



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 24, 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.

CALL TO ORDER (5:30 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.

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

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

CLOSED SESSION

1. **Conference with Legal Counsel** – Settlement Agreement (one case)
2. **Conference with Legal Counsel** – Pending Litigation (one case)
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

RECEPTION FOR WOMEN'S AND MEN'S BASKETBALL TEAMS (6:00 p.m., Founders Hall, Conference Center)

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

MOMENT OF SILENCE

Observe a moment of silence in memory of Mt. SAC employee **Michael Zamora**, who passed away on April 6, 2013, at the age of 34. Michael worked in the Grounds Department for 13 years. He enjoyed coaching sports, especially softball, and was very involved in the school PTA and fund-raising programs. Michael is survived by his mother, Cindy; two daughters, Alexis and Danielle; and his father, Dan Zamora, and brother, Steven Zamora, who are both current Mt. SAC employees. Dan is the head of Skilled Crafts, and his brother, Steven, works in the Grounds Department, both in the Facilities Planning and Management Department.

INTRODUCTIONS AND RECOGNITION

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

Classified

- **Samaris Alvarado**, Medical Assistant (Student Health Services)
 - **Jesse Flores**, Public Safety Officer (Public Safety)
 - **Julie Ann Moreno**, Account Clerk III (Fiscal Services)
 - **Dalia Puentes**, Performing Arts Services Coordinator (Event Services)
- **Recognition**
 - Awarding of a Certificate of Service to the following retiring classified staff member:
 - **Peter Aneiro**, PE/Athletic Technician I (Kinesiology, Athletics, & Dance), 8½ years of service
 - **Paul Chiou**, Student, for his courage and positive spirit while being trapped in the elevator in Building 61 for more than 3½ hours.

- Students **Awais Spall** for receiving the Guistwhite Scholarship for \$5,000, **Austin Cooper** for being selected to the 2013 Phi Theta Kappa All-California Academic First Team, and **Dianna Blake** for being selected to the 2013 Phi Theta Kappa All-California Third Team.
- Coach **Rhonda Roberts**, for leading the Mt. SAC Dance Team to the National Dance Association (NDA) National Championship at the NDA Nationals in Daytona Beach, FL.

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of March 27, 2013. (See backup packet Pages 1 through 9.

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

4. President – Bill Scroggins, President/CEO
 - Student Success Scorecard
5. Informational Report - Roadmap Project Interactive Tool, presented by Dr. Terri Long, Dean of Instructional Services, and Anabel Perez, Counselor/Coordinator for Learning Communities. (See backup packet Pages 10 and 11.)

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.

PRESIDENT'S OFFICE

1. Consideration of approval of Resolution No. 12-10, Order of Election of the Mt. San Antonio Community College District of Los Angeles County. (See backup packet Page 12.)

ADMINISTRATIVE SERVICES

2. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 13 through 18.)

3. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 19 through 23.)
4. Consideration of approval to reissue stale-dated warrants, per Education Code 85270. (See backup packet Pages 24 and 25.)
5. Consideration of approval to purchase furniture for the new Child Development Center from Urbanism Furniture. (See backup packet Page 26.)
6. Consideration of approval to reject a Claim Against the District by Claimant No. 2013-01, and that Administrative Services is instructed to notify the claimant and his legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 27.)
7. Consideration of approval to reject a Claim Against the District by Claimant No. 2013-02, and that Administrative Services is instructed to notify the claimant and his legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 28.)
8. Consideration of approval of a contract with Ellucian for the Oracle Enterprise license from August 1, 2013, to July 31, 2016. (See backup packet Pages 29 and 30.)
9. Consideration of approval of a contract with Accountemps to provide temporary staffing services on an as-needed basis for Facilities Planning and Management construction support. (See backup packet Page 31.)
10. Consideration of approval of an agreement with Technology Connection, LLC to provide comprehensive cleaning services for the Information Technology Building Data Center main floor, sub-floor, and equipment. (See backup packet Page 32.)
11. Consideration of approval of agreements to provide Professional Design and Consulting Services with PAL id Studio for the Building 12 Modernization project and the Food Services Building project, and with Psomas for the Athletics Complex East project. (See backup packet Pages 33 and 34.)
12. Consideration of approval of the following Change Order:
 - Bid No. 2828 Child Development Center – Marina Landscape, Inc. (Landscape Contractor) – Change Order No. 1. (See backup packet Page 35.)
13. Consideration of approval of contracts to provide Lease/Leaseback construction services for the Facilities Plan Room and Emergency Operations Center project, and the Utility Infrastructure South of Temple Avenue (Phase 1) project. (See backup packet Pages 36 and 37.)
14. Consideration of approval of Resolution No. 12-11 - Energy Services Contract, Southern California Edison's Demand Response Program, and to award the Energy Services contract to MelRok, LLC in an amount not to exceed \$60,000. (See backup packet Pages 38 through 41.)

15. Consideration of ratification of the following Unilateral Deductive Change Order:
 - Bid No. 2855 Administration Building Remodel – Angeles Contractor, Inc. (General Contractor) – Change Order No. 14. (See backup packet Page 42.)
16. Consideration of approval of the following Contract Amendments:
 - Utility Infrastructure Southwest Quadrant – P2S Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet Page 43.)
 - Performing Arts Building 2 Chiller Replacement – P2S Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 2. (See backup packet Page 43.)
 - Design Technology Center – HMC Architects (Professional Design and Consulting Services Consultant) – Amendment No. 10. (See backup packet Page 44.)
 - Performing Arts Building 2 Chiller Replacement – Schaffer Acoustics (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet Page 44.)

HUMAN RESOURCES

17. Consideration of approval of Personnel Transactions dated April 24, 2013. (See backup packet Pages 45 through 51.)

INSTRUCTION and STUDENT SERVICES

18. Consideration of approval of new and modified courses and programs effective with the 2013-14 academic year. (See backup packet Pages 52 and 53.)
19. Consideration of approval for students and faculty to attend the Health Occupations Students of America National Leadership Conference in Nashville, TN, June 25-30, 2013. (See backup packet Page 54.)
20. Consideration of approval for students and a faculty advisor to attend the National Restaurant Association Tradeshow in Chicago, IL, May 17-20, 2013. (See backup packet Page 55.)
21. Consideration of approval for the Honors Program to host their Annual Recognition Celebration on May 23, 2013. (See backup packet Page 56.)
22. Consideration of approval for the Communication Department to host American Readers Theater Association Championships, a forensics tournament event, on May 4-5, 2013. (See backup packet Page 57.)
23. Consideration of approval of the second annual “Dr. Deborah Boroch Discovery Day: Surviving with Science” on May 11, 2013. (See backup packet Page 58.)

24. Consideration of approval of a contract with Cole-Schaefer Ambulance Service for coverage at the 2013 Mt. SAC Relays. (See backup packet Page 59.)
25. Consideration of approval to prepay fuel costs for the Aeronautics Program. (See backup packet Page 60.)
26. Consideration of approval of courses and programs for the Continuing Education Division for Summer 2013. (See backup packet Pages 61 through 63.)
27. Consideration of approval of additions and changes to the Community Services Continuing Education Division. (See backup packet Pages 64 and 65.)
28. Consideration of approval for the Honors Ambassadors Club donation to the Susan G. Komen Foundation. (See backup packet Page 66.)
29. Consideration of approval of a contract with The Bashful Butler, LLC and Covina Woman's Club for the Alpha Gamma Sigma Honors Club Banquet on May 31, 2013. (See backup packet Page 67.)
30. Consideration of approval of a contract with Brilliant Partners for the presentation "Stop the Blame: Make a Change" on May 30, 2013. (See backup packet Page 68.)
31. Consideration of approval of a contract with University of California, San Diego Campus Events for the Upward Bound Summer Academy Program. (See backup packet Page 69.)
32. Consideration of approval of a contract with The Princeton Review-Led Classroom Course Agreement for the Upward Bound Summer Academy Program. (See backup packet Page 70.)
33. Consideration of approval of a contract with Cynosure New Media, Inc. to develop and implement an online orientation and online probation workshop. (See backup packet Page 71.)

ACTION ITEMS

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

1. Consideration of approval of Resolution No. 12-08 terminating membership in the Protected Insurance Program for Schools and Community Colleges (PIPS) JPA Workers' Compensation program, authorize the District to purchase the excess insurance at the \$500,000 Self-Insured Retention (SIR) with Star Insurance Company, through AJ Gallagher, and enter into an agreement with Hazelrigg Claims Services to provide claims administration services. (See backup packet Pages 72 through 74.)
2. Annual Review of Board Policy 2015 – Student Member. (See backup packet Pages 75 and 76.)

INFORMATION ITEM

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

1. Receive revisions to Administrative Procedure 3720 – Use of Technology and Information Resources and Employee Acceptable Use Agreement. (See backup packet Pages 77 through 87.)

ADJOURNMENT

Future Board Meetings

May 22, 2013
June 26, 2013
July 24, 2013

Upcoming Events

April 17, 2013	Veterans Recognition Program – 5:30-7:30 p.m., Founders Hall
April 19, 2013	One World, One Sky: Big Bird's Adventure – 4:00 p.m., Planetarium Stars of the Pharaohs – 6:00 and 7:30 p.m., Planetarium
April 19-20, 2013	Still Life With Iris – 8:00 p.m., Clarke Theater
April 20-21, 2013	Still Life With Iris – 2:00 p.m., Clarke Theater
April 20, 2013	Collaborative Divorce Workshop – 8:30 a.m.-noon, Building 18, Room 15 Wonders of the Universe – 6:00 and 7:30 p.m., Planetarium
April 22-25, 2013	Associated Students General Election – All Day, On-line
April 24, 2013	Unzipped – The Ugly Truth on Sexually Transmitted Diseases (STD Awareness Month) – 1:30-3:00 p.m., Student Life Center Stage
April 26, 2013	7th Annual Health Professions Conference – 8:00 a.m.-6:30 p.m.
May 1, 2013	Spring Career Fair – 9:30 a.m.-1:30 p.m., Miracle Mile Get Ahead – Lifesaver Information Booth – 11:00 a.m.-1:00 p.m., Miracle Mile
May 2, 2013	Get Ahead – Lifesaver Information Booth – 11:00 a.m.-1:00 p.m., Prime Stop Patio Area
May 3, 2013	Spring Jazz Band Concert – 8:00 p.m., Clarke Theater It's Not Too Late – 1:00-4:00 p.m., Building 9B, Ragan Room
May 4, 2013	Farm Day – 9:00 a.m.-3:00 p.m., Mt. SAC Farm
May 6, 2013	International Student Application Due for 2013 Summer Intersession

Upcoming Events (continued)

- May 9, 2013 **Parallel Existence – How Smoking Ultimately Wins** – 1:30-3:00 p.m., Building 9C Stage Area
Student Recognition Ceremony (EOPS/CARE/CalWORKs) – 6:00-8:00 p.m., Founders Hall
- May 10, 2013 **Wind Ensemble Concert** – 8:00 p.m., Clarke Theater
- May 11, 2013 **Last Day to Petition for 2013 Spring Commencement**
- May 14, 2013 **DSP&S and Associated Students Present Public Speaker, Jonathan Mooney** – 1:00-3:00 p.m., Building 28A, Room 103
- May 15, 2013 **Registration Begins for 2013 Summer Intersession Credit and Continuing Education Classes**
Suicide Presentation – 1:30-3:00 p.m., Building 9C Stage Area
Arise Student Milestones Recognition – 6:00-8:00 p.m., Founders Hall
- May 16, 2013 **Student Recognition Ceremony (Upward Bound)** – 6:00-9:00 p.m., Building 9C Stage Area
- May 16-June 6, 2013 **65th Annual Student Art Exhibition** – Art Gallery Hours
- May 17, 2013 **Classified Employees Appreciation Dinner for Graveyard Shift Employees** – 6:00 p.m., Building 47
Chamber Winds Concert – 8:00 p.m., Feddersen Recital Hall
- May 17-19, 2013 **Spring Dance Concert** – 3:00 and 8:00 p.m., Clarke Theater
- May 18, 2013 **Students and Educators of Distinction** – 11:00 a.m.-3:30 p.m., Venue TBD
Music Department Student Showcase – 8:00 p.m., Feddersen Recital Hall
- May 21, 2013 **Get Ahead – Lifesaver Information Booth** – 11:00 a.m.-1:00 p.m., Miracle Mile
Classified Employees Appreciation Luncheon – 11:30 a.m.-1:00 p.m. (first seating); 1:00-2:00 p.m. (second seating), Building 9C Stage Area
Faculty and Manager Recognition Ceremony – 3:00-4:30 p.m., Clarke Theater

Upcoming Sports Events

- April 18, 2013 **Mt. SAC Relays** – All Day, Hilmer Lodge Stadium
Softball vs. Pasadena – 5:00 p.m., Softball Field
- April 19, 2013 **Mt. SAC Relays** – All Day, Hilmer Lodge Stadium
- April 20, 2013 **Mt. SAC Relays** – All Day, Hilmer Lodge Stadium
Baseball vs. Long Beach – 12:00 p.m., Baseball Field
Softball vs. Antelope Valley – 4:00 p.m., Softball Field
Softball vs. Canyons – 6:00 p.m., Softball Field

Upcoming Sports Events (continued)

April 23, 2013	Baseball vs. Compton – 2:30 p.m., Baseball Field
April 26, 2013	Baseball vs. Compton – 2:30 p.m., Baseball Field
April 27, 2013	Track and Field South Coast Conference Championships – All Day, Hilmer Lodge Stadium

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

April 24, 2013





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 27, 2013

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:34 p.m. on Wednesday, March 27, 2013. Trustees Bader, Chen Haggerty, Chyr, and Hall were present. Trustee Baca arrived at 6:30 p.m.

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:

1. Conference with Legal Counsel – Settlement Agreement (one case)
2. 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

3. RECEPTION FOR TENURED FACULTY (6:00 p.m., Founders Hall, Conference Center)

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. PUBLIC SESSION

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

5. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- Regarding item No. 1: In closed session this evening, the Board voted to approve the termination agreement with Chevron Energy Solutions, Co.
- Regarding item No. 2: None.

6. MOMENT OF SILENCE

A moment of silence was observed in memory of retired professor **Harley Reifsnyder**, who passed away on February 24, 2013, at the age of 86. Harley joined Mt. SAC in the 1950s and taught Chemistry until he retired, in the late 1980s. During his career, he also taught at Pomona College. He earned his Bachelor's Degree in Music from Pomona College and his Master's Degree in Chemistry from the University of Redlands. After retirement, he played the organ at the First Christian Church in Pomona and did a lot of volunteer work for the National Audubon Society. He is survived by his daughter, Laurie.

7. INTRODUCTIONS

- The following newly appointed and promoted staff were introduced:

Classified

- **Louis Spana**, Skilled Trade Crafts Worker (Facilities Planning and Management) (absent)
- **Jean Su**, Senior Systems Analyst/Programmer (Information Technology) (present)
- **Hui (Heather) Zhang**, Senior Systems Analyst/Programmer (Information Technology) (present)

8. RECOGNITION

- Awarding of Certificates of Service to the following retiring classified staff members:
 - **Lisa Harris**, Secretary, Community Education, 16½ years of service (absent)
 - **Ponciano Espinosa**, Custodian, Facilities Planning and Management, 39½ years of service (present)
- The following professors who received tenure at last month's Board meeting:
 - **Damany Fisher**, History and Art History (present)
 - **Michael Hood**, Earth Sciences and Astronomy (present)
 - **Sam Nassar**, Counseling (present)
 - **Kelly Sherwood**, Medical Services (absent)
 - **Curtis Simon**, Geography and Political Science (present)

- The following coaches who led the Men's and Women's Basketball teams to the State Championship:
 - **Clark Maloney**, Men's Basketball Head Coach
 - **Keith Hollimon and Xavier Goss**, Assistant Coaches
 - **Brian Crichlow**, Women's Basketball Head Coach
 - **Monica Armstrong, Stan Delus, Zack Hope, and Carsandra Taylor**, Assistant Coaches

9. APPROVAL OF MINUTES

- On Page 3, under "REPORTS," Hawk Yao's title should read, "2nd Vice President." It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of February 27, 2013, as amended. Student Trustee concurred.
- It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, and passed to approve the minutes of the special meeting of March 2, 2013. Student Trustee concurred.

10. PUBLIC COMMUNICATION

- Audrey Yamagata-Noji spoke regarding the recent changes to the on-campus food sales by the student clubs vs. the food sold by Sodexo. The previous Student Life policy allowed clubs and organizations to have food sales four days per week and four times per semester. The new food policy would limit food sales to three days per week (Mondays, Tuesday, and Wednesdays). She said that a compromise had been reached, allowing sales to be four days per week; however, food must be store-bought and adhere to the Health Department regulations. Most of the students were happy with the new agreement.
- The following individuals spoke against the recent change in the on-campus food service practice; however, felt they could live with the compromise, but still advocated to be able to bring homemade food: Ujala Batool, Dennis Lee, Daniel Luna, Carlos Rivera, Destina Valladares, Joy Ugay, Johana Rodriguez, Manuel Ledesma, Claudia Walukouw, Yomeri Gonzales Castuera, Jesus Mendoza, David Castenada, Eduardo Zavala.
- The following individuals signed to advocate that all videos in classrooms be closed-captioned: Jahaira Gonzalez, Marco Medrano, Miguel Martinez, Samantha Sarwar, Joshua Doyle, Nathalie Calderon, Jennifer Macias, Jonathan D'Souza, and Akram Khan.
- Grace Kim spoke about campus accessibility and said that classroom furniture is not convenient for students with physical disabilities. She requested that more accommodating furniture be ordered through DSP&S.

11. REPORTS

Reports by the following constituency leaders were given and are posted on the College website with these minutes:

- Bill Lambert, Executive Director, Mt. SAC Foundation
- Ahmad Azawi, President, Associated Students
- Eric Kaljumagi, President, Academic Senate
- Deejay Santiago, President, Classified Senate
- Jennifer Galbraith, President, Faculty Association
- Johnny Jauregui, President, CSEA 651

12. BOARD COMMUNICATION

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

A. All Board members shared the following comments:

- They welcomed new and promoted employees Louis Spana, Jean Su, and Heather Zhang.
- They congratulated retirees Lisa Harris and Ponciano Espinosa.
- They congratulated tenured faculty members Damany Fisher, Michael Hood, Sam Nassar, Kelly Sherwood, and Curtis Simon.
- They congratulated the Men's and Women's Basketball coaches Clark Maloney and Brian Crichlow, and assistant coaches Keith Hollimon, Xavier Goss, Monica Armstrong, Stan Delus, Zack Hope, and Carsandra Taylor.

B. Trustee Hall reported the following:

- He had a great time participating in Puttin' on the Hits and is grateful for the \$20,000 that was raised.
- He attended the Athletics Hall of Fame event and said it was extraordinary.
- He attended the San Dimas High School rededication of their gym.
- He said it was nice that the students spoke about their concerns tonight.

C. Trustee Chyr reported the following:

- He's impressed by the process by which faculty are granted tenure.
- He attended the Athletics Hall of Fame event and suggested that a Lifetime Achievement award be instituted.
- He attended Puttin' on the Hits and was glad that he was sitting in the seat and not performing on the stage.

D. Student Trustee Marin reported the following:

- She attended the Athletics Hall of Fame event.
- She thanked Trustee Hall for helping to raise funds.

- She attended the March in March event in Sacramento. She thanked Jill Dolan and Maryann Tolano-Leveque for joining the students.
- She was glad to see the deaf and hard-of-hearing students present their concerns to the Board.
- She was glad that students shared their concerns regarding the new food service policy.
- She commended Bill Lambert regarding his job with the Foundation.

E. Trustee Chen Haggerty reported the following:

- She and Dr. Scroggins hosted the Filipino Chamber of Commerce representatives. A discussion and a tour of the campus took place, and the attendees were very impressed with Mt. SAC. She commended Bill Lambert for being present at the meeting.
- She will be on the San Francisco Community College District Show-Cause Visiting Team.

F. Trustee Bader reported the following:

- She mentioned and commended the health occupations students who have been competing and winning many competitions.
- She enjoyed being a part of Puttin' on the Hits. She thanked all the behind-the-scenes individuals who made it a success.
- She attended the Inspiring Women of Mt. SAC luncheon.
- She attended the Athletics Hall of Fame event.
- She thanked all the presenters at the March 2 Board Study Session for their hard work and attendance.

F. Trustee Baca reported the following:

- He enjoyed being involved in Puttin' on the Hits.
- He appreciated the student comments tonight.
- He thanked Jill Dolan and Maryann Tolano-Leveque for attending the March in March.
- He attended the Athletics Hall of Fame event and recognized Sophia Clarke for all her support over the years. Her son and a close friend attended.
- He attended the L84 Youth Relays and mentioned that it was a superb event and brings recognition to Mt. SAC.
- He talked about the Kepler Lecture event and encouraged all to attend.

13. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new and promoted employees Louis Spana, Jean Su, and Heather Zhang.
- He congratulated retirees Lisa Harris and Ponciano Espinosa.
- He congratulated tenured faculty members Damany Fisher, Michael Hood, Sam Nassar, Kelly Sherwood, and Curtis Simon.

- He congratulated the Men's and Women's Basketball coaches Clark Maloney and Brian Crichlow; and assistant coaches Keith Hollimon, Xavier Goss, Monica Armstrong, Stan Delus, Zack Hope, and Carsandra Taylor. He talked about the upcoming L. A. County Board of Supervisors meeting, where both teams will be recognized at their April 2 meeting.
- He was the chair of chairs at the recent Coast Community College District accreditation and thanked Mt. SAC's Board of Trustees for being such a cohesive group.
- He thanked Dr. Baca for being a part of the new Governmental Advisory Committee.
- He will be hosting a meeting and conducting a campus tour tomorrow with Congresswoman Grace Napolitano.
- He commended everyone who was involved with Puttin' on the Hits.
- He welcomed the student comments at tonight's meeting. He talked about his Chat with the President gathering each month, the day before each Board meeting.
- He introduced Maryann Tolano-Leveque, Director, Student Life, who provided an overview of the Memorandum of Understanding with Foothill Transit to provide subsidized bus passes to full-time and part-time credit students. The pilot program will begin with the Fall 2013 Semester and will remain in place for three semesters (Fall 2013, Spring 2014, and Fall 2014). Mt. SAC students will be able to use bus service 24 hours a day, seven days a week. In the final semester of the pilot program, a special election will be held in which students will vote on whether to implement a mandatory transportation fee in order to permanently implement the program. Foothill Transit will subsidize the cost of the pilot program and will also fund marketing efforts. Rio Hondo College and Pasadena City College have similar arrangements with Foothill Transit. Board members thanked Foothill Transit for entering into this MOU with Mt. SAC.

14. INFORMATIONAL REPORT

Dr. Yamagata-Noji, Vice President, Student Services, introduced George Bradshaw, Dean of Enrollment, who gave a presentation on the Winter/Spring 2013 Enrollment Update Report. Winter/Spring enrollment data showed that enrollment increased slightly from 38,015 in Winter/Spring 2012 to 38,427 this year – a 1% increase. Of those students, 22,417 are part-time, and 16,010 are full-time. Total class offerings were also up slightly from Winter/Spring 2012 (3,221) to 3,375 this year, resulting from the infusion of funding from Proposition 30.

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

15. CONSENT AGENDA

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

PRESIDENT'S OFFICE

1. Approval of the 2013-14 meeting calendar for the Mt. San Antonio College Board of Trustees.

ADMINISTRATIVE SERVICES

2. Approval of the Appropriation Transfers and Budget Revisions Summary.
3. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
4. Ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. These two individuals were added after the January Board deadline.
5. Approval to reduce to 5% the retention for Doja, Inc. on their contract for the Child Development Center Demo, Earthwork, and Site Improvements package (Bid No. 2827).
6. Approval of the amendment of Phase I furniture, and the purchase of Phase II furniture for the Child Development Center.
7. Approval to use the current competitive bid or government contract resulting in the lowest price for the College on Hewlett Packard equipment through June 30, 2014.
8. Approval to purchase storage hardware and software from Sirius Computer Solutions (Bid No. 2938).
9. Approval of agreements to provide Professional Design and Consulting Services with Andreason Engineering, Inc. for the Swine Market Unit project; and Campbell-Anderson & Associates, Inc. for the Campus Estimating Support Services project.
10. Ratification of the following Change Order:
 - Bid No. 2830 Child Development Center – Liberty Mutual/Safe Co. (General Contractor) – Change Order No. 5.
11. Ratification of the following Change Order:
 - Bid No. 2861 Physical Education Program Building Renovation (General Contractor) – Change Order No. 7.
12. Approval of the following Contract Amendment:
 - Aircraft Technology Building Fire Alarm Upgrade – FBA Engineering (Professional Design and Consulting Services Consultant) – Amendment No. 1.
13. Approval of the following Proposed Gifts and Donations to the College:
 - Farr Ligvani – Artwork titled “Cypher” 48” X 32” mixed media on board, valued by donor at \$8,200, to be added to the College’s art collection.
 - Richard Borer – Adobe software products – Captivate 5, Captivate 6, Photoshop X-Pro, Photoshop Elements II, Dreamweaver CS5.5 – Windows version, valued by donor at \$1,600, to update resources available to faculty and staff in the Learning Technology Center (Room 145 workroom) for pdf creation, image manipulation, website design, and captioning - for use by the Professional and Organizational Development Department.

HUMAN RESOURCES

14. Approval of Personnel Transactions dated March 27, 2013.

INSTRUCTION and STUDENT SERVICES

15. Approval of a contract with Vangent, Inc. for an employee survey.
16. Approval of new and modified courses effective with the 2013-14 academic year.
17. Approval of a contract with Pacific Palms Hotel & Convention Center for the Relays Banquet.
18. Approval of a contract with Ayres Hotel & Suites Ontario Convention Center for the CyberWatch West Grant.
19. Approval of activities for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
20. Approval of an affiliation agreement with Ontario Fire Department.
21. Approval of a contract with Davis Research, LLC for the Center of Excellence.
22. Approval of additions and changes to the Community Services Continuing Education Division.
23. Approval of the High School Summer School Program for the Continuing Education Division.
24. Approval of a Pilot Program Memorandum of Understanding with Foothill Transit.
25. Approval of a contract with Student Insurance to provide Health Insurance for International Students, August 4, 2013, through August 3, 2014.
26. Approval to extend the agreement with the County of Los Angeles, Department of Public Social Services through June 30, 2015.

Student Trustee concurred.

16. ACTION ITEM #1: 2013 ELECTION FOR THE CCCT BOARD OF DIRECTORS

It was moved by Trustee Bader and seconded by Trustee Chen Haggerty to cast votes for the following seven candidates for the 2013 CCCT Board of Directors:

1. Dianne B. McKay, Ventura County CCD
2. Cy Gulassa, Peralta CCD
3. Louise Jaffe, Santa Monica CCD
4. Isabel Barreras, State Center CCD
5. Susan M. Keith, Citrus CCD
6. Jerry D. Hart, Imperial CCD
7. Linda S. Wah, Pasadena Area CCD

Trustees Baca, Bader, Chen Haggerty, and Hall voted aye, and Trustee Chyr abstained. Motion passed. Student Trustee concurred.

17. DISCUSSION ITEM #1: ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER

The Board received for first reading and discussion proposed revisions to Board Policy 2015 – Student Member.

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

18. INFORMATION ITEM #1: REVISED ADMINISTRATIVE PROCEDURE 6700 – CAMPUS EVENTS AND USE OF CAMPUS FACILITIES

The Board received revised Administrative Procedure 6700 – Campus Events and Use of Campus Facilities, for information only.

19. INFORMATION ITEM #2: REVISED ADMINISTRATIVE PROCEDURE 4260 – PREREQUISITES, COREQUISITES, AND ADVISORIES

The Board received revised Administrative Procedure 4260 – Prerequisites, Corequisites, and Advisories, for information only.

20. ADJOURNMENT

The meeting adjourned at 9:32 p.m.

WTS:dl

**Informational Report to the Board of Trustees
Roadmap to Student Success Project
Presented by Dr. Terri Long, Dean of Instructional Services, and
Anabel Perez, Counselor/Coordinator for Learning Communities**

The Roadmap Grant is sponsored by the Met Life Foundation and coordinated through the American Association of Colleges and Universities (AAC&U). Mt. SAC was awarded the grant in the summer of 2010. The Roadmap Team is composed of a diverse group of individuals committed to providing a tool for our students that is designed to improve overall satisfaction and student success. The team includes the Director of Research for Institutional Effectiveness, the Counselor/Coordinator for Learning Communities, the faculty co-chair of Basic Skills, the Director of Career and Transfer Services, and the Dean of Instructional Services. In addition, two retired computer graphics faculty have been working closely with the team to program, design, and develop the tool.

Mt. San Antonio College's Roadmap to Student Success is a virtual and interactive web-based tool for students, providing them with information on applying to college, financial aid, tutoring and other student services, and information regarding degrees, certificates, and transfer. The dynamics of the team members provide the necessary knowledge and understanding of the campus and its processes to give a single source of information needed to successfully navigate through a complex educational system of higher education.

The virtual website that students can access includes a home page identifying six pathways: Get started, Get Help, Get Tutoring, Get Involved, Get a Plan, and Get Going. The Roadmap is not intended to be linear. The Team expects students to come and go, and even return to various parts of the map many times. It is however, a site that students will be able to access that is a compilation of all of the various programs and services on campus that students should know about to have a successful experience at the College. The team is working with student focus groups to provide input on ways to improve the Roadmap. Student input has been and will continue to be a practice that the Team will use. This Roadmap could easily be replicated by other campuses.

The Roadmap Project aligns locally with the recent recommendations from the California Community Colleges Student Success Task Force which focus on career readiness, strengthening student support, improving education of basic skills students, and aligning course offerings to meet the needs of students. When students gather important information from a pathway, they will be able to access resources and make better decisions about their educational goals.

The Roadmap also supports the College's Educational Master Plan (EMP). The EMP plan is developed based on existing College goals. The Roadmap tool aligns with three of these goals: *The College will prepare students for success through the development and support of exemplary programs and services; The College will utilize and support appropriate technology to enhance educational programs and services; and The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize student successful university transfer.* The Roadmap clearly identifies programs for students that they may want to be involved in that will increase their academic success. It is also a perfect example of using technology to enhance the overall educational experience for students. Finally, the Roadmap provides students with information regarding curriculum, articulation, counseling, student services, and transfer.

When the Roadmap is ready to launch, the College plans to make it accessible to the students and staff through various vehicles. Mt. SAC has established communication avenues with the local high schools through our High School Outreach Program. When the Outreach staff visit the high schools, the Roadmap can be a part of the new student orientation sessions so that students can access valuable information about "Getting Started" at Mt. SAC. Also, various academic programs of study, especially in the Career and Technical Education area, have mandatory orientations designed for their cohorts of students. The Roadmap can also be a part of these orientations. The Roadmap will also be marketed to the Associated Students and student organizations and clubs. Eventually, the Roadmap Team plans to offer staff development sessions to inform interested faculty and staff about the Roadmap project so that the information can be disseminated by faculty in their classes, especially in the first weeks of the semester.

Finally, integrating assessment using the AAC&U value rubrics throughout the Roadmap journey will allow the College to clearly assess whether or not the tool is effective in whatever venue it is used. Through wide dissemination of the tool and its interactive, engaging format, the Roadmap to Student Success will not only be a tool that students enjoy using, but a tool that will lead them to the successful completion of their academic goals.

Roadmap Team Members:

Terri Long
Glenda Bro
Barbara McNeice-Stallard
Anabel Perez
Heidi Lockhart
Jesse Mezquita – Technical support
Joe Ammirato – Technical support

Mt. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 12-10

Order of Election of the Mt. San Antonio Community College District of Los Angeles County, California.

RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION

RESOLVED that pursuant to Education Code (EC) Sections 5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC Sections 5302, 5304, and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 5, 2013. The polling hours shall be from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to submit to the voters of the District the question of whether four members shall be elected to the Governing Board of the Mt. San Antonio Community College District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Mt. San Antonio Community College District will pay the costs of the election. If any agency holds an election on November 5, 2013, the Mt. San Antonio Community College District shall pay its pro rata share pertaining to the conduct of this election shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the District is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the Mt. San Antonio Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal vote as follows:

AYES, and in favor of, Board members:

NAYS, Board members:

ABSENT, Board members:

Clerk of the Governing Board

I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Governing Board named therein at a duly constituted meeting of the said Governing Board, held on April 24, 2013, as it appears upon the minutes of the said meeting on April 24, 2013.

Clerk of the Governing Board

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

DATE: April 24, 2013

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

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 3/1/13 - 4/4/13**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 3,023
2000 Classified/Other Nonacademic Salaries	303,253
4000 Supplies/Materials	2,143
7950 Unassigned Fund Balance	<u>248,227</u>
Total	\$ 556,646

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 72,705
5000 Other Operating Expenses/Services	172,235
6000 Capital Outlay	<u>311,706</u>
Total	\$ 556,646

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 24, 2013

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 7,091
2000 Classified/Other Nonacademic Salaries	127,547
3000 Employee Benefits	14,361
4000 Supplies/Materials	57,593
Total	\$ 206,592

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 100,607
6000 Capital Outlay	105,985
Total	\$ 206,592

Farm Operations Fund - 34

From:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 18,800
Total	\$ 18,800

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 18,200
5000 Other Operating Expenses/Services	600
Total	\$ 18,800

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 435,452
7920 Restricted Fund Balance	12,592
Total	\$ 448,044

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 188,096
3000 Employee Benefits	53,768
4000 Supplies/Materials	7,030
5000 Other Operating Expenses/Services	199,150
Total	\$ 448,044

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 24, 2013

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 287
6000	Capital Outlay	1,685
Total		\$ 1,972

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 385
3000	Employee Benefits	17
4000	Supplies/Materials	1,570
Total		\$ 1,972

Student Representation Fee Trust Fund - 72

From:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 400
Total		\$ 400

To:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 400
Total		\$ 400

Other Trust Funds - 79

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 1,900
Total		\$ 1,900

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 1,900
Total		\$ 1,900

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 24, 2013

BUDGET REVISIONS
For the period 3/1/13 - 4/4/13

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
887900 Expedited Transcript Fee	\$ 44,848
888545 Nursing Kaplan Integrated Test Fees	6,013
889000 Custodial - Recycling	2,797
Total	\$ 53,658

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 7,005
3000 Employee Benefits	489
4000 Supplies/Materials	5,000
5000 Other Operating Expenses/Services	29,117
6000 Capital Outlay	12,047
Total	\$ 53,658

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
885000 Converted Auxiliary Trust Accounts, Initial Balances 7/1/12	\$ 22,561
889000 Converted Auxiliary Trust Accounts, Initial Balances 7/1/12	837,984
Total	\$ 860,545

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 47,514
3000 Employee Benefits	2,396
4000 Supplies/Materials	146,735
5000 Other Operating Expenses/Services	452,749
6000 Capital Outlay	211,151
Total	\$ 860,545

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 24, 2013

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862200 2012-13 EOPS	\$ 1,395
862300 2012-13 Disabled Student Programs & Services	37,508
862300 2012-13 Disabled Student Programs & Services	3,715
862902 2012-13 CARE	2,328
862904 2012-13 Equal Employment Opportunity	12,516
865900 2012-13 Center of Excellence - CTE Hub	150,000
888130 Revenue Share South Temple Meters	15,000
Total	\$ 222,462

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 92,407
3000 Employee Benefits	21,206
4000 Supplies/Materials	3,516
5000 Other Operating Expenses/Services	87,566
6000 Capital Outlay	2,500
7000 Other Outgo	15,267
Total	\$ 222,462

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 Verizon Microwave Project	\$ 20,000
Total	\$ 20,000

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 20,000
Total	\$ 20,000

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$556,646), Restricted General Fund (\$206,592), Farm Operations Fund (\$18,800), BAN Construction Fund (\$448,044), Associated Students Trust Fund (\$1,972), Student Representation Fee Trust Fund (\$400), and Other Trust Funds (\$1,900) pursuant to the California Code of Regulations, Title 5, Section 58307.

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 24, 2013

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$53,658), Converted Auxiliary Trust Accounts, Initial Balances 7/1/12 (\$860,545), Restricted General Fund (\$222,462), and Capital Outlay Projects Fund (\$20,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: April 24, 2013

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Adams, Saam	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$300
Arydad, Sabrina	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$300
Ashley, Vera Bruce	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Judge, 2013 Fashion Symposium	4/25/13– 6/30/13	\$300
Blanchard, Vena	Instruction – Biology	Speaker, BIOL 15/15H	5/01/13– 5/02/13	\$50
Budhathoki, Samana	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$100
Campbell, Teresa	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Speaker, Student Entrepreneur Event	4/25/13– 5/15/13	\$500

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Independent Contractors**DATE:** April 24, 2013

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Beasing, Dave	Instruction – Radio, Perkins Grant	Speaker	4/18/13– 6/14/13	\$100
Casper, David	Instruction – LA84 Foundation Grant	Photographer, Mt. SAC Relays Youth Days	3/21/13– 4/15/13	\$250
Danesevich, Brandise	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$300
Duey, Ray	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Chef, Culinary Arts Symposium	4/25/13– 6/30/13	\$300
Dufresne, Sheila	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Increase existing contract by \$3,000 from \$35,000 to \$38,000	8/15/12– 6/30/13	\$38,000
Dulman, Marina	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Speaker, Student Entrepreneur Event	4/25/13– 5/15/13	\$500
Esalen, Michael	Instruction – Biology	Speaker, BIOL 15/15H	5/13/13	\$35
Everitt, Asia	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$100
Gregory, Steve	Instruction – Music	Performer/ Accompanist, Rehearsals with Frontline for Reno Jazz Festival	4/25/13– 4/27/13	\$600
Holloway, Naramin	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$100
Houlihan, Monica	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Speaker, Student Entrepreneur Event	4/25/13– 6/30/13	\$500
Hull, David L.	Instruction – Radio, Perkins Grant	Speaker	4/18/13– 6/14/13	\$100

SUBJECT: Independent Contractors**DATE:** April 24, 2013

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Jointer, Ebony	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13–6/30/13	\$100
Kaya, Neva	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13–6/30/13	\$100
Lang, Elizabeth	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13–6/30/13	\$100
LeVay, Simon	Instruction – Biology	Speaker, BIOL 15/15H	5/09/13	\$25
Lewis, Christopher	Instruction – Radio, Perkins Grant	Speaker	4/18/13–6/14/13	\$100
McMillan, Beatrice	Instruction – LA84 Foundation Grant	Provide bean bags, Mt. SAC Relays Youth Days	3/21/13–4/15/13	\$360
Morales, Amy	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13–6/30/13	\$100
Morales, Rich	Instruction – LA84 Foundation Grant	Starter, Mt. SAC Relays Youth Days	3/21/13–4/15/13	\$300
Nichols, Peter	Student Services - Student Life/Associated Students	Speaker, Earth Week	4/23/13	\$50
Nyerges, Christopher	Student Services - Student Life/Associated Students	Lecturer/Survivalist – Earth Week	4/24/13	\$300
Politano, Matthew	Instruction – Music	Performer/ Accompanist, Jazz Band Festival	5/04/13	\$300
Politano, Matthew	Instruction – Music	Jazz Piano & Rhythm Sections/Master Classes, Jazz Band Classes and Rehearsals	5/02/13–5/30/13	\$500
Reyes, Roy dba Ambush Freqs	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	DJ and Tech Services, 2013 Fashion Symposium	4/25/13–6/30/13	\$1,000

SUBJECT: Independent Contractors**DATE:** April 24, 2013

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Rodriguez, Juan	Student Services - Student Life/Associated Students	Mariachi Performance, Cinco De Mayo Celebration	5/09/13	\$850
Sanchez, Yaneli	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$100
Scott-Coe, Jo	Instruction – English, Literature and Journalism	Presenter, Writers’ Weekend	4/26/13– 4/28/13	\$1,000
Shreve, Christine	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Speaker, Student Entrepreneur Event	4/25/13– 6/30/13	\$500
Speri, Natalie Denise	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$100
Tayyar, Paul	Instruction – English, Literature and Journalism	Presenter, Writers’ Weekend	4/26/13– 4/28/13	\$1,000
Virgo, Sabina	Student Services - Student Life/Associated Students	Speaker, Earth Week	4/23/13	\$20
Walton, Robert	Student Services - Student Life/Associated Students	Speaker – Native Plants, Earth Week	4/24/13	\$30
Wang, Jessie Li	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$100
Wash, Barto	Instruction – LA84 Foundation Grant	Photographer, Mt. SAC Relays Youth Days	3/21/13– 4/15/13	\$250
Winston, Crystal	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$100
Young, Monique	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$100

SUBJECT: Independent Contractors

DATE: April 24, 2013

Funding Sources

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

Unrestricted General Fund – Instruction – Biology, Music, English - Literature and Journalism, Student Services – Student Life/Associated Students.

Unrestricted General Fund – Student Services – Student Life/Associated Students.

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: April 24, 2013

CONSENT

SUBJECT: Reissuance of State-Dated Warrants

BACKGROUND

As a result of Mt San Antonio College becoming fiscally independent, the College is responsible to report unclaimed property to the State of California. The States' Unclaimed Property law requires institutions to annually report unclaimed property, such as warrants. The law also requires a due diligence process, whereby the institution must attempt one final contact with the payee before the payees' unclaimed property is remitted to the State.

Education Code 85270 requires Board approval in order to re-issue any warrant that has not been cashed within two and a half years from the original issue date.

ANALYSIS AND FISCAL IMPACT

In an effort to comply with the State's Unclaimed Property law, the following warrants were re-issued to the payees, and we inadvertently overlooked the timeline requirements of Education Code 85270. In order to be in compliance with both the State's Unclaimed Property law and Education Code 85270, we are requesting that the Board of Trustees ratifies the re-issuance of the following warrants.

<u>Warrant Number</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07001222	08/04/2009	Hu, Leo J.	\$84.00
07001345	08/04/2009	Ward, Kevin Christopher	\$10.00
07006134	09/10/2009	Akroush, Alex Samir	\$101.75
07006876	09/10/2009	George, Joshua Jermaine	\$104.00
07007798	09/10/2009	Perez, Efrain	\$69.00
07010715	09/25/2009	Mendoza, Jonathan Steven	\$78.00
07012146	10/05/2009	Rodriguez, Christian	\$104.00
07017944	10/23/2009	Diaz, Danny A.	\$12.00
07018420	10/23/2009	Hopkins, Mary Irene	\$78.00
07021067	11/03/2009	Calzada, Silverio	\$397.30
07021143	11/04/2009	Attwood, Jacob	\$78.00
07026771	12/22/2009	Kramer, Angeleen	\$18.00

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

SUBJECT: Reissuance of Stale-Dated Warrants

DATE: April 24, 2013

<u>Warrant Number</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07027427	01/11/2010	Hemenway-Ramos, Jennifer	\$95.00
07037334	03/09/2010	Auyang, Hsi-Yin	\$184.00
07038383	03/11/2010	Arellano, Rosalba	\$52.00
07038570	03/11/2010	Bulcao, Jaimie Jean	\$132.00
07039688	03/11/2010	Li, Willa	\$91.00
07043470	04/06/2010	Moreno, Anna Cocilia	\$286.00
07043912	04/07/2010	Kuo, Samuel	\$60.00
07049921	04/13/2010	Esparza, Sable R.	\$263.00
07057276	05/27/2010	Wu, Hung-Chen Fiona	\$75.00
07059665	06/29/2010	Mendez, Melanie Aleace	\$147.75
07002673	08/19/2009	Jose Del Rio	\$95.00
07006562	09/10/2009	Joseph Clift	\$93.00
07008001	09/10/2009	Jonathan Rodriguez	\$78.00
07010098	09/25/2009	Danya Akbar	\$52.00
07040044	03/11/2009	Michael Morales	\$78.00
07059231	06/28/2010	David Chan	\$78.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the re-issuance of the above listed warrants.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 24, 2013</u>	CONSENT
SUBJECT: <u>Purchase Furniture for the Child Development Center</u>	

BACKGROUND

One of the furniture requirements for the new Child Development Center is to create a residential, home-like atmosphere in the children’s gathering area with soft seating components. This requirement is one of the critical elements from The Desired Results Development Profile-Preschool Rating; a system based on guidelines and specifications of the California Department of Education, Child Development Division.

Due to this specific goal and objective, it was necessary to eliminate options from most of the commercial resources, as they were too institutional looking and did not offer the home-like atmosphere that the Child Development Committee required.

ANALYSIS AND FISCAL IMPACT

PAL id studio looked into options for the purchase of residential sofas from retailers such as Pottery Barn, Crate and Barrel, and Urbanism. After a lengthy effort in evaluating the furniture offered by these retailers, it was determined that Urbanism rendered the lowest cost, was the most flexible in specification options, and offered the most flexible payment process. A summary of pricing is as follows:

<u>Vendor</u>	<u>Amount</u>
Urbanism Furniture	\$7,312
Pottery Barn	\$13,432
Crate and Barrel	\$14,392

The cost to purchase eight sofas is \$7,312 plus applicable sales tax. Authorization is requested to make progress payments to Urbanism Furniture as follows: 50% due upon issuance of a purchase order; 40% due two weeks following the issuance of the purchase order; and the balance due after receipt of merchandise.

Funding Sources

Measure R and Measure RR Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of furniture for the new Child Development Center from Urbanism Furniture, as presented.

Prepared by: <u>Teresa Patterson/Rebecca Mitchell</u>	Reviewed by: <u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #5</u>

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

DATE: April 24, 2013

CONSENT

SUBJECT: Claim Against the District – Claimant No. 2013-01

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

On April 1, 2013, the District received a claim alleging that on October 12, 2012, claimant sprained an ankle on an uneven area near the track during the Mt. SAC Cross Country Invitational Race. The District's claim administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 24, 2013</u>	CONSENT
SUBJECT: <u>Claim Against the District – Claimant No. 2013-02</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

On April 1, 2013, the District received a claim alleging construction delays on the Child Development Center (Project 2833). The alleged delays resulted in increased overhead costs and loss of profits to contractor. The District’s claim administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: Karen A. Saldana Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #7

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

DATE: April 24, 2013

CONSENT

SUBJECT: Contract With Ellucian For Oracle Enterprise License

BACKGROUND

In July 2006, the Board approved several contracts with Sungard Higher Education, currently Ellucian, for software products including Banner and the Oracle database that controls Banner. The contract for the Banner license and maintenance expires on July 31, 2016. The contract for the Oracle Enterprise license expires on July 31, 2013. At the time of the original purchase, Ellucian's agreement with Oracle Corporation allowed only for a seven-year contract.

ANALYSIS AND FISCAL IMPACT

The Oracle Enterprise license allows the College to run Oracle on an unlimited number of servers that contain any size processor. It also covers the entire suite of Oracle products including the database, performance and management tools, and development tools like Application Express. The license fee is based on FTE student and staff counts for the institution. Currently, Mt. SAC is licensed for 34,646 users. The Oracle Enterprise license can also be used by academic departments to teach Oracle for no additional licensing fee. The alternate pricing method is to license Oracle, per server processor, per product. This would lead to large unbudgeted license fee increases when additional Oracle products are needed or servers are upgraded to keep pace with changing technology and system demand.

The new contract term is three years, from August 1, 2013, to July 31, 2016, and will align the renewal dates with the Banner license. Ellucian agreed to maintain a 4% annual license fee escalator for the duration of the agreement. Any increase in the user count will be charged at the current list price and added to the contract. Based on current enrollment trends, minor additions to the user count are expected over the next three years. The user count certification is performed annually and is based on MIS data submitted to the Chancellor's Office. The proposed annual pricing is:

2013-14: \$488,858 + possible minor user count increase, at current list price

2014-15: \$508,413 + possible minor user count increase, at current list price

2015-16: \$528,749 + possible minor user count increase, at current list price

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

SUBJECT: Contract With Ellucian For Oracle Enterprise License

DATE: April 24, 2013

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Ellucian for the Oracle Enterprise license from August 1, 2013, to July 31, 2016.

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

DATE: April 24, 2013

CONSENT

SUBJECT: Contract to Provide Temporary Staffing Services - Accountemps

BACKGROUND

The College seeks to contract with a firm that can provide temporary staffing services on an as-needed basis for Facilities Planning and Management construction support.

ANALYSIS AND FISCAL IMPACT

California Education Code §88003 (b)(7) "...allows for personal services contracting when the services needed are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the community college district's regular or ordinary hiring process would frustrate their very purpose." As a result of an open position in the Facilities Planning and Management department, and while a department level review of the work requirements for that position is in progress, Facilities Planning and Management has an urgent temporary need to supplement its staffing to respond to project financial demands.

Accountemps, a division of Robert Half International, Inc., is currently under contract with the Fiscal Services Department to provide financial staffing, and they have used the firm with excellent results.

The term for the contract would be up to five years, as allowed under Education Code §17596, renewable annually at the College's option in case future needs are identified.

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract to Accountemps to provide temporary staffing services on an as-needed basis for Facilities Planning and Management Department construction support.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 24, 2013</u>	CONSENT
SUBJECT:	<u>Agreement With Technology Connection, LLC</u>	

BACKGROUND

The Information Technology Department occupied the Information Technology Building Data Center in 2008. The raised main floor and sub-floor have a significant buildup of visible dust, dirt, lint, and debris.

Technology Connection, LLC provides comprehensive cleaning services to ensure a data center’s efficiency is always maximized by maintaining clean equipment and minimizing airborne particles. All of their technicians are specially trained according to Federal Standard 209e (Airborne Particulate Cleanliness Classes in Cleanrooms and Clean Zones) for data centers in order to work within these complex environments. Their custom-blended chemicals are antistatic and data center safe.

ANALYSIS AND FISCAL IMPACT

Technology Connection, LLC will provide full service cleaning of the sub-floor, main floor surface, and all visible equipment. This includes the lifting of accessible floor tiles, using a HEPA vacuum on the sub-floor and main floor, detailed exterior decontamination of all accessible equipment with static-dissipative solution to remove dust, and chemical application of antistatic solution and detailed agitation of accessible floor surfaces using tech-scrubs to remove marks and trapped particulate.

The total cost for the service is \$2,855.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Technology Connection, LLC, 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 #10</u>

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

DATE: April 24, 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.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	PAL id Studio	
	Project:	Building 12 Modernization	
Item	Description:	Amount	
	Provide interior design services for the furniture space planning and coordination for the Building 12 Modernization project.	\$30,750.00	
	Reimbursable expenses:	\$1,537.00	
	Contract Amount, hourly not to exceed:	\$32,287.00	

#2	Consultant:	PAL id Studio	
	Project:	Food Services Building	
Item	Description:	Amount	
	Provide interior design services for the furniture space planning and coordination for the Food Services Building project.	\$22,750.00	
	Reimbursable expenses:	\$1,137.00	
	Contract Amount, hourly not to exceed:	\$23,887.00	

#3	Consultant:	Psomas	
	Project:	Athletics Complex East	
Item	Description:	Amount	
	Professional design services for the Athletics Complex East grading project including storm water pollution prevention plan and design survey.	\$48,500.00	
	Reimbursable expenses:	\$2,000.00	
	Contract Amount:	\$50,500.00	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

SUBJECT: Professional Design and Consulting Services

DATE: April 24, 2013

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: <u>April 24, 2013</u>	CONSENT
SUBJECT: <u>Child Development Center (Change Order)</u>	

BACKGROUND

Child Development Center (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2828	Contractor:	Marina Landscape, Inc. (Landscape Contractor)	CO No.	1
Item	Change and Justification:			Amount	Time
1	Relocate and cap a 3" irrigation water main line; this work is necessary to install the west retaining wall footings. <i>Owner-directed change-design modification.</i>			\$1,839.88	0 days
	Total			\$1,839.88	0 days
	Original Contract Amount			\$306,300.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$306,300.00	
	Amount of Change Order No. 1			\$1,839.88	
	New Contract Sum			\$308,139.88	
Percentage of Change to Contract, to Date				0.60%	

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees approves 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>April 24, 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 0.75% to 1%. The fee for construction is a guaranteed maximum price.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Contractor:	Tilden-Coil Constructors, Inc.	
	Project:	Facilities Plan Room and Emergency Operations Center (Phase 1)	
Item	Description:	Amount	
	Guaranteed maximum price (GMP) to provide the full range of construction services necessary to renovate approximately 5,000 GSF of existing Building 47, as follows:	\$1,611,839.00	
	• Subcontractor Cost: \$1,111,709.00		
	• Bid Alternates: 67,904.00		
	• General Conditions, Overhead, Profit, Bonds, and Insurance: 241,189.00		
	• Allowances: 125,875.00		
	• Construction Contingency: <u>65,162.00</u>		
	• Total: \$1,611,839.00		
	GMP:	\$1,611,839.00	

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

SUBJECT: Lease/Leaseback Construction Services

DATE: April 24, 2013

#2	Contractor:	Tilden-Coil Constructors, Inc.	
	Project:	Utility Infrastructure South of Temple Avenue (Phase 1)	
Item	Description:	Amount	
	Guaranteed maximum price (GMP) to provide the full range of construction services necessary to upgrade electrical, data, domestic, and fire suppression water services, sanity sewer, storm drains, and paving repairs, as follows:	\$1,796,131.00	
	<ul style="list-style-type: none"> • Subcontractor Cost: \$ 967,572.00 • General Conditions, Overhead, Profit, Bonds, and Insurance: 258,999.00 • Allowances: 515,000.00 • Construction Contingency: <u>54,560.00</u> 		
	Total: \$1,796,131.00		
	GMP:	\$1,796,131.00	

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:	<u>April 24, 2013</u>	CONSENT
SUBJECT:	<u>Resolution No. 12-11 – Energy Services Contract - Southern California Edison’s Demand Response Program</u>	

BACKGROUND

As a part of Southern California Edison’s Efficient Energy Demand Response (EEDR) initiative, EnerNOC, Inc. conducted a no-cost feasibility study of the Mt. San Antonio campus in April 2011. This study was provided to the firm of Newcomb, Andersen, and McCormick (NAM), which conducted a detailed Integrated Energy Efficiency/Demand Response Assessment for Southern California Edison (SCE) and Mt. San Antonio College (Mt. SAC) between September and November 2012. The study determined that demand response measures at Mt. SAC could be effectively implemented. This would permit the College to participate in SCE’s Demand Response Program which provides for electrical load shedding during peak loads, via internet connection. Any and all load shifting would require concurrence and pre-approval by the College’s Energy Service Manager.

ANALYSIS AND FISCAL IMPACT

The long-term benefits to the District are reduced ongoing electricity costs through participation in SCE’s Demand Bidding Program (DBP), or similar programs. The NAM study indicates a potential annual energy savings of \$40,000, based on current usage and energy cost.

The majority of the installation costs are expected to be reimbursed by SCE. SCE has reserved \$215,000, a portion of which will be provided to the District upon demonstration that event energy loads can be reduced by 718 kW. The NAM study indicates that we can reasonably expect to reduce consumption by 1,100 kW during a demand response event, indicating that we can reasonably expect to exceed the SCE baseline requirement by 35%.

Section 4217.12 of the California Government Code authorizes public agencies such as community college districts to enter into energy service contracts on such terms as their governing bodies determine are in the best interests of the district if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, that the anticipated cost to the district for energy conservation services under the energy services contract will be less than the anticipated marginal cost to the college district of thermal, electrical, or other energy that would have been consumed by the college district in the absence of those purchases.

Prepared by: <u>Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #14</u>

SUBJECT: Resolution No. 12-11 – Energy Services Contract - Southern California
Edison’s Demand Response Program

DATE: April 24, 2013

In lieu of utilizing a formal bid process to select the contractor to install and program the automated demand response system, Government Code Section 4217.10 et seq. authorizes the use of an informal request for proposals process. The State Legislature, in enacting Section 4217.10 et seq. of the Government Code, has acknowledged that an informal process is appropriate and necessary to procure energy services contracts because energy services contracts, such as the contract proposed for this project, often require performance guarantees and compliance with certain qualitative measures that may not otherwise be obtainable from a contractor selected through a low bid process.

The District solicited proposals from three qualified firms and received proposals from two firms, Sunbelt Controls, located in Azusa, CA, for a cost of \$79,580, and MelRok, LLC, located in Santa Ana, CA, for a cost of \$53,230.

Upon completion of the District’s evaluation including cost, systems flexibility, and responsiveness to the proposal requirements, MelRok, LLC, of Santa Ana, CA, was determined to provide the best value.

Funding Source

Energy projects funds to be partially or fully reimbursed by SCE energy incentives.

RECOMMENDATION

It is recommended that the Board of Trustees approves Resolution No. 12-11 - Energy Services Contract, Southern California Edison’s Demand Response Program. It is also recommended that the Board of Trustees awards the Energy Services contract to MelRok, LLC in an amount not to exceed \$60,000.

RESOLUTION NO. 12-11

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
SOUTHERN CALIFORNIA EDISON'S DEMAND RESPONSE PROGRAM**

WHEREAS, California Government Code Section 4217.10 *et seq.* authorizes a public agency, such as a community college district, to enter into energy service contracts if its governing body determines, at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, that the anticipated cost to the agency for energy conservation services under the energy services contract will be less than the anticipated marginal cost to the agency of electrical energy that would have been consumed by the agency in the absence of the energy services contract; and

WHEREAS, the Mt. San Antonio Community College District ("District") desires to contract with MelRok, LLC of Santa Ana, CA, with a start date of April 25, 2013, for the not-to-exceed amount of \$60,000 for installation of equipment in order to permit the campus to participate in the Southern California Edison demand response program, which provides for electrical load shedding during peak loads via internet connection.

WHEREAS, the District has applied for an energy efficiency grant from Southern California Edison to help fund the proposed demand response program.

WHEREAS, under the proposed energy services contract with the District, MelRok, LLC of Santa Ana, CA, will install an Advanced Automated Demand Response system, with Integrated Relay Device, which will be connected to the College's network and will communicate with Southern California Edison's Demand Response Automation Server.

WHEREAS, the cost of the Southern California Edison Demand Response Program, under the proposed energy services contract, is anticipated to be offset by the energy and cost savings realized by the District through such upgrades.

WHEREAS, in accordance with California Government Code Section 4217.10 *et seq.*, the energy service contract entered into between the District and MelRok, LLC of Santa Ana, CA, will be less than the anticipated marginal cost to the District of the cost of purchasing electricity that would be consumed by the District in the absence of the energy conservation measures and demand response program by the proposed energy services contract; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Mt. San Antonio Community College District hereby finds, determines, declares, and resolves as follows:

Section 1. Recitals. This Legislative Body hereby finds and determines that all the above recitals are true and correct.

Section 2. Notice of Public Hearing. This resolution is adopted following a public hearing at a regularly scheduled meeting of the Board for which a minimum of two weeks public notice has been duly given.

SUBJECT: Resolution No. 12-11 – Energy Services Contract - Southern California
Edison’s Demand Response Program

DATE: April 24, 2013

Section 3. Determination of Energy Cost Savings. The District Board finds and determines that, pursuant to Government Code Section 4217.12, the cost of the energy conservation measures contemplated by the Southern California Edison Demand Response Program energy services contract including, but not limited to, the installation of a Client and Logic with Integrated Relay Device, will be offset and will be less than the anticipated marginal cost to the District of electrical or other energy that would have been consumed by the District if such energy efficiency measures were not completed.

Section 4. Authority to Take All Actions Necessary. The College President or his delegate is authorized to do all things that are necessary to give effect to and comply with the terms and intent of this resolution including, but not limited to, the finalization and execution of the energy services contract with MelRok, LLC of Santa Ana, CA. The College President may designate and delegate to other District management personnel, as deemed necessary, tasks associated with the negotiating, drafting, and/or preparing of an energy service contract and any related documents.

Section 5. Effect. This resolution shall take effect immediately upon its passage.

PASSED and ADOPTED this 24th day of April 2013, by the Board of Trustees of the Mt. San Antonio Community College District of the County of Los Angeles, State of California, by the following vote:

AYES:

NOES:

ABSENT:

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

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 24, 2013</u>	CONSENT
SUBJECT: <u>Administration Building Remodel (Unilateral Deductive Change Order)</u>	

BACKGROUND

Administration Building Remodel (Unilateral Deductive Change Order).

ANALYSIS AND FISCAL IMPACT

The Administration Building Remodel project began construction in October 2009, with a contract schedule of 429 calendar days. The actual duration of construction was extended by 352 calendar days. After reviewing the project with counsel, it is clear that the College is entitled to liquidated and/or other damages exceeding the remaining contract balance. Efforts to resolve the issue with the contractor have been unsuccessful, to date.

Bid No.	2855	Contractor:	Angeles Contractor, Inc. (General Contractor)	CO No.	15
Item	Change and Justification:		Amount	Time	
	Retention currently being held for the Administration Building Remodel project as a partial payment toward the amount of liquidated damages and/or other damages currently owed to the College for completion of the project beyond the contractual completion date.		<\$338,950.96>	0 days	
	Total		<\$338,950.96>	0 days	
	Original Contract Amount			\$2,582,000.00	
	Net Change by Previous Change Orders			\$807,509.05	
	Net Sum Prior to This Change Order			\$3,389,509.05	
	Amount of Change Order No. 14			<\$338,950.96>	
	New Contract Sum			\$3,050,558.09	
	Percentage of Change to Contract, to Date			18.15%	

Funding Sources

State Capital Outlay and Measure R Bond funds.

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 #15

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

DATE: April 24, 2013

CONSENT

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

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:	P2S Engineering, Inc.	No.	1
	Project:	Utility Infrastructure Southwest Quadrant		
Item	Description:	Amount		
	Additional professional engineering services to replace the existing sanitary sewer piping and provide electrical connection to the main entrance gates at the Utility Infrastructure Southwest Quadrant project. Hourly, not to exceed:	\$20,250.00		
	Total	\$20,250.00		
	Original Contract Amount		\$75,510.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$75,510.00	
	Amount of Amendment No. 1		\$20,250.00	
	New Contract Sum		\$95,760.00	

#2	Consultant:	P2S Engineering, Inc.	No.	2
	Project:	Performing Arts Building 2 Chiller Replacement		
Item	Description:	Amount		
	Additional professional engineering services for providing structural investigation services for the Building 2 Chiller project. Fixed fee:	\$23,141.00		
	Total	\$23,141.00		
	Original Contract Amount		\$112,200.00	
	Net Change by Previous Amendments		\$21,850.00	
	Net Sum Prior to This Amendment		\$134,050.00	
	Amount of Amendment No. 2		\$23,141.00	
	New Contract Sum		\$157,191.00	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

SUBJECT: Professional Design and Consulting Services (Contract Amendments)**DATE:** April 24, 2013

#3	Consultant:	HMC Architects	No.	10
	Project:	Design Technology Center		
Item	Description:	Amount		
	Additional professional architectural and engineering services for various projects at the Design Technology Center and extended construction administration services. Hourly, not to exceed:	\$49,840.00		
	Radio Production Space Remodel:	\$62,750.00		
	Architecture Model Room Remodel:	\$25,450.00		
	Landscape rebid and redesign:	\$1,620.00		
	Reimbursable expenses:	\$8,500.00		
	Total	\$148,160.00		
	Original Contract Amount	\$1,784,698.00		
	Net Change by Previous Amendments	\$168,625.00		
	Net Sum Prior to This Amendment	\$1,946,913.00		
	Amount of Amendment No. 10	\$148,160.00		
	New Contract Sum	\$2,095,073.00		

#4	Consultant:	Schaffer Acoustics	No.	1
	Project:	Performing Arts Building 2 Chiller Replacement		
Item	Description:	Amount		
	Additional professional acoustical consulting services for excessive noise and vibration in several locations throughout the Agricultural Sciences Complex. Fixed fee:	\$4,800.00		
	Total	\$4,800.00		
	Original Contract Amount	\$3,250.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$3,250.00		
	Amount of Amendment No. 1	\$4,800.00		
	New Contract Sum	\$8,050.00		

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: April 24, 2013

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Andrewin, Melissa
 Position: Construction Specialist New: Yes
 Department: Facilities Planning and Management
 Range/Step: A-81, Step 1 Salary: \$3,813.47/month
 Job FTE: 1.00/12 months
 Effective: 4/25/13

Name: Barnes, Teresa
 Position: Clerical Specialist New: No
 Department: Facilities Planning and Management
 Range/Step: A-69, Step 1 Salary: \$1,607.52/month
 Job FTE: 0.475/12 months
 Effective: 4/25/13

Name: Conrad, Mark
 Position: Laboratory Technician-Business Div. New: No
 Department: Business Division
 Range/Step: A-79, Step 1 Salary: \$1,775.71/month
 Job FTE: 0.475/12 months
 Effective: 4/25/13

Name: Draper, Jessica
 Position: Laboratory Technician - Astronomy New: Yes
 Department: Natural Sciences Division
 Range/Step: A-79, Step 1 Salary: \$3,738.34/month
 Job FTE: 1.00/12 months
 Effective: 4/25/13

Name: Gallegos, Zakiel
 Position: Construction Specialist New: Yes
 Department: Facilities Planning and Management
 Range/Step: A-81, Step 3 Salary: \$4,204.36/month
 Job FTE: 1.00/12 months
 Effective: 4/25/13

Prepared by: Human Resources Staff

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #17

SUBJECT: Personnel Transactions**DATE:** April 24, 2013**Permanent New Hires** (continued)

Name: Rusich, Brittany
 Position: ESL Instructional Support Assistant New: No
 Department: ESL
 Range/Step: A-45, Step 1 Salary: \$1266.02/month
 Job FTE: 0.475/12 months
 Effective: 4/25/13

Name: Toyoshima, Heather
 Position: Clerical Specialist New: Yes
 Department: Arise
 Range/Step: A-69, Step 1 Salary: \$1,607.52/month
 Job FTE: 0.475/12 months
 Effective: 5/22/13

Name: Zavala, Daniel
 Position: Financial Aid Systems Specialist New: No
 Department: Financial Aid
 Range/Step: A-124, Step 1 Salary: \$5,849.00/month
 Job FTE: 1.00/12 months
 Effective: 5/1/13

Change of Assignment

Name: Contreras, Gregory
 Position: Parking Officer
 Department: Public Safety
 Range/Step: A-71, Step 6 Salary: \$2,092.88/month
 Job FTE: 0.475/11 months
 Effective: 4/25/13
 Remarks: Change from 10 months to 11 months

Promotion

Name: Vargas, Jazmin
 Position: Financial Aid Specialist
 Department: Financial Aid
 Range/Step: A-81, Step 1 Salary: \$3,813.47/month
 Job FTE: 1.00/12 months
 Effective: 3/28/13
 Remarks: Previously Clerical Assistant, 0.475 Job FTE

SUBJECT: Personnel Transactions

DATE: April 24, 2013

Temporary Out-of-Class Assignment

Name: Haro, Melissa
 From: Account Clerk I
 To: Facilities Specialist
 Department: Facilities Planning and Management
 Range/Step: A-81, Step 1 Salary: \$3,813.47/month
 Effective: 7/1/12
 End Date: 6/30/13

Resignation/Termination

Nicole Grisanti, Secretary, Public Safety, effective 3/29/13

Retirement

Peter Aneiro, PE/Athletic Technician I, Kinesiology, Athletics & Dance, effective 4/1/13

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list (see Page 5).

Hourly Non-Academic Employees

Per employment list (see Page 5).

Professional Expert Employees

Per employment list (see Page 5).

Student Employees

Per employment list (see Pages 6 and 7).

ACADEMIC EMPLOYMENT

Banking Leaves of Absences with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Coreas, Kelly	Respiratory Therapy	.6	Spring 2013
Johnson, Michelle	Mathematics	15	Fall 2013
Kido, Janine	Biological Sciences	2.25	Fall 2013
Lizarraga, Max	Engineering & Design Tech.	.5	Spring 2013
Perkins, Robert	Architectural	3	Spring 2014

SUBJECT: Personnel Transactions**DATE:** April 24, 2013**Additional Assignments**

Provider	Area/Department	Service/Agreement	Dates	Amount
Rios-Rietveld, Liza	Student Services/ Student Life/ LEAD Program	Three presentations for the LEAD program on "Effective Communication Skills" and "Public Speaking"	7/1/12–6/30/13 (correction to date; previously approved as 7/1/13–6/30/14)	\$45.55/hr. Not to exceed \$225.00
Sanesi, Andrew	Music	Performer, Jazz Band Festival	5/4/13	\$41.09/hr. Not to exceed \$100.00
Shew, Roger	Music	Adjudicator, Jazz Band Festival	5/4/13	\$41.09/hr. Not to exceed \$500.00

MANAGEMENT EMPLOYMENT**Retirement**

Larry Redinger, Dean, Natural Sciences Division, effective 8/9/13

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
 Job FTE: 1.00/12 months
 Effective: 7/1/13
 End Date: 2/18/14

SUBJECT: Personnel Transactions**DATE:** April 24, 2013**TEMPORARY EMPLOYMENT****Substitute Employees**

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Felix, Ernest	Refuse & Recy. Col.	Absence	Grounds	19.17	04/25/13-06/29/13
Lopez-Sanchez, Lisbet	Secretary	Vacancy	Public Safety	22.00	03/25/13-06/30/13
Navarro, Luis	Grounds Equip. Op.	Absence	Grounds	17.84	04/25/13-06/28/13
Smith, Ren	Grounds Equip. Op.	Absence	Grounds	17.84	03/18/13-06/28/13
Tharpe, Rickie	Custodian	Vacancy	Custodial Services	16.98	04/01/13-06/30/13

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ancheta, Abigail	Tutor III	Counseling	10.50	04/25/13-06/14/13
Garcia, Mary	Secretarial Aide	Natural Sciences	11.88	02/28/13-06/30/13
Rico, Griselda	Clerk Typist III	Adult Basic Education	10.87	05/30/13-06/30/13
Ruiz, Maria	Clerk Typist III	Adult Basic Education	10.87	05/30/13-06/30/13
Samra, Jasmine	Tutor III	Counseling	10.50	04/25/13-06/14/13
Tenorio, Sandra	Clerk Typist III	Adult Basic Education	10.87	05/30/13-06/30/13
Valdes, Lillian	Instructional Aide	Child Development Ctr.	8.00	03/12/13-06/30/13

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Brown, Amber	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	03/22/13-06/30/13
Fonseca, Maria	Technical Expert II	Nursing	45.00	03/23/13-06/30/13
Forrand, Anthony	EMS Licensing Examiner III	Medical Services	25.00	03/18/13-06/30/13
Forrand, Anthony	Paramedic Specialist	Medical Services	15.60	03/18/13-06/30/13
Garcia, Denise	Project/Program Aide	Adult Basic Education	19.76	03/18/13-06/30/13
Gehr, Patricia	Licensed Clinical Psy.	Student Health Svcs.	48.83	03/26/13-06/30/13
Grisanti, Nicole	Technical Expert I	Public Safety	35.00	04/12/13-06/30/13
Larson, Sandon	Interpreter IV	DSP&S	38.00	03/26/13-06/30/13
Lazar, Rick	Lecturer-Fire Tech.	Fire Technology	37.26	04/09/13-06/30/13
O'Neill, JoAnn	Technical Expert II	Nursing	45.00	03/18/13-06/30/13
Orlik, David	Proctor - EMT	Medical Services	12.48	03/18/13-06/30/13
Ortiz, Jose	Event Supervisor I	Technical Services	11.75	03/11/13-06/30/13
Pena, Gerardo	Recruiting Coordinator	Kinesiology	25.00	03/01/13-06/30/13
Quiroz, Melissa	Interpreter II	DSPS	22.00	02/25/13-06/30/13
Rectra, Alexander	Master Class Instructor	Kinesiology & Athletics	25.00	03/15/13-06/30/13
Silva-Barrios, Azael	Event Supervisor I	Technical Services	11.75	03/11/13-06/30/13
Soto, Maria	Technical Expert II	Nursing	45.00	02/26/13-06/30/13
Standon, Timothy	EMS Licensing Examiner III	Medical Services	25.00	03/18/13-06/30/13
Standon, Timothy	Paramedic Specialist	Medical Services	15.60	03/18/13-06/30/13
Stuard, Bob	Interpreter V	Sign Language	45.00	02/25/13-06/30/13
Wong, Allison	Real Time Captioner III	DSPS	27.00	03/06/13-06/30/13
Yusi, Laarni	Technical Expert I	Nursing	35.00	03/14/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** April 24, 2013**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Alison	Student Assistant I	Biological Sciences	8.00	03/08/13-06/15/13
Akramian, Naseem	Student Assistant II	Tutorial Services	8.75	03/04/13-06/30/13
Alayass, Khaoula	Student Assistant I	Child Development Ctr.	8.00	04/03/13-06/30/13
Alexander, Eric	Student Assistant V	Medical Services	12.50	03/18/13-06/30/13
Andrzejewski, Britnee	Student Assistant III	Continuing Education	10.00	03/12/13-06/30/13
Angulo, Nancy	Student Assistant III	Child Development Ctr.	10.00	02/25/13-06/30/13
Arif, Sara	Student Assistant IV	Business Division	11.25	03/18/13-06/30/13
Ayetiwa, Afoluso	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Barranco, Jacqueline	Student Assistant II	Biological Sciences	8.75	03/05/13-06/30/13
Boileau, Stephen	Student Assistant IV	Animation	11.25	03/07/13-06/30/13
Brambila, Alexander	Student Assistant II	EOPS/CARE	8.75	03/18/13-06/30/13
Broman, Vina	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Chavarin, Yvonne	Student Assistant II	Biological Sciences	8.75	03/12/13-06/15/13
Contreras, Teresa	Student Assistant II	Tutorial Services	8.75	03/18/13-06/30/13
Cortez, Hugo	Student Assistant II	Tutorial Services	8.75	03/08/13-06/30/13
Cozart, Bryan	Student Assistant II	Biological Sciences	8.75	03/13/13-06/15/13
Crespin, Richard	Student Assistant V	Technical Services	12.50	03/11/13-06/30/13
Cruz, Julian	Student Assistant II	Biological Sciences	8.75	03/01/13-06/30/13
Dang, Anh	Student Assistant II	Biological Sciences	8.75	03/18/13-06/15/13
Dashiell, Donnell	Student Assistant II	EOPS/CARE	8.75	03/18/13-06/30/13
Deskin, Shannon	Student Assistant III	Agricultural Sciences	10.00	03/15/13-06/30/13
Deskin, Shannon	Student Assistant III	Continuing Education	10.00	03/26/13-06/30/13
Dominguez, Catalina	Student Assistant II	Biological Sciences	8.75	03/01/13-06/15/13
Duarte, Anthony	Student Assistant II	Television & Radio	8.75	03/25/13-06/30/13
Duarte, Anthony	Student Assistant III	Technical Services	10.00	03/11/13-06/30/13
Eccles, Samantha	Student Assistant III	Agricultural Sciences	10.00	03/15/13-06/30/13
Ejaz, Sanam	Student Assistant II	DSP&S	8.75	03/13/13-06/30/13
Esparza, Rosana	Student Assistant III	Architecture	10.00	03/06/13-06/30/13
Esparza, Rudy	Student Assistant II	Tutorial Services	8.75	04/04/13-06/30/13
Ewing, Taylor	Student Assistant V	Aeronautics	12.50	03/11/13-06/30/13
Ferrufino, Rodrigo	Student Assistant I	Earth Sciences & Astron.	8.00	02/25/13-06/14/13
Franco, Emma	Student Assistant II	DSP&S	8.75	03/04/13-06/30/13
Garcia, Randy	Student Assistant III	Technical Services	10.00	03/11/13-06/30/13
Garman, Amber	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Gilbreath, Katherine	Student Assistant II	Tutorial Services	8.75	03/05/13-06/30/13
Gomez, Sergio	Student Assistant III	Television & Radio	10.00	03/01/03-06/30/13
Gonzales, Aaron	Student Assistant III	Tutorial Services	10.00	03/08/13-06/30/13
Ha, Huy	Student Assistant III	Drafting	10.00	02/22/13-06/30/13
Hagen, Rebecca	Student Assistant I	Interior Design	8.00	02/25/13-06/30/13
Han, Yei Rang	Student Assistant III	Music	10.00	02/25/13-06/16/13
Hernandez, Sandra	Student Assistant II	The Writing Center	8.75	03/04/12-06/30/13
Herrera, Pedro	Student Assistant I	Kinesiology & Athletics	8.00	03/01/13-06/15/13
Honda, Lisa	Student Assistant I	Continuing Education	8.00	06/01/13-06/30/13
Honda, Lisa	Student Assistant I	Continuing Education	8.00	07/01/13-08/15/13
Houston, Terrance	Student Assistant III	Counseling	10.00	02/25/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** April 24, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Huynh, John	Student Assistant III	Drafting	10.00	03/04/13-06/30/13
Jarvis, Nayomie	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Kim, Sewan	Student Assistant II	Biological Sciences	8.75	03/11/13-06/15/13
Kung, Johnson	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Li, Bingshan	Student Assistant I	Admissions & Records	8.00	05/01/13-06/30/13
Loper, Luke	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Lopez, Blanca	Student Assistant I	Agricultural Sciences	8.00	03/01/13-06/30/13
Lopez, Jesus	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Lopez, Vanessa	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Macias, Paige	Student Assistant II	Tutorial Services	8.75	03/08/13-06/30/13
Manansala, Madeline	Student Assistant I	Interior Design	8.00	03/15/13-06/30/13
Mauricio, Leonel	Student Assistant II	Biological Sciences	8.75	03/01/13-06/30/13
McPheeters, Kelsey	Student Assistant III	Tutorial Services	10.00	03/19/13-06/30/13
Morales, Daniel	Student Assistant I	Kinesiology & Athletics	8.00	03/22/13-06/15/13
Moreno, Steven	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Mowery, Blair	Student Assistant I	Agricultural Sciences	8.00	02/25/13-06/30/13
Muscat, Joshua	Student Assistant III	Continuing Education	10.00	03/12/13-06/30/13
Muscat, Joshua	Student Assistant III	Agricultural Sciences	10.00	03/18/13-06/30/13
Ngo, Chau	Student Assistant II	EOPS/CARE	8.75	03/13/13-06/30/13
Nguyen, Matthew	Student Assistant III	Mathematics	10.00	03/04/13-06/13/13
Noriesta, Kenneth	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Park, Hyeon Jin	Student Assistant II	Tutorial Services	8.75	03/18/13-06/30/13
Perez, Christine	Student Assistant V	Electronics	12.50	03/21/13-06/30/13
Peshkepia, Raquel	Student Assistant V	HCRC	12.50	03/15/13-06/30/13
Pineda, Christina	Student Assistant I	Continuing Education	8.00	06/15/13-06/30/13
Pineda, Christina	Student Assistant I	Continuing Education	8.00	07/01/13-08/15/13
Redublo, Francis	Student Assistant II	Interior Design	8.75	03/14/13-06/30/13
Reyes, Teresa	Student Assistant II	EOPS/CARE	8.75	02/25/13-06/30/13
Roach, Jonathan	Student Assistant I	Academic Senate	8.00	03/18/13-06/30/13
Rodriguez, Paulina	Student Assistant III	Counseling	10.00	03/20/13-06/21/13
Rodriguez, Yasmine	Student Assistant II	Public Safety	8.75	04/08/13-06/30/13
Salazar, Jeri	Student Assistant IV	Animation	11.25	03/04/13-06/30/13
Sauceda, Jessica	Student Assistant II	Tutorial Services	8.75	03/08/13-06/30/13
Silva, Natalie	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Spolar, Joshua	Student Assistant III	Aeronautics	10.00	03/11/13-06/30/13
Stickley, Alison	Student Assistant III	Music	10.00	02/25/13-06/16/13
Stockhausen, Lloyd	Student Assistant III	Financial Aid	10.00	02/27/13-06/28/13
Thompson, Chelsea	Student Assistant V	Commercial Art	12.50	03/06/13-06/30/13
Valenzuela, Andrea	Student Assistant III	Mathematics	10.00	03/12/13-06/13/13
Voltz, Donald	Student Assistant III	Continuing Education	10.00	03/13/13-06/30/13
Wallis, Cody	Student Assistant I	Agricultural Sciences	8.00	02/25/13-06/30/13
Van Poelgeest-Kennedy, Emmiline	Student Assistant III	Tutorial Services	10.00	03/08/13-06/30/13
Weeks, James	Student Assistant III	Agricultural Sciences	10.00	03/11/13-06/30/13
Williams, Mahlon	Student Assistant III	Counseling	10.00	03/13/13-06/30/13

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

DATE: April 24, 2013

CONSENT

SUBJECT: New Course, Modified Courses, and Modified Programs Effective With
the 2013-14 Academic Year

BACKGROUND

The following course, degrees, and certificates have been created or modified to reflect changes within disciplines, provide additional general education options, meet industry requirements, or respond to advisory committee recommendations:

New Course

R-TV 28

Course Title

Introduction to Writing for Electronic Media

Modified Courses

AERO 152

AIRC 34

AIRM 65B

AIRM 66B

CORS 40

ELEC 55

HRM 52

HRM 66

FASH 62

NURS 11

NURS 20

Course Title

Air Transportation

Advanced Mechanical Refrigeration

Aircraft Powerplant Maintenance Technology: Reciprocating and Turbine Engines

Airframe Maintenance Technology

Crime and Delinquency

Microwave Communications

Food Safety and Sanitation

Hospitality Law

Retail Buying and Merchandising

Preceptorship in Nursing

Nursing Work Experience Program

Modified Certificates

Hospitality Management – Level II

Photography – Level II

Radio Broadcasting: On-the-Air Level III Television Crew

Modified Degrees

Associate in Science – Hospitality and Restaurant Management

Associate in Science – Radiologic Technology Program

Associate in Science – Radio Broadcasting: On-the-Air

Associate in Science – Television Production

Prepared by: Terri S. Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #18

SUBJECT: New Course, Modified Courses, and Modified Programs – Effective With the 2013-14 Academic Year

DATE: April 24, 2014

ANALYSIS AND FISCAL IMPACT

New and modified courses as well as the modified degrees and certificates were developed and approved by their respective College departments and Divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council and the Academic Senate, when appropriate.

Each course and program offered at Mt. San Antonio College has varying costs. Every effort is made to offer courses and programs in a cost-effective manner through prudent enrollment management.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above course and programs, effective with the 2013-14 academic year.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 24, 2013</u>	CONSENT
SUBJECT:	<u>Students to Attend Health Occupations Students of America National Leadership Conference in Nashville, TN</u>	

BACKGROUND

Authorization is requested for students to attend and compete at the Health Occupations Students of America (HOSA) National Leadership Conference June 25-30, 2013, in Nashville, TN. This conference allows the students to compete in two of 49 health-related academic competitive events with other students around the nation. Students and faculty will also attend health-related workshops and meet with health care industry representatives.

Sixteen students are eligible to compete at the National Leadership Conference, as they were gold and silver medal winners in their events at the State Leadership Conference. Faculty members Gail Gonzalez, Jill McGraw, and Mary-Ellen Reyes will be accompanying the students.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of the competition is \$26,980.

Funding Sources

Perkins IV Title IC Grant funding (for faculty) \$4,700; and Stars of Excellence (for students) \$22,280.

RECOMMENDATION

It is recommended that the Board of Trustees approves travel and competition in the HOSA National Leadership Conference in Nashville, as presented.

Prepared by:	<u>Sarah G. Daum</u>	Reviewed by:	<u>Virginia R. Burley</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #19</u>

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

DATE: April 24, 2013

CONSENT

SUBJECT: Hospitality Management Club Students to Attend National Restaurant Association Tradeshow in Chicago, IL

BACKGROUND

The Hospitality Management Club requests authorization for six students and Club Advisor, Dr. Fawaz Al-Malood, to attend the National Restaurant Association Tradeshow in Chicago, IL. The travel dates are May 17-20, 2013. The purpose of attending this event is to expose hospitality management students to a professional industry event directly related to their major and provide them with the opportunity to:

- attend more than 70 education workshops and sessions on hospitality-related topics;
- learn about the latest trends, technologies, products, and processes utilized in the industry today;
- learn about niche solutions to common industry-related problems;
- network and meet with over 1,800 companies, employers, and industry leaders; and
- network with industry leaders from 100 countries and across the U. S.

ANALYSIS AND FISCAL IMPACT

There is no cost to the District.

Funding Sources

Associated Students for students (\$3,638); Hospitality Club for students (\$1,362); and Perkins Grant for faculty (\$1,714).

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of the Hospitality Management Club students and their advisor, Dr. Fawaz Al-Malood, at the National Restaurant Association Tradeshow in Chicago, IL.

Prepared by: Joumana McGowan

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #20

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 24, 2013</u>	CONSENT
SUBJECT: <u>Honors Program to Host Annual Recognition Celebration</u>	

BACKGROUND

The Honors Program is requesting approval of costs associated with hosting their annual Recognition Celebration, to be held on Thursday, May 23, 2013, at Mt. San Antonio College. This is a Recognition Celebration that honors transferring and/or graduating students in the Honors Program, celebrating their achievements and transfers to prestigious colleges and universities. It is extremely difficult to meet the demanding requirements for numerous universities while completing the application process and maintaining high grade point averages. These students bring major prestige to Mt. San Antonio College.

Attendees include Honors students, a few guests, Honors faculty and staff, deans, other administrators, and members of the Board of Trustees.

ANALYSIS AND FISCAL IMPACT

The estimated cost of food and decorations will be approximately \$2,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the costs associated with the Honors Program's hosting of the Recognition Celebration.

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 24, 2013</u>	CONSENT
SUBJECT:	<u>Communication Department to Host American Readers Theater</u>	
	<u>Championships</u>	

BACKGROUND

The Communication Department is requesting approval of costs associated with hosting the American Readers Theater Association Championships, a forensics tournament event. The tournament is to be held at Mt. San Antonio College on May 4-5, 2013.

ANALYSIS AND FISCAL IMPACT

Costs of hosting the tournament will not exceed \$5,500; it is expected that the costs will be covered by entry fees charged to participants. Costs will include purchasing 30 trophies/awards at an approximate cost of \$1,500; food for participants at an approximate cost of \$3,200; and payment of independent contractors to serve as impartial judges at an approximate cost of \$800.

Funding Sources

Participant entry fees and revenue-generated account in the Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the costs associated with the Communication Department's hosting of the American Readers Theater Association Championships.

Prepared by: _____	James Jenkins	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #22

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 24, 2013</u>	CONSENT
SUBJECT: <u>Dr. Deborah Boroch Discovery Day: Surviving With Science</u>	

BACKGROUND

The Natural Sciences Division and the Teacher Preparation Institute are teaming up once again to present an exciting community outreach opportunity and educational program, the second annual “Dr. Deborah Boroch Discovery Day: Surviving with Science,” on Saturday, May 11, 2013. The College will invite 5th, 6th, and 7th grade students to come to the campus and explore areas of science and math. This year, our theme is “Surviving a Natural Disaster With Math and Science Skills.” Students will participate in a variety of activities including Planetarium shows, speakers, hands-on activities, and more. Parents will be encouraged to accompany their children in attendance; tours of the Wildlife Sanctuary will be provided for parents while their children are in sessions. T-shirts, bandanas, workbooks, drinks, and snacks will be provided to all student participants.

ANALYSIS AND FISCAL IMPACT

The estimated cost is \$3,915.

Funding Sources

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the costs associated with presenting the second annual Dr. Deborah Boroch Discovery Day: Surviving with Science.

Prepared by: James Jenkins Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #23

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

DATE: April 24, 2013

CONSENT

SUBJECT: Ambulance Contract for the Mt. SAC 2013 Relays

BACKGROUND

As mandated by the California Community College Athletics Association, Mt. San Antonio College is required to have an ambulance present at sports events. Mt. San Antonio College requests authorization to use Cole-Schaefer Ambulance Service for coverage at the 2013 Mt. SAC Relays.

ANALYSIS AND FISCAL IMPACT

The cost of \$1,170 has been budgeted through the Relays budget to pay Cole-Schaefer Ambulance Service for their coverage at the Mt. SAC Relays.

This agreement will be effective April 1, 2013, through April 30, 2013.

Funding Source

Mt. SAC Relays budget.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Cole-Schaefer Ambulance Service, as presented.

Prepared by: Joseph E. Jennum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #24

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 24, 2013</u>	CONSENT
SUBJECT:	<u>Prepayment for Fuel to American Airports Corporation for the</u> <u>Aeronautics Program</u>	

BACKGROUND

The cost of fuel for our Aeronautics Program is approximately \$100,000 annually and is funded by the students who use the aircraft for flight instruction. The vendor, American Airports Corporation, requires prepayment for fuel or payment on receipt. The Aeronautics Program is requesting Board approval to continue to prepay for fuel, which is reimbursed by students as it is used.

ANALYSIS AND FISCAL IMPACT

The cost is reimbursed by student usage. There is no residual cost to the District.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves advance payment to American Airports Corporation for fuel costs for the Aeronautics Program.

Prepared by: _____	Sarah G. Daum	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #25

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

DATE: April 24, 2013

CONSENT

SUBJECT: Community Services Program - Courses for Summer 2013

BACKGROUND

The Continuing Education Division presents a wide variety of programs and courses each semester. Proposed community services offerings for the Winter Intersession and Spring 2013 Semester are listed below. The fees shown below are for instruction only. Note: An asterisk (*) denotes a new class.

ANALYSIS AND FISCAL IMPACT

<i>Course Title/Program</i>	<i>Presenter</i>	<i>Remuneration</i>	<i>Fee</i>
CAREER AND PROFESSIONAL DEVELOPMENT			
FAA Computerized Testing Service (CATS)	Various	No Pay	\$150
FAA Computerized Testing Service (CATS for Aircraft Owners & Pilots Association Members)	Various	No Pay	\$140
Flight Simulator – Basic (IGAT)	Various	Hourly	\$50/hr
Flight Simulator – Advanced (ATC-810)	Various	Hourly	\$60/hr
Precision Flight Controls G1000	Various	Hourly	\$70/hr
Pass the Real Estate Sales Exam on the First Try!	Mansfield, William	40%	\$99 Material Fee: \$25
Real Estate Appraisal – A New Career, A New Home Business	Mansfield, William	40%	\$49
Make Extra Income: Auto Wholesale Business from Home	Williams, Ronald W. DBA Trust Auto Sales	40%	\$89 Material Fee: \$20
Principles of Computed Tomography (CT) and Exam Review	McLaughlin, David L.	40%	\$299
Become A Notary Public	Notary Public Seminars, Inc.	40% + 50% of proctor fees	\$101 Material Fee: \$30
Renew Your Notary Commission	Notary Public Seminars, Inc.	40%	\$52 Material Fee: \$30
<u>Community Health Programs:</u> BLS Healthcare Provider BLS Healthcare Provider Renewal Heartsaver CPR AED - Adult & Pediatric Heartsaver First Aid CPR - Adult & Pediatric Advanced Cardiac Life Support Advanced Cardiac Life Support Renewal	Primary/Assistant Instructors: Baca, Michael Burkholder, Barry Coppolecchia, Sonya Davis, Rita English, Wendi	Single Instructor 40% 10 students or more: Primary Instructor 35%	\$65 \$45 \$50 \$65 \$180 \$125

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #26

SUBJECT: Community Services Program - Courses for Summer 2013**DATE:** April 24, 2013

Pediatric Advanced Life Support Pediatric Advanced Life Support Renewal BLS Instructor Course	Gagnon, Cathy Gergis, Nasr Gonzalez, Gail Malone, Kristine Trinidad, Larry Trumble, Jennifer Wellins, Katie Wellins, Patrick Rudd, Terry	Assistant Instructor 15% 50% if one instructor; 25% if two	\$180 \$125 \$250
CHILDREN AND TEENS			
Commercial Acting for Kids	June Chandler, Inc.	40%	\$81
Ice Skating Program	Center Ice Arena	60%	\$57 \$82/pair
Children's Tennis Program	Instructor: Marshall, Andre Coordinator: Schreuders, Grace	45% 5% of each registration	\$45
DRIVER EDUCATION			
Traffic Violator School	Hernandez, Rudolph Syrja, Randal	50% 50%	\$37
California Motorcycle Training	Arroyo's Motorcycle Training (Contractor costs include instructor payment, motorcycles, fuel, and motorcycle maintenance)	68%	Age 21 and over \$250 Under age 21 \$150
Motorcycle Training Cancellation/ Re-registration fee			50% of course fee
ONLINE LEARNING			
Online Learning Courses	Education To Go, Inc.	\$65-\$85/student	\$99-\$120
Online Career Training Programs	Education To Go, Inc.	Education-to- Go will pay Mt. SAC \$100-\$500/student	\$495-\$5,595
Electronic Health Records Systems Technologist (216 hour course)	Boston Reed College	Boston Reed will pay Mt. SAC \$500/student	\$3,600
PERSONAL ENRICHMENT			
*iPhones, iPads, and I'm Lost	Cohen, Bob DBA Cohen-Naglestad Enterprises LLC	40%	\$42 Material Fee: \$30
Acting for Film and Television (Adults 17+)	June Chandler, Inc.	40%	\$129
Turn \$60K Salary Into \$1 Million	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple
*Beginning Quilting	Stringfellow, Susan	40%	\$50
*Advanced Quilting	Stringfellow, Susan	40%	\$50

SUBJECT: Community Services Program - Courses for Summer 2013

DATE: April 24, 2013

SPORTS AND FITNESS			
Adult Tennis Program	Coordinator: Schreuders, Grace Instructors: Schreuders, Grace Saravia, Ervin City of West Covina (their site only)	5% Primary Instructor 45% or 43% Assistant Instructor 12% 15% of fees after expenses	\$45
Conditioning for Sports (Various)	Various Instructors	No Pay	\$46
Exercise Science/Wellness Center Exercise Session Cards: • Cardio Circuit Training • Body Contouring • Cardio Dance	Staff	Hourly	\$40 \$45 \$45
Exercise Science/Wellness Center Testing: V02 Maximum Test Hydrostatic Weighing 3-Site Skin Fold Measurement V02 Maximum & Hydrostatic Weighing Resting Metabolic Rate (RMR) V02 Maximum, Hydrostatic Weighing & Resting Metabolic Rate Baseline Fitness Assessment	Staff	Hourly	\$65 \$30 \$15 \$85 \$35 \$115 \$65
SWIM PROGRAMS			
Master Swim	Boehle, Louis	50%	\$120
Open Fitness Swim	Boehle, Louis Lepp, Jodi Rieben, Mike Iwata, David	\$21/hr.	\$110
Swim Session Cards	Staff	Hourly	\$20-\$60
Swim Programs for Summer: Group and Private Lessons	Coordinator: Ruh, Mark Supervisor: Rieben, Mike	\$4,000 \$6,500	Group: \$50-60 Private: \$60-\$78

Funding Source

All presenters are paid either based on a percentage of student registration fees or an identified specific dollar amount.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Community Services programs, as presented.

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

DATE: April 24, 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. Approval of New Contracts

Agency/Description of Services	Expenses	Fee
<p><u>Contract #1213-009</u> All Americas, Inc. 18366 Colima Road, Suite 204 Hacienda Heights CA 91745</p> <p>English and American Culture Camps July 1–August 17, 2013</p> <p>Target Audience: Children, Grades 5-9, from China</p> <p>Content: ESL and American culture instruction, campus tours, and outdoor group activities</p> <p>Outcomes: Practice and improvement in English language and a better understanding of American culture</p>	<p>Instructors @ \$50/hour: Sunnaa, Andrea Rivera, Edith Janet Pena, Kathleen Hayes, Mihaela</p> <p>Supplies - \$50/class</p>	<p>\$800/day</p>

2. Contract Extension

Agency	Fiscal Impact
<p>Memorandum of Understanding Los Angeles Urban League Pomona Business and Career Center July 1, 2013–June 30, 2015</p>	<p>No Cost to the District</p> <p>Possible revenue source: Workforce Investment Act, Title 1 Funding</p>

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #27

SUBJECT: Continuing Education Division Additions and Changes

DATE: April 24, 2013

3. Addition to the High School Summer School Program

School District	Site Coordinator	Instruction Dates
Charter Oak Unified: Charter Oak High School	Stephanik, Jeffrey @ \$3,000	6/10/13–7/18/13

4. Community Services: Additional Classes for Spring

Course Title/Program	Presenter	Remuneration	Fee
*Management 1- Management/Supervision for Company Officers	Lazar, Edward	50%	\$197
*Intermediate Incident Command System – I-300	Staff	50%	\$90

5. Community Services: Additional Instructor for Classes for Summer

Course Title/Program	Presenter	Remuneration	Fee
College for Kids Summer Program – Additional Instructor	Kaljumagi, Diana	10 or more students \$30/hour	Session 1: \$140/class s
		9 or fewer students \$20/hour	Session 2: \$148/class s

6. Community Services - Program Changes

Program Remuneration	From	To
Legal Issues and Risk Management	Villanueva, Bal	Capili, Joselito
Tower Air Traffic Control Simulation: Tower Basics 1B		Additional Instructors: Patel, Zoem Hroblak, Jeremy
Tower Air Traffic Control Simulation: Intermediate		Additional Instructors: Patel, Zoem Hroblak, Jeremy
Tower Air Traffic Control Simulation: Advanced		Additional Instructors: Patel, Zoem Hroblak, Jeremy

Funding Sources

Adult Basic Education - Restricted Funds.
Community Services - Student Registration Fees.
New Contracts - Contracting Agency.

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: <u>April 24, 2013</u>	CONSENT
SUBJECT: <u>Honors Ambassadors' Donation to the Susan G. Komen Foundation</u>	

BACKGROUND

The Honors Program is requesting approval to send a donation to the Susan G. Komen Foundation. Honors Ambassadors, the student club of the Honors Program, held a bake sale to raise money for cancer awareness.

ANALYSIS AND FISCAL IMPACT

The donation will be \$180.

Funding Source

Honors Ambassadors Club account.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Honors Ambassadors' donation to the Susan G. Komen Foundation.

Prepared by: Carolyn Kuykendall Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #28

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

DATE: April 24, 2013

CONSENT

SUBJECT: Contract with The Bashful Butler, LLC and Covina Woman's Club for the
Alpha Gamma Sigma Honors Club Banquet

BACKGROUND

Alpha Gamma Sigma (AGS) Honors Club is requesting approval of contracts with The Bashful Butler, LLC and Covina Woman's Club. AGS wishes to obtain their services for the express purpose of holding the club's year-end banquet.

AGS is a campus club for Honors students, dedicated to the mission of serving our campus and our community through volunteer work. In a typical semester, over 100 members of AGS volunteer for various worthwhile community causes. A majority of the members complete the required minimum of 30 hours of community service per semester.

For students at junior colleges, social events such as this banquet are vital to foster a sense of community among our students. Also, a sense of identity and pride as Mt. SAC students can be developed by honoring the service achievements of AGS members at the banquet.

AGS would like to hold the year-end banquet on May 31, 2013, at the Covina Woman's Club and contract with The Bashful Butler, LLC to provide food and service for the banquet.

ANALYSIS AND FISCAL IMPACT

Covina Woman's Club will charge a \$500 rental fee plus a refundable \$300 damage deposit.

The Bashful Butler, LLC will charge \$1,848.75 to provide food and beverage service.

The banquet will be funded entirely by members of AGS who will be charged a \$25 fee to attend the banquet, and by the AGS club, which has raised money through fund-raising efforts.

There will be no cost to the District.

Funding Sources

AGS Club account and banquet fees collected.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contracts with The Bashful Butler, LLC and Covina Woman's Club for the AGS Honors Club Banquet.

Prepared by: Art Nitta/Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #29

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 24, 2013</u>	CONSENT
SUBJECT:	<u>Contract with Brilliant Partners for Presentation "Stop the Blame: Make a Change"</u>	

BACKGROUND

Student Health Services strives to provide educational programs relevant to the needs of Mt. SAC’s student population. Brilliant Partners offers a motivational speaker, Yahya Bakkar, who helps to inspire college students to live healthy and productive lives. The focus of his presentation is to help his audience overcome challenges by sharing his personal story of maternal abandonment, emotional abuse, and immigrant issues, such as cultural assimilation challenges. Mr. Bakkar’s message is in line with our mental health and suicide prevention campaign which encourages students to take action to make healthy personal, academic, and social decisions to improve overall well-being and prevent depression and suicidal behavior.

ANALYSIS AND FISCAL IMPACT

The event is to be held in the Student Life Center on May 30, 2013, and will be open to the entire campus community. It is estimated that attendance will be approximately 150 individuals.

The cost for the 80-minute presentation is \$2,500.

Funding Source

Garrett Lee Smith Suicide Prevention Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Brilliant Partners for the presentation “Stop the Blame: Make a Change.”

Prepared by: <u>Sandra Samples</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #30</u>

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

DATE: April 24, 2013

CONSENT

SUBJECT: Contract with University of California, San Diego Campus Events for the Upward Bound Summer Academy Program

BACKGROUND

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with University of California, San Diego Campus Events for its upcoming Summer Academy Program residential component to be held July 29-August 3, 2013, at the University of California, San Diego. The Summer Academy Program is designed to give students a glimpse of what college life is like by giving them a chance to live in the residence halls, have roommates, and attend classes in university facilities. The purpose of the Upward Bound Grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education.

ANALYSIS AND FISCAL IMPACT

The Summer Residential will host 40 students and 7 staff.

Estimated costs not to exceed \$20,000 for the following expenditures: Use of classroom facilities, food, and lodging for 40 students and 7 staff.

Funding Source

U. S. Department of Education, Upward Bound Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with University of California, San Diego Campus Events for the Upward Bound Summer Academy Program.

Prepared by: Juan Carlos Astorga

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

DATE: April 24, 2013

CONSENT

SUBJECT: Contract with The Princeton Review-Led Classroom Course Agreement
for the Upward Bound Summer Academy Program

BACKGROUND

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with The Princeton Review for instructional services in teaching a Scholastic Aptitude Test (SAT) course during our upcoming Summer Academy Program to be held June 17-August 2, 2013, at Mt. San Antonio College. The purpose of the Upward Bound grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education.

As part of grant activities, authorization is requested to enter into a contract with The Princeton Review.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will enter into a contract with the Princeton Review in an amount not to exceed \$7,500. The contract will provide funds for the following:

- twenty-four hours of instruction in preparing for the Scholastic Aptitude Test;
- copies of the following book for each class participant: The Princeton Review's SAT Course Manual v 4.1;
- three full-length SAT practice exams (4.5 hours in duration); and
- access to the Princeton Review's Online Student Center.

Funding Source

U. S. Department of Education, Upward Bound Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with the Princeton Review-Led Classroom Course Agreement for the Upward Bound Summer Academy Program.

Prepared by: Juan Carlos Astorga

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #32

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

DATE: April 24, 2013

CONSENT

SUBJECT: Contract with Cynosure New Media, Inc. to Produce Online Orientation
and Online Probation Workshop

BACKGROUND

Since 1996, all new students to Mt. SAC are required to complete a New Student Orientation in order to be cleared for registration. In addition, all first-time probation students must complete an online probation workshop to be cleared to register for the following term. The recently passed Student Success Act (AB 1456) and Title 5 regulation 58108, require that new students participate in Orientation in order to be fully matriculated and to receive priority registration. It has become increasingly difficult for counseling faculty to accommodate large numbers of students with a limited number of counselors. Since 2010, the Counseling Department has been utilizing a very basic, text-heavy format for their online orientation and online probation workshop.

The current online orientation and probation workshop product lacks many of the dynamic and interactive components that would improve the online experience for students. Based on cost and quality of the product, the Counseling Department recommends that the College contracts with Cynosure New Media, Inc. for implementation of an online orientation and an online probation workshop.

ANALYSIS AND FISCAL IMPACT

This vendor has produced online orientations for 20 other community colleges. The Counseling Department has worked with Information Technology to research the benefits of this product. There are no ongoing maintenance costs and Cynosure New Media, Inc. will give the College a 15% discount if we move forward with two or more of their products (i.e., the online orientation and a probation workshop). The cost is not to exceed \$76,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Cynosure New Media, Inc. to implement an online orientation and online probation workshop.

Prepared by: Thomas G. Mauch

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #33

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

DATE: April 24, 2013 **ACTION**

SUBJECT: Resolution No. 12-08 – Termination from PIPS and Request to Purchase Excess Insurance from Star Insurance Company with Claims Administration Services Provided by Hazelrigg Claims Management Services

BACKGROUND

In July 2003, the Board provided authority to join the Protected Insurance Program for Schools (PIPS) Joint Powers Authority for the District’s workers’ compensation program. Since then, the costs of insurance in this program have continued to rise, with further anticipation of a large increase at the upcoming renewal due to legislative changes resulting from the passage of SB 863.

ANALYSIS AND FISCAL IMPACT

In light of the continued fiscal challenges, and in anticipation of likely increases in workers’ compensation costs, the District has exercised due diligence in conducting a Request for Quotation (RFQ) from our existing PIPS JPA program provider, Alliance of Schools for Cooperative Insurance Programs (ASCIP) JPA, and the private insurance market through broker, AJ Gallagher. PIPS declined to provide a quote by the due date as required in the RFQ, but has provided preliminary estimates that would suggest a minimum 5% increase in rates. Coverage from ASCIP provides the District with its best option for Dollar One coverage, and AJ Gallagher provides the District with its best option for \$500,000 Self-Insured Retention (SIR). Below is a rate comparison resulting from the RFQ process.

Workers’ Compensation Program (Based on \$114,001,260 in Payroll)	PIPS JPA 2013-14 Dollar One	ASCIP JPA 2013-15 Dollar One	AJ Gallagher 2013-14 \$500,000 SIR	
Rate per \$100/of payroll	\$1.53	\$1.38	Excess Insurance	\$0.2402
			Retention	\$1.07
			TPA	\$0.0877
			\$1.40	
Estimated Annual Premium	\$1,744,219	\$1,573,218	\$1,596,018	

Prepared by: Karen A. Saldana Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Action #1

SUBJECT: Resolution No. 12-08 – Termination from PIPS and Request to Purchase
Excess Insurance from Star Insurance Company with Claims Administration
Services Provided by Hazelrigg Claims Management Services

DATE: April 24, 2013

Over the past nine years, the District's workers' compensation loss experience has remained steady and predictable, through employment challenges with staff reduction, and having to do more with less. Since the 2003-04 fiscal year, the District has incurred, on average, \$754,000 in total incurred claims costs per year, with our largest single loss of \$482,000 and only four claims exceeding \$250,000. These projected claims expenses averaged over nine years are contrasted with annual premiums of \$1.7 million that will be paid for a Dollar One program.

With continued hard economic times still ahead and predictable loss experience that have been well below the total premium paid to the Dollar One program option, staff is recommending the District transition to the Self-Insured Retention (SIR) option for the next program year. Based on actuarial projections, funding for losses up to \$500,000 is predicted to cost \$1.07 per \$100 of payroll, totaling \$1,219,814. This amount will be held on reserve in a District insurance account to pay for losses incurred within the self-insured retention level. The proposal from the excess carrier, Star Insurance Company, for losses that exceed \$500,000, is \$273,831. In addition, Mt. SAC will contract with Hazelrigg Claims Management Services to handle the managed care and claims administration portion for \$1,000 per claim. Based upon an average of 100 claims per year, the rate for these services is approximately \$.088 per \$100 of payroll.

The cash-flow advantage and long-term goal to fully fund the District's workers' compensation program, coupled with the District's operational control of the claims management and managed care services in an SIR program, will provide financial stability of the program and ensure that our injured workers will receive the prompt attention and medical care necessary for a speedy recovery and return to work.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves Resolution No. 12-08, terminating membership in the PIPS JPA Workers' Compensation program, and authorize the District to purchase the excess insurance at the \$500,000 SIR with Star Insurance Company, through AJ Gallagher, and enter into an agreement with Hazelrigg Claims Management Services to provide claims administration services.

RESOLUTION NO. 12-08

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

**TERMINATION OF MEMBERSHIP IN THE PROTECTED INSURANCE PROGRAM FOR
SCHOOLS (PIPS) JPA**

WHEREAS, Mt. San Antonio Community College District, has been a member of the Protected Insurance Program for Schools (PIPS) Joint Powers Authority since 2003, and

WHEREAS, the PIPS Joint Powers Authority program costs for workers' compensation insurance has continued to rise over the years, and

WHEREAS, Mt. San Antonio Community College District conducted a Request for Quotation to obtain the most cost effective workers' compensation insurance program for its July 1, 2013, renewal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby terminates its membership in the PIPS JPA, effective through June 30, 2013, and instructs its President or the President's designee on behalf of the District, to duly provide notice to the PIPS JPA in accordance with the JPA agreement.

PASSED AND ADOPTED this 24th day of April 2013 by the Board of Trustees of the Mt. San Antonio Community College District of the County of Los Angeles, State of California, by the following vote:

AYES:
NOES:
ABSENT:

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

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

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

DATE: April 24, 2013

ACTION

SUBJECT: Annual Review of Board Policy 2015 - Student Member

BACKGROUND

It is the responsibility of the Board of Trustees to annually decide whether to grant the following privileges to the student member:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance up to the maximum prescribed in Education Code 72024;
- The privilege to serve a term commencing July 1; and
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Currently, the Student Trustee is granted all of the above privileges with the exception of attending closed session.

ANALYSIS AND FISCAL IMPACT

Below is the Board Policy with proposed changes.

The current budget includes compensation for the Student Trustee.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 2015 - Student Member.

Recommended by: Bill Scroggins Agenda Item: Action #2

SUBJECT: Annual Review of Board Policy - 2015 Student Member

DATE: April 24, 2013

Chapter 2 – Board of Trustees

BP 2015 Student Member

Reference:

Education Code Section 72023.5

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing July 1.

The student member shall be ~~a resident of California at the time of the nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five semester units in the College at the time of nomination and throughout the term of service.~~ The student member is not required to give up employment with the District. The student shall maintain a 2.0 cumulative grade point average (GPA) while serving as the Student Trustee.

The Student Trustee shall be chosen by the students enrolled in the College in accordance with Board approved procedures and criteria included in the Administrative Regulations and Procedures.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).

On or before May 15 of each year, the Board of Trustees shall review the privileges afforded to the student member.

The Student Trustee is afforded the following privileges:

- The privilege to make and second motions;
- The privilege to receive compensation for meeting attendance; and
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Approved: March 24, 2004

Revised: July 23, 2008

Revised: May 26, 2010

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

DATE: April 24, 2013

INFORMATION

SUBJECT: Revision to Administrative Procedure 3720 – Use of Technology and Information Resources and Employee Acceptable Use Agreement

BACKGROUND

The following Administrative Procedure (AP) has been revised and is being presented as an Information Item to the Board:

- AP 3720 – Use of Technology and Information Resources and Employee Acceptable Use Agreement

ANALYSIS AND FISCAL IMPACT

This Administrative Procedure has gone through the governance process of the College and has been approved by the President's Advisory Council and President's Cabinet.

The revisions include modifying language to include recent changes in technology and a new section on social media responsibility.

There is no fiscal impact to the College to revise AP 3720.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives revisions to Administrative Procedure 3720 – Use of Technology and Information Resources and Employee Acceptable Use Agreement.

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #1

Chapter 3 - General Institution

AP 3720 ~~Computer and Network Use~~ Use of Technology and Information Resources and Employee Acceptable Use Agreement

References:

Education Code Section 70902; 17 U.S.C. § 101 et seq. (Copyright Act); Penal Code Section 502; Academic Senate for California Community Colleges 1999 paper *Academic Freedom, Privacy, Copyright and Fair Use in a Technological World*

The College ~~Computer and Network~~ **technology** systems **and tools** are the sole property of Mt. San Antonio College. They may not be used by any person without the proper authorization of the College. The ~~Computer and Network~~ **technology** systems **and tools** are for College instructional and work related purposes.

This procedure applies to all Mt. San Antonio College students, faculty, and staff and to others granted use of College information resources. This procedure refers to all College information resources whether individually controlled or shared, stand-alone, or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes personal computers, workstations, ~~mainframes, minicomputers,~~ and associated peripherals, **and** software and information resources, regardless of whether used for administration, research, teaching or other purposes.

Conditions of Use

Individual units within the College may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines and/or restrictions. **Employees must also consider the open nature of information transferred electronically and should not assume an absolute guarantee of privacy or restricted access to such information. Mt. San Antonio College reserves the right to monitor all use of the College network and computer to assure compliance with appropriate policies. Mt. San Antonio College will exercise this right only for legitimate College purposes, including, but not limited to, ensuring compliance with this procedure and the integrity and security of the system.**

The College supports and endorses the fundamental principles and the right of freedom of expression and endeavors to insure appropriate confidentiality of communication. Nevertheless, all users should be aware that they have no guarantee of privacy or security when using College technology systems and tools. The College strives to provide the highest degree of privacy and security possible when transferring data but disclaims responsibility if security measures are circumvented and the information is compromised.

Legal Process

This procedure exists within the framework of the College Board Policy and State and federal laws. A user of College information resources who is found to ~~have violated any of these policies will be subject~~ **in violation of the College's computer use policies is subject to proper disciplinary action, including the reporting of such activity to the appropriate authorities as required by law,** up to and including but not limited to loss of information

resources privileges; disciplinary suspension or termination from employment or expulsion; and/or civil or criminal legal action (**see Appendix A: Selected Examples of Unacceptable Use**).

Users of College technology systems and tools should also be aware of items such as the following:

- **Possibility of Disclosure - Users must be aware of the possibility of unintended disclosure of communications.**
- **Retrieval - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.**
- **Public Records - The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record” and nonexempt communications made on the College network and computer must be disclosed if requested by a member of the public.**
- **Litigation - Computer transmissions may be discoverable in litigation.**

Copyrights and Licenses:

Computer users must respect copyrights and licenses to software and other on-line information.

- **Copying** - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any College facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.
- **Number of Simultaneous Users** - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
- **Copyrights** - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources, **including the Internet**, must be used in conformance with applicable copyright and other laws. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited. **Work deemed protected under Section 107 of the Copyright Act of 1976 (“Fair Use”) shall be documented as having satisfied the four factor test.**

Integrity of Information Resources:

Computer users must respect the integrity of computer-based information resources.

- Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.
- Unauthorized Use - Computer users must not interfere with others access and use of the College computers. This includes, but is not limited to: the sending of ~~chain letters or~~ excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer or network; **installing or connecting unauthorized equipment**; and damaging or vandalizing College computing facilities, equipment, software, or computer files.
- Unauthorized Programs - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.

Unauthorized Access:

Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

- Abuse of Computing Privileges - Users of College information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. ~~For example, abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of College computing privileges.~~
- Reporting Problems - Any defects discovered in system accounting or system security must be reported promptly to the appropriate system manager so that steps can be taken to investigate and solve the problem.
- Password Protection - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system manager. **Chief Technology Officer or designee.**

Usage:

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of College procedure and may violate applicable law. **The College is a non-profit, tax-exempt organization and, as such, is subject to specific federal, State and local laws regarding sources of income, political activities, use of property, and similar matters.**

- Unlawful Messages - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, State or other law or College policy, or which constitute the unauthorized release of confidential information.
- Commercial Usage - Electronic communication facilities may **must** not be used to transmit commercial or personal advertisements, solicitations or promotions (~~see Commercial Use, below~~). Some public discussion groups have been designated for selling items and may be used appropriately, according to the stated purpose of the group(s). **College information resources should not be used for commercial purposes. Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriately within those domains.**
- Information Belonging to Others - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.
- Rights of Individuals - ~~Users must not release any individual's (student, faculty, and staff) personal information to anyone without proper authorization.~~
- User Identification & Rights of Individuals - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station. **Users must not release any individual's (student, faculty, and staff) personal information to anyone without proper authorization from the individual affected.**
- ~~Political, Personal and Commercial Use - The College is a non-profit, tax-exempt organization and, as such, is subject to specific federal, State and local laws regarding sources of income, political activities, use of property, and similar matters.~~
- Political Use - College information resources must not be used for partisan political activities where prohibited by federal, State or other applicable laws.
 - Personal Use - College information resources should not be used for personal activities not related to appropriate College functions, except in a purely incidental manner **so long as: (a) it does not consume more than a trivial amount of system resources; (b) it does not interfere with the productivity of other campus employees, and (c) it does not preempt any College activity.**
 - ~~Commercial Use - College information resources should not be used for commercial purposes. Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriately within the those domains.~~
 - **Captioning / Closed Captioning – All video media posted to the College affiliated Internet or Intranet must be captioned or sub-titled for the deaf or hard of hearing. Any exceptions must be approved by a section 504 compliance officer. DSP&S or an HR Accessibility officer.**
 - **Remote Access – Remote access to sensitive College systems is provided by Virtual Private Network (VPN) based on critical business need. VPN access may be requested by completing the VPN request form and obtaining the appropriate approval signatures. Request for VPN access must be approved by the Chief Technology Officer. Mt. SAC reserves the right to audit all VPN client systems**

and all communications between VPN client systems and Mt. SAC's network for compliance with all applicable security requirements.

Electronic Communication (email):

All Mt. San Antonio College related email communications must be conducted using an email address assigned by the College. This restriction is necessary because email originating at the College may contain proprietary information regarding students, staff, or internal College business. The College is responsible for the security of this information and cannot assume that other email providers will provide adequate levels of data backup, security, and virus protection. Therefore, forwarding of email from a Mt. San Antonio College email address to a non Mt. San Antonio College email address is not authorized or allowed. Additionally, **Users** may not configure any email program or service to use an automated process for forwarding Mt. San Antonio College email to any other email address.

~~Employees must not use their personal electronic mail accounts with an Internet Service Provider (ISP) or any other third party provider while using Mt. San Antonio College computers. To do so would circumvent logging, anti-virus scanning controls, and backup controls that the College has established.~~

Social Media Definition:

Social networking includes networking sites that communicate via the Internet and networking sites that use SMS text or mobile technologies. All genres of social networking sites or media will be referred to below as social media. Currently popular examples of social media include Facebook, Twitter and similar utilities, sites, and/or resources.

Social Media Responsibility:

College employees are responsible for the content they post to social media. The College will neither indemnify employees for anything they write on social media nor restrict employee speech on social media not associated with the college. Social media officially affiliated with the College or used by employees to enhance instruction is subject to the following procedures:

- **College Coursework - Faculty utilizing social media to enhance instruction must accept responsibility as the site administrator for said media.**
- **College Departments - Social media for a College department requires prior approval from the department administrator. An email or written proposal or approval will suffice. Social media for College departments will have a minimum of two site administrators assigned. If a site administrator leaves the College, the department administrator will assign another in their place and the account password will be changed.**
- **College Clubs and Organizations - Social media for college clubs and organizations cannot be affiliated with the College without prior approval from the College club sponsor/advisor or other college employee. Social media for college clubs and organizations should have two site administrators of which at least one is a College**

employee. Those site administrators can optionally authorize and assign student site administrator(s), and revoke those privileges if the student site administrator(s) is not acting in accordance with these procedures.

The site administrator(s) shall post their name(s) and a contact method prominently on the site and shall check their pages regularly for prohibited content. Examples of content prohibited from social media officially affiliated with Mt. SAC and, if possible, should be removed by the site administrator upon discovery, are:

- Derogatory language that can reasonably be interpreted as harassing or threatening any third party
- Language or images encouraging or depicting sexual harassment, vandalism, stalking, drinking, drug use, criminal activity, or other behavior prohibited by the Student Standards of Conduct
- Content that violates State or federal law, including online gambling and the use (without documented, written permission) of copyrighted material
- Information that is obviously libelous
- Pornography or patently obscene material as defined by law

Nondiscrimination:

All users have the right to be free from any conduct connected with the use of the Mt. San Antonio College network and computer resources which discriminates against any person on the basis of BP 3410. No user shall use the College network and computer resources to transmit any message, create any communication of any kind, or store information which violates any College procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

Disclosure

~~No Expectation of Privacy – Mt. San Antonio College reserves the right to monitor all use of the College network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the College network and computer resources. Mt. San Antonio College will exercise this right only for legitimate College purposes, including, but not limited to, ensuring compliance with this procedure and the integrity and security of the system.~~

~~Possibility of Disclosure - Users must be aware of the possibility of unintended disclosure of communications.~~

~~Retrieval - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.~~

~~Public Records - The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record” and nonexempt communications made on the College network and computer must be disclosed if requested by a member of the public.~~

Litigation - Computer transmissions may be discoverable in litigation.

Appendix A: Selected Examples of Unacceptable Use:

- **Revealing passwords to others, or allowing someone else to use one's account.**
- **Utilizing network or system id numbers/names that are not assigned for one's specific use on the designated system.**
- **Attempting to authorize, delete, or alter files or systems not created by oneself without authorization from the Chief Technology Officer or his/her designee.**
- **Not complying with requests from designated personnel to discontinue activities that threaten the integrity of computing resources.**
- **Attempting to defeat data protection schemes or to uncover security vulnerabilities.**
- **Registering a Mt. San Antonio College IP address with any other domain name.**
- **Unauthorized network scanning or attempts to intercept network traffic *including the use of unauthorized wireless Access Points or similar devices.***
- **Malicious disruptions such as intentionally introducing a computer virus to the campus network.**
- **Harassing or threatening other users of the campus network.**
- **Connecting unauthorized equipment directly to the campus network. (Devices such as PDAs, printers, and USB drives that connect to a computer and not directly to the network are acceptable.)**

AP 3720 Signature Page: Dissemination and User Acknowledgment

All users shall be provided copies of these procedures and be directed to familiarize themselves with them. **AP 3720 and shall be responsible for adhering to its content. Signed agreement is required by all employees to receive system access accounts and utilize the College technology systems and tools.**

Users shall sign and date the acknowledgment and waiver included in this procedure stating that they have read and understand this procedure, and will comply with it. This acknowledgment and waiver shall be in the form as follows:

Employee Acceptable Use Agreement

~~Mt. San Antonio College (hereinafter also referred to as the "College") provides broad access to its computing, communications and information resources. These resources support the delivery of the College's academic mission and, accordingly, they must be used responsibly. These resources include the physical data communications network and all computers, printers, scanners and other hardware attached to that network, as well as all system software, telephone systems, and means of access to the Internet.~~

~~With regard to the computing, communications and information resources of Mt. San Antonio College, it is understood and agreed that:~~

- ~~• Mt. San Antonio College's computing, communication and information resources are provided for the support of its educational and service goals and the use of such resources for other purposes is prohibited. However, incidental personal use is permissible so long as: (a) it does not consume more than a trivial amount of system resources, (b) it does not interfere with the productivity of other campus employees, and (c) it does not preempt any College activity.~~
- ~~• The College and its employees are to abide by this policy along with any local, State, and federal laws that may apply. All users are subject to both the provisions of this agreement, as well as any policies specific to the individual systems they use.~~
- ~~• The confidentiality of student and staff information is protected under federal and State law and/or regulations. Any information regarding students or staff that an employee (acting alone or on behalf of the College) might access in the course of a work assignment through a computer, student file, or other documentation, is to be used strictly to perform job duties and may only be shared with those who are authorized to have such information. Employees (acting alone or on behalf of the College) may not change, alter, copy, or divulge any such information unless it is required to carry out a Mt. SAC job assignment.~~
- ~~• To protect the integrity of computing resources, passwords, access codes or account names must not be shared with others. Additionally, passwords may be subject to complexity requirements and employees may be required to change their passwords periodically.~~
- ~~• Most educational materials (both commercial and faculty-created, including software) are protected under copyright. Any violation of the rights of a person or entity protected by copyright law is prohibited. The unauthorized duplication, installation, or~~

~~distribution of computer software utilizing the College's computing, communications and information resources is specifically prohibited.~~

- ~~• Unauthorized software installed on College owned computers will not be supported and may be removed if deemed necessary.~~
- ~~• Employees may not connect any system or install software which could allow any user to gain access to the College's system and information without written approval from the Chief Technology Officer or his/her designee.~~
- ~~• Employees may not use Mt. San Antonio College resources for conducting a private business or for personal financial gain.~~
- ~~• Intentionally sending or accessing pornography or patently obscene material other than for authorized research or instructional purposes is prohibited. The definitions of "pornography" and "obscene" shall be as determined by law.~~
- ~~• Employees found in violation of the College's computer use policies are subject to proper disciplinary action, including the reporting of such activity to the appropriate authorities as required by law.~~
- ~~• Employees must consider the open nature of information transferred electronically, and should not assume an absolute guarantee of privacy or restricted access to such information. The College provides the highest degree of security possible when transferring data, but disclaims responsibility if these security measures are circumvented and the information is compromised.~~
- ~~• Mt. San Antonio College is not responsible for loss of data, time delay, system performance, software performance, or any other damages arising from the use of College computing resources. Therefore, employees are encouraged to secure backup copies of their own files.~~
- ~~• Authorized College personnel may, while performing routine or investigative operations, have access to data, including electronic mail, web browser information, and any other personal data stored on College computers. However, the College shall not routinely or arbitrarily monitor incidental personal use of college resources. Neither the College nor any of its employees (acting alone or on behalf of the College) shall disclose the contents of observed personal data to any other person or entity except as required by law or Board Policy.~~
- ~~• Activities that place excessive strain on network resources, (e.g.: net radio, other similar streaming media, or online gaming) are not allowed without written approval from the Chief Technology Officer or his/her designee.~~

Selected Examples of Unacceptable Use:

- ~~• Revealing passwords to others, or allowing someone else to use one's account.~~
- ~~• Utilizing network or system id numbers/names that are not assigned for one's specific use on the designated system.~~
- ~~• Attempting to authorize, delete, or alter files or systems not created by oneself without authorization from the Chief Technology Officer or his/her designee.~~
- ~~• Watching Internet videos or listening to Internet radio on one's computer without authorization from the Chief Technology Officer or his/her designee.~~

