



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 27, 2013

5:30 p.m. 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.

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

1. **Conference with Legal Counsel – Settlement Agreements** (two cases)
2. **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 – Non-Re-employment of Contracts, Faculty** (four cases)
3. **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.

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

MOMENT OF SILENCE

Observe a moment of silence in memory of retired professor **Bill Hawkins**, who passed away on January 8, 2013. Bill was hired in September 1959 and retired in May 1994 as a professor in Biological Sciences, after 35 years of teaching. He graduated from Mt. SAC in 1952, under the first president and a student population of 1,300. He was the Biology Department Chair twice and the Faculty Association President. Bill was one of the founders and the first Director of the Wildlife Sanctuary and, in fact, that's where he married his wife Floy.

Observe a moment of silence in memory of **Theresa Sengourichanh**, who passed away on January 11, 2013, at the age of 54. Theresa began work at Mt. SAC in February 2004, as a Library Technician 1, until recently. She is survived by her husband Souphanh, and her daughter Cat.

Observe a moment of silence in memory of retired professor **Ernesto Aponte**, who passed away on January 15, 2013. Ernesto began work at Mt. SAC in 1997 in the Foreign Languages Department and taught off and on as an adjunct professor through Spring 2010. Ernesto taught until his early eighties and was a student favorite. He is survived by his daughter Nilda, her husband John, grandchildren Ashley, Jade, and Chelsea Jenkins; son Ernesto and his wife Darlene Aponte; daughter Glory, her husband Mike, and grandchildren Austin and Tyler Kline.

Observe a moment of silence in memory of retired professor **Ray Adermann**, who passed away on January 29, 2013, at the age of 74. He taught in the Physical Education Department for 33 years as a professor in survival, athletics, and disabled physical education, and for part of that time, he served as the Assistant Athletic Director. He is survived by his wife Bonnie.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS:

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

Classified

- **Maria Christina Juarez**, Clerical Assistant (Adult Basic Education)
- **Michael Landas**, Athletic Trainer (Kinesiology and Athletics)
- **Jesse Lopez**, Student Services Outreach Specialist (Counseling)
- **Maria Madero Fernandez**, Student Services Outreach Specialist (Counseling)
- **Kelly Wilson**, Athletic Trainer (Kinesiology and Athletics)

Promotion – Classified

- **Gloria Duneen Duffin**, Secretary (Counseling)

RECOGNITION:

- **Doug Todd** was honored as the 2012 International Track and Field Coaches Association (ITFCA), Coach of the Year. Todd was honored for his commitment to Track and Field and Cross Country across the globe, through his work directing the Mt. SAC Athletic Special Events. The award was presented to him by the ITFCA Vice President, Bob Fraley, during the annual Run For The Dream Indoor Track and Field Invitational on Monday, February 19, at the Save Mart Center in Fresno, CA.

APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of January 23, 2013. (See backup packet Pages 1 through 13.)

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
2. Academic Senate
3. Classified Senate
4. Faculty Association
5. CSEA 262
6. CSEA 651
7. Mt. SAC Foundation
8. 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.

9. 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.

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

- Classified Spring Opening Meeting

11. Informational Report – CyberWatch West Center, National Science Foundation – Advanced Technological Education, prepared by Joumana McGowan, Dean, Business Division. (See backup packet Pages 14 and 15.)

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 16 through 21.)
2. Consideration of approval/ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 22 through 26.)

3. Consideration of approval of the Quarterly Investment Report ending December 31, 2012. (See backup packet Page 27.)
4. Consideration of approval of the Quarterly Financial Status Report ending December 31, 2012. (See backup packet Pages 28 through 30.)
5. Consideration of approval of an Agreement with 3C Business Solutions, Inc. to provide the Information Technology staff with on-site technical training for a variety of software packages including the suite of Oracle. (See backup packet Page 31.)
6. Consideration of approval of a service agreement with PeopleAdmin, Inc. to provide an online employment application and tracking software upgrade. (See backup packet Page 32.)
7. Consideration of approval of a renewal contract with Student Transportation of America, Inc. to provide bus services for transporting students to athletic events, field trips, and Continuing Education programs. (See backup packet Page 33.)
8. Consideration of approval to accept the Administration Building Site Improvements with Tilden-Coil Constructors for construction services under the Lease/Leaseback delivery method. (See backup packet Page 34.)
9. Consideration of approval to accept the Food Services Building and Student Success Center projects with Tilden-Coil Constructors for pre-construction services under the Lease/Leaseback delivery method. (See backup packet Pages 35 and 36.)
10. Consideration of approval of agreements to provide Professional Design and Consulting Services with HMC Architects for the Athletics Complex East project: Hill Partnership, Inc. for the Business and Computer Technology Center and Parking Structure projects; H2 Environmental Consulting Services, Inc. for the Building 12 Classroom Modernization project; Steven Fader Architects for the Temporary Space Classrooms project; HMC Architects for the Northwest Quadrant Utility Improvements – Phase 1 project; Andreasen Engineering, Inc. for the Farm Area Drainage Survey project; P2S Engineering, Inc. for the San Jose Hills Road Entrance Improvements project; and Facility Consulting Services, LLC for Project Management Policies, Procedures, and Internal Controls. (See backup packet Pages 37 through 41.)
11. Consideration of approval of the following Bid:
 - Bid No. 2935 Charter Bus Service – Horizon Coach Lines (Contractor). (See backup packet Pages 42 and 43.)
12. Consideration of ratification of the following Change Orders:
 - Bid No. 2833 Child Development Center – Comfort Conditioning Inc. (Mechanical Contractor) – Unilateral Change Order. (See backup packet Pages 44 and 45.)

- Bid No. 2830 Child Development Center – Liberty Mutual/Safe Co. (General Contractor) – Change Order No. 4. (See backup packet Pages 46 through 48.)
- Bid No. 2834 Child Development Center – Tri-Power Electric (Electrical Contractor) – Change Order No. 5. (See backup packet Pages 48 and 49.)
- Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh, Inc. (General Contractor) – Change Order No. 5. (See backup packet Pages 50 through 52.)
- Bid No. 2906 Culinary Arts Remodel – R. W. Smith & Co. (Kitchen Equipment Contractor) – Change Order No. 1. (See backup packet Page 53.)

13. Consideration of approval of the following Contract Amendments:

- Administration Building Remodel – PAL id Studio (Professional Design and Consulting Services Consultant) – Amendment No. 3. (See backup packet Page 54.)
- Design Technology Center - PAL id Studio (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet Page 54.)
- Monitoring-Based Commissioning and Energy Retrofit Services – P2S Engineering, Inc. (Professional Engineering Services) – Amendment No. 1. (See backup packet Page 55.)
- San Jose Hills Road Entrance Improvements – RKA Consulting Group (Professional Engineering Services) – Amendment No. 2. (See backup packet Page 55.)

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

- Steve Shackelford – Galileo Tabletop Telescope, two Eye Pieces, and three Posters, valued by donor at \$300, to be used by the Natural Sciences Division.

HUMAN RESOURCES

- 15. Consideration of approval of Personnel Transactions, dated February 27, 2013. (See backup packet Pages 56 through 73.)
- 16. Consideration of approval of Recommendation to Employ Faculty Under Second Contract – 2013-14. (See backup packet Pages 74 and 75.)
- 17. Consideration of approval of Recommendation to Employ Faculty Under Third Contract – 2013-15. (See backup packet Pages 76 and 77.)
- 18. Consideration of approval of Recommendation to Grant Tenure – 2013-14. (See backup packet Page 78.)

INSTRUCTION and STUDENT SERVICES

19. Consideration of approval of two sabbatical leaves for academic year 2013-14. (See backup packet Pages 79 and 80.)
20. Consideration of approval for the Pep Squad Team to compete in the National Cheerleaders Association and National Dance Association's Collegiate Cheer and Dance Championships in Daytona Beach, FL, April 9-15, 2013. (See backup packet Page 81.)
21. Consideration of approval for students and faculty to attend Health Occupations Students of America (HOSA) statewide conference in Sacramento, CA, March 20-24, 2013. (See backup packet Page 82.)
22. Consideration of approval for students and faculty to attend the California Association for Alcohol/Drug Educators Conference in Reno, NV, April 18-20, 2013. (See backup packet Page 83.)
23. Consideration of approval to ratify the purchase of a NexSim Air Traffic Control Tower Simulator from Computer Science Corporation. (See backup packet Page 84.)
24. Consideration of approval of an addendum to an affiliation agreement with Las Encinas Hospital. (See backup packet Page 85.)
25. Consideration of approval of an amendment to the contract with Upper Crust Catering, Inc. for the Annual Wassail Dinner. (See backup packet Page 86.)
26. Consideration of approval of a contract with Pacific Palms Hotel & Conference Center for the Athletics Hall of Fame event on March 2, 2013. (See backup packet Page 87.)
27. Consideration of approval to accept funds for the CTE Hub Grant Renewal in the amount of \$150,000. (See backup packet Page 88.)
28. Consideration of approval of activities and acceptance of funds for the LA84 Foundation/Mt. SAC Relays Youth Days Grant. (See backup packet Page 89.)
29. Consideration of approval of an externship agreement with La Puente Valley ROP for the Career Technical Education Community Collaborative Grant. (See backup packet Page 90.)
30. Consideration of approval of a contract with Chaffey College for the Health Care Sector and Other High Growth and Emerging Industries – Building Automation Grant. (See backup packet Page 91.)
31. Consideration of approval of a contract with Santa Rosa Junior College for the Family and Consumer Sciences Discipline/Industry Collaborative Grant. (See backup packet Page 92.)
32. Consideration of approval of additions and changes to the Community Services Continuing Education Division. (See backup packet Pages 93 through 95.)

33. Consideration of approval to enter into contracts with Economic Modeling Specialists, Inc. and Conference Board, Inc. for the Center of Excellence Grant. (See backup packet Page 96.)
34. Consideration of approval of a Memorandum of Understanding (MOU) with the U. S. Department of Veterans Affairs authorizing participation in the VetSuccess on Campus Program. (See backup packet Pages 97 and 98.)
35. Consideration of approval of a Memorandum of Understanding (MOU) with Social Model Recovery Systems, Inc. (See backup packet Page 99.)

PRESIDENT’S OFFICE

36. Consideration of approval of a Consulting Agreement with the McCallum Group, Inc. (See backup packet Page 100.)

ACTION ITEMS

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

1. Consideration of approval of proposed revisions to various Board Policies. (See backup packet Pages 101 through 115.)
2. Consideration of approval of proposed revisions to Board Policy 5130 – Financial Aid. (See backup packet Pages 116 through 118.)

INFORMATION ITEMS

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

1. Receive new Administrative Procedure 3450 – Accessibility of Audiovisual Media - Captioning. (See backup packet Pages 119 through 122.)

ADJOURNMENT

Future Board Meetings: March 2, 2013 (Board Study Session)
 March 27, 2013
 April 24, 2013
 May 22, 2013

Upcoming Events

February 27, 2013	Student Health Services Information Booth – 11:00 a.m.-1:00 p.m., Miracle Mile
February 28, 2013	Annual Aspire Program Black History Month Celebration – 1:00- 2:30 p.m., Building 9C

Upcoming Events (continued)

March 5-7, 2013	Associated Students Visibility Days – 11:30 a.m.-2:00 p.m., Building 9C Patio
March 7, 2013	Student Health Services Information Booth – 11:00 a.m.-1:00 p.m., Miracle Mile
March 8, 2013	15th Annual Puttin' on the Hits – 7:30 p.m., Clarke Theater
March 9, 2013	15th Annual Puttin' on the Hits – 3:00 p.m. and 7:30 p.m., Clarke Theater
March 12-14, 2013	Join-A-Club Days – 9:00 a.m.-1:00 p.m., Building 9C Patio
March 14-April 18, 2013	drift: Painting & Photography by Fatemeh Burnes - Art Gallery Hours
March 22, 2013	Spring Thing – 8:00 p.m., Clarke Theater
March 27, 2013	Eat Right, Your Way, Every Day – Celebrating National Nutrition Month – 11:00 a.m.-1:00 p.m., Miracle Mile
March 27, 2013	Inspiring Women Luncheon – 12:00-1:30 p.m., Building 9C
March 28, 2013	Coping Skills Presentation – 1:30-3:00 p.m., Founders Hall
March 29, 2013	Cesar Chavez Holiday – Campus Closed

Upcoming Sports Events

February 28, 2013	Softball vs. Pasadena City College – 3:00 p.m., Softball Field
March 1, 2013	Men's Basketball 1st Round Regional – Time TBA, Location TBA Track & Field Mt. SAC/Cal Poly Pomona Classic (Hammer) – Time TBA, Stadium
March 2, 2013	Baseball vs. Ventura College – 1:00 p.m., Baseball Field Men's Basketball 2nd Round Regional – Time TBA, Location TBA Track & Field Mt. SAC/Cal Poly Pomona Classic – Time TBA, Stadium
March 5, 2013	Baseball vs. Cerritos College – 2:00 p.m., Baseball Field Women's Tennis vs. Cerritos College – 2:00 p.m., Tennis Courts
March 6, 2013	Men's Basketball 3rd Round Regional – Time TBA, Location TBA
March 7, 2013	Men's Tennis vs. El Camino College – 2:00 p.m., Tennis Courts
March 9, 2013	Baseball vs. Cerritos College – 12:00 p.m., Baseball Field Track & Field – Time TBA, Mt. SAC Quad
March 12, 2013	Women's Tennis vs. Long Beach City College – 2:00 p.m., Tennis Courts

Upcoming Sports Events (continued)

March 14, 2013	Softball vs. El Camino College – 3:00 p.m., Softball Field Baseball vs. L. A. Harbor College – 6:00 p.m., Baseball Field
March 15, 2013	Swim/Diving vs. Cerritos and Rio Hondo Colleges – 12:30 p.m., Pool
March 16, 2013	Softball vs. Allan Hancock College – 12:00 p.m., Softball Field Softball vs. Southwestern College – 4:00 p.m., Softball Field
Mach 21, 2013	Men’s Tennis vs. Cerritos College – 2:00 p.m., Tennis Courts Baseball vs. El Camino College – 6:00 p.m., Baseball Field
March 22, 2013	Swim/Diving vs. L. A. Trade Tech and El Camino Colleges – 12:30 p.m., Pool
March 26, 2013	Women’s Tennis vs. El Camino College – 2:00 p.m., Tennis Courts Baseball vs. Citrus College – 2:30 p.m., Baseball Field
March 27, 2013	Baseball vs. Glendale College – 2:30 p.m., Baseball Field
March 28, 2013	Softball vs. Long Beach City College – 3:00 p.m., Softball Field

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**

February 27, 2013





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 23, 2013

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, January 23, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Mike Gregoryk, Vice President, Administrative Services; 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 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
- Conference with Legal Counsel - Settlement Agreements (2 cases)

3. PUBLIC SESSION

The public meeting reconvened at 6:39 p.m. The Pledge of Allegiance was led by Jennifer Galbraith, Faculty Association President.

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

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

4. MOMENT OF SILENCE

A moment of silence was observed in memory of **Walter J. Ebersole**, 97, who passed away December 14, 2012, at his home at Hillcrest in La Verne, CA. He graduated from Santa Barbara State College. After ten years in industry as an aeronautical engineer, he worked five years on the original faculty of Mt. San Antonio College. He then finished his career teaching at Cal Poly Pomona in the Mechanical Engineering Department, retiring in 1974. After retiring, he and his wife of 63 years, Helen Brownsberger Ebersole, enjoyed several years traveling the world. For specific information regarding memorial contributions, please contact the Mt. SAC President's office.

A moment of silence was observed in memory of **Harold VanBerg-Thurman**, age 78, who passed away on December 29, 2012, at The Villages Regional Hospital in Florida. Mr. Thurman graduated from Oklahoma State University with a degree in Geology. After receiving a Master's Degree in Education, Harold became a college professor and textbook author regarding oceanography and the physical sciences. During his career, he authored 20 editions of textbooks. Professor Thurman began teaching at Mt. SAC in 1968 and retired in 1995 to travel with his wife of 57 years, Ann. For specific information regarding memorial contributions, please contact the Mt. SAC President's office.

5. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- Regarding item No. 1: None.
- Regarding item No. 2A: The Board voted unanimously to approve a settlement agreement in the amount of \$98,000 with Bovis Lend Lease, Inc.
- Regarding item No. 2B: None.

6. INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted staff were introduced:

Classified Employees

- **Rachel Brown**, Coordinator, Special Projects (Technology & Health) (absent)
- **Candyce Ramirez**, Laboratory Technician, Chemistry (Natural Sciences) (absent)

Confidential Employee

- **Brigitte Hebert**, Executive Assistant I (Fiscal Services) (present)

Management Employees

- **Robert Conner**, Construction Project Manager (Facilities Planning & Management) (present)
- **Gary Gidcumb**, Senior Construction Project Manager (Facilities Planning & Management) (present)
- **Olesegun (Kiki) Phillips Alonge**, Construction Project Manager (Facilities Planning & Management) (present)

Promotion

- **Krystal Hong**, ESL Instructional Support Specialist (ESL) (absent)

- A Certificate of Service was presented to the following retiring employee:
 - **Jan Freeman**, Library Technician III (Library and Learning Resources), 28 years of service (present)
- **Steve O'Sullivan** was recognized for his 1½ years of service as a member of the Citizens Oversight Committee Member. A plaque will be mailed to Mr. O'Sullivan, in his absence.
- The Chamber Singers/Singcopation were recognized for garnering three platinum medals and taking second-place honors among 80 choirs that competed at the prestigious Xinghai International Choral Competition in Guangzhou, China, this past November. Director Bruce Rogers and Student Director Lindsey Shearer spoke on behalf of the group and thanked the Board of Trustees for all of their support.

7. APPROVAL OF MINUTES

It was moved by Trustee Bader, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of December 12, 2012. Student Trustee concurred.

8. PUBLIC COMMUNICATION

- Kae Fong, a Mt. SAC student, spoke regarding the addition of the 130 classes for the Spring Semester. He asked if there would be a gradual increase of classes in the Summer and Fall Semesters.
- Mae Ochoa, a Mt. SAC student, spoke regarding the addition of the 130 classes for the Spring Semester. She expressed her concern for other students who may not have a good registration date.
- Hira Ruizi, a Mt. SAC student, thanked the Board for adding 130 classes for the Spring Semester. She thanked the Board for giving students the opportunity to help meet their educational goals.
- Jonathan D'Souza, a Mt. SAC student, thanked the Board for the 130 classes being added to the Spring Semester and for the flexibility in class choices. He also spoke regarding the Facilities Plan that was presented at last month's Board meeting. He spoke about the elevators in 26A and 26B and the fact that they are frequently out of service. He also spoke about tonight's Consent item #5 and his concern about the money being spent on search services for the Vice President of Human Resources. He also spoke regarding his concern about the lack of personnel in Financial Aid.

9. REPORTS

- Reports by the following constituency leaders were given and are posted on the College website with these minutes:
 - Ahmad Azzawi, President, Associated Students
 - Eric Kaljumagi, President, Academic Senate
 - DeeJay Santiago, President, Classified Senate

- Jennifer Galbraith, President, Faculty Association
- Laura Martinez, President, CSEA 262
- Johnny Jauregui, President, CSEA 651 (no report)
- Bill Lambert, Executive Director, Mt. SAC Foundation

10. BOARD COMMUNICATION

A. All Board members shared the following comments:

- They welcomed new and promoted employees Rachel Brown, Candyce Ramirez, Brigitte Hebert, Robert Conner, Gary Gidcumb, Olesegun Phillips Alonge, and Krystal Hong.
- They congratulated Jan Freeman on her retirement.
- They thanked Steve O'Sullivan for his 1½ years of service on the Citizens Oversight Committee.
- They congratulated the Chamber Singers/Singcopation for garnering three platinum medals and taking second-place honors among 80 choirs that competed at the prestigious Xinghai International Choral Competition in Guangzhou, China, this past November.

B. Trustee Chen Haggerty reported the following:

- She was in Guangzhou, China and was approached by many regarding Mt. SAC's Chamber Singers and Singcopation.
- She shared the information regarding Mt. SAC adding 130 classes for the Spring Semester, and a local Chinese newspaper ran that information.

C. Trustee Bader reported the following:

- She attends the Foundation Board meetings and spoke very highly of Bill Lambert, the new Executive Director of the Foundation.
- She's very pleased that Proposition 30 is allowing the College to add 130 classes to the Spring Semester.
- She read the Governor's Budget Proposal and appreciated the communication and analysis by Dr. Scroggins.
- She's practicing very hard for Puttin' on the Hits.

D. Student Trustee Marin reported the following:

- She's working on the marketing campaign for Puttin' on the Hits.
- She's excited about the 130 classes that are being added to the Spring Semester.
- She has been working with Ahmad Azawi, Associated Students President, on what they can leave behind as their legacy.

E. Trustee Chyr reported the following:

- A couple weeks ago, Governor Brown announced the one-year pilot program for Cal State Online and UC Online, which offers online classes free of charge. It will be funded by private resources, and Trustee Chyr believes this will affect community college enrollment.

F. Trustee Hall reported the following:

- He congratulated Bill Lambert, Executive Director of the Foundation, for all his work since he was hired.
- He mentioned that Juan Sanchez, Men's Head Soccer Coach, was voted the 2012 National Soccer Coach Association's Coach of the Year. For the past four years, Coach Sanchez's record has been 82-5-11.
- Mt. SAC's Flying Team just won the top safety award this year for the Western United States, and they've won the Top Flying Team award for the Western United States for the past 22 consecutive years.
- He's getting the word out about Puttin' on the Hits on March 8 and 9.
- He's pleased with the 130 classes being offered for the Spring Semester.
- He talked about the pros and cons of Proposition 30 passing.
- He spoke about the TRANS Board item and the reasons Mt. SAC needs this.

G. Trustee Baca reported the following:

- The economy is getting better since Proposition 30 passed and thanked those responsible for the passage.
- The Governor looks favorably on community colleges and has been very vocal about it. He's introduced some pieces that may be problematic for Mt. SAC, and those items will be negotiated with him, i.e., 90-unit cap and the funding model.

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new and promoted employees Rachel Brown, Candyce Ramirez, Brigitte Hebert, Robert Conner, Gary Gidcumb, Olesgun (Kiki) Phillips Alonge, and Krystal Hong.
- He congratulated Jan Freeman on her retirement.
- Dr. Scroggins talked about the upcoming Annual Board Study Session, which will be held on March 2, 2013, at DeVry University. The budget will be addressed as well as an update on the Facilities Master Plan, a Foundation Report, the Accreditation Mid-Term Report, the Reclassification Study, and the Board's Self-Evaluation.
- Next week, he will be making an accreditation presentation at the CHEA (Council of Higher Education Accrediting Agencies) Conference in Washington, DC.
- Dr. Scroggins introduced Gema Ptasinski and Jenni Dominguez, from the audit firm of Vicenti, Lloyd & Stutzman LLP, who provided a review of the performance and fiscal audits of the Bond projects. The reports were for the year ending June 30, 2012.

Ms. Ptasinski noted that, in performing the financial audit, the objective was to document that the College is in compliance with spending of Bond proceeds appropriately. While doing that, they look for any weaknesses in the system. Their objective is to provide the Citizens Oversight Committee with a report so that it can fulfill its obligation to provide a report to the community. This information will be provided to the Citizens Oversight Committee at its February 2013 meeting. Based on the audit, it was determined that the College has properly accounted for the expenditures of the Proposition 39 General Obligation Bonds and received an unqualified opinion, which is the best an organization can receive.

The Performance Audit found that, based on the procedures performed, the College has properly accounted for the expenditures of the funds held in the Construction Fund, and that such expenditures were made on authorized Bond projects. There were no findings or recommendations.

It was asked when the Bond Anticipation Note (BAN) has to be paid back, and the answer was five years, or 2015. It was also asked if we anticipate any problem with the payback. Vice President Mike Gregoryk said that we believe we'll be able to sell bonds in August 2013, and the BAN will be paid off first. Finally, it was asked how the auditors go about selecting the expenditures that will be tested. It was answered that it's judgmental, particularly looking at the larger expenditures. Mr. Gregoryk reminded everyone that the process begins with Director Gary Nellesen, and his staff follows the procedures to the letter.

These audit reports may be obtained by contacting the Fiscal Services Department.

12. INFORMATIONAL REPORTS

- Mike Gregoryk, Vice President, Administrative Services presented a Budget Update (January Proposal).

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

- Aida Cuenza, Arise Director, Student Services, presented an Arise Program (AANAPISI Grant) Update.

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

- Dr. Virginia Burley, Vice President, Instruction, and Terri Long, Dean, Instruction, presented an Enrollment Management Update.

Dr. Burley's presentation is posted on the College website with these minutes.

13. CONSENT AGENDA

- Trustee Baca noted that, on Page 59, Consent item #12 – Personnel Transactions – Karen Stopani's Title should read "**Student Assistant I.**"
- It was moved by Trustee Hall, seconded by Trustee Bader, and passed to approve or ratify the following items:

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.

2. Ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. Two of these individuals were added after the December Board deadline, and two of these individuals were originally submitted as vendor payment requests and later identified as Independent Contractors.
3. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
4. This item was pulled and acted upon separately (see paragraph No. 14).
5. Approval of an Agreement with Community College Search Services to provide assistance in the search and hiring process for the vacant positions of the Vice President, Instruction and Vice President, Human Resources.
6. This item was pulled and acted upon separately (see paragraph No. 15).
7. This item was pulled and acted upon separately (see paragraph No. 16).
8. Approval to reject a Claim Against the District by Student Number Ending in 8193, 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.
9. Approval of agreements to provide Professional Design and Consulting Services with EPT Design for the Administration Building Site Improvements project; with Alta Environmental for an Annual Emissions Report project; with P2S Engineering, Inc. for the Administration Building Remodel project; and with PlanNet Consulting for the Child Development Center.
10. This item was pulled and acted upon separately (see paragraph No. 17).
11. Approval of the following Proposed Gifts and Donations to the College:
 - Blaine Rodgers – Two breeding heifers that will enhance Mt. SAC's cattle herd and provide additional lab opportunities, valued by donor at \$3,000, to be used by the Agricultural Sciences Department.
 - Denise Andre' – Horse training ramp and bridge, manufactured in 2007, valued by donor at \$1,500, to be used by the Equine Unit in the Agricultural Sciences Department for training and lab exercises.

HUMAN RESOURCES

12. Approval of Personnel Transactions, dated January 23, 2013.

INSTRUCTION and STUDENT SERVICES

13. Approval of the Developmental Education Spring Conference planned for May 3, 2013.
14. Approval for the Jazz Band and the Vocal Jazz Ensemble "Frontline" students and faculty to participate in the Reno Jazz Festival/Competition, April 25-28, 2013.

15. Approval for Fermata Nowhere, the men's a cappella group, faculty to compete in the quarterfinals of the International Championship of Collegiate A Cappella to be held in Tempe, AZ, February 1-3, 2013.
16. Approval for Forensics students and faculty to attend the Pi Kappa Delta tournament in St. Louis, MO, March 12-17, 2013.
17. Approval of new and modified courses for the 2013-14 academic year.
18. Approval of an addendum to an affiliation agreement with Silver Lake Medical Center.
19. Approval of a contract between Tyra Consulting and the Center of Excellence CTE Hub.
20. Approval of a contract between Flagship Research and the Center of Excellence.
21. Approval of a contract with Evans & Sutherland Computer Corporation for maintenance and service for the John & Eleanor Randall Planetarium – Digistar SP2 computer hardware and planetarium projection system.
22. This item was pulled and acted upon separately (see paragraph No. 18).
23. Approval of a contract with California Market Center for the Family and Consumer Sciences Discipline/Industry Collaborative Grant.
24. Approval of additions and changes to the Community Services Continuing Education Division.
25. Approval to transfer and expend Alcoa Foundation Grant funds for the Aspire Program.
26. Approval of a contract with Financial Aid Services (FAS) for Systems Technical support.

Student Trustee concurred.

14. CONSENT ITEM #4: 2013-14 NONRESIDENT TUITION FEES

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

Trustee Hall asked why Mt. SAC is charging \$217 for 2012-13 Nonresident Fees and proposing \$216 for 2013-14 Nonresident Fees when we should be charging as much as the State law will allow. He compared Mt. SAC's charges with that of Santa Monica CCD's charges at \$269. He said that Mt. SAC's standards, student success rate, reputation, etc. justify the higher fees. Dr. Scroggins said that the current fees put us at the highest rate in the region, and that Mt. SAC needs to be competitive with the surrounding community colleges.

Motion carried. Student Trustee concurred.

15. CONSENT ITEM #6: RENEWAL AGREEMENT WITH THE NETWORK'S REPORTLINE™ TO PROVIDE AN ANONYMOUS ETHICS AND COMPLIANCE REPORTING PROGRAM

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

Trustee Hall asked how active has this program been. He would like some feedback on how this program is working. Vice President Gregoryk said that this is a follow-up on the program recommended by Vicenti, Lloyd & Stutzman for fraud solutions. He said that this program went into effect last year.

Motion carried. Student Trustee concurred.

16. CONSENT ITEM #7: RESOLUTION 12-06 – WATER QUALITY FUNDING INITIATIVE

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

Trustee Hall distributed a flyer announcing a luncheon on this subject to be held on February 12, where Hector Bordas and John Ballas, from L. A. County, will be speaking. He said that it's hard to determine how much Mt. SAC will have to pay, and he mentioned how much other entities are being assessed, such as L. A. Unified School District \$4.8M, Long Beach School District \$715K, Claremont School District \$120K, Charter Oak School District \$95K, and at least one of his dealerships \$10K. The problem is that nobody knows exactly what and who are going to be charged. Vice President Gregoryk said that Mt. SAC presented a letter to L. A. County in opposition of the measure and, as soon as the amount is calculated, the Board will be informed. He said that the fee for Pomona Unified School District will be around \$800K and Mt. SAC's fee will be around \$300K. Trustee Chyr mentioned that it's being said that K-12 schools will be exempted from this assessment. Trustee Baca asked what the motivation was for this measure, and who started it. Trustee Hall said he believes it was the Environmental Protection Agency (EPA).

A copy of Trustee Hall's flyer is included on Mt. SAC's website with these minutes.

Motion carried. Trustee Baca abstained. Student Trustee concurred.

17. CONSENT ITEM #10: RATIFICATION OF CHANGE ORDERS

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

Regarding Bid No. 2775, Agricultural Sciences Complex (Unilateral Change Order) – Harbor Construction Co., Inc. (General Contractor) – Change Order No. 18, Trustee Bader questioned that, if there is a claim in dispute, why we are agreeing to pay an intermediate amount. Facilities Planning & Management Director Gary Nellesen explained that the general contractor has made a claim against the College in an amount over \$500K, and it has been determined that some of that amount is valid. Under the advice of legal counsel, we need to clear anything that is owed to this contractor prior to arbitration due to future projects. This \$141,547 payment serves as an intermediate amount as a means of paying the contractor prior to a full and final settlement.

- RFQ No. 11-12-6 Hospital Simulation Room – AK Constructors, Inc. (Plumbing Contractor) – Change Order No. 1.
- Bid No. 2775 Agricultural Sciences Complex (Unilateral Change Order) – Harbor Construction Co., Inc. (General Contractor) – Change Order No. 18.
- Bid No. 2827 Child Development Center – Doja Inc. (Grading Contractor) – Change Order No. 4.

- Bid No. 2830 Child Development Center – Liberty Mutual/Safe Co. (General Contractor) – Change Order No. 3.
- Bid No. 2844 Design Technology Center – Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor) – Change Order No. 8. (See backup packet Pages 44 through 46.)
- Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh Construction, Inc. (General Contractor) – Change Order No. 4. (See backup packet Pages 47 through 50.)

Motion carried. Student Trustee concurred.

18. CONSENT ITEM #22: ACTIVITIES FOR THE CHILD DEVELOPMENT WORKFORCE INITIATIVE GRANT

It was moved by Trustee Chen Haggerty and seconded by Trustee Bader to approve this item.

Trustee Chyr said that, since he is an employee at the University of La Verne, and this item benefits the University of La Verne, he thinks he should abstain to avoid a potential conflict of interest.

Motion carried. Trustee Chyr abstained. Student Trustee concurred.

19. ACTION ITEM #1: GENERAL OBLIGATION BONDS PERFORMANCE AND FINANCIAL AUDIT REPORTS

It was moved by Trustee Hall and seconded by Trustee Chyr to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2010, relating to books and records of the Mt. San Antonio Community College District Proposition 39, General Obligation Bonds (Measure R, November 2001; Measure RR, November 2008; and Bond Anticipation Notes, 2009) Performance and Financial Audits.

Motion carried. Student Trustee concurred.

20. ACTION ITEM #2: RESOLUTION NO. 12-07 – 2012-13 TAX AND REVENUE ANTICIPATION NOTES (TRANS)

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

Rosa Royce gave a presentation explaining the TRANS.

A copy of Ms. Royce's presentation is included on Mt. SAC's website with these minutes.

Motion carried. Student Trustee concurred.

21. ACTION ITEM #3: 2013 CCCT BOARD OF DIRECTORS NOMINATIONS

It was moved by Trustee Bader and seconded by Student Trustee Marin to approve this item.

The Board cast its ballot for Angela Acosta-Salazar, Rio Hondo CCD; Isabel Barreras (President), State Center CCD; Mary Figueroa, Riverside CCD; Paul Gomez, Chaffey CCD; Jeanette Mann (Immediate Past President), Pasadena Area CCD; Manny Ontiveros (1st Vice President), North Orange County CCD; and Donald L. Singer, San Bernardino CCD.

Motion carried. Trustees Chyr and Hall voted no. Student Trustee concurred.

22. ACTION ITEM #4: FACULTY NEGOTIATIONS SUCCESSOR AGREEMENT, YEAR 3 OF 3-YEAR CONTRACT

It was moved by Trustee Chyr and seconded by Trustee Bader to approve the proposal to initiate the Faculty Association Successor Agreement, Year Three of the Three-Year Contract.

Motion passed. Student Trustee concurred.

23. ACTION ITEM #5: CSEA, CHAPTER 262 NEGOTIATIONS FOR THIRD-YEAR REOPENER AGREEMENT, JULY 1, 2011, THROUGH JUNE 30, 2014

It was moved by Trustee Chyr and seconded by Trustee Hall to approve the proposal to initiate the Third-Year Reopener Agreement, July 1, 2011, through June 30, 2014.

Motion passed. Student Trustee concurred.

24. ACTION ITEM #6: CSEA, CHAPTER 651 NEGOTIATIONS FOR THIRD-YEAR REOPENER AGREEMENT, JULY 1, 2011, THROUGH JUNE 30, 2014

It was moved by Trustee Chen Haggerty and seconded by Trustee Bader to approve the proposal to initiate the Third-Year Reopener Agreement, July 1, 2011, through June 30, 2014.

Motion passed. Student Trustee concurred.

25. ACTION ITEM #7: PROPOSED REVISIONS TO BOARD POLICY 3410 - NONDISCRIMINATION

It was moved by Trustee Hall and seconded by Trustee Chen Haggerty to approve the proposed revisions to Board Policy 3410 – Nondiscrimination.

Motion passed. Student Trustee concurred.

26. ACTION ITEM #8: PROPOSED NEW BOARD POLICY 6625 – COLLEGE FUND-RAISING

It was moved by Trustee Hall and seconded by Trustee Chen Haggerty to approve the proposed new Board Policy 6625 – College Fund-raising.

Motion passed. Student Trustee concurred.

27. ACTION ITEM #9: PROPOSED REVISIONS TO BOARD POLICY 7130 - COMPENSATION

It was moved by Trustee Hall and seconded by Trustee Bader to approve the proposed revisions to Board Policy 7130 - Compensation.

Motion passed. Student Trustee concurred.

28. DISCUSSION ITEM #1: FIRST READING AND DISCUSSION FOR PROPOSED REVISIONS TO VARIOUS BOARD POLICIES

Dr. Scroggins noted that BP 5130 – Financial Aid is a duplicate of a separate Discussion item, which is on Page 140, and, therefore, should be removed from this item.

The Board received for first reading and discussion proposed revisions to the following Board Policies: BP 2100 – Board Elections, BP 2105 – Election of Student Member, BP 3430 – Prohibition of Harassment, BP 3515 – Reporting of Crimes, BP 3820 – Gifts and Donations, BP 5500 – Standards of Conduct, BP 5550 – Freedom of Expression (Speech: Time, Place, and Manner), BP 6550 – Disposal of Property, and BP 6900 – Bookstore.

Regarding BP 3515 – Reporting of Crimes, it was asked if offenses against children are included, and the answer was yes.

Regarding BP 2100 – Board Elections, Trustee Chyr asked if all the areas were defined, particularly Areas 1 and 2. Dr. Scroggins said that most, if not all, areas cross over in to other cities. Therefore, the following changes will be made:

Area 1: All or portions of Glendora, La Verne, Pomona, and San Dimas

Area 2: All or portions of Charter Oak, Covina, San Dimas, Vincent, Walnut, and West Covina

Area 3: All or portions of Baldwin Park, Irwindale, Vincent, West Covina, and West Puente Valley

Area 4: All or portions of South San Jose Hills, Valinda, and West Covina

Area 5: All or portions of Avocado Heights, Hacienda Heights, Industry, La Puente, Rowland Heights, and West Puente Valley

Area 6: All or portions of Diamond Bar, Industry, Rowland Heights, Walnut, and West Covina

Area 7: All or portions of Diamond Bar, Industry, and Pomona

Those changes will be made, and Dr. Scroggins said that he would distribute the detailed maps to Board members. Trustee Chyr suggested that the language of the last paragraph be reworded. Dr. Scroggins explained the current intent of the proposed language.

Regarding BP 5500 – Standards of Conduct, it was suggested to include “**marital status**” in No. **9**. That change will be made.

Regarding BP 6550 – Disposal of Property, it was suggested that the language include approval by the Board of Trustees when disposing of College surplus property.

The revised Board Policies will be brought back to the Board in February for approval.

29. DISCUSSION ITEM #2: FIRST READING AND DISCUSSION FOR PROPOSED REVISIONS TO BOARD POLICY 2730 – HEALTH BENEFITS

The Board received for first reading and discussion proposed revisions to Board Policy 2730 – Health Benefits.

There seems to be differing interpretations of the law regarding this language. Legal advice will be sought for these changes.

The revised Board Policy will be brought back to the Board for approval, when corrected to meet current legal requirements.

30. DISCUSSION ITEM #3: FIRST READING AND DISCUSSION FOR PROPOSED REVISIONS TO BOARD POLICY 5130 – FINANCIAL AID

The Board received for first reading and discussion proposed revisions to Board Policy 5130 – Financial Aid.

The revised Board Policy will be brought back to the Board in February for approval.

31. INFORMATION ITEM #1: REVISIONS TO ADMINISTRATIVE PROCEDURES 4051 – COURSE EQUIVALENCIES AND VARIANCES; AND ADMINISTRATIVE PROCEDURE 4260 – PREREQUISITES AND COREQUISITES

The Board received revised Administrative Procedure 4051 – Course Equivalencies and Variances; and Administrative Procedure 4260 – Prerequisites and Corequisites, for information only.

32. INFORMATION ITEM #2: REVISIONS TO ADMINISTRATIVE PROCEDURE 5550 – FREEDOM OF EXPRESSION (SPEECH: TIME, PLACE, AND MANNER)

The Board received revised Administrative Procedure 5550 – Freedom of Expression, for information only.

33. INFORMATION ITEM #3: REVISIONS TO ADMINISTRATIVE PROCEDURE 7122 – RECRUITMENT AND HIRING: MANAGEMENT EMPLOYEES

The Board received new Administrative Procedure 7122 – Recruitment and Hiring: Management Employees, for information only.

34. ADJOURNMENT

The meeting adjourned at 10:23 p.m.

WTS:dl

CyberWatch West Center (CWW)
National Science Foundation - Advanced Technological Education (NSF-ATE)
Award No. 1104278
Mt. SAC Board of Trustees Informational Report
Prepared by Joumana McGowan, Dean, Business Division

Background

The first Project, known as the Regional Information Systems Security Center (RISSC) was initiated by Mt. SAC and Cal Poly Pomona on July 1, 2003, and began as a three-year, \$900,000 National Science Foundation-ATE Award. Building on that framework, RISSC was awarded an additional three-year \$900,000 Continuation Award in October 2007 through September 2011. For the second project, the partnership expanded to include California State University, Los Angeles; California State University, Dominguez Hills; and Long Beach City College. In October 2010, building on the success of the initial two RISSC Project Grants, the RISSC Partner Institutions formed a new consortium (with additional partners from California State University, San Bernardino and Whatcom Community College (in the state of Washington) called CyberWatch West Center (CWW). In October 2011, Mt. SAC was awarded a four-year, \$3 million NSF-ATE Center Grant as the lead institution, where the establishment of the CyberWatch West Center is housed on the Mt. SAC campus.

In compliance with the Cyber Security Research and Development Act, HR 3394, the purpose of CyberWatch West is to address the immediate needs in the field of Cybersecurity. CyberWatch West is the only NSF-ATE center dedicated to Cybersecurity in the western region of the United States and serves the 13 western-most states in the country.

Mission Statement

The mission of the CyberWatch West Center is to increase the quantity and quality of the Cybersecurity workforce throughout the western United States.

Vision Statement

The CyberWatch West Center is committed to improving the quantity and quality of existing cyber security resources and building upon these resources to develop effective training and teaching modules. By concentrating on student development; professional development; curriculum development, revision, and dissemination, CyberWatch West will also incorporate effective outreach efforts to raise awareness and build viable partnerships among academia and industry.

Overview and Achievements

CWW, in collaboration with its educational members, business and industry partners, and professional organization partners are working to increase the quantity and quality of Cybersecurity workforce through: **Student Development**, which provides competitions, high school outreach, internships, speakers, and professional organizations; **Professional/Faculty Development**, which provides online and face-to-face skill-building/technical workshops, partner Voucher Program, subsidized tuition for community college (CC) faculty, and faculty mentorship; **Curriculum Development**, which provides assistance in mapping to standards which are aligned to the National Initiative of Cybersecurity Education (NICE) framework, articulation between high Schools, community colleges and four-year institutions, and dissemination of model curricula and best practices; **Outreach and Partnership** to build partnerships with educational institutions, business and industry communities, and with professional/training organizations.

CWW, in its first year, has achieved through:

Student Development – Three competitions; Western Regional Cyber Collegiate Competition (WRCCDC) where over 180 higher education students participated; Pacific Rim Cyber Collegiate Competition (PRCCDC); and National Cyber League (NCL), which then competed nationally; CyberPatriot competition for high schools in partnership with LAUSD where 200 high school students participated, and built relationships with three cyber security professional organizations.

Professional/Faculty Development – We have had five online and face-to-face workshops serving 43 faculty; created a voucher program for the partners; and faculty graduate program for faculty to subsidize tuition.

Curriculum Development – We have helped assist 20 community colleges (CC) in mapping, three CCs have articulated with four-year institutions; our Network Administration and Security Management (NASM) program serves as the model curricula for community colleges; and we have articulation between three CCs and a four-year institution.

Outreach and Partnership – We have 25 members in six states, 15 partnerships with business and industry, and professional organizations.

Mt. SAC has received recognition nationally for its efforts in cyber security by being the only community college in California to have mapped two National Security Agency (NSA) standards; students have competed and won national titles, and our curricula serves as the model for community colleges. Mt. SAC sits on many meetings, dialogs, and workshops that shape the future of two-year cyber security programs. Security Week (conference on cyber security hosted by Mt. SAC) held its fifth annual conference in October 2012 with 200 students attending and is working on bringing business and industry on campus for its upcoming sixth annual conference which will be held from 9:00-11:00 a.m. in October 2013.

Future

Our outcome by September 2015 is to develop at least:

- Fifty partnerships with colleges/universities throughout the region as evidenced by participation in National Cyber League (NCL), student associations, curriculum development/revision, mapping of coursework to national standards, and/or faculty development activities.
- Twenty partnerships with high schools throughout the region as evidenced by participation in CyberPatriot, career/counselor days, curriculum development/revision, and/or faculty development activities.
- Thirty partnerships with businesses/industry throughout the region as evidenced by participation in Advisory Board, sponsorship of NCL and other grant events, use of voucher program for faculty development, curriculum review, and/or internship opportunities.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT:	<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 12/15/12 - 2/4/13**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 44,714
6000 Capital Outlay	35,023
7950 Unassigned Fund Balance	64,614
Total	\$ 144,351

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #1

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 27, 2013

To:			
	<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$	13,114
4000	Supplies/Materials		57,211
5000	Other Operating Expenses/Services		74,026
Total		\$	144,351

Restricted General Fund - 17

From:			
	<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$	13,098
5000	Other Operating Expenses/Services		31,350
7000	Other Outgo		2,887
Total		\$	47,335

To:			
	<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	27,887
3000	Employee Benefits		9,491
4000	Supplies/Materials		2,567
6000	Capital Outlay		7,390
Total		\$	47,335

Farm Operations Fund - 34

From:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	1,500
7940	Assigned Fund Balance		11,500
Total		\$	13,000

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	13,000
Total		\$	13,000

Capital Outlay Projects Fund - 41

From:			
	<u>Budget Classification</u>		<u>Amount</u>
7950	Unassigned Fund Balance	\$	120
Total		\$	120

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 27, 2013

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	2
7000	Other Outgo		118
Total		\$	120

BAN Construction Fund - 44

From:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	195,000
Total		\$	195,000

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	20,000
5000	Other Operating Expenses/Services		175,000
Total		\$	195,000

Associated Students Trust Fund - 71

From:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	800
Total		\$	800

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	800
Total		\$	800

Other Trust Funds - 79

From:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	50
Total		\$	50

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	50
Total		\$	50

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 27, 2013

BUDGET REVISIONS
For the period 12/15/12 - 2/4/13

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
883900 Disabled Student Programs & Services	\$ 750
884006 Student Life - Commencement	464
887500 Biological Sciences Field Trip Fees	3,766
887500 Geology/Ocean Field Trip Fees	2,444
887700 Writing Center - Printing Fees	8,136
887714 Fire Academy	50,509
887730 Arts - Print Making Fees	2,529
887730 Ceramics - Clay Fees	1,357
887730 Business - Color Copy/Laser Fees	3,681
887730 Architecture/Design - Production Fees	2,155
887730 Photographics - Production Fees	3,620
887730 Commercial Art - Print Fees	350
887730 Animation - Paper Fees	110
887730 Interior Design/Fashion - Print Fees	1,940
887730 First Aid and CPR Fees	5,040
887730 Industrial Design Technology - Production Fees	360
888500 Bursar's Office, Duplicate ID Fees - Non Credit Students	18,670
888545 Aircraft Maintenance - Exam Fees	1,640
888545 Paramedic - Exam Fees	2,660
888545 Air Conditioning - EPA Test Fees	375
888545 Welding Certification	2,700
888545 Nursing Kaplan Integrated Test Fees	487
889000 Self-Insured Retention Trust	53,572
889000 Human Resources - Fingerprinting Fees	3,958
889000 Technology and Health Division	100
889000 Printing Services	8,275
Total	\$ 179,648

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 1,462
2000 Classified/Other Nonacademic Salaries	3,158
3000 Employee Benefits	430
4000 Supplies/Materials	95,667

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 27, 2013

5000	Other Operating Expenses/Services	\$	74,103
7950	Unassigned Fund Balance		4,828
Total		\$	179,648

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
865900	2012-13 CTE Community Collaborative Project - Round 5	\$	90,000
Total		\$	90,000

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	19,000
2000	Classified/Other Nonacademic Salaries		38,000
3000	Employee Benefits		8,034
4000	Supplies/Materials		4,227
5000	Other Operating Expenses/Services		13,739
6000	Capital Outlay		7,000
Total		\$	90,000

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
886000	Revenue Lease Bonds Interest	\$	31
889000	Energy Projects - District		29,850
Total		\$	29,881

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	29,881
Total		\$	29,881

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$144,351), Restricted General Fund (\$47,335), Farm Operations Fund (\$13,000), Capital Outlay Projects Fund (\$120), BAN Construction Fund (\$195,000), Associated Students Trust Fund (\$800), and Other Trust Funds (\$50) pursuant to the California Code of Regulations, Title 5, Section 58307.

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 27, 2013

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$179,648), Restricted General Fund (\$90,000), and Capital Outlay Projects Fund (\$29,881) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE: <u>February 27, 2013</u>	CONSENT	
SUBJECT: <u>Independent Contractors</u>		

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Adamson, Greg	Instruction – Music	Performer, Music Faculty Showcase	4/27/13	\$100
Beasing, David	Instruction – Radio, Perkins Grant	Guest Speaker	4/2/13	\$100
Benson, Kyla	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Judge, Fashion Symposium Static Display	3/1/13 – 6/30/13	\$300
Bull, Larissa	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Judge, Fashion Symposium Retail Merchandising	3/1/13– 6/30/13	\$300
Crane, Karen	Instruction – Radio, Perkins Grant	Guest Speaker	5/1/13	\$100
Dicken, Cindy	Instruction – Music	Adjudicator/ Clinician, Vocal Jazz Workshop/ Festival	3/1/13	\$350
Falker, Matthew	Instruction – Music	Adjudicator/ Clinician, Vocal Jazz Workshop/ Festival	3/1/13	\$350

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

SUBJECT: Independent Contractors**DATE:** February 27, 2013

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Feliz, William	Instruction – Radio, Perkins Grant	Guest Speaker	3/5/13	\$100
Franco, Marla	Student Services - Student Life/ LEAD Program	Presenter, LEAD Program on “Leading & Managing a Diverse Group”	4/1/13– 4/30/13	\$75
Geffen, Adrienne	Instruction – Music	Performer, Music Faculty Showcase	4/27/13	\$100
Guter, Christine	Instruction – Music	Adjudicator/ Clinician, Vocal Jazz Workshop/ Festival	3/1/13	\$350
Holland, Jay	Instruction – Interior Design, Perkins Grant	Presenter, Revit Software Seminar	4/13/13	\$500
Johnstone, Dave	Instruction – Music	Performer/ Accompanist, Singcopation & Frontline, Vocal Jazz Workshop/ Festival	2/28/13– 3/1/13	\$450
Johnstone, Dave	Instruction – Music	Performer/ Accompanist, Singcopation, Monterey Next Generation Jazz Festival	4/1/13– 4/7/13	\$1,100
Johnstone, Dave	Instruction – Music	Performer/ Accompanist, Singcopation, Steamers Jazz Club & Café	5/13/13– 5/16/13	\$600
Johnstone, Dave	Instruction – Music	Performer/ Accompanist, Singcopation	5/29/13– 6/8/13	\$900
Kalling, Ross	Instruction – Music	Performer, Music Faculty Showcase	4/27/13	\$100
Keena, Shane	Instruction – Ceramics	Visiting Artist, Lecture & Workshop	4/12/13	\$350

SUBJECT: Independent Contractors**DATE:** February 27, 2013

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Knights, Pamela	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Additional Duties for Fashion Symposium (amends existing contract from \$500 - \$2,000)	1/13/13– 6/30/13	\$2,000
Kolisnyk, Christi	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Arrange 20 speakers for Fashion Symposium	3/1/13– 6/30/13	\$1,000
Lee, Dora	Student Services - Student Life/ LEAD Program	Presenter, LEAD Program on “Power & Privilege”	4/1/13– 4/30/13	\$75
Modica, Joseph	Instruction – Music	Adjudicator, Chamber Choir Festival	3/6/13	\$500
Pitblado, John	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Create a still photography record of Fashion Symposium	3/1/13– 6/30/13	\$500
Reid, Kate	Instruction – Music	Adjudicator/ Clinician, Vocal Jazz Workshop/ Festival	3/1/13	\$350
Rios, Lori Marie	Instruction – Music	Adjudicator, Chamber Choir Festival	3/6/13	\$500
Rivera, Rebecca	Instruction – Music	Performer, Music Faculty Showcase	4/27/13	\$100
Sener, John dba Sener Knowledge, LLC	Instruction – CyberWatch West Grant	External Evaluator (amends existing contract from \$24,000 to \$28,000)	10/1/12– 9/30/13	\$28,000
Suffredini, Ron	Instruction – Music	Performer/ Accompanist, Singcopation & Frontline, Vocal Jazz Workshop/ Festival	2/28/13– 3/1/13	\$450

SUBJECT: Independent Contractors

DATE: February 27, 2013

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Suffredini, Ron	Instruction – Music	Performer/ Accompanist, Singcopation, Monterey Next Generation Jazz Festival	4/1/13– 4/7/13	\$1,100
Suffredini, Ron	Instruction – Music	Performer/ Accompanist, Singcopation, Steamers Jazz Club & Café	5/13/13– 5/16/13	\$600
Suffredini, Ron	Instruction – Music	Performer/ Accompanist, Singcopation, Spring Vocal Jazz Concert	5/29/13– 6/8/13	\$900
White, George	Instruction – Photography, Perkins Grant	Presenter, HD Video Production Workshop	4/19/13– 4/20/13	\$2,000

Funding Sources

Restricted General Fund – Instruction - Family and Consumer Sciences (FCS) Discipline/Industry Collaborative Grant, Radio/Interior Design/Photography – Perkins Grant, CyberWatch West Grant.

Unrestricted General Fund – Instruction – Music, Ceramics, Student Services – Student Life/LEAD Program.

SUBJECT: Independent Contractors

DATE: February 27, 2013

The subsequent independent contractors are being submitted by Instruction for the following rationale: both were added after the January Board deadline. Following is a list of those independent contractors for Board ratification:

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Randall, Victoria	Instruction – LA84 Foundation Grant	Design Youth Days program	2/4/13– 3/31/13	\$2,800
Waller, Ellis	Instruction – Family & Consumer Sciences (FCS) Discipline/ Industry Collaborative Grant	Write Gerontology & Family Studies articles for the FCS Flash! website	1/2/13– 6/30/13	\$1,300

Funding Sources

Restricted General Fund - Instruction – LA84 Foundation Grant, Family and Consumer Sciences (FCS) Discipline/Industry Collaborative Grant.

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: February 27, 2013

CONSENT

SUBJECT: Quarterly Investment Report

BACKGROUND

Although the Legislature suspended these mandates and local agencies are no longer required to submit quarterly investment reports or the investment policy on an annual basis, it encouraged local agencies to continue to submit these reports to their governing boards. We feel that it is fiscally responsible to continue this practice; therefore, we will continue to submit these reports to the Board of Trustees for review.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending December 31, 2012:

County of Los Angeles, Cash in County Treasury	\$75,756,787	.61%
Citizens Business Bank, District Clearing Account	8,110	.10%
Citizens Business Bank, Revolving Fund	76,466	.10%
Citizens Business Bank, Community Education Clearing Account	13,013	.00%*
Citizens Business Bank, Web Registration Credit Cards	82,675	.10%
Citizens Business Bank, Parking Services Credit Cards	709	.10%
Citizens Business Bank, Performing Arts Center	245	.00%
City National Bank, Federal Perkins Loans	5,331	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	318,780	.04%

*in exchange for reduced banking fees (account is cleared monthly)

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the December 31, 2012, Quarterly Investment Report, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 27, 2013</u>	CONSENT
SUBJECT: <u>Quarterly Financial Status Report</u>	

BACKGROUND

Title 5 of the California Code of Regulations (CCR), Section 58310, requires community college districts to prepare and submit a quarterly report on their financial condition that must be submitted to the Chancellor and presented to the Board of Trustees for its review.

ANALYSIS AND FISCAL IMPACT

The following report for the period ending December 31, 2012, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending December 31, 2012, as presented.

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

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2012-2013

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q2)

Dec 31, 2012

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-13

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	143,634,299	145,152,876	139,034,856	136,503,544
A.2	Other Financing Sources (Object 8900)	13,887	37,323	45,798	161,397
A.3	Total Unrestricted Revenue (A.1 + A.2)	143,648,186	145,190,199	139,080,654	136,664,941
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	137,369,441	139,693,635	141,686,959	142,413,229
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,169,740	1,953,909	873,132	561,947
B.3	Total Unrestricted Expenditures (B.1 + B.2)	140,539,181	141,647,544	142,560,091	142,975,176
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	3,109,005	3,542,655	-3,479,437	-6,310,235
D.	Fund Balance, Beginning	27,161,411	30,270,416	33,813,071	30,333,634
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	27,161,411	30,270,416	33,813,071	30,333,634
E.	Fund Balance, Ending (C. + D.2)	30,270,416	33,813,071	30,333,634	24,023,399
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.5%	23.9%	21.3%	16.8%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	31,048	31,203	28,702	27,734
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-13
H.1	Cash, excluding borrowed funds		47,162,729	44,437,705	28,387,144
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	42,296,593	47,162,729	44,437,705	28,387,144

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	135,372,261	136,503,544	55,699,187	40.8%
I.2	Other Financing Sources (Object 8900)	153,558	161,397	52,226	32.4%
I.3	Total Unrestricted Revenue (I.1 + I.2)	135,525,819	136,664,941	55,751,413	40.8%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	141,938,559	142,413,229	64,673,332	45.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	547,874	561,947	163,231	29%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	142,486,433	142,975,176	64,836,563	45.3%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-6,960,614	-6,310,235	-9,085,150	
L.	Adjusted Fund Balance, Beginning	30,333,634	30,333,634	30,333,634	
L.1	Fund Balance, Ending (C. + L.2)	23,373,020	24,023,399	21,248,484	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.4%	16.8%		

V. **Has the district settled any employee contracts during this quarter?** **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

** As specified in Collective Bargaining Agreement or other Employment Contract*

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. **Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?** **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. **Does the district have significant fiscal problems that must be addressed?** **This year? YES**
Next year? YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.) Mt. San Antonio College has eliminated several positions and implemented budget reductions for the fiscal year 2012-13. As a result of the passage of Proposition 30, the College avoided an \$8.6 million revenue reduction. The estimated deficit for the fiscal year 2012-13 remains over \$6 million (one-time and ongoing). The College will increase course offerings by 443 FTES for the spring 2013.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT:	<u>Agreement with 3C Business Solutions, Inc.</u>	

BACKGROUND

3C Business Solutions, Inc. provides custom on-site technical training for a variety of software packages including the suite of Oracle products. Information Technology staff need in-depth training on Oracle Application Express (APEX) to continue to maintain and provide new functionality for the College’s enterprise application system, Banner.

The Facilities Reservation System (currently in the testing phase) and the replacement for the Professional and Organizational Development (POD) calendaring system are just two examples of APEX projects that commenced following the May 2012 introductory APEX training that was provided by 3C Business Solutions, Inc.

ANALYSIS AND FISCAL IMPACT

3C Business Solutions, Inc. will provide an expert APEX trainer on-site for a total of sixteen hours scheduled over four days. The total cost for training including all travel and related expenses will not exceed \$4,500.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with 3C Business Solutions, Inc., as presented.

Prepared by: <u>Victor A. Belinski</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #5</u>

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 27, 2013</u>	CONSENT
SUBJECT: <u>Service Agreement for Software Upgrade with PeopleAdmin, Inc.</u>	

BACKGROUND

PeopleAdmin, Inc. provides online employment application and tracking software. Mt. SAC has used PeopleAdmin’s Enterprise Application Tracking software since November 2007. The College’s employment application process is completely online, so paper applications are no longer accepted. PeopleAdmin software is hosted by the vendor utilizing the software as a service model.

ANALYSIS AND FISCAL IMPACT

PeopleAdmin released a significant upgrade for the Select 12 Recruiting module which will greatly enhance the software’s functionality and reporting tools. PeopleAdmin will assist the Human Resources office by providing implementation, training, and support services. The list price of the upgrade is a one-time fee of \$3,500 and an ongoing annual increase to the software license fee of \$4,530, for a total of \$8,030. Due to technical issues encountered and resolved during the last upgrade, PeopleAdmin offered Mt. SAC a \$2,000 discount, so the final upgrade cost is \$6,030.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the service agreement with PeopleAdmin, Inc., as presented.

Prepared by: Victor A. Belinski Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #6

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

DATE: February 27, 2013

CONSENT

SUBJECT: Renewal Contract with Student Transportation of America, Inc.

BACKGROUND

In March 2011, the College entered into a five-year contract with Student Transportation of America, Inc. (STA) to provide bus services for transporting students to athletic events, field trips, and Continuing Education programs. STA provides school-bus-type services for trips that occur within a 60-mile radius of the campus and returning on the same day.

ANALYSIS AND FISCAL IMPACT

Year two of the five-year contract with STA is due to expire March 25, 2013. STA has asked for a 3% increase to cover the rising cost of fuel and driver wages, which is allowed under the current contract. Even with the rate increase, their prices remain lower than the original prices bid by their competitors two years ago. STA has provided safe, reliable bus services to the College for the past two years. Therefore, it is recommended to renew the agreement with STA for year three of the five-year contract including the 3% increase. The renewal period will commence March 26, 2013, through March 25, 2014.

The estimated costs for the 2013-14 fiscal year are approximately \$80,000. However, the actual costs for these services will vary depending on the number of trips taken during the contract period.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract renewal with Student Transportation of America, Inc., as presented.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #7

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT:	<u>Lease/Leaseback Construction Services</u>	

BACKGROUND

In 2012, staff conducted an open process to select the best firm to provide construction services under the Lease/Leaseback delivery method. Tilden-Coil Constructors, Inc. was selected to provide both pre-construction consulting and construction services. The fee for pre-construction services is based on the construction budget, and ranges from .75% to 1%. The fee for construction is a guaranteed maximum price.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Contractor:	Tilden-Coil Constructors	
	Project:	Administration Building Site Improvements	
Item	Description:	Amount	
	Guaranteed maximum price (GMP) to provide construction services, contract general conditions, special project requirements, a construction contingency, and overhead and profit for the Administration Building Site Improvements. The guaranteed maximum price includes two alternates and allowances for several items that cannot be accurately priced at this time. Tilden-Coil Constructors has effectively demonstrated that competitive bidding was used to ensure fair prices for the construction activities.	\$1,394,300.00	
	Guaranteed maximum price:	\$1,394,300.00	

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

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

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

DATE: February 27, 2013

CONSENT

SUBJECT: Pre-Construction Services

BACKGROUND

An essential element of the Lease/Leaseback construction delivery method is the preconstruction phase. By engaging the services of the Lease/Leaseback contractor prior to the completion of the construction documents, problems during the construction phase can be minimized. At this time, both the Student Success Center and Food Services Building projects are ready for contractor reviews.

ANALYSIS AND FISCAL IMPACT

Following is a list of preconstruction services to be provided for the listed projects.

- 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 analysis.
- Undertake value engineering analysis, 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 trade bidding.
- Obtain contractor required permits including local business license(s), grading, demolition, storm drainage, Storm Water Pollution Prevention Plan, encroachment, and other permits, as may be required.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

SUBJECT: Pre-Construction Services**DATE:** February 27, 2013

The costs for the listed services are as follows.

#1	Contractor:	Tilden-Coil Constructors	
	Project:	Food Services Building	
Item	Description:	Amount	
	Pre-construction services at .75% of the estimated construction budget of \$6,940,000.00	\$52,050.00	
	Guaranteed maximum price:		\$52,050.00

#2	Contractor:	Tilden-Coil Constructors	
	Project:	Student Support Services Building	
Item	Description:	Amount	
	Pre-construction services at .75% of the estimated construction budget of \$7,535,000.00.	\$56,512.50	
	Guaranteed maximum price:		\$56,512.50

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

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

DATE: February 27, 2013

CONSENT

SUBJECT: Professional Design and Consulting Services

BACKGROUND

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

In 2008, the College conducted a comprehensive search for the best qualified architectural and engineering firms. A detailed request for qualifications was publicized and sent to interested firms in the area. Over 100 responses were received. The responses were evaluated by a representative team to identify the very best firms. A group of approximately 20 architects and engineering firms were interviewed and evaluated using structured scoring criteria that addressed qualifications, relevant project experience, financial stability, and fee. Finalists were invited to make presentations to the Campus Master Plan Coordinating Team (CMPCT), and a group of four architectural firms were approved to provide design services for the most significant modernization and new construction projects. Several other firms were selected to provide services for smaller projects, and three engineering firms were selected for specialty services.

Anticipating that the first issuance of Measure RR bonds will take place later this year, project-specific proposals for three major projects were solicited from the previously approved architectural firms. A representative team, including members of the Facilities Advisory Committee, was formed to review the proposals for qualifications and fee, and to provide recommendations to the Campus Master Plan Coordinating Team.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	HMC Architects	
	Project:	Athletics Complex East	
Item	Description:	Amount	
1	Professional architectural and engineering services including design, agency approval, construction administration, and close out for the \$44,000,000.00, 18-acre Athletics Complex East project. Basic architectural and engineering services to be billed at 6% of the construction budget. This fee will be	\$2,317,446.00	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

SUBJECT: Professional Design and Consulting Services**DATE:** February 27, 2013

	converted to a fixed fee at the 50% design development phase, based on the most accurate estimates available at the time. The construction budget is currently estimated at \$38,624,106.00.		
2	LEED® Services:	\$102,500.00	
3	Traffic Engineering:	\$9,000.00	
4	Storm Water Pollution Prevention Plan:	\$7,500.00	
5	Reimbursable expenses, not to exceed:	\$97,000.00	
	Contract Amount:		\$2,533,446.00

#2	Consultant:	Hill Partnership, Inc.	
	Project:	Business and Computer Technology Center	
Item	Description:	Amount	
1	Professional architectural and engineering services including construction administration and close out for the \$51,000,000.00, 100,000-square-foot Business and Computer Technology Center project. Basic architectural and engineering services to be billed at 7.125 % of the construction budget. This fee will be converted to a fixed fee at the completion of the schematic design phase, based on the most accurate estimates available at the time. The construction budget is currently estimated at \$40,688,198.00.	\$2,899,034.00	
2	Audiovisual Consulting:	\$81,576.00	
3	Telecommunications and Data:	\$64,804.00	
4	LEED® Services:	\$48,950.00	
5	Acoustic Consultant:	\$30,800.00	
6	Storm Water Pollution Prevention Plan:	\$7,480.00	
7	Shoring Consulting:	\$7,150.00	
8	Reimbursable expenses, not to exceed:	\$94,195.00	
	Contract Amount:		\$3,233,989.00

SUBJECT: Professional Design and Consulting Services**DATE:** February 27, 2013

#3	Consultant:	Hill Partnership, Inc.	
	Project:	Parking Structure	
Item	Description:	Amount	
1	Professional architectural and engineering services including construction administration and close out for the \$55,000,000.00, 2,200-2,300-space Parking Structure. Basic architectural and engineering services to be billed at 5% of the construction budget. This fee will be converted to a fixed fee at the end of the completion of the schematic design phase, based on the most accurate estimates available at the time. The construction budget is currently estimated at \$48,563,333.00.	\$2,428,167.00	
2	Traffic Engineering:	\$36,650.00	
3	Roofing/Waterproofing Consulting:	\$27,500.00	
4	Shoring Consultant:	\$20,500.00	
5	Storm Water Pollution Prevention Plan:	\$7,480.00	
6	Reimbursable expenses, not to exceed:	\$7,500.00	
	Contract Amount:		\$2,775,306.00

#4	Consultant:	H2 Environmental Consulting Services, Inc.	
	Project:	Building 12 Classroom Modernization	
Item	Description:	Amount	
	Provide professional asbestos and lead monitoring and project oversight services at the Building 12 Classroom Modernization project.	\$24,935.00	
	Contract Amount, hourly not to exceed:		\$24,935.00

#5	Consultant:	Steven Fader Architects	
	Project:	Temporary Space Classrooms	
Item	Description:	Amount	
	Professional architectural services to design 10 temporary space classrooms; includes site improvements, utility connections, pedestrian access, a new restroom facility, and construction administration. Services are provided for a fixed fee:	\$76,850.00	
	Reimbursable expenses:	\$1,000.00	
	Contract Amount:		\$77,850.00

SUBJECT: Professional Design and Consulting Services**DATE:** February 27, 2013

#6	Consultant:	HMC Architects	
	Project:	Northwest Quadrant Utility Improvements – Phase 1	
Item	Description:	Amount	
	Professional architectural services to provide civil, electrical, plumbing, and telecommunications engineering services for the Northwest Quadrant Utility Improvements Phase 1. Services are provided for a fixed fee:	\$47,800.00	
	Reimbursable expenses:	\$3,000.00	
	Contract Amount:		\$50,800.00

#7	Consultant:	Andreasen Engineering, Inc.	
	Project:	Farm Area Drainage Survey	
Item	Description:	Amount	
	Professional engineering services to provide a drainage survey and design of retaining walls to prevent erosion at the Animal Care Unit Building F4 and the Equine Center. Services are provided for a fixed fee:	\$8,550.00	
	Reimbursable expenses:	\$300.00	
	Contract Amount:		\$8,850.00

#8	Consultant:	P2S Engineering, Inc.	
	Project:	San Jose Hills Road Entrance Improvements	
Item	Description:	Amount	
	Professional engineering services to provide construction administration services for the San Jose Hills Road Entrance Improvements. Services are provided for a fixed fee:	\$7,250.00	
	Contract Amount:		\$7,250.00

#9	Consultant:	Facility Consulting Services, LLC	
	Project:	Project Management Policies, Procedures, and Internal Controls	
Item	Description:	Amount	
	Professional services to assist the Facilities Management team in developing policies, procedures, and internal controls for the design and construction management of Measure RR and other projects.	\$35,000.00	

SUBJECT: Professional Design and Consulting Services

DATE: February 27, 2013

	Services are provided for a fixed fee:		
	Reimbursable expenses:	\$1,000.00	
	Contract Amount:		\$36,000.00

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

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

DATE: February 27, 2013

CONSENT

SUBJECT: Charter Bus Service (Bid No. 2935)

BACKGROUND

In March 2008, the College entered into a five-year contract with Coach America to provide charter bus services for transporting students and staff to athletic events, field trips, and Continuing Education programs. Coach America was recently acquired by Horizon Coach Lines, located in Long Beach, CA. Year five of the five-year contract is due to expire March 18, 2013.

ANALYSIS AND FISCAL IMPACT

A request for bids was issued for a new five-year contract for charter bus services. Bids were advertised in the Inland Valley Daily Bulletin once a week for two consecutive weeks in accordance with Education Code 81641. Bid documents were sent to four companies with only one bid received from Horizon Coach Lines.

Horizon Coach Lines has continued to provide safe, reliable buses at the same level of service that was provided by Coach America for the past several years. Therefore, it is recommended that the bid be accepted at the prices listed below:

<u>Bus Capacity</u>	<u>Minimum Rate for First 5 Hours</u>	<u>Rate per Hour Over Minimum</u>	<u>Rate per Mile Over Minimum</u>	<u>Overnight Trip Charge</u>
		<u>Whichever is Greater</u>		
47	\$518	\$70	\$4	\$ 960
55	\$620	\$72	\$4	\$1,080

The term of this contract will be for one year, commencing March 19, 2013, with the option to renew for four additional one-year periods, not to exceed five years.

The estimated costs for the 2013-14 fiscal year are approximately \$125,000. However, the actual costs for these services will vary depending on the number of trips taken during the contract period.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #11

SUBJECT: Charter Bus Service (Bid No. 2935)

DATE: February 27, 2013

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the bid for Charter Bus Service (Bid No. 2935) and awards the contract to Horizon Coach Lines, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT:	<u>Child Development Center (Unilateral Change Order)</u>	

BACKGROUND

Child Development Center (Unilateral Change Order).

ANALYSIS AND FISCAL IMPACT

Due in part to the fault of the general building contractor to complete the requirements of their contract, Comfort Conditioning Inc., the mechanical contractor, made a claim against the District in the amount of \$158,479.00. The majority of the claim is in dispute and, while efforts have been made to settle the matter, a final agreement has not been reached. It is in the interest of the District to pay the contractor for any costs that can be validated at this time so that the financial impact on the contractor can be minimized. The following change serves as an intermediate means of paying the contractor prior to a full and final settlement:

Bid No.	2833	Contractor:	Comfort Conditioning Inc. (Mechanical Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Additional jobsite rental fees.		\$5,317.65	0 days	
2	Additional project management due to delays by other contractors.		\$9,406.84	0 days	
3	Sub-contractors costs due to delays by other contractors.		\$13,539.40	0 days	
4	Extended equipment warranties due to delays by other contractors.		\$9,130.40	0 days	
5	Replace damaged material due to remediation efforts.		\$10,174.00	0 days	
6	Additional costs for stored equipment.		\$8,742.06	0 days	
7	LEED documentation per addendum No. 4.		\$6,334.72	0 days	
	Total		\$62,645.07	0 days	
	Original Contract Amount			\$1,374,000.00	
	Net Change by Previous Change Orders			\$6,940.00	
	Net Sum Prior to This Change Order			\$1,380,940.00	
	Amount of Change Order No. 1			\$62,645.07	
	New Contract Sum			\$1,443,585.07	
	Percentage of Change to Contract, to Date			5.06 %	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #12

SUBJECT: Child Development Center (Unilateral Change Order)

DATE: February 27, 2013

The following Change Order has previously been approved by the Board of Trustees:

Child Development Center	Date	Amount	%	Bid No. 2833 Comfort Conditioning (Mechanical Contractor)
Contract Amount		\$1,374,000.00		
C. O. No. 1	February 2012	\$6,940.00	0.51%	Provide tube steel members to support each side of the fan coil units; Install tube steel to span between six members at 13 locations.

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: <u>February 27, 2013</u>	CONSENT
SUBJECT: <u>Child Development Center (Change Orders)</u>	

BACKGROUND

Child Development 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:

Bid No.	2830	Contractor:	Liberty Mutual/Safeco (General Contractor)	CO No.	4
Item	Change and Justification:		Amount	Time	
1	Repair curbs at sill plates that were incorrectly placed by the concrete contractor. Costs for this item will be deducted from the appropriate contractor's fees. <i>Architect/Engineer requirement-owner-directed change - additional details required.</i>		\$20,723.05	0 days	
2	Provide backer strips at all exterior curbs where shear walls occur. Curbs at exterior sill plates were incorrectly placed by concrete contractor. Costs for this item will be deducted from the appropriate contractor's fees. <i>Architect/engineer requirement - additional details required.</i>		\$38,624.81	0 days	
3	Demolish existing concrete slab and re-pour concrete to correct elevation in Building A. The concrete slab was incorrectly placed by concrete contractor. Costs for this item will be deducted from the appropriate contractor's fees. <i>Architect/Engineer requirement-owner-directed change - additional details required.</i>		\$2,411.48	0 days	
4	Provide a concrete pad for the water heater in Building B as the concrete pad was not installed by the concrete contractor. Costs for this item will be deducted from the appropriate contractor's fees. <i>Architect/Engineer requirement-owner-directed change - additional details required.</i>		\$874.83	0 days	
5	Fill in concrete curbs where blocked out for toilet carriers at 12 locations throughout all four buildings. Costs for this item will be deducted from the appropriate contractor's fees. <i>Architect/Engineer requirement-owner-directed change - additional details required.</i>		\$2,075.68	0 days	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #12

SUBJECT: Child Development Center (Change Orders)

DATE: February 27, 2013

6	Chip concrete curb at Buildings B and C where the concrete curbs exceeded specified width; curbs at sill plates were incorrectly placed by concrete contractor. Costs for this item will be deducted from the appropriate contractor's fees. <i>Architect/Engineer requirement-owner-directed change - additional details required.</i>	\$6,498.04	0 days
7	Cut back the concrete curb at the restroom door openings to accommodate the door frames. Costs for this item will be deducted from the appropriate contractor's fees. <i>Architect/Engineer requirement-owner-directed change - additional details required.</i>	\$1,476.37	0 days
8	Provide uni-strut-type mounting bracket for the walk-in refrigerator compressor mounting in lieu of fixing the previously placed concrete pad. Costs for this item will be deducted from the appropriate contractor's fees. <i>Architect/Engineer requirement-owner-directed change - additional details required.</i>	\$724.95	0 days
	Total	\$73,409.21	0 days
	Original Contract Amount		\$4,355,000.00
	Net Change by Previous Change Orders		\$119,734.77
	Net Sum Prior to This Change Order		\$4,474,734.77
	Amount of Change Order No. 4		\$73,409.21
	New Contract Sum		\$4,548,143.98
	Percentage of Change to Contract, to Date		4.43%

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

Child Development Center	Date	Amount	%	Bid No. 2830 Liberty Mutual/Safeco (General Contractor)
Contract Amount		\$4,355,000.00		
C. O. No. 1	July 2012	\$34,545.10	0.79%	Takeover agreement.
C. O. No. 2	December 2012	\$44,135.00	1.81%	Provide additional door and gate hardware; Provide credit for use of alternate type of gypsum board; Install backing and Z-bar flashing at base of roof "monitor" clerestories at all four buildings; Add motorized roller shades at clerestory windows in all four buildings.

SUBJECT: Child Development Center (Change Orders)**DATE:** February 27, 2013

Child Development Center (cont.)	Date	Amount	%	Bid No. 2830 Liberty Mutual/Safeco (General Contractor)
C. O. No. 3	January 2013	\$41,054.67	2.75%	Wrap exposed beams and rafters in one clerestory area in all four buildings to cover exposed rafter support hardware and conceal conduits and junction boxes.

Bid No.	2834	Contractor:	Tri-Power Electric (Electrical Contractor)	CO No.	5
Item	Change and Justification:			Amount	Time
1	Purchase new copper electrical feeders in lieu of previously approved aluminum feeders per upgraded Campus Standards <i>Owner-directed change - Campus Standards.</i>			\$32,738.79	0 days
2	Add relays to allow for operation of restroom fans by occupancy sensors. <i>Architect/engineer requirements - additional details required.</i>			\$2,108.00	0 days
3	Install junction boxes, conduit, wiring, and motor-rated disconnect switches for variable volume air distribution units (VAV) in Buildings A and D. <i>Architect/engineer requirements - additional details required.</i>			\$8,034.00	0 days
4	Provide junction boxes and conduit in finished walls for hand dryer electrical power in two restrooms. <i>Architect/engineer requirements - additional details required.</i>			\$886.57	0 days
	Total			\$43,767.36	0 days
	Original Contract Amount			\$1,856,500.00	
	Net Change by Previous Change Orders			\$104,009.47	
	Net Sum Prior to This Change Order			\$1,960,509.47	
	Amount of Change Order No. 5			\$43,767.36	
	New Contract Sum			\$2,004,276.83	
Percentage of Change to Contract, to Date				7.96%	

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

Child Development Center	Date	Amount	%	Bid No. 2834 Tri-Power Electric (Electrical Contractor)
Contract Amount		\$1,856,500.00		
C. O. No. 1	August 2010	\$44,500.00	2.40%	Provide temporary construction power for the project and future projects in the vicinity.

SUBJECT: Child Development Center (Change Orders)

DATE: February 27, 2013

Child Development Center (cont.)	Date	Amount	%	Bid No. 2834 Tri-Power Electric (Electrical Contractor)
C. O. No. 2	July 2011	\$6,120.36	2.73%	Additional temporary power poles throughout the site; Replace damaged light signal pull box.
C. O. No. 3	February 2012	\$20,296.57	3.82%	Perform all electrical changes as per Addendum 4; Install a new electrical vault to relocate conduits from the substation away from walk ways.
C. O. No. 4	December 2012	\$33,092.54	5.60%	Provide all electrical connections and wiring for mechanical shades, Provide additional junction boxes and conduit for faculty work stations at Building A and D to address upgraded Campus Standards; Provide junction boxes and conduit for staff work stations at Building A to address upgraded Campus Standards.

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

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

DATE: February 27, 2013

CONSENT

SUBJECT: Agricultural Sciences Building Landscape (Change Order)

BACKGROUND

Agricultural Sciences Building Landscape (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:

Bid No.	2897	Contractor:	Harry H. Joh Construction, Inc. (General Contractor)	CO No.	5
Item	Change and Justification:		Amount	Time	
1	Relocate two existing valves north of the sidewalk. <i>Architects/engineers requirements - additional details required.</i>		\$220.32	0 days	
2	Provide two landscape sleeves under the existing walkway at the west side of the building. <i>Owner-directed change - design modification.</i>		\$711.79	1 day	
3	Modify the landscape design to provide more planting and less sod. <i>Architect's/engineer's requirements - additional details required.</i>		\$5,080.52	1 day	
4	Reroute a 1¼" pipe and gate valve. <i>Owner-directed change - additional details required.</i>		\$988.25	1 day	
5	Install 104 additional trees, six tree drains, and eight tree wells per the owner's direction. <i>Owner-directed change - design modification.</i>		\$10,301.46	6 days	
6	Install ultra fiber to provide additional structural reinforcement of the mow strip and 4"-thick concrete pavement. <i>Architect's/engineer's requirements - additional details required.</i>		\$1,005.32	0 days	
7	Extend each galvanized handrail 12" beyond the top of the stair run and parallel to the landing surface to meet ADA requirements. <i>Architect's/engineer's requirements - additional details required.</i>		\$4,302.56	4 days	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

SUBJECT: Agricultural Sciences Building Landscape (Change Order)

DATE: February 27, 2013

Total	\$22,610.22	13 days
Original Contract Amount	\$423,250.00	
Net Change by Previous Change Orders	\$46,445.22	
Net Sum Prior to This Change Order	\$469,695.22	
Amount of Change Order No. 5	\$22,610.22	
New Contract Sum	\$492,305.44	
Percentage of Change to Contract, to Date	16.32%	

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

Agricultural Sciences Landscape	Date	Amount	%	Bid No. 2897 Harry H. Joh Construction (General Contractor)
Contract Amount		\$423,250.00		
C. O. No. 1	August 2012	\$8,882.88	2.10%	Identify existing underground utilities not indicated on the drawings; Remove four existing, abandoned chilled water lines; Provide geo-textile fabric bridge at the bottom of the seat wall.
C. O. No. 2	November 2012	\$20,322.70	6.90%	Install additional rebar and chamfer per the architect's Field Work Directive. This information was not included on the original drawings.
C. O. No. 3	December 2012	<\$10,200.60>	4.49%	Deduction for additional DSA inspection services; Deduction for additional geotechnical monitoring and testing services.
C. O. No. 4	January 2013	\$27,440.24	10.97%	Prepare piping with foam wrapping for slurry; Over-excavate area 10' long for piping and crushed rock base; Re-route four existing chiller lines and remove footing formwork and rebar; Pour slurry at top landing; Install 54 square feet of rebar and 33 linear feet of form; Install 60 linear feet of chamfer; Install 32 linear feet of leveling form at the lower retaining ramp wall.

SUBJECT: Agricultural Sciences Building Landscape (Change Order)

DATE: February 27, 2013

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: February 27, 2013

CONSENT

SUBJECT: Culinary Arts Remodel (Change Order)

BACKGROUND

Culinary Arts Remodel (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:

Bid No.	2906	Contractor:	R.W. Smith & Co. (Kitchen Equipment Contractor)	CO No.	1
Item	Change and Justification:			Amount	Time
1	Install revised exhaust hoods at student cooking stations. <i>Owner-directed change - design modification.</i>			\$6,965.00	0 days
2	Increase hood enclosure size from 18" to 26" to allow for improved access. <i>Owner-directed change - added scope.</i>			\$2,270.04	0 days
	Total			\$9,235.04	0 days
	Original Contract Amount			\$275,466.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$275,466.00	
	Amount of Change Order No. 1			\$9,235.04	
	New Contract Sum			\$284,701.04	
	Percentage of Change to Contract, to Date			3.35%	

Funding Source

2010-11 Redevelopment Project - One-time funding.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 27, 2013</u>	CONSENT
SUBJECT: <u>Professional Design and Consulting Services (Contract Amendments)</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 amendments are presented for approval:

#1	Consultant:	PAL id Studio	No.	3
	Project:	Administration Building Remodel		
Item	Description:		Amount	
	Additional professional interior design services for the purchase of new furniture, fixtures, and equipment. Hourly, not to exceed:		\$3,200.00	
	Reimbursable expenses:		\$192.00	
	Total		\$3,392.00	
	Original Contract Amount		\$78,300.00	
	Net Change by Previous Amendments		\$27,328.40	
	Net Sum Prior to This Amendment		\$105,628.40	
	Amount of Amendment No. 3		\$3,392.00	
	New Contract Sum		\$109,020.40	

#2	Consultant:	PAL id Studio	No.	1
	Project:	Design Technology Center		
Item	Description:		Amount	
	Additional professional interior design services for the purchase of new furniture, fixtures, and equipment. Hourly, not to exceed:		\$4,200.00	
	Reimbursable expenses:		\$252.00	
	Total		\$4,452.00	
	Original Contract Amount		\$83,430.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$83,430.00	
	Amount of Amendment No. 1		\$4,452.00	
	New Contract Sum		\$87,882.00	

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

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: February 27, 2013

#3	Consultant:	P2S Engineering, Inc.	No.	1
	Project:	Monitoring-Based Commissioning and Energy Retrofit Service		
Item	Description:		Amount	
	Additional professional engineering services to support the submission of the Monitoring-Based Commissioning project to the Division of the State Architect for review. Hourly, not to exceed:		\$10,800.00	
	Total		\$10,800.00	
	Original Contract Amount		\$147,700.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$147,700.00	
	Amount of Amendment No. 1		\$10,800.00	
	New Contract Sum		\$157,800.00	

#4	Consultant:	RKA Consulting Group	No.	2
	Project:	San Jose Hills Road Entrance Improvements		
Item	Description:		Amount	
	Additional professional engineering services to provide construction administration services at the San Jose Hills Road Entrance Improvement project. Hourly, not to exceed:		\$44,000.00	
	Total		\$44,000.00	
	Original Contract Amount		\$10,850.00	
	Net Change by Previous Amendments		\$12,500.00	
	Net Sum Prior to This Amendment		\$23,350.00	
	Amount of Amendment No. 2		\$44,000.00	
	New Contract Sum		\$67,350.00	

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Spana, Louis
 Position: Skilled Trade Crafts Worker New: No
 Department: Facilities Planning and Management
 Range/Step: B-71, Step 3 Salary: \$4,683.94/month
 Job FTE: 1.00/12 months
 Effective: 2/28/13

Name: Su, Jean
 Position: Senior Systems Analyst/Programmer New: No
 Department: Information Technology
 Range/Step: A-124, Step 1 Salary: \$5,849.77/month
 Job FTE: 1.00/12 months
 Effective: 2/28/13

Name: Zhang, Hui
 Position: Senior Systems Analyst/Programmer New: No
 Department: Information Technology
 Range/Step: A-124, Step 3 Salary: \$6,449.37/month
 Job FTE: 1.00/12 months
 Effective: 2/28/13

Temporary Changes of Assignment

Name: Estrada, Christina
 Position: Clerical Specialist
 Department: Admissions and Records
 Range/Step: A-69, Step 6 Salary: \$3,455.40/month
 Effective: 2/11/13
 End Date: 6/30/13
 Remarks: Change in Job FTE from 0.475 to 0.800

Prepared by: Human Resources Staff Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #15

SUBJECT: Personnel Transactions

DATE: February 27, 2013

Temporary Changes of Assignment (continued)

Name: Gutierrez, Veronica
 Position: Clerical Specialist
 Department: Admissions and Records
 Range/Step: A-69, Step 6 Salary: \$3,455.40/month
 Effective: 2/11/13
 End Date: 6/30/13
 Remarks: Change in Job FTE from 0.475 to 0.800

Name: Quinlan, Beth
 Position: Risk Management Specialist
 Department: Administrative Services
 Range/Step: A-88, Step 1 Salary: \$4,088.56/month
 Effective: 3/1/13
 End Date: 6/30/13
 Remarks: Change in Job FTE from 0.75 to 1.00

Temporary Out-of-Class Assignments

Name: Heflin, Brian
 From: Alternate Media Technician
 Job FTE: 1.00
 To: Alternate Media Technician Salary: \$2,014.32/month
 Range/Step: A-62, Step 6
 Job FTE: 0.50
 And: Senior Systems Analyst/Programmer
 Department: DSP&S
 Range/Step: A-124, Step 1 Salary: \$2,924.89/month
 Job FTE: 0.50
 Total Job FTE: 1.00
 Effective: 2/28/13
 End Date: 6/30/13
 Remarks: 1.00 FTE position to be split 50% Total: \$4,939.21
 between Alternate Media Technician and
 Senior Systems Analyst/ Programmer

Name: Lam, Samson
 From: Electrician
 To: Lead Electrician
 Department: Maintenance
 Range/Step: B-76, Step 6 Salary: \$5,705.22/month
 Effective: 11/21/12
 End Date: 5/21/13

SUBJECT: Personnel Transactions

DATE: February 27, 2013

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list (see Page 12).

Hourly Non-Academic Employees

Per employment list (see Pages 12 and 13).

Professional Expert Employees

Per employment list (see Page 13).

Student Employees

Per employment list (see Pages 13 through 18).

ACADEMIC EMPLOYMENT

Retirements

Jerry Allen, Professor (History and Art History), effective 2/19/13

Robert Burton, Professor (Aircraft Maintenance and Mfg. Technology), effective 6/16/13

Rosa Preciado, Professor (Psychology), effective 12/19/12

Michael Sullivan, Professor (English, Literature and Journalism), effective 6/15/13

Unpaid Leave of Absence

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Truttmann, Janet	Chemistry	15	Fall 2013

Spring 2013

Credit Hourly Instructors/Substitutes

NAME	NAME	NAME
Aasi, Fazal K	Alverson, David John	Ashbran, Richard Eugene
Abate, Amy Marie	Ammirato, Joseph	Atalla, Seema V
Abdel-Rahman, Ahmad	Anastasia, Stephen J	Azucar, Martha Alicia
Abuzalaf, Laura Rose	Anderson Sr, Richard	Azul, Amy Rebekah
Acuff, Mark Christian	Anderson, Dennis	Badre, Albert F
Adele, David Scott	Anderson, Lida L	Baler, Pablo Fabian
Alexander, Eldon	Anello, Andrea	Bark, Andrew J
Altmire, Matthew Dean	Anglin, Marie M	Barron, Sergio
Alvarado, Alexandra	Arakaki, Christine	Barry, Jay A
Alvarado, Noel M	Armstrong, Paul D	Bartz, Virginia Jo Ann

SUBJECT: Personnel Transactions

DATE: February 27, 2013

Spring 2013

Credit Hourly Instructors/Substitutes (continued)

NAME	NAME	NAME
Batcheller, Keith Howard	Carlson, Gina A	Coughlin, Kristina Nouelle
Bautista, Stephen Joel	Carr, John P	Cox, Steven Boyd
Bava, Jose	Carroll, Don R	Crandall, William Reese
Bayle, M Dolores	Carter, Brian C	Crane, Barbara N
Becker, Teresa M	Casale, Kimie Hiasa	Crespo, Beverly B
Beckman, Richard C	Cascella, Henry H	Crichlow, Brian James
Benner Davis, Cherie A	Casian, Elizabeth	Crocker, Chris E
Berbiar, Edward M	Castello Jr, Anthony	Cruz, Jennifer Rapacon
Berenji, Nima Saljooghi	Cavina, Kristan	Cushing, William P
Berry, Theresa M	Ceniceroz, Jonathan R	Dabirian, Shahabedin
Bhojani, Shehzad S	Cerda, Jessica	Daigre, Victorine Elizabeth
Bird, Jenna M	Cermak, John Charles	Daley, Wendy Lynn
Bjorck, Sharon-Rose	Chaffin, Deborah M	Dallal, Veronica
Bladh, Eric M	Chan, Franny Wai	Damansouz, Firouzeh
Blake, Martha Days	Chan, Linda Anne	Damico, Anthony P
Bloomer, Darrell Dean	Chance, Patricia B	Dang, Han N
Boada, Miriam	Chandler, Gregory A	Darke, Tammy
Bohigian, Christopher W	Chang, Chiu Chin	Davis Jr, Charles M
Bonness, Nicholas Sean	Chang, Derek Kong	Day, Charmaine Laura
Borton, Robert Leroy	Chang, Hsiao-Ying	Day, Damon P
Bower Jr, James Edward	Chapman, Mark A	De Benedetto, Maria
Brandler, Marcielle Y	Charbonneau, David	De La Rosa, Daniel
Brooks, Alan	Chau, Evelyn Nhu	Deas, Grady Anthony
Brown, Dennis Paul	Chen, Daniel L	Del Castillo, Steve S
Brown, Michael M	Chen, Eric Y	Deng, Yu-Wen
Brown, Yuka Goto	Chen, Rae-Shae W	Dennis, Maria
Buckwalter, Michael	Cheung, Kwun Hung	Denton Jr, John Phillip
Burrill, Brandon Hamilton	Chevalier, Angelis	Dillon, Joyce H
Buzby, Linda M	Childress, Scot	Dinkel Ybarra, Brenda
Byce, Joann M	Chow, Cheryl Hiu Tung	Dizon, Caleb Anthony
Cahow, Matthew J	Christ, Jacob Scott	Domingues, Cameron
Cahueque, David	Chua-Suminski, Kristine	Dominick, Samuel A
Callaci, Allen John	Cienik, Margaret A	Donahue, John M
Calverley, Russell	Clapp, Daniel Lee	Dong, Meijuan
Cameron, John E	Clark, Gregory L	Doonan, Shelley K
Cammayo, Christina	Cockrum, Dennis C	Dorgan, Catherine Marie
Campbell, Faye Daines	Cole, Lois M	Doshi, Dhaval Praful
Campbell, Lois T	Cook, David J	Drakou-Sarantopoulos, Helen
Cardenas, John Glenn	Couch, Anna J	Dubiel, John Alexander

SUBJECT: Personnel Transactions**DATE:** February 27, 2013**Spring 2013****Credit Hourly Instructors/Substitutes** (continued)

NAME

Dugas, Steven M
 Dunaway, Jourdan Rae
 Dunipace, Taber D
 Durfield, Timothy
 Dutreaux, Renee Louise
 Dutz, Kay Michelle
 Edmond, David Anthony
 Edwards, Charles
 Efron, Alan Jerome
 Elkoussy, Kamilia
 Emadi, Makan
 Engle, Diedre Elizabeth
 Engler, Diane L
 Entus, Robert M
 Erbe, Cynthia Ann
 Erickson, Eric Luther
 Erskine, N Jeanne
 Erturk, Florence Jeanne
 Espy, Sheila Y
 Estrada, Victor Hugo
 Evans, Sara J
 Evanshine, Sharon Kay
 Eyre, Michael John
 Falzone, Michael J
 Fang, Lisa
 Faradineh, Rahim Alavi
 Farnum, Martin F
 Farris, Bob L
 Farschman, Kurt Van
 Fell, Devon Rachelle
 Fields, Gale Anthony
 Fleming, Judith Ann
 Flores, Cynthia Alicia
 Forest, Roger Dean
 Francev, Peter K
 Freeland, Edward
 Fuentes, Antonio
 Fuentes, Wilma Luceros
 Fukushima, Norikazu

NAME

Garcia Dena, Jose
 Garcia, Armando Atticus
 Garcia, John Glenn
 Garcia, Victor M
 Garland, Jeffery Buddy
 Geagley, Bradley Keith
 Geary, Kim
 Genovese, Maria
 Genovese, Richard S
 Gentry, Lavon L
 Gentry, Shaw A
 Giles, Naomi Ruth
 Gilliam, Mike L
 Giovanelli, Valerio
 Golden, Nancy S
 Gomez-Lecaro, Maria
 Graham Martinez, Valerie
 Green, Beverly Sue
 Green, Michael G
 Greenberg, Herschel
 Grey, Gene
 Grubb, Barbara Jo
 Guerrero, Lisa M
 Habayeb, Olga N
 Hackmann, Debra
 Haddock, Lynette Gay
 Hagerman, Yvonne M
 Hahn, Nancy Lynette
 Haines, Ashley J
 Haines, Janice
 Haines, Michael S
 Hall, Kathryn S
 Hall, Sushma S
 Hallsted, Christopher
 Hamby, Bobbi Page
 Han, Alyson Kim
 Hancock, Joy Elizabeth
 Haney, Randy G
 Harirchi, Madjid

NAME

Harsany, Stephen C
 Hartmann, Corinne Marie
 Hastings, Nancy E
 Hattar, Michael M
 Haven II, Michael Paul
 Heggins Jr, James Wiley
 Heimann, Thomas Albert
 Heinicke, David Ross
 Hemphill, Kathi L
 Hendrix, Jeffrey Glenn
 Heney, Hugh William
 Henry, Darryl
 Hernandez, Lisa Steele
 Heyrat, Mahmood
 High, Kathleen Elizabeth
 Hight, Deana Marie
 Hight, Jeremy J
 Hight, Lisa Ann Midori
 Ho, Yi-Shin
 Hoard, Kasumi Christine
 Hoekstra, Thomas Richard
 Holinsworth, Julie Lee
 Holland, Daniel Patrick
 Hollenshead, Marcia G
 Hollimon, Keith Anthony
 Holloway, Brian
 Hooper, Jaime C
 Horwitz, Ellen Sandra
 Howey, Dawn Marie
 Howland, Tina Marie
 Hruby, Shauna T
 Huffman, David Leon
 Hughes, Richard O
 Hulett, Philip C
 Humaciu, Matthew Frank
 Hunter-Buffington, Carri
 Ildefonso, Nelson J
 Impert, Walter William
 Irvine, Cynthia D

SUBJECT: Personnel Transactions

DATE: February 27, 2013

Spring 2013

Credit Hourly Instructors/Substitutes (continued)

NAME	NAME	NAME
Isaacs, Gary Allen	Kiang, Grace Hwei-Ching	Lepp, Jodi Lynn
Ishihara, Chie	Kilanski, Paul J	Leung, Sing Lit
Jackson, Lucy Mutindi	Kim, Myong-Sook	Lewis, Nicole Beth
Jacobs, Gail D	King, Carroll H	Li, Ling
Jacobs, Reuben E	Kinnes, Scott S	Li, Xiaoyan C
Jaimes, Franciella Marie	Klassen, Masako	Likens, John D
Jannati, Elmira	Kogat, Lisa Elaine	Lim, Camilla O
Jaramillo, Fermin	Kordich, Jason	Lim, Lawrence S
Jayachandran, Sanjay	Kostiuk, Erik	Little, David A
Jenkins, Tina S	Kowalski, Francis S	Liu, Melanie Sensen
Jensen, Karen L	Kozich, Jeffrey Stuart	Lloyd, Anthony Frazier
Jensen, Sherene E	Kremer, Amelia E	Lo Piccolo, Joseph
Jensvold, Angela S	Kuroki, Hirohito	Long, Gary William
Johnpeer, Gary D	Labrit, Guillermo	Long, Terri Smith
Johnson Jr, Leroy E	Lahey, Michael John	Lopez, Robert M
Johnson, Eric Garrison	Lahham, Lina	Lord, Harry Chester
Johnson, Kent James	Lahr-Dolgovin, Roberta	Louis, Iris Guerra
Johnson, Susan M	Lam, Albert	Loupe, Leleua L
Jollevet Jr, Felix	Lam, Wood C	Loy Jr, James R
Joneja, Kamal Preet	Lambright, Kenneth	Loya, Robert E
Jones, Jeffery	Lampert, Karen Michelle	Lubman, Marie Dorothy
Jones, Joanna Patricia	Lamphier, Peg Ann	Lukenbill, Casey Maureen
Jones, Lorraine A	Lanaro, Giovanni A	Luther, Mihoko Terada
Jones, Vanessa Maria	Landas, Michael John	Ly, Hoa Thi
Joshua, Stacey Jae	Landeros, Teresa Alonso	Lynch, Charlotte L
Kahn, Joan Debora	Lne, John Stanton	Lynch-Thompson, Candace
Kamiya, Kaoru	Lannom, David L	Lyon, Natalia Zorairovna
Kang, Eun Suk	Laronga, Barbara	Lyons, Arlette Angele
Kantenwein, Karin E	Larson, Sandon Scott	Madani, Behrang
Karmiryan, Ruzanna	Laub, Kathleen Ann	Magrann, Tracey Marie
Kassis, Noura I	Lawson, Katherine A	Mahood, Karen Suzan
Katona, Leah Andrea	Lawton, Judith M	Mahpar, Steven Kameron
Kaur, Raminder	Lazar, Edward R	Mallard, Julie Ann
Kay, Gary L	Lebeau-Walsh, Laurie	Manarino, Michele M
Kelly, Donna R	Lee, Bianca Aquilla	Mansfield, William L
Kelly, Sean P	Lee, Chongui Keith	Marella, Danilo C
Ketcham, Charles Austin	Lee, Monica Jean	Martin Jr, George T
Key Ketter, Leah Marie	Lee, Sunyoung	Martin Jr, William
Khattar, Fayez Fouad	Lefler, Patricia S	Martin, Margo

SUBJECT: Personnel Transactions**DATE:** February 27, 2013**Spring 2013****Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
Martinez, Elizabeth	Moskovitz, David F	Oropeza, Raymond A
Martino, Leanora	Mouissa, Hatim	Osborne, Kyle D
Mason, Clair S	Moxley, David Earl	Osendorf, Daniel Robert
Mata, Scott A	Mulick, Brian Robert	Pai, Ronald
Mather, Nicholas S	Mullane, Douglas M	Palomares, Javier A
Matthiesen, Evelyn Ann	Muniz, Edgar	Palos, Lelaine Janet
Mattoon, Mark D	Murrey, Brittney	Palumbo, David M
Mattoon, Michelle	Musaitif, Linda M	Panosian, Alis
Mayfield, Ronald William	Musallet, Omar A	Pappas SR, Gus T
Mc Cabe, Dale C	Mushik, Martin P	Parish, Justine L
Mc Cready, Lynne Ann	Myers-Mc Kenzie, Laurel	Park, Jinsun
Mc Kennon, Anna L	Nafzgar, Sara Ann	Parks, Yumi Catalina
McDermott, Sarah	Nahabedian, Steven	Pawlak, Mark Walter
McGeehan, Laura	Nakatani, Farrah Dawn	Paz, Ross Louie Coria
McGuthry, Katheryn	Negrete, Charlotte	Pedroja, Joy
McIntyre Fitzgerald, Claudine	Nelson, Donald Francis	Peng, Grace C
McKeen, Wendy	Nelson, Mark Stephen	Perez Gonzalez, Jose
Medina, Moises	Nemeth, Stanley Harvey	Perez, Jason T
Medrano, Mayda Victoria	Nepomuceno, Jair	Pesqueira, David Ian
Megowan, John Gregory	Netsawang, Pison	Petrilla, Ginny L
Melo, Filipe A	Neves, Douglas Scott	Petry, Petra
Mendenhall, Laurence	Newell, Allan Wayne	Pewthers, Van C
Menon, Kaushiki	Ngo, Jenny Kathleen	Phelps, Scott Miller
Mercier Jr, Paul G	Ngo, Michael Smith	Phillips, Julie Christine
Meredith, Donald	Nguyen, Cynthia N	Phillips, Kimberly M
Merrill, James D	Nguyen, Hoang-Quyen	Piedra, David Omar
Merward III, Charles	Nguyen, Marguerite	Pietsch, Erik Shannon
Mezquita, Jesse A	Nguyen, Tracy	Pinto, Rachel C
Miller, Michael L	Nichol, Michael L	Pivonka-Jones, Jamie Ann
Miranda III, Gerardo	Nightwine-Robinson, Diana	Poehner, William John
Miranda, Carlos	Nikkhoo, Kristine	Pollock, Dorothy Ann
Misanchuk, Rose M L	Njoo, Shuxian Fu	Porras, Juan Carlos
Mittler, William W	Norton, Carol A	Poulter, Clint H
Montero, Sasha	Null, Nicholas E	Powell, Chara N
Monugian, Annette	O'Dell, Rene L	Prehn, Marilu A
Moon, Ginny H	Ogden, Beckett Anne	Prehn, Richard Wayne
Moore, Barbara J	Okubo, Emi	Provencher, Henry William
Morales Beasley, Stacey	Olague, Jose Luis	Provenzano, Maureen L
Morris, Naluce Manuela	Ong, Hai Tuan	Pula, Edmund S

SUBJECT: Personnel Transactions

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Spring 2013

Credit Hourly Instructors/Substitutes (continued)

NAME	NAME	NAME
Quach, Christina Sueran	Romero, Edward Perez	Spanu, Luisa
Quandt, Timothy D	Ross, James	Spitzer, Jessica H
Queen, Kathryn	Ruh, Lani S	Spradlin, Sandra
Quintana, Velia E	Runyen, Amy R	Srulevitch, David D
Quintero, Henry Albert	Saito, Saeko N	Staley, Garrett H
Rachele, Sharon Jean	Saleh, Marian Baha	Staylor, Daniel Sean
Rahman, Mustafizur	Salvador, So-Young Han	Stefan, John Andrew
Ramal, Randy	Sanchez, Cynthia	Stephan, Richard Raymond
Ramirez Jr., Raymundo	Sanchez, Jesus Antonio	Stephenson, Carol L
Ramirez, Ana L	Sandhu, Raminder	Stepp Bolling, Eric R
Ramirez, Benito Delgado	Sandhu, Sandeep K	Stevens, Kathleen A
Ramos, Christopher	Santillan, Richard	Stier, Gregory Wade
Reagan, Evette Flores	Santostefano, Michela	Stovall Dennis, Kathryn
Reckert, Valerie K	Saul, Julie Marie	Straw, Ellen Katrina
Redinger, Larry L	Schafer, Carl William	Stubbe, Robert G
Reed, Josh K	Schenck, Steven L	Stubbs, Thomas Edward
Regalado, Shelley Marie	Scheys, Rene J	Stuntz, Lori A
Regueiro Nunez, Lizzette	Scoggins, Harold Dewey	Sweet, William Robert
Reyes, Angelito R	Scott, Leticia Guzman	Sweetman, Susan E
Reyes, Lydia A	Serbia, Elizabeth	Syiem, Josephine June
Rhee, Joseph Hakjin	Sergio, Louis Anthony	Syiem, Paul R
Rieben, Michael J	Sharrett, Zachary T	Tan, Daisy Carmen
Rietveld, Liza Anne	Shea, Nan Lee	Tanner, William T
Riggs, Alison Mary	Shea, Nora Jeannette	Tanuvasa, Tamafaiga
Ripley, Denise Bigelow	Shear, Michelle J	Tapia, Raul
Rivas, Mario E	Shew, Roger C	Tarman, Shana Levette
Rivas, Michael Rodney	Shiff, Jason A	Tauchi, Saori
Rivera, David	Shipman, Heather Lynn	Tedja Kusuma, Frans
Roberts III, Charles	Shirinyan, Ara A	Terrasi, Shayna Kye-Hee
Roberts, Janet Elena	Shoro, Natasha Farheen	Thankamushy, Sreekanth
Roberts, Rhonda K	Shum, Mee W	Thomas Jr., John Gilbert
Robles, Dolores D	Smith, Cuyler H	Thomas, Noah S
Robles, Donice Kaye	Smith, Elaine A	Thompson, Mike C
Roderick, Evans H	Smith, Gary Michael	Tippetts, M Todd
Rodriguez, Carmen B	Smith, Kirk Douglas	Todd, David James
Rodriguez, Leonard J	Smith, Larry S	Todd, Janet L
Rohlander, Nathan P	Sokol, Alexia Joan	Tolmasov, Brooke C
Rojas, Rubilena	Solorzano, Diana	Torres, Andrea R
Romero, Alicia	Sorcabal, Charles John	Torres, Jose A

SUBJECT: Personnel Transactions**DATE:** February 27, 2013**Spring 2013****Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
Torres, Marcel C	Vitale SR, James V	Wolff, Alexander John
Torrez-Chavez, Marisa	Vo, Chuong H	Wong, Jack Yim-Yin
Tracey, Michael S	Voda, Mircea R	Wong, Rich
Tram, Vui K	Vogel, Esther	Wood, Abby Ann
Trokkos, Mireille Touma	Vy, Virginia H	Worsley, Margaret H
Tsai, Chiungling	Waggener, William L	Wright, Sheila L
Ugas-Abreus, Buenaventura	Wagner, Alexander	Wu, David Qixing
Unger, Charles B	Walter, Kenneth	Wynn, Jeffrey S
Uriarte, Robert Gabriel	Wang, David	Yee, Howard Wah
Utter, Robert S	Watkins, Priscilla Gayle	Yoon, Aimee Jean
Valenzuela, Mei B	Watson, Dawn Marie	Yoshioka, Georgina Alice
Vance, Debra S	Weatherly, Michael J	Young, Keening
VanderVis, Melinda K	Welch, Rosanne M	Zajack, Gregory Francis
Vargas, Albert Thomas	White, Raymond Arthur	Zamel, Mary Ann
Vartapetian, Irina	Whitlow, Lane M	Zawahri, Louis
Vazquez Celaya, Sandra	Williams, Stephen A	Zeidel, Scott Wayne
Vega, Maria C	Willingham, Leticia	Zelaya, Gina B
Vidales, Monique D	Wills, Laura M	Zumaeta, Haydee A

Spring 2013**Non-Credit Hourly Instructors/Substitutes**

NAME	NAME	NAME
Allen, Yvonne Chen	Carmelli, Orna	Evans, Douglas Mc Call
Azpeitia, Maria Elena	Chang, Linda Gale	Ewing, Lynn A
Baker, Nathalie	Chaplot, Surekha	Foisia, L.E. Hom
Barone, Samuel J	Cheng, Anny Ho-Ting	Fong, Tom
Barreto, Norma Carvalho	Chui, Pamela H	Fowler, Mina
Barry, Angela	Conte, Kelly Okura	Friedman, Karena
Beightol, Donna Marie	Cooke IV, David G	Gilbertson, Cathy Sue
Beizai, Robin F	Cridland, Patricia Lea	Gomez-Angel, Mary Ann
Belblidia, Abdelillah	Dapello Jr, Alfred	Gyurindak, Katalin
Bhowmick, Nivedita	Daugherty, Sue Lynn	Hannon, Laura Ann
Bowman, Deanna Dawn	De Franco, Xinhua Li	Hardman, Douglas James
Brink, Janna Kathryn	Devi, Maya P	Hayes, Mihaela
Campos, Raquel	Drewry-Van Ommen, Woltertje	Henry, Pamela L
Capraro Jr, John Carl	Edwards, Augusta Jo	Herbst, Mark A
Caranci, Dayna Lee	Eldred, Stacy Lynn	Hunnicutt, Leslie Mae

SUBJECT: Personnel Transactions**DATE:** February 27, 2013**Spring 2013****Non-Credit Hourly Instructors/Substitutes**

NAME	NAME	NAME
Im, Anne Kwang B	Oppenstein, Caridad	Stump, Celeste S
Jacob, Laura Ruth	Ortega, Sonia E	Sunnaa, Andrea J
James, Darrell	Osea, Mark Edward	Szok, Kenneth Francis
Kao, Brenda	Paphatsarang, Bounyou	Tamburro, Melody Lynn
Ketterling, Jeremy	Ponce, Heather R	Toloui, Mitra
Kim, Grace Unkyong	Poortenga, Debra Sue	Tom, Aaron Patrick
Klein, Gabriella Lobasov	Prasad, Gayatri K	Torres, Marcel C
Kletzien, Kristi Pederson	Rafter, John Michael	Trimble, Jill Ann
Kolta, Shirley G	Ramalingam, Leah Rae	Tucker, Raymond Michael
Laffey, Mary	Ray, Jamie M	Vandepas, Deborah J
Ledezma, Erica Yolanda	Reynolds, Martha Esta	Vanegas, Yazmin
Lundblade, Shirley Mae	Rodriguez, Guillermina	Velarde, Margaret G
Martin, Marilyn Kay	Rogers, Rosalind Ro	Walden, Carl Eugene
Martinez, Marlise Anna	Rohrenbacher, Jennifer J	Walter, Kenneth
Mc Farlin-Stagg, Zina	Rosen, Paul M	Warner, Benjamin L
Melone, Donna Basken	Ryan, Rebecca A	White, Shelby Lynn
Messore, James L	Rzonca, Shelly Kristin	Williams, Stephen Odeal
Middleton, Michael	Sanetrick, Michael Peter	Winner, Nacira
Miho, Yoshiko Dana	Silva, Sandra Jane	Yang, Kaishung Min-Li
Necke, Donna Marie	Smith, Heather J	Yanuarua, Christina M
Ngo, Michael Smith	Story, Alicia Michele	
Nixon, Lorrie M	Stringfellow, Susan Joy	

Additional Assignments

Provider	Area/Department	Service/ Agreement	Dates	Amount
Altmire, Matthew	Music	Percussion Rehearsal Assistant/Coach, Wind Ensemble Percussion Ensemble Program	3/14/13 – 5/22/13	\$45.55/hr. Not to exceed \$800.00
Domingues, Cameron	Music	Saxophone Choir Coach Wind Ensemble, Chamber Winds Saxophone Ensemble Program	3/5/13 – 5/28/13	\$47.14/hr. Not to exceed \$800.00
Kentenwein, Karin	Music	Faculty Performer, Music Faculty Department Showcase	4/27/13	\$41.09/hr. Not to exceed \$100.00

SUBJECT: Personnel Transactions**DATE:** February 27, 2013**Additional Assignments** (continued)

Provider	Area/Department	Service/ Agreement	Dates	Amount
Kentenwein, Karin	Music	Flute Coach Wind Ensemble, Chamber Winds Flute Ensemble Program	3/6/13 – 5/16/13	\$41.09/hr. Not to exceed \$800.00
Rios-Rietveld, Liza	Student Services / Student Life / LEAD Program	Three presentations for the LEAD program on “Effective Communication Skills” and “Public Speaking”	7/1/13 – 6/30/14	\$45.55/hr. Not to exceed \$225.00
Shiao, Irene	Music	Faculty Performer, Music Faculty Department Showcase	4/27/13	\$44.01/hr. Not to exceed \$100.00
Worsley, Margaret	Music	Clarinet Choir Coach, Chamber Winds, Wind Ensemble Woodwind Program	3/1/13 – 5/15/13	\$42.52/hr. Not to exceed \$800.00

Student Interns

Andrea Caldera, Counseling, California State University, Fullerton, effective 1/11/13-5/14/13
 Brigitte Doctor, DSP&S, University of Redlands, effective 1/18/13-4/12/13
 Lin Dong, DSP&S, University of Redlands, effective 1/18/13-4/12/13
 Julio Fregoso, Counseling, California State University, Long Beach, effective 2/25/13-6/14/13
 Brandey Herrera, Career and Transfer Center, California State University, Fullerton, effective 1/14/13-5/13/13

MANAGEMENT EMPLOYMENT**Resignation**

Jeffrey Holden, Manager (Network and Data Security), effective 2/14/13

Retirement

Virginia Burley, Vice President (Instruction), effective 6/28/13

Renewal of Management Contracts 7/1/13–6/30/14

Robert Connor, Construction Project Manager (Facilities Planning and Management)
 Gary Gidcumb, Senior Construction Project Manager, (Facilities Planning and Management)
 Olegun Phillips-Alonge, Construction Project Manager, (Facilities Planning and Management)

SUBJECT: Personnel Transactions

DATE: February 27, 2013

Renewal of Management Contracts 7/1/13–6/30/15

Manuel Cerda, Assistant Director, (Financial Aid)
 Aida Cuenza-Uvas, Director, AANAPISI, (Student Services)
 Lorraine Y. Jones, Director, EEO Programs, (Human Resources)
 William Lambert, Executive Director of College Development and Mt. SAC Foundation,
 (Foundation)
 Rosa Royce, Associate Vice President, (Fiscal Services)

Temporary Change in Assignment

Name: Schroeder, Christopher
 From: Network Administrator
 To: Interim Manager, Network and Data Security
 Department: Information Technology
 Range/Step: M-12, Step 1 + L2 Salary: \$8,789.92/month
 Effective: 2/19/13
 End Date: 6/30/13

TEMPORARY EMPLOYMENT

Substitute Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aveles, Anthony	Grounds Equipment Oper.	Grounds	17.84	02/04/13-06/30/13
Dinius, Taylor	PE Athletic Technician I	Kinesiology & Athletics	17.85	01/22/13-03/29/13
Garcia, Jacqueline	Clerical Specialist	Facilities Planning & Mgmt.	19.52	02/19/13-06/30/13
Kellogg, Ronald	Skilled Trade Crafts Worker	Maintenance	24.08	12/31/12-03/29/13
Romero, Roberto	Custodian	Custodial Services	16.98	01/02/13-06/30/13

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Benavides, Valeria	Model	Fine Arts	21.00	02/28/13-06/28/13
Cofer, Danielle	Study Skills Assistant II	The Writing Center	11.32	02/27/13-06/30/13
Cuesta, Daniel	Study Skills Assistant III	Tutorial Services	12.48	02/22/13-06/30/13
Dang, Jefferson	Study Skills Assistant I	Learning Assistance Center	10.27	02/28/13-06/30/13
Del Real, Javier	Study Skills Assistant II	Learning Assistance Center	11.32	02/22/13-06/30/13
Garavito, Christine	Study Skills Assistant II	The Writing Center	11.32	02/25/13-06/30/13
Garcia, Mary	Secretarial Aide	Natural Sciences	11.88	02/28/13-06/30/13
Gonzales, Angela	Secretarial Aide	Adult Basic Education	11.88	06/01/13-06/30/13
Hanlon, Lisa	Cashier III	Bursars Office	10.00	02/01/13-06/30/13
Hernandez, Hugo	Senior Tool Keeper Aide	Technical Services	13.66	02/28/13-06/30/13
Herrador, Gracie	Study Skills Assistant II	Learning Assistance Center	11.32	02/25/13-06/30/13
Lee, Christine	Study Skills Assistant III	Tutorial Services	12.48	02/25/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** February 27, 2013**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Melendez, Hailey	Study Skills Assistant II	The Writing Center	11.32	02/25/13-06/30/13
Mendez, Yvonne	Administrative Aid	CaWORKs	12.76	03/01/13-06/28/13
Migallos, Moses	EMT Proctor	Medical Services	12.48	01/16/13-06/30/13
Perez, Christine	Lab Asst. Electronics	Electronics	13.27	01/07/13-02/15/13
Phan, Tuan	Study Skills Assistant III	Tutorial Services	12.48	02/28/13-06/30/13
Silvestre, Sarah	Study Skills Assistant III	Tutorial Services	12.48	02/28/13-06/30/13
Srlevitch, Philip	Cashier III	Bursars Office	10.00	02/01/13-06/30/13
Torres, Eric	Study Skills Assistant II	Adult Basic Education	11.32	02/28/13-06/30/13
Voong, Jamie	Study Skills Assistant II	Adult Basic Education	11.32	02/28/13-06/30/13
Woodcock, Jennifer	Study Skills Assistant II	The Writing Center	11.32	02/25/13-06/30/13

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Bird, Jenna	Technical Expert I	Kinesiology & Athletics	35.00	01/09/13-06/30/13
Carbajal, Laura	Technical Expert II	Nursing	45.00	02/04/13-06/30/13
Cervantes, Elida	Technical Expert II	Nursing	45.00	02/04/13-06/30/13
Cole, Chad	Paramedic Specialist	Medical Services	15.60	01/23/13-06/30/13
Cole, Chad	EMS Licensing Examiner III	Medical Services	25.00	01/23/13-06/30/13
Collier, Tomeryl	Tutorial Specialist I	The Writing Center	17.00	02/25/13-06/30/13
Figueras, Stephanie	Technical Expert II	Nursing	45.00	02/11/13-06/30/13
Foster, Alea	Technical Expert II	Nursing	45.00	02/25/13-06/30/13
Henry, Janette	Project Coordinator	Child Development Center	35.00	01/15/13-06/30/13
Howell, Abigail	Teaching Aide	Adult Basic Education	13.27	02/01/13-06/30/13
Hsueh, Rodney	Technical Expert I	Kinesiology & Athletics	35.00	01/01/13-06/30/13
Martinez, Val	Technical Expert II	Nursing	45.00	02/04/13-06/30/13
McCormick, Carol	Technical Expert II	Nursing	45.00	02/01/13-06/30/13
O'Brien, Colin	Interpreter III	DSP&S	30.00	01/28/13-06/30/13
Pang, Bonnie	Theatrical Rigger I	Theater	12.50	02/25/13-06/28/13
Perez, Alan	Technical Expert I	Kinesiology & Athletics	35.00	01/01/13-06/30/13
Pula, Edward	Technical Expert I	Kinesiology & Athletics	35.00	01/09/13-06/30/13
Richards, Carrie	Interpreter III	DSP&S	30.00	01/28/13-06/30/13
Rutherxord, Eileen	Technical Expert II	Nursing	45.00	02/11/13-06/30/13
Sanders, Jade	Teaching Aide	Adult Basic Education	13.27	02/25/13-06/30/13
Shelton, Megan	Interpreter III	Professional Org. Dev.	30.00	01/31/13-06/30/13
Wong, Martin	Teaching Aide	Adult Basic Education	13.27	02/01/13-06/30/13
York, Douglas	Teaching Aide	Adult Basic Education	13.27	02/25/13-06/30/13

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Abuzaineh, Fadi	Student Assistant III	Music	10.00	09/01/12-02/17/13
Aceves, Brooke	Student Assistant I	Counseling	8.00	02/25/13-06/30/13
Aguero, Jesse	Student Assistant V	The Writing Center	12.50	02/25/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** February 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alarcon, Michael	Student Assistant I	DSP&S	8.00	01/31/13-02/14/13
Al-Beitawi, Yasmeen	Student Assistant II	Child Development Center	8.75	02/25/13-06/30/13
Alcantar, Alexander	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Allen, Maurissa	Student Assistant I	Counseling	8.00	02/25/13-06/30/13
Alvarado, Paola	Student Assistant II	Counseling	8.75	02/25/13-06/30/13
Alvarado, Samantha	Student Assistant I	Technical Services	8.00	02/25/13-06/30/13
Anderson, Lindsay	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Aneke, Eric	Student Assistant III	The Writing Center	10.00	01/08/13-02/17/13
Aneke, Eric	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Angulo, Nancy	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Attrill, Christina	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Bastidas, Stefany	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Bauman, Sara	Student Assistant I	Theater	8.00	02/25/13-06/30/13
Baylosis, Sunshine	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Bera, Usha	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Berdin, Leandra	Student Assistant III	EOP&S	10.00	02/25/13-06/30/13
Biddle, Charles	Student Assistant III	High School Outreach	10.00	02/25/13-06/14/13
Bougard, Demetri	Student Assistant IV	ACES	11.25	02/25/13-06/30/13
Briggs, Charles	Student Assistant IV	ACES	11.25	02/25/13-06/30/13
Brown, Kyle	Student Assistant V	Theater	12.50	02/25/13-06/30/13
Cabrera, Jorge	Student Assistant IV	Upward Board	11.25	01/02/13-05/31/13
Calderon, Phillip	Student Assistant IV	The Writing Center	11.25	02/25/13-06/30/13
Cali, Brittni	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Calvillo, Jennifer	Student Assistant II	Child Development Center	8.75	02/25/13-06/30/13
Caracheo, Fatima	Student Assistant I	Welding	8.00	02/25/13-06/16/13
Cardona, Leonard	Student Assistant IV	Information Technology	11.25	03/01/13-06/30/13
Cardona, Leonard	Student Assistant IV	Information Technology	11.25	07/01/13-08/23/13
Chang, Jamie	Student Assistant I	Technical Services	8.00	02/25/13-06/30/13
Chavez, Steven	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Che, Alexander	Student Assistant I	DSP&S	8.00	01/28/13-02/14/13
Chiang, Shang-Ting	Student Assistant III	High School Outreach	10.00	02/25/13-06/14/13
Cintron, Ervin	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Cisneros, Charles	Student Assistant II	Admissions & Records	8.75	02/25/13-06/30/13
Cisneros, Charles	Student Assistant II	Admissions & Records	8.75	07/01/13-08/25/13
Coprigh, Jazzmine	Student Assistant IV	Learning Assistance Center	11.25	01/07/13-02/21/13
Co-Untian, Zire	Student Assistant III	DSP&S	10.00	01/18/13-02/22/13
Dao, Jason	Student Assistant I	Technical Services	8.00	02/25/13-06/30/13
Dashiell, Donnell	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Davalos, Alexandria	Student Assistant II	Admissions & Records	8.75	02/25/13-06/30/13
Davalos, Alexandria	Student Assistant II	Admissions & Records	8.75	07/01/13-08/25/13
Doyle, Sean	Student Assistant IV	The Writing Center	11.25	02/25/13-06/30/13
Duenas, Cristal	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Duenas, David	Student Assistant IV	The Writing Center	11.25	02/25/13-06/30/13
Duffin, Joshua	Student Assistant IV	High School Outreach	11.25	02/25/13-06/14/13

SUBJECT: Personnel Transactions**DATE:** February 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ekeke, Angelica	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Esqueda, Angelica	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Essen, Emily	Student Assistant II	Child Development Center	8.75	01/08/13-02/22/13
Estrada, Karla	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Fahmy, Katelynn	Student Assistant I	DSP&S	8.00	01/28/13-02/14/13
Fears, Cortney	Student Assistant IV	Learning Assistance Center	11.25	01/07/13-02/21/13
Flores, Diana	Student Assistant V	The Writing Center	12.50	02/25/13-06/30/13
Flores, Iliana	Student Assistant II	Counseling	8.75	02/25/13-06/30/13
Gaeta, Fatima	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Gaeta, Julia	Student Assistant I	DSP&S	8.00	01/28/13-02/14/13
Garcia DelValle, Monica	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Garcia, Aaron	Student Assistant III	Information Technology	10.00	03/01/13-06/30/13
Garcia, Aaron	Student Assistant III	Information Technology	10.00	07/01/13-08/23/13
Garrido, Olivia	Student Assistant II	Child Development Center	8.75	02/25/13-06/30/13
Gomez, Windy	Student Assistant II	Admissions & Records	8.75	02/25/13-06/30/13
Gomez, Windy	Student Assistant II	Admissions & Records	8.75	07/01/13-08/25/13
Gonzales, Julia	Student Assistant I	DSP&S	8.00	01/28/13-02/14/13
Gonzalez, Lauren	Student Assistant V	Child Development Center	12.50	02/25/13-06/30/13
Gonzalez, Lauren	Student Assistant V	Child Development Center	12.50	09/01/12-02/24/13
Gosland, Dylan	Student Assistant I	Technical Services	8.00	01/03/13-02/24/13
Gosland, Dylan	Student Assistant I	Technical Services	8.00	02/25/13-06/30/13
Gutierrez, Andrea	Student Assistant V	The Writing Center	12.50	02/25/13-06/30/13
Guzman, Marcela	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Heins, Corey	Student Assistant I	DSP&S	8.00	01/31/13-02/14/13
Hernandez, Alma	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Hernandez, Brianna	Student Assistant II	High School Outreach	8.75	01/28/13-02/15/13
Hernandez, Janell	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Hernandez, Kimberly	Student Assistant II	Admissions & Records	8.75	02/25/13-06/30/13
Hernandez, Kimberly	Student Assistant II	Admissions & Records	8.75	07/01/13-08/25/13
Herrador, Gracie	Student Assistant IV	Learning Assistance Center	11.25	01/07/13-02/21/13
Ho, Dang	Student Assistant II	Admissions & Records	8.75	02/25/13-06/30/13
Ho, Dang	Student Assistant II	Admissions & Records	8.75	07/01/13-08/25/13
Hoang, Debra	Student Assistant IV	Learning Assistance Center	11.25	01/07/13-02/21/13
Hosbach, Shelly	Student Assistant III	Admissions & Records	10.00	02/25/13-06/30/13
Hosbach, Shelly	Student Assistant III	Admissions & Records	10.00	07/01/13-08/25/13
Hyatt, Amber	Student Assistant III	Child Development Center	10.00	02/25/13-06/30/13
Jimenez, Alejandro	Student Assistant I	Theater	8.00	02/25/13-06/30/13
Jimenez, Itsel	Student Assistant II	Child Development Center	8.75	02/25/13-06/30/13
Johnson, Antonio	Student Assistant II	Public Safety	8.75	12/12/12-01/17/13
Karr, Aimee	Student Assistant V	Technical Services	12.50	01/07/13-02/24/13
Karr, Aimee	Student Assistant V	Technical Services	12.50	02/25/13-06/30/13
Keauntra, Chenet	Student Assistant II	Child Development Center	8.75	02/25/13-06/30/13
Laine, Richard	Student Assistant III	Information Technology	10.00	03/01/13-06/30/13
Laine, Richard	Student Assistant III	Information Technology	10.00	07/01/13-08/23/13

SUBJECT: Personnel Transactions**DATE:** February 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lakey, Kenney	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Laythe, Alexis	Student Assistant I	DSP&S	8.00	01/28/13-02/14/13
Le, Yen	Student Assistant I	Technical Services	8.00	02/25/13-06/30/13
Leach, Sara	Student Assistant II	Admissions & Records	8.75	02/25/13-06/30/13
Leach, Sara	Student Assistant II	Admissions & Records	8.75	07/01/13-08/25/13
Lee, Timothy	Student Assistant II	DSP&S	8.75	01/07/13-02/17/13
Lewis, John	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Liang, Kevin	Student Assistant I	Counseling	8.00	02/25/13-06/30/13
Lim, Fay	Student Assistant III	Child Development Center	10.00	02/25/13-06/30/13
Lizcano, David	Student Assistant V	Aircraft Maintenance	12.50	02/25/13-08/02/13
Loaiza, Shawn	Student Assistant IV	Adult Basic Education	11.25	01/31/13-02/22/13
Lopez, Jasmin	Student Assistant III	Child Development Center	10.00	02/25/13-06/30/13
Lopez, Lorena	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Lucero, Daniela	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Lugo, Brianna	Student Assistant I	Technical Services	8.00	02/25/13-06/30/13
Luna, Sabrina	Student Assistant II	Admissions & Records	8.75	02/25/13-06/30/13
Luna, Sabrina	Student Assistant II	Admissions & Records	8.75	07/01/13-08/25/13
Marin, Michelle	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Marinez, Amanda	Student Assistant III	High School Outreach	10.00	02/25/13-06/14/13
Martinez, Alfa	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Martinez, Arely	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Martinez, Crystal	Student Assistant II	Counseling	8.75	02/25/13-06/30/13
Martinez, Santana	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Matavaio, Virginia	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Mathews, Kathleen	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
McDonald, Melissa	Student Assistant II	Admissions & Records	8.75	02/25/13-06/30/13
McDonald, Melissa	Student Assistant II	Admissions & Records	8.75	07/01/13-08/25/13
Mena, Lizbeth	Student Assistant I	DSP&S	8.00	01/28/13-02/14/13
Mendoza, Alexia	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Mendoza, Nancy	Student Assistant III	Child Development Center	10.00	02/25/13-06/30/13
Millard, Kemberly	Student Assistant IV	Learning Assistance Center	11.25	02/25/13-06/30/13
Montano, Melanie	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Monter, Ibragi	Student Assistant I	DSP&S	8.00	01/28/13-02/14/13
Morcillo, Daisy	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Morton, Patricia	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Nayani, Venkata	Student Assistant IV	Career & Transfer Services	11.25	01/23/13-06/30/13
Noriega, Jessica	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Nunez, Gabriela	Student Assistant I	Child Development Center	8.00	01/08/13-02/22/13
Obst, Amanda	Student Assistant III	High School Outreach	10.00	02/25/13-06/14/13
Ojeda, Evelyn	Student Assistant V	Information Technology	12.50	03/01/13-06/30/13
Ojeda, Evelyn	Student Assistant V	Information Technology	12.50	07/01/13-08/23/13
Orantes, Erik	Student Assistant III	Technical Services	10.00	02/25/13-06/30/13
Ordaz, Lorena	Student Assistant I	Counseling	8.00	02/25/13-06/30/13
Ortiz, David	Student Assistant V	Counseling	12.50	02/25/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** February 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ortiz, Karina	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Pai, Melanre	Student Assistant III	Kinesiology & Athletics	10.00	01/07/13-02/22/13
Palma, Ami	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Palomares, Susana	Student Assistant IV	Counseling	11.25	02/25/13-06/30/13
Paredes, Terry	Student Assistant V	Medical Services	12.50	01/07/13-02/17/13
Partida, Leticia	Student Assistant IV	Learning Assistance Center	11.25	01/07/13-02/21/13
Payne, Jonathan	Student Assistant I	Earth Sciences & Astron.	8.00	02/25/13-06/30/13
Perez, Rosemery	Student Assistant II	Child Development Center	8.75	02/25/13-06/30/13
Phan, Nhung	Student Assistant V	Adult Basic Education	12.50	01/08/13-02/14/13
Pineda, Morlyn	Student Assistant II	Child Development Center	8.75	02/25/13-06/30/13
Quinteros, Monica	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Quiroz, Vanessa	Student Assistant III	Child Development Center	10.00	02/25/13-06/30/13
Raja, Asma	Student Assistant III	The Writing Center	10.00	01/08/13-02/17/13
Raja, Asma	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Ramirez, Cindy	Student Assistant IV	The Writing Center	11.25	02/25/13-06/30/13
Ramirez, Jorge	Student Assistant II	Counseling	8.75	02/25/13-06/30/13
Requeno, Carlos	Student Assistant V	Information Technology	12.50	03/01/13-06/30/13
Requeno, Carlos	Student Assistant V	Information Technology	12.50	07/01/13-08/23/13
Reyes, Edilena	Student assistant I	Agricultural Sciences	8.00	01/01/13-01/31/13
Reyes, Teresa	Student Assistant II	EOPS	8.75	01/28/13-02/22/13
Rieke, Maricela	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Rivas, Cindy	Student Assistant IV	The Writing Center	11.25	02/25/13-06/30/13
Rodriguez, Anarosa	Student Assistant II	Public Safety	8.75	01/09/13-02/15/13
Rodriguez, Astrid	Student Assistant I	Technical Services	8.00	01/24/13-02/24/13
Rodriguez, Astrid	Student Assistant I	Technical Services	8.00	02/25/13-06/30/13
Rodriguez, Paulina	Student Assistant II	Counseling	8.75	02/25/13-06/30/13
Roeske, Alison	Student Assistant V	The Writing Center	12.50	02/25/13-06/30/13
Rosado, Jacklyn	Student Assistant IV	Technical Services	11.25	02/25/13-06/30/13
Rosas, Laura	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Rosas, Victoria	Student Assistant II	Counseling	8.75	02/25/13-06/30/13
Ruiz, Edna	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Ruiz, Emely	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Salgado, Lillian	Student Assistant III	Child Development Center	10.00	02/25/13-06/30/13
Sanchez, Christian	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Sandoval, Maria	Student Assistant I	Earth Sciences & Astron.	8.00	01/07/13-06/27/13
Schiewe, Nicole	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Soberano, Zarah	Student Assistant I	DSP&S	8.00	01/18/13-02/22/13
Soni, Harneet	Student Assistant II	Child Development Center	8.75	01/25/13-02/24/13
Staponi, Karen	Student Assistant I	Counseling	8.00	02/25/13-06/30/13
Stegner, Lisa	Student Assistant V	The Writing Center	12.50	02/25/13-06/30/13
Sumaran, Liliann	Student Assistant II	Child Development Center	8.75	02/25/13-06/30/13
Syed, Shakil	Student Assistant IV	High School Outreach	11.25	02/25/13-06/14/13
Taira, Bryan	Student Assistant I	Technical Services	8.00	01/03/13-02/24/13
Taira, Bryan	Student Assistant I	Technical Services	8.00	02/25/13-06/30/13

SUBJECT: Personnel Transactions

DATE: February 27, 2013

Student Employees (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Tan, Katy	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Tran, Huy	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Tran, Karen	Student Assistant V	Learning Assistance Center	12.50	01/07/13-02/21/13
Trujillo, Wendy	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Tsao, Jennifer	Student Assistant I	Technical Services	8.00	02/25/13-06/30/13
Uraine, Angela	Student Assistant III	Child Development Center	10.00	02/25/13-06/30/13
Uribe-Pitis, Andrea	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Valencia, Edwin	Student Assistant I	DSP&S	8.00	01/18/13-01/22/13
Valencia, Juana	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13
Varona, Elise	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Vera, Daniela	Student Assistant I	DSP&S	8.00	01/28/13-02/14/13
Vittayarukskul, Ken	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Voong, Jaime	Student Assistant V	Adult Basic Education	12.50	01/23/13-06/30/13
Vossburg, Mercedes	Student Assistant III	The Writing Center	10.00	02/25/13-06/30/13
Williams, Marcus	Student Assistant V	Student Services	12.50	01/02/13-02/22/13
Yip, Alan	Student Assistant IV	High School Outreach	11.25	02/25/13-06/14/13
Zavala, Ryan	Student Assistant I	Technical Services	8.00	01/10/13-02/24/13
Zavala, Ryan	Student Assistant I	Technical Services	8.00	02/25/13-06/30/13
Zuniga, Paubla	Student Assistant I	Child Development Center	8.00	02/25/13-06/30/13

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT:	<u>Recommendation to Employ Faculty Under Second Contract – 2013-14</u>	

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of first-year contract faculty employees for a second academic year.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their first contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be employed for a second academic year. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President. Following is a list of faculty members that are being recommended for a second academic year:

<u>Name</u>	<u>Department</u>
Briggs, Christopher	Biological Sciences
Clements, Todd	Chemistry
Hart, Jeremy	Counseling
Hirsch, Jamie	Fire Technology
James, Stephen	Industrial Design
Jobbitt, Rafaela	History and Art History
Kokorowski, Heather	Earth Sciences and Astronomy
Macias, Melissa	Fine Arts
Maloney, Clarke	Kinesiology (Men's Basketball)
Nazzal, Jane	Learning Assistance
Ott, Serena	Foreign Languages
Reyes, Eloise	DSP&S
Roche, William	Computer Information Systems
Rowley, Dianne	Learning Assistance
Thay, Cecilia	Child Development

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

SUBJECT: Recommendation to Employ Faculty Under Second Contract – 2013-14

DATE: February 27, 2013

RECOMMENDATION

It is recommended that the Board of Trustees enters into a contract for a second academic year with the faculty members recommended above.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT:	<u>Recommendation to Employ Faculty Under Third Contract – 2013-15</u>	

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of second-year contract faculty employees for third and fourth academic years.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their second contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be employed for a third and fourth academic year. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President. Following is a list of faculty members recommended for third and fourth academic years:

<u>Name</u>	<u>Department</u>
Beydler, David	Mathematics, Computer Sciences
Butler, Thomas	Fine Arts
Cantrell, Daniel	Communication
Fowler, Jamaika	Counseling/Articulation Officer
Gomez, Francisco	English, Literature and Journalism
Hernandez, Corie	Mental Health
Hutchinson, James	Respiratory Therapy
Kuo, Tiffany	Music
Lancaster, Stephen	Mathematics, Computer Sciences
Miller, Kenneth	Electronics
Mrofka, David	Earth Sciences and Astronomy
Myers, Richard	English, Literature and Journalism

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #17

SUBJECT: Recommendation to Employ Faculty Under Third Contract – 2013-15

DATE: February 27, 2013

<u>Name</u>	<u>Department</u>
Padilla, Maya	Agricultural Sciences (RVT)
Purcell, Robert	Kinesiology and Athletics
Ramey, Martin	Business Administration
Salinger, Aaron	Foreign Languages
Tran, Niki	Consumer and Design Technologies
Wasson, Shari	Fine Arts
Wheeler, Daniel	Learning Assistance

RECOMMENDATION

It is recommended that the Board of Trustees enters into a contract for third and fourth academic years with the faculty members listed above.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT:	<u>Recommendation to Grant Tenure – 2013-14</u>	

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of probationary employees as tenured employees.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their third contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be granted tenure. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President. Following is a list of faculty members recommended for tenure.

<u>Name</u>	<u>Department</u>
Fisher, Damany	History and Art History
Hood, Michael	Earth Sciences and Astronomy
Nassar, Sam	Counseling
Sherwood, Kelly	Medical Services
Simon, Curtis	Geography and Political Science

RECOMMENDATION

It is recommended that the Board of Trustees grants tenure to the faculty members listed above.

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #18

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

DATE: February 27, 2013

CONSENT

SUBJECT: Sabbatical Leave Applications for Academic Year 2013-14

BACKGROUND

The Board of Trustees may grant sabbatical leaves for purposes of a project, study, travel, or a combination thereof. Applications for sabbatical leaves are reviewed by the Salary and Leaves Committee for recommendation to the President and the Board of Trustees. The Committee membership is composed of three professors and three managers. The Vice President of Instruction serves as chairperson.

ANALYSIS AND FISCAL IMPACT

In 2010, the Salary and Leaves Committee reviewed the sabbatical proposals for seven applicants for sabbatical leave and found their proposals acceptable. Due to budget constraints, no sabbaticals were granted for 2011-12. Two sabbaticals were granted for the 2012-13 academic year. The Board decided to grant two sabbaticals per year until the previously approved proposals had been granted leave. After reviewing the proposals with the applicants, we have determined that several requests have been withdrawn. The current contractual agreement provides that the number of unit members who may be authorized for sabbatical leave at any one time shall not be more than 3% of the total number of full-time-equivalent unit members. The maximum sabbatical leave allotment for the 2013-14 academic year is 24 semesters. The proposals recommended total four semesters. These leaves are compensated at 80% of the faculty member's regular salary.

Teaching loads for these two applicants for sabbatical leaves will be taught by adjunct faculty at a cost of approximately \$73,958.

The proposals presented to the Board are described below:

Lynda Hoggan (full year), Biology – Travel and Project: Professor Lynda Hoggan plans to travel to National Parks and other wilderness areas in order to enhance teaching materials for Biology 5 and other courses on campus and to create materials to help overcome students' barriers to usage. Additionally, she will explore significant new findings in Health and Human Sexuality, as well as image technology, to enhance Biology 5, 15, and 15H.

Robert Perkins (full year), Architecture – Project, Travel and Study: Professor Perkins will update his professional competencies in sustainable building applications which will benefit the College in improved instructional modules for existing courses and in curriculum planning for prospective "Green" initiatives. During his travel, he will combine a survey of historically significant building sites with research and field practice in architectural drawing. The project will provide supplemental instructional modules for existing coursework and enhanced technical proficiency in core curriculum areas.

Prepared by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #19

SUBJECT: Sabbatical Leave Applications for Academic Year 2013-14

DATE: February 27, 2013

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves sabbatical leaves for Lynda Hoggan and Robert Perkins for 2013-14, as detailed above.

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

DATE: February 27, 2013

CONSENT

SUBJECT: Pep Squad Team to Travel to Florida for National Championships

BACKGROUND

The Pep Squad requests permission to compete at the National Cheerleaders Association and National Dance Association's Collegiate Cheer and Dance Championships in Daytona Beach, FL. This opportunity will allow for student athletes to have greater exposure to NCAA recruiting and potential scholarships as well as participation in nationally recognized level of competition. The team qualified for participation in this event and will be traveling April 9-15, 2013.

ANALYSIS AND FISCAL IMPACT

All costs will be covered through fund-raising activities. There is no cost to the District.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves this travel for the Pep Squad.

Prepared by: Joseph E. Jennum III

Reviewed by: Virginia R. Burley

Recommended by: William Scroggins

Agenda Item: Consent #20

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 27, 2013</u>	CONSENT
SUBJECT: <u>Students to Attend Health Occupations Students of America Statewide Conference</u>	

BACKGROUND

The Health Occupations Students of America (HOSA) Leadership Conference allows students to compete in one of 49 health-related competitive events with other students. At these conferences, students and faculty attend health-related workshops and meet with health care industry representatives. The statewide event will be held March 20-24, 2013, in Sacramento, CA. There are 29 students eligible. Faculty members Gail Gonzalez, Mary-Ellen Reyes, and Jill McGraw will accompany students.

ANALYSIS AND FISCAL IMPACT

The anticipated cost is \$35,443.

Funding Sources

Perkins IV (\$3,671) and Stars of Excellence (\$31,772) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves faculty and student participation in the HOSA statewide conference.

Prepared by: Sarah Daum Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #21

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

DATE: February 27, 2013

CONSENT

SUBJECT: Students to Attend the California Association for Alcohol/Drug Educators
Conference

BACKGROUND

The Alcohol and Drug Studies Program of Mt. San Antonio College requests permission to attend the California Association for Alcohol/Drug Educators (CAADE) Conference in Reno, NV, April 18-20, 2013. CAADE serves more than 40 college and university programs in California, Arizona, and Nevada. The organization sponsors an annual conference where alcohol and drug training information is shared and discussed with professionals working in the field. CAADE is nationally accredited; it is one of the credentialing organizations included in the State of California Department of Alcohol Drug Programs Directory. Eight students will be attending with faculty member and program advisor, Paul Sharpe.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of the conference for eight students and one advisor is \$4,922. This includes conference fees, airfare, hotel accommodations, and meals.

Funding Source

Associated Students.

RECOMMENDATION

It is recommended that the Board of Trustees approves the participation of eight students and one advisor at the CAADE Conference in Reno, NV, as presented.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #22

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>February 27, 2013</u>	CONSENT
SUBJECT: <u>Air Traffic Control Simulator Purchase, Aviation Science Program</u>	

BACKGROUND

The Aviation Science Program was provided with funding through the Carl D. Perkins Career and Technical Education Grant to purchase a NexSim Air Traffic Control (ATC) Tower Simulator. The ATC Tower Simulator is a state-of-the-art radar and control tower simulator which has been designed especially for the needs of training air traffic controllers and integrates with other simulators currently used in the Aviation Science Program. The tower simulates the same operational equipment found in most U. S. control towers and provides necessary training and learning opportunities to our students.

ANALYSIS AND FISCAL IMPACT

The total purchase price of the NexSim ATC Tower Simulator is \$114,187.50. The Simulator was purchased from Computer Science Corporation, which is the sole source for providing an air traffic control tower simulator because no other contractor can provide integration of ATC services between tower and radar. This purchase is found to be in conformance with Public Contract Code Section 3400(b)(3), which permits the purchase of "...a necessary item that is only available from one source."

The total purchase price of \$114,187.50 includes all applicable taxes, shipping, and installation.

At the time this item was purchased, existing practice for any sole source purchases that required Board approval was initiated through Purchasing, but this step was mistakenly overlooked.

Funding Source

Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the purchase of a NexSim ATC Tower Simulator from Computer Science Corporation, as presented.

Prepared by: <u>Sarah Daum</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #23</u>

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

DATE: February 27, 2013

CONSENT

SUBJECT: Affiliation Agreement Addendum: Las Encinas Hospital

BACKGROUND

Mt. SAC currently has an affiliation agreement with Las Encinas Hospital for students enrolled in the Nursing Program. Students enrolled in the Psychiatric Technician Program also require use of clinical facilities for training. Las Encinas Hospital located in Pasadena, CA, will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The existing affiliation agreement between Mt. SAC and Las Encinas Hospital is the standard Mt. SAC agreement. No changes or amendments have been made.

The addendum to add students enrolled in the Psychiatric Technician Program shall be effective February 28, 2013.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the addendum to the existing agreement with Las Encinas Hospital.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #24

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 27, 2013</u>	CONSENT
SUBJECT: <u>Contract Amendment: Upper Crust Catering, Inc. for Wassail Dinner and Concert</u>	

BACKGROUND

Upper Crust Catering, Inc. was contracted to provide services for Mt. SAC's Annual Wassail Dinner and Concert, December 6-8, 2012. Due to unforeseen circumstances, it was necessary to make a last-minute revision to a menu item, resulting in an increased cost of \$.80 per person.

ANALYSIS AND FISCAL IMPACT

The total cost of services, which included two executive chefs, china, glassware, and flatware, was increased by \$660, revising the previously approved total to \$16,642.

Funding Source

Unrestricted General Fund – Revenue-Generating (ticket sales) – Music-Choral.

RECOMMENDATION

It is recommended that the Board of Trustees approves the increase to the cost of catering services rendered December 6-8, 2012, by Upper Crust Catering, Inc.

Prepared by: <u>Sue Long</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #25</u>

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

DATE: February 27, 2013

CONSENT

SUBJECT: Contract Agreement with Pacific Palms Hotel & Conference Center

BACKGROUND

The Kinesiology, Athletics & Dance Division will be hosting an Athletics Hall of Fame Dinner at Pacific Palms Hotel & Conference Center on March 2, 2013, when eight new members will be inducted into the Mt. SAC Athletics Hall of Fame. This will be the third class, joining the 26 inductees from the previous two events. Mt. SAC has countless athletes, coaches, and supporters who have a place of honor within this group and should be recognized as a contributor to the success of Mt. SAC Athletics and to others. The eight inductees are all worthy of this award.

ANALYSIS AND FISCAL IMPACT

The Athletics Hall of Fame event will be funded through the Athletics Department income-generating account, sponsorships, and from individuals attending. The cost of attendance is \$65 per person, with a current attendance cap of 200; but, the ability to add more is optional. Pacific Palms will provide the meal and facility at the cost named above.

Funding Sources

Kinesiology Division Income-Generating Account, sponsorships, and ticket sales.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Pacific Palms Hotel & Conference Center.

Prepared by: Joseph E. Jennum, III

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #26

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT:	<u>Acceptance of Funds: CTE Hub Grant Renewal 2012-14</u>	

BACKGROUND

The Center of Excellence received an augmentation from the California Community Colleges Chancellor’s Office (SB 70 funds) to create a Statewide Career and Technical Education (CTE) Hub. The role of the CTE Hub is to disseminate the research conducted by the Centers of Excellence to CTE partners statewide, to improve collaboration among educational institutions involved in CTE, and to facilitate development of career pathways.

ANALYSIS AND FISCAL IMPACT

In January 2013, the Chancellor’s Office approved this grant’s renewal for academic years 2012-14, effective November 1, 2012, until November 30, 2014 (25 months).

The amount of the award is \$150,000

There is no match requirement.

Funding Source

SB 70 Grant.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the grant renewal for the Center of Excellence’s CTE Hub for 2012-14, in the amount of \$150,000.

Prepared by: <u>Joumana McGowan/Audrey Reille</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #27</u>

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

DATE: February 27, 2013

CONSENT

SUBJECT: Acceptance of Funds and Approval of Activities: LA84 Foundation/
Mt. SAC Relays Youth Days Grant

BACKGROUND

Mt. San Antonio College received an award notification from the LA84 Foundation for a grant titled "LA84 Foundation/Mt. SAC Relays Youth Days." The purpose of the grant is to provide elementary and middle school students with an educational experience in track and field through instructional clinics and competition linked to the annual Mt. SAC Relays. As part of the grant activities, permission is requested to: (a) purchase food for grant-related meetings that occur throughout the year; (b) purchase promotional items for meetings and events that occur throughout the year; (c) provide advance payment (deposits) to vendors for grant-related activities; and (d) reimburse expenses of Mt SAC employees and non-employees for travel and other allowable costs associated with participating in the Youth Days event.

ANALYSIS AND FISCAL IMPACT

Funding for the grant is \$110,000.

The period of performance is January 30, 2013, through January 30, 2014.

The funding agency has approved the expenditure of grant funds to support the following: salaries, fringe benefits, instructional and non-instructional supplies, travel, advertising, catering, equipment/furniture rental, promotional supplies for participants, K-12 student transportation, printing, equipment, and related expenses.

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

Funding Source

LA84 Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the LA84 Foundation/Mt. SAC Relays Youth Days Grant funds and approves the activities, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #28

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT:	<u>Career Technical Education Community Collaborative Grant – Externship Agreement with La Puente Valley ROP</u>	

BACKGROUND

Mt. San Antonio College participates as a sub-grant in the San Gabriel Valley Career Technical Education (CTE) Community Collaborative Grant (SB 70 Round 5), 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.

ANALYSIS AND FISCAL IMPACT

Total funding for the grant award is \$90,000.

Grant funds will be used for externships by partnering Regional Occupation Program and high school instructors. A Memorandum of Understanding (MOU) will be executed to reimburse East San Gabriel Valley ROP, La Puente Valley ROP, San Antonio ROP, and Rowland USD for instructor pay at the non-teaching hourly rate for approved externship time.

Funding Source

California Community Colleges Chancellor’s Office through Citrus College.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Externship Agreement MOU with East San Gabriel Valley ROP, La Puente Valley ROP, San Antonio ROP, and Rowland USD, as presented.

Prepared by: <u>Sarah Daum</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #29</u>

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

DATE: February 27, 2013

CONSENT

SUBJECT: Health Care Sector and Other High Growth and Emerging Industries –
Building Automation Grant: Contract with Chaffey College

BACKGROUND

Mt. San Antonio College currently has a grant funded by the U. S. Department of Labor. Mt. SAC leads this project, in collaboration with Rio Hondo College, Chaffey College, LA Works, Los Angeles Urban League-Pomona, and a variety of employers. The project focuses on Building Automation Systems (BAS), an emerging “green” sub-sector within the broader industry of Heating/Air Conditioning and Refrigeration. This project has implemented a 37.5-unit certificate program, supplemented by intensive case management and support services, to move displaced, unemployed, and low-wage incumbent workers into these high-growth, high-wage occupations. As part of the grant activities, permission is requested to amend the existing contract with Chaffey Community College District.

ANALYSIS AND FISCAL IMPACT

The College will amend an existing subcontract with Chaffey Community College District to collaborate on the development and implementation of an industry-recognized certificate in building automation, offer dedicated sections of “DC Variable Speed Drives” and “AC Variable Speed Drives” for participating students, serve on the grant’s advisory committee, and participate in grant activities. This amendment extends the subcontract period from June 1, 2010, through May 31, 2013.

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

Funding Source

U. S. Department of Labor.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract amendment with Chaffey Community College District.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #30

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 27, 2013</u>	CONSENT
SUBJECT:	<u>Family and Consumer Sciences Discipline/Industry Collaborative</u>	
	<u>Grant: Contract with Santa Rosa Junior College</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will enter into a contract with Santa Rosa Junior College in the amount of \$40,000. The contract will provide funds for the following:

- conducting 20 train-the-trainers sessions;
- convening ten regional meetings in Fall 2012, ten regional meetings in Spring 2013, and three institutes for professional development activities to review and revise the current Child Development Permit structure;
- convening a planning and assessment meeting to establish outcomes and ensure productivity;
- maintaining current and new resources attained from professional development activities;
- providing resources for faculty to duplicate training activities for their campuses; and
- hiring a keynote speaker for the California Community College Early Childhood Educators Spring 2013 meeting.

The signed contract was not returned from Santa Rosa Junior College until January 2013. It commenced on July 1, 2012, and will terminate on June 30, 2013. Activities will be carried out with grant funds. The project will not impact the College budget.

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the ratification of this contract with Santa Rosa Junior College.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #31</u>

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

DATE: February 27, 2013

CONSENT

SUBJECT: Continuing Education Division Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Community Services: Additional Classes for Winter and Spring

Course Title/Program	Presenter	Remuneration	Fee
Firefighter Agility Test	Ward, Elizabeth	40%	\$25
Ladder Orientation and Terminology	Various	Hourly or no pay (dependent on instructor)	\$24
*Pass the Real Estate Sales Exam on the First Try	Mansfield, William	40%	\$99
*Real Estate Appraisal: A New Career/A New Home Business	Mansfield, William	40%	\$49
Brazilian Jiu-Jitsu	Maldonado, Saul	40%	\$65
*Air Traffic Control Radar Simulation: Basic	Brown, Robert Hroblak, Jeremy Patel, Zoem	40%	\$140
*Air Traffic Control Radar Simulation: Intermediate	Brown, Robert Hroblak, Jeremy Patel, Zoem	40%	\$140
*Air Traffic Control Radar Simulation: Advanced	Brown, Robert Hroblak, Jeremy Patel, Zoem	40%	\$140
*Tower Air Traffic Control Simulation: Tabletop Simulation 1A	Brown, Robert Hroblak, Jeremy Patel, Zoem	40%	\$85
*Tower Air Traffic Control Simulation: Tower Basics 1B	Bannon, Kevin Brown, Robert Decker, James	40%	\$140
*Tower Air Traffic Control Simulation: Intermediate	Bannon, Kevin Brown, Robert Decker, James	40%	\$140

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #32

SUBJECT: Continuing Education Division Additions and Changes

DATE: February 27, 2013

Course Title/Program	Presenter	Remuneration	Fee
*Tower Air Traffic Control Simulation: Advanced	Bannon, Kevin Brown, Robert Decker, James	40%	\$140
*Garmin G1000 Avionics Suite – Operation and Functional Use	Darwin, Katherine	40%	\$175

*Denotes new course

2. Community Services - Program Changes

Program Remuneration	From	To
Auto Wholesale Business from Home	Williams, Ronald Wayne	Trust Auto Sales (Williams, Ronald Wayne)

3. Changes to Existing Contracts

Agency (Description of Services)	From:	To:
Pomona Unified School District Contract 1213-001	Staff: 59 hours @\$73.36/hr.	Faradineh, Rahim
State Board of Equalization Contract 1213-005	Contract income \$8,500 Expenses \$3,698	\$14,500 \$9,273 (books added)
All Americas, Inc. Contract #1213007	Instruction: Staff @ \$200	Sunnaa, Andrea \$150/day

4. Curriculum Additions

The following certificate and the affiliated courses and new speaking and writing courses have been approved through the curriculum process:

Course ID	Title	New Course	
		Yes	No
<u>New Certificate</u>			
VESL (Vocational ESL) Career Paths			
<i>Required Courses:</i>			
• ESL SPKC	Speaking C		X
• ESL WRTC	Writing C		X
• BS CNSL5	Career and Life Planning		X
• VOC CS11	Beginning Computer Keyboarding		X
• VOC CSB15	Microcomputer Applications		X
<i>Elective Courses:</i>			
• AMLA 42W	American Language Intermediate Writing		X
• VOC CS12	Intermediate Computer Keyboarding		X

SUBJECT: Continuing Education Division Additions and Changes

DATE: February 27, 2013

Course ID	Title	New Course	
		Yes	No
<u>New Courses</u>			
ESL SPKP1	ESL Speaking – Pre-Level 1		
ESL WRTP1	ESL Writing – Pre-Level 1		

Funding Sources

Community Services Classes – Student Registration Fees.
Contract Changes – Restricted Funds.

RECOMMENDATION

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

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

DATE: February 27, 2013

CONSENT

SUBJECT: Contract Approvals: Economic Modeling Specialists, Inc. and Conference Board, Inc. for the Center of Excellence Grant

BACKGROUND

The Center of Excellence (COE) is funded by the California Community Colleges Chancellor’s Office, Economic and Workforce Development Program, to conduct workforce development research in Los Angeles and Orange Counties. In partnership with business and industry, the Center researches, analyzes, and presents information on regional workforce development needs, customized for community colleges.

To conduct its primary mission, the COE needs access to labor market information and projections provided by Economic Modeling Specialists, Inc. (EMSI) and real-time data on job openings, available from the Conference Board, Inc.

ANALYSIS AND FISCAL IMPACT

- The COE will contract with EMSI to obtain labor market information for all counties in California and a business database. The cost will not exceed \$22,000 for two years. The agreement will begin on March 1, 2013, and conclude on February 28, 2015.
- The COE will contract with Conference Board, Inc., to gain access to Help Wanted OnLine Real-Time Labor Market Information via the WANTED Analytics Level II web-based platform. The cost will not exceed \$7,500 for one year. The agreement will begin on March 1, 2013, and conclude on February 28, 2014.

There will be no cost to the District.

Funding Source

Center of Excellence budget (EWD Grant).

RECOMMENDATION

It is recommended that the Board of Trustees approves the Center of Excellence’s contracts with EMSI and Conference Board, Inc.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #33

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

DATE: February 27, 2013

CONSENT

SUBJECT: MOU with the U. S. Department of Veterans Affairs Authorizing
Participation in the VetSuccess on Campus Program

BACKGROUND

The goal of the U. S. Department of Veterans Affairs (VA) “VetSuccess on Campus (VSOC)” initiative is to ease the transition of service members to a Veteran college student status by providing coordinated delivery of benefits and services. The VSOC program aims to offer direct assistance in identifying Veterans who need intensive case management support, transitional services and/or job placement help by providing a VSOC representation on campus to work with student Veterans on a bimonthly basis. Mt. SAC will play a critical role as a participant in this initiative; to have the opportunity to voice the needs of our student Veterans and provide feedback for enhancements.

It is estimated that between 1.9 and 2 million veterans reside in California [California Department of Veteran Affairs (2010), www.calvet.ca.gov]. Mt. SAC specifically has experienced a 95% increase in the Veteran benefit-collecting population on campus since the inception of the Post-9/11 GI Bill. There are presently 900+ eligible Veterans enrolled in classes at Mt. SAC. Many Veterans return with service-connected disabilities including Post Traumatic Stress Disorder (PTSD) or mild to moderate Traumatic Brain Injury (TBI). The VA is currently operating at a wait of several weeks to months to process the paperwork associated with newly returning Veterans, such that the benefits coming to them are held up and directly affect their success while enrolled in institutions of higher learning. Alleviating stress and wait time, the VSOC representative will assist student Veterans in navigating the often complex and confusing benefits process. The program will additionally offer direct access to a VA point of contact for Veterans who are directly affected by the backlog of processing paperwork and daunting disability claim wait times.

ANALYSIS AND FISCAL IMPACT

A Memorandum of Understanding (MOU) between Mt. SAC and the U. S. Department of Veterans Affairs will provide Mt. SAC Veteran students with a representative who can directly assist them in accessing VA services. The VSOC representative will also help in expediting the certifying process by being able to answer questions faster – bridging the gap in the service member’s benefits. The VSOC representative will be provided with a work space in the Veterans Resource Center for two-to-four-hour periods. Access to Mt. SAC student records by the VSOC representative will only occur upon a signed release form by the student Veteran.

Prepared by: Chau Dao

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #34

SUBJECT: MOU with the U. S. Department of Veterans Affairs Authorizing
Participation in the VetSuccess on Campus Program

DATE: February 27, 2013

If approved, the program will be initiated in March 2013 and continue until there is a mutual agreement to discontinue the relationship.

There is no fiscal impact to the College.

Funding Source

Not applicable.

RECOMMENDATION

It is requested that the Board of Trustees approves the Memorandum of Understanding between Mt. San Antonio College and the U. S. Department of Veterans Affairs authorizing participation in the VetSuccess on Campus program.

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

DATE: February 27, 2013

CONSENT

SUBJECT: MOU with Social Model Recovery Systems, Inc.

BACKGROUND

In 2011, Student Health Services was awarded a three-year Garrett Lee Smith Suicide Prevention Grant by the Substance Abuse and Mental Health Services Administration. A requirement of this grant is to establish Memoranda of Understanding (MOU) with internal and external providers to improve educational and intervention services for our college community.

Social Model Recovery Systems, Inc., located in Covina, utilizes a 12-step model and evidence-based treatment modalities to treat and prevent relapses of substance abuse and mental illness. Student Health Services proposes to collaborate with Social Model Recovery Systems, Inc. to provide suicide and substance abuse prevention education, training, intervention, and postvention services for our students and employees as well as to participate in activities such as our annual health fair and suicide prevention grant advisory board. Part of the MOU provides for attendance at advisory committee meetings, providing educational workshops and creating links between the College's website to the agency's website. Additionally, Social Model Recovery Systems, Inc. will be added to the College's referral list as a provider of intervention and postvention services for Mt. SAC credit and noncredit students as well as employees.

ANALYSIS AND FISCAL IMPACT

The Memorandum of Understanding will remain in effect until terminated by either party with a 30-day written notice.

Students and staff electing to seek services from Social Model Recovery Systems, Inc. will be charged based on a sliding scale. The MOU poses no direct fiscal impact on the College budget, Student Health Services, or the suicide prevention grant.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Memorandum of Understanding with Social Model Recovery Systems, Inc.

Prepared by: Carolyn Keys/Sandra Samples

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #35

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 27, 2013</u>	CONSENT
SUBJECT: <u>Consulting Agreement with the McCallum Group, Inc.</u>	

BACKGROUND

Related to the last three years of legislative action that has greatly impacted community colleges, and particularly Mt. SAC, and the proposed changes to community colleges moving into the legislature this year, particularly the Student Success Initiative, it has called for a stronger voice for Mt. SAC, its Board, its staff, and its students in influencing the significant State-level decisions.

ANALYSIS AND FISCAL IMPACT

The McCallum Group, Inc. shall perform the following services:

- provide generally weekly e-mailed Sacramento Report to list of Client e-mail addresses; and
- provide up to 12 hours of consultation annually. This consultation could be in the form of a strategic planning session for the District; a PowerPoint presentation for the Board of Trustees; or consultation on the budget, facilities issues, legislators, CalSTRS issues, faculty advice, etc.

The term of the Consulting Agreement is March 1, 2013, through February 28, 2014. The cost to the District will be \$12,000, payable at the rate of \$1,000 per month as invoiced by the Consultant. In addition, if Consultant provides Client with consulting services at a location outside of Sacramento, Consultant shall be reimbursed by Client for all reasonable travel expenses, including airline tickets, car rentals, mileage, parking, tolls, hotel accommodations, and meals, as invoiced after the fact by Consultant. If Client asks Consultant to perform services in addition to those specifically listed above, the parties shall negotiate for additional compensation to be paid Consultant for such additional services.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the Consulting Agreement with the McCallum Group, Inc., as presented.

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

DATE: February 27, 2013

ACTION

SUBJECT: Proposed Revisions to Various Board Policies

BACKGROUND

Modifications have been proposed by the Community College League of California (CCLC) and is legally required. Following is a list of those Board Policies:

- BP 2100 – Board Elections
- BP 2105 – Election of Student Member
- BP 3430 – Prohibition of Harassment
- BP 3515 – Reporting of Crimes
- BP 3820 – Gifts and Donations
- BP 5500 – Standards of Conduct
- BP 5550 – Freedom of Expression (Speech: Time, Place, and Manner)
- BP 6550 – Disposal of Property
- BP 6900 – Bookstore

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation, and utilizing the College's shared governance process, revisions to the above Board Policies have been suggested.

The proposed language originally recommended by the CCLC has been reviewed by the President's Cabinet and the President's Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed revisions to BP 2100 – Board Elections, BP 2105 – Election of Student Member, BP 3430 – Prohibition of Harassment, BP 3515 – Reporting of Crimes, BP 3820 – Gifts and Donations, BP 5500 – Standards of Conduct, BP 5550 – Freedom of Expression (Speech: Time, Place, and Manner), BP 6550 – Disposal of Property, and BP 6900 – Bookstore.

Recommended by: Bill Scroggins Agenda Item: Action #1

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

Chapter 2 – Board of Trustees

BP 2100 Board Elections

References:

Education Code Sections 5000 et seq.

The term of office of each trustee shall be four years, commencing on December 1st following the general election in November. Elections shall be held every two years, in odd numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

A candidate for the Board of Trustees may prepare a Candidate Statement, not to exceed 200 words, on the appropriate form provided by the County Registrar-Recorder. Each candidate is required to pay in advance for his/her pro rata share of the printing, handling, translating, and mailing costs of a Candidate Statement as a condition of having it included in the voter's pamphlet.

~~In case of a tie vote between two or more candidates in an election for the Board of Trustees, the Board shall determine the winner or winners by lot, in accordance with the provisions of Education Code Section 5016.~~

The Board of Trustees has provided for the election of trustees by trustee areas. Effective with the November 2013 election, the trustee areas are:

Area 1: All or portions of Glendora, La Verne, Pomona, and San Dimas

Area 2: All or portions of Charter Oak, Covina, San Dimas, Vincent, Walnut, and West Covina

Area 3: All or portions of Baldwin Park, Irwindale, Vincent, West Covina, and West Puente Valley

Area 4: All or portions of South San Jose Hills, Valinda, and West Covina

Area 5: All or portions of Avocado Heights, Hacienda Heights, Industry, La Puente, Rowland Heights, and West Puente Valley

Area 6: All or portions of Diamond Bar, Industry, Rowland Heights, Walnut, and West Covina

Area 7: All or portions of Diamond Bar, Industry, and Pomona

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

The Election of a board member residing in and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee area.

The College President/CEO shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The College President/CEO shall submit the recommendation in time for the Board to act, as required by law.

Approved: March 24, 2004

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

Chapter 2 – Board of Trustees

BP 2105 Election of Student Member

Reference:

Education Code Sections 72023.5 and 72103

The student member shall be elected by all **a majority** ~~the students~~ of the student body in a general election held for that purpose. Normally an election will be held in the Spring semester so that the office is filled by June 1. **All members of the student body will be permitted to vote.**

Special elections shall be held if the office becomes vacant by reason of the resignation, **recall**, or disqualification of an elected student member, or by any other reason. **Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the College President/CEO.**

Candidates for the position may nominate themselves by filing an application clarifying that they are eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the Chief Student Services Officer in consultation with the College President/CEO.

The student member may be recalled by a majority of those students voting in an election held for that purpose in accordance with the administrative procedures adopted by the College President/CEO. All members of the student body shall be permitted to vote in the recall election.

Approved: March 24, 2004

Revised: November 15, 2006

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

Chapter 3 – General Institution

BP 3515 Reporting of Crimes

Reference:

Education Code Section 67380 and 34 CFR 668.46(b)(7)

The College President/CEO shall assure that, as required by law, reports are prepared of all occurrences reported to the Public Safety Office and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The College President/CEO shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Mt. San Antonio College encourages accurate and prompt reporting of all crimes to the Public Safety Department. The College President/CEO shall establish procedures that encourage counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Approved: April 28, 2004

Revised: September 12, 2012

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

Chapter 3 – General Institution

BP 3820 Gifts and Donations

Reference:

Education Code Section 72122

The Board shall consider all gifts, donations, and bequests made to the College. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the College, or the ownership of which would have the potential to deplete resources of the College.

The College shall assume no responsibility for appraising the value of gifts made to the College.

Acceptance of a gift shall not be considered endorsement by the College of a product, enterprise, or entity.

In no event shall the College accept a donation from any donor who engages in practices or policies that discriminate against any person on the basis of **nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability**~~race, sex (i.e., gender), color, medical condition, religion, national origin, age, disability, or sexual preference~~; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

General procedures for acceptance of gifts and donations are contained in the Administrative ~~Regulations~~ and Procedures. In addition, the process for accepting gifts of art to be displayed on campus will be specifically delineated in the College's Administrative Regulations and Procedures.

Approved: April 28, 2004

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

Chapter 3 – General Institution

BP 3430 Prohibition of Harassment

References:

Education Code Sections 212.5; 44100, 66252; 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by State and federal law, as well as this policy, and will not be tolerated. The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of sexual harassment and all forms of sexual intimidation and exploitation **including acts of sexual violence**. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, mental condition, **genetic information**, marital status, sex, **gender, gender identity, gender expression**, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures delineated in the Administrative Regulations and Procedures. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

The College seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the College determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

SUBJECT: Proposed Revisions to Various Board Policies

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To this end the College President/CEO shall ensure that the institution undertakes education activities and training to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The College President/CEO shall establish procedures that define harassment on campus. The College President/CEO shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the College, its employees, students, and agents.

This policy and related written procedures **including the procedure for making complaints** shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Approved: April 28, 2004

Revised: April 20, 2005

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

Chapter 5 – Student Services

BP 5500 Standards of Conduct

References:

Education Code Section 66300; Accreditation Standard II.A.7.b

The College President/CEO shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and State law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the College President/CEO for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

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4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.
- 9.** Engaging in harassing or discriminatory behavior based on **disability, gender, gender identify, gender expression, marital status, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law**.~~national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.~~
- 10.** **Engaging in intimidating conduct or bullying against another student through words or actions.**
- 11.** Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
- 12.** Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
- 13.** Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- 14.** Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
- 15.** Unauthorized entry upon or use of College facilities.
- 16.** Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
- 17.** Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.

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- 18.** Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- 19.** Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.
- 20.** Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
- 21.** Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

Approved: June 23, 2004

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

Chapter 5 – Student Services

BP 5550 Freedom of Expression (Speech: Time, Place, and Manner)

References:

Education Code Sections 66301 and 76120

Freedom of expression at Mt. San Antonio College is guaranteed to **everyone on the** all Mt. SAC **campus** ~~students and College personnel~~ on the premise that the normal operation or program of the College remains uninterrupted. Students, **College personnel, and members of the public** shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The College is a non-public forum, except for those areas designated as Free Speech Areas, which are limited public forums. Mt. San Antonio College feels that free expression of ideas and a guaranteed freedom of participation in lawful movements by individuals are essential to public educational institutions such as California community colleges. The College President/CEO shall enact such Administrative Procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the limited public forums.

The Administrative Procedures established by the College President/CEO shall not prohibit the right of **anyone on campus** ~~students~~ to exercise free expression including, but not limited to, speech, the use of certain bulletin boards for display of written materials, posters, etc., the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia, except that expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites **others** ~~students~~ as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college, shall be prohibited.

The College shall not make or enforce any rule subjecting any student to disciplinary sanction solely on the basis of conduct that is speech or other communication that, when engaged outside of the College, is protected from governmental restriction by the First Amendment to the United States Constitution and of Section 2 of Article 1 of the California Constitution.

~~Nothing in this section prohibits the imposition of discipline for harassment, threats, intimidation, or hate violence unless constitutionally protected.~~

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

Adopted: June 23, 2004

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

Chapter 6 – Business and Fiscal Affairs

BP 6550 Disposal of Property

References:

Education Code Sections 70902(b)(6), 81360 et seq.81384, and 81450 et seq.81452

The College President/CEO in consultation with the Chief Fiscal Officer is delegated authority by the Board of Trustees to declare as surplus such personal property of the College as is no longer useful for College purposes and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board of Trustees on a periodic basis. This policy shall not be construed as authorizing any representative of the College to dispose of surplus real property at any time.

Adopted: July 28, 2004

Revised: January 26, 2005

Revised: November 2008

SUBJECT: Proposed Revisions to Various Board Policies

DATE: February 27, 2013

Chapter 6 – Business and Fiscal Affairs

BP 6900 Bookstore

References:

Education Code Section 81676, **Civil Code Section 1798.90**

The College bookstore shall be established and operated by the Mt. San Antonio College Auxiliary Services Corporation.

Operational costs of the College bookstore shall be paid from revenue earned from the bookstore.

Fiscal management of the bookstore shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board of Trustees.

Approved: July 28, 2004

Revised: November 15, 2006

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 27, 2013</u>	ACTION
SUBJECT: <u>Proposed Revisions to Board Policy 5130 – Financial Aid</u>	

BACKGROUND

As part of our routine updates to policies and procedures, Board Policy 5130, related to Financial Aid, is being revised to incorporate necessary changes subject to the U. S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended. The changes to this policy focus on limiting misrepresentation about the College, our programs, our fees and charges, and the employability of our graduates.

ANALYSIS AND FISCAL IMPACT

The College governance process was utilized to advance this item to the Board of Trustees for approval. The proposed revisions were received by the Board for first reading and discussion in January 2013. At that time, no other changes were recommended.

There is no fiscal impact to the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 5130 – Financial Aid.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Action #2

SUBJECT: Proposed Revisions to Board Policy 5130 – Financial Aid

DATE: February 27, 2013

Chapter 5 – Student Services

BP 5130 Financial Aid

References:

20 U. S. Code Sections 1070, et seq.; 34 Code of Federal Regulations **Part 668** Sections ~~600~~, 668; Education Code Section 76300; **U. S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.**

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs. All awards and disbursement to students will be based on established College regulations and procedures, in accordance with federal and state statutes and regulations.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency and will incorporate federal, State and other applicable regulatory requirements. To be certified for participation in Federal Title IV, HEA programs, the institution agrees to meet the minimum requirements of institutional eligibility, administrative capability, and financial responsibility, as set forth in 34 CFR, Parts 600 and 668.

The College will ensure that a program is eligible before awarding federal student aid funds to students in that program. The Eligibility and Certification Approval Report (ECAR) will contain the most critical of the data elements that form the basis of Mt. San Antonio College's approval, and also a list of the highest level of offering, any nondegree or short term training programs, and any additional locations that have been approved for the Title IV, HEA programs.

The Drug-Free Workplace Act of 1988 (Public Law 101-690) requires a federal grant recipient to certify that it provides a drug-free workplace and must review its drug prevention program once every two years.

The College President/CEO shall sign on behalf of the entire College, the Anti-Lobbying Certification and Disclosure annually as part of the campus-based fiscal report/application (FISAP) in accordance with Public Law 101-121.

Colleges participating in the federal campus-based programs must also comply with the following disclosure requirements, Student Right-To-Know and Campus Security Act of 1990 and the Equity in Athletics Disclosure Act.

SUBJECT: Proposed Revisions to Board Policy 5130 – Financial Aid

DATE: February 27, 2013

The Financial Aid Office shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

For State financial aid programs, the College will ensure that a participation agreement is on file with the California Student Aid Commission (CSAC).

Misrepresentation:

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The President/CEO shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admissions services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The President/CEO shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action, where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its governing board do not waive any defenses or governmental immunities by enacting this policy.

Adopted: June 23, 2004

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

DATE: February 27, 2013

INFORMATION

SUBJECT: New Administrative Procedure 3450 – Accessibility of Audiovisual Media -
Captioning

BACKGROUND

Administrative Procedure 3450 - Accessibility of Audiovisual Media – Captioning is new. This Administrative Procedure provides College employees with guidance in the preparation of audiovisual materials and informs the campus community members as well as College visitors with disabilities how they may gain access to these accessible materials.

Section 508 of the Rehabilitation Act (Subpart A 1194.24) provides that all training and informational video and multimedia productions that contain speech or other audio information necessary for the comprehension of the content, shall be open- or closed-captioned. All audiovisual material, including videos, used for general campus viewing including the College's general public website must be captioned. All audiovisual material-shown to the general campus community must be shown with captions on.

ANALYSIS AND FISCAL IMPACT

This Administrative Procedure has gone through the governance process of the College and is currently approved by various governance committees including Academic Senate, President's Advisory Council, President's Cabinet, Academic Mutual Agreement Council, and Student Preparation and Success Council.

There is no fiscal impact to the College to establish Administrative Procedure 3450.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the new Administrative Procedure – 3450 Accessibility of Audiovisual Media - Captioning.

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Information #1

SUBJECT: New Administrative Procedure 3450 – Accessibility of Audiovisual Media -
Captioning

DATE: February 27, 2013

Chapter 3 – General Institution

AP 3450 Accessibility of Audiovisual Media – Captioning

References:

Section 508 of the Rehabilitation Act (29 U.S.C. Section 794d, Subpart A, 1194.24, 36CFR part 1194); Section 504 of the Rehabilitation Act (34CFR Sections 104.3, and 104.44); Americans with Disabilities Act (42 U.S.C. Section 12101); Title 5 Sections 56000 et sec.; Education Code Sections 66010.2, 67310, 67302.5 (AKA Assembly Bill 386) and 84850; BP 3410, BP 3420, BP 3440, and BP 5140, AP 5140, and AP 5142.

This Administrative Procedure provides College employees with guidance in the preparation of audiovisual materials and informs the campus community members as well as College visitors with disabilities how they may gain access to these accessible materials.

Section 508 (1194.24) provides that all training and informational video and multimedia productions that contain speech or other audio information necessary for the comprehension of the content shall be open- or closed-captioned. Videos must have captions to be used at the College for general campus viewing including the College's general public website. All videos shown for general campus/community use must be shown with captions on.

In compliance with Section 508, and upon the recommendation of the California Community Colleges Chancellor's Office, the College directs the following options regarding video materials:

1. Purchase video materials that are already captioned;
2. Obtain copyright permission to caption legally-obtained videos currently in inventory and then caption those videos;
3. Obtain loan of captioned media; and
4. Provide alternate selection of materials

New Purchases:

All materials purchased with College funds must be captioned or subtitled for the deaf or hard-of-hearing (SDH) before they are shown. If materials are only available in non-captioned, non-SDH formats, it is the responsibility of the purchasing party to pay for and have them captioned and/or subtitled for the deaf or hard-of-hearing.

SUBJECT: New Administrative Procedure 3450 – Accessibility of Audiovisual Media -
Captioning

DATE: February 27, 2013

If a College employee purchases materials on their own which are not captioned or in an SDH format, the materials cannot be shown until they meet the criteria of being captioned or subtitled.

Obtaining Copyright Permission:

Copyright laws require that a reasonable attempt must be made to identify and contact the owner of any material prior to adding captions to any audiovisual material. There are times when an owner does not respond to these requests. Education Code Section 67302.5 grants public colleges and universities permission to create captioned versions if a publisher does not respond to a written request to caption within ten (10) days.

Videos in Division/Department Collections:

Uncaptioned videos should be replaced with captioned versions. College employees may request that their division/department purchase a captioned version of the video. If an uncaptioned video is an integral part of a College program, event, or curriculum, the College may pay a captioning agency to have a video captioned provided the video is owned by the College.

Videos Purchased, Owned, or Produced by College Employees:

College employees may also request to have the College caption a personally purchased video that is integral to a College program, event, or curriculum. In this latter option, the employee must obtain permission to make an additional captioned copy from the owner of the copyright. Once copyright permission has been obtained, the employee will contact the Technical Services Department. Within available resources, Technical Services will begin the process to have the material captioned. The captioned copy of the video will be owned and retained by the College. The owner of the original video retains his/her original copy. The materials will be kept in the corresponding department so the captioned materials may be available to show by all personnel who are assigned to the department.

College employees who produce their own videos must include captions before requiring others to view it. Technical Services and DSPS are available to provide advice concerning the addition of captions.

Recording and Using Videos from Broadcast Sources:

Recordings may only be used if they are captioned. Most broadcast television shows are captioned, by law. However, depending on the recording equipment, the captions may or may not be captured within the recording. Recordings should be reviewed to ensure that they are captioned.

SUBJECT: New Administrative Procedure 3450 – Accessibility of Audiovisual Media -
Captioning

DATE: February 27, 2013

Broadcasts, Webcasts, Podcasts, Website, and Campus Portal:

All live-streamed campus events will include captioning. All events which are archived and shown on campus must be captioned and be shown with captions on.

Purchase of Captioning Encoder/Decoder Equipment:

All new purchases of audiovisual display equipment will be equipped to display captioning, on demand. Technical Services should be consulted regarding accessibility requirements prior to new purchases.

Access to Captioned Materials for Faculty/Staff:

When videos are to be used during campus events in which faculty and/or staff may reasonably be expected to be in attendance, the videos will be captioned and shown with the captions on.

Resources for the Loan of Captioned Media or Alternate Selection of Media:

Described & Captioned Media Program is offered without endorsement by the College.

Approved: January 9, 2013