August 22, 2012

Good evening,

I would like to take this opportunity to thank Dr. Scroggins for listening to the comments made at the July Board meeting regarding classified working as adjunct faculty. I am pleased to report we will begin negotiating this matter, in the hopes our classified/adjunct faculty members may continue teaching.

On behalf of Chapter 262 I would like to wish Annette Loria a very happy retirement. In meeting with her, I found her to be honest and straight forward. Even at those times when our opinions differed greatly, she maintained a professionalism I greatly respected. It has been an honor to work with her and to have learned so much about the negotiations process.

I continue to be troubled by the recent negotiations process with Chapter 651. As I stated in my June Board report, the longer a negotiations process continues, the more divided we become. The failure of the District and 651 to reach an agreement after mediation and now a progression to fact finding is worrisome to our members. As we face the most difficult financial crisis to Community Colleges in this state, it is important Mt. SAC continue to focus on working together so we may serve students.

Respectfully submitted,

Laura Martinez
President
CSEA Chapter 262

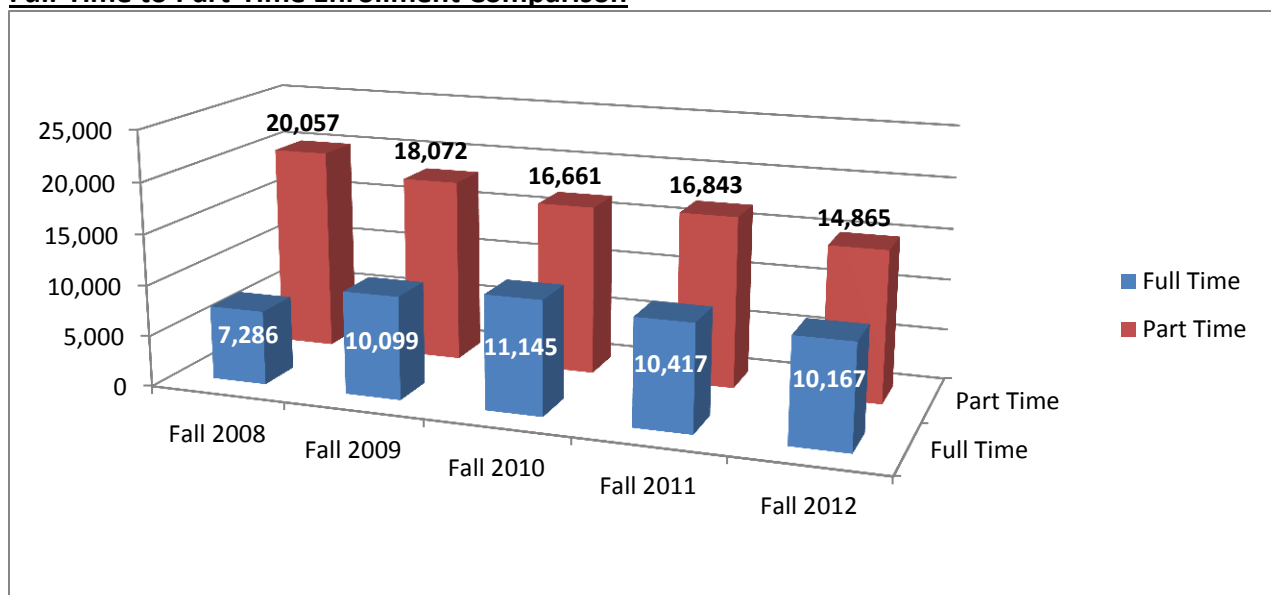
Fall 2012 Enrollment Update Board of Trustees Meeting

August 22, 2012

Unduplicated Credit Enrollment History

Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012 ¹	Prior year change
27,343	28,171	27,806	27,260	25,032 ²	2.5% decrease from end of term Fall 2011 to Fall 2012 (thus far)

Full-Time to Part-Time Enrollment Comparison



Total Class Offerings

Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Prior year change
3,174	2,965	2,941	2,824	2,833	No further course reductions were made for Fall 2012

Credit FTE Target

	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Prior year change
FTE actual	10,006	10,119	10,738	10,131 ³	The Fall 2012 figure will fluctuate until all enrollment is posted at term end
FTE target	10,430	10,430	11,175	tbd	FTE targets for 2012-13 are still being developed

¹ As of August 21, 2012

² After the first drop for non-payment on August 17, 2012

³ "Potential Credit FTES" as of August 21, 2012

Student Enrollment History

Students are assigned registration dates/times based on their special category or based on their status at the college. Continuing students with 150 or less units are followed by new and returning students. 50% of continuing students with 19 or more completed units at Mt. SAC tend to register on their assigned date/time. Registration began on July 19, 2012.

Day	1	2	3	4	5	6	7
student registration status	Special priority; continuing 103-150 units ⁴	Continuing 61-102 units	Continuing 36-60 units	Continuing 19-35 units	Continuing 8-18	Continuing 0-7 ⁵ ; new; returning	New; returning; K-12; over 151 units ⁶
# eligible to register	10,076	6,799	5,940	6,057	5,183	12,564	11,674
# registered on assigned day	5,862	3,040	3,102	2,995	1,994	1,806	1,339
% registered on assigned day	58%	45%	52%	49%	38%	33%	11%

Course Demand History

Highest demand courses close early. All ANAT 10A, CHEM 40 and CHEM 50 sections were closed by the 4th day of registration. By the time new students began registering on day 6, there were no seats available in math, history 1, political science 1 or psychology 1. New students were able to enroll in English.

Course	Seats/Sections Available				
	Day 1 July 19 th 12:00 noon	Day 4 July 23 rd 9 a.m.	Day 5 July 24 th 9 a.m.	Day 6 July 25 th 9 a.m.	Day 7 July 26 th 9 a.m.
ANAT 10A <i>Intro</i>	91/8	0/8	0/8	0/8	0/8
ANAT 35 <i>Anatomy</i>	229/10	79/10	66/10	50/10	36/10
ANAT 36 <i>Physiology</i>	100/6	21/6	12/6	5/6	0/16
BIOL 1 <i>General</i>	669/29	75/29	14/29	14/29	6/29
CHEM 40 <i>Intro General</i>	64/8	0/8	0/8	0/8	0/8
CHEM 50 <i>General</i>	124/8	0/8	0/8	0/8	0/8
ENGL 1A	1490/66	782/66	127/66	0/66	0/66
ENGL 68	864/61	588/61	111/61	11/61	10/61
ENGL 67	1237/67	1078/67	973/67	526/67	224/67
MATH 130 <i>College Alg</i>	381/17	12/17	0/17	0/17	0/17
MATH 110 <i>Statistics</i>	510/21	1/21	0/21	0/21	0/21
MATH 160 <i>Precalc</i>	167/6	41/6	3/6	0/6	0/6
MATH 71 <i>Intrm Alg</i>	557/33	51/33	0/33	0/33	0/33
MATH 51 <i>Elem Alg</i>	698/30	378/30	111/30	0/30	0/30
MATH 50 <i>Pre-Alg</i>	486/26	317/26	129/26	0/26	0/26
HIST 1 <i>US History</i>	1173/33	295/33	0/33	0/33	0/33
POLI 1 <i>Political Science</i>	860/23	75/23	0/23	0/23	0/23
PSYC 1A <i>Intro</i>	754/23	306/23	16/23	0/23	0/23
SOC 1 <i>Intro</i>	1092/26	599/26	237/26	1/26	0/26
SPCH 1A <i>Public Speaking</i>	880/39	121/39	89/39	87/39	66/39

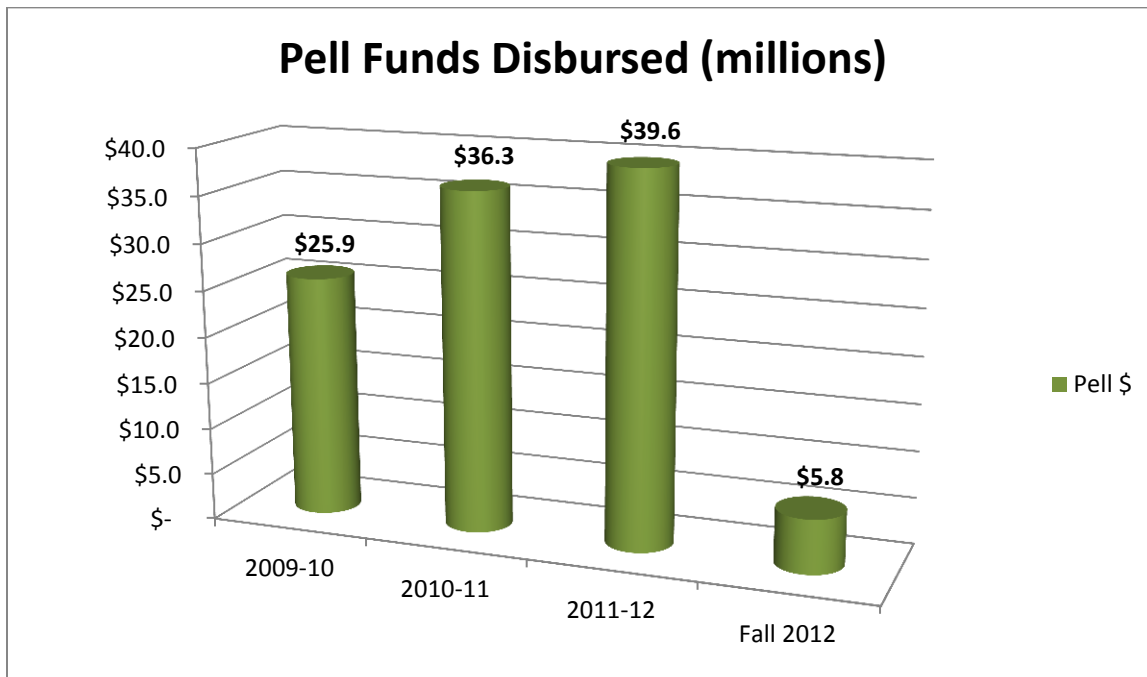
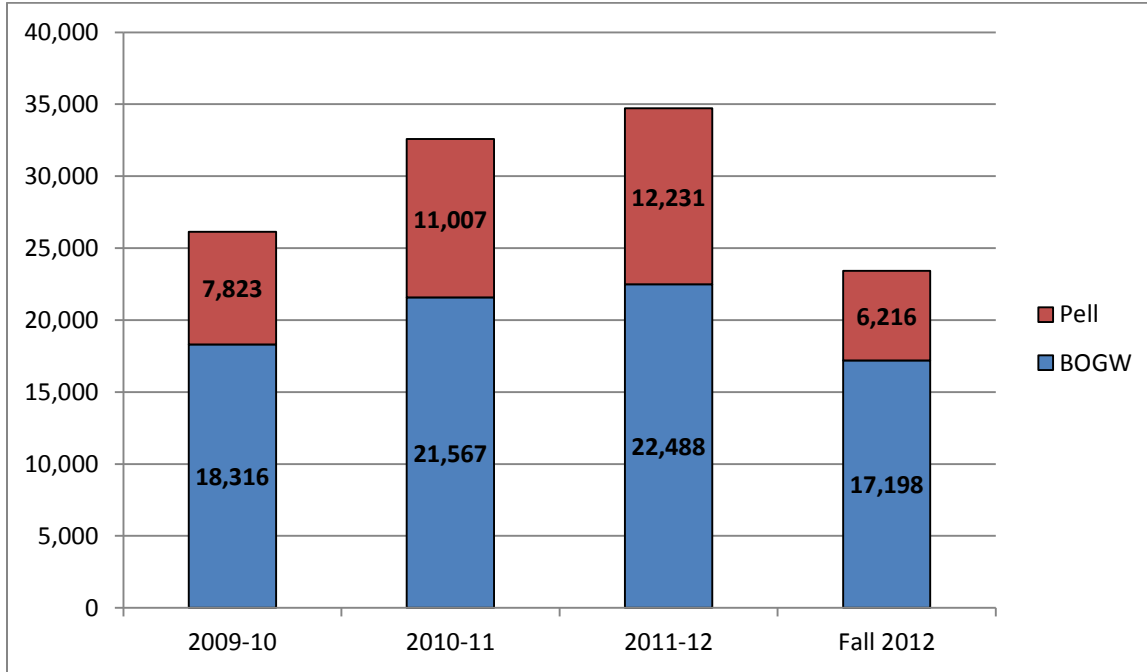
⁴ This fall, students with the highest units completed at Mt. SAC registered on day 1. This totaled 1,625 students who were afforded this opportunity. This policy will more than likely change such that this group of students will lose their priority based on a pending statewide policy change.

⁵ Includes students who applied for Spring 2012 but did not register for classes (these are the "0" unit students)

⁶ Current college policy places students with greater than 151 units at the end of priority.

Financial Aid Update

The number of Board of Governor Fee Waivers (BOGW) and the number of Pell recipients continue to grow. \$5.8 million was disbursed this week to students for the fall semester! Fall 2012 data shown is as of August 20, 2012.



Distance Learning Program: A Report to the Board of Trustees
Prepared by Meghan Chen, Dean, Library & Learning Resources

Mt. SAC's Distance Learning Program allows students to earn two degrees, earn eleven certificates, and complete more than 50% of credits in general education through Distance Learning (DL). Enrollment in online and hybrid classes remains relatively the same as last year's, as illustrated in the table below:

Type	2010-11		2011-12		# Increase/Decrease from 2010-11		% Increase/Decrease from 2010-11	
	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment
Online	173	6369	175	6392	2	23	1.16%	0.36%
Hybrid	263	7971	273	7899	10	-72	3.80%	-0.90%
Total	436	14340	448	14291	12	-49	2.75%	-0.34%

Student Success in Distance Learning Classes

Mt. SAC's student success rates mirror state and national statistics in distance learning courses. Mt. SAC's 2008-09 baseline average success rates were **68.1%** in traditional classes, compared to **61.4%** in hybrid classes, trailed by **56.6%** in online classes. In 2011-12, the overall average success rates in online and hybrid classes hovered at 61%, significantly lower than the average of 74% in traditional classes.

Instructional and Academic Support for Online Learning

Library collections:

- Databases including scholarly journal articles, streaming video clips, e-books, and images are highly used due in part to the library link being included in every DL course Moodlerooms site. Examples of usage data include: The ProQuest database bundle (over 15 major databases) saw **43,155** unique searches and downloads of **49,314** full text articles in 2011-12. E-books via the EBSCOhost eBook Collection were accessed **20,287** times.
- Access to media titles is increased and enhanced with a new subscription to the Films on Demand database, which offers access to over **4,000** closed-captioned streaming media titles.

Information competency instruction:

- The Virtual Librarian service provides academic support and information competency instruction four-six hours per week by real-time chat and e-mail with utilization of video and screen sharing.
- Info to Go online research tutorials support students' mastery of information competency by facilitating self-paced learning of research skills and online databases.

Online Tutoring in Math and Chemistry:

The number of students who used online tutoring grew from 279 students in 2010-11 to 405 students in 2011-12. These students participated in 53 synchronous sessions, 52 asynchronous (question-and-answer) sessions, and 107 visits to archived sessions.

Distance Learning Program: A Report to the Board of Trustees

Prepared by Meghan Chen, Dean, Library & Learning Resources

Faculty Development

The Distance Learning Committee approved **five** new online courses, and **15** faculty completed SPOT Online. The number of faculty certified to teach Distance Learning courses is now **210** compared to **195** in 2011. The Online Learning Support Center (OLSC) team and faculty trainers conducted workshops for faculty and staff:

Fall 2011:	81 attended 5 workshops	Winter 2012:	432 attended 28 workshops
Spring 2012:	180 attended 26 workshops	Summer 2012:	164 attended 21 workshops

Student Voices on Distance Learning

A student survey and two focus groups revealed the following:

- Strong reading ability and time management skills are very helpful in online classes;
- Online classes are not easier, in some cases more difficult, than traditional classes;
- Most respondents were not aware of online support resources such as online counseling, library resources, and online tutoring;
- Most respondents were satisfied with their online classes and professors; and
- Students want more online offerings including 100% online certificates and degrees.

Regulatory Requirements and Future Developments

Federal and State regulations on distance learning emphasize program accountability and integrity. Under the Higher Education Opportunity Act of 2008, compliance with federal regulations is mandated if higher education institutions receive federal student financial aid.

Student Authentication: Institutions must assure that students who register in, attend, and earn a grade in online classes are who they say they are through such practices as secure sign-on in learning management system, proctored exams, and anti-plagiarism software.

State Authorization: Institutions who offer online classes to students who live out of state must have those students' home state's authorization to do so. Additionally, institutions must publicly post the student complaint process and contact information on its accreditor and government body that authorizes the institution. Each state has its own agency, rules, procedures, application process, fees, and timelines for state authorization. Some states have a one-time application requirement while others require annual or per-course applications. While the U. S. Department of Education decided not to enforce this regulation, state authorization remains valid at the state level. Regional and national groups are developing reciprocity agreements to facilitate compliance. Institutions have until July 1, 2014, to demonstrate compliance.

Distance versus Correspondence Education: Online classes must have regular and substantive contact between faculty and students for institutions to maintain eligible to receive federal student financial aid. In contrast, correspondence courses do not require regular and substantive contact between faculty and students. If more than 50% of an institution's online courses are deemed by federal auditors as de facto correspondence courses, then the institution could lose its eligibility for federal student financial aid. If the institution already claimed financial aid funds and were found to have more than 50% correspondence courses, that institution would be required to return the funds.

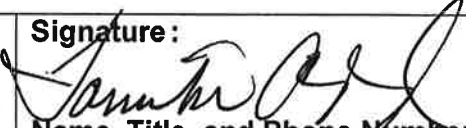
Distance Learning Program: A Report to the Board of Trustees
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Accessibility and Closed Captioning: All course content and materials in regular and online classes must comply with federal regulations on accessibility and closed captioning. This includes all materials posted on web pages, portals, learning management systems, and videos/video clips.

The Distance Learning Committee will work on a distance learning plan in fall 2012, which will include professional development on best practices for online teaching and regulatory compliance. Online Learning Support Center and Information Technology teams will continue to support the Moodlerooms transition.

Program Self-Evaluation Annual Report

Contractor's Legal Name: Mt. San Antonio Community College District – Child Development Center			
Vendor Number 19-6482		<input type="checkbox"/> Cal-SAFE CDS Code	
Contract and Age	<input checked="" type="checkbox"/> CSPP <input type="checkbox"/> CCTR – (Infant/Toddler) <input type="checkbox"/> CCTR – (School-Age) <input type="checkbox"/> Education Network (Infant/Toddler) <input type="checkbox"/> Education Network (Preschool) <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG - (Infant/Toddler) <input type="checkbox"/> CMIG - (Preschool)		
Date Program Self-Evaluation Completed		May 25, 2012	
Number of Classrooms		4	Number of Family Child Care Homes
			0
Describe the Program Self-Evaluation Process (Note: This area expands as necessary.)			
<p>The Mt. San Antonio Community College District – Child Development Center, State Preschool Program started the Program Self-Evaluation process in October 2011. The process involved the Center's 7 Child Development Specialists, 6 Associate Teachers, Program Director and parent volunteers.</p> <p>The process included the Early Childhood Environment Rating Scale (ECERS). The results of the ECERS were tabulated and reviewed by Self-Evaluation participants. Areas in need of improvement were discussed, and a corrective Action Plan implemented. Follow-up and completion of most action items was completed in March 2012, at least one item requires ongoing monitoring to maintain improvement.</p> <p>The Child Development Specialists (Lead Teachers) for the State Preschool completed a Desired Results Developmental Profile (DRDP) for each enrolled child. CDC Specialists evaluated the profile outcomes for individual needs and class trends. Parent/Teacher conferences were conducted with each family to discuss the DRDP results for individual children, and parents assisted the CDC Specialist in creating individual developmental goals for home and school. CDC Specialists also considered group trends during development of weekly education plans.</p> <p>A Parent Survey was conducted in October 2011. Parent responses were reviewed by the Program Director and CDC Specialists. Center-wide results were shared with all parents through a newsletter, which detailed overall level of satisfaction, areas of need and suggestions.</p> <p>Collectively, all of the above activities allowed the Mt. San Antonio Child Development Center to adequately and accurately evaluate and improve key components of the State Preschool Program (CSPP).</p>			
A copy of the Program Self-Evaluation will be/has been presented			Date: June 27, 2012

to the Governing Board.		
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.		Date: June 15, 2012
A copy of the Program Self-Evaluation will be/has been presented to parents.		Date: June 15, 2012
Statement of Completion I certify that a Program Self-Evaluation was completed.	<p>Signature: </p> <p>Name, Title, and Phone Number</p> <p>Tamika Addison, Acting Director (909) 594-5611 x5275</p>	Date: May 25, 2012

**Desired Results Developmental Profile Summary of Findings
And Program Action Plan – Program or Network Level**

Contractor Name: Mt. San Antonio Community College District-Child Development Center	
Contract Type, Education Network, and/or Cal-SAFE CSPP	Age Group (Infant/Toddler, Preschool, School-Age)
Planning Date: May 25, 2012	Preschool Lead Planner's Name and Position Tamika Addison, Acting Director
Follow-up Date(s) June 25, August 1, 2012	Lead Planner's Name and Position

This form can be expanded and is not limited to a single page.


Key Findings from Developmental Profiles and Educational Goal (What will be accomplished for children?)	Action Steps (Including materials and training needed, schedule, space and supervision changes)	Expected Completion Date and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
37% of preschool children rated at a level of Building or Integrating in MATHS – (Measure 36) related to identifying shapes, and their characteristics.	The classrooms will be enhanced with various developmentally appropriate materials, emphasizing shapes, geometry and other math concepts. Children will be encouraged throughout the day to access and engage with these materials individually, and in small and large groups.	August 1, 2012 <i>Program Director, CDC Specialists</i>	
The Program's educational goal is to have 90-100% of children at "Building" or "Integrating" developmental levels related to recognition of/understanding of shapes, as an introduction to	Child Development Specialists (Lead Teachers) will include in weekly education plans activities focused on or inclusive of shapes and geometrical concepts. CDC Specialists will have children engage in community walks on campus and encourage	June 25, 2012 – Ongoing <i>CDC Specialists</i>	

March 2012

<p>geometrical concepts.</p>	<p>children to identify or draw shapes found in the natural and constructed environment. CDC Specialists will also access appropriate curriculum resources (ie: books, websites) to incorporate a variety of ideas related to shapes into the education plans and classroom environment.</p>	<p>CDC Specialists</p>	
<p>43% of the children assessed achieved developmental levels of “Exploring” or “Developing” in SSD6 – Awareness of diversity in self and others (Measure 6).</p> <p>The Program’s educational goal is to have children progress towards “Building” or “Integrating” developmental levels, related to awareness of diversity in self, others (specifically in the community, home, and school).</p>	<p>The Program will invite families to share culturally relevant items like clothing, food, music, and literature with the classrooms in an effort to introduce multi-cultural awareness.</p> <p>CDC Specialists will include books, pictures, songs and large/small group discussions centered around similarities and differences among people. CDC Specialists will engage in webbing (planning) which will include home/school activities, language/literacy activities to encourage children to express ideas and opinions related to diversity.</p> <p>Children will be invited often to communicate and express ideas and beliefs in the classroom with adults and peers, both verbally and non-verbally.</p>	<p>June 25, 2012 – Ongoing</p> <p><i>Program Director</i> CDC Specialists</p> <p>June 25, 2012 – Ongoing</p> <p><i>Program Director</i> CDC Specialists</p> <p>June 25, 2012 – Ongoing</p> <p>CDC Specialists</p>	

Program Self-Evaluation Annual Report

Contractor's Legal Name: Mt. San Antonio Community College District – Child Development Center			
Vendor Number 19-6482		<input type="checkbox"/> Cal-SAFE CDS Code	
Contract and Age	CSPP <input checked="" type="checkbox"/> CCTR – (Infant/Toddler) <input type="checkbox"/> CCTR – (School-Age) <input type="checkbox"/> Education Network (Infant/Toddler) <input type="checkbox"/> Education Network (Preschool) <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG - (Infant/Toddler) <input type="checkbox"/> CMIG - (Preschool)		
Date Program Self-Evaluation Completed		May 25, 2012	
Number of Classrooms		4	Number of Family Child Care Homes 0
Describe the Program Self-Evaluation Process (Note: This area expands as necessary.)			
<p>The Mt. San Antonio Community College District – Child Development Center, Infant/Toddler Program (CCTR) started the Program Self-Evaluation process in October 2011. The process involved the Center's 7 Child Development Specialists, 6 Associate Teachers, Program Director and parent volunteers.</p> <p>The process included the Early Childhood Environment Rating Scale (ECERS) and the Infant/Toddler Environment Rating Scale (ITERS). The results of both scales were tabulated and reviewed by Self-Evaluation participants. Areas in need of improvement were discussed, and a corrective Action Plan implemented. Follow-up and completion of most action items was completed in March 2012, at least one item requires ongoing monitoring to maintain improvement.</p> <p>The Child Development Specialists (Lead Teachers) for the Infant/Toddler classrooms completed a Desired Results Developmental Profile (DRDP) for each enrolled child. CDC Specialists evaluated the profile outcomes for individual needs and class trends. Parent/Teacher conferences were conducted with each family to discuss the DRDP results for individual children, and parents assisted the CDC Specialist in creating developmental individual goals for both home and school. CDC Specialists also considered group trends during development of weekly education plans.</p> <p>A Parent Survey was conducted in October 2011. Parent responses were reviewed by the Program Director and CDC Specialists. Center-wide results were shared with all parents through a newsletter, which detailed overall level of satisfaction, areas of need and suggestions.</p> <p>Collectively, all of the above activities allowed the Mt. San Antonio Child Development Center to adequately and accurately evaluate and improve key components of the General Childcare Program (CCTR).</p>			

A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.	Date: June 27, 2012
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.	Date: June 15, 2012
A copy of the Program Self-Evaluation will be/has been presented to parents.	Date: June 15, 2012
Statement of Completion I certify that a Program Self-Evaluation was completed.	Signature:  Name, Title, and Phone Number Tamika Addison, Acting Director (909) 594-5611 x5275

**Desired Results Developmental Profile Summary of Findings
And Program Action Plan – Program or Network Level**

Contractor Name: Mt. San Antonio Community College District-Child Development Center	
Contract Type, Education Network, and/or Cal-SAFE	Age Group (Infant/Toddler, Preschool, School-Age)
CCTR	Infants/Toddlers
Planning Date: May 25, 2012	Lead Planner's Name and Position
	Tamika Addison, Acting Director
Follow-up Date(s): June 25, July 1, August 27, 2012	Lead Planner's Name and Position

This form can be expanded and is not limited to a single page.

Key Findings from Developmental Profiles and Educational Goal (What will be accomplished for children?)	Action Steps (Including materials and training needed, schedule, space and supervision changes)	Expected Completion Date and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
<p>23% of the children rated in the top 2 developmental levels for Measure 31 (Gross Motor) on the Infant/Toddler DRDP.</p> <p>The Educational/Developmental goal for the children is to continue skill attainment for Gross Motor development so a minimum of 50% attain a DRDP rating at the "Exploring and/or Developing" level of the <i>Preschool</i> DRDP – Measure 38, and a minimum of</p>	<p>Infant/Toddler CDC Specialists will incorporate more complex gross motor materials and activities in both the indoor/outdoor areas. Staff will encourage children to access these materials and participate in activities daily.</p> <p>The program will ensure gross motor equipment and materials increase in complexity, so children with varying abilities are adequately and safely challenged.</p>	<p>June 25, 2012 <i>CDC Specialists</i></p> <p>July 1, 2012 <i>Program Director</i></p>	

March 2012

<p>75% reach the "Developing Ideas" level on the Infant/Toddler DRDP.</p>			
<p>82% of Toddlers rated <u>under</u> the "Discovering Ideas and Developing Ideas" level of the DRDP for Measure 18 – Interest in Literacy.</p> <p>The Educational Goal is to increase the percentage from 18% to a minimum of 50% of children showing interest in literacy at the "Discovering Ideas and Developing Ideas" levels (Measure 18).</p>	<p>The Program will re-start a Family Literacy Program which allows parents to "check-out" books to read and discuss at home with children. The CDC Specialists will ensure that a variety of books are accessible to children throughout the day, both indoors and outdoors. The CDC Specialists will also ensure that language/literacy activities are prominent within the Weekly Education Plans.</p> <p>The program will work with the campus Library and Resource Department to create literacy activities and parent workshops that families can access.</p>	<p>Program Director August 27, 2012</p> <p>CDC Specialists and Program Director June 25, 2012 - Ongoing</p> <p>Program Director August 27, 2012</p>	