



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 24, 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 – Settlement Agreements (two cases)**
- **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

---

*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.*

## **CLOSED SESSION** (continued)

- **Letter from Legal Counsel – The Brown Act - Government Code Section 54963**
- **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 Employees

**Jolene Chong**, Clerical Specialist (Bridge Program)

**Amy Jimenez**, Clerical Specialist (Technology & Health Division)

**Annel Medina**, Educational Research Assessment Analyst (Research & Institutional Effectiveness)

- **Recognition:**

- Awarding of a Certificate of Service to the following retiring Auxiliary Services employee:

- **C. Sid Young**, Director, Accounting, 13 years of service

- **Kelly Ford**, Women's Softball Head Coach, accepted position of Women's Softball Head Coach at Cal State Fullerton, after 11 years with Mt. SAC

- Presentation of American Red Cross Donor Awards Related to the Two-Year Community College Blood Drive and the Community College "Out for Blood" Competition (Dean Sue Long)

### **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of September 12, 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
  - Lease/Leaseback Delivery Method Presentation by Mike Gregoryk, Vice President, Administrative Services; Gary Nellesen, Director, Facilities Planning and Management; and Dayne Brassard, Executive Vice President, Tilden-Coil Constructors
5. Informational Report – Student Success Initiative (Senate Bill 1456; Title 5, Section 58108, Mt. SAC Student Success Plan) by Audrey Yamagata-Noji, Vice President, Student Services.

## 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 of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 11 through 16.)
2. Consideration of ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. These individuals were originally submitted to Auxiliary Services as vendor payment requests. (See backup packet Pages 17 through 19.)
3. 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 20 through 22.)
4. Consideration of approval of Resolution No. 12-04, Designate Representatives to JPA Meetings. (See backup packet Pages 23 and 24.)
5. Consideration of approval to reject a Claim Against the District by Employee Number ending in 4588 and that Administrative Services is instructed to notify the claimant and his legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 25.)
6. Consideration of approval to renew the agreement with ManageMen, Inc., and the continuation of the OS1 Cleaning Program, that provides training and support for the Custodial Services department, for an amount not to exceed \$32,000 annually. (See backup packet Page 26.)
7. Consideration of approval to renew the contract with Turbo Data Systems Inc., to provide handheld citation devices for use by the Mt. SAC Public Safety Department. (See backup packet Page 27.)
8. Consideration of approval of a five-year Working Agreement Between the Los Angeles County Sheriff's Department and Mt. San Antonio College, in compliance with California Education Code Section §67381. (See backup packet Page 28.)
9. Consideration of approval of the Twentieth Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services, effective July 1, 2011, through June 30, 2016. (See backup packet Pages 29 through 31.)

10. Consideration of approval of a contract with PayPal, Inc. to provide electronic processing of credit and debit card payments for the parking meters located on the south side of Temple Avenue. (See backup packet Page 32.)
11. Consideration of approval of contracts with PayPal, Inc. and American Express to provide electronic processing of credit and debit card payments for the College Box Office. (See backup packet Page 33.)
12. Consideration of approval to purchase furniture for the Child Development Center. (See backup packet Pages 34 and 35.)
13. Consideration of approval of agreements to provide Professional Design and Consulting Services with HMC Architects for the Athletic Complex Precinct Plan project; Pal id studio Inc. for Small Facilities Projects; and P2S Engineering, Inc. for the Self Generation Technologies Evaluation Report project. (See backup packet Pages 36 and 37.)
14. Consideration of approval of the following Bid:
  - Bid No. 2921 Child Development Center – Community Playthings (Contractor). (See backup packet Pages 38 and 39.)
15. Consideration of ratification of the following Change Orders:
  - Bid No. 2831 Child Development Center – Moore Flooring (Flooring Contractor) – Change Order No. 1. (See backup packet Page 40.)
  - Bid No. 2844 Design Technology Center – Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor) – Change Order No. 7. (See backup packet Pages 41 and 42.)
  - Bid No. 2847 Design Technology Center – Columbia Steel (Structural Steel Contractor) – Change Order No. 5. (See backup packet Pages 43 and 44.)
  - Bid No. 2858 Administration Building Remodel – DSG Corporation (Heating and Ventilation Contractor) – Change Order No. 4. (See backup packet Pages 45 and 46.)
  - Bid No. 2906 Culinary Arts Remodel – G and G Electric (Electrical Contractor) – Change Order No. 1. (See backup packet Pages 47 and 48.)
  - Informal Bid Agricultural Sciences Building Chiller Line Relocation – Los Angeles Air Conditioning (HVAC Contractor) – Change Order No. 1. (See backup packet Page 49.)

16. Consideration of ratification of the following Contract Amendment:

- Contract Child Development Center – Global Geo-Engineering, Inc. (Professional Design and Consulting Services) – Amendment No. 2. (See backup packet Page 50.)

17. Consideration of approval of the following Completion Notices:

- Bid No. 2844 Design Technology Center – Site Prep & Site Utility Relocation, Evans Brothers, Inc. (Contractor)
- Bid No. 2847 Design Technology Center – Structural Steel & Miscellaneous Metals, Columbia Steel, Inc. (Contractor)
- Bid No. 2848 Design Technology Center – Casework, Lozano Caseworks, Inc. (Contractor)
- Bid No. 2849 Design Technology Center – General Construction, R.C. Construction, Inc. (Contractor)
- Bid No. 2851 Design Technology Center – Plumbing, HPL Mechanical, Inc. (Contractor)

18. Consideration of approval of the following Proposed Gifts and Donations to the College:

- Jewell Buttery – Assortment of Electrical Supplies, valued by donor at \$3,000, to be used by the Natural Sciences Division.

## **HUMAN RESOURCES**

19. Consideration of approval of Personnel Transactions, dated October 24, 2012. (See backup packet Pages 51 through 69.)

## **INSTRUCTION**

20. Consideration of approval for the Mt. SAC Turf Team to attend the 9<sup>th</sup> Annual Student Challenge at the Sports Turf Manager Association's Annual Conference and Exhibition in Daytona Beach, FL, January 15–19, 2013. (See backup packet Page 70.)

21. Consideration of approval of 2012-13 Special Events expenditures and contracts. (See backup packet Page 71.)

22. Consideration of approval for the Chamber Singers and Singcopation to perform at the Xinghai Prize International Choir Competition in Guangzhou, China, November 8-12, 2012. (See backup packet Page 72.)

23. Consideration of approval for the Chamber Singers to perform at the American Choral Directors Association Conference in Dallas, TX, March 13–17, 2013. (See backup packet Page 73.)
24. Consideration of approval of repairs and upgrades to Mt. SAC's radio production studios. (See backup packet Page 74.)
25. Consideration of approval of activities and acceptance of funds for the Personal and Home Care Aide State Training Program grant. (See backup packet Page 75.)
26. Consideration of approval of activities and acceptance of funds for the Child Development Workforce Initiative grant. (See backup packet Page 76.)
27. Consideration of approval of activities and acceptance of funds for the Asian American and Native American Pacific Islander-Serving Institutions grant. (See backup packet Page 77.)
28. Consideration of approval of an agreement between the Child Development Center and CenterTrack. (See backup packet Page 78.)
29. Consideration of approval of activities and acceptance of funds for the Career Technical Education Community Collaborative grant. (See backup packet Page 79.)
30. Consideration of acceptance of funds for the Child Development Training Consortium grant. (See backup packet Page 80.)
31. Consideration of approval of activities and acceptance of funds for the Workforce Innovation Partnerships grant. (See backup packet Pages 81 and 82.)
32. Consideration of approval of additions and changes for courses in the Community Services Continuing Education Division. (See backup packet Page 83.)
33. Consideration of approval of a contract between the Center of Excellence and Full Capacity Marketing, Inc. (See backup packet Page 84.)

## **STUDENT SERVICES**

34. Consideration of approval to accept funds and approve extension of the Aid Success Project Agreement. (See backup packet Page 85.)

## **ACTION ITEMS**

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

1. Consideration of approval of a Memorandum of Understanding between CSEA, Chapter 651 and the District on Article VIII: Health and Welfare Benefits and Outstanding Proposals. (See backup packet Page 86.)

2. Consideration of approval of Mt. SAC's 2012 Assembly Bill 1417/Accountability Reporting for Community Colleges (ARCC Report) (distributed as a separate document). (See backup packet Pages 87 and 88.)
3. Consideration of approval of the proposed reorganization of the Financial Aid Department. (See backup packet Pages 89 and 90.)
4. Consideration of approval of the proposed reorganization of the High School Outreach Department. (See backup packet Pages 91 and 92.)
5. Consideration of approval of a contract with Tilden-Coil Constructors, Inc., to provide pre-construction services for six projects at an amount not to exceed \$108,875. (See backup packet Pages 93 and 94.)
6. Consideration of approval of Resolution No. 12-03 – A Resolution in Support of Proposition 30. (See backup packet Pages 95 through 97.)

## DISCUSSION ITEM

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

- Procedural and parliamentary processes during Board meetings including analysis from legal counsel.

## ADJOURNMENT

### Future Board Meetings

November 14, 2012  
 December 12, 2012  
 January 23, 2013

### Upcoming Events

October 26, 2012	<b>Music Faculty Showcase (A Tribute to Women Composers)</b> – 8:00 p.m., Clarke Theater
October 26-28, 2012	<b>Associated Students Fall Leadership Conference</b> – UCLA Conference Center, Lake Arrowhead
October 31, 2012	<b>Fall College Fair</b> – 10:00 a.m., Miracle Mile <b>Halloween Happenings</b> – 6:00 p.m., Randall Planetarium
November 1, 2012	<b>Parallel Existence – How Smoking Ultimately Wins</b> – 1:30 p.m., Student Life Building, Stage Area
November 2, 2012	<b>Star Tales</b> – 6:00 and 7:30 p.m., Randall Planetarium
November 2 and 3, 2012	<b>Fall Choral Concert</b> – 8:00 p.m., Feddersen Recital Hall

## **Upcoming Events** (continued)

November 2-4, 2012	<b>Fall Repertory Dance Concert</b> – November 2 and 3, 8:00 p.m.; November 4, 3:00 p.m., Clarke Theater
November 3, 2012	<b>Stars of the Pharaohs</b> – 6:00 and 7:30 p.m., Randall Planetarium
November 6, 2012	<b>Overcoming Blocks to Math: A New Approach to Facing Your Math Fears</b> – 1:30 p.m., Student Services Building, Ragan Room
November 7, 2012	<b>Election Day</b> <b>Veterans Resource Center Open House</b> – 1:00 p.m., Building 16C (Miracle Mile) <b>One World, One Sky: Big Bird's Adventure</b> – 10:00 a.m., Randall Planetarium <b>DSPS Planning for College</b> – 5:30 p.m., Student Life Building, Stage Area
November 8, 2012	<b>Theodore Von Karman Lecture Series: Exploring New Worlds with the Dawn Mission</b> – 6:30 p.m., Randall Planetarium
November 8- December 6, 2012	<b>Faculty Art Exhibition</b> – Tuesday-Thursday, 11:00 a.m.; Tuesday, 5:00 p.m., Art Gallery
November 12, 2012	<b>Veterans Day – Campus Closed</b>
November 15, 2012	<b>Community Volunteer Fair</b> – 10:00 a.m., Student Life Building, Patio Area <b>Information Booth: Great American Smokeout – The Quit-Smoking Challenge</b> – 11:00 a.m., Miracle Mile

## **Upcoming Sports Events**

October 26, 2012	<b>Women's Soccer vs. East L. A.</b> – 4:00 p.m., Soccer Field <b>Women's Volleyball vs. L. A. Trade Tech</b> – 6:00 p.m., Gymnasium
October 27, 2012	<b>Cross Country Conference Championships</b> – 8:00 a.m., Hilmer Lodge Stadium <b>Football vs. Long Beach</b> – 1:00 p.m., Hilmer Lodge Stadium
October 30, 2012	<b>Men's Soccer vs. Long Beach</b> – 5:00 p.m., Soccer Field
October 31, 2012	<b>Wrestling vs. Rio Hondo</b> – 7:00 p.m., Gymnasium
November 2, 2012	<b>Women's Soccer vs. Pasadena</b> – 4:00 p.m., Soccer Field <b>Women's Volleyball vs. L. A. Harbor</b> – 6:00 p.m., Gymnasium
November 6, 2012	<b>Men's Soccer vs. L. A. Harbor</b> – 5:00 p.m., Soccer Field
November 8, 2012	<b>Women's Volleyball vs. El Camino</b> – 5:00 p.m., Gymnasium
November 9, 2012	<b>Men's Soccer vs. Cerritos</b> – 4:00 p.m., Soccer Field

**Upcoming Sports Events** (continued)

November 9-11, 2012      **Women's Basketball Tip-Off Tournament** – Friday, 7:00 p.m.;  
Saturday and Sunday, TBA, Gymnasium

November 10, 2012      **Football vs. Riverside** – 1:00 p.m., Hilmer Lodge Stadium

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**

**October 24, 2012**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 12, 2012

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:01 p.m. on Wednesday, September 12, 2012. Trustees Baca, Bader, Chyr, and Hall were present.

Absent: Trustee Chen Haggerty

#### STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Mike Gregoryk, Vice President, Administrative Services; 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)
- **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

---

*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.*

### 3. PUBLIC SESSION

The public meeting reconvened at 6:42 p.m. The Pledge of Allegiance was led by Clarence Brown, Director, Marketing.

### 4. INTRODUCTIONS AND RECOGNITION

- **Introductions**

The following new appointed Classified and Faculty staff members were introduced to the Board:

Classified Employee

- **Jung Kim**, Admissions & Registration Clerk (ESL) (absent)

Faculty

- **Christopher Briggs**, Professor, Biological Sciences (present)
  - **Todd Clements**, Professor, Chemistry (present)
  - **Jamaika Fowler**, Articulation Officer/Counselor, Counseling (absent)
  - **Jeremy Hart**, Professor, Counseling (present)
  - **Jamie Hirsh**, Professor, Fire Technology (present)
  - **Stephen James**, Professor, Architecture & Engineering Design Technology (present)
  - **Rafaela Jobbitt**, Professor, History (present)
  - **Melissa Kauk**, Professor, Fine Arts (present)
  - **Heather Kokorowski**, Professor, Earth Sciences (present)
  - **Clark Maloney**, Professor, Kinesiology & Head Coach, Kinesiology & Athletics (present)
  - **Paul McLeod**, Professor, Journalism & Mountaineer Advisor, English Literature, Journalism (absent)
  - **Jane Nazzal**, Professor, Learning Assistance (present)
  - **Serena Ott**, Professor, Foreign Languages (present)
  - **Nikk Pilato**, Professor, Music & Band Director, Music (present)
  - **Eloise Reyes**, Professor, Counseling (present)
  - **William Roche**, Professor, Computer Information Systems (present)
  - **Dianne Rowley**, Professor, Learning Assistance, Learning Assistance Center (absent)
  - **Cecelia Thay**, Professor, Child Development (absent)
- The following newly promoted Classified and Management staff members were introduced to the Board:

Classified Employee

- **Glenda Melissa Aguirre**, Clerical Specialist (Human Resources) (absent)

Management Employee

- **Rosa Royce**, Associate Vice President, Fiscal Services (Fiscal Services) (present)
- Trustee Bader recognized the Men's Soccer and Football Teams who Garnered Pre-Season Number One National Rankings

## **5. APPROVAL OF MINUTES**

Trustee Chyr indicated that the last sentence of the first paragraph in item No. 5 should read, "He cited a section of the Brown Act that permits Board members to express their opinion regarding the propriety of closed session actions."

Trustee Chyr also indicated that the last sentence of item No. 9. D. should read, "He also mentioned the Brown Act with respect to Board member communication on closed session actions that he can and cannot discuss at Board meetings."

It was moved by Trustee Baca, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of August 22, 2012, as amended. Student Trustee concurred.

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

- Regarding item No. 1: The Board, in closed session, by a vote of 4-0, accepted the recommendation to deny a claim filed by HPL Mechanical, Inc., under Government Code Section 910, for alleged damages incurred as part of the Design Technology Center project.
- Regarding item No. 2: None.
- Regarding item No. 3: Discussion will continue following open session of this meeting. Nothing to report out at this time.

## **7. PUBLIC COMMUNICATION**

None.

## **8. REPORTS**

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

## **9. BOARD COMMUNICATION**

- Trustee Bader read the following reminder: "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."

A. All Board members shared the following comments:

- Welcomed new employees.
- Congratulated newly promoted employees.

B. Student Trustee Marin reported the following:

- The Associated Students has passed a resolution in support of Proposition 30. They plan to work with the Faculty Association in this joint effort.
- She thanked Trustee Hall and Jill Dolan, Director, Public Affairs, for donating the constitutions for Constitution Day.
- She will be speaking on Proposition 30 to Mt. SAC students in the form of class presentations and encouraging students to register and vote.
- In two weeks, new senators will be appointed to the Associated Students.

C. Trustee Baca reported the following:

- He attended Fall Opening Day on August 24 and said it was very informative.
- He attended the San Gabriel Valley Economic Partnership Gala on September 7.

D. Trustee Chyr reported the following:

- He congratulated the Men's Soccer and Football teams for being ranked No. 1.

E. Trustee Hall reported the following:

- He attended the San Gabriel Valley Economic Partnership Gala on September 7.
- He attended the re-dedication of the San Dimas High School Stadium a couple of weeks ago and was impressed with the \$7M renovation.
- He encouraged everyone to attend the benefit concert on September 30 for the Chamber Singers and Singcopation to compete in the International Choir Competition in China in mid-November. He indicated that it would cost between \$50,000 and \$60,000 to attend this competition. He presented Dean of Arts Sue Long with a \$10,000 check, which is a contribution by Champion Power Equipment, the title sponsor of this event. He also vowed to Chloe Sanchez, head of the Rotoract Club, to donate \$5.00 for each ticket sold to the benefit concert on Sunday and will do so to any club that sells tickets.

F. Trustee Bader reported the following:

- She attended the Fall Opening Day meeting and bar-b-que and enjoyed herself very much.
- She talked about a fellow church-goer whose niece attended radiology classes at Mt. SAC and now has a job at the City of Hope. She said that Mt. SAC changed her life around.
- She attended a ribbon-cutting at Bonita High School for their new gymnasium and presented them with a proclamation congratulating them on behalf of Mt. SAC.
- She presented to Dean of Arts Sue Long a contribution of \$1,000 from the Pomona Rotary Club to go toward the Chamber Singers and Singcopation to compete in the International Choir Competition in China in mid-November.

**10. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:**

- Welcomed new employees.
- Congratulated newly promoted employees.
- He said that he's excited about the Classified Orientation that's coming up and thanked the leadership for putting it together.
- He welcomed Vic Collins, the consultant who will be helping out with the Human Resources Department until a vice president is hired. He also thanked Vice President Gregoryk, who will be overseeing the Human Resources Department until a vice president is hired.
- Vice President Gregoryk reported on Mt. SAC's OPEB Trust, which is where the retiree health benefits are kept. There are two committees; the Administrative Committee is made up of the three union leaders and himself, and the Investment Committee is made up of Rosa Royce, Jim Jenkins, and himself. They meet semi-annually and review the report given by the trustee. He reported that Mt. SAC earned \$4.6 million (which is about a 6.9% on return) in the trust, which will cover the cost of the retiree health benefits. The investment advisors had done a superb job of minimal risk and good return. The total fund has approximately \$72 million in it.
- Vice President Gregoryk also reported that the assessed valuation for Los Angeles County is \$64.8 billion, which is a 1.66% increase over last year's \$63.8 billion.
- President Scroggins congratulated Vice President Burley on the birth of her fifth grandchild.

**11. CONSENT AGENDA**

- Trustee Bader indicated the following changes to the Consent Agenda:
  - Corrections on Consent #1 (Page 12) – Independent Contractors – under Date(s):
    - Ron Suffredini – there should be a return after 10/23/12.
    - Linda Umbdenstock - the date should read 9/13/12-6/30/13.
  - Correction on Consent #9 (Page 41) – Personnel Transactions: Delete “Mestas, Sara, Project/Program Aide, Bursar’s Office, \$19.76, 8/27/12-9/28/12.”
  - Pull Consent #13 (Page 50) - Mt. SAC-Randall Planetarium Reaching for the Stars Grant: Funds and Activities.
  - Add Consent #17: “Consideration of approval to amend the aircraft purchase by the Aeronautics Program. (See attached backup information.)”
- It was moved by Trustee Baca, seconded by Trustee Hall, and passed to approve or ratify the following items:

**ADMINISTRATIVE SERVICES**

1. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
2. Approval of Resolution No. 12-01, Appropriations Limit for 2012-13.

3. Approval of Resolution No. 12-02, Signature Changes to Existing Bank Accounts.
4. This item was pulled and acted upon separately (See paragraph 12).
5. This item was pulled and acted upon separately (See paragraph 13).
6. 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.
7. Ratification of the following Change Order:
  - Bid No. 2849                      Design Technology Center – RC Construction (General Contractor) - Change Order No. 16.
8. Ratification of the following Contract Amendment:
  - Contract                              Student Support Services – HMC Architects (Architectural and Engineering Services) – Contract Amendment No. 1.

## **HUMAN RESOURCES**

9. Approval of Personnel Transactions, dated September 12, 2012.

## **INSTRUCTION**

10. Approval of activities and acceptance of funds for the Upward Bound grant.
11. Approval of a contract amendment for the CyberWatch West grant.
12. Approval of activities for the Pilot Program for Course Material Rental grant.
13. This item was pulled from the Agenda.
14. Approval of activities for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
15. 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.
16. Approval of additions and changes for the Community Services Continuing Education Division.

Motion carried. Student Trustee concurred.

**12. 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**

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

Trustee Hall expressed his concern that the insurance that's behind the contract with Metro PCS and T-Mobile would be adequate for any damage claim that may be brought against the College as a result of hosting these cell phone towers on the College's facilities. Vice President Gregoryk indicated that the College has six separate cell phone tower agreements, and each one of the contracts has \$1 million as an additional assured on the vendors' policies. In the College's general liability policy, in the primary coverage, there is a \$5 million of coverage and \$25 million in the College's excess. The first cause of action would go against the \$1 million vendor policy, and then the College's coverage would kick in. He said that the College is fully covered for any claim that may be filed against Mt. SAC.

Motion carried. Student Trustee concurred.

**13. FIVE-YEAR RENEWAL AGREEMENT WITH T-MOBILE TO LEASE SPACE FOR A CELLULAR COMMUNICATIONS FACILITY ON THE ROOF OF THE ART CENTER BUILDING**

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

The discussion for paragraph 9 above satisfied this item, also.

Motion carried. Student Trustee concurred.

**14. PUBLIC HEARING ON PROPOSED BUDGET**

In accordance with Title 5 of the California Code of Regulations, Section 58301, the 2011-12 Proposed Budget was made available to the public from September 7, 2012, through September 12, 2012, and a Public Hearing was scheduled for 6:30 p.m., on Wednesday, September 12, 2012. Trustee Bader opened the Public Hearing at 7:49 p.m. There were no statements made relative to the proposed Budget. The Public Hearing was closed at 7:50 p.m.

**15. ADOPTION OF THE 2012-13 BUDGET**

Vice President Gregoryk reported that the College ended the 2011-12 fiscal year with a positive variance of \$4,983,304. The main contributors to the fiscal year-end positive variance are a Decrease in Revenues due to the Tiers 1 and 2 "Trigger Cuts" (\$2.5 million), Enrollment Fee/Property Tax Deficit (\$1.9 million), Apportionment Prior Year Adjustment (increase of \$.3 million), and Additional Revenues – Non-Resident Tuition, Income-Generated, etc.) (increase of \$1.1 million), which equals \$2,981,086; Expenditure Savings (Income-Generated, Rate-Driven, and balances from unspent Status Quo Budgets) of \$2,964,390; and a settlement with the City of Industry of \$5 million.

Mr. Gregoryk reviewed the proposed 2012-13 budget. He also talked about the history of ongoing budget reductions in Class Schedule Reductions for Credit/Noncredit; Operational "Status Quo" Budget Reductions; Vacant Positions Eliminated; Scheduled Maintenance Match Reduction; Computer Replacement Program Reduction; New Faculty Equipment/Computers Reduction; and Travel and Conference Budget Reduction, which adds up to \$15,274,098.

Another item of discussion had to do with pension reform. Mr. Gregoryk indicated that this didn't come about because of K-12s and colleges; the Governor started looking at pension reform because cities and special districts pay both the employee's and employer's shares, and now the reform says it will be 50-50.

Included in the Adopted Budget are ongoing general fund revenues of \$135,525,819. Ongoing expenditures are estimated at \$145,567,911, leaving a projected ongoing structural budget deficit of \$10,042,092.

Mr. Gregoryk also talked about the ramifications of the Proposition 30 Tax Initiative. He said that, if it passes, it would mean \$50 million in Growth/Restoration to help restore FTES lost, and Mt. SAC's share would be approximately \$1,049,694; and \$159.9 million to buy down Apportionment Deferrals from \$961 million to \$801.1 million. If Proposition 30 fails, it would mean the loss of \$50 million in Growth/Restoration to help restore FTES lost, and Mt. SAC's share would be approximately \$1,049,694; \$159.9 million to buy down Apportionment Deferrals from \$961 million to \$801.1 million; and Workload Reduction of \$338.6 million, which would mean a reduction of \$8,646,089 for Mt. SAC.

Mr. Gregoryk indicated that there will be a 2012-13 major Apportionment cash crunch, whether Proposition 30 passes or fails. By November 2012, Apportionment payments will be 43%, or \$26 million, less than the previous fiscal year due to increased deferrals. In June 2013, the College will receive 41% of the total Apportionment cash allocated for the 2012-13 fiscal year, with a balloon payment estimated at \$27 million. The General Fund will experience an \$11.2 million cash shortage from April to May 2013. This shortage will be covered by borrowing cash funds from the Capital Outlay and BAN Construction funds.

Mr. Gregoryk finished his presentation by talking about what's next: Team Work; Evaluate Vacant Positions; Evaluate Existing Programs and Services; and Review Organizational Structure.

Vice President Gregoryk's presentation is posted on the College website with these minutes.

It was moved by Trustee Baca and seconded by Trustee Hall, to approve the 2012-13 Adopted Budget. Motion carried. Student Trustee concurred.

## **16. PROPOSED ADMINISTRATIVE PROCEDURE 3260 – INSTITUTIONAL REVIEW BOARD**

The Board received proposed Administrative Procedure 3260 – Institutional Review Board, for information only.

Dr. Scroggins explained that this Administrative Procedure 3260 has to do with Federal Law and Procedure regarding human subject research. Mt. SAC involves students in research as a pedagogical method and accepts grants that have components that involve students in research. Their rights need to be protected, and this Procedure lays out the process. The Institutional Review Board involves faculty, people with certain scientific and research ability, and a person from the community. These are appointed positions, and their duties include review of the proposed research project to be sure they conform with the guidelines as indicated in Administrative Procedure 3260.

## **17. CHANGES IN UPCOMING EVENTS**

Several upcoming events are either canceled or postponed. One in particular is the new Design Technology Building, which will now have its ribbon-cutting event in the spring. This is a result of the landscaping and the auditorium being incomplete.

Dr. Scroggins reminded everyone that the November and December Board meetings are being held earlier due to the holidays.

## **18. AMEND THE AIRCRAFT PURCHASE BY THE AERONAUTICS PROGRAM**

It was moved by Trustee Baca and seconded by Trustee Chyr to approve this item.

Vice President Gregoryk explained that a mistake was made by not putting the other bidders on the backup when this item was initially approved, which made it look like it was a sole-source bid when it wasn't.

Motion carried. Student Trustee abstained.

## **19. PROCEDURAL AND PARLIAMENTARY PROCESSES DURING BOARD MEETINGS INCLUDING ANALYSIS FROM LEGAL COUNSEL**

Regarding items brought up in July, Trustee Chyr indicated that the questions that arose were regarding items discussed in closed session. He said that it might be necessary to bring this topic up again; so, it may be included on a Board Agenda in the future. He asked for items to be placed in the meeting minutes, and there's a difference of opinion on what can be placed in the meeting minutes. His interpretation of the Brown Act is different than legal counsel's. He quoted Brown Act Section 54963, sub-section e. The key word "propriety" needs to be addressed by legal counsel. He said that he's heard a verbal interpretation of the definition of the word "propriety" from Dr. Scroggins; however, he asked President Scroggins to ask legal counsel to offer a written opinion of exactly what their interpretation of the word "propriety" means. Dr. Scroggins asked the Board for permission to work with Trustee Chyr to phrase the question to legal counsel, and the Board gave their permission.

Trustee Chyr reiterated that, a couple of months ago, he was the dissenting vote on an issue. He noted two specific reasons: the agreement was presented at the beginning of closed session; but, some Board members received a proposed agreement in advance of others; and he requested and was denied the opportunity to have legal counsel present via phone to provide comments and to answer questions regarding the proposed agreement. Then, he said that his reasons were not included in the minutes. He also noted that the agreement is now a public document. He is confused as to what "confidential" means in this case – is it the agreement itself, or the process.

Trustee Baca expressed his concern about the potential liability of talking about the disclosure of proprietary information.

Trustee Bader asked Trustee Chyr if his intent is to put his reasons for his dissenting vote in tonight's minutes. Trustee Chyr said that it's a part of it, and that other comments will be made.

Trustee Baca said that, on the surface, he doesn't have a problem with it; however, he's not comfortable without knowing the ramifications of such discussions. He also mentioned that he doesn't want to make decisions without all the Board members present.

Before voting on this issue, Trustee Hall would prefer to wait for legal counsel's opinion, especially since all of the Board members are not present at this meeting.

Trustee Bader said that, if Trustee Chyr is going to give his reasons for being the dissenting vote, then she would like her reasons, also, for voting in favor of it.

Dr. Scroggins suggested that two Board Agenda items be brought back next month – one Closed Session item to determine what is confidential and what is not, and one Open Session item to discuss those areas that the Board deems not confidential and, thus, available for open discussion.

Trustee Chyr said that he's never embarrassed of anything that happens in closed session, and, obviously, there are some areas that can't be discussed in open session.

Trustee Chyr said that he would wait to make a motion at a later date, after legal counsel responds and when all Board members are present.

## **20. CLOSED SESSION**

The Board adjourned to Closed Session at 8:53 p.m. to discuss the following item:

- **Public Employee Performance Evaluation**  
President & CEO

## **21. OPEN SESSION**

The public meeting reconvened at 10:00 p.m.

## **22. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION**

None.

## **23. ADJOURNMENT**

The meeting adjourned at 10:01 p.m.

WTS:dl

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Appropriation Transfers and Budget Revisions Summary</u>	

**BACKGROUND**

While all departments attempt to project their expenditures accurately, situations occur that make it necessary to submit appropriation transfers and budget revisions. Many times, an amount is budgeted, but the specific areas of expenditures are not determined until a later date. In these cases, the funds are then revised to the specific accounts.

**ANALYSIS AND FISCAL IMPACT**

Pursuant to the California Code of Regulations, Title 5, Sections 58307 and 58308, transfers of funds from the fund balance to any expenditure classification or between expenditure classifications and budget revisions can be made at any time with approval of the Board of Trustees. Any transfer from the fund balance to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees.

Funding Source

**APPROPRIATION TRANSFERS  
For the period ending 6/30/12**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 368,018
5000	Other Operating Expenses/Services	<u>241,822</u>
<b>Total</b>		<b>\$ 609,840</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 458,981
3000	Employee Benefits	<u>150,859</u>
<b>Total</b>		<b>\$ 609,840</b>

Prepared by: <u>Rosa Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #1</u>

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary**DATE:** October 24, 2012

**APPROPRIATION TRANSFERS**  
**For the period 7/1/12 - 10/3/12**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 144
4000	Supplies/Materials	38,173
5000	Other Operating Expenses/Services	14,022
7950	Unassigned Fund Balance	71,561
<b>Total</b>		<b>\$ 123,900</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 3,417
3000	Employee Benefits	78
6000	Capital Outlay	120,405
<b>Total</b>		<b>\$ 123,900</b>

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 18,211
3000	Employee Benefits	3,338
4000	Supplies/Materials	4,613
7000	Other Outgo	6,604
<b>Total</b>		<b>\$ 32,766</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 88
5000	Other Operating Expenses/Services	16,995
6000	Capital Outlay	15,683
<b>Total</b>		<b>\$ 32,766</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 32,613
3000	Employee Benefits	2,387
<b>Total</b>		<b>\$ 35,000</b>

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary

**DATE:** October 24, 2012

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	35,000
<b>Total</b>		<b>\$</b>	<b>35,000</b>

**Farm Operations Fund - 34**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
7940	Assigned Fund Balance	\$	7,280
<b>Total</b>		<b>\$</b>	<b>7,280</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	7,280
<b>Total</b>		<b>\$</b>	<b>7,280</b>

**Bond Construction Fund - 42**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	2,889
<b>Total</b>		<b>\$</b>	<b>2,889</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	2,889
<b>Total</b>		<b>\$</b>	<b>2,889</b>

**BAN Construction Fund - 44**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	136,976
7920	Restricted Fund Balance		21,774
<b>Total</b>		<b>\$</b>	<b>158,750</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	46,000
3000	Employee Benefits		3,250
4000	Supplies/Materials		2,000
5000	Other Operating Expenses/Services		107,500
<b>Total</b>		<b>\$</b>	<b>158,750</b>

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary

**DATE:** October 24, 2012

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 5,273
7920 Restricted Fund Balance	10,000
<b>Total</b>	<b>\$ 15,273</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 2,523
6000 Capital Outlay	12,750
<b>Total</b>	<b>\$ 15,273</b>

**Student Representation Fee Trust Fund - 72**

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 4,300
<b>Total</b>	<b>\$ 4,300</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 4,300
<b>Total</b>	<b>\$ 4,300</b>

**Other Trust Funds - 79**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 745
<b>Total</b>	<b>\$ 745</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 745
<b>Total</b>	<b>\$ 745</b>

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary

**DATE:** October 24, 2012

**BUDGET REVISIONS**  
**For the period 7/1/12 - 10/3/12**

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
887730 2012-13 Architecture/Design-Production Fees	\$ 2,190
887730 2012-13 Industrial Design Technology - Production Fees	730
889000 Information Technology, Institutional - Rebate from server and storage	6,500
891002 Fire Technology - Sales of Equipment	<u>5,839</u>
<b>Total</b>	<b>\$ 15,259</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,920
6000 Capital Outlay	<u>12,339</u>
<b>Total</b>	<b>\$ 15,259</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
819000 2012-13 231 Literacy Grant	\$ 131,429
819000 Mt. SAC Water Forum	10,000
865900 2012-13 Health Careers Training Program	<u>12,000</u>
<b>Total</b>	<b>\$ 153,429</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 91,812
2000 Classified/Other Nonacademic Salaries	204,368
3000 Employee Benefits	21,731
4000 Supplies/Materials	48,599
5000 Other Operating Expenses/Services	(418,136)
6000 Capital Outlay	<u>205,055</u>
<b>Total</b>	<b>\$ 153,429</b>

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary

**DATE:** October 24, 2012

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$733,740), Restricted General Fund (\$32,766), Child Development Fund (\$35,000), Farm Operations Fund (\$7,280), Bond Construction Fund (\$2,889), BAN Construction Fund (\$158,750), Associated Students Trust Fund (\$15,273), Student Representation Fee Trust Fund (\$4,300), and Other Trust Funds (\$745) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$15,259), and the Restricted General Fund (\$153,429) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** Independent Contractors – Formerly Vendor Payment Requests

**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. The independent contractors submitted by Instruction were originally submitted to Auxiliary Services as vendor payment requests; however, following the transition of Auxiliary Services to Fiscal Services, they were denied as vendor payments and are now being resubmitted as independent contractor requests. The independent contractor submitted by Student Services is a revision to increase the amount that was executed and approved at the June 27, 2012, Board of Trustees meeting. The independent contractor submitted by Human Resources is for the first month of the contract beginning September 10, 2012, through June 30, 2013. With two key managerial positions vacant in Human Resources, it was critical to have the Administrator/Consultant in place. Following is a list of independent contractors for Board approval:

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Victor Collins	Human Resources	Administrator Consultant	9/10/12- 10/24/12	\$76.09 hourly rate plus \$1,100 per month for travel expenses
Jennifer Daigle	Instruction – Kinesiology	Photographer, Women's Volleyball Team photos and head shots	8/23/12	\$250

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Independent Contractors – Formerly Vendor Payment Requests**DATE:** October 24, 2012

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Rosana Eckert	Instruction - Music	Composer Arranger, Vocal Jazz Arrangement for Singcopation	8/23/12	\$60
Davis Gaines	Instruction – Kinesiology	Singer, sing National Anthem at Mt. SAC Relays	4/21/12	\$250
Mark Gutierrez	Instruction – Kinesiology	Designer, design artwork for Cross Country Invitational shirts	10/12/12	\$460
Carson Hawk	Instruction - Music	Music Editor, post- production, Spring Vocal Jazz Concert	6/9/12- 9/1/12	\$235
Daniel Hernandez	Instruction - Fashion, Consumer Science and Design Technology (Grant)	Photographer, photos of fashion design students' garments for their portfolios, online and print	7/1/12- 6/30/13	\$1,500
Tim Jaquette	Instruction - Music	Sound and Recording Engineer, record and engineer - Singcopation 2012 CD	8/15/12	\$1,500
Andres Lopez	Instruction - Music	Recorder/Mixer, record and mix Chamber Singers CD	8/16/12	\$850
Kerry Marsh	Instruction - Music	Music Arranger, prepare vocal jazz charts and demos	8/1/12 - 8/21/12	\$300

**SUBJECT:** Independent Contractors – Formerly Vendor Payment Requests

**DATE:** October 24, 2012

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Karen Moraski	Student Services - Financial Aid	Facilitator, Staff Development meeting - revision to increase amount from \$1,200 to \$1,500, as stated in original contract executed and approved at the 6/27/12 Board of Trustees meeting	6/14/12	\$1,500
Matthew Politano	Instruction - Music	Clinician, jazz piano and rhythm sections, Master Classes for Jazz Bands	10/2/12 10/9/12 10/11/12 10/14/12 10/16/12 10/18/12 10/23/12	\$1,200 for 10/2/12- 12/6/12
Victoria Randall	Instruction – Kinesiology	Graphic Designer, Cross Country Invitational Booklet	9/12/12- 10/8/12	\$1,460

### Funding Sources

Unrestricted General Fund – Human Resources, Student Services – Financial Aid, Instruction – Music, Fashion/Consumer Science and Design Technologies, and Kinesiology.

### RECOMMENDATION

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

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

**DATE:** October 24, 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:

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
R.D. Armstrong	Instruction – English Literature and Journalism	Presenter, Writers' Day	10/30/12	\$300
Steve Barnes	Instruction - Music	Accompanist Performer, Xinghai Choir Competition, Guangzhou, China	11/5/12- 11/14/12	\$640
Tony Barnstone	Instruction – English Literature and Journalism	Presenter, Writers' Day	10/30/12	\$300
Willis Barnstone	Instruction – English Literature and Journalism	Presenter, Writers' Day	10/30/12	\$600
Vena Blanchard	Instruction – Biology	Guest Speaker, BIO 15/H	10/30/12 12/1/12	\$50
Victor Collins	Human Resources	Administrator Consultant	10/25/12– 6/30/13	\$76.09 hourly rate plus \$1,100 per month for travel expenses
Michael Eselun	Instruction – Biology	Guest Speaker, BIO 15/H	11/14/12	\$35
Dave Johnstone	Instruction - Music	Accompanist Performer, rehearsals and performance, Fall Vocal Jazz Concert	11/15/12 11/20/12 12/1/12	\$600

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

**SUBJECT:** Independent Contractors**DATE:** October 24, 2012

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Dave Johnstone	Instruction - Music	Accompanist Performer, rehearsals and performance, Spring Thing Concert	3/19/13 3/21/13 3/22/13	\$700
Dave Johnstone	Instruction - Music	Accompanist Performer, rehearsals and performance, Spring Vocal Jazz Concert	5/23/13 5/30/13 6/6/13 6/7/13 6/8/13	\$600
Susie Keyvanian	Instruction – Family and Consumer Science (FCS) Discipline/Industry Collaborative Grant	Guest Speaker, "Big Idea" Entrepreneur student events	11/1/12- 2/15/13	\$500
Simon LeVay	Instruction – Biology	Guest Speaker, BIO 15/H	11/15/12	\$25
Carolyn Litchfield	Instruction - Music	Guest Artist, Music, Faculty Department Showcase	10/26/12	\$110
Eric Morago	Instruction – English Literature and Journalism	Presenter, Writers' Day	10/30/12	\$300
Maria Olivares- Lida	Instruction – Family and Consumer Science (FCS) Discipline/Industry Collaborative Grant	Guest Speaker, "Big Idea" Entrepreneur student events	11/1/12- 2/15/13	\$500
Matthew Politano	Instruction - Music	Clinician, jazz piano and rhythm sections, Master Classes for Jazz Bands	10/25/12 11/1/12 11/6/12 11/8/12 11/13/12 11/15/12 11/20/12 11/27/12 11/29/12 12/4/12 12/6/12	\$1,200 for 10/2/12- 12/6/12
Edwin Sahakian	Instruction – Family and Consumer Science (FCS) Discipline/Industry Collaborative Grant	Guest Speaker, "Big Idea" Entrepreneur student events	11/1/12- 2/15/13	\$500
Elizabeth Sinanyan	Instruction – Family and Consumer Science (FCS) Discipline/Industry Collaborative Grant	Guest Speaker, "Big Idea" Entrepreneur student events	11/1/12- 2/15/13	\$500

**SUBJECT:** Independent Contractors**DATE:** October 24, 2012

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Rick Smith	Instruction – English Literature and Journalism	Presenter, Writers' Day	10/30/12	\$300
Ron Suffredini	Instruction – Music	Accompanist/ Performer, performance at Xinghai Choir Competition	11/5/12- 11/13/12	\$640 (correction- \$500 approved at 9.12.12 Board meeting)
Ron Suffredini	Instruction - Music	Accompanist Performer, rehearsals and performance, Fall Vocal Jazz Concert	11/15/12 11/20/12 12/1/12	\$600
Ron Suffredini	Instruction - Music	Accompanist Performer, rehearsals and performance, Spring Thing Concert	3/19/13 3/21/13 3/22/13	\$700
Ron Suffredini	Instruction - Music	Accompanist Performer, rehearsals and performance for Spring Vocal Jazz Concert	5/23/13 5/30/13 6/6/13 6/7/13 6/8/13	\$600
Paul Tayyar	Instruction – English Literature and Journalism	Presenter, Writers' Day	10/30/12	\$200
Anthony Tyrone	Instruction – Art Gallery	Guitarist, Faculty Exhibition Reception	11/8/12	\$300

**Funding Sources**

- Restricted General Fund – Instruction - Family and Consumer Science (FCS) Discipline/Industry Collaborative Grant.
- Unrestricted General Fund – Human Resources, Instruction - Music, Art Gallery, English Literature and Journalism, and Biology.

**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:** October 24, 2012

**CONSENT**

**SUBJECT:** Resolution No. 12-04 - Designate Representatives to JPA Meetings

**BACKGROUND**

The College provides Workers' Compensation insurance for its employees through membership in the Southern California Community College Districts' Self-Funded Workers' Compensation Agency. As a member of this agency of the Joint Powers Authority, the College is entitled to representation on its Board of Directors.

**ANALYSIS AND FISCAL IMPACT**

Resolution No. 12-04 designates Karen A. Saldana, College Representative, and Rosa M. Royce, Alternate College Representative, to the Southern California Community College Districts' Self-Funded Workers' Compensation Agency.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopts Resolution No. 12-04.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

**RESOLUTION NO. 12-04**

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA  
RESOLUTION DESIGNATING REPRESENTATIVES TO JPA MEETINGS**

WHEREAS, the Mt. San Antonio Community College District is a member of the Southern California Community College Districts' Self-Funded Workers' Compensation Agency and is, therefore, entitled to representation on this Joint Powers Authority's Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees designates Karen A. Saldana, College Representative, and Rosa M. Royce, Alternate College Representative, to the Southern California Community College Districts' Self-Funded Workers' Compensation Agency.

PASSED AND ADOPTED this 24th day of October 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:** October 24, 2012

**CONSENT**

**SUBJECT:** Claim Against the District – Employee Number Ending in 4588

**BACKGROUND**

Government Code Sections 910 through 915.4 specify the procedure by which a claimant may present a claim against the College for injury, damage, or loss.

**ANALYSIS AND FISCAL IMPACT**

On September 20, 2012, the District received a claim from the Law Offices of McKasson & Klein on behalf of the claimant. The claim alleges that the District breached the Settlement Agreement with the claimant. The District's claims administrator has reviewed the claim and requests that the Board of Trustees take action to reject the claim.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees rejects the claim and that Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>ManageMen, Inc. (OS1) Cleaning Program</u>	

**BACKGROUND**

In March 2010, the College began working with ManageMen, Inc. to revise the way custodial services are delivered across campus. Over the last 30 months, the department has implemented the OS1 program in about 60% of the College’s facilities. During this period, the cleanable space on campus has increased by over 10% with no increase in custodial staff. In addition, the cost of the supplies has been reduced. Much of the credit for these improvements is due to the implementation of the OS1 system; but, credit is also due to our hard-working professional cleaning staff. Goals have been established to, over the next three years, implement the OS1 program in all applicable campus facilities, utilize OS1 cleaning tools and principles in the day and swing shift, and complete the necessary training for the leaders in the department to take over the training and program maintenance efforts from the ManageMen, Inc. staff.

**ANALYSIS AND FISCAL IMPACT**

The annual cost of the consulting services necessary to complete the implementation of the OS1 program is small in comparison of the savings the program creates in terms of staff costs, lost work time costs, and supplies costs. Continuing the implementation of the program to cover those facilities that have not been converted to the program, and expanding it to include the day and swing shifts, will result in additional savings and will minimize the future cleaning costs associated with opening the new facilities planned for the next few years. Continuing to expand the program will also ensure that all campus facilities will be maintained at the same level. It is estimated that, over the next three years, the OS1 program can be fully implemented at a not-to-exceed cost of \$32,000 per year.

**Funding Sources**

- Unrestricted General Fund.
- Measure RR Bond Anticipation Note.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves ManageMen, Inc. to provide continued training and support for the Custodial Services department for an amount not to exceed \$32,000 annually.

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

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** Contract Renewal with Turbo Data Systems Inc. for Handheld  
Citation Devices

**BACKGROUND**

On October 26, 2011, the Board of Trustees approved a contract with Turbo Data Systems Inc. to provide handheld citation devices for use by the Mt. SAC Public Safety Department. The one-time cost for the initial contract was \$40,500 for equipment, software, hardware support, and maintenance, with an annual cost of approximately \$10,000 thereafter for basic processing fees. The services provided by Turbo Data Systems Inc. includes delinquent collection and payment processing; electronic citation information; handheld ticket writer interface; system and document storage; online reporting; DMV interface for vehicle registered owner information; DMV registration holds; out-of-state processing; web payment system; online system access for violator and staff; and Franchise Tax Board offset collection.

**ANALYSIS AND FISCAL IMPACT**

The initial term of this contract was for one year, commencing November 1, 2011, through October 31, 2012, with the option to renew for four additional one-year periods not to exceed five years. Staff is requesting approval to renew the contract with Turbo Data Systems Inc. to continue providing services for processing parking citations for an additional one-year period, from November 1, 2012, through October 31, 2013, at the costs stated herein.

**Funding Source**

Restricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves renewal of the contract with Turbo Data Systems Inc., as presented.

Prepared by: Mark DiMaggio/Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Working Agreement with Los Angeles County Sheriff's Department</u>	

**BACKGROUND**

On July 1, 1999, the College entered into a Working Agreement with the Los Angeles County Sheriff's Department pursuant to, and in compliance with, California Education Code Section §67381 which requires that the governing board of each community college district adopts rules (reference Board Policy No. 3520 and Administrative Policy No. 3520 – Local Law Enforcement) requiring each of their respective campuses to enter into written agreements with local law enforcement agencies that clarify operational responsibilities for investigations of violent crimes occurring on each campus. It is the intent of this law to provide the public with clear information regarding the operational responsibilities for the investigation of crimes occurring on university and college campuses by setting minimum standards for law enforcement agencies. The existing agreement with the Los Angeles County Sheriff's Department was established over 13 years ago, and staff feels it necessary to put into place a current agreement renewable every five years.

**ANALYSIS AND FISCAL IMPACT**

The Working Agreement between the Los Angeles County Sheriff's Department and Mt. San Antonio College will be used as a guideline when Sheriff Deputies are assigned to calls for service or criminal investigations at Mt. San Antonio College.

The term of this agreement will be a five-year period commencing October 25, 2012, through June 30, 2017.

The Working Agreement has no fiscal impact on the College.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves a new five-year Working Agreement with the Los Angeles County Sheriff's Department, as presented (distributed as a separate document).

Prepared by: Mark DiMaggio/Thomas G. Meikle Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #8

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** Twentieth Amendment to Master Agreement with  
Mt. SAC Auxiliary Services

**BACKGROUND**

On September 27, 2012, Auxiliary Services approved an updated Twentieth Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services, which modified the agreement commencing July 1, 2011, through June 30, 2016. The purpose of this amendment is to provide the relationship between the College and Auxiliary Services in a contract stating the services, use of assets, and terms.

**ANALYSIS AND FISCAL IMPACT**

The following amendment requires approval by Mt. SAC's Board of Trustees. Item No. 4 of the agreement, "...administer and supervise the fiscal operations of the club and trust account activities" was removed.

No fiscal impact.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Twentieth Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services, effective July 1, 2011, through June 30, 2016.

Prepared by: Suzanne Luetjen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

**TWENTIETH AMENDMENT TO MASTER AGREEMENT  
BY AND BETWEEN  
MT. SAN ANTONIO COLLEGE  
AND MT. SAC AUXILIARY SERVICES**

This amendment is made and entered into this 27<sup>th</sup> day of September 2012 by and between Mt. San Antonio College, hereinafter referred to as "College," and Mt. SAC Auxiliary Services, hereinafter referred to as "Auxiliary."

**PURPOSE**

The purpose of this amendment is to provide the relationship between the College and the Auxiliary.

**SERVICES**

The Auxiliary shall provide the following campus services to the College:

1. Bookstore operation and management;
2. Contracted Food Services to include meals, fast-food, concessions, and catering;
3. Contracted vending services; and
4. Auxiliary Services, whether it be the Sac Book Rac (Bookstore - for office supplies, clothing, gifts and related merchandise) or contracted Food Services (catering for meetings or campus events), shall receive a Request for Proposal for all biddable services provided by the Auxiliary.

**USE OF ASSETS**

The Auxiliary may occupy, operate, and use College facilities designated as the Sac Book Rac, the Campus Café, Common Grounds, the Mountie Stop, the Prime Stop, the Mountie Grill, the Express Stop, the Quick Stop, the Short Stop, the concession stand at the Hilmer Lodge Stadium, and various vending locations on campus. The Auxiliary will administer the functions and services related to these locations utilizing the trade fixtures, supplies, and assets currently available for those operations.

**RESPONSIBILITY FOR MAINTENANCE, REPAIRS, AND OPERATING EXPENSES**

Maintenance, repairs, and operating expenses of the College facilities used by the Auxiliary shall be provided as follows:

**Maintenance:** The Auxiliary agrees to keep and maintain College facilities in a clean and orderly condition and shall, at its own expense, at reasonably frequent intervals, and in a lawful manner, dispose of all waste generated from its use of College facilities.

**Repairs:** The Auxiliary agrees to keep College facilities in good repair.

Operating Expenses: The Auxiliary will be responsible for all operating expenses associated with the use of College facilities.

In consideration for the use of these facilities and assets, the Auxiliary agrees to pay the College rent of \$10,000, payable in one payment by December 31, each year.

PUBLIC RELATIONS

Auxiliary will conform its expenditures for public relations to the policies adopted by the Auxiliary and which have been approved by the College.

TERM OF THIS AMENDMENT

This amendment shall provide for necessary use of facilities and assets for the Auxiliary to operate for five fiscal years commencing July 1, 2011, through June 30, 2016. Unless successor amendment to the Master Contract is agreed to between the College and the Auxiliary, all assets and facilities will automatically revert to the College.

MT. SAN ANTONIO COLLEGE

MT. SAC AUXILIARY SERVICES

\_\_\_\_\_  
Michael D. Gregoryk  
Vice President, Administrative Services

\_\_\_\_\_  
Suzanne Luetjen  
Director, Bookstore and Operations

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>PayPal, Inc. Electronic Processing Contract for Parking Meter Debit and Credit Card Payments</u>	

**BACKGROUND**

On August 22, 2012, the Board of Trustees approved a Memorandum of Understanding with the City of Walnut for the purchase and installation of 42 parking meters on the south side of Temple Avenue. The Memorandum of Understanding established that the College would purchase the parking meters from Duncan Parking Technologies. These parking meters have the capability to accept credit and debit card payments. Duncan Parking Technologies integrates with PayPal, Inc. to process credit and debit card payments. Therefore, the College needs to contract with PayPal, Inc. to process credit and debit card payments.

**ANALYSIS AND FISCAL IMPACT**

PayPal, Inc. offers a "Payflow Pro" product which has an excellent online transaction management and reporting tool. The payment of parking fees by credit card will eliminate coin handling, resulting in operational efficiencies for the Parking Services and Fiscal Services departments and will offer a convenient method of payment to students. The credit card processing fee is six cents per transaction which is a negotiated rate for Duncan Parking Technology customers. As this is a new program, we cannot estimate the number of transactions that are necessary. However, the income from the parking meters is projected to be sufficient to cover the cost. The term for this contract is not to exceed three years and is automatically renewable month to month.

**Funding Source**

Restricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with PayPal, Inc. to process credit and debit card payments for the parking meters located on the south side of Temple Avenue.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #10

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** PayPal, Inc. and American Express Electronic Processing Contracts  
for the College Box Office

**BACKGROUND**

Effective July 1, 2012, the College Box Office operations were transferred from Mt. San Antonio Community College Auxiliary Services to Mt. San Antonio Community College District. The College Box Office uses AudienceView Software which is a web-based computerized ticketing application that has the capability to accept credit and debit card payments. The College Box Office and Auxiliary Services entered into an initial agreement with AudienceView on April 27, 2011, which was later transferred to Mt. San Antonio College. This transfer was approved by the Board of Trustees on June 27, 2012. AudienceView integrates with PayPal, Inc. and American Express to process credit and debit card payments. Auxiliary Services had contracts with PayPal, Inc. and American Express to process credit and debit card payments. With the transfer of all Box Office operations to the College, it is necessary to establish new contracts with PayPal, Inc. and American Express.

**ANALYSIS AND FISCAL IMPACT**

PayPal, Inc. offers a "Payflow Pro" product which has an excellent online transaction management and reporting tool. The credit card processing fees are \$59.95 per 1,000 transactions per month, and ten cents per excess transaction. The term for this contract is automatically renewable month to month.

American Express also offers an excellent online transaction program to manage inquiries for payments. The credit card processing fee is 2 ½% of the amount of each credit or debit card payment. The contract is at-will and can be canceled at any time.

PayPal, Inc. and American Express offer a convenient method of payment. The payment of Box Office tickets by credit card eliminates cash handling, resulting in operational efficiencies and a more secure method of payment.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contracts with PayPal, Inc. and American Express to process credit and debit card payments for the College Box Office.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Purchase Furniture for Child Development Center</u>	

**BACKGROUND**

The project to provide a new Child Development Center includes a new laboratory, workroom, and office furniture throughout the building complex which encompasses the following requirements:

- Lecture/Lab Classrooms
- Faculty/Administrative Offices
- Storage/File Rooms
- Workroom/Mailroom
- Conference Rooms
- Isolation Rooms
- Observation
- Lobby

The remaining furniture is for student instructional classrooms, collaboration spaces, office, and storage rooms. Specifications for office furniture were based on campus faculty office standards established from the Administration Building Request for Proposal. Specifications for the student instructional classrooms and collaboration furniture were based on the campus instructional standards established from the Design Technology Center.

**ANALYSIS AND FISCAL IMPACT**

Cost proposals were submitted by the selected manufacturers. During the analysis process, the building end users and furniture consultant PAL id studio, Inc. determined that the manufacturer, products, and dealers below meet both the functional requirements and budget:

Prepared by: Thomas G. Meikle                      Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins                      Agenda Item: Consent #12

**SUBJECT:** Purchase Furniture for Child Development Center

**DATE:** October 24, 2012

<u>Bidder</u>	<u>Amount</u>
Allsteel – Office/Classrooms (CMAS)	\$140,686.00
Arcadia – Lobby (CMAS)	10,100.00
CBI – Installation	68,000.00
CBI – Seating (Bid)	62,939.00
Egan – Marker Boards (CMAS)	508.00
KI Tables (CMAS)	8,487.00
IOS – Ergonomic Seating (US Communities)	32,888.81
Marathon Business Solutions – High Density Storage (Bid – 50% deposit will be required)	41,732.00
Peter Pepper Products – Pamphlet Holders (CMAS)	1,775.00
Tangram – ADA Tables	17,205.07
Total	\$384,320.88

Cost proposals as submitted are in line with the College’s cost estimates for this project. The majority of the manufacturers above have successfully provided quality products and services to the College in the past, and their thorough participation during the selection process speaks well for their services during the time of the contract. Contract terms include:

- California Multiple Awards Schedule (CMAS)
- US Communities
- California State University

Funding Source

Measure RR Bond Anticipation Note.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of furniture for the Child Development Center buildings and awards to the above listed manufacturers for each proposal using the listed discounts reflected in the proposals.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<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 contract is presented for approval:

<b>#1</b>	<b>Consultant:</b>	HMC Architects	
	<b>Project:</b>	Athletic Complex Precinct Plan	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional architectural and engineering services for the Athletic Complex Phase 2 Precinct Planning including three options of various complexities for the further development of the Athletics and potential Fire Academy facilities south of Temple Avenue. The study will include site planning for a new gymnasium pad, temporary and permanent parking, practice fields, 12 tennis courts, and major repairs to the Stadium.	\$127,000.00	
	Reimbursable expenses	\$5,000.00	
	Contract Amount, not to exceed		\$132,000.00

<b>#2</b>	<b>Consultant:</b>	PAL id studio, Inc.	
	<b>Project:</b>	Small Facilities Projects	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional interior design services to plan, specify, assist in the procurement, and oversee the installation of systems furniture and other furniture necessary for the completion of several small Facilities projects.	\$50,000.00	
	Reimbursable expenses	\$2,000.00	
	Contract Amount, not to exceed		\$52,000.00

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #13

**SUBJECT:** Professional Design and Consulting Services

**DATE:** October 24, 2012

<b>#3</b>	<b>Consultant:</b>	P2S Engineering, Inc.	
	<b>Project:</b>	Self-Generation Technologies Evaluation Report	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional engineering services to study and evaluate options for generating electricity on campus including the expansion of the existing cogeneration system, development of a ground-mounted solar system, and provision of micro-turbines. The goal of these projects is to reduce the current cost of electricity, reduce peak power demand on campus, and reduce greenhouse gas emissions. In addition, the study will evaluate the expansion of the College's thermal energy storage system to offset peak demand charges, improve the efficiency of the existing central plant, and support the campus power needs during lower cooling demands without compromising the efficiency of the plant.	\$57,500.00	
	Contract Amount, fixed fee		\$57,500.00

Funding Sources

#s 1 and 2: Measure RR Bond Anticipation Note.  
 #3: Capital Outlay Energy Fund.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Purchase Instructional Furniture for Child Development Center</u>	
	<u>(Bid No. 2921)</u>	

**BACKGROUND**

The project to provide a new Child Development Center includes new Infant/Toddler and Early Childhood furniture throughout the building complex. The furniture will be for classrooms encompassing the following requirements:

- Student/Parent Resource Room
- Isolation Room
- Infant Demonstration/Crib Room
- Young/Older Toddler Demonstration Rooms
- You/Older Pre-School Demonstration Rooms
- Project Rooms

A Bid Package was issued utilizing Community Playthings as the “Basis of Design.” A mockup evaluation process was conducted for the products that were submitted as an “or Equal” substitution. To assure that quality, service, and cost issues were properly addressed, selection of the furniture was based on ballots cast by the participants. Participants included the Child Development Director, Child Development Instructional Faculty, and a Child Development Specialist II.

From the evaluation process, a cost comparison spreadsheet was generated for the Child Development Furniture Committee to use for final evaluation and selection. The final furniture award was selected based on the following evaluation criteria:

- Best meeting the comprehensive functional requirements for Infant/Toddler and Early Childhood;
- Most appropriate for student usage/comfort;
- Durability/ease of maintenance;
- Cost;
- Warranty; and
- Certifications from the following agencies (points were given for each affiliation):
  - Third-Party Testing – Consumer Product Safety Improvement Act (CPSIA)
  - Forest Stewardship Council (FSC)
  - Indoor Advantage
  - US Green Building Council (USGBC)
  - Made in the USA

Prepared by: <u>Thomas G. Meikle</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #14</u>

**SUBJECT:** Purchase Instructional Furniture for Child Development Center  
(Bid No. 2921)

**DATE:** October 24, 2012

**ANALYSIS AND FISCAL IMPACT**

Cost proposals were submitted by the selected manufacturers. During the analysis process, the building end users and furniture consultant PAL id studio, Inc. determined that the manufacturer and products below meet both the functional requirements and budget:

<u>Bidder</u>	<u>Amount</u>
Community Playthings	\$138,721.55
Kohburg Inc.	\$40,104.30

Cost proposals as submitted are in line with the College’s cost estimates for this project. Kohburg Inc. only proposed on 30% of the furniture items specified. The Kohburg Inc. bid was thoroughly evaluated and deemed unresponsive to the Request for Proposal (RFP). Awarding contract terms include:

- Foundation for California Community Colleges (FCCC)
- Bid (RFP No. 2921)

**Funding Source**

Measure RR Bond Anticipation Note.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of furniture for the Child Development Center buildings and awards to Community Playthings, per Bid No. 2921 proposal.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Child Development Center (Change Order)</u>	

**BACKGROUND**

Child Development Center (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2831	<b>Contractor:</b> Moore Flooring (Flooring Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>
	Increased materials cost due to delays caused by the removal and replacement of the project general contractor. <i>Miscellaneous change.</i>		\$14,513.27	0 days
	Total		\$14,513.27	0 days
	Original Contract Amount		\$301,966.00	
	Net Change by Previous Change Orders		\$0.00	
	Net Sum Prior to This Change Order		\$301,966.00	
	Amount of Change Order No. 1		\$14,513.27	
	New Contract Sum		\$316,479.27	
Percentage of Change to Contract, to Date			4.81%	

**Funding Sources**

- Measure RR Bond Anticipation Note.
- Measure R Bond.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen                      Reviewed by: Thomas G. Meikle/Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #15

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Design Technology Center (Change Orders)</u>	

**BACKGROUND**

Design Technology Center (Change Orders).

**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:

<b>Bid No.</b>	2844	<b>Contractor:</b>	Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor)	<b>CO No.</b>	7
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Over-excavate and re-compact the west side stair footings and grade beam due to out-of-sequence work. <i>Architect/engineer requirements-additional details required.</i>			\$1,963.84	0 days
2	Backfill and compact the crane pad footings at two locations and clear debris in order to prepare the crane pads for the steel erection. <i>Architect/engineer requirements-additional details required.</i>			\$5,436.50	0 days
3	Remove and replace damaged footings due to excessive rains and replace with dry soils. <i>Miscellaneous change-rain costs.</i>			\$4,014.14	0 days
4	Provide additional "No Smoking" signs at the building's perimeter. <i>Owner-directed change-Campus Standards-added scope.</i>			\$1,624.36	0 days
	Total			\$13,038.84	0 days
	Original Contract Amount			\$1,599,000.00	
	Net Change by Previous Change Orders			\$238,386.65	
	Net Sum Prior to This Change Order			\$1,837,386.65	
	Amount of Change Order No. 7			\$13,038.84	
	New Contract Sum			\$1,850,425.49	
Percentage of Change to Contract, to Date					15.72%

Prepared by: Gary L. Nellesen                      Reviewed by: Thomas G. Meikle/Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #15

**SUBJECT:** Design Technology Center (Change Orders)**DATE:** October 24, 2012

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2844 Evans Brothers, Inc. (Site Grading Contractor)</b>
Contract Amount		\$1,599,000.00		
C. O. No. 1	May 2010	\$7,592.35	0.47%	Remove septic tank and install four concrete filled bollards.
C. O. No. 2	August 2010	\$44,715.32	2.80%	Wet soils remediation and install rodent screens.
C. O. No. 3	January 2011	\$15,580.84	0.97%	Install retaining wall; Install sub-drains; Dry-pack storm drain penetrations thru concrete retaining walls; Remove standing rain water; Grade and prep the south side of site; Adjust site retaining wall foundation for utilities; Pour slurry mix under chilled water lines.
C. O. No. 4	February 2012	\$106,522.54	6.66%	Demo north and south fire roadway; Revise concrete fire lane and grading; Delete traffic coating at second-floor balcony; Provide designated smoking area; Install sleeves for future landscape irrigation pipes and control wires.
C. O. No. 5	March 2012	\$17,492.68	1.09%	Metal fencing and gate; Sidewalk, curb, and gutter; Expose encasement; Sand for new drain line; Extra work performed.
C. O. No.	June 2012	\$46,482.52	2.90%	Modify grades and storm drains; Excavate wet soils; Clear site of debris; Add additional drain.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** October 24, 2012

<b>Bid No.</b>	2847	<b>Contractor:</b>	Columbia Steel (Structural Steel Contractor)	<b>CO No.</b>	5
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Furnish and install overhead coiling door jamb support in the lobby to provide additional structural support. <i>Architect-engineer requirement-additional details required.</i>			\$2,953.00	0 days
2	Furnish and install pipe for added light support. <i>DSA/Code requirement-added scope.</i>			\$5,614.00	0 days
	Total			\$8,567.00	0 days
	Original Contract Amount			\$2,044,400.00	
	Net Change by Previous Change Orders			\$42,133.86	
	Net Sum Prior to This Change Order			\$2,086,533.86	
	Amount of Change Order No. 5			\$8,567.00	
	New Contract Sum			\$2,095,100.86	
Percentage of Change to Contract, to Date				2.48%	

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2847 Columbia Steel (Structural Steel Contractor)</b>
Contract Amount		\$2,044,400.00		
C. O. No. 1	November 2010	\$2,284.39	0.11%	Concrete filled bollards; Overtime and additional survey.
C. O. No. 2	December 2010	\$4,979.00	0.36%	Revise beam location; Reinstall perimeter post and additional support under penetrations.
C. O. No. 3	April 2011	\$26,002.50	1.27%	Add support at floor boxes; Weld plate washers and slot holes in base plates; Furnish elevator hoist beam; Revise wall framing; Furnish mechanical unit platform framing for condenser.
C. O. No. 4	June 2012	\$8,867.97	0.60%	Provide credit for unused materials; Revise metal stud framing; Provide additional hanger supports; Add exterior metal fencing around job site.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** October 24, 2012

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 Orders, as presented.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Administration Building Remodel (Change Order)</u>	

**BACKGROUND**

Administration Building Remodel (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:

<b>Bid No.</b>	2858	<b>Contractor:</b>	DSG Corporation (Heating and Ventilation Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Remove conduit and wire and reinstall for new VAV box and re-program controls per the Architect's Supplemental Instruction 22. <i>Architect/engineer requirements-additional details required.</i>			\$1,542.00	0 days
2	Remove conduit and wire and re-install for new VAV box and CO2 sensors per the Architect's Supplemental Instruction 31. <i>Architect/engineer requirements-additional details required.</i>			\$6,158.00	0 days
3	Remove conduit and wire and reinstall for new VAV box and re-program controls per the Architect's Supplemental Instruction 33. <i>Architect/engineer requirements-additional details required.</i>			\$3,300.00	0 days
	Total			\$11,000.00	0 days
	Original Contract Amount			\$901,500.00	
	Net Change by Previous Change Orders			\$123,751.89	
	Net Sum Prior to This Change Order			\$1,025,251.89	
	Amount of Change Order No. 4			\$11,000.00	
	New Contract Sum			\$1,036,251.89	
Percentage of Change to Contract, to Date				14.95%	

Prepared by: Gary L. Nellesen                      Reviewed by: Thomas G. Meikle/Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #15

**SUBJECT:** Administration Building Remodel (Change Order)

**DATE:** October 24, 2012

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2858 DSG Corporation (Heating &amp; Ventilation Contractor)</b>
Contract Amount		\$901,500.00		
C. O. No. 1	August 2011	\$35,936.61	3.99%	Temporary HVAC units.
C. O. No. 2	March 2012	\$87,815.28	13.73%	Deduct the HVAC allowance; Prepare chilled water lines for tie in; Provide eleven meters; Install standalone HVAC system in the Print Shop; Modify the HVAC system due to layout changes; Provide four months of temporary cooling.
C. O. No. 3	April 2012	\$0.00	0.00%	Incorporate Addenda 1-4 as part of the contract.

Funding Source

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:** October 24, 2012

**CONSENT**

**SUBJECT:** Culinary Arts Remodel (Change Order)

**BACKGROUND**

Culinary Arts Remodel (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:

<b>Bid No.</b>	2906	<b>Contractor:</b>	G and G Electric (Electrical Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Provide power, controls, and all necessary conduit and wiring for the makeup air unit. <i>Owner-directed change-added scope.</i>		\$985.00	0 days	
2	Install two drop-in light fixtures, conduit, and emergency fixtures at the suspended ceiling. <i>Owner-directed change-added scope.</i>		\$1,375.00	0 days	
3	Demolish and reinstall the electrical and control wiring at the existing air conditioning unit. <i>Owner-directed change-added scope.</i>		\$335.00	0 days	
4	Replace the existing switches and wall plates with stainless steel plates and specification-grade switches. <i>Owner-directed change-added scope.</i>		\$325.00	0 days	
5	Provide a new breaker and updated wiring through the existing outlet boxes for the garbage disposal at the ADA station. <i>Owner-directed change-added scope.</i>		\$475.00	0 days	
6	Install two dedicated circuits and receptacles for the washer and dryer in the HVAC room. <i>Owner-directed change-added scope.</i>		\$490.00	0 days	
	Total		\$3,985.00	0 days	
	Original Contract Amount			\$41,500.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$41,500.00	
	Amount of Change Order No. 1			\$3,985.00	
	New Contract Sum			\$45,485.00	
	Percentage of Change to Contract, to Date			9.6%	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #15

**SUBJECT:** Culinary Arts Remodel (Change Order)

**DATE:** October 24, 2012

Funding Source

Capital Outlay Projects – Redevelopment Fund.

**RECOMMENDATION**

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

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

**DATE:** October 24, 2012 **CONSENT**

**SUBJECT:** Agricultural Sciences Building Chiller Line Relocation (Change Order)

**BACKGROUND**

Agricultural Science Building Chiller Line Relocation (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	Informal	<b>Contractor:</b>	Los Angeles Air Conditioning (HVAC Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Replace the existing butterfly valve. The value was not suitable to sustain the required line testing. <i>Miscellaneous change-unforeseen field conditions.</i>			\$1,616.43	0 days
	Total			\$1,616.43	0 days
	Original Contract Amount			\$44,999.99	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$44,999.99	
	Amount of Change Order No. 1			\$1,616.43	
	New Contract Sum			\$46,616.42	
Percentage of Change to Contract, to Date				3.59%	

**Funding Sources**

Measure RR Bond Anticipation Note.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen Reviewed by: Thomas G. Meikle/Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #15

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b> <u>October 24, 2012</u>	<b>CONSENT</b>	
<b>SUBJECT:</b> <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:

	<b>Consultant:</b>	Global Geo-Engineering, Inc.	<b>No.</b>	2
	<b>Project:</b>	Child Development Center		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Professional geo-engineering services to complete the remaining geotechnical and material testing for the Child Development Center. Fixed fee:		\$4,920.00	
	Total		\$4,920.00	
	Original Contract Amount		\$36,138.00	
	Net Change by Previous Amendments		\$9,750.00	
	Net Sum Prior to This Amendment		\$45,888.00	
	Amount of Amendment No. 2		\$4,920.00	
	New Contract Sum		\$50,808.00	

**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 #16

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: David, Jacques  
 Position: Laboratory Technician - Art  
 Department: Fine Arts  
 Range/Step: A-79, Step 1  
 Job FTE: 1.00/10 months  
 Effective: 10/25/12  
 New: No  
 Salary: \$3,738.34/month

Name: Fendrich, Elizabeth  
 Position: Parking Officer  
 Department: Public Safety  
 Range/Step: A-71, Step 1  
 Job FTE: 0.475/12 months  
 Effective: 10/25/12  
 New: No  
 Salary: \$1,639.83/month

Name: Gutierrez, Jose  
 Position: Custodian  
 Department: Custodial Services  
 Range/Step: B-34, Step 1  
 Job FTE: 1.00/12 months  
 Effective: 10/25/12  
 New: No  
 Salary: \$2,943.61/month

Name: Lee, Donald  
 Position: Custodian  
 Department: Custodial Services  
 Range/Step: B-34, Step 1  
 Job FTE: 1.00/12 months  
 Effective: 10/25/12  
 New: No  
 Salary: \$2,943.61/month

Name: Matavao, Ulavale  
 Position: Educational Advisor  
 Department: Arise  
 Range/Step: A-95, Step 1  
 Job FTE: 1.00/12 months  
 Effective: 10/25/12  
 New: Yes  
 Salary: \$4,383.50/month

Prepared by: Human Resources Staff

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #19



**SUBJECT:** Personnel Transactions

**DATE:** October 24, 2012

**Temporary Out-of-Class Assignments** (continued)

Name:	Vargas, Jazmin	
From:	Clerical Assistant	
Range/Step:	A-52, Step 2	Salary: \$1,425.21/month
Job FTE:	0.475/12 months	
To:	Veterans Services Specialist	
Department:	Financial Aid	
Range/Step:	A-78, Step 1	Salary: \$3,701.32/month
Job FTE:	1.00/12 months	
Effective:	10/1/12	
End Date:	12/31/12	

**Voluntary Lateral Transfer**

Name:	Duarte, Carlos	
Position:	Public Safety Officer	
Department:	Public Safety	
Range/Step:	A-88, Step 6 + L2	Salary: \$5,616.04/month
Job FTE:	1.00/12 months	
Effective:	9/10/12	
Remarks:	Change in Shift differential from 6% to 3%	

**Resignations/Terminations**

Robert Barth, Laboratory Technician – Business & Computer Information Systems, effective 9/4/12  
 Brandin Bowman, Performing Arts Services Coordinator, Technical Services, effective 9/18/12  
 Heather Franco, Clerical Specialist, Facilities Planning & Management, effective 9/21/12  
 Heather Rains, Veterans Services Specialist, Financial Aid, effective 9/5/12

**Retirement**

Donald Hurdle, Lead Electrician, Maintenance, effective 12/31/12

**President's College Champion Award Recipients**

Laura Martinez, Secretary, Professional and Organizational Development - \$500  
 Carol Webster, Teaching/Learning Technology Specialist, Online Learning Support Center - \$500

**SUBJECT:** Personnel Transactions

**DATE:** October 24, 2012

**CONFIDENTIAL EMPLOYMENT**

**Temporary Out-of-Class Assignment**

Name: Nelson, Carol  
From: Secretary  
Range/Step: A-81, Step 6 Salary: \$4,867.06/month  
Job FTE: 1.00/12 months  
To: Executive Assistant I  
Department: President's Office  
Range/Step: C-73, Step 3 Salary: \$5,270.33/month  
Effective: 10/25/12  
End Date: 6/30/13

**SUPERVISORY EMPLOYMENT**

**Reclassifications Due to Reorganization**

Name: Marquez, Desiree  
From: Coordinator, Student Veterans  
Services & Scholarships  
Range/Step: A-109, Step 5 Salary: \$6,124.58/month  
Job FTE: 1.00/12 months  
To: Supervisor, Special Programs New: Yes  
Department: Financial Aid  
Range/Step: S-8, Step 1 Salary: \$6,612.67/month  
Job FTE: 1.00/12 months  
Effective: 10/25/12

Name: Robles, Tannia  
From: Student Services Outreach Specialist  
Range/Step: A-59, Step 6 Salary: \$3,910.15/month  
Job FTE: 1.00/12 months  
To: Supervisor, High School Outreach New: Yes  
Department: High School Outreach  
Range/Step: S-8, Step 1 Salary: \$6,612.67/month  
Job FTE: 1.00/12 months  
Effective: 10/25/12

**TEMPORARY EMPLOYMENT**

**Substitute Employees**

Per employment list (see Page 9).

**SUBJECT:** Personnel Transactions

---

**DATE:** October 24, 2012

**TEMPORARY EMPLOYMENT** (continued)

**Hourly Non-Academic Employees**

Per employment list (see Pages 9 and 10).

**Professional Experts Employees**

Per employment list (see Pages 10 through 12).

**Student Employees**

Per employment list (see Pages 12 through 19).

**ACADEMIC EMPLOYMENT**

**Initial Salary Placement Adjustment**

Name:	Clements, Todd	New:	Yes
Position:	Professor, Chemistry		
Department:	Chemistry		
Column/Step	Column III, Step 6	Salary:	\$79,061.00/annual
Job FTE:	1.00/10 months		
Effective:	8/27/12		
Remarks:	Initially placed on Column III, Step 4		

**Banking Leaves of Absences with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Chen, Jenny	Chemistry	0.25	Spring 2013
Faraone, Teresa	Consumer Science & Design Tech.	15	Spring 2013
Golden, Dafna	Geography & Political Science	6.75	Spring 2013
Huang, Shui-lien	Computer Information Systems	15	Spring 2013
Kido, Janine	Biological Sciences	15	Spring 2013
Mc Gowan, Richard	Continuing Education	15	Spring 2013
Rillorta, Linda	Sociology & Philosophy	5.25	Spring 2013
Scott, Sarah	Biological Sciences	6	Spring 2013
Whalen, Margaret	English, Literature and Journalism	11	Spring 2013
Wolf, Phillip	Physics & Engineering	0.25	Spring 2013

**Approval of Stipend**

*Master's Degree - \$1,500*

Solene Halabi, Professor, Foreign Languages, effective 8/27/12

**President's College Champion Award Recipient**

Jim Gau, Professor, Computer Information Systems - \$500

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Faculty Intern**

<u>Faculty Name</u>	<u>Department</u>	<u>Mentor</u>	<u>Semester</u>
Sanchez, Ivan	Sociology	Gallarde, Marlene	Fall 2012

**Leave of Absence without Pay**

Ford, Kelly, Professor, Kinesiology, Athletics &amp; Dance, effective 10/5/12–6/30/13

**Salary Advancement for Full-Time Faculty Column Crossover - 2012-13**

Coursework and/or Degree earned

Name:	Ma, Jannie		
Position:	Professor, Learning Assistance	New:	No
Department:	Learning Assistance		
Column/Step	Column III, Step 12	Salary:	\$97,920.00/annual
Job FTE:	1.00/10 months		
Effective:	11/1/12		
Remarks:	Column Crossover from Col II, Step 11		

Name:	McMullin, Janet		
Position:	Professor, Mathematics	New:	No
Department:	Mathematics, Computer Science		
Column/Step	Column III, Step 12	Salary:	\$97,920.00/annual
Job FTE:	1.00/10 months		
Effective:	8/27/12		
Remarks:	Column Crossover from Col II, Step 11		

Name:	Tran, Niki		
Position:	Professor, Interior Design	New:	No
Department:	Consumer Sci. and Design Technologies		
Column/Step	Column II, Step 5	Salary:	\$71,972.00/annual
Job FTE:	1.00/10 months		
Effective:	10/1/12		
Remarks:	Column Crossover from Col I, Step 5		

**Approval of Payment for Work Experience Instructor/Coordinator – 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>
Shum, Mee	6	\$792.29

**SUBJECT:** Personnel Transactions

**DATE:** October 24, 2012

**Student Interns**

Tara Bernard, DSP&S, University of Redlands, effective 9/21/12-12/14/12

Nathan Newman, Counseling, University of La Verne, effective 9/20/12-12/14/12 and 1/7/13-1/31/13

Allen Wang, Counseling, California State University, Long Beach, effective 8/27/12-12/14/12

Courtney Wong, DSP&S, University of Redlands, effective 9/21/12-12/14/12

**Additional Assignments**

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Adele, David	Music	Faculty Performer/ Music Faculty Showcase	10/20/12	\$45.55/hr. Not to exceed \$110
Altmire, Matthew	Music	Percussion Rehearsal Assistant Coach/Wind Ensemble Percussion Ensemble Program	9/24/12– 10/10/12	\$45.55/hr. Not to exceed \$600
Cahow, Matthew	Music	Faculty Performer/ Music Faculty Showcase	10/20/12	\$48.80/hr. Not to exceed \$110
Chevalier, Angelis	Music	Faculty Performer/ Music Faculty Showcase	10/26/12	\$42.52/hr. Not to exceed \$110
Domingues, Cameron	Music	Faculty Performer/ Music Faculty Showcase	10/26/12	\$47.14/hr. Not to exceed \$110
Domingues, Cameron	Music	Saxophone Choir Coach/Wind Ensemble Chamber Winds Saxophone	9/7/12– 11/18/12	\$47.14/hr. Not to exceed \$600
Kantenwein, Karin	Music	Faculty Performer/ Music Faculty Showcase	10/26/12	\$41.09/hr. Not to exceed \$110
Kantenwein, Karin	Music	Flute Trio Coach/Wind Ensemble Chamber Winds Flute Program	9/7/12- 11/16/12	\$41.09/hr. Not to exceed \$600

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Additional Assignments** (continued)

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Klassen, Masako	Music	Piano Ensemble Coach/Chamber Winds Piano Ensemble Program	9/7/12– 11/18/12	\$47.14/hr. Not to exceed \$600
Kuo, Tiffany	Music	Faculty Performer/ Music Faculty Showcase	10/26/12	\$44.01/hr. Not to exceed \$110
LoPiccolo, Joseph	Music	Faculty Performer/ Music Faculty Showcase	10/20/12	\$45.55/hr. Not to exceed \$110
Mahpar, Steve	Music	Faculty Performer/ Music Faculty Showcase	10/20/12	\$41.09/hr. Not to exceed \$110
Myers-McKenzie, Laurel	Music	Faculty Performer/ Music Faculty Showcase	10/26/12	\$42.52/hr. Not to exceed \$110
Shiao, Irene	Music	Faculty Performer/ Music Faculty Showcase	10/26/12	\$44.01/hr. Not to exceed \$110
Shiao, Irene	Music	String Coach/ Chamber Winds Wind Ensemble String Program	9/7/12– 11/18/12	\$44.01/hr. Not to exceed \$600
Stuntz, Lori	Music	Brass Ensemble & Quintet Coach/ Chamber Winds Wind Ensemble Brass Program	9/7/12– 11/18/12	\$45.55/hr. Not to exceed \$600
Worsley, Margaret	Music	Clarinet Choir Coach/ Chamber Winds Wind Ensemble Woodwind Program	9/7/12– 11/18/12	\$41.09/hr. Not to exceed \$600

**SUBJECT:** Personnel Transactions

**DATE:** October 24, 2012

### **MANAGEMENT EMPLOYMENT**

#### **Renewal of Management Contract 7/1/12–6/30/14**

Jeanne Marie Velickovic, Associate Dean, Humanities and Social Sciences

#### **Promotion**

Name: Cerda, Manuel  
 Position: Assistant Director, Financial Aid      New: No  
 Department: Financial Aid  
 Range/Step: M-10, Step 4 + L1      Salary: \$8,172.32/month  
 Job FTE: 1.00/12 months  
 Effective: 10/25/12  
 Remarks: Previously Financial Aid Systems Specialist

#### **Resignation**

Terri Hampton, Director, Human Resources, effective 9/25/12

### **TEMPORARY EMPLOYMENT**

#### **Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Homs, Bishara	Custodian	Custodial Services	16.98	10/04/12-06/30/13
Perez, Donna	Clerical Assistant	Adult Basic Education	16.49	10/25/12-12/20/12
Presti, Cody	Grounds Equip. Oper.	Grounds	17.84	09/05/12-06/28/13
Williams, Jerry Jr.	Custodian	Custodial Services	16.98	09/05/12-06/30/13

#### **Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Vivian	General Campus Worker	Earth Sciences, Astronomy	8.00	09/04/12-06/30/13
Amerman, Daniel	Model	Fine Arts	21.00	10/25/12-06/30/13
Bermudez, Loraine	Secretarial Aide	Adult Basic Education	11.88	10/25/12-06/30/13
Chang, Cheng Lin	Tutor II	Learning Assistance Ctr.	9.25	10/25/12-06/30/13
Conrad, Mark	Lab. Assistant – Bus.	Business Division	13.27	10/25/12-06/30/13
Destefano, Michael	Study Skills Assistant III	The Writing Center	12.48	10/25/12-06/30/13
Guest, Matthew	Tutor II	Tutorial Services	9.25	10/25/12-06/30/13
Lyons, Casey	Tutor II	Tutorial Services	9.25	10/25/12-06/16/13
Manahan, Justinne	Study Skills assistant I	Learning Assistance Ctr.	10.27	08/27/12-02/17/13
Mc Pheeters, Kelsey	Study Skills Assistant I	Tutorial Services	10.27	09/13/12-06/30/13
Mendez, Yvonne	Caseworker Aide	EOPS/CARE/CalWORKs	11.88	09/01/12-12/20/12
Nguyen, Cathy	Tutor II	LAC-Tutorial Services	9.25	09/13/12-06/30/13
Piercy, Mary L	Study Skills Assistant III	LAC-Tutorial Services	12.48	10/25/12-06/30/13
Quintero, Catalina	Study Skills Assistant II	Learning Assistance Ctr.	11.32	08/27/12-02/17/13
Ramirez, Raina	Model	Fine Arts	21.00	09/13/12-06/30/13

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Randall, Nicole	General Campus Worker	Earth Sciences, Astronomy	8.00	08/22/12-06/30/13
Rivera, Maria	Study Skills Assistant II	Tutorial Services	11.32	08/23/12-06/30/13
Roeske, Alison	Study Skills Assistant III	The Writing Center	12.48	10/24/12-02/17/13
Sanchez Cantu, Carmen	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Silvestre, Sarah	Study Skills Assistant I	Tutorial Services	10.27	08/23/12-02/24/13
Terrell, Craig	Model	Fine Arts	21.00	10/25/12-06/28/13
Valencia, Juana	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Wolf, Zephram	Study Skills Assistant I	Tutorial Services	10.27	10/25/12-02/17/13
Wong, William	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13

**Professional Expert Employee – New Assignment**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lopez-Sanchez, Lisbet	Account Technician I	Fiscal Services	23.15	11/02/12-06/30/13

**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Abbott, Christopher	EMS Licensing Exam. III	Medical Services	25.00	09/25/12-06/30/13
Abbott, Christopher	Paramedic Specialist	Medical Services	15.60	09/25/12-06/30/13
Alonzo, Jason	Lecturer-Fire Tech.	Kinesiology	37.26	09/01/12-06/28/13
Alvarado, Angel	Game Day Personnel	Kinesiology	10.00	08/27/12-02/24/13
Avila, Minerva	Technical Expert I	Nursing	35.00	09/14/12-06/30/13
Barbagallo, Tanina	Program Administrator	Adult Basic Education	60.00	09/17/12-06/30/13
Barnes, George	Recruiting Coordinator	Kinesiology	25.00	08/28/12-02/24/13
Benz, Sandra	Registered Vet. Tech.	Agricultural Sciences	12.48	09/10/12-06/30/13
Bernal, Eva	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Biller, Valerie	Event Supervisor II	Technical Services	13.75	09/20/12-06/30/13
Bills, Travis	Lecturer-Fire Tech.	Fire Technology	37.26	09/06/12-06/30/13
Blotzer, Kerry	Technical Expert II	Nursing	45.00	09/20/12-06/30/13
Cardoza, Leslie	Athletic Injury Spec. I	Kinesiology	22.00	08/01/12-06/28/13
Cinco, Talitha	Technical Expert II	Nursing	45.00	09/24/12-06/28/13
Collier, Tomeryl	Tutorial Specialist I	The Writing Center	17.00	08/27/12-02/17/13
Concepcion, Deogracias	Technical Expert II	Nursing	45.00	09/10/12-06/30/13
Dorough, Darlene	Interpreter III	Sign Language	30.00	08/27/12-06/16/13
Drahonovsky, Doris	Technical Expert II	Nursing	45.00	09/24/12-06/30/13
Dunn, Cindy	Tutorial Specialist III	Teacher Prep Institute	20.00	10/01/12-06/16/13
Ewing, Lynn	Technical Expert II	Nursing	45.00	09/17/12-06/30/13
Felix, Brian	Lecturer-Fire Tech.	Fire Technology	37.26	09/18/12-06/30/13
Freeman, Criss	Recruiting Coordinator	Kinesiology	25.00	09/04/12-06/30/13
Gaal, Anna	Technical Expert II	Nursing	45.00	09/10/12-06/30/13
Giacomazzi, Amber	Athletic Injury Spec. I	Kinesiology	22.00	07/01/12-06/28/13
Goodson, Kathy	Interpreter V	Sign Language	45.00	08/27/12-06/16/13
Gossett, Julie	Technical Expert II	Nursing	45.00	10/01/12-06/30/13
Greer, Valeria	Recruiting Coordinator	Kinesiology	25.00	08/27/12-06/30/13
Grove, Monica	Athletic Injury Spec. I	Kinesiology	22.00	08/01/12-06/28/13

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hirsch, Nathan	Game Day Personnel	Kinesiology	10.00	09/04/12-06/30/13
Ihrke, Junko	Teaching Aide	Adult Basic Education	13.27	09/17/12-06/30/13
Jasinski, Barbara	House Manager I	Technical Services	10.75	09/01/12-06/30/13
Jenkins, Tina	Interpreter V	DSP&S	45.00	08/27/12-06/30/13
Jenkins, Tina	Interpreter V	Sign Language	45.00	08/27/12-06/16/13
Kamaka, Ron	Project Coordinator	Kinesiology	35.00	08/27/12-06/30/13
King, Deborah	Interpreter IV	Continuing Education	38.00	09/11/12-06/30/13
King, Deborah	Interpreter IV	DSP&S	38.00	08/29/12-06/30/13
Kwan, Tomoko	Tutorial Specialist I	Tutorial Services	17.00	08/27/12-06/30/13
Lopez, Carolina	Project/Program Aide	ACES	25.00	07/01/12-06/30/13
Lopez, German	Game Day Personnel	Kinesiology	10.00	09/12/12-06/30/13
Lopez, Steven	House Manager I	Technical Services	10.75	09/01/12-06/30/13
Lyons, Casey	Tutor II	LAC - Tutorial Services	9.25	10/05/12-06/30/13
Macias, Brian	Proctor, EMT	Medical Services	12.48	09/18/12-06/30/13
Matthiesen, Evelyn	Technical Expert II	Business Division	45.00	09/06/12-06/30/13
Maxwell, Lan	Lecturer-Fire Tech.	Kinesiology	37.26	09/01/12-06/28/13
McKinley, Jonathan	Lecturer-Fire Tech.	Fire Technology	37.26	09/06/12-06/30/13
Meeker, Kent	EMS Licensing Exam. III	Medical Services	25.00	09/24/12-06/30/13
Mestas, Sara	Cashier III	Bursar's Office	10.00	08/27/12-09/10/12
Morris, Jabari	Lecturer-Fire Tech.	Kinesiology	37.26	09/01/12-06/28/13
Musselman, Robert	EMS Licensing Exam. III	Medical Services	25.00	08/01/12-06/30/13
Musselman, Robert	Paramedic Specialist	Medical Services	15.60	08/01/12-06/30/13
Nelson, Tye	Lecturer-Fire Tech.	Fire Technology	37.26	09/06/12-06/30/13
Ortiz Zuniga, Jose	FAA Certified Lab Asst.	Aircraft Maintenance	15.00	09/27/12-06/30/13
Ortiz, Jose	Event Supervisor II	Kinesiology	13.75	10/01/12-06/30/13
Padilla, Horacio	Interpreter IV	Sign Language	30.00	05/01/12-05/31/12
Padilla, Ricardo	Athletic Injury Spec. I	Kinesiology	22.00	07/01/12-06/28/13
Pai, Vanessa	Athletic Injury Spec. I	Kinesiology	22.00	07/01/12-06/28/13
Pang, Bonnie	Theatrical Rigger I	Technical Services	12.50	08/27/12-06/28/13
Reyes, Angelito	Technical Expert II	Nursing	45.00	08/27/12-06/30/13
Rodriguez, Berenice	Instructional Aide	Child Development Center	8.00	08/27/12-02/22/13
Rodriguez, Guillermina	Technical Expert II	Nursing	45.00	09/17/12-06/30/13
Rohrenbacher, Jennifer	Fitness Trainer I	Continuing Education	12.48	09/04/12-06/30/13
Rohrenbacher, Jennifer	Lecturer	Continuing Education	19.76	09/04/12-06/30/13
Rueter, Jill	Athletic Injury Spec. I	Kinesiology	22.00	07/01/12-06/28/13
Saleff, Mary	Technical Expert II	Nursing	45.00	09/10/12-06/30/13
Saw, Amanda	Technical Expert I	Nursing	35.00	09/14/12-06/30/13
Scheener, Brenda	Project/Program Aide	Business Division	19.76	07/01/12-06/30/13
Shanahan, Maggie	Aquatics Assistant III	Continuing Education	12.00	08/27/12-06/30/13
Stephenson, Jennifer	Interpreter V	Sign Language	45.00	08/27/12-06/16/13
Stuard, Elizabeth	Interpreter III	Continuing Education	30.00	09/11/12-06/30/13
Tasedan, Hisano	Athletic Injury Spec. I	Kinesiology	22.00	07/01/12-06/28/13
Taylor, Carsandra	Athletic Injury Spec. I	Kinesiology	22.00	07/01/12-06/28/13
Tinson, Kiser	Lecturer-Fire Tech.	Fire Technology	37.26	09/25/12-06/30/13
Todd, Douglas	Project Coordinator	Kinesiology	35.00	08/27/12-06/30/13
Topete, Octavio	Fitness Trainer I	Continuing Education	12.48	09/04/12-06/30/13

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Tsai, Wilson	Proctor, EMT	Medical Services	12.48	09/10/12-06/30/13
Tsay, Jeffrey	Paramedic Specialist	Medical Services	15.60	09/12/12-06/30/13
Tyson, Erin	Not-For-Credit Instr. II	The Writing Center	45.00	09/01/12-12/16/12
Valderrama, Mario	Lecturer-Fire Tech.	Fire Technology	37.26	09/01/12-06/28/13
Vega, Gilbert	Fitness Trainer I	Continuing Education	12.48	09/04/12-06/30/13
Vega, Gilbert	Lecturer-Fire Tech.	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
Virdi, Masako	Tutorial Specialist IV	Tutorial Services	23.22	08/27/12-06/30/13
Vorndran, JoAnn	Technical Expert II	Nursing	45.00	09/02/12-06/30/13
White, Shelby	Project/Program Aide	Continuing Education	19.76	08/06/12-06/30/13
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
Zaldivar, Leo	House Manager I	Technical Services	10.75	09/01/12-06/30/13

**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Abdalla, Hosam	Student Assistant V	Technology & Health	12.50	09/24/12-02/24/13
Aceves, Teresa	Student Assistant V	Agricultural Sciences	12.50	08/27/12-02/24/13
Acosta, Gabriela	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Aguilera, Nathan	Student Assistant III	Technology & Health	10.00	10/01/12-02/24/13
Akramian, Naseem	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Alcala, Marlene	Student Assistant II	Continuing Education	8.75	08/27/12-02/24/13
Alcantar, Alexander	Student Assistant I	Child Development Center	8.00	09/07/12-02/22/13
Alvarado, Paola	Student Assistant II	Counseling	8.75	08/27/12-12/21/12
Alvarran, Silvia	Student Assistant IV	Family and Consumer Sci.	11.25	09/24/12-02/22/13
Andrzejewski, Britnee	Student Assistant II	Agricultural Sciences	8.75	08/27/12-02/24/13
Aneke, Eric	Student Assistant II	The Writing Center	8.75	08/27/12-02/07/13
Antillon, Brandon	Student Assistant II	Physics	8.75	08/27/12-02/22/13
Antillon, Brandon	Student Assistant III	Architecture	10.00	08/27/12-02/24/13
Arellano Quintana, Brenda	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Ayad, Andre	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Bailey, Alan	Student Assistant V	Radio & Television	12.50	09/04/12-02/22/13
Bailey, Carly	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Baker, Megan	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Balsiger, Joel	Student Assistant II	Agricultural Sciences	8.75	08/27/12-02/24/13
Barranco, Jacqueline	Student Assistant I	Biological Sciences	8.00	09/05/12-12/15/12
Barranco, Jacqueline	Student Assistant II	Wildlife Sanctuary	8.75	09/04/12-02/22/13
Barroso, Crystal	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Bates, Chelsea	Student Assistant I	Agricultural Sciences	8.00	08/28/12-02/24/13
Bausa, Jerad	Student Assistant IV	Teacher Prep. Institute	11.25	09/10/12-02/22/13
Baylosis, Sunshine	Student Assistant I	Child Development Center	8.00	09/06/12-02/22/13
Beck, Weston	Student Assistant III	Tutorial Services	10.00	09/04/12-02/17/13
Beckham, Sarah	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Bedard, Adrian	Student Assistant III	Tutorial Services	10.00	09/04/12-02/17/13
Benson, Steven	Student Assistant IV	Fire Technology	11.25	09/11/12-02/15/13

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Berdin, Leandra	Student Assistant III	EOPS/CARE/CalWORKs	10.00	09/04/12-12/20/12
Bernal, Stephanie	Student Assistant II	Technical Services	8.75	09/07/12-02/17/13
Biddle, Charles	Student Assistant III	High School Outreach	10.00	09/15/12-02/22/13
Bolden, Danielle	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Bougard, Demetri	Student Assistant IV	ACES	11.25	10/02/12-12/07/12
Boutros, Nicole	Student Assistant I	EOPS/CARE/CalWORKs	8.00	08/27/12-12/20/12
Brambila, Alexander	Student Assistant III	High School Outreach	10.00	09/15/12-02/22/13
Briggs, Charles	Student Assistant IV	Student Support Services	11.25	09/01/12-12/07/12
Briggs, Charles	Student Assistant V	Tutorial Services	12.50	09/04/12-02/17/13
Brown, Chester	Student Assistant V	Tutorial Services	12.50	08/27/12-02/17/13
Brown, Russell	Student Assistant V	Technology & Health	12.50	09/24/12-02/24/13
Brunson, Naomi	Student Assistant I	Agricultural Sciences	8.00	08/27/12-02/24/13
Bustamante, Rosie	Student Assistant I	DSP&S	8.00	09/24/12-12/14/12
Cabrera, Jorge	Student Assistant IV	Upward Bound	11.25	08/27/12-12/22/12
Cabrera, Michelle	Student Assistant I	DSP&S	8.00	09/13/12-12/14/12
Caceres, Melanie	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Cadiz, Lisbeth	Student Assistant III	Child Development Center	10.00	09/04/12-02/22/13
Calderon, Phillip	Student Assistant IV	The Writing Center	11.25	11/01/12-02/17/13
Calvillo, Jennifer	Student Assistant II	Child Development Center	8.75	08/27/12-02/22/13
Cantu, Martin	Student Assistant III	Tutorial Services	10.00	09/04/12-02/17/13
Caracheo, Fatima	Student Assistant I	Welding	8.00	09/06/12-02/14/13
Carlos, Andres	Student Assistant V	Commercial & Enter. Arts	12.50	09/04/12-02/22/13
Casas, Daney	Student Assistant I	DSP&S	8.00	09/24/12-12/14/12
Chausse, Kristopher	Student Assistant V	Electronics	12.50	08/29/12-02/22/13
Chavez, Kevin	Student Assistant III	Tutorial Services	10.00	09/04/12-02/17/13
Chen, Hui	Student Assistant I	ESL	8.00	09/04/12-02/24/13
Chen, Yu Hao	Student Assistant III	Architecture	10.00	09/04/12-02/22/13
Chiang, Shang-Ting	Student Assistant III	High School Outreach	10.00	09/15/12-02/22/13
Combs, Kirsten	Student Assistant I	Music	8.00	09/04/12-02/24/13
Coronado, Leila	Student Assistant V	Tutorial Services	12.50	09/04/12-02/17/13
Cortes, Edgar	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Cortez, David	Student Assistant V	Tutorial Services	12.50	09/04/12-02/17/13
Cortez, Robert	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Cozart, Bryan	Student Assistant I	Biological Sciences	8.00	09/19/12-12/11/12
Crespin, Richard	Student Assistant III	Commercial & Enter. Arts	10.00	08/27/12-02/17/13
Cruz-Garcia, Edgar	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Cuesta, Daniel	Student Assistant V	Tutorial Services	12.50	08/30/12-02/17/13
Cuevas, Sarah	Student Assistant I	DSP&S	8.00	09/13/12-12/14/12
Davalos, Alexandria	Student Assistant II	Admissions & Records	8.75	08/27/12-02/24/13
Davalos, Salvador	Student Assistant IV	Hospitality Management	11.25	09/04/12-02/22/13
De Leon, Nancy	Student Assistant III	Child Development Center	10.00	09/04/12-02/22/13
Decosta, Robert	Student Assistant III	Music	10.00	08/27/12-02/17/13
Del Real, Javier	Student Assistant IV	Tutorial Services	11.25	08/27/12-02/17/13
Denison, Christopher	Student Assistant V	Electronics	12.50	08/29/12-02/22/13
Deskin, Shannon	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Deskin, Shannon	Student Assistant III	Continuing Education	10.00	09/17/12-02/24/13

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Dhillon, Amir	Student Assistant II	DSP&S	8.75	09/04/12-02/22/13
Diaz, Walter	Student Assistant II	Tutorial Services	8.75	09/04/12-02/17/13
Dominguez, Catalina	Student Assistant II	Biological Sciences	8.75	09/13/12-12/15/12
Dominguez, Maria	Student Assistant III	Architecture	10.00	09/28/12-02/15/13
Du, Hao	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Duckworth, Marc	Student Assistant I	DSP&S	8.00	09/24/12-12/14/12
Eccles, Samantha	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Eccles, Samantha	Student Assistant III	Continuing Education	10.00	09/17/12-02/24/13
Ejaz, Sanam	Student Assistant II	DSP&S	8.75	09/05/12-02/22/13
Elkins, Nicholas	Student Assistant III	Tutorial Services	10.00	08/27/12-02/17/13
Elsen, Tim	Student Assistant II	Tutorial Services	8.75	09/18/12-02/17/13
Escobedo, Bianca	Student Assistant I	Matriculation	8.00	09/24/12-02/17/13
Esparza, Rosana	Student Assistant III	Architecture	10.00	09/04/12-02/22/13
Estrada, Isaac	Student Assistant III	Tutorial Services	10.00	08/27/12-02/17/13
Ewing, Taylor	Student Assistant V	Aeronautics	12.50	09/17/12-02/22/13
Fallon, Madison	Student Assistant V	Tutorial Services	12.50	08/27/12-02/17/13
Fann, Carol	Student Assistant I	DSP&S	8.00	09/13/12-12/14/12
Fernandez, Antonio	Student Assistant III	Architecture	10.00	09/04/12-02/22/13
Fuentes, Mauricio	Student Assistant IV	Animation	11.25	08/27/12-02/22/13
Fuller, Rachel	Student Assistant I	Interior Design	8.00	09/04/12-02/22/13
Garbiso, Tiffany	Student Assistant I	Earth Science, Astronomy	8.00	08/27/12-02/22/13
Garcia, Adrian	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Garciaconde, Patricia	Student Assistant II	Academic Senate	8.75	08/27/12-02/15/13
Garrido, Olivia	Student Assistant II	Child Development Center	8.75	09/04/12-02/22/13
Gilbreath, Katherine	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Gonzales, Jeramy	Student Assistant III	Architecture	10.00	09/04/12-02/22/13
Gonzalez, Lauren	Student Assistant V	Child Development Center	12.50	09/01/12-02/22/13
Gonzalez, Luz	Student Assistant II	EOPS/CARE/CalWORKs	8.75	08/27/12-12/20/12
Hagen, Rebecca	Student Assistant I	Interior Design	8.00	09/04/12-02/22/13
Harvey, Tawnya	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Hasenbein, John	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Heckerson, Desirea	Student Assistant II	Biological Sciences	8.75	09/10/12-12/14/12
Hefley, Jacob	Student Assistant IV	ACES	11.25	09/24/12-02/15/13
Hernandez, Cecilia	Student Assistant I	ESL	8.00	09/04/12-02/24/13
Hernandez, Hugo	Student Assistant III	Architecture	10.00	09/04/12-02/22/13
Hernandez, Hugo	Student Assistant III	Drafting	10.00	08/27/12-02/24/13
Hernandez, Hugo	Student Assistant III	Technology & Health	10.00	08/06/12-08/24/12
Hernandez, Hugo	Student Assistant V	Technology & Health	12.50	09/28/12-02/15/13
Herrador, Gracie	Student Assistant IV	Learning Assistance Ctr.	11.25	08/27/12-12/20/12
Hidajat, Felicia	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Hill, Alexandria	Student Assistant II	Technical Services	8.75	09/05/12-02/17/13
Ho, Ying Hsing	Student Assistant V	Tutorial Services	12.50	08/27/12-02/17/13
Hoching, Tauvaga	Student Assistant III	Kinesiology	10.00	09/05/12-02/24/13
Huerta, Anthony	Student Assistant V	Agricultural Sciences	12.50	08/27/12-02/24/13
Huynh, Kha	Student Assistant III	Tutorial Services	10.00	09/07/12-02/17/13
Jett, Dakota	Student Assistant III	Tutorial Services	10.00	08/27/12-02/17/13

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Johnson, Antonianisia	Student Assistant I	DSP&S	8.00	09/24/12-12/14/12
Johnson, Duane	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Johnson, Heather	Student Assistant III	EOPS/CARE/CalWORKs	10.00	09/04/12-12/20/12
Jones, Dominic	Student Assistant II	Admissions & Records	8.75	08/27/12-02/24/13
Jones, Jonathan	Student Assistant III	Architecture	10.00	08/27/12-02/24/13
Jordan, Joshua	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Jordan, Pamela	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Juan, Kristal	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Kasten, Florinda	Student Assistant III	Landscape Design	10.00	10/03/12-02/22/13
Ketagodage Don, Naveen	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Khan, Akram	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Kim, Grace	Student Assistant II	DSP&S	8.75	08/27/12-02/22/13
Kim, Sewan	Student Assistant II	Biological Sciences	8.75	09/07/12-12/15/12
Kirton, Brittney	Student Assistant I	DSP&S	8.00	09/13/12-12/14/12
Klinton, Panida	Student Assistant I	Chemistry	8.00	08/27/12-12/14/12
Lam Yi, James	Student Assistant I	EOPS/CARE/CalWORKs	8.00	08/27/12-12/20/12
Lam, Chi Man	Student Assistant III	Agricultural Sciences	10.00	09/04/12-02/22/13
Landa, Daisy	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Lara, Stephanie	Student Assistant I	DSP&S	8.00	09/13/12-12/14/12
Lee, Christine	Student Assistant V	Tutorial Services	12.50	08/27/12-02/17/13
Lennear, Claudia	Student Assistant V	Tutorial Services	12.50	09/04/12-02/17/13
Lew, Toni	Student Assistant I	Agricultural Sciences	8.00	08/26/12-02/24/13
Lewis, John	Student Assistant II	The Writing Center	8.75	09/25/12-02/17/13
Li, Ji Yang	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Liang, Kevin	Student Assistant I	Counseling	8.00	08/27/12-12/21/12
Lising, Jacquelyn	Student Assistant V	Tutorial Services	12.50	09/04/12-02/17/13
Liu, Yue	Student Assistant III	Tutorial Services	10.00	09/12/12-02/17/13
Lontok, Chris	Student Assistant V	Medical Services	12.50	08/30/12-02/08/13
Lopez, Izamar	Student Assistant III	Architecture	10.00	09/25/12-02/22/13
Lopez, Jasmin	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Lopez, Marisol	Student Assistant IV	Tutorial Services	11.25	09/04/12-02/17/13
Lu, Alice	Student Assistant V	Tutorial Services	12.50	08/27/12-02/17/13
Lugo, Brianna	Student Assistant I	Technical Services	8.00	09/21/12-02/24/13
Lugo, Jeannine	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Luna, Daniel	Student Assistant II	Tutorial Services	8.75	09/04/12-02/17/13
Ma, Isaiah	Student Assistant III	Tutorial Services	10.00	09/04/12-02/17/13
Machuca, Patty	Student Assistant II	Agricultural Sciences	8.75	08/27/12-02/24/13
Mancera, Agustin	Student Assistant I	ESL	8.00	09/04/12-02/24/13
Mancera, Agustin	Student Assistant III	Fashion	10.00	09/04/12-02/22/13
Mancilla, Cassie	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Marroqui, Samantha	Student Assistant II	Counseling	8.75	08/27/12-12/21/12
Martinez, Alex	Student Assistant II	LAC - Tutorial Services	8.75	09/18/12-02/17/13
Martinez, Amanda	Student Assistant III	High School Outreach	10.00	09/15/12-02/22/13
Martinez, Santana	Student Assistant I	Child Development Center	8.00	08/27/12-02/22/13
Melendez, Carlos	Student Assistant IV	Commercial & Enter. Arts	11.25	08/27/12-02/17/13
Melone, Michael	Student Assistant I	ESL	8.00	09/04/12-02/24/13

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Mendez, Joseph	Student Assistant IV	Learning Assistance Ctr.	11.25	08/27/12-02/24/13
Mendoza, Nancy	Student Assistant I	Child Development Center	8.00	09/24/12-02/22/13
Meraz, Stephen	Student Assistant III	Agricultural Sciences	10.00	08/26/12-02/24/13
Merino, Mika	Student Assistant III	Tutorial Services	10.00	09/07/12-02/17/13
Migallos, Moses	Student Assistant V	Emergency Services	12.50	09/18/12-02/15/13
Moore, Casey	Student Assistant II	Agricultural Sciences	8.75	08/27/12-02/24/13
Moore, Casey	Student Assistant III	Continuing Education	10.00	09/17/12-02/24/13
Morales, Erika	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Moreno, Damien	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Mosavi, Aarefah	Student Assistant II	Tutorial Services	8.75	09/04/12-02/17/13
Mosavi, Sayedah	Student Assistant III	Tutorial Services	10.00	09/04/12-02/17/13
Mowery, Blair	Student Assistant I	Agricultural Sciences	8.00	08/26/12-02/24/13
Munks, Tracey	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Nakata, David	Student Assistant IV	Fine Arts	11.25	09/06/12-02/17/13
Nava, Florie	Student Assistant III	Child Development Center	10.00	09/04/12-02/22/13
Nguyen, An	Student Assistant II	Biological Sciences	8.75	09/20/12-12/15/12
Nguyen, Huy	Student Assistant V	Theater	12.50	09/26/12-02/17/13
Nguyen, Matthew	Student Assistant III	Mathematics, Comp. Sci.	10.00	08/27/12-02/22/13
Noboa, Christian	Student Assistant V	Medical Services	12.50	10/01/12-02/15/13
Nunez, Berenice	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Obst, Amanda	Student Assistant III	Counseling	10.00	09/15/12-02/22/13
Ochoa, Joseph	Student Assistant IV	Commercial & Enter. Arts	11.25	09/18/12-02/17/13
Ochoa, Orlando	Student Assistant I	Agricultural Sciences	8.00	09/01/12-02/24/13
Ordaz, Lorena	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Orlik, David	Student Assistant V	Medical Services	12.50	09/10/12-02/15/13
Orozco, Ryan	Student Assistant IV	ACES	11.25	10/01/12-12/07/12
Ortega, Lilliana	Student Assistant V	Photography	12.50	09/04/12-02/22/13
Osuna, Gabriela	Student Assistant III	Radio & Television	10.00	08/27/12-02/17/13
Palafox, Carlos	Student Assistant III	Kinesiology	10.00	09/06/12-02/24/13
Palomares, Susana	Student Assistant IV	Counseling	11.25	08/27/12-12/21/12
Pantoja, Eric	Student Assistant IV	Tutorial Services	11.25	09/01/12-02/17/13
Paquillo, Maelynn	Student Assistant I	Kinesiology	8.00	08/27/12-02/24/13
Pasillas, Marissa	Student Assistant II	Medical Services	8.75	08/27/12-02/15/13
Perez, Jorge	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Pham, Tuan	Student Assistant V	Tutorial Services	12.50	08/27/12-02/17/13
Pineda, Christina	Student Assistant II	Continuing Education	8.75	08/27/12-02/24/13
Pineda, John	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Porras, Victoria	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Poveda, Vannessa	Student Assistant III	Theater	10.00	08/27/12-02/17/13
Powers, Randy	Student Assistant I	Earth Science, Astronomy	8.00	08/01/12-02/22/13
Pulido, Adriel	Student Assistant III	DSP&S	10.00	08/30/12-02/22/13
Quintana, Krystal	Student Assistant I	ESL	8.00	08/27/12-02/24/13
Quiroz, Vanessa	Student Assistant III	Child Development Center	10.00	08/27/12-02/22/13
Ramirez, Rocio	Student Assistant II	DSP&S	8.75	09/05/12-02/22/13
Ramos, Rolando	Student Assistant III	Nutrition & Foods	10.00	09/04/12-02/22/13

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Rebensdorf, Chase	Student Assistant II	Tutorial Services	8.75	09/17/12-02/17/13
Redinger, Haley	Student Assistant II	Chemistry	8.75	08/27/12-02/22/13
Rettig, Oswaldo	Student Assistant II	Tutorial Services	8.75	09/04/12-02/17/13
Reyna, Julio	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Roberts, Sterling	Student Assistant III	Music	10.00	08/27/12-02/17/13
Rodriguez, Jamin	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Rodriguez, Johnathan	Student Assistant I	Electronics	8.00	10/08/12-02/15/13
Rodriguez, Marco	Student Assistant IV	Fine Arts	11.25	09/12/12-02/17/13
Rodriguez, Paulina	Student Assistant II	Counseling	8.75	08/27/12-12/21/12
Rosas, Victoria	Student Assistant II	Counseling	8.75	08/27/12-12/21/12
Ruiz, Briana	Student Assistant III	Natural Sciences	10.00	08/27/12-02/22/13
Ruiz, Mark	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Ryle, Vicki	Student Assistant III	Radio & Television	10.00	08/27/12-02/17/13
Salas, Rayleen	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Salazar, Coreena	Student Assistant II	Biological Sciences	8.75	08/27/12-12/14/13
Salazar, Jeri	Student Assistant IV	Animation	11.25	09/04/12-02/22/13
Salazar, Jeri	Student Assistant IV	Commercial & Enter. Arts	11.25	08/27/12-02/17/13
Salgado, Lillian	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Salinas, Amber	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Samai, Jendi	Student Assistant II	DSP&S	8.75	09/04/12-02/22/13
San Miguel, Melissa	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Santos, Eric Brandon	Student Assistant I	ESL	8.00	10/01/12-02/24/13
Shearer, Lindsay	Student Assistant III	Music	10.00	08/27/12-02/17/13
Shelton, Rachel	Student Assistant II	DSP&S	8.75	08/27/12-02/22/13
Silva-Lopez, Ricardo	Student Assistant IV	Upward Bound	11.25	08/27/12-12/16/12
Simon, Jessica	Student Assistant II	Biological Sciences	8.75	09/05/12-12/15/12
Sit, Ngai	Student Assistant IV	ACES	11.25	10/03/12-12/07/12
Sit, Ngai	Student Assistant V	Tutorial Services	12.50	08/27/12-02/17/13
Snuggs, Lindsey	Student Assistant II	Tutorial Services	8.75	09/04/12-02/17/13
Soemardy, Citradewi	Student Assistant III	Tutorial Services	10.00	09/10/12-02/17/13
Soken, Kristina	Student Assistant III	Career & Transfer Services	10.00	09/04/12-02/22/13
Sosa, Felipe	Student Assistant I	Technical Services	8.00	09/28/12-02/24/13
Spolar, Joshua	Student Assistant III	Aeronautics	10.00	09/28/12-02/22/13
Stickley, Alison	Student Assistant III	Music	10.00	08/27/12-02/17/13
Stocker, Michael	Student Assistant I	Agricultural Sciences	8.00	08/27/12-02/24/13
Stokes, Camron	Student Assistant III	Student Life Office	10.00	10/03/12-02/24/13
Stopani, Karen	Student Assistant I	Counseling	8.00	08/27/12-12/21/12
Sumaran, Liliann	Student Assistant II	Child Development Center	8.75	09/04/12-02/22/13
Tamillo, Blanca	Student Assistant III	Agricultural Sciences	10.00	08/26/12-02/24/13
Tawney, James	Student Assistant V	Medical Services	12.50	09/05/12-02/24/13
Taylor, Monique	Student Assistant III	Counseling	10.00	08/27/12-02/15/13
Teguh, Mirandy	Student Assistant II	Tutorial Services/LAC	8.75	09/28/12-02/17/13
Tello, Kimberlyln	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Than, Kim	Student Assistant V	Tutorial Services	12.50	08/27/12-02/17/13
Thomas, Amanda	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12

**SUBJECT:** Personnel Transactions**DATE:** October 24, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Thompson, Chelsea	Student Assistant V	Commercial & Enter. Arts	12.50	09/04/12-02/22/13
Tiefenauer, Richard	Student Assistant II	Biological Sciences	8.75	10/02/12-12/15/12
Torres, Angel	Student Assistant IV	Teacher Prep. Institute	11.25	09/10/12-02/22/13
Torres, Julia	Student Assistant III	Business Division	10.00	09/03/12-02/22/13
Torres, Mark	Student Assistant III	Adult Basic Education	10.00	08/27/12-02/24/13
Tran, Huy	Student Assistant III	The Writing Center	10.00	08/27/12-02/17/13
Tran, Karen	Student Assistant V	Learning Assistance Ctr.	12.50	08/27/12-02/24/13
Tran, Steven	Student Assistant I	DSP&S	8.00	09/26/12-12/14/12
Troutman, Adrian	Student Assistant V	Tutorial Services	12.50	09/04/12-02/17/13
Uribe-Pitts, Andrea	Student Assistant III	Child Development Center	10.00	09/04/12-02/22/13
Valencia, Juana	Student Assistant I	Child Development Center	8.00	09/13/12-02/22/13
Valenzuela, Andrea	Student Assistant II	LAC - Tutorial Services	8.75	09/18/12-02/17/13
Valenzuela, Andrea	Student Assistant III	Mathematics, Comp. Sci.	10.00	08/27/12-02/22/13
Vargas, Melissa	Student Assistant I	DSP&S	8.00	09/24/12-12/14/12
Varona, Elise	Student Assistant III	The Writing Center	10.00	10/01/12-02/17/13
Velasquez, Damian	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Vendiola, Vincent	Student Assistant III	Tutorial Services	10.00	09/07/12-02/17/13
Villarreal, Angel	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Viola, Sarah	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Vittayarukskul, Ken	Student Assistant II	The Writing Center	8.75	09/25/12-02/17/13
Voltz, Donald	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Vossbug, Mercedes	Student Assistant II	The Writing Center	8.75	09/25/12-02/17/13
Wallis, Cody	Student Assistant I	Agricultural Sciences	8.00	08/27/12-02/24/13
Wang, Coco	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Weber, Jessica	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Weeks, James	Student Assistant III	Agricultural Sciences	10.00	08/26/12-02/24/13
Williams, Sydney	Student Assistant II	Admissions & Records	8.75	08/27/12-02/24/13
Winslow, Geoff	Student Assistant III	Agricultural Sciences	10.00	08/27/12-02/24/13
Wittenberg, Erin	Student Assistant I	ESL	8.00	09/04/12-02/24/13
Wong, Serena	Student Assistant III	Tutorial Services	10.00	08/27/12-02/17/13
Wong, William	Student Assistant I	Child Development Center	8.00	09/01/12-02/22/13
Woodcock, Jennifer	Student Assistant IV	The Writing Center	11.25	11/01/12-02/17/13
Yang, Yuhang	Student Assistant III	Tutorial Services	10.00	09/14/12-02/17/13
Ybanez, Richard	Student Assistant II	Biological Sciences	8.75	09/19/12-02/24/13
Yeung, Chun Ting	Student Assistant II	Tutorial Services	8.75	08/27/12-02/17/13
Ying, Anita	Student Assistant V	Architecture	12.50	09/11/12-02/15/13
Ying, Anita	Student Assistant V	Interior Design	12.50	09/07/12-02/22/13
Young, Aaron	Student Assistant III	Kinesiology	10.00	09/05/12-02/24/13
Young, Shennon	Student Assistant II	LAC - Tutorial Services	8.75	09/26/12-02/17/13
Zangenberg, Elizabeth	Student Assistant I	Photography	8.00	09/04/12-02/22/13
Zaporozhets, Valeria	Student Assistant III	Honors Program	10.00	07/02/12-08/18/12
Zaragoza, Maritza	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12
Zarate, Rene	Student Assistant III	Architecture	10.00	09/04/12-02/22/13
Zayas, Samantha	Student Assistant I	Biological Sciences	8.00	09/10/12-12/03/12
Zayas, Samantha	Student Assistant II	Biological Sciences	8.75	09/10/12-12/14/12

**SUBJECT:** Personnel Transactions

**DATE:** October 24, 2012

**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Zureta, Ingrid	Student Assistant I	DSP&S	8.00	09/12/12-12/14/12

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Collegiate Student Turf Team Challenge</u>	

**BACKGROUND**

The Mt. San Antonio College Turf Team requests permission to attend the 9<sup>th</sup> Annual Student Challenge at the Sports Turf Managers Association’s Annual Conference and Exhibition. This is a national competition for students pursuing sports turf management as a career. In addition to competing against top schools in the nation (both two- and four-year programs), the event gives students a chance to associate with top professionals in the industry. There will be multiple seminars and trade show exhibits for students to explore. Brian Scott and Chaz Perea will be the faculty advisors attending.

**ANALYSIS AND FISCAL IMPACT**

The conference will be held January 15-19, 2013, in Daytona Beach, FL. This year, Mt. SAC will be entering two four-student teams to represent the College at the 9<sup>th</sup> Annual Student Challenge. The anticipated cost of participating including transportation, accommodations, and meals for eight participants and two faculty advisors is \$10,300.

**Funding Sources**

Perkins, Associated Students, and private industry donations.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the planned trip to Daytona Beach, FL, for the eight students and two faculty advisors to participate in the 9<sup>th</sup> Annual Student Challenge at the Sports Turf Managers Association’s Annual Conference and Exhibition.

Prepared by: _____	Matthew Judd	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #20

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** 2012-13 Athletic Special Events, Expenditures, and Contracts

**BACKGROUND**

The Mt. SAC Athletic Special Events (Cross Country Invitational and Relays) require the following items to assist in the continual operation of this self-sustaining event. These events have a rich tradition and high level of national and international exposure. The 65<sup>th</sup> running of the Cross Country Invitational was held on October 19 and 20, and the 54<sup>th</sup> Mt. SAC Relays are scheduled for April 13, 18, 19, and 20, 2013.

**ANALYSIS AND FISCAL IMPACT**

The Mt. SAC Special Events are funded by a combination of entry fees, gate fees, advertising, parking fees, and booth rentals. In addition, Mt. SAC Relays receives sponsorships from outside sources including Puma, In-N-Out Burger, Robeks, City of Walnut, and Best Western Hotel.

Expenses for these events include:

- Promotional supplies as well as meals for volunteer workers and major media outlet representatives, not to exceed \$13,000;
- Sanctioning Fees (prepaid) not to exceed \$1,000, which allow Mt. SAC to host these events under the auspices of California Interscholastic Federation and USA Track and Field;
- West Coast Emergency Medical Services for ambulance services at approximately \$4,000;
- Baldwin Park Marriott to provide facilities for the annual banquets at \$4,000;
- Medals and awards, not to exceed \$50,000; and
- VIP expense reimbursement, not to exceed \$8,000.

The notoriety of these events brings in many VIPs, whose travel, lodging, and incidental expenses are reimbursed. In addition, a hospitality center will be established for these VIPs, which will include food and non-alcoholic beverages.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves these sponsorships, contracts, and expenses, as detailed above.

Prepared by: Joe Jennum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #21

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Chamber Singers and Singcopation to Perform at the Xinghai Prize International Choir Competition in Guangzhou, China</u>	

**BACKGROUND**

The Mt. San Antonio College Chamber Singers and Singcopation have been invited to participate in the prestigious Xinghai Prize International Choir Competition in Guangzhou, China, November 8-12, 2012. The Xinghai Competition is open only to choral groups that have already competed in the international arena. Under the direction of Bruce Rogers, these ensemble groups will perform alongside choirs from other countries including China, Germany, Sweden, Slovenia, Indonesia, Norway, and Russia.

Travel dates are November 5-14, 2012. Professors Bruce Rogers and Tiffany Kwo along with Mt. SAC staff member Porfirio Mojica will accompany 39 students and two accompanists/performers.

**ANALYSIS AND FISCAL IMPACT**

The total anticipated cost of this trip is \$50,000, which is primarily for travel. Expenses in China will be covered by the competition.

Funding Sources

Unrestricted General Fund and community/business donations.

**RECOMMENDATION**

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

Prepared by:	<u>Sue Long</u>	Reviewed by:	<u>Virginia R. Burley</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #22</u>

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** Chamber Singers to Perform at the American Choral Directors  
Association Conference in Dallas, TX

**BACKGROUND**

The Mt. San Antonio College Chamber Singers have been invited to perform at the American Choral Directors Association (ACDA) Western Division Conference in Dallas, TX. The ensemble, under the direction of Bruce Rogers, will be performing at the historic Meyerson Symphony Hall and Winspear Opera House. Travel dates are March 13-17, 2013.

The ACDA is the professional association for choral directors. ACDA offers the only choral educational events that include instructor-led hands-on workshops, master classes, and in-depth lectures from ACDA's top choral educators and performers.

**ANALYSIS AND FISCAL IMPACT**

The total anticipated cost of this trip is \$18,500.

**Funding Sources**

Unrestricted General Fund and student contributions.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Chamber Singers' performance at the American Choral Directors Association Conference in Dallas, TX, as presented.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #23

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Repairs and Upgrade to Radio Production Studios</u>	

**BACKGROUND**

In order to bring the College's six radio production studios up to current industry standards, it is necessary to retain the services of a qualified broadcast engineering firm. The Victor Group, located in Sherman Oaks, CA, is a highly specialized contract firm, well recognized within the Los Angeles area radio and television broadcast industry for their engineering expertise.

**ANALYSIS AND FISCAL IMPACT**

The College has received a quote of \$3,500 to complete the repairs and upgrade. As is standard within the radio and television broadcast industry, The Victor Group requires a deposit to begin the scope of work with the balance due ten days following completion.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment of \$3,500 to The Victor Group to repair and upgrade the College's four radio production studios, as detailed above.

Prepared by: Sue Long Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins Agenda Item: Consent #24

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** Personal and Home Care Aide State Training Program Grant: Activities  
and Acceptance of Funds

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled "Personal and Home Care Aide State Training (PHCAST) Program," funded by the Health Resources & Services Administration and passed through the California Community Colleges Chancellor's Office. The objectives of the grant are to: (1) review existing personal care aide curriculum being offered within the California Community College System and the Paraprofessional Healthcare Institute for selection of content and best practice elements; (2) develop model curriculum for personal care aides; and (3) implement the model curriculum and a recruitment process for eligible participants to enroll in the project.

**ANALYSIS AND FISCAL IMPACT**

The grant award is for third-year funding on a projected three-year award. The award amount is \$124,337. The third-year budget period is September 30, 2012, through September 29, 2013.

The funding agency has approved the expenditure of grant funds to support the following: salaries, employee benefits, equipment, instructional and non-instructional supplies and materials, travel/conference, parking/bus passes for students, CPR/first aid cards for students, program advertising, printing, food supplies/catering, and indirect costs. Permission is requested to purchase food and/or catering services and promotional materials for grant-related activities, not to exceed \$2,000.

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

**Funding Source**

Health Resources & Services Administration through California Community Colleges Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the PHCAST grant 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 #25

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Child Development Workforce Initiative Grant: Activities and</u> <u>Acceptance of Funds</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled “Child Development Workforce Initiative,” funded by the Los Angeles Universal Preschool. The purpose of the grant is to meet significant challenges that the early child care and education field has faced in attracting and maintaining a workforce that is adequately skilled, well prepared, and culturally and linguistically reflective of the children and families being served. The project will include a three-tier process that includes recruitment from high school, completion of Mt. SAC Child Development certificates and degrees, and transfer to a four-year university to complete a BA in Child Development or Early Childhood Education.

This grant will support student completion of Child Development permits, certificates, and transfer and degree requirements through dedicated advisement, workshops, coursework, and stipends for core members.

**ANALYSIS AND FISCAL IMPACT**

The grant augments the current grant by adding \$2,580, for a total of \$244,064.

The period of performance remains unchanged: July 1, 2012, through June 30, 2013.

**Funding Source**

Los Angeles Universal Preschool.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Child Development Workforce Initiative grant funds and approves the activities, 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 #26</u>

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** Asian American and Native American Pacific Islander-Serving  
Institutions Grant: Activities and Acceptance of Funds

**BACKGROUND**

Mt. San Antonio College currently has a grant titled "Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI)," funded by the U. S. Department of Education. The purpose of the project is to provide a networked link of services and activities to improve the academic achievement and personal development of AANAPISI students. The five main components of the project are: instructional support, counseling intervention, student development, professional development, and research and evaluation. The project's activities are aimed at addressing the AANAPISI program's competitive preference priorities of increasing the number and proportion of high-need students who persist in and complete postsecondary education and enabling data-based decision-making.

**ANALYSIS AND FISCAL IMPACT**

The grant award augments the current grant by adding \$72,385, for a total of \$472,384.

The Year Two performance period is unchanged, October 1, 2012, through September 30, 2013.

Cost categories include: hourly overload instructional salaries for the faculty participating in grant activities, student workers, tutors, professional development, and laptop computers for student use in the AANAPISI Center.

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

**Funding Source**

U. S. Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the AANAPISI grant 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 #27

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Child Development Center and Laboratory School Service Agreement with CenterTrack</u>	

**BACKGROUND**

As part of the funding terms and conditions of existing State contracts and Federal grants, the Mt. San Antonio College Child Development Center (CDC) completes multiple annual, bi-annual, quarterly, and monthly reports related to participants' program and funding eligibility and attendance. In addition, the Center processes invoices and collects tuition for services as part of its fee program. The CDC requests permission to use the CenterTrack program and software to gather, track, and maintain data necessary to complete required State and Federal reports and manage tuition payments and other fees for service for the 2012-13 academic year.

**ANALYSIS AND FISCAL IMPACT**

The term of the agreement with CenterTrack is twelve months, commencing October 25, 2012, through October 24, 2013. The cost for the first year startup and service, which includes a one-time license fee, system deployment, CDC staff training, transition support, and maintenance/service usage fees, shall not exceed \$7,895.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Child Development Center and service agreement with CenterTrack, as detailed above.

Prepared by: Tamika Addison/Joumana McGowan      Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins      Agenda Item: Consent #28

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** Career Technical Education Community Collaborative Grant:  
Acceptance of Funds

**BACKGROUND**

Mt. San Antonio College received an award notification for a sub-grant titled "San Gabriel Valley Career Technical Education (CTE) Community Collaborative – Round Five," funded by the California Community Colleges Chancellor's Office and in collaboration with Citrus College serving as the fiscal agent. The purpose of the collaborative project, which includes Citrus College, Rio Hondo College, and Mt. San Antonio College, is to provide opportunities for career exploration and development for high school and middle school students in the industry-related areas of energy and utilities. The grant includes teacher and faculty externships in business and industry, support for articulation with secondary programs in all career areas, curriculum development, CTE professional development for community college faculty and administrators, and outreach activities to increase student awareness of community college career programs.

**ANALYSIS AND FISCAL IMPACT**

Total funding for the grant award is \$90,000; grant funds are available from July 1, 2012, through November 30, 2013. Written notification of this award was received on September 15, 2012. As part of the grant activities, project staff may conduct activities that require marketing, promotional items, catering/food supplies, instructional and office supplies, and transportation.

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

**Funding Source**

California Community Colleges Chancellor's Office through Citrus College.

**RECOMMENDATION**

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

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #29

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Child Development Training Consortium Grant: Acceptance of Funds</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for a sub-grant titled “Child Development Training Consortium,” funded by the California Department of Education and passed through Yosemite Community College District. The purpose of the project is to address critical shortages in the number of licensed childcare center workers in California. The primary objective of the grant is to offer classes that meet the needs of the California Department of Education Child Development Division (CDD) and employees in CDD-funded programs. The College is eligible to generate up to 400 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit.

**ANALYSIS AND FISCAL IMPACT**

The sub-grant award totals \$10,000. The performance period for the sub-grant is September 1, 2012, through June 30, 2013.

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

**Funding Source**

California Department of Education through Yosemite Community College District.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Child Development Training Consortium grant funds.

Prepared by: <u>Barbara McNeice-Stallard</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #30</u>

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** Workforce Innovation Partnerships Grant: Activities and Acceptance  
of Funds

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled "Workforce Innovation Partnerships," funded by the California Community Colleges Chancellor's Office. The purpose of the grant is to:

- continue to refine the cross-disciplinary Industrial Design Engineering (IDE) program;
- strengthen articulation with high schools in IDE coursework;
- build a stronger IDE advisory board;
- offer work-related experiences through student clubs/competitions;
- provide student case management and tracking;
- work with industry to create student internships and externships for faculty involved in the four IDE disciplines;
- create clear career pathways, and
- leverage existing resources to strengthen the IDE program's reach and impact.

**ANALYSIS AND FISCAL IMPACT**

The grant award is \$218,750. The period of performance is November 1, 2012, through November 30, 2014.

The funding agency has approved the expenditure of grant funds to support the following:

- faculty reassigned time and/or overload to develop and implement grant activities and participate in industry externships;
- non-instructional salaries for a job developer, lab technicians, tutors, and related support;
- employee benefits; instructional and non-instructional supplies and materials including promotional items for student competitions/events; consultant services for high school personnel participating in activities;
- travel/conference for participants including students and non-Mt. SAC employees;
- publication/duplication costs; and
- food services/catering.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #31

**SUBJECT:** Workforce Innovation Partnerships Grant: Activities and Acceptance of Funds

**DATE:** October 24, 2012

Permission is requested for the following, as specified in the grant budget:

- Purchase food and/or catering services for advisory board meetings, faculty/counselor workshops, and other grant-related meetings, not to exceed \$5,000.
- Purchase promotional items for student competitions/events, not to exceed \$5,000.
- Funding for students and non-College employees to participate in grant-related travel and conference activities, which may be in-state or out-of-state.

Funding Source

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b> <u>October 24, 2012</u>		<b>CONSENT</b>
<b>SUBJECT:</b> <u>Continuing Education Division Additions and Changes</u>		

**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
ESWC Exercise Session Cards: <ul style="list-style-type: none"> <li>• Cardio Circuit Training</li> <li>• Body Contouring</li> <li>• Cardio Dance</li> </ul>	Topete, Octavio Brunzell, Brook Hurter, Shell	Hourly Hourly Hourly	\$40 \$45 \$45
Air Traffic Control Radar Simulation: <ul style="list-style-type: none"> <li>• Basic</li> <li>• Intermediate</li> <li>• Advanced</li> </ul>	Staff	40% 40% 40%	\$140 \$140 \$140

2. Community Services - Program Changes

Course Title/Program	From	To
How to Save Money While Repairing Your Own Plumbing	\$77	\$52
Introduction to Water Systems	Shamma, John	Ariza, Ernest

Funding Source

Community Services - Student Registration Fees.

**RECOMMENDATION**

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

Prepared by: <u>Donna Burns</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #32</u>

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Center of Excellence Contract with Full Capacity Marketing, Inc.</u>	

**BACKGROUND**

The Center of Excellence’s Career and Technical Education (CTE) Hub is funded by Senate Bill (SB) 70. The CTE Hub creates career exploration tools based on the research findings of the four Centers of Excellence and other resources. All documents and videos created are posted at www.path2careers.net for educators and students to access.

Full Capacity Marketing, Inc. created the website at the beginning of the grant and continues to maintain it for the Center of Excellence’s CTE Hub.

**ANALYSIS AND FISCAL IMPACT**

The Center of Excellence’s CTE Hub will contract with Full Capacity Marketing, Inc. to maintain the path2careers.net website, add content, and track usage, for an amount not to exceed \$5,000.

The contract dates are November 1, 2012, through June 30, 2013.

There will be no cost to the District.

**Funding Source**

Center of Excellence’s CTE Hub budget (SB 70 grant).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract between the Center of Excellence’s CTE Hub and Full Capacity Marketing, Inc.

Prepared by: <u>Audrey Reille/Joumana McGowan</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #33</u>

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

**DATE:** October 24, 2012

**CONSENT**

**SUBJECT:** Acceptance of Funds and Extension of Aid Success Project Agreement

**BACKGROUND**

Mt. San Antonio College entered into an agreement in January 2011 with The Institute for College Access and Success (TICAS) and MDRC to continue to serve as a pilot site for the "Aid Success Project." This pilot project was designed to assist these two agencies in determining the operational feasibility of proposed financial aid interventions and strategies to positively influence low-income community college students' work behavior and academic progress. Mt. SAC has successfully piloted the "Aid Like a Paycheck" module since 2010. Mt. SAC has been asked by TICAS and MDRC to continue our participation through the Fall 2012 term.

**ANALYSIS AND FISCAL IMPACT**

MDRC and the College wish to modify the original agreement by extending the pilot to December 31, 2012, and providing an additional increase in compensation to the College of \$15,000 to continue its Fall 2012 work with project activities.

**Funding Source**

The Institute for College Access and Success.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the extension of the agreement and of funds for the TICAS Aid Success Project and approves expenditures and activities for this project.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #34

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 24, 2012</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Memorandum of Understanding Between CSEA, Chapter 651 and the District on Article VIII: Health and Welfare Benefits and Outstanding Proposals</u>	

**BACKGROUND**

The 2011-14 collaborative bargaining sessions between CSEA, Chapter 651 and the Mt. San Antonio Community College District began on May 4, 2011. On October 3, 2012, the parties reached a Memorandum of Understanding on issues regarding Health and Welfare Benefits, opt-out provisions, and an agreement to withdraw all other outstanding proposals.

**ANALYSIS AND FISCAL IMPACT**

Pursuant to Article VIII.B: Health and Welfare Benefits, of the collective bargaining agreement: “If another group receives a higher health and welfare percentage, the District shall grant the same percentage for all classified employees in the CSEA 651 bargaining unit.” The District and CSEA, Chapter 651 reached a Memorandum of Understanding to accept parity in Health and Welfare Benefits equivalent to the offer to CSEA, Chapter 262 for the 2011-12, 2012-13, and 2013-14 school years. In addition, the District and CSEA, Chapter 651 approved adding language that allows for opting out of the District’s medical plan. This agreement will sunset with the duration of the agreement, which is July 1, 2015.

The District has analyzed the financial impact of this agreement on the current and subsequent fiscal years. The cost of implementing the agreement is \$79,728.

The District and CSEA, Chapter 651 also reached an agreement to withdraw all other outstanding proposals.

**Funding Sources**

Unrestricted General Fund and Restricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Memorandum of Understanding between CSEA, Chapter 651 and the District on Article VIII: Health and Welfare Benefits and Outstanding Proposals.

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #1

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

**DATE:** October 24, 2012

**ACTION**

**SUBJECT:** California State Assembly Bill 1417 - Accountability Reporting for  
Community Colleges

**BACKGROUND**

California State Assembly Bill (AB) 1417 (Pacheco) [Chapter 581, Statutes of 2004] established the Accountability Reporting for the Community Colleges (ARCC) program that requires the Board of Governors of the California Community Colleges to present an annual report to the Legislature and Governor on the evaluation of community college performance in meeting statewide educational outcome priorities. For the 2012 report, ARCC consists of eight indicators of college effectiveness:

1. ***Student Progress & Achievement Rate:*** Percent of students that obtained a degree, certificate, or transferred to a four-year institution (Mt. SAC=52.1%; Peer Group Average=49.9%)
2. ***30 Units:*** Percent of students who earned at least 30 units (Mt. SAC=76.2%; Peer Group Average=76.0%)
3. ***Persistence Rate:*** Persistence rate from fall to fall of students who earned a minimum of six units in first fall term at college (Mt. SAC=76.1%; Peer Group Average=74.7%)
4. ***Annual Credit Vocational Success:*** Annual successful course completion rate for credit vocational courses (Mt. SAC=78.0%; Peer Group Average=75.8%)
5. ***Annual Credit Basic Skills Success:*** Annual successful course completion rate for basic skills (Mt. SAC=61.4%; Peer Group Average=63.5%)
6. ***Credit Basic Skills Improvement Rate:*** Improvement rate for credit basic skills courses (Mt. SAC=67.3%; Peer Group Average=58.4%)
7. ***Credit ESL (AmLa) Improvement Rate:*** Improvement rate for credit ESL courses (Mt. SAC=61.1%; Peer Group Average=57.9%)
8. ***Noncredit Progress:*** Enhanced noncredit progress and achievement rate (Mt. SAC=2.7%; no Peer Group comparison)

For the full report:

<http://extranet.ccco.edu/Portals/1/TRIS/Research/Accountability/ARCC/ARCC%202012%20March%20Final.pdf>

Prepared by: Barbara McNeice-Stallard

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Action #2

**SUBJECT:** California State Assembly Bill 1417 - Accountability Reporting for  
Community Colleges

**DATE:** October 24, 2012

### **ANALYSIS AND FISCAL IMPACT**

Although Mt. SAC demonstrates success in most of the above indicators, it is essential for the College to review the findings on an ongoing basis to determine the programs and services that are currently offered that advance students' outcomes and what new programs and services could be offered in the future. A number of campus-wide initiatives/groups are engaged in evaluating program effectiveness (e.g., Basic Skills Initiative and Planning for Institutional Effectiveness).

#### **Funding Source**

Not applicable.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approves Mt. SAC's 2012 AB 1417/ARCC report.

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

**DATE:** October 24, 2012

**ACTION**

**SUBJECT:** Proposed Reorganization of the Financial Aid Department

**BACKGROUND**

Student demand for financial assistance has grown exponentially while the staffing level has been negatively impacted due to resignations and a retirement. The Financial Aid department proposes to reorganize and restructure the department to increase efficiency and provide greater integration of services while addressing budget cuts to staffing. The Financial Aid department oversees Federal Title IV programs such as the Pell Grant; Supplemental Educational Opportunity Grant (SEOG); Work Study and Direct Loans; State Cal Grant and Board of Governors' Fee Waivers; scholarships; and veterans' services. This proposal includes the addition of a supervisory level staff member to assist with the overall office management responsibilities. Additionally, instead of having a separate Scholarship department and a separate Veterans department, we believe that combining resources and integrating services as well as cross-training will enable more comprehensive services and more efficient processing of student applications.

The reorganization proposes to more fully integrate services related to the Scholarship Program and the Veterans Program into the overall operations of the Financial Aid department.

**ANALYSIS AND FISCAL IMPACT**

The reorganization principally consists of not filling the Scholarship Specialist position, but upgrading a part-time clerical position to a full-time clerical position to provide support to the scholarship function; upgrading the Veterans Specialist to a Financial Aid Specialist-Veterans; and converting the Coordinator of Veterans and Scholarships to a supervisor position. The creation of the supervisor position will enable the department to have greater support in managing the operational side of the department.

Current Staffing Level

Proposed Staffing Level

1 Assistant Director (vacant)	Recommendation to the Board of Trustees
1 Systems Analyst (vacant)	To be filled
1 Scholarship Specialist (vacant)	To be eliminated
1 .475 Office Assistant (vacant)	1 Full-time Clerical Specialist-Scholarships
1 Veterans Specialist (vacant)	1 Full-time Financial Aid Specialist-Veterans
1 Coordinator, Veterans and Scholarships	1 Supervisor, Financial Aid

There is no additional cost to the College's general fund. The net savings is estimated to be \$63,000.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Action #3

**SUBJECT:** Proposed Reorganization of the Financial Aid Department

**DATE:** October 24, 2012

Funding Sources

Unrestricted General Fund and Board Financial Assistance Program (BFAP) Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the proposed reorganization of the Financial Aid department.

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

**DATE:** October 24, 2012

**ACTION**

**SUBJECT:** Proposed Reorganization of the High School Outreach Department

**BACKGROUND**

From 2011-12 through the current year 2012-13, the High School Outreach department has lost a total of four full-time positions: three due to budget reductions after resignations and a promotion and one due to a transfer. Additionally, the department lost their direct administrator, the Associate Dean of Counseling, also due to budget reductions. The High School Outreach Department serves over 40 feeder high schools, organizes and directs special events such as the annual Counselors Conference, Seniors Day, and the Connect 4 program. The outreach staff represents the College at school district college nights, conducts classroom presentations to students, and special workshops for parents. Staff also conducts financial aid awareness sessions and recruits students for the Summer Bridge Program. As acceptances in baccalaureate-granting institutions become more limited, the number of high school students seeking to matriculate to Mt. SAC has increased. In an effort to provide greater support, coordination and oversight to the High School Outreach effort, and to provide a minimal level of supervision to the department, a reorganization of the department is presented for approval.

**ANALYSIS AND FISCAL IMPACT**

The reorganization consists mainly of the conversion of the High School Outreach Coordinator position to a supervisory level position in order to provide greater oversight of the department, especially due to the loss of the Associate Dean of Counseling position. The current coordinator position is a full-time classified position and is presently filled with an interim. The reorganization of the department also consists of filling one of the currently vacant Outreach Specialist positions as well as the position to be vacated by the interim employee, resulting in a promotion to Supervisor. This would maintain a staffing level of 3.5 outreach specialists, one supervisor, and one part-time clerical specialist to serve over 40 feeder high schools.

<u>Current Staffing Level</u>	<u>Proposed Staffing Level</u>
1 Coordinator (Classified)	1 Supervisor
5.5 Classified Staff	3.5 Classified Staff
.475 Clerical Support	.475 Clerical Support
Associate Dean, Counseling	

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Action #4

**SUBJECT:** Proposed Reorganization of the High School Outreach Department

**DATE:** October 24, 2012

The reorganization proposal reduces one management position, one coordinator, and two full-time classified positions and promotes one classified position to a supervisor position and fills the equivalent of two vacant positions.

There is no additional cost to the College's general fund. The net savings is estimated to be \$160,000.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the proposed reorganization of the High School Outreach department.

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

**DATE:** October 24, 2012

**ACTION**

**SUBJECT:** Pre-Construction Services

**BACKGROUND**

Over the last few months, staff has conducted an open process to select the best firm to work with using the Lease/Leaseback construction delivery method for the next phase of the Measure RR Building program. Tilden-Coil Constructors, Inc. was selected to provide both pre-construction services as a construction consultant, and then later to provide construction services under a guaranteed maximum price, Lease/Leaseback contract. At this time, several smaller projects are nearing the completion of the design phase and, under the Lease/Leaseback delivery method, are ready for review by the general contractor as part of the pre-construction services.

**ANALYSIS AND FISCAL IMPACT**

The following projects are nearing completion of the design phase and are ready for review by the general contractor:

- San Jose Hills Road Pedestrian Improvements
- Wildlife Sanctuary Infrastructure Improvements
- Administration Building Landscape and Hardscape Improvements
- Performing Arts Chiller/Cooling Tower Upgrade
- Facilities Plan Room and Emergency Operations Center
- Building 12 (formerly Agricultural Sciences) Modernization and Site Improvements

Industry data shows that the use of the Lease/Leaseback (LLB) construction delivery method generally resulted in change order costs of 8.88% as compared to 10.95% for traditional design-bid-build. More importantly, use of the LLB delivery method reduced construction delays from an average of 167 days to an average of 47 days. By reducing the duration of the construction, we can expect to see lower inspection costs, lower contractor general conditions costs, and lower project management costs, as well as fewer construction claims and lower legal fees. These cost savings can be attributed in part to the early involvement of the general contractor that will ultimately be responsible for the construction. By providing services such as constructability reviews, site logistics planning, building information modeling (BIM), and other review and analysis of the construction documents, the general contractor can assist in improving the construction documents with the goal of minimizing changes and delays during construction. Following is a list of preconstruction services to be provided for the listed projects:

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #5

**SUBJECT:** Pre-Construction Services

**DATE:** October 24, 2012

- Review design documents for costs, constructability, scheduling clarity, consistency, LEED provisions and coordination.
- Coordinate all required scope and clarifications for sub-trade bidding and compilation of final GMP.
- Provide detailed cost analyses.
- Undertake value engineering analyses, as requested, and prepare reports with recommendations to the College to maintain the established construction budget.
- Design reviews, including modifications, if any, based on value analysis with the College and Design team.
- Prepare milestone and detailed schedules for College review, trade bidding, and construction.
- Develop Building Information Models (BIM) for use in the construction phase, and for future use by the District's Maintenance and Operations team.
- Conduct trade bid solicitation and conduct competitive sub-bid process.
- Obtain contractor-required permits including local business license(s), grading, demolition, storm drainage, SWPPP, encroachment, and other permits, as may be required.

The costs for the listed services are as follows:

<b>Project Name</b>	<b>Construction Budget</b>	<b>Pre-Construction Fee</b>
San Jose Hills Road Pedestrian Improvements	\$350,000	\$3,500
Wildlife Sanctuary Infrastructure	\$450,000	\$4,500
Administration Landscape/Hardscape	\$650,000	\$6,500
Performing Arts Chiller/Cooling Tower Upgrade	\$1,250,000	\$9,375
Facilities Plan Room/Emergency Operations Center	\$1,950,000	\$16,500
Building 12 Modernization and Site Improvements	\$5,790,000	\$43,500
Allowance for Destructive Testing, Pothole Investigation, and other reimbursable costs	Not applicable	\$25,000
<b>Total Pre-Construction Services Fee</b>		<b>\$108,875</b>

The total fee for pre-construction services for all four projects is \$108,875. This is less than one-third of the cost of similar services provided under the previous construction delivery method.

### Funding Source

Measure RR Bond Anticipation Note.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approves Tilden-Coil Constructors, Inc. to provide pre-construction services on the six projects for an amount not to exceed \$108,875.

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

**DATE:** October 24, 2012

**ACTION**

**SUBJECT:** Resolution No. 12-03 – A Resolution in Support of Proposition 30

**BACKGROUND**

Students have seen increases in their tuition in exchange for a decreasing schedule of classes. Therefore, Mt. San Antonio Board of Trustees must take a strong stance in protecting students' education. Mt. San Antonio College has always been an exemplary school, making it imperative to take a stance in favor of Proposition 30. The Associated Students passed Resolution No. 2 to support Proposition 30 on August 28, 2012. The failure of Proposition 30 will deny Mt. SAC \$8.6 million, which means that it will close doors to even more students.

**ANALYSIS AND FISCAL IMPACT**

None.

**Funding Source**

None.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Resolution No. 12-03 – A Resolution in Support of Proposition 30.

Prepared by: Elisa Marin

Recommended by: Bill Scroggins

Agenda Item: Action #6

**RESOLUTION NO. 12-03**

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**A RESOLUTION IN SUPPORT OF PROPOSITION 30**

**Proposition 30 – Schools and Local Public Safety Protection Act**

WHEREAS, community colleges have taken extensive cuts to funding over recent years, while trying to educate the largest high school graduating classes in California history and need funding to provide the programs and services necessary to increase the number of successful degree and certificate holders;

WHEREAS, community colleges have been forced to turn away as many as 130,000 potential students in a single year due to the need to reduce course sections, generally from 5 to 15 percent annually per district;

WHEREAS, community colleges have carried an estimated 252,000 students over the last five years (2007-08 to 2011-12) for whom they have not received any apportionment, categorical, or student support funding;

WHEREAS, community colleges operated with \$809 million (12%) less in unrestricted apportionment funding in 2011-12 than in 2008-09, including cuts to both apportionment and categorical funding;

WHEREAS, per-student funding in community colleges has been reduced from \$5,659 in 2007-08 to \$5,115 in 2011-12, a loss of 9.6% over this five-year period, while the unfunded cost of living (2008-09 to 2012-13) has increased by a compounded 16.3%;

WHEREAS, the Legislature has increased fees from \$600 annually in 2008-09 to \$1,380 for the 2012-13 school year, while the majority of community college students have incomes so low that they are eligible for the Board of Governors' (BOG) Fee Waiver;

WHEREAS, California community colleges are essential for providing higher education opportunity for over two million Californians annually;

WHEREAS, California community colleges are essential for providing students with the skills to be economically successful in the California economy;

WHEREAS, Proposition 30 would temporarily increase the state sales tax by 0.25% and the marginal personal income tax rate for individuals earning over \$250,000 and households earning over \$500,000 and dedicate the funds to K-12 schools and community colleges;  
WHEREAS, Proposition 30 will avoid the elimination of funding for an additional 85,000 students by providing \$548.5 million in 2012-13;

WHEREAS, Proposition 30 will enable California's community colleges to restore essential student service programs that were cut by up to 60% over the last three years;

THEREFORE, the Board of Trustees of the Mt. San Antonio Community College District supports Proposition 30, The School and Local Public Safety Protection Act, which has the official title "Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding," on the November 2012 ballot.

PASSED AND ADOPTED by the Governing Board on October 24, 2012, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:

Board of Trustees of the  
Mt. San Antonio Community College District

---

Fred Chyr  
Clerk of the Board of Trustees  
Mt. San Antonio Community College District

Attest:

---

William T. Scroggins  
President & CEO