



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 12, 2012

6:00 p.m. Open and Adjourn to Closed Session

6:30 p.m. Public Session

Founders Hall, 1100 North Grand Avenue
Walnut, CA 91789

Welcome to a meeting of the Mt. San Antonio College Board of Trustees. If you wish to address the Board for any reason, please fill out one of the cards available on the table and give it to the Board Secretary. Those requesting to speak on an agenda item will be called upon at the time the item is under consideration. Anyone wishing to speak to items not on the agenda will be called upon under the "Communication" section. *Comments are limited to no more than three minutes per person.*

AGENDA

From time-to-time writings that are public records which are related to open session items on an agenda for a regular meeting may be distributed to Trustees after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the Office of the President located in Founders Hall between the hours of 7:30 a.m. and 4:30 p.m.

CALL TO ORDER (6:00 p.m.)

PUBLIC COMMUNICATION

At this time, the Board of Trustees will listen to communication from the public on any Closed Session agenda item. Comments are limited to no more than three minutes per person.

CLOSED SESSION

- **Conference with Legal Counsel - Anticipated Litigation - Initiation of Litigation pursuant to subdivision (c) of Section 54956.9 (one case)**

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.

- **Conference with Labor Negotiators Virginia Burley, Vice President, Instruction; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6.**
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651
- **Public Employee Performance Evaluation**
President & CEO

PUBLIC SESSION (6:30 p.m. Flag Salute)

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed staff:**

Classified Employee

Kim Jung, Admissions & Registration Clerk (ESL)

Faculty

Christopher Briggs, Professor, Biological Sciences

Todd Clements, Professor, Chemistry

Jamaika Fowler, Articulation Officer/Counselor, Counseling

Jeremy Hart, Professor, Counseling

Judith Hervery, Professor, Counseling

Jamie Hirsh, Professor, Fire Technology

Stephen James, Professor, Architecture & Engineering Design Technology

Rafaela Jobbitt, Professor, History

Melissa Kauk, Professor, Fine Arts

Heather Kokorowski, Professor, Earth Sciences

Clark Maloney, Professor, Kinesiology & Head Coach, Kinesiology & Athletics

Paul McLeon, Professor, Journalism & Mountaineer Advisor, English Literature, Journalism

Jane Nazzal, Professor, Learning Assistance

Serena Ott, Professor, Foreign Languages

Nikk Pilato, Professor, Music & Band Director, Music

Eloise Reyes, Professor, Counseling

Dianne Rowley, Professor, Learning Assistance, Learning Assistance Center

Cecelia Thay, Professor, Child Development

- **Introduction of the following newly promoted staff:**

Classified Employee

Glenda Melissa Aguirre, Clerical Specialist (Human Resources)

Management Employee

Rosa Royce, Associate Vice President, Fiscal Services (Fiscal Services)

- **Recognition:**
 - The Men's Soccer and Football Teams Garner Pre-Season Number One National Rankings
 - Clark Maloney appointed as Head Men's Basketball Coach

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of August 22, 2012. (See backup packet Pages 1 through 10.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

At this time, the Board of Trustees will listen to communication from the public on matters that are not on the agenda. Under provisions of the Brown Act, the Board is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to no more than three minutes per person.

REPORTS

The Board requests that constituent group reports and other scheduled reports be limited to no more than five minutes.

1. Associated Students Report
2. Senates
 - A. Academic Senate
 - B. Classified Senate
3. Employee Groups
 - A. Faculty Association
 - B. CSEA Units
 - C. Other Unrepresented Groups

BOARD COMMUNICATION

At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.

4. President's Report – Bill Scroggins, President & CEO

CONSENT CALENDAR

All matters listed under **Consent Calendar** are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Calendar for discussion and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar.

ADMINISTRATIVE SERVICES

1. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 11 and 12.)
2. Consideration of approval of Resolution No. 12-01, Appropriations Limit for 2012-13. (See backup packet Pages 13 through 15.)
3. Consideration of approval of Resolution No. 12-02, Signature Changes to Existing Bank Accounts. (See backup packet Pages 16 through 25.)
4. Consideration of approval of a five-year renewal agreement with Metro PCS to lease space for a cellular communications facility on the roof of the Technology and Health Division building. (See backup packet Page 26.)
5. Consideration of approval of a five-year renewal agreement with T-Mobile to lease space for a cellular communications facility on the roof of the Art Center building. (See backup packet Page 27.)
6. Consideration of approval of agreements to provide Professional Design and Consulting Services with Independent Roofing Consultants for the Music Building Chiller replacement project; with LiRo Program and Constructions Management, P.C. for a Construction Cost Study project; with P2S Engineering, Inc. for the Chilled Water Supply and Return Extension project; with Schaffer Acoustics, Inc. for the Agricultural Sciences Complex HVAC Noise and Vibration Mitigation project; and with Steven Fader Architects for the Building 23 Remodel project. (See backup packet Pages 28 and 29.)
7. Consideration of ratification of the following Change Order:
 - Bid No. 2849 Design Technology Center – RC Construction (General Contractor) - Change Order No. 16. (See backup packet Pages 30 through 33.)
8. Consideration of ratification of the following Contract Amendment:
 - Contract Student Support Services – HMC Architects (Architectural and Engineering Services) – Contract Amendment No. 1. (See backup packet Page 34.)

HUMAN RESOURCES

9. Consideration of approval of Personnel Transactions, dated September 12, 2012. (See backup packet Pages 35 through 46.)

INSTRUCTION

10. Consideration of approval of activities and acceptance of funds for the Upward Bound grant. (See backup packet Page 47.)
11. Consideration of approval of a contract amendment for the CyberWatch West grant. (See backup packet Page 48.)
12. Consideration of approval of activities for the Pilot Program for Course Material Rental grant. (See backup packet Page 49.)
13. Consideration of approval of activities and acceptance of funds for the Mt. SAC-Randall Planetarium Reaching for the Stars grant. (See backup packet Page 50.)
14. Consideration of approval of activities for the Family and Consumer Sciences Discipline/Industry Collaborative grant. (See backup packet Page 51.)
15. Consideration of approval of activities and acceptance of funds for the Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231, and English Literacy and Civics Education grant. (See backup packet Page 52.)
16. Consideration of approval of additions and changes for the Community Services Continuing Education Division. (See backup packet Page 53.)

ACTION ITEMS

All items listed under "Action" will be discussed and acted on separately by the Board of Trustees.

1. Public Hearing on Proposed Budget to be adopted for the Fiscal Year 2011-12.
2. Consideration of approval of the Budget for Fiscal Year 2011-12 (distributed as a separate document). (See backup packet Pages 54 and 55.)

INFORMATION ITEM

No action will be taken on items listed. All items are being provided to the Board of Trustees for information only.

1. Receive proposed Administrative Procedure 3260 – Institutional Review Board. (See backup packet Pages 56 through 61.)

ADJOURNMENT

Future Board Meetings

Reported September 5 and 26, 2012 (Board Study Session) (Canceled – New Date TBD)
October 24, 2012
November 14, 2012
December 12, 2012

Upcoming Events

September 13, 2012	Constitution Day – 11:00 a.m.-2:00 p.m., Building 9C Stage Area Theodore Von Karman Lecture Series: The Challenge of Mars – 6:30-8:00 p.m., Planetarium
September 13, 2012- October 11, 2012	“In the Space Between” Art Exhibit – Tuesday-Thursday: 11:00 a.m.-2:00 p.m.; Tuesday Evenings: 5:00-7:30 p.m., Art Gallery
September 18, 2012	Evening College Fair – 5:30-7:30 p.m., Building 9C Walkway
September 18-19, 2012	Join-A-Club Day – 9:00 a.m.-1:00 p.m., Building 18, Room 15
September 19, 2012	Information Booth: Taking Charge of Your Health – 11:00 a.m.-1:00 p.m., Miracle Way
September 20, 2012	International Students Welcome Reception – 4:00-6:00 p.m., Founders Hall
September 21, 2012	Deep Space: Binocular Astronomy – 6:00-7:00 p.m. and 7:30-8:30 p.m., Planetarium
September 22, 2012	Tales of the Maya Skies – 6:00-7:00 p.m. and 7:30-8:30 p.m., Planetarium
September 26, 2012	One World, One Sky: Big Bird’s Adventure – 10:00-11:00 a.m., Planetarium
September 27, 2012	Mt. SAC Day at the L. A. County Fair – All day, Pomona Fairplex Information Booth: What’s Bugging You? Preparing for Cold and Flu Season – 11:00 a.m.-1:00 p.m., Miracle Mile
October 3, 2012	Presentation: When Relationships Hurt – 1:30-3:00 p.m., Founders Hall
October 5, 2012	Star Tales – 6:00-7:00 p.m. and 7:30-8:30 p.m., Planetarium
October 6, 2012	Stars of the Pharaohs – 6:00-7:00 p.m. and 7:30-8:30 p.m., Planetarium
October 9, 2012	Information Booth: Mindfest – Raising Awareness on Mental Illness – 11:00 a.m.-1:00 p.m., Prime Stop Patio

- October 10, 2012 **Fall Career Fair** – 9:30 a.m.-1:30 p.m., Miracle Mile
One World, One Sky: Big Bird’s Adventure – 10:00-11:00 a.m., Planetarium
Information Booth: Mindfest – Raising Awareness on Mental Illness – 11:00 a.m.-1:00 p.m., Building 9B West Grass Area
- October 11, 2012 **Theodore Von Karman Lecture Series: Herschel Opens Up the Cool Universe** – 6:30-8:30 p.m., Planetarium
- October 17, 2012 **Health Fair** – 11:00 a.m.-2:00 p.m., Building 67B and Courtyard
- October 18, 2012 **Out-of-State and HBCU College Fair** – 11:00 a.m.-2:00 p.m., Miracle Mile
Black College Summit – 2:00-5:30 p.m., Founders Hall
- October 19, 2012 **Deep Space: Binocular Astronomy** – 6:00-7:00 p.m. and 7:30-8:30 p.m., Planetarium
- October 19-21, 2012 **“Rumors” Theater Production** – October 19-20, 8:00 p.m.; October 21, 2:00 p.m., Clarke Theater
- October 20, 2012 **Tales of the Maya Skies** – 6:00-7:00 p.m. and 7:30-8:30 p.m., Planetarium
Music Faculty Showcase (Guitar Performances) – 8:00 p.m., Clarke Theater
- October 24, 2012 **One World, One Sky: Big Bird’s Adventure** – 10:00-11:00 a.m., Planetarium
Design Technology Center Ribbon-Cutting Ceremony – 3:00 p.m., Design Technology Center
Wind Ensemble and Symphonic Winds Concert – 8:00 p.m., Clarke Theater
- October 26, 2012 **Music Faculty Showcase (A Tribute to Women Composers)** – 8:00 p.m., Clarke Theater

Upcoming Sports Events

- September 14-15, 2012 **Mt. SAC Men’s Water Polo Tournament** – Time TBA, Soccer Field
- September 16, 2012 **Women’s Soccer vs. Solano** – 11:00 a.m., Soccer Field
- September 19, 2012 **Women’s Water Polo vs. L. A. Trade Tech** – 3:00 p.m., Pool
Men’s Water Polo vs. L. A. Trade Tech – 4:10 p.m., Pool
- September 21, 2012 **Women’s Soccer vs. San Bernardino** – 5:30 p.m., Soccer Field
- September 21-22, 2012 **Mt. SAC Women’s Water Polo Tournament** – All Day, Pool
- September 22, 2012 **Mt. SAC Wrestling Duals** – All Day, Gymnasium
- September 25, 2012 **Women’s Soccer vs. Compton** – 4:00 p.m., Soccer Field

September 28, 2012	Women's Volleyball vs. Cerritos – 6:00 p.m., Gymnasium Women's Soccer vs. El Camino – 2:00 p.m., Soccer Field Men's Soccer vs. El Camino – 4:00 p.m., Soccer Field
September 29, 2012	Football vs. College of the Desert – 1:00 p.m., Hilmer Lodge Stadium
October 2, 2012	Men's Soccer vs. East L. A. – 5:00 p.m., Soccer Field
October 3, 2012	Women's Water Polo vs. Long Beach – 3:00 p.m., Pool Men's Water Polo vs. Long Beach – 4:10 p.m., Pool
October 5, 2012	Women's Volleyball vs. East L. A. – 6:00 p.m., Gymnasium Women's Soccer vs. Long Beach – 4:00 p.m., Soccer Field
October 6, 2012	Football vs. Grossmont – 1:00 p.m., Hilmer Lodge Stadium
October 9, 2012	Men's Soccer vs. Pasadena – 5:00 p.m., Soccer Field
October 10, 2012	Women's Water Polo vs. Pasadena – 3:00 p.m., Pool
October 12, 2012	Mt. SAC Cross-Country Invitational – 9:00 a.m., Hilmer Lodge Stadium Women's Soccer vs. L. A. Harbor – 4:00 p.m., Soccer Field Women's Volleyball vs. Long Beach – 6:00 p.m., Gymnasium
October 16, 2012	Women's Soccer vs. Cerritos – 4:00 p.m., Soccer Field
October 17, 2012	Women's Water Polo vs. El Camino – 3:00 p.m., Pool Men's Water Polo vs. El Camino – 4:10 p.m., Pool Wrestling vs. Santa Ana – 7:00 p.m., Gymnasium
October 19, 2012	Women's Volleyball vs. Pasadena – 6:00 p.m., Gymnasium Men's Soccer vs. Compton – 4:00 p.m., Soccer Field
October 24, 2012	Wrestling vs. East L. A. – 7:00 p.m., Gymnasium
October 26, 2012	Women's Soccer vs. East L. A. – 4:00 p.m., Soccer Field Women's Volleyball vs. L. A. Trade Tech – 6:00 p.m., Gymnasium

It is the intention of Mt. San Antonio College to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to the President's Office, 1100 North Grand Avenue, Walnut, CA 91789, 909.274.4250, 7:30 a.m. to 4:30 p.m., Monday-Friday, at least 48 hours prior to the meeting.

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

September 12, 2012





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.

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, and that he knows what he can and can't talk about 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.

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: September 12, 2012

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

Periodically, there is a need to hire independent contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. Following is a list of independent contractors for Board approval:

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Andrea Baker-Wilkerson	Instruction – Music	Musician – Vocalist, Jazz Day	10/18/12 4/4/13	\$400
Ramon Banda	Instruction – Music	Musician – Drummer, Jazz Day	10/18/12 4/4/13	\$400
Ron Eschete	Instruction – Music	Musician – Guitarist, Jazz Day	10/18/12 4/4/13	\$400
Kathleen Gilkey	Instruction – Music	Piano Tuner – piano tuning, as needed, for all pianos in the Music Department.	7/1/12- 6/20/13	\$6,000
Dave Johnstone	Instruction – Music	Accompanist/Performer, rehearsal & performance for Benefit Concert – Xinghai Choir Competition	9/26/12 9/30/12	\$300
Dave Johnstone	Instruction - Music	Accompanist/Performer, rehearsals for Benefit Concert – Xinghai Choir Competition	10/23/12 10/24/12 10/29/12	\$450
Dave Johnstone	Instruction – Music	Accompanist/Performer, performance at Benefit Concert – Xinghai Choir Competition	11/5/12- 11/13/12	\$500

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Independent Contractors**DATE:** September 12, 2012

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Dave Johnstone	Instruction – Music	Accompanist/Performer, rehearsal & performance at Vocal Jazz Concert	11/21/12 11/26/12 11/28/12 11/30/12 12/1/12	\$900
Andres Lopez	Instruction – Music	Recording Engineer, recording and mixing Chamber Singers CD	8/16/12- 8/31/12	\$850
Kerry Marsh	Instruction – Music	Music Arranger, musical arrangements for Mt. SAC Vocal Jazz Groups	7/1/12- 6/20/13	\$500
David Stone	Instruction – Music	Musician – Bass Player, Jazz Day	10/18/12 4/4/13	\$400
Ron Suffredini	Instruction – Music	Accompanist/Performer, rehearsal & performance for Benefit Concert – Xinghai Choir Competition	9/26/12 9/30/12	\$300
Ron Suffredini	Instruction - Music	Accompanist/Performer, rehearsals for Benefit Concert – Xinghai Choir Competition	10/23/12 10/24/12 10/29/12	\$450
Ron Suffredini	Instruction – Music	Accompanist/Performer, performance at Benefit Concert – Xinghai Choir Competition	11/5/12- 11/13/12	\$500
Ron Suffredini	Instruction – Music	Accompanist/Performer, rehearsal & performance at Vocal Jazz Concert	11/21/12 11/26/12 11/28/12 11/30/12 12/1/12	\$900
Linda Umbdenstock	Instruction – Research & Institutional Effectiveness	Provide resources and training for improving upon Mt. SAC's culture of meaningful assessment	9/13/12- 6/30/12	\$2,000

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the list of Independent Contractors, as presented.

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>September 12, 2012</u>	CONSENT
SUBJECT: <u>Resolution No. 12-01 - Appropriations Limit for 2012-13</u>	

BACKGROUND

In accordance with Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980, the Board of Trustees is required to establish by resolution an appropriations limit for 2012-13.

ANALYSIS AND FISCAL IMPACT

The following Resolution No. 12-01 establishes Mt. San Antonio Community College District's appropriations limit for 2012-13 at \$247,185,212.

For 2012-13, the District's budgeted appropriations subject to the limitation are \$116,591,411. This means we are approximately \$130.6 million under our statutory spending limit. (See attached Gann Limit worksheet.)

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 12-01, as required by law.

Prepared by: <u>Rosa M. Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #2</u>

RESOLUTION NO. 12-01

**RESOLUTION OF THE GOVERNING BOARD OF THE
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
SETTING THE DISTRICT APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2012-13**

As required by Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980.

WHEREAS, on November 6, 1979, the people of California passed Proposition 4, a constitutional amendment requiring appropriations limits for State and local government units; and

WHEREAS, Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980, implements Proposition 4, and requires the Board of Trustees to establish by resolution and appropriations limit each fiscal year beginning with 1981-82; and

WHEREAS, the documentation used in determining the appropriations limit for fiscal year 2012-13, has been made available to the public in the Office of Administrative Services for fifteen (15) days prior to the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby establishes a fiscal year 2012-13 appropriations limit of \$247,185,212.

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board of Mt. San Antonio Community College District of Los Angeles County, California, at its meeting here on September 12, 2012.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

William T. Scroggins
College President/CEO and
Secretary, Governing Board

**CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2012-13**

DISTRICT NAME: Mt. San Antonio Community College

DATE: September 12, 2012

I. 2012-13 APPROPRIATIONS LIMIT:

A. 2011-12 Appropriations Limit		<u>\$258,244,675</u>
B. 2012-13 Price Factor: 1.0377		
C. Population Factor:		
1. 2010-11 Second Period Actual FTES: <u>31,918.46</u>		
2. 2011-12 Second Period Actual FTES: <u>29,441.59</u>		
3. 2012-13 Population Change Factor: <u>0.9224</u> (Line C.2. divided by line C.1.)		
D. 2011-12 Limited Adjusted by Inflation and Population Factors (Line A multiplied by line B and line C.3.)		<u>\$247,185,212</u>
E. Adjustments to Increase Limit:		
1. Transfers in of Financial Responsibility	\$-----	
2. Temporary Voter-Approved Increases	_____	
3. Total Adjustments – Increase		_____
Sub-Total		\$-----
F. Adjustments to Decrease Limit:		
1. Transfers Out of Financial Responsibility	\$-----	
2. Lapses of Voter-Approved Increases	_____	
3. Total Adjustments – Decrease		< _____ >
G. 2012-13 Appropriations Limit		<u>\$247,185,212</u>

II. 2012-13 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills and Partnership for Excellence)		<u>\$ 99,085,924</u>
B. State Subventions (Homeowners' Property Tax Relief, Timber Yield Tax, etc.)		<u>138,285</u>
C. Local Property Taxes		<u>17,716,085</u>
D. Estimated Excess Debt Service Taxes		-----
E. Estimated Parcel Taxes, Square-Foot Taxes, etc.		-----
F. Interest on Proceeds of Taxes		<u>52,288</u>
G. Local Appropriations from Taxes for Unreimbursed State, Court and Federal Mandates		< <u>401,171</u> >
H. 2012-13 Appropriations Subject to Limit		<u>\$ 116,591,411</u>

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: September 12, 2012

CONSENT

SUBJECT: Resolution No. 12-02 – Signature Changes to Existing Bank Accounts

BACKGROUND

Pursuant to Section 84030 of the Education Code and in accordance with Section 58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor’s Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business services transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to Sections 81457 or 81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be paid into the appropriate county treasury within a reasonable time period. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

Due to the Associate Vice President, Fiscal Services retirement, it is necessary to add the new Associate Vice President, Fiscal Services to the authorized signers on all existing bank accounts. It is also necessary to change signatures on two Mt. SAC Auxiliary Services Accounts (SAC Book Rack and the Auxiliary-General) as a result of the transition to Fiscal Services.

ANALYSIS AND FISCAL IMPACT

Periodically, Fiscal Services reviews existing bank accounts to determine if accounts may be closed or consolidated.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: William T. Scroggins

Agenda Item: Consent #3

SUBJECT: Resolution No. 12-02 – Signature Changes to Existing Bank Accounts

DATE: September 12, 2012

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees adopts a resolution to revise authorized signers for accounts payable, payroll, bank merchant, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by Sections 84030 and 85266 of the Education Code, and in accordance with Section 58311 of Title 5 of the California Code of Regulations.

It is recommended that, in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account, unless otherwise stated.

It is recommended that account signers, banks, and savings and loans not be authorized to issue counter checks or cashier's checks on any of the accounts.

It is recommended that the Board of Trustees authorizes the submission of revised signature cards to banking institutions for accounts that may be affected by personnel changes.

**RESOLUTION NO. 12-02
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
RESOLUTION AUTHORIZING CHANGES TO EXISTING BANK ACCOUNTS**

WHEREAS, the Board of Trustees finds there is a need to establish new or changed bank accounts for clearing, revolving, payroll, and accounts payable accounts; and

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by 84030 of the Education Code, and in accordance with 58311 of Title 5 of the California Code of Regulations, the Board of Trustees is authorized to establish such accounts; and

WHEREAS, pursuant to Education Code Section 85266, with the approval of the county superintendent of schools, the governing board of a community college district may cause warrants to be drawn on the county treasury against designated funds, except debt service, of the district in the county treasury in the payment of expenses of the district.

NOW, THEREFORE, BE IT RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

CHANGES TO EXISTING ACCOUNTS

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name:	Mt. San Antonio Community College District – Revolving Fund
Type:	Checking Account
Purpose:	Revolving cash fund used for emergency purposes, such as securing or purchasing services, materials, and payment of supplement salary due to payroll errors. This account is also used to order change funds.
Action:	Change Signature
Current Signatures:	Michael D. Gregoryk, Linda M. Baldwin, Virginia Burley, Thomas G. Meikle (two signatures required)
New Signatures:	William T. Scroggins , Michael D. Gregoryk, Rosa Royce , Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Community Education Clearing Account**

Type: Merchant/Checking Account

Purpose: Fees paid by credit cards for Community Education fee-based
classes.

Action: Signature Change

Current Signatures: Michael D. Gregoryk, Linda M. Baldwin, Virginia Burley,
Thomas G. Meikle (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, **Rosa Royce**,
Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
District Clearing Account**

Type: Checking Account

Purpose: Receipt of ACH Deposits

Action: Signature Change

Current Signatures: Michael D. Gregoryk, Linda M. Baldwin, Virginia Burley,
Thomas G. Meikle (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, **Rosa Royce**,
Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Web Registration Credit Cards**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to web registration.

Action: Signature Change

Current Signatures: Michael D. Gregoryk, Linda M. Baldwin, Virginia Burley, Thomas G. Meikle (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, **Rosa Royce**, Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Parking Services Credit Cards**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to Parking Services.

Action: Add New Signature

Current Signatures: Michael D. Gregoryk, Linda M. Baldwin, Virginia Burley, Thomas G. Meikle (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, **Rosa Royce**, Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Performing Arts Center**

Type: Merchant/Checking Account

Purpose: To handle all credit card charges for the Performing Arts Center
Box Office

Action: Signature Change

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Virginia Burley,
Thomas G. Meikle (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, **Rosa Royce**,
Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio College Auxiliary Services –
SAC Book Rack**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to the SAC
Book Rack

Action: Signature Changes

Current Signatures: Michael D. Gregoryk, Sid Young (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, **Rosa Royce**,
Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio College Auxiliary Services –
General Account**

Type: Checking Account

Purpose: Main Bank Account for Mt. SAC Auxiliary Services

Action: Add Signatures

Current Signatures: Michael D. Gregoryk, Sid Young (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, **Rosa Royce**,
Thomas G. Meikle, Virginia Burley (two signatures required)

**City National Bank
3424 Carson Street
Torrance, CA 90503**

Account Name: **Mt. San Antonio Community College District –
Federal Perkins Loans**

Purpose: Main Bank Account for Mt. SAC Auxiliary Services

Action: Add Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Thomas G. Meikle,
Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, **Rosa Royce**,
Thomas G. Meikle, Virginia Burley (two signatures required)

Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071

Account Name: **Mt. San Antonio Community College District – Payroll Warrants**

Type: Payroll Warrants

Purpose: Issue Payroll Warrants Only

Action: Signature Change

Current Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; and Linda M. Baldwin, Associate Vice President, Fiscal Services

New Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or **Rosa Royce**, Associate Vice President, Fiscal Services

Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071

Account Name: **Mt. San Antonio Community College District – Payroll Direct Deposits**

Type: ACH Account Payroll Direct Deposits

Purpose: ACH Account for processing Payroll Direct Deposits only

Action: No Change

Signatures: No signature required; File transfer only

Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071

Account Name: **Mt. San Antonio Community College District – Commercial Warrants**

Type: Commercial Warrants

Purpose: Issue Warrants for Accounts Payable only

Action: Signature Change

Current Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; and Linda M. Baldwin, Associate Vice President, Fiscal Services

New Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or **Rosa Royce**, Associate Vice President, Fiscal Services

Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071

Account Name: **Mt. San Antonio Community College District – ACH Vendor Payments**

Type: ACH Vendor Payments

Purpose: Electronic File Transfer for Vendor Payments only

Action: No Change

Signatures: No Signature Required: Electronic Transfer only

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
Sweep Account**

Type: Sweep Account

Purpose: Sweep Account for making deposits directly with the Los Angeles
County Treasurer's Office

Action: Signature Change

Current Signatures: Michael D. Gregoryk, Vice President, Administrative Services; and
Linda M. Baldwin, Associate Vice President, Fiscal Services

New Signatures: Michael D. Gregoryk, Vice President, Administrative Services; and
Rosa Royce, Associate Vice President, Fiscal Services

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Mt. San Antonio
Community College District, as follows:

PASSED AND ADOPTED this 12th day of September 2012 by the Board of Trustees of the
Mt. San Antonio Community College District of the County of Los Angeles, State of California,
by the following vote:

AYES:
NOES:
ABSENT:

This is to certify that this is a true and correct copy of the resolution as adopted and approved
at a regular meeting of the Board of Trustees of the Mt. San Antonio Community College
District.

William T. Scroggins
College President/CEO and
Secretary to the Board of Trustees
Mt. San Antonio Community College District

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>September 12, 2012</u>	CONSENT
SUBJECT: <u>Renewal Agreement with Metro PCS</u>	

BACKGROUND

In July 2006, the Board of Trustees approved an agreement with Metro PCS to lease space for a cellular communications facility on the roof of the Technology and Health Division building. The initial agreement commenced August 8, 2007, for a five-year period with the option to renew for five additional five-year periods.

ANALYSIS AND FISCAL IMPACT

The College received notice from Metro PCS that it wishes to exercise its option to renew the agreement for a second five-year term commencing August 8, 2012, through August 7, 2017. The current lease amount received by the College is \$2,127.50 per month and is increased at each five-year renewal term in the amount of 15% of the rent paid during the previous term. The income generated from this lease is deposited into the College Improvements Fund.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the five-year renewal agreement with Metro PCS for the period August 8, 2012, through August 7, 2017.

Prepared by: Thomas G. Meikle Reviewed by: Rosa M. Royce/Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #4

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: September 12, 2012

CONSENT

SUBJECT: Renewal Agreement with T-Mobile

BACKGROUND

In September 2005, the Board of Trustees approved an agreement with T-Mobile to lease space for a cellular communications facility on the roof of the Art Center building. The initial agreement commenced September 26, 2007, for a five-year period with the option to renew for five additional five-year periods.

ANALYSIS AND FISCAL IMPACT

The College received notice from T-Mobile that it wishes to exercise its option to renew the agreement for a second five-year term commencing September 26, 2012, through September 25, 2017. The current lease amount received by the College is \$1,125.51 per month and is increased annually in the amount of 3%. The income generated from this lease is deposited into the College Improvements Fund.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the five-year renewal agreement with T-Mobile for the period September 26, 2012, through September 25, 2017.

Prepared by: Thomas G. Meikle

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 12, 2012</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

In order to commence design on construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	Independent Roofing Consultants	
	Project:	Music Building Chiller Replacement	
Item	Description:	Amount	
	Professional consulting services to provide design details and specifications for corrective roof and flashing repairs.	\$9,600.00	
	Contract Amount		\$9,600.00

#2	Consultant:	LiRo Program and Construction Management, P.C.	
	Project:	Construction Cost Study	
Item	Description:	Amount	
	Professional consulting services to compile, develop, and evaluate data related to the use of the lease/lease back method of construction project delivery, and develop a comparison data set from other educational institutions.	\$25,000.00	
	Contract Amount, hourly not to exceed		\$25,000.00

#3	Consultant:	P2S Engineering, Inc.	
	Project:	Chilled Water Supply and Return Extension	
Item	Description:	Amount	
	Professional engineering services to provide construction support for the chilled water supply and return extension at the Agricultural Sciences Building Landscape project.	\$6,400.00	
	Contract Amount		\$6,400.00

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #6

SUBJECT: Professional Design and Consulting Services

DATE: September 12, 2012

#4	Consultant:	Schaffer Acoustics, Inc.	
	Project:	Agricultural Sciences Complex HVAC Noise and Vibration Mitigation	
Item	Description:	Amount	
	Professional acoustical consulting services for excessive noise and vibration in several locations throughout the Agricultural Sciences Complex.	\$3,250.00	
	Contract Amount		\$3,250.00

#5	Consultant:	Steven Fader Architects	
	Project:	Building 23 Remodel	
Item	Description:	Amount	
	Professional architectural services to prepare construction documents to renovate a portion of the College Services building, previously not renovated. Includes construction administration services.	\$77,000.00	
	Allowance for mechanical engineering:	\$10,000.00	
	Reimbursable expenses:	\$1,000.00	
	Contract Amount		\$88,000.00

Funding Sources

- #1: District Energy.
- #s 2-5: Measure RR Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contracts, as presented.

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: September 12, 2012

CONSENT

SUBJECT: Design Technology Center (Change Order)

BACKGROUND

Design Technology Center (Change Order).

ANALYSIS AND FISCAL IMPACT

The following changes are necessary in order to provide the College with an operational and complete project and to provide additional items not included in the original contract:

Bid No.	2849	Contractor:	RC Construction (General Contractor)	CO No.	16
Item	Change and Justification:		Amount	Time	
1	Change wood door specification to meet LEED requirements. <i>LEED requirements.</i>		\$8,287.54	0 days	
2	Provide new door frames to maintain correct wall alignment due to changes in wall thickness. <i>Architect/engineer requirements-additional details required.</i>		\$870.46	0 days	
3	Revise corridor ceiling framing due to mechanical obstructions. <i>Architect/engineer requirements-additional details required.</i>		\$400.00	0 days	
4	Construct lower soffits at ceilings to conceal mechanical ducts. <i>Architect/engineer requirements-additional details required.</i>		\$9,240.00	0 days	
5	Provide a certified elevator operator prior to State certification. <i>Miscellaneous change.</i>		\$509.50	0 days	
6	Provide additional building signage to meet Campus Standards. <i>Owner-directed change-Campus Standards.</i>		\$3,952.00	0 days	
7	Revise roof electrical conduits, as necessary, to complete roofing work. <i>Miscellaneous change.</i>		\$522.33	0 days	
8	Provide new cable guardrails at the north vehicle ramp; necessary to provide fall protection. <i>Architect/engineer requirements-additional details required.</i>		\$25,815.00	0 days	
9	Install acoustic wall panels at four classrooms where audio/visual casework was removed. <i>Owner-directed change-Campus Standards.</i>		\$12,131.00	0 days	
10	Add acoustic wall panels and display cabinets at the demonstration area. <i>Owner-directed change-design modification.</i>		\$15,665.00	0 days	

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

SUBJECT: Design Technology Center (Change Order)

DATE: September 12, 2012

Bid No.	2849 (cont.)	Contractor:	RC Construction (General Contractor)	CO No.	16
Item	Change and Justification:			Amount	Time
11	Add metal trim at the Assembly Room acoustic wall panels to prevent vandalism. <i>Architect/engineer requirement-additional details required.</i>			\$3,807.00	0 days
12	Repair all burn marks and roof damage due to welding. Back charge to West Tech Mechanical. <i>Miscellaneous change-contract price adjustment.</i>			\$1,650.00	0 days
13	Add row identification plates to the Assembly Room seats; materials not shown on plans. <i>Architect/engineer requirement-additional details required.</i>			\$2,997.00	0 days
14	Float concrete floor to match the elevation of the electrical floor box located directly over an existing beam. <i>Architect/engineer requirement-additional details required.</i>			\$673.00	0 days
15	Revise flooring at the Assembly Room steps to accommodate installation of the seating rows. <i>Architect/engineer requirements-design modification.</i>			\$753.00	0 days
	Total			\$87,272.83	0 days
	Original Contract Amount			\$4,998,000.00	
	Net Change by Previous Change Orders			\$658,106.59	
	Net Sum Prior to This Change Order			\$5,656,106.59	
	Amount of Change Order No. 16			\$87,272.83	
	New Contract Sum			\$5,743,379.42	
	Percentage of Change to Contract, to Date			14.91%	

The following Change Orders have previously been approved by the Board of Trustees:

Design Technology Center	Date	Amount	%	Bid No. 2849 RC Construction (General Contractor)
Contract Amount		\$2,707,000.00		
C. O. No. 1	July 2010	\$1,464.72	0.59%	Pump for rain water; Relocate fence.
C. O. No. 2	August 2010	\$1,684.69	1.00%	Increase wall thickness; Insulation at roof cricket for mechanical unit.
C. O. No. 3	December 2010	\$27,666.00	0.55%	Roofing and rubber tile flooring.
C. O. No. 4	January 2011	\$37,232.00	0.74%	Metal wall panels; Revised floor finishes.

SUBJECT: Design Technology Center (Change Order)**DATE:** September 12, 2012

Design Technology Center (cont.)	Date	Amount	%	Bid No. 2849 RC Construction (General Contractor)
Contract Amount		\$2,707,000.00		
C. O. No. 5	April 2011	\$33,221.73	0.66%	Metal stud furring wall; Change out wood doors to 100% FSC; Concrete work; Revise corridor ceiling heights; Duct chase at upper roof; Framing changes at wheelchair lift; 1,200-gallon water tank; Install plywood sheathing.
C. O. No. 6	May 2011	\$65,889.48	1.32%	Fire alarm system and column furring; Revise drinking fountain; Revise wall framing; Change opening of doors; Automatic door openers; Ductwork in Assembly Space; Add soffit.
C. O. No. 7	June 2011	\$79,375.30	1.59%	Architectural metal louvers.
C. O. No. 8	July 2011	\$163,884.10	3.28%	Marker boards; Revise room layouts; Metal stud framing; Anti-graffiti coating and glazing; Replace drywall with Wonder Board; Expansion joints; Revise door hardware.
C. O. No. 9	September 2011	\$19,883.33	0.40%	Revise metal stud framing in Assembly Space; Increase framing soffit; Box-in tube steel; Backing for monitors in lobby; Demo and patch drywall.
C. O. No. 10	October 2011	\$83,329.56	1.67%	Revise floor finishes.
C. O. No. 11	November 2011	\$21,816.62	0.44%	Provide expansion joint at block wall; Traffic coating at balcony; Soffits in elevator machine room; Panels at stair landing; Modify ceiling height.

SUBJECT: Design Technology Center (Change Order)

DATE: September 12, 2012

Design Technology Center (cont.)	Date	Amount	%	Bid No. 2849 RC Construction (General Contractor)
Contract Amount		\$2,707,000.00		
C. O. No. 12	December 2011	\$37,761.00	0.76%	Eliminate tackable wall panel; Composite panels at stair landing; Window roller shades; Time extension due to unforeseen abatement; Time extension due to weather; Relocate temporary fence; provide additional SWPPP maintenance.
C. O. No. 13	February 2012	\$28,472.00	0.57%	Modify the temporary fence; Air barrier at cement board siding; Paint colors Seg. C; Cement board siding on wall at Stair 1; Relocate smoke detectors; SWPPP maintenance; Access panels.
C. O. No. 14	April 2012	\$27,225.97	0.54%	Revise door hardware; Add access panels; Provide tackable wall panels.
C. O. No. 15	June 2012	\$29,203.00	0.59%	Revise fire lane design; Redesign soffits; Provide trim at restrooms; Provide a top rail to the railing assembly.

Funding Sources

- State Capital Outlay.
- Measure R Bond.
- Measure RR Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the Change Order, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE: <u>September 12, 2012</u>	CONSENT	
SUBJECT: <u>Professional Design and Consulting Services (Contract Amendment)</u>		

BACKGROUND

In order to commence design on construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contract amendment is presented for ratification:

	Consultant:	HMC Architects	No.	1
	Project:	Student Support Services		
Item	Change and Justification:		Amount	
	Architectural and engineering services for the Student Support Services project, necessary to expand the scope of work from a two-story 12,000-square-foot building to a three-story 20,000-square-foot building. This is a fixed fee that is locked in for the duration of the project, absent any major changes to the project's scope of work.		\$215,600.00	
	Total		\$215,600.00	
	Original Contract Amount		\$386,200.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$386,200.00	
	Amount of Amendment No. 1		\$215,600.00	
	New Contract Sum		\$601,800.00	

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the Contract Amendment, as presented.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #8

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: September 12, 2012

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Chong, Jolene
 Position: Clerical Specialist New: No
 Department: Bridge Program
 Range/Step: A-69, Step 1 Salary: \$1,607.52/month
 Job FTE: 0.475/12 months
 Effective: 9/17/12

Name: Jimenez, Amy
 Position: Clerical Specialist New: No
 Department: Technology & Health Division
 Range/Step: A-69, Step 1 Salary: \$1,607.52/month
 Job FTE: 0.475/12 months
 Effective: 9/13/12

Name: Medina, Annel
 Position: Educational Research Assessment Analyst New: No
 Department: Research & Institutional Effectiveness
 Range/Step: A-107, Step 3 Salary: \$5,445.72/month
 Job FTE: 1.00/12 months
 Effective: 9/24/12

Temporary Out-of-Class Assignment

Name: Titus, Ronald
 From: Budget & Accounting Technician
 To: Payroll Coordinator
 Department: Fiscal Services
 Range/Step: A-105, Step 5 + L2 Salary: \$6,334.30/month
 Effective: 9/13/12
 End Date: 12/31/12

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #9

SUBJECT: Personnel Transactions

DATE: September 12, 2012

Temporary Changes of Assignment

Name: Miranda, Sandy
Position: Clerical Assistant
Department: Financial Aid
From: A-52, Step 2, 0.475 FTE Salary: \$1,425.21/month
To: A-52, Step 2, 0.800 FTE Salary: \$2,400.35/month
Effective Date: 8/27/12
End Date: 12/31/12

Name: Nunez, Alma
Position: Office Assistant
Department: Financial Aid
From: A-45, Step 3, 0.475 FTE Salary: \$1,395.78/month
To: A-45, Step 3, 1.00 FTE Salary: \$2,938.48/month
Effective Date: 8/27/12
End Date: 12/31/12

Resignation/Termination

James Stevenson, Coordinator, Special Projects, Technology & Health, effective 8/31/12

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list (see Page 5).

Hourly Non-Academic Employees

Per employment list (see Pages 5 and 6).

New Classification (Rate and Title Effective 9/13/12)

Laboratory Assistant – Business Division \$13.27/hour

Professional Expert Employees

Per employment list (see Pages 6 and 7).

New Classifications (Rates and Titles Effective 9/13/12)

Choreographer \$20.00/hour
Game Day Personnel \$10.00/hour
Master Class Instructor – Dance \$25.00/hour

SUBJECT: Personnel Transactions**DATE:** September 12, 2012**Salary Advancements for Part-time Faculty Column Crossover – 2012-13**

Coursework and/or Degree earned

Name: Lefler, Patricia
 Position: Professor, Dance
 Department: Dance
 Column/Step: Column II, Step 4 Salary: \$78.59/hour
 Effective: 8/27/12
 Remarks: Column crossover from Column I

Name: Musaitif, Linda
 Position: Professor, Chemistry
 Department: Chemistry
 Column/Step: Column II, Step 2 Salary: \$73.36/hour
 Effective: 8/27/12
 Remarks: Column crossover from Column I

Approval of Payment for Work Experience Instructor/Coordinator – Spring 2012

Payment for the following faculty members at 0.1 LHE per student enrolled in the work experience courses, according to the District Faculty Agreement, Article 10, Workload.

<u>Instructor</u>	<u>Number of Students</u>	<u>Amount</u>
McIntyre, Claudine	5	\$660.24

Approval of Payment for Work Experience Instructors/Coordinators – Summer 2012

Payment for the following faculty members at 0.1 LHE per student enrolled in the work experience courses, according to the District Faculty Agreement, Article 10, Workload.

<u>Instructor</u>	<u>Number of Students</u>	<u>Amount</u>
Lannom, Dave	5	\$707.31
McIntyre, Claudine	5	\$660.24

Professional Growth Increment - 2012-13

\$318/month for faculty after serving three or more years at the initial service increment and after completing six semester units of course work.

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Stuard, Bob	Sign Language Interpreting	8/27/12

Banking Leave of Absence with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Scott, Brian	Agricultural Sciences	.75	Fall 2012

SUBJECT: Personnel Transactions**DATE:** September 12, 2012**Student Intern**

Camille Salinas, Career & Transfer Center, California State University, Fullerton, effective 8/27/12-12/16/12.

MANAGEMENT**Temporary Out-of-Class Assignment**

Name: Lee, Richard
 From: Manager, Payroll
 To: Assistant Director, Fiscal Services
 Department: Fiscal Services
 Range/Step: M-13, Step 1 Salary: \$8,553.75/month
 Effective: 9/13/2012
 End Date: 6/30/2013

TEMPORARY EMPLOYMENT**Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Navarro, Luis	Grounds Equip. Operator	Grounds	17.84	08/14/12-06/14/13
Salazar, Sophia	Clerical Specialist	Bridge	19.52	08/13/12-09/12/12
Smith, Ren	Grounds Equip. Operator	Grounds	17.84	08/01/12-06/01/13

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alayass, Khaoula	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Bonilla, Mario	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Cadiz, Lisbeth	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Calvillo, Jennifer	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Carmona, Ariel	Teaching Aide	Journalism	13.27	08/27/12-06/16/13
Fabian, Bianca	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Gutierrez, Andrea	Study Skills Assistant III	The Writing Center	12.48	09/12/12-02/22/13
Gutierrez, Vanessa	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Heredia, Jessica	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Kwong, Patrick	Lab. Assistant – Physics	Physics	13.27	09/01/12-06/30/13
Lail, Meng	Comp. Svcs. Spec Sched.	Assess & Matriculation	15.87	09/13/12-06/30/13
Lara, Sharon	Study Skills Assistant III	The Writing Center	12.48	07/01/12-10/11/12
Matavaio, Ula	Educ. Advising Aide	AANAPISI	17.03	10/01/12-02/22/13
McGurty, Garrett	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13

SUBJECT: Personnel Transactions**DATE:** September 12, 2012**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Mercado, Leticia	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Navarro, Jonathan	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Nguyen, Cathy	Tutor II	Tutorial Services	9.25	09/13/12-06/30/13
Noriega, Jessica	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Rojas, Lupita	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Sanchez-Cantu, Carmen	Instructional Aide	Child Development Center	8.00	07/01/12-08/24/12
Spease, Maria	Lab. Assistant – HCRC	Health Careers Res. Ctr.	13.27	07/01/12-06/30/13
Trujillo, Wendy	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Wailase, Salote	Student Center Assistant	AANAPISI Program	12.00	09/13/12-02/22/13

Professional Expert Employees – New Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Casian, Elizabeth	Not-for-Credit Instructor II	AANAPISI	45.00	10/01/12-06/16/13
Todd, Mallory	Game Day Personnel	Kinesiology & Athletics	10.00	09/13/12-06/30/13

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alzate, Angela	Technical Expert II	Nursing	45.00	08/07/12-06/30/13
Baeza, Veronica	Project/Program Aide	Teacher Prep. Institute	19.76	08/20/12-06/30/13
Bollinger, Cindy	Adv. Grp. Exer. Instructor I	Continuing Education	26.31	09/04/12-06/30/13
Brambila, Frank	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Brambila, Frank	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Brown, Christy	Project Expert/Specialist	Respiratory Therapy	25.00	08/06/12-06/30/13
Brunzell, Brook	Lecturer	Continuing Education	19.76	09/04/12-06/30/13
Chavira, Debra	Lecturer	Continuing Education	19.76	09/04/12-06/30/13
De Leon-Ramos, Melly	CDC Master Teacher I	Child Development Center	13.27	08/27/12-02/22/13
Dizon, Caleb	Technical Expert II	Nursing	45.00	08/17/12-06/30/13
Dorman, Gregory	Paramedic Specialist	Medical Services	15.60	07/02/12-06/30/13
Dorman, Gregory	EMS Licensing Exam. III	Medical Services	25.00	07/02/12-06/30/13
Dravis, Gina	Interpreter IV	DSPS	38.00	08/27/12-06/30/13
Ellis, Kelly	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Ellis, Kelly	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Flores, Sherard	EMS Licensing Exam. III	Medical Services	25.00	08/24/12-06/30/13
Fong, Maychin	Technical Expert II	Nursing	45.00	08/15/12-06/30/13
Franks, Kelly	Athletic Injury Specialist	Kinesiology & Athletics	22.00	07/01/12-06/30/13
Ha, Chauly	Technical Expert II	Nursing	45.00	08/27/12-06/30/13
Hackmann, Debra	Sports Publicist	Kinesiology & Athletics	16.00	07/01/12-06/30/13
Haro, Ruben	Recruiting Coordinator	Kinesiology & Athletics	25.00	08/01/12-12/31/12
Hauw, Winston	Technical Expert II	Nursing	45.00	08/27/12-06/30/13
Hernandez, Priscilla	Teaching Aide	Adult Basic Education	13.27	08/27/12-06/30/13
Hinds, Shawna	Technical Expert I	Nursing	35.00	08/09/12-06/30/13
Hooper, Jaime	Technical Expert II	Nursing	45.00	08/27/12-06/30/13

SUBJECT: Personnel Transactions**DATE:** September 12, 2012**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hurter, Michele	Lecturer	Continuing Education	19.76	09/04/12-06/30/13
Jueschke, Christopher	Interpreter II	DSPS	22.00	08/27/12-06/30/13
Kilmurray, Kevin	EMS Licensing Exam. III	Medical Services	25.00	07/03/12-06/30/13
Kim, Johnston	Project Expert/Specialist	Respiratory Therapy	25.00	08/13/12-06/30/13
La Curan, Dana	EMS Licensing Exam. II	Medical Services	20.00	08/24/12-06/30/13
Linder, Damon	Head Prod. Audio Engr.	Technical Services	50.00	08/01/12-06/30/13
Luber, Mike	Technical Expert II	Nursing	45.00	08/17/12-06/30/13
Lundsford Falco, Stacy	Paramedic Specialist	Medical Services	15.60	08/01/12-06/30/13
Lundsford Falco, Stacy	EMS Licensing Exam. III	Medical Services	25.00	08/01/12-06/30/13
Ly, Sandy	Technical Expert II	Nursing	45.00	08/01/12-06/30/13
Lyons, Casey	Interpreter Trainee	DSPS	13.00	08/27/12-06/30/13
Mages, Daniel	Event Supervisor I	Technical Services	11.75	08/01/12-06/30/13
Maloof, Jennifer	Technical Expert II	Nursing	45.00	08/01/12-06/30/13
Mclvor, Maliwan	Project Expert/Specialist	Respiratory Therapy	25.00	08/06/12-06/30/13
McPhail, Brian	Proctor, EMT	Medical Services	12.48	08/24/12-06/30/13
McPhail, Brian	EMS Licensing Exam. II	Medical Services	20.00	08/24/12-06/30/13
Mestas, Sara	Project/Program Aide	Bursar's Office	19.76	08/27/12-09/28/12
Montiel, Ricardo	Event Supervisor II	Technical Services	13.75	08/01/12-06/30/13
Naik, Mona	Instrument Simulator Instr.	Continuing Education	30.00	08/22/12-06/30/13
Nandee, Brian	Project/Program Aide	Family & Consumer Sci.	19.76	08/01/12-06/30/13
Nuchols, Jaclyn	Interpreter Trainee	DSPS	13.00	08/27/12-06/30/13
Otsuka, Sylvia	Interpreter I	DSPS	18.00	08/27/12-06/30/13
Palafox, Virginia	Real Time Captioner V	DSPS	40.00	08/27/12-06/30/13
Papa, Neil	Tutorial Specialist I	Learning Assistance Ctr.	17.00	08/27/12-06/30/13
Petta, Dominic	Lecturer	Fire Technology	37.26	08/31/12-06/30/13
Pierce, Valerie	Real Time Captioner III	DSPS	27.00	07/02/12-06/30/13
Pimentel, Vanessa	Real Time Captioner III	DSPS	27.00	08/27/12-06/30/13
Rasmussen, Steven	Interpreter IV	DSPS	38.00	08/27/12-06/30/13
Razo, Angelica	Technical Expert I	Nursing	35.00	08/01/12-06/30/13
Rincon, Priscilla	EMS Licensing Exam. II	Medical Services	20.00	08/24/12-06/30/13
Rusich, Brittany	Teaching Aide	ESL	13.27	08/27/12-06/30/13
Scheerer, Brenda	Project/Program Aide	Business Division	19.76	07/01/12-06/30/13
Sherman, Robert	Fitness Trainer I	Continuing Education	12.48	09/04/12-06/30/13
Shields, Claudia	Psychologist	Student Health Services	48.83	08/01/12-06/30/13
Sierra, Patrick	Fitness Trainer I	Continuing Education	12.48	09/04/12-06/30/13
Smith, Lindsey	Teaching Aide	Agricultural Sciences	13.27	07/01/12-06/30/13
Story, Alicia	Teaching Aide	Adult Basic Education	13.27	08/27/12-06/30/13
Tan, Marileth	Technical Expert II	Nursing	45.00	08/22/12-06/30/13
Thompson, Wendy	Interpreter II	DSPS	22.00	08/16/12-06/30/13
Topete, Octavio	Fitness Trainer I	Continuing Education	12.48	09/04/12-06/30/13
Vega, Gilbert	Lecturer	Fire Technology	37.26	08/15/12-06/30/13
Villareal-Barraza, Leticia	Technical Expert II	Nursing	45.00	08/01/12-06/30/13
Wilson, Maria	Fitness Trainer I	Continuing Education	12.48	09/04/12-06/30/13
Yip, Randy	Technical Expert II	Nursing	45.00	08/27/12-06/30/13

SUBJECT: Personnel Transactions**DATE:** September 12, 2012**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aden, Saxon	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Aguero, Jesse	Student Assistant V	The Writing Center	12.50	08/27/12-02/17/13
Aguilar, Danielle	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Alvarez, Vanessa	Student Assistant I	DSPS	8.00	08/27/12-02/22/13
Anaya, Sandra	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Andrade, Bridget	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Angulo, Nancy	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Arce, Adriana	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Arellano, Laura	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Attrill, Christina	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Bastidas, Stefany	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Benavides, Kayla	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Bera, Usha	Student Assistant III	The Writing Center	10.00	08/27/12-02/17/13
Berrios, Erica	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Blake, Dianna	Student Assistant III	Humanities & Social Sci.	10.00	07/02/12-08/24/12
Blake, Dianna	Student Assistant III	Humanities & Social Sci.	10.00	08/27/12-02/22/13
Blaza, Michael	Student Assistant II	Bridge	8.75	08/27/12-12/21/12
Boye, Giseline	Student Assistant II	Admissions & Records	8.75	08/27/12-02/24/13
Bruce, Katherine	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Cabrera, Elisamarie	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Calderon, Phillip	Student Assistant III	The Writing Center	10.00	08/27/12-02/17/13
Cardenas, Anna	Student Assistant I	EOPS/CARE/CalWORKs	8.00	08/27/12-12/20/12
Carrera, Michael	Student Assistant V	Information Technology	12.50	08/06/12-08/24/12
Casillas, Vanessa	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Chang, Aileen	Student Assistant V	Tutorial Services	12.50	08/27/12-02/17/13
Chang, Joan	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Chavez, Steven	Student Assistant IV	Tutorial Services	11.25	08/27/12-02/17/13
Cheng, Danxu	Student Assistant III	Career & Transfer Svcs.	10.00	07/01/12-08/24/12
Chung, Ky	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Clift, Joseph	Student Assistant IV	Tutorial Services	11.25	08/27/13-02/17/13
Conrad, Mark	Student Assistant IV	Computer Info. Systems	11.25	08/27/12-02/22/13
Coprich, Jazzmine	Student Assistant IV	Learning Assistance Ctr.	11.25	07/02/12-08/24/12
Coprich, Jazzmine	Student Assistant IV	Learning Assistance Ctr.	11.25	08/27/12-12/20/12
Cordova, Jennifer	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Cortez, Nelly	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Costales, Jeffrey	Student Assistant III	Bridge	10.00	08/27/12-02/22/13
Co-Untian, Xyrine	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Co-Untian, Zire	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Davis, Brandon	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
DeLaCruz, Nimrod	Student Assistant IV	Animation	11.25	08/27/12-02/22/13
Desatoff, Katie	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Diaz, Derek	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Divens, Dianne	Student Assistant IV	Business Division	11.25	08/27/12-02/22/13
Donascimento, Sofia	Student Assistant I	ESL	8.00	08/27/12-02/24/13

SUBJECT: Personnel Transactions**DATE:** September 12, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Doyle, Sean	Student Assistant IV	The Writing Center	11.25	08/27/12-02/17/13
Duenas, Cristal	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Duenas, David	Student Assistant IV	The Writing Center	11.25	08/27/12-02/17/13
Duffin, Joshua	Student Assistant IV	High School Outreach	11.25	08/27/12-12/20/12
Ecarma, Michelle	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Ekeka, Angelica	Student Assistant III	The Writing Center	10.00	08/27/12-02/17/13
Espericueta, Thanya	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Espinosa, Stephen	Student Assistant II	Physics	8.75	08/01/12-02/22/13
Esqueda, Angelica	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Estrada, Isaac	Student Assistant IV	Music	11.25	08/27/12-02/22/13
Estrada, Karla	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Fabian, Jessica	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Fears, Cortney	Student Assistant IV	Learning Assistance Ctr.	11.25	07/02/12-08/24/12
Fears, Cortney	Student Assistant IV	Learning Assistance Ctr.	11.25	08/27/12-12/20/12
Flores, Cintia	Student Assistant III	Bridge	10.00	08/27/12-02/22/13
Flores, Diana	Student Assistant V	The Writing Center	12.50	08/27/12-02/17/13
Frey, Nicholas	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Gaeta, Fatima	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Gaitan, Rashelle	Student Assistant II	Bridge	8.75	08/27/12-12/21/12
Garavito, Christine	Student Assistant IV	The Writing Center	11.25	08/27/12-02/17/13
Garrido, Olivia	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Gomez, Windy	Student Assistant II	Admissions & Records	8.75	08/27/12-02/24/13
Gonzalez, Martin	Student Assistant II	Bridge	8.75	08/27/12-12/21/12
Gordy, Kamile	Student Assistant II	Child Development Center	8.75	08/27/12-02/22/13
Green, Kristyn	Student Assistant IV	DSPS	11.25	08/27/12-02/22/13
Gregoryk, Jason	Student Assistant V	Energy Services	12.50	08/27/12-02/24/13
Guerrero, Madalyn	Student Assistant II	Public Safety	8.75	08/27/12-02/24/13
Guzman, Danielle	Student Assistant II	Public Safety	8.75	08/27/12-02/24/13
Hammond, Yancy	Student Assistant II	Public Safety	8.75	08/27/12-02/24/13
Hanover, Ian	Student Assistant V	Nutrition	12.50	08/27/12-02/22/13
Harris, Shanna	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Hernandez, Alma	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Hernandez, Hugo	Student Assistant III	Engr. Design Tech.	10.00	08/27/12-02/22/13
Hernandez, Kimberly	Student Assistant II	Admissions & Records	8.75	08/27/12-02/24/13
Ho, Dang	Student Assistant II	Admissions & Records	8.75	08/27/12-02/24/13
Hoang, Debra	Student Assistant IV	Learning Assistance Ctr.	11.25	07/02/12-08/24/12
Hoang, Debra	Student Assistant IV	Learning Assistance Ctr.	11.25	08/27/12-12/20/12
Hosbach, Shelly	Student Assistant III	Admissions & Records	10.00	08/27/12-02/24/13
Houston, Xavier	Student Assistant III	Counseling	10.00	08/27/12-02/24/13
Huang, Chih-En	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Hyatt, Amber	Student Assistant II	Child Development Center	8.75	08/27/12-02/22/13
Hyatt, Amber	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Isago, Jessica	Student Assistant III	Fashion Merch. & Design	10.00	09/04/12-02/22/13

SUBJECT: Personnel Transactions**DATE:** September 12, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
John, Elisha	Student Assistant III	Adult Basic Education	10.00	08/27/12-02/22/13
Jones, Ashley	Student Assistant III	Career & Transfer Svcs.	10.00	08/27/12-12/20/12
Juan, Kristal	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Juarez, Yesenia	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Kim, Sewan	Student Assistant III	Tutorial Services	10.00	08/27/12-02/17/13
Kwong, Patrick	Student Assistant III	Physics	10.00	08/01/12-08/26/12
Laine, Richard	Student Assistant I	Information Technology	8.00	08/06/12-02/24/13
Lakey, Kenny	Student Assistant III	The Writing Center	10.00	08/27/12-02/17/13
Le, Yen	Student Assistant I	Technical Services	8.00	08/27/12-02/24/13
Lew, Toni	Student Assistant I	Agricultural Sciences	8.00	07/01/12-08/26/12
Liu, Fay	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Lizcano, David	Student Assistant V	Aircraft Maintenance	12.50	08/27/12-02/08/13
Lo, Geoffrey	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Lopez Hernandez, Roselia	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Lopez, Jasmin	Student Assistant IV	Child Development Center	11.25	07/01/12-08/24/12
Lopez, Lorena	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Lopez, Melissa	Student Assistant III	Bridge	10.00	08/27/12-02/23/13
Loya, Ruby	Student Assistant II	Public Safety	8.75	08/27/12-02/24/13
Luna, Sabrina	Student Assistant II	Admissions & Records	8.75	08/27/12-02/24/13
Luna, Valeria	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Macias, Elizabeth	Student Assistant III	Fashion Merch & Design	10.00	09/04/12-02/22/13
Mahan, Megan	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Manuel, Grace	Student Assistant I	Technical Services	8.00	08/27/12-02/24/13
Marin, Michelle	Student Assistant III	The Writing Center	10.00	08/27/12-02/17/13
Marquez, Andrea	Student Assistant I	Earth Sciences, Astron.	8.00	08/22/12-02/22/13
Marquez, Christopher	Student Assistant II	Public Safety	8.75	08/27/12-02/24/13
Martinez, Arely	Student Assistant III	The Writing Center	10.00	08/27/12-02/17/13
Martinez, Gracie	Student Assistant III	Tutorial Services	10.00	08/27/12-02/17/13
Martinez, Irene	Student Assistant III	Child Development Center	10.00	07/01/12-08/24/12
Martinez, Irene	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Martinez, Natalie	Student Assistant III	Bridge	10.00	08/27/12-02/22/13
Martinez, Santana	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Matthews, Kathleen	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
McDivett, Kelley	Student Assistant III	Communication	10.00	08/27/12-02/22/13
McDonald, Melissa	Student Assistant II	Admissions & Records	8.75	08/27/12-02/24/13
Melendez, Hailey	Student Assistant IV	The Writing Center	11.25	08/27/12-02/17/13
Mendoza, Lidia	Student Assistant III	Fashion Merch. & Design	10.00	09/04/12-02/22/13
Montiel, Carlos	Student Assistant II	Technical Services	8.75	08/27/12-02/24/13
Montiel, Eric	Student Assistant I	Technical Services	8.00	08/27/12-02/24/13
Moore, Kameron	Student Assistant III	Adult Basic Education	10.00	08/27/12-02/22/13
Morales, Samantha	Student Assistant IV	Adult Basic Education	11.25	08/27/12-02/22/13
Mowery, Blair	Student Assistant I	Agricultural Sciences	8.00	07/01/12-08/26/12
Murillo, Nancy	Student Assistant II	Bridge	8.75	08/27/12-12/21/12

SUBJECT: Personnel Transactions**DATE:** September 12, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Murthy, Sowmya	Student Assistant I	DSPS	8.00	08/27/12-02/22/13
Myers, Andrea	Student Assistant III	Admissions & Records	10.00	08/26/12-02/24/13
Nemzek, Jaclyn	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Nguyen, Joelle	Student Assistant III	Admissions & Records	10.00	08/26/12-02/24/13
Ojeda, Evelyn	Student Assistant V	Information Technology	12.50	08/06/12-02/24/13
Orantes, Erik	Student Assistant III	Technical Services	10.00	08/27/12-02/24/13
Orozco, Cynthia	Student Assistant II	Bridge	8.75	08/27/12-12/21/12
Orozco, Rita	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Ortega, Liliana	Student Assistant V	Photography	12.50	09/04/12-02/22/13
Ortiz, Karina	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Palma, Amy	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Pang, Bonnie	Student Assistant V	Technical Services	12.50	07/02/12-08/26/12
Pang, Bonnie	Student Assistant V	Technical Services	12.50	08/27/12-02/24/13
Paquillo, Maelynn	Student Assistant I	Kinesiology & Athletics	8.00	08/01/12-08/24/12
Paquillo, Maelynn	Student Assistant I	Kinesiology & Athletics	8.00	08/27/12-02/24/13
Parry, Eddie	Student Assistant II	Public Safety	8.75	08/27/12-02/24/13
Partida, Leticia	Student Assistant IV	Learning Assistance Ctr.	11.25	07/02/12-08/24/12
Partida, Leticia	Student Assistant IV	Learning Assistance Ctr.	11.25	08/27/12-12/20/12
Pawlak, Mary	Student Assistant III	Agricultural Sciences	10.00	08/26/12-02/22/13
Perez, Jesse	Student Assistant I	DSPS	8.00	08/27/12-02/22/13
Perez, Rosemary	Student Assistant II	Child Development Center	8.75	08/27/12-02/22/13
Phillips, Girtha	Student Assistant III	Bridge	10.00	08/27/12-02/22/13
Pineda, John	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Price, Jessica	Student Assistant IV	Technical Services	11.25	08/27/12-02/24/13
Quinteros, Monica	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Ralph, Jeffrey	Student Assistant II	Public Safety	8.75	08/27/12-02/24/13
Ramirez, Rocio	Student Assistant II	Natural Sciences	8.75	08/27/12-02/22/13
Ramos, Ramon	Student Assistant III	Bridge	10.00	08/27/12-02/22/13
Randell, Jasmine	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Rangel, Sergio	Student Assistant V	DSPS	12.50	08/27/12-02/22/13
Requeno, Carlos	Student Assistant V	Information Technology	12.50	08/06/12-02/24/13
Rieke, Maricela	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Rivas, Cindy	Student Assistant IV	The Writing Center	11.25	08/27/12-02/17/13
Rizvi, Hira	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Rodriguez, Regina	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Rogoff, Samantha	Student Assistant IV	Tutorial Services	11.25	08/27/12-02/17/13
Rosado, Jacklyn	Student Assistant IV	Technical Services	11.25	08/27/12-02/24/13
Rosas, Laura	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Ruiz Estrada, Edna	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Salgado, Lillian	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Sanchez, Christian	Student Assistant II	The Writing Center	8.75	07/02/12-08/24/12
Sanchez, Juan	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Sanchez, Rosaura	Student Assistant I	ESL	8.00	08/27/12/02/24/13

SUBJECT: Personnel Transactions**DATE:** September 12, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Sarwar, Samantha	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Schieve, Nicole	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Schlickemeyer, Courtney	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Serrano, Ruby	Student Assistant IV	Business Division	11.25	08/27/12-02/22/13
Stegner, Lisa	Student Assistant V	The Writing Center	12.50	08/27/12-02/17/13
Stockhausen, Lloyd	Student Assistant II	The Writing Center	8.75	08/27/12-02/27/13
Stockhausen, Lloyd	Student Assistant III	Financial Aid	10.00	08/27/12-02/24/13
Sumaran, Liliann	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Syed, Shakil	Student Assistant IV	High School Outreach	11.25	08/27/12-12/20/12
Tan, Katy	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Tangen, Kailee	Student Assistant IV	Administrative Services	11.25	09/01/12-02/24/13
Tenney, Danielle	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Thompson, Marvin	Student Assistant II	Admissions & Records	8.75	08/27/12-02/24/13
Toscano, Nancy	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Tran, Michelle	Student Assistant II	Bridge	8.75	08/27/12-12/21/12
Tran, Phuong	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Trinh, David	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Trivedi, Ruchi	Student Assistant III	Adult Basic Education	10.00	08/27/12-02/22/13
Troy, Charmaine	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Tschirgi, Brian	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Tupac, Peggy	Student Assistant V	Business Division	12.50	08/20/12-02/22/13
Uraire, Angela	Student Assistant II	Child Development Center	8.75	08/27/12-02/22/13
Uraire, Angela	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Uribe, Marla	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Uribe-Pitts, Andrea	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Varona, Elise	Student Assistant II	The Writing Center	8.75	08/27/12-02/17/13
Vasquez, Monique	Student Assistant II	Technical Services	8.75	08/27/12-02/24/13
Vigneswaran, Thenushiya	Student Assistant II	Bridge	8.75	08/27/12-12/21/12
Vigneswaran, Thenushiya	Student Assistant II	DSPS	8.75	08/27/12-02/22/13
Villa, Gilbert	Student Assistant II	Bridge	8.75	08/27/12-12/21/12
White, Karl	Student Assistant I	Technical Services	8.00	08/27/12-02/24/13
Williamson, Sean	Student Assistant II	Counseling	8.75	08/27/12-02/24/13
Woodcock, Jennifer	Student Assistant III	The Writing Center	10.00	08/27/12-02/17/13
Yao, Stephanie	Student Assistant III	DSPS	10.00	08/27/12-02/22/13
Yip, Alan	Student Assistant IV	High School Outreach	11.25	08/27/12-12/20/12
Zaldivar, Leo	Student Assistant III	Technical Services	10.00	08/27/12-02/24/13
Zangenberg, Elizabeth	Student Assistant I	Photography	8.00	08/01/12-08/30/12
Zaporozhets, Valeria	Student Assistant III	Honors	10.00	08/20/12-02/22/13
Zumarripa, Ruth	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Zuniga, Lizbeth	Student Assistant II	Bridge	8.75	08/27/12-12/21/12

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: September 12, 2012

CONSENT

SUBJECT: Upward Bound Grant: Funds and Activities

BACKGROUND

Mt. San Antonio College received an award notification for the Upward Bound grant funded by the U. S. Department of Education. The purpose of the grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education. The two high schools to be served are La Puente High School (Hacienda La Puente Unified School District) and Ganesha High School (Pomona Unified School District).

ANALYSIS AND FISCAL IMPACT

1. Funds authorized by the U. S. Department of Education total \$1,460,025 over five years. Funding for Year One totals \$292,005.
2. The period of performance for this grant is September 1, 2012, to August 31, 2017. Year One is September 1, 2012, to August 31, 2013.
3. Funding will support personnel, fringe benefits, personal travel, student travel, instructional and non-instructional supplies and materials, contractual services, and other related grant costs. The grant provides for the purchase of food for special programs and activities that include promotional and recognition expenditures which will not exceed \$3,000 per event. Authorization is requested for these purchases for the approved grant.
4. Project activities will be carried out with grant funds. There is no impact on the College budget.

Funding Source

U. S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the grant funds and approves expenditures for the Upward Board Program activities, as presented.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #10

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>September 12, 2012</u>	CONSENT
SUBJECT: <u>CyberWatch West Grant (Contract Amendment)</u>	

BACKGROUND

Mt. San Antonio College currently has an Advanced Technological Education Regional Center grant titled “CyberWatch West,” funded by the National Science Foundation. The overarching goal of the collaborative project – which also includes California State Polytechnic University, Pomona; California State University (CSU), Dominguez Hills; CSU San Bernardino; and Whatcom Community College – is to strengthen and build an information security workforce and produce a greater number of highly qualified information assurance professionals in the Western United States. To accomplish this goal, CyberWatch West will concentrate on four major areas:

- student development;
- curriculum development/revision/dissemination;
- faculty development; and
- outreach and partnership development.

As part of the grant activities, authorization is requested to amend the previously approved contract with CSU Dominguez Hills.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will amend an existing subcontract with CSU Dominguez Hills to oversee the grant’s curriculum activities including skill-building, articulation, course development, and assessment/mapping. This amendment adds \$2,247 to the existing contract, for a new total of \$185,319.

Funding Source

National Science Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract amendment, as defined above.

Prepared by: <u>Barbara McNeice-Stallard</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #11</u>

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: September 12, 2012

CONSENT

SUBJECT: Pilot Program for Course Material Rental Grant: Activities

BACKGROUND

Mt. San Antonio College currently has a grant titled "Pilot Program for Course Material Rental," funded by the U. S. Department of Education. The grant's performance measures include the following:

- disseminate best practices and successful models to at least 20 college/university bookstores;
- create a self-sustaining textbook rental program with at least 40 titles and 10,000 units;
- serve at least 5,000 students through the textbook rental program; and
- save an average of \$200 each semester for full-time students participating in the rental program.

As part of the grant activities, authorization is requested to amend a contract with The RP Group, Inc.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College has entered into a contract with The RP Group, Inc. in an amount not to exceed \$40,000. The RP Group, Inc. will perform the following services:

- develop an evaluation plan;
- evaluate progress/success in achieving the grant's performance measures including tracking data, designing survey instrument(s), analyzing survey data, and conducting focus groups and/or interviews;
- evaluate student and faculty satisfaction with the textbook rental program;
- prepare comprehensive evaluation reports;
- attend meetings, as required, and/or requested; and
- maintain records of the consulting services provided pursuant to the contract.

Funding Source

U. S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract amendment with The RP Group, Inc., as presented.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #12

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>September 12, 2012</u>	CONSENT
SUBJECT: <u>Mt. SAC-Randall Planetarium Reaching for the Stars Grant:</u> <u>Funds and Activities</u>	

BACKGROUND

The Mt. San Antonio College Foundation was awarded a grant for Mt. San Antonio College titled "Mt. SAC-Randall Planetarium Reaching for the Stars," funded by the Southern California Gas Company. The project is designed to provide educational opportunities for students from schools with the most economic need for a supplement to their budgetary operations to bring students to campus for a planetarium tour.

ANALYSIS AND FISCAL IMPACT

The Southern California Gas Company has approved the expenditure of \$10,000 to support providing funds for the operational costs of visiting the planetarium and reimbursing school districts for cost of transportation.

The contract will commence on September 1, 2012, and will terminate on June 30, 2013.

Activities will be carried out with grant funds and will not impact the College budget.

Funding Source

Southern California Gas Company.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the funds and approves the activities, as defined above.

Prepared by: Barbara McNeice-Stallard Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #13

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: September 12, 2012

CONSENT

SUBJECT: Family and Consumer Sciences Discipline/Industry Collaborative Grant:
Activities

BACKGROUND

Mt. San Antonio College currently has a grant titled "Family and Consumer Sciences Discipline/Industry Collaborative," funded by the California Community Colleges Chancellor's Office. The project is designed to improve vocational and technical education statewide by implementing a comprehensive plan integrating the objectives of the Carl D. Perkins Career and Technical Education Act State Plan priorities.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will enter into a contract with California Council on Gerontology and Geriatrics in the amount of \$3,000. The contract will provide funds for the following:

- providing expert recommendations for future curricula; and
- planning a professional development event for California community college faculty who teach Gerontology.

The contract will commence on September 13, 2012, and will terminate on June 30, 2013.

The grant will also sponsor a Gerontology Curriculum Workshop, which will be held at The Custom Hotel, a Joie de Vivre Hotel, in Los Angeles, on October 26, 2012. This workshop is designed to gather Community College Gerontology faculty from across the state to share curriculum currently being used and to forecast future curriculum needs and innovation. Authorization is requested to enter into contract with The Custom Hotel, a Joie de Vivre Hotel, for facilities, food, beverages, parking, and audio/visual equipment, in an amount not to exceed \$4,000. Activities will be carried out with grant funds. The project will not impact the College budget.

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contracts, as defined above.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #14

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>September 12, 2012</u>	CONSENT
SUBJECT: <u>Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231, and English Literacy and Civics Education Grant: Funds and Activities</u>	

BACKGROUND

Mt. San Antonio College received an award notification for a grant titled “Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231, and English Literacy and Civics Education.” The purpose of the grant is to provide supplemental instructional support for noncredit Adult Basic Education and ESL.

ANALYSIS AND FISCAL IMPACT

The grant award is \$984,056 for July 1, 2012, through June 30, 2013.

This grant is intended for supplementary educational activities that enable adults to acquire basic literacy skills, complete basic education courses, improve English language skills, and secure training for employment and civic engagement. Activities include, but are not limited to, professional development, curriculum development and improvement, supplemental instruction and labs, and learning technology. The activities will be carried out with grant funds and will not impact the College budget. The grant does not provide for food. The grant is administered through the Adult Education Office of the California Department of Education.

Outcomes of the grant are determined by pre- and post-testing of students using multiple measures. Student learning gains will result in higher benchmark awards in future grant funding.

Funding Source

Federal Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231, and English Literacy and Civics Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Workforce Investment Act, Title II, Section 231, and English Literacy and Civics Education grant and approves the activities, as described above.

Prepared by: <u>Donna Burns</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #15</u>

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: September 12, 2012

CONSENT

SUBJECT: Continuing Education Division Additions and Changes

BACKGROUND

The Continuing Education Division presents a wide variety of programs and courses each semester.

ANALYSIS AND FISCAL IMPACT

1. Community Services - Additional Classes for Fall

Course Title/Program	Presenter	Remuneration	Fee
Auto Wholesale Business from Home	Trust Auto Sales (Williams, Ronald Wayne)	40%	\$89
Homework Club (Grades 3-5)	Pena, Kathleen	\$20/hour	\$120
Homework Club (Grades 6-8)	Rivera, Edith Janet	\$20/hour	\$120
Cabinetmaking/Woodworking	Cogger, Charles	50%	\$120
How to Save Money While Repairing Your Own Plumbing	Tillery, Tim	40%	\$53
Fire Academy – Physical Agility Test	Ward, Liz	40%	\$25

2. Community Services - Program Changes

Program Remuneration	From	To
Ladder Orientation and Terminology	\$48	\$24

Funding Source

Community Services - Student Registration Fees.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Continuing Education Division additions and changes, as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #16

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 12, 2012</u>	ACTION
SUBJECT:	<u>Budget for Fiscal Year 2012-13</u>	

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, Section 58300, community college districts must adopt a final budget each year on or before September 15.

Until the overall economy recovers, California, and thus California community colleges, will continue to struggle at a time when resources are scarce, but demand for services is high. This leaves colleges to rely on their reserves to sustain operations during these difficult economic times. Despite the budget pitfalls, Mt. SAC has maintained healthy reserves that will enable it to sustain operations for the 2012-13 fiscal year; but, planning for further expenditure reductions must occur for the 2013-14 fiscal year and beyond in order to reduce Mt. SAC’s structural ongoing budget deficit.

The proposed budget includes updated actual information from 2011-12 plus revised revenue and expenditure projections for 2012-13. Most expenditures, such as salaries, fringe benefits, supplies, utilities, contracts, and services, are considered to be ongoing and part of what is called the operational or status-quo budget.

ANALYSIS AND FISCAL IMPACT

The 2012-13 proposed budget reflects the best possible projections considering the current ongoing State budget crisis. As always, the budget is considered a dynamic planning document flexible enough to be responsive to the College’s needs, yet very dependent upon uncertain, variable revenue. If the Governor’s tax initiative fails in November, Mt. SAC would receive another \$8.6 million apportionment reduction, which has not been included in the budget. Mt. SAC is fortunate to have received a \$5 million legal settlement from the City of Industry in late June, which will help to offset the ongoing apportionment reduction on a one-time basis. As a precaution, the \$5 million of the fund balance has been earmarked as Assigned (previously known as Designated) Fund Balance, for this purpose.

Apportionment revenue is based on \$4,565 per Credit FTES and \$2,745 per Noncredit FTES. In addition, courses that qualify under the new Enhanced Noncredit criteria are funded at \$3,232 per FTES. There is no provision for growth funding in the current budget. In addition, this will be the fifth consecutive fiscal year that no cost-of-living adjustment (COLA) has been allocated to community colleges.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Action #2

SUBJECT: Budget for Fiscal Year 2012-13

DATE: September 12, 2012

The Lottery rate is estimated to increase from \$117 to \$122 per FTES; but, actual lottery revenue has declined due to Mt. SAC's FTES decreasing from 31,918 to 29,422. Interest earnings continue to decrease year to year due to the projected statewide apportionment deferrals and low interest rates. Included in the proposed budget are ongoing unrestricted general fund revenues totaling \$135,525,819, which is over \$1.8 million less than the total revenue budgeted for the 2011-12 Adopted Budget due to the mid-year apportionment reductions known as the Tier 2 "Trigger Cuts."

Included in the budget are ongoing expenditure increases, which include the annual step-and-column salary progression along with the associated employer-paid benefits totaling \$1,218,443. Another significant ongoing budget increase is 12 new faculty positions at a cost of \$1,159,860, which were needed for the College to maintain the full-time faculty obligation requirement and the 2% on-schedule salary increases for management, classified, supervisor, and confidential staff at a cost of \$909,906.

Although the total ongoing expenditure budget increased by \$4.1 million from 2011-12, the College was able to mitigate this increase by reducing \$3.3 million in ongoing expenditures. These budget savings include the reduction of operational budgets (\$1.8 million), the elimination of vacant positions (\$1.5 million), and class reduction savings (\$350,000). The net effect represents an ongoing (unrestricted) expenditure budget increase of \$792,000 from the 2011-12 Adopted Budget. Total ongoing expenditures are estimated at \$145,567,911, leaving a projected ongoing structural budget deficit of \$10,042,092.

Fortunately, instead of an estimated \$7,413,284 ongoing budget deficit that was projected for 2011-12, the fiscal year ended with a \$4,839,097 ongoing budget deficit. This was largely the result of careful planning, conserving, and sacrifice across the campus. Although this is definitely good news, the College must continue to work together to reduce the ongoing structural budget deficit. Mt. SAC's history of healthy reserves has allowed the College to continue the many outstanding programs and services for which it is known while allowing for careful consideration of budget plans for the 2012-13 fiscal year and beyond.

The one-time budgeted expenditures totaling \$3,630,866 have been offset by \$6,712,344 in one-time budget savings, for a net savings of \$3,081,478. This is the result of vacant position savings, funding the retiree health premiums from the OPEB Trust instead of the Unrestricted General Fund, and postponing the annual contribution to the OPEB Trust for the 2012-13 fiscal year.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Budget for 2012-13, per Title 5 requirements. (Distributed as a separate document.)

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>September 12, 2012</u>	INFORMATION
SUBJECT: <u>Administrative Procedure 3260 - Institutional Review Board (NEW)</u>	

BACKGROUND

The College conducts research on its students and employees through its normal day-to-day operations. External researchers also ask to conduct research at the College. In order to protect students, employees, and the community, the College should have a district-level Institutional Review Board (IRB).

The IRB for Human Subjects Research at Mt. San Antonio College has responsibility to oversee procedures for carrying out the College’s commitment to protect human subjects in research. The role of the IRB is to review proposed research projects that involve the use of human subjects; ensure that the individuals involved in the project are treated ethically; ensure that all subjects are provided with substantial information about the study and consent to be a subject in the study; and that all private information will be handled with confidentiality. The IRB is authorized to review, approve, require modifications in, or disapprove research activities conducted by or through the College using human subjects. The IRB does not assume the role of evaluating the soundness of the proposed research study, the merits of the research design, nor the potential contribution of the research to the scholarly literature. Rather, the IRB is charged with evaluating each project’s compliance with ethical standards in regard to issues such as informed consent, confidentiality, and any risk to the participants, and evaluating the alignment of the study with the College’s Mission.

ANALYSIS AND FISCAL IMPACT

The goal is to provide a structured, transparent process for reviewing research using an IRB process.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information Administrative Procedure 3260 - Institutional Review Board.

Prepared by: Barbara McNeice-Stallard Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Information #1

SUBJECT: Administrative Procedure 3260 - Institutional Review Board (NEW)

DATE: September 12, 2012

Chapter 3 - General Institution

AP 3260 Institutional Review Board (NEW)

References:

Code of Federal Regulations (CFR), Department of Health and Human Services (DHHS), Office of Human Research Protections (OHRP), National Science Foundation (NSF); Title 45 part 46; Title 45 part 690; 45CFR part 690 §.107; 45CRF46.102.

The College conducts research on its students and employees through its normal day-to-day operations. External researchers also ask to conduct research at the College. In order to protect students, employees, and the community, the College has a district-level Institutional Review Board (IRB).

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The IRB adheres to the federal regulations of protecting human subjects. The IRB is an ethics committee composed of at least five individuals who serve as advocates for human subjects involved in research and who have varying expertise and diversity, including at least one individual from the community and one nonscientist as outlined in regulations (45CFR part 690 §.107).

Characteristics of the members include those whose training, background, and occupation would incline them to view scientific activities from the standpoint of someone within a behavioral or biomedical research discipline should be considered a scientist, while members whose training, background, and occupation would incline them to view research activities from a standpoint outside of any biomedical or behavioral scientific discipline should be considered a nonscientist. Committee members should possess not only broad specific competence sufficient to comprehend the nature of the research, but also other competencies necessary for judgments as to acceptability of the research in terms of Mt. San

SUBJECT: Administrative Procedure 3260 - Institutional Review Board (NEW)

DATE: September 12, 2012

Antonio College mission, regulations, relevant law, ethical standards, and standards of professional practice. In addition, the IRB must have members with sufficient knowledge of the specific scientific discipline(s) relevant to the educational research that it reviews. External or internal consultants may be used to review proposals for which additional expertise is needed. The *gender and ethnic* makeup of the members should be taken into consideration, and there should be a member with knowledge of disabled student issues and regulations. There is to be one member from the community. Due to federal regulations set forth regarding the preferred expertise and training of committee members, members will be recommended by the District as well as the Academic Senate for appointment with the number of faculty appointed to be at least five. CSEA may appoint one nonscientist to the IRB.

Initial Review:

The initial review requires the IRB Chair to review all petitions for research projects and evaluate them relative to the criteria set forth by the committee. The projects could be categorized into one of the following: (1) exempt from review, (2) requires an expedited review, or (2) requires a full board review by the IRB.

Exempt:

Under the auspices of the IRB, the IRB Chair will review Exempt Protocol Summary Forms eligible for exempt or expedited review if there is no or minimal risk. The types of research generally exempt from IRB approval requirements include normal educational practices such as work undertaken as a part of a course; educational tests when the subjects are not identified; and surveys or interviews in which the subjects volunteer and are not personally identified. Under federal regulations, certain types of research are exempt from federal policy unless the appropriate federal agency heads have determined otherwise [see <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm>] as indicated below:

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies; or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

SUBJECT: Administrative Procedure 3260 - Institutional Review Board (NEW)

DATE: September 12, 2012

3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies: (i) if wholesome foods without additives are consumed; or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U. S. Department of Agriculture.

The IRB Chair, not the investigator, shall make the recommendation as to whether a project is or is not exempt. The IRB determines if a study is exempt and reports on all approved exemptions to the President's Advisory Council (PAC).

Expedited Review:

Under federal regulations, certain types of research qualify for an 'expedited' review (see <http://www.hhs.gov/ohrp/humansubjects/guidance/expedited98.htm>). These are activities that: (1) present no more than minimal risk to human subjects; and (2) involve only procedures specified in federal regulations. The activities listed should not be deemed to be of minimal risk simply because they are included on this list. Inclusion on the list merely means that the activity is eligible for review through the expedited review procedure when the specific circumstances of the proposed research involve no more than minimal risk to human subjects.

SUBJECT: Administrative Procedure 3260 - Institutional Review Board (NEW)

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The list of categories of research that may be reviewed by the IRB through an expedited review is as follows:

1. Clinical studies of drugs and medical devices.
2. Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture.
3. Prospective collection of biological specimens (e.g., hair and nail clippings) for research purposes by noninvasive means.
4. Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.)
5. Research involving materials (data, documents, records, or specimens) that have been collected or will be collected solely for non-research purposes (such as medical treatment or diagnosis).
6. Collection of data from voice, video, digital, or image recordings made for research purposes.
7. Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies. (NOTE: Some research in this category may be exempt from federal regulations for the protection of human subjects. This listing refers only to research that is not exempt.)
8. Continuing review of research previously approved by the convened IRB as follows:
 - a. where (i) the research is permanently closed to the enrollment of new subjects; (ii) all subjects have completed all research-related interventions; and (iii) the research remains active only for long-term follow-up of subjects; or
 - b. where no subjects have been enrolled and no additional risks have been identified; or
 - c. where the remaining research activities are limited to data analysis.
9. Continuing review of research not conducted under an investigational new drug application or investigational device exemption where the above categories two (2.) through eight (8.) do not apply but the IRB has determined and documented at a

SUBJECT: Administrative Procedure 3260 - Institutional Review Board (NEW)

DATE: September 12, 2012

convened meeting that the research involves no greater than minimal risk and no additional risks have been identified.

The IRB Chair may recommend a protocol to the IRB for expedited review, for expedited review pending recommended changes/clarifications, or for review by the full Board. The IRB Chair cannot “disapprove” of a protocol but may table action pending further information/clarification. The IRB Chair will inform the Principal Investigator (PI) of its actions. Any disagreement between the PI and the IRB Chair must be resolved by the full IRB. The PI may request a Full Board Review of any denied research request. The IRB authorizes expedited review research projects at the College and reports on all approved requests to the President’s Advisory Council (PAC).

Full Board Review:

If there is considered to be significant risk to the participants of the study, that is inherent in the study, then it requires a petition to the IRB for full Board review. Mt. San Antonio College discourages research requests of this nature. The PI must be available to discuss the protocol and/or consent forms at the discretion of the IRB. The protocols and procedures will be available on the IRB website. Studies in this category may be considered by the IRB only if they are clearly in alignment with the mission of the College. No research activities may proceed on Full Board Review studies without the advance consent of the President’s Advisory Council (PAC).

Meetings and Approvals:

The IRB will meet four times a year (twice in fall and twice in spring). The Chair of the IRB will make recommendations to the IRB regarding studies that are exempt or expedited, but the IRB shall make the final decision on these studies as well as those research studies requiring full Board review.

All studies approved by the IRB shall be noted on the College’s website. Results of selected studies will also be available as warranted. The specific IRB webpage will also contain all documents needed by both the IRB and researchers.

Blanket Approval:

Each fall semester, the IRB will work with the District to create and review a blanket IRB for its exempt and/or expedited activities. The IRB will work with the Academic Senate to align with the research activities connected with curricular activities.

Approved August 22, 2012