



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 24, 2013

5:30 p.m. Open and Adjourn to Closed Session

6:30 p.m. Public Session

Founders Hall, 1100 North Grand Avenue
Walnut, CA 91789

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

AGENDA

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

CALL TO ORDER (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.

CLOSED SESSION

- 1. Conference with Legal Counsel – Existing Litigation, per Government Code Section 54956.9(a) (three cases)**

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.

1. **Conference with Labor Negotiators James Czaja, Vice President, Human Resources; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6.**
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651
2. **Public Employee Performance Evaluation**
President & CEO

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

ADMINISTER OATH OF OFFICE TO STUDENT TRUSTEE

- Karina Maureira

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed staff:**
 - Classified Employee
Jamil Homsi, Custodian (Custodial Services)
 - Management Employee
Irene Malmgren, Vice President, Instruction
- **Introduction of the following newly promoted staff:**
 - Classified Employee
Samson Lam, Lead Electrician (Facilities Planning and Management)
- Award a Certificate of Service to the following retiring staff member:
 - **Asuncion Ramos**, Clerical Specialist (Health Services), 24 years of service
- A representative from the Alliance of Schools for Cooperative Insurance Programs (ASCIP) will present Mt San Antonio Community College District with the Risk Management Pays Award along with a check for \$10,000 for its ongoing commitment to make the District a safer environment for students, staff, and the public.

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of June 26, 2013. (See backup packet Pages 1 through 10.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

PRESIDENT'S REPORT

Bill Scroggins, President & CEO

INFORMATIONAL REPORT

International Students Program, presented by Dr. Audrey Yamagata-Noji, Vice President, Student Services. (See backup packet Page 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 a license agreement renewal with CLARUS Corporation to produce e-brochures. (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 and 20.)
4. Consideration of approval of a two-year agreement with Vicenti, Lloyd & Stutzman LLP for auditing services through June 30, 2015. (See backup packet Pages 21 and 22.)
5. Consideration of approval of Resolution No. 12-15 – Signature Changes to Existing Bank Accounts. (See backup packet Pages 23 through 33.)
6. Consideration of approval of renewal contracts with Capital Protection and Event Guard Services to provide crowd management services for the 2013-14 fiscal year. (See backup packet Page 34.)
7. Consideration of approval to purchase furniture for the Facilities Building from two manufacturers, CMAS and US Communities. (See backup packet Pages 35 and 36.)
8. Consideration of approval to purchase fuel from the Los Angeles County Office of Education contracts with Falcon Fuels, Inc. (See backup packet Page 37.)

9. Consideration of approval of pre-payment of charges for video streaming services to Livestream for the 2013-14 fiscal year. (See backup packet Pages 38 and 39.)
10. Consideration of approval of the Adobe Enterprise License Agreement effective August 1, 2013, through July 31, 2016. (See backup packet Page 40.)
11. Consideration of approval of a service agreement with PeopleAdmin, Inc. (See backup packet Page 41.)
12. Consideration of approval to reject a Claim Against the District by Student Number Ending in 9585 and that Administrative Services is instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 42.)
13. Consideration of approval to reduce retention from 10% to 5% for the following Bid:
 - Bid No. 2833 Child Development Center Mechanical/HVAC Package – Comfort Conditioning Co., Inc. (Contractor). (See backup packet Page 43.)
14. Consideration of approval of contracts to provide Lease/Leaseback construction services for the Athletics Complex project, the Classroom Door Hardware Improvements project, and the Audio Visual Systems Improvements project. (See backup packet Pages 44 and 45.)
15. Consideration of approval of submittal of the Final Project Proposal for the Technology Building. (See backup packet Pages 46 and 47.)
16. Consideration of approval of agreements to provide Professional Design and Consulting Services with Getinge Signature Services for the Annual Sterilizer and Steam Generator Maintenance project; and with Steven Fader Architects for the Performing Arts Complex Close-Out project. (See backup packet Pages 48 and 49.)
17. Consideration of approval of the following Change Orders:
 - Bid No. 2827 Child Development Center – Doja, Inc. (Grading Contractor) – Change Order No. 6. (See backup packet Pages 50 and 51.)
 - Bid No. 2830 Child Development Center – Liberty Mutual/Safeco (General Contractor) – Change Order No. 7. (See backup packet Pages 51 through 53.)
 - Bid No. 2834 Child Development Center – Tri-Power Electric (Electrical Contractor) – Change Order No. 7. (See backup packet Pages 53 through 55.)
 - Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh Construction, Inc. (General Contractor) – Change Order No. 6. (See backup packet Pages 56 and 57.)

18. Consideration of approval of the following Contract Amendments:

- Child Development Center – TOMIT Consulting, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 2. (See backup packet Page 58.)
- Aircraft Technology Building Fire Alarm Upgrade – FBA Engineering (Professional Design and Consulting Services Consultant) – Amendment No. 2. (See backup packet Page 58.)
- Food Services Building – Marlene Imirzian & Associates Architects (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet Page 59.)
- Administration Building Remodel – P2S Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet Page 59.)

19. Consideration of approval of the following Completion Notice:

- Bid No. 2911 Astronomy Telescope Dome Addition, GDL Best Contractors, Inc. (Contractor)

HUMAN RESOURCES

20. Consideration of approval of Personnel Transactions, dated July 24, 2013. (See backup packet Pages 60 through 73.)
21. Consideration of approval of a contract with Shaw HR Consulting, Inc. for Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodation Services, for the period July 1, 2013, through June 30, 2014. (See backup packet Page 74.)
22. Consideration of approval of a contract for investigative services with Norm A. Traub & Associates, Inc., for the period July 1, 2013, through June 30, 2014. (See backup packet Page 75.)
23. Consideration of approval of a contract for investigative services with The Titan Group, for the period July 1, 2013, through June 30, 2014. (See backup packet Page 76.)

INSTRUCTION and STUDENT SERVICES

24. Consideration of approval of modified courses to be effective with the 2013-14 academic year. (See backup packet Page 77.)
25. Consideration of approval of activities and acceptance of funds for the Basic Skills Grant. (See backup packet Page 78.)

26. Consideration of approval for the Men's Water Polo team to participate in a tournament at the Naval Academy in Annapolis, MD, September 5-8, 2013. (See backup packet Page 79.)
27. Consideration of approval of an agreement with ArbiterSports RefPay to pay sports officials. (See backup packet Page 80.)
28. Consideration of approval of a contract with Dr. Thomas Bryan to perform health screenings and for coverage at the football games. (See backup packet Page 81.)
29. Consideration of approval of a contract with Cole-Schaefer Ambulance Service for coverage at all home football games for the 2013 football season. (See backup packet Page 82.)
30. Consideration of approval to accept funds for two Child Development Center contracts with the California Department of Education, Child Development Division. (See backup packet Page 83.)
31. Consideration of approval of additions and changes for the Continuing Education Division. (See backup packet Pages 84 and 85.)
32. Consideration of approval of activities and acceptance of funds for the Child Development Workforce Initiative Grant. (See backup packet Pages 86 and 87.)
33. Consideration of approval of an affiliation agreement with Chino Valley Independent Fire District Training Center Station 61 for use of their facility for Mt. SAC's Fire Academy students. (See backup packet Page 88.)
34. Consideration of approval of an affiliation agreement with California Hospital Medical Center for Nursing students. (See backup packet Page 89.)
35. Consideration of approval of the destruction of instructor roll books and other associated class records that have been imaged, for various terms from fall 2008 through spring 2010. (See backup packet Page 90.)
36. Consideration of approval of the Associated Students proposed Budget for Fiscal Year 2013-14. (See backup packet Pages 91 through 94.)
37. Consideration of approval of Associated Students Expenditure Funding 2013-14. (See backup packet Page 95.)

ADJOURNMENT

Future Board Meetings: August 28, 2013
September 11, 2013 (2nd Wednesday)
October 23, 2013

Upcoming Events

- July 31, 2013 **Talent Show** – 2:00-4:00 p.m., Sophia B. Clarke Theater
- August 1, 2013 **Summer Bridge Closing Ceremony** – 1:30-3:30 p.m., Design Technology Center Auditorium
Citizens Oversight Committee Meeting – 6:00 p.m., Founders Hall
- August 4, 2013 **2013 Summer Intersession Ends**
- August 14, 2013 **New Student Welcome** – 8:45 a.m.-1:00 p.m., Design Technology Center Auditorium and Student Life Building Stage Area
- August 23, 2013 **Fall Convocation** – 8:15 a.m.-9:15 a.m., Clarke Theater
Flex Day Activities – 9:30 a.m., Various Locations
Welcome Back Bar-b-que – 11:00 a.m.-2:00 p.m., Founders Hall
- August 24, 2013 **Football Scrimmage** – 10:00 a.m.-noon, Football Field
- August 26, 2013 **2013 Fall Semester Begins**
- August 28, 2013 **Board of Trustees Meeting** – 6:30 p.m., Founders Hall

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**

July 24, 2013





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 26, 2013

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:01 p.m. on Wednesday, March 27, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present. Student Trustee Marin was also present.

STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Mike Gregoryk, Vice President, Administrative ServicesL and Audrey Yamagata-Noji, Vice President, Student Services, were present.

1. CLOSED SESSION

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

1. **Conference with Legal Counsel – Settlement Agreement** (one case)
2. **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957** (one position)
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

2. PUBLIC SESSION

The public meeting reconvened at 6:41 p.m. The Pledge of Allegiance was led by Jennifer Galbraith, President, Faculty Association.

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

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

3. INTRODUCTIONS

The following newly appointed staff members were introduced:

Classified

- **Barbara Leon**, Student Services Program Specialist (Student Life) (present)
- **Evelyn Matthiesen**, Child Development Workforce Initiative Specialist (Business) (present)
- **Diondre McBride**, Grounds Equipment Operator (Grounds) (absent)
- **Luis Navarro**, Grounds Equipment Operator (Grounds) (absent)
- **Lakshimi Rai**, Clerical Specialist (Financial Aid) (present)
- **Sofia Rodriguez**, Clerical Assistant (Natural Sciences) (absent)
- **Sophia Salazar**, Clerical Specialist (High School Outreach) (present)
- **Ren Smith**, Grounds Equipment Operator (Grounds) (absent)

Management Employees

- **James Czaja**, Vice President, Human Resources (Human Resources) (present)

4. RECOGNITION

- A Certificate of Service was awarded to the following retiring staff member:
 - **Virginia Burley**, Vice President, Instruction, 27 years of service (present)
- Karen Saldana, Director of Risk Management, and Yazmin Stutzel, from Blue Shield, presented Award Certificates to the Top Loser team consisting of: **Dennis Ramos**, **Loralyn Isomura**, **Amber Sprague**, **Emily Woolery**, and **Chisa Uyeki**, (aka, The Book Ends); and two individuals, **Edwin Romero** and **Misty Kolchakian**, with the largest percentage of weight loss in the Top Loser program. The Top Loser program was a 12-week worksite wellness program sponsored by Blue Shield, in partnership with St. Jude Medical Center, in which participants learned healthy weight loss strategies and had access to professional support, all while competing for cash awards.
- A plaque was presented to **Elisa Marin** for her year of service to the students of Mt. SAC by serving as their representative on the Board of Trustees.

5. APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of May 22, 2013. Student Trustee concurred.

6. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- Regarding item No. 1: In closed session this evening, by a vote of 5-0, a settlement in the amount of \$74,510.31 to General Consolidated Constructors, Inc. was approved.
- Regarding item No. 2: In closed session this evening, by a vote of 5-0, Employee No. 2671 was released from his management contract.
- Regarding item No. 3: None.

7. PUBLIC COMMUNICATION

- Kae Fong talked about the Student Success Act and wondered if Mt. SAC will be participating and adding classes and counselors. During his time at Mt. SAC, he has gotten great guidance from his counselor and is almost ready to graduate. He talked about students who may not know about the unit cap.
- Martha Hall, a professor in the Learning Assistance Center, presented a white paper entitled “Exploring Change at Mt. San Antonio College,” which is posted on the College website with these minutes.
- Tamra Horton, a professor in the English Department introduced four students who received the Benjamin A. Gilman International Scholarship award. A narrative of Professor Horton’s presentation is posted on the College website with these minutes.
- Dominic Ranada shared his concerns regarding a cap on units, as outlined in the Student Success Act, and doesn’t think it’s fair to students.

8. REPORTS

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

- Ahmad Azawi, President, Associated Students
- Eric Kaljumagi, President, Academic Senate
- DeeJay Santiago, President, Classified Senate
- Jennifer Galbraith, President, Faculty Association
- Laura Martinez, President, CSEA 262
- Johnny Jauregui, President, CSEA 651 (no report)
- Bill Lambert, Executive Director, Mt. SAC Foundation

9. BOARD COMMUNICATION

A. 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.”

B. All Board members shared the following comments:

- They welcomed new employees **Barbara Leon, Evelyn Matthiesen, Diondre McBride, Luis Navarro, Lakshmi Rai, Sofia Rodriguez, Sophia Salazar, Ren Smith, James Czaja,** and **Irene Malmgren.**
- They congratulated retiree **Virginia Burley,** and each and every trustee gave the highest accolades to her for her dedication, expertise, and leadership. They also shared stories from Dr. Burley’s earlier years with Mt. SAC.
- They congratulated the Top Loser winners **Dennis Ramos, Loralyn Isomura, Amber Sprague, Emily Woolery, Chisa Uyeki, Edwin Romero** and **Misty Kolchakian.**
- They congratulated and thanked **Elisa Marin** for her year of service to the students of Mt. SAC by serving as their representative on the Board of Trustees

C. Trustee Chen Haggerty reported her attendance at the following event:

- While in China, she met two of the presidents that visited Mt. SAC last year, and they sent their regards.

D. Trustee Bader reported her attendance at the following events:

- International Students reception.
- Faculty Association Retirement and Tenure Tea.
- Scholarship Donor Committee dinner.
- Vocal Jazz Concert.
- Graduation.
- San Gabriel Valley Installation Gala.
- Foundation Board meeting.

E. Trustee Hall reported his attendance at the following events:

- Graduation.
- Transfer Student Ceremony and recommended that the local newspapers carry the names of the universities where students are transferring.
- Honors Celebration.
- Faculty Association Retirement and Tenure Tea.
- Relays for Life.

F. Trustee Chyr reported his attendance at graduation.

G. Student Trustee Marin reported the following:

- She said that the past year has been amazing as the Student Trustee at Mt. SAC. She thanked the leadership of the College and commented that her time at Mt. SAC has made her a better person. She said that she's transferring to UCI, but will miss everyone at Mt. SAC.

H. Trustee Baca reported his attendance at the following events and made additional comments:

- Graduation.
- San Gabriel Valley Installation Gala and congratulated Mike Gregoryk for being named the new President.
- Year-end banquet for Circle K Club (part of Kiwanis International), where Professor Linda Diaz, from Counseling, is the Advisor.
- He recently had surgery and said that he asked pretty much every nurse at the hospital where they got their training. Most of them responded that they got their education at a community college.
- A function at Grossmont College sponsored by the Chancellor's Office regarding the cardiovascular program.
- Retirement reception for Sandy Samples, Director of Health Services. He said that Sandy exemplifies the quality that Mt. SAC strives to achieve.

- He talked about being a part of the Student Success Task Force, where he was very involved in the passage of the act. He said that the act has a lot of good, and the devil is in the details. He urged anyone who has questions to please contact him.

10. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new employees **Barbara Leon, Evelyn Matthiesen, Diondre McBride, Luis Navarro, Lakshimi Rai, Sofia Rodriguez, Sophia Salazar, Ren Smith, James Czaja,** and **Irene Malmgren.**
- He congratulated retiree **Virginia Burley** and couldn't say enough about all the good she did for Mt. SAC and how much she'll be missed by all.
- He congratulated the Top Loser winners **Dennis Ramos, Loralyn Isomura, Amber Sprague, Emily Woolery, Chisa Uyeki, Edwin Romero** and **Misty Kolchakian.**
- He congratulated and thanked **Elisa Marin** for her year of service to the students of Mt. SAC by serving as their representative on the Board of Trustees
- President Scroggins asked Mike Gregoryk, Vice President, Administrative Services, along with Rosa Royce, Associate Vice President, Fiscal Services, to present the 2013-14 Tentative Budget.

For 2013-14, the College's estimated revenue adds up to \$134,638,741, while the estimated expenditures total \$144,308,945, resulting in a structural deficit of \$9,570,204. Moving forward, the College will need to pull together as a team while administrators and the Board evaluate vacant positions, existing programs and services, and review the organizational structure.

This presentation is posted on the College website with these minutes.

Copies of the 2013-14 Tentative Budget may be obtained by contacting the Fiscal Services Department.

11. CONSENT AGENDA

The following corrections were made to the Consent Agenda:

- Consent #16, "Contract with Credentials Order Processing Services Inc. to Provide Online Student Parking Permits" was pulled. It was due to Education Code provisions pertaining to contracting out of Classified work.
- On Page 107, Consent #40, under "Funding Source," the verbiage should read, "**Tuition.**"
- On Page 118, Consent #45, under "Background," in the second paragraph, it should read, "...with the duty and responsibility for the **preliminary** investigation of all criminal..."

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

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of the Tentative Budget for Fiscal Year 2013-14.
4. Approval of the Annual Investment Policy Statement.
5. Approval of Aircraft Repair Services with Nostalgia Airways, Inc. dba NAI Aircraft Services for Fiscal Year 2013-14.
6. Approval for the Annual Advertisements for Goods and Services for Fiscal Year 2013-14.
7. Approval of the sale of Miscellaneous Surplus Items for Fiscal Year 2013-14.
8. Approval of the renewal of the College's Student Accident and Athletic Insurance Coverage with Student Insurance Company for the period of July 1, 2013, through July 1, 2013.
9. Approval of the renewal of the College's Fine Arts Insurance Coverage with Huntington T. Block Insurance Agency for the period July 1, 2013, through July 1, 2014.
10. Approval of the renewal of the College's Aviation Insurance Policy with Falcon Insurance Agency of California, Inc. for the period of July 1, 2013, through July 1, 2014.
11. Approval of the General Liability and Property Coverage Renewal with ASCIP for the period July 1, 2013, through July 1, 2014.
12. Approval to declassify and destroy documents which are classified as Class 3 records, per Article 2, Sections 16023 through 16028, of Title 5, California Administrative Code.
13. Approval to purchase furniture for five modular building classrooms.
14. Approval to purchase cushions and draperies for the Child Development Center.
15. Ratification of customer service training facilitated by Fred Pryor Seminars for the Information Technology (IT) staff, not to exceed \$3,000.
16. This item was pulled from the Consent Calendar.
17. Approval of agreements to provide Professional Design and Consulting Services with PAL id Studio for the Administration Building Remodel Bursars Office Relocation project; and with Zylstra & Associates Engineering for the Row Building 17 Overhang Supports project; and the Row Buildings 18, 19B, and 20 Overhang Supports project.

18. Approval of the following Bid:

- Bid No. 2948 Child Development Center Classroom Observation System - HCI Systems, Inc. (Contractor).

19. Approval of the following Change Orders:

- Bid No. 2827 Child Development Center – Doja, Inc. (Grading Contractor) - Change Order No. 5.
- Bid No. 2830 Child Development Center – Liberty Mutual/Safeco (General Contractor) – Change Order No. 6.
- Bid No. 2834 Child Development Center – Tri-Power Electric (Electrical Contractor) – Change Order No. 6.

20. Approval of the following Contract Amendments:

- Agricultural Sciences Complex – Hill Partnership Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 7.
- Child Development Center – PAL id Studio (Professional Design and Consulting Services Consultant) – Amendment No. 1.
- Child Development Center – Global Geo-Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 3.
- Annual Elevator Maintenance – Schindler Elevators (Professional Design and Consulting Services Consultant) – Amendment No. 2.

21. Approval of the following Completion Notices:

- Bid No. 2897 Agricultural Sciences Building Landscape, Harry H. Joh Construction, Inc. (Contractor)
- Bid No. 2909 Street and Traffic Signal Improvements for Bonita and Temple Avenues and Bonita Avenue and Walnut Drive, PALP, INC. dba Excel Paving Company (Contractor)

22. Approval of the following Proposed Gifts and Donations to the College:

- Lauren Greider – Nikon N6006 film camera body (F-601), (2) Nikon F90X (N90s) bodies, film, Quantaray 35-70 mm lens, Quantaray 70-210 mm lens, and an Olympic-style Epic Zoom 80 film camera, valued by donor at \$550, to be used in the Mt. SAC Photo Lab.
- Martha Riddle – Hand tools and general farm equipment, valued by donor at \$1,800 (no tools valued over \$200 each), to be used by the Agriculture Sciences Department (Farm).
- Kurzweil/Intellitools Inc. – Kurzweil 3000 Standalone Windows (PC) Software, valued by donor at \$1,395, to be used to convert/produce alternate media for students with disabilities in the DSP&S department.

HUMAN RESOURCES

23. Approval of Personnel Transactions, dated June 26, 2013.
24. Approval of a contract for Employee Assistance Service for Education (EASE) with the Los Angeles County Office of Education.
25. Approval of a contract for legal services with Atkinson, Andelson, Loya, Rudd & Romo.

INSTRUCTION and STUDENT SERVICES

26. Approval of the Accreditation Midterm Report (provided to the Board under separate cover).
27. Approval of the 2014-15 Academic Calendar.
28. Approval of modified courses and degrees effective with the 2013-14 academic year.
29. Approval for the Pep Squad students to attend the National Cheerleaders Association and National Dance Association Collegiate Cheer and Dance Camp in Henderson, NV, August 1-3, 2013.
30. Approval of the Fall Fat Tire Classic Bike Race to be held on Sunday, November 3, 2013.
31. Approval of program fees for students in the Technology and Health Division.
32. Approval of agreements with physical exam contractors for Health Sciences faculty.
33. Approval of agreements with various medical directors for the Paramedic, Radiologic Technology, and Respiratory Therapy programs.
34. Approval of activities and acceptance of funds for the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant.
35. Approval to accept funds for the career and Technical Education (CTE) Transitions Grant.
36. Approval of contracts with Full Capacity Marketing, Inc., and eXist Designs, Inc. for the Center of Excellence's CTE Hub Grant.
37. Approval of the Child Development Center Agency Annual Report (provided to the Board under separate cover).
38. Approval of a contract with Sodexo American, LLC, Food Services for the Child Development Center.
39. Approval of vendors for the Children's Meal Program for the Child Development Center.
40. Approval of expenditure funding for the 2013-14 academic year for the Child Development Center.
41. Approval of additions and changes to the Community Services Continuing Education Division.

42. Approval of Community Services Program offerings for the 2013-14 academic year.
43. Approval of a contract with The Regents of the University of California on behalf of its Irvine campus for the Scholarships in Science, Technology, Engineering, and Mathematics Grant.
44. Approval of Student Services Expenditure Funding 2013-14.
45. Approval of a Memorandum of Understanding with Mt. San Antonio College Public Safety Department.
46. Approval of Contract Payment Schedules for Cynosure New Media, Inc. and University of California, San Diego.

Student Trustee concurred.

12. ACTION ITEM #1: PROPOSED REVISIONS TO COLLEGE'S MISSION STATEMENT

Dr. Scroggins said that the Mission Statement is periodically reviewed, as required by accreditation standards, by the campus community and discussed by PAC before being presented to the Board for approval. He said that the changes include removing the words "all" and "welcoming." The goal is to support students in achieving their educational goals.

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

13. ACTION ITEM #2: PROPOSED REVISIONS TO BOARD POLICY 4040 – LIBRARY SERVICES

Civil Code affected the change of this Board Policy, and the Library use data is subject to scrutiny.

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

14. ACTION ITEM #3: RESOLUTION NO. 12-13, AUTHORIZING THE ISSUANCE OF THE 2013 GENERAL OBLIGATION CURRENT INTEREST REFUNDING BONDS

Rod Carter and associate Karma Pemba, from RBC Capital Markets, were present to answer questions. It was asked what the three major projects are, and Mike Gregoryk said that they are 1) to pay off the BAN; 2) to build the Computer and Technology facility; and 3) to build the Parking Structure.

Mr. Gregoryk talked about the Bond Ratings trip to San Francisco with President Scroggins and Rod Carter, where Mt. SAC received very high ratings from both Standard & Poors and Moody's. Mike Gregoryk commented that the assessed valuations for L. A. County are up 4.2%.

It was moved by Trustee Bader, seconded by Trustee Hall, and passed to approve this item. Student Trustee concurred.

15. ACTION ITEM #4: RESOLUTION NO. 12-14, AUTHORIZING THE ISSUANCE OF THE ELECTION OF 2008 GENERAL OBLIGATION BONDS, SERIES 2013A AND 2013B, AND PAYMENT OF THE 2010 GENERAL OBLIGATION BOND ANTICIPATION NOTE

It was moved by Trustee Bader, seconded by Trustee Chyr, and passed to approve this item. Student Trustee concurred.

- 16.** The Board adjourned to Closed Session at 9:02 p.m. to conduct a student expulsion hearing. The meeting reconvened to Open Session at 9:27 p.m.

17. STUDENT EXPULSION

The Board unanimously voted to accept the findings and recommended decision of the President to expel Student No. A02448979 permanently from the College, effective immediately. Motion carried.

18. ADJOURNMENT

The meeting adjourned at 9:28 p.m.

WTS:dl

International Students Program Update to the Board of Trustees - July 2013
Presented by Dr. Audrey Yamagata-Noji, Vice President, Student Services

2012-13 Accomplishments

- **Pre-Arrival Follow Through Services and Arrival Services:** Information has been developed that is provided to students to assist them upon their arrival to the U. S. However, enhanced pre-arrival followup has not been fully implemented due to lack of staffing.
- **Enhanced Efficiency:** Implementation of FsaATLAS database to enable batch processing/ reporting and a specialized portal and capability for international students to submit applications and materials online are still in the development stage of implementation.
- **Establish an International Students Office:** The International Student Center is now open and operational to international students on a daily basis with a computer lab, study area, and resources. Students sign up for workshops, field trips, and get information about community resources. AGS (Alpha Gam Sigma) students are providing a mentorship program.
- **Fee-Based English Language Institute:** The Assistant Director of Admissions and Records is preparing the submission of Form I-17 (Approval of School for Attendance by Nonimmigrant Students through Homeland Security) that is needed to seek approval to open an English Language Institute. It is anticipated that the first class will be Summer 2014.
- **Outreach & Marketing:** Worked with Marketing to develop a unique website with student testimonials in their native languages. A Google translator is embedded so that a student can read the entire web page in their native language.
- **Student Insurance:** Implementing the new student insurance program for all international students to enable them to have comprehensive coverage while a student in the U. S.
- **International Students Advisory Committee:** Based on concerns and interests to expand the participation of faculty in reviewing the International Student Program, an advisory committee was established in the 2012-13 academic year. The committee meets on a regular basis to review program information and provide advice on program implementation.
- **International Students Week:** A committee has begun planning this event for Fall 2013.
- **Academic Excellence:** As of Spring 2013, 42 students have a perfect 4.0 GPA, and 98 students have a 3.5-3.9 GPA. Over 26% of international students qualify for the President's List!

New International Students – Five-Year History					
	2008-09	2009-10	2010-11	2011-12	2012-13
Applied	357	292	363	326	358
Admitted	266	241	289	255	301
Enrolled	215	187	231	192	232
YIELD (Applied to Admitted)	74.5%	82.5%	79.6%	78.2%	84.0%
NET (Admitted to Enrolled)	80.8%	77.6%	79.9%	75.3%	77.0%

Total International Student Enrollment					
2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
407	508	485	508	533	643 (estimated)

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 24, 2013</u>	CONSENT
SUBJECT:	<u>Agreement Renewal with CLARUS Corporation for e-Brochure</u>	

BACKGROUND

Mt. San Antonio College proposes to renew its license agreement with CLARUS Corporation for use of its Instant Info “e-brochure” software product and Web server for another year. This will enable the College to continue providing students and prospective students with vital information about its many career and technical (CTE) programs as well as support services.

The College has just completed its first pilot year utilizing the Instant Info software program, which enabled nearly 2,000 current and prospective students to create and download their own program brochures on demand. The software’s tracking data show that students have explored the full inventory of CTE program offerings with Nursing, EMT, Accounting/ Business, Child Development, EMT, Athletic Trainer, Animal Sciences, Aviation, TV & Film, and Respiratory Technician being among the most popular. Students have also downloaded matriculation and support service information including financial aid, career/transfer services, Bridge, veterans, CARE, EOPS, Aspire, Arise, ACES, and the Bridge programs. Inquiries were not only local, but from all parts of the state and even foreign cities such as Singapore and New Delhi.

The Instant Info software has also helped deans and department heads track which of their programs interest students most and least and has provided valuable student profile and demographic data as well as e-mail addresses of inquirers to foster follow-up communication.

ANALYSIS AND FISCAL IMPACT

Economically, Instant Info has proven a great value for the College. The annual fee for the service is \$7,500, which has saved the College over \$36,000 in design and printing costs to produce printed brochures for 80 CTE programs. Additionally, the software contains a content management tool that allows staff to update information easily and in a timely manner.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a one-year renewal of its license agreement with CLARUS Corporation for the Instant Info software, effective August 1, 2013.

Prepared by: Clarence Brown

Recommended by: Bill Scroggins

Agenda Item: Consent #1

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

DATE: July 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 6/4/13 - 6/30/13**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 29,857
7000	Other Outgo	800
7950	Unassigned Fund Balance	7,283
Total		\$ 37,940

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 13,198
3000	Employee Benefits	1,166
4000	Supplies/Materials	5,993
6000	Capital Outlay	17,583
Total		\$ 37,940

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: July 24, 2013

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 21,473
3000 Employee Benefits	14,775
5000 Other Operating Expenses/Services	<u>20,949</u>
Total	\$ 57,197

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 28,904
4000 Supplies/Materials	22,132
6000 Capital Outlay	1,578
7000 Other Outgo	<u>4,583</u>
Total	\$ 57,197

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ <u>500</u>
Total	\$ 500

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ <u>500</u>
Total	\$ 500

Farm Operations Fund - 34

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 2,640
7940 Assigned Fund Balance	<u>1,800</u>
Total	\$ 4,440

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 3,700
5000 Other Operating Expenses/Services	<u>740</u>
Total	\$ 4,440

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: July 24, 2013

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 272,687
Total	\$ 272,687

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 65,000
6000 Capital Outlay	207,687
Total	\$ 272,687

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 444
Total	\$ 444

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 126
3000 Employee Benefits	21
5000 Other Operating Expenses/Services	297
Total	\$ 444

Other Trust Funds - 79

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 518
Total	\$ 518

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 518
Total	\$ 518

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** July 24, 2013

BUDGET REVISIONS
For the period 6/4/13 - 6/30/13

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 Geology/Ocean - Field Trip Fees	\$ 53
884007 Planetarium - Sales	8,943
887200 Community Services, College for Kids	19,987
887500 Geology/Ocean - Field Trip Fees	167
887700 Writing Center - Printing Fees	483
887730 Ceramics - Clay Fees	1,177
887730 Business - Color Copy/Laser Fees	1,100
887730 Architecture/Design - Production Fees	1,815
887730 Photographics - Production Fees	1,400
887730 Commercial Art - Print Fees	150
887730 Arts - Print Making Fees	513
887730 Interior Design/Fashion - Print Fees	400
887730 First Aid and CPR Fees	1,161
887730 Industrial Design Technology - Production Fees	110
887900 Expedited Transcript Fees	20,720
888107 Parking - Facility Rental	10,323
888500 Bursar's Office, Duplicate ID Fees - Non-Credit Students	5,700
888545 Air Conditioning - EPA Test Fees	350
888545 Welding Certification	3,100
888545 State Fire Marshall Certification	170
888545 Nursing Kaplan Integrated Test Fees	700
889000 Fashion Symposium	7,389
889000 Risk Management - Safety Credits	427
889000 Self-Insured Retention Trust	85,089
889000 Custodial - Recycling	386
889000 Human Resources - Fingerprinting	2,267
889000 Development Education Study Team	155
889000 Technology and Health Division	50
889000 Printing Services	910
Total	\$ 175,195

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: July 24, 2013

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	16,500
3000	Employee Benefits		1,188
4000	Supplies/Materials		22,900
5000	Other Operating Expenses/Services		125,082
6000	Capital Outlay		16,452
7950	Unassigned Fund Balance		(6,927)
Total		\$	175,195

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
8800	Converted Auxiliary Trust Accounts, Initial balances as of July 1, 2012	\$	6,117
8800	Converted Auxiliary Trust Accounts, Transactions from April 24 to June 17, 2013		68,416
Total		\$	74,533

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	7,085
3000	Employee Benefits		490
4000	Supplies/Materials		18,303
5000	Other Operating Expenses/Services		35,971
6000	Capital Outlay		12,684
Total		\$	74,533

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
862903	2012-13 BFAP	\$	5,000
885100	Mt. SAC Pilot Course - Rental Portion		93,315
886000	Mt. SAC Pilot Course - Rental Portion		487
Total		\$	98,802

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	48,262
5000	Other Operating Expenses/Services		45,540
6000	Capital Outlay		5,000
Total		\$	98,802

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: July 24, 2013

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
889000	Capital Outlay Projects - West Tower Communication 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 approve the appropriation transfers within the Unrestricted General Fund (\$37,940), Restricted General Fund (\$57,197), Child Development Fund (\$500), Farm Operations Fund (\$4,440), BAN Construction Fund (\$272,687), Associated Students Trust Fund (\$444), and Other Trust Funds (\$518) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$175,195), Converted Auxiliary Trust Accounts (\$74,533), Restricted General Fund (\$98,802), 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: July 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
Gregory, Steve	Instruction – Music	Accompanist, Vocal Jazz Rehearsal	7/29/13	\$100
Hernandez, Daniel	Instruction – Business Division (Consumer Science & Design Technologies – Fashion)	Photographer, Fashion 22 & 23 Student Portfolios	7/01/13 – 6/30/14	\$1,500
Politano, Matthew	Instruction – Music	Presenter, Jazz Piano & Rhythm Section Master Classes	5/17/13	\$50
Vanderlip, David	Administrative Services - Technical Services	Tune and maintain Steinway piano	7/1/13 – 6/30/14	\$2,500
Volken, Fred W.	Administrative Services - Technical Services	Engineering Consultant; Prepare legal documentation for KSAK transmitter and antenna relocation.	8/01/13 – 11/01/13	\$6,000

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Independent Contractors

DATE: July 24, 2013

Funding Sources

Unrestricted General Fund – Instruction (Music, Business Division, Consumer Science & Design Technologies/Fashion) and Administrative Services (Technical Services).

Restricted General Fund – Instruction (Music).

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: July 24, 2013

CONSENT

SUBJECT: Agreement with Vicenti, Lloyd & Stutzman LLP for Auditing Services

BACKGROUND

Education Code Section 84040 requires that each community college district shall provide for an annual audit of all funds, books, and accounts of the district. The audit shall be performed by certified public accountants licensed by the California Board of Accountancy. In addition, the name of the audit firm selected by the District must be submitted to the California Community Colleges System Office by April 1 of each year.

Vicenti, Lloyd & Stutzman LLP (VLS) has provided excellent auditing services to the College, Mt. SAC Auxiliary Services, and the Mt. SAC Foundation at competitive prices in the past. Their current agreement is due to expire, making it is necessary to enter into a new agreement for auditing services.

Due to several vacancies in the Fiscal Services Department, this would not be an ideal time to change audit firms. These vacancies include key management and classified staff positions as well as the position of the Assistant Director, Fiscal Services, who is responsible for coordinating the District's annual audit. Therefore, the College wishes to extend the agreement with Vicenti, Lloyd & Stutzman, LLP, for a two-year period to perform auditing services through the fiscal year ending June 30, 2015.

ANALYSIS AND FISCAL IMPACT

Pursuant to Section 53060 of the Government Code, the Board of Trustees may contract for certain special services including financial services without competitive bidding. Although the cost of these services is certainly a factor, other factors may also be considered such as training, experience, and competence.

A proposal was submitted by VLS, which includes the following services:

- Annual Financial Audit;
- GASB 34/35 through 68 Financial Statement;
- Proposition 39 Financial and Performance Audits (College only);
- Auxiliary Services Financial Audit;
- Foundation Financial Audit; and
- Tax Return Services (Auxiliary Services and Foundation)

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

SUBJECT: Agreement with Vicenti, Lloyd & Stutzman LLP for Auditing Services

DATE: July 24, 2013

VLS has extensive experience with community college districts including experience with Mt. SAC’s previous issuance of Measure R Bonds and internal controls of the District’s fiscal accountability/independence status. Their knowledge of auditing the complex transactions related to the future Measure RR General Obligation Bonds and the General Obligation Refunding Bonds will be very efficient as they already have extensive background of similar transactions.

The pricing submitted by VLS provides an overall savings of \$3,335 from the amounts paid for 2012-13, with only a \$2 increase to the hourly rate for the Manager/Consultant rate. This decrease is based on VLS’s previous history with the District and the time they believe will be necessary to complete the audit, taking into consideration the various recent changes in accounting and auditing standards.

A summary of the proposal is as follows:

<u>Audit Services</u>	<u>2013-14</u>	<u>2014-15</u>
Mt. San Antonio College	\$98,380	\$100,100
Mt. SAC Auxiliary Services	\$36,000	\$37,000
Mt. SAC Foundation	\$22,200	\$22,300

Funding Source

- Unrestricted General Fund.
- Bond Construction Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a two-year agreement with Vicenti, Lloyd & Stutzman LLP for auditing services through June 30, 2015. Additional accounting services for special projects, as deemed necessary, will be billed at the proposed hourly rates.

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

DATE: July 24, 2013

CONSENT

SUBJECT: Resolution No. 12-15 – Signature Changes to Existing Bank Accounts

BACKGROUND

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

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

Due to the Vice President of Instruction's retirement, it is necessary to add the new Vice President, Instruction to the authorized signers on some existing bank accounts.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

SUBJECT: Resolution No. 12-15 – Signature Changes to Existing Bank Accounts

DATE: July 24, 2013

RECOMMENDATION

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

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

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

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

RESOLUTION NO. 12-15
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
RESOLUTION AUTHORIZING CHANGES TO EXISTING BANK ACCOUNTS

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

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

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

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

CHANGES TO EXISTING ACCOUNTS

Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767

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

Type: Checking Account

Purpose: Revolving cash fund used for emergency purposes, such as securing or purchasing services, materials, and payment of supplement salary due to payroll errors. This account is also used to order change funds.

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, **Irene M. Malmgren** (two signatures required)

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

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

Type: Merchant/Checking Account

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

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, **Irene M. Malmgren** (two signatures required)

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

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

Type: Checking Account

Purpose: Receipt of ACH Deposits

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, **Irene M. Malmgren** (two signatures required)

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

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

Type: Merchant/Checking Account

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

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, **Irene M. Malmgren** (two signatures required)

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

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

Type: Merchant/Checking Account

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

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, **Irene M. Malmgren** (two signatures required)

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

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

Type: Merchant/Checking Account

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

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, **Irene M. Malmgren** (two signatures required)

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

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

Type: Merchant/Checking Account

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

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, **Irene M. Malmgren** (two signatures required)

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

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

Type: Checking Account

Purpose: Main Bank Account for Mt. SAC Auxiliary Services

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, **Irene M. Malmgren** (two signatures required)

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

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

Type: Checking Account

Purpose: Mt. SAC Auxiliary Services account for payroll checks

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, **Irene M. Malmgren** (two signatures required)

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

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

Type: Checking Account

Purpose: Student Federal Perkins Loans

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, **Irene M. Malmgren** (two signatures required)

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

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

Type: Payroll Warrants

Purpose: Issue Payroll Warrants Only

Action: No Change

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

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

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

Type: ACH Account Payroll Direct Deposits

Purpose: ACH Account for processing Payroll Direct Deposits only

Action: No Change

Signatures: No signature required; File transfer only

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

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

Type: Commercial Warrants

Purpose: Issue Warrants for Accounts Payable only

Action: No Change

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

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

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

Type: ACH Vendor Payments

Purpose: Electronic File Transfer for Vendor Payments only

Action: No Change

Signatures: No Signature Required: Electronic Transfer only

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

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

Type: Sweep Account

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

Action: No Change

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

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

PASSED AND ADOPTED this 24th day of July 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 of the Board of Trustees
Mt. San Antonio Community College District

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Contract Renewal to Provide Crowd Management Services</u>	

BACKGROUND

The College currently contracts with outside agencies to provide crowd management services for various large public events held on campus. These include select events in the Performing Arts Complex, football games, and special events such as commencement and the Mt. SAC Relays.

ANALYSIS AND FISCAL IMPACT

California Education Code §88003.1 (b)(7) allows contracting for personnel services when the services needed are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district’s regular or ordinary hiring process would frustrate the very purpose. Providing security for large public events is such an allowable service.

The College has been using the services of Capital Protection, Rancho Cucamonga, CA and Event Guard Services, Duarte, CA on an as-needed basis for crowd management control for its large public events. Approval is being sought to renew the contracts with these companies for the period July 1, 2013, through June 30, 2014.

<u>Company</u>	<u>Hourly Rates (Unarmed Guard)</u>	<u>Hourly Rates (Supervisor)</u>
Capital Protection	\$18.00	\$20.00
Event Guard Services	\$17.60	\$21.95

The costs for the 2013-14 fiscal year are not expected to exceed \$11,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal contracts with Capital Protection and Event Guard Services, as presented.

Prepared by: <u>Teresa Patterson</u>	Reviewed by: <u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #6</u>

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Purchase of Furniture for Facilities Building</u>	

BACKGROUND

At the April 24, 2013, Board of Trustees meeting, the Board approved the renovation of approximately 5,000 gross square feet (GSF) of the existing Facilities Building. The renovation will provide new offices, open workstations, a meeting room, a break room, and storage rooms. Therefore, it is necessary to purchase furniture for the newly renovated building.

The specifications for office furniture were based on the office standards established from the Administration Building Request for Proposal. The new furniture includes modular office systems, chairs, a high-density filing system, a mail sorter, a plan holder, and marker boards.

ANALYSIS AND FISCAL IMPACT

Cost proposals were submitted by the selected manufacturers for the purchase and installation of the office furniture. During the analysis process, the building end users determined that the specified products meet both the functional requirements and budget. Pricing summary is as follows:

VENDOR	AMOUNT
Allsteel – Office Furniture (CMAS)	\$49,399.62
CBI – High-Density Storage System, Mail Sorter, Plan Holder, miscellaneous surge protectors, wire management tubing, marker trays, CPU holders, and LED Lights (RFP No. 2882) <i>50% deposit required for the High-Density Storage System</i>	\$63,967.38
Gunlocke – Guest Chairs/Wall-Mounted Credenza (CMAS)	\$4,466.95
Humanscale – Monitor Arms (CMAS)	\$1,723.58
Egan Visual – Marker Boards (CMAS)	\$3,525.06
National Office Furniture, Inc. – Conference Table/Lobby Chairs (CMAS)	\$6,079.15
Interior Office Solutions – Conference/Task/Break Room Chairs (U.S. Communities)	\$29,845.64
TOTAL	\$159,007.38

Prepared by: Teresa Patterson Reviewed by: Rosa M. Royce/Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #7

SUBJECT: Purchase of Furniture for Facilities Building

DATE: July 24, 2013

The manufacturers listed above have successfully provided quality products and services to the College in the past. The CMAS and U.S. Communities contract pricing includes substantial discounts of 65-67% off the manufacturer's list price for CMAS, and 56-59% off the manufacturer's list price for U.S. Communities.

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of furniture for the Facilities Building and awards to the above-listed manufacturers, as presented.

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

DATE: July 24, 2013

CONSENT

SUBJECT: Purchase of Fuel for District-Owned Vehicles and Campus Generators

BACKGROUND

The College has been purchasing unleaded and diesel fuel for its District-owned vehicles and campus generators from Falcon Fuels, Inc. through a contract with the Los Angeles County Office of Education for the past several years.

ANALYSIS AND FISCAL IMPACT

Public Contract Code Section 20652 allows the governing board of any community college district, without advertising for bids and when the board has determined it to be in the best interest of the district, to authorize the purchase of such services through another public agency that has awarded a contract based on a formal bid process which permitted its bid to be used (piggybacked) by other public agencies.

The Los Angeles County Office of Education awarded Contract No. MA-IS-43943-17 for the purchase of unleaded fuel and MA-IS-43872-15 for diesel fuel to Falcon Fuels, Inc., located in Paramount, CA. These contracts have been extended through March 31, 2015. Therefore, the College seeks the Board's approval to continue purchasing fuel from Falcon Fuels, Inc. through the contract with the Los Angeles County Office of Education.

The costs of fuel purchases for the 2013-14 fiscal year are not expected to exceed \$145,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of fuel from the Los Angeles County Office of Education contracts with Falcon Fuels, Inc., as presented.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #8

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 24, 2013</u>	CONSENT
SUBJECT:	<u>Livestream Video Streaming Services</u>	

BACKGROUND

The Technical Services Department has previously used the Livestream video streaming services for the provision of premium internet live video streaming services with pre-payment through an account in Auxiliary Services. With the transition of these accounts to the District, it is now necessary to establish a pre-payment account within the District system.

Because of the utility-like nature of internet streaming services, vendors providing this service require pre-payment of monthly service fees, with payment in arrears for any bandwidth overage fees. This is similar to the payment structure for telephone services, cable television services, and cell phone services. By pre-paying for these services on an annual basis, the District will receive 13 months of service for the price of 12. Like most streaming service providers, Livestream only provides service on a pre-paid basis.

ANALYSIS AND FISCAL IMPACT

Livestream is an internet service company that provides large amounts of bandwidth on-demand for video streaming services. The Technical Services Department uses the services of Livestream to provide bandwidth on-demand for live internet video streaming without compromising the integrity or accessibility of the campus network.

Live internet video streaming is used to provide public access to major College events such as Commencement, the Cross Country Invitational, and the Mt. SAC Relays as well as to provide coverage of smaller events and meetings on campus.

By pre-paying for these services on an annual basis, the District realizes a substantial discount in the monthly service rate for internet bandwidth. On months where an exceptionally large amount of bandwidth is required for an event with a large public audience, the agreement will be temporarily advanced from the Premium Plan to the Network Plan at an additional pre-paid cost.

The 13-month cost of this service on a pre-paid basis is \$3,500. Pre-payment for service level increases throughout the year will not exceed an additional \$4,500. The pre-paid cost per month to increase service from the Premium Plan to the Network Plan averages \$1,020, which includes 15,000 hours of internet viewing. Hours over 15,000 are billed at \$.17 per hour.

Prepared by:	<u>William Eastham</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #9</u>

SUBJECT: Livestream Video Streaming Services

DATE: July 24, 2013

In measuring network bandwidth consumption for live video streaming, a viewer hour is measured as one computer viewing the webcast for one hour; a typical large college webcast could have as many as 5,000 people watching for several hours.

Although there are numerous service providers for this type of streaming service, Livestream has a five-year history with the College, during which their performance on live event streaming has been faultless. Because of our long history with Livestream, we have invested in expensive hardware and software specific to feeding their service, and this investment would be lost if we switched service providers. Additionally, the cost of the Livestream Premium Service is very competitive when compared with the cost of other premium, ad-free service providers.

Funding Source

Unrestricted General Fund – Revenue-Generated Accounts - Video Production.

RECOMMENDATION

It is recommended that the Board of Trustees approves the pre-payment of charges for video streaming services to Livestream for the 2013-14 fiscal year.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Adobe Enterprise License Agreement</u>	

BACKGROUND

Adobe has significantly changed the way they license all of their software products. They are no longer offering perpetual version licenses. They are changing to a subscription-based annual license fee model. The College was spending approximately \$55,000 per year on Adobe software. Based on the new subscription license model, the College’s annual Adobe software license fees were projected to be \$97,000; a \$42,000 annual increase.

The Arts, Technology and Health, and Business Divisions offer classes that utilize many Adobe products as part of their curriculum, so several computer labs are outfitted with this software. Additionally, many administrative departments utilize Adobe products to create PDF documents and for web design.

To assist schools with the license change and negotiate more favorable pricing, the Foundation for California Community Colleges (FCCC) has partnered with Adobe on a system-wide license that can be purchased by individual schools from Computerland of Silicon Valley. The Board’s approval is sought to enter into a new three-year agreement for the Adobe license.

ANALYSIS AND FISCAL IMPACT

The agreement covers the most current version of Adobe Master Collection, Lightroom, Muse, Acrobat Pro, Contribute, and many other software products. The license automatically includes all software upgrades released during the license year.

The annual cost of the agreement is based on Full-Time Equivalent (FTE) staff, faculty, and managers that the College reports to the Chancellor’s Office. The FCCC negotiated rate for this three-year period is \$55.00 per FTE. Based on Mt. SAC’s current FTE of 1,374, the cost is \$75,570 for 2013-14. The annual cost will fluctuate for 2014-15 and 2015-16 if the reported number of FTE staff, faculty, and managers increases by 5% or more.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Adobe Enterprise License Agreement effective August 1, 2013, through July 31, 2016.

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: July 24, 2013

CONSENT

SUBJECT: Service Agreement with PeopleAdmin, Inc.

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. SAC is in the process of implementing a new Banner function called Electronic Personnel Action Forms (EPAF). This function allows for authorized department users and Human Resources staff to input new and returning employee data via a simplified web interface directly into Banner and automatically route the information for manager approval via electronic queues.

To provide additional automation to the hiring process and reduce duplicate data entry, PeopleAdmin will integrate the employment application process with EPAF so applicants that are marked as "hired" will automatically transfer into Banner with all of the relevant demographic information. The one-time cost for the integration programming is \$3,500. The ongoing annual increase to the PeopleAdmin software license fee is \$2,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Claim Against the District – Student Number Ending in 9585</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

On June 10, 2013, the District received a claim from Student 9585 alleging that on or about December 12, 2012, she tripped on a chair while exiting the classroom. 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 #12

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

DATE: July 24, 2013

CONSENT

SUBJECT: Reduce Retention for Comfort Conditioning Co., Inc. –
Child Development Center, Mechanical/HVAC (Bid No. 2833)

BACKGROUND

On March 24, 2010, the Board of Trustees awarded to Comfort Conditioning Co., Inc., the Child Development Center Mechanical/HVAC package (Bid No. 2833). The work for this project is 95% complete, and Comfort Conditioning Co., Inc. has requested that the payment retention being held by the College be reduced from 10% to 5% of the total contract amount.

ANALYSIS AND FISCAL IMPACT

Public Contract Code Section 9203 requires that the College withhold not less than 5% of the contract price until final completion and acceptance of a project and allows the College to make full payments at any time after 50% of the work has been completed, conditional upon satisfactory progress being made. Comfort Conditioning's work to date has been performed satisfactorily, and the current retention amount already collected represents more than 5% of the contract amount.

There is no financial impact to the Measure RR Bond Anticipation Note.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves reducing to 5% the retention for Comfort Conditioning Co., Inc. on their contract for the Child Development Center Mechanical/HVAC package (Bid No. 2833).

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #13

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 24, 2013</u>	CONSENT
SUBJECT:	<u>Pre-Construction Services</u>	

BACKGROUND

An essential element of the Lease/Leaseback construction delivery method is the pre-construction phase. By engaging the services of the Lease/Leaseback contractor prior to the completion of the construction documents, problems during the construction phase can be minimized.

ANALYSIS AND FISCAL IMPACT

Following is a list of pre-construction services to be provided for the listed projects:

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

Prepared by: <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: Pre-Construction Services

DATE: July 24, 2013

The costs for the listed services are as follows.

#1	Contractor:	Tilden-Coil Constructors	
	Project:	Athletics Complex	
Item	Description:	Amount	
	Pre-construction services at 0.75% of the estimated construction budget of \$35,568,750.00	\$266,765.63	
	Contract amount:		\$266,765.63

#2	Contractor:	Tilden-Coil Constructors	
	Project:	Classroom Door Hardware Improvements	
Item	Description:	Amount	
	Pre-construction services at 1.00% of the estimated construction budget of \$250,000.00. Due to the small size and specialty nature of the project, the Consultant will track all expenses incurred for this project, and District-approved expenses in excess of this amount will be included within the Guaranteed Maximum Price.	\$2,500.00	
	Contract amount:		\$2,500.00

#3	Contractor:	Tilden-Coil Constructors	
	Project:	Audio Visual Systems Improvements	
Item	Description:	Amount	
	Pre-construction services at 1.00% of the estimated construction budget of \$500,000.00. Due to the small size and specialty nature of the project, the Consultant will track all expenses incurred for this project, and District-approved expenses in excess of this amount will be included within the Guaranteed Maximum Price.	\$5,000.00	
	Contract amount:		\$5,000.00

Funding Sources

#1 - Measure RR Bond Anticipation Note.

#s 2 and 3 - Unrestricted General Fund.

RECOMMENDATION

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

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

DATE: July 24, 2013

CONSENT

SUBJECT: Final Project Approval – Technology Building Replacement

BACKGROUND

In July 2007, the College submitted an Initial Project Proposal (IPP) to the Chancellor’s Office for future funding. Subsequently, the Board approved a Final Project Proposal (FPP), which was submitted to the Chancellor’s Office, but State funding was not available and the project was never approved. In May 2013, the Board approved a contract with HMC Architects to update the FPP in response to the 2012 Facilities Master Plan.

ANALYSIS AND FISCAL IMPACT

This project will replace the existing Technology Center (Buildings 28A and 28B), which was constructed in 1971. Once completed, the facility will house the following programs: Administration of Justice, Aeronautics, Air Traffic Control, Aircraft Maintenance Technology, Alcohol & Drug Counseling, Avionics, Construction Technology, Electronics, Emergency Medical Services, Engineering Design Technology/Industrial Design, Fire Technology, Manufacturing Technology, and Water Technology.

For the past 42 years, the programs in the Technology and Health Division have had to constantly adapt to technological advances. There have been changes in instructional delivery methods, classroom technologies, community/industry demand, and equipment. Computer technology has become an important tool in today’s learning environment and is a core component of these programs; the existing facility was designed and constructed prior to this level of computer usage. Although these programs have taken steps to mitigate these factors, the ability to continue to effectively deliver these programs has been diminished. In addition, these programs are expected to grow significantly over the next decade. The existing facility was not designed to support the program growth or the technology advances these programs have experienced.

This project will replace the building with state-of-the-art, high technology learning spaces, and will accommodate revised and expanded course offerings. The project will also provide a modern and flexible instructional environment along with additional laboratories to address the changes in instructional delivery methods. Additionally, this project will remedy other constraints such as inadequate infrastructure (HVAC and electrical) and accessibility (ADA compliance). Another component of this project will be to increase energy efficiency through

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #15

SUBJECT: Final Project Approval – Technology Building Replacement

DATE: July 24, 2013

upgraded building systems. There is no cost involved with the Board of Trustees' approval to submit the Final Project Proposal, and no commitment for local funding is made through this submission.

Funding Source

None.

RECOMMENDATION

It is recommended that the Board of Trustees approves the submittal of the Final Project Proposal for the Technology Building Replacement, as submitted.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Professional Design and Consulting Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	Getinge Signature Services	
	Project:	Annual Sterilizer and Steam Generator Maintenance	
Item	Description:	Amount	
	Three-year professional services maintenance agreement to provide quarterly service on biology labs' sterilizer and steam generator. Three-year term, not to exceed.	\$75,000.00	
	Contract Amount, hourly not to exceed:	\$75,000.00	

#2	Consultant:	Steven Fader Architects	
	Project:	Performing Arts Complex Close Out	
Item	Description:	Amount	
	Provide professional architectural services to resolve the DSA close-out process for the Performing Arts Complex.	\$50,000.00	
	Contract Amount, hourly not to exceed:	\$50,000.00	

#3	Consultant:	gkkworks	
	Project:	Campus-Wide Scheduling Services	
Item	Description:	Amount	
	Three-year professional agreement to provide scheduling services on various projects.	\$50,000.00	
	Contract Amount, hourly not to exceed:	\$50,000.00	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #16

SUBJECT: Professional Design and Consulting Services

DATE: July 24, 2013

Funding Sources

- #1 Unrestricted General Fund.
- #2 District Capital Outlay Fund.
- #3 Measure RR and 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>July 24, 2013</u>	CONSENT
SUBJECT: <u>Child Development Center (Change Orders)</u>	

BACKGROUND

Child Development Center (Change Orders).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2827	Contractor:	Doja, Inc. (Grading Contractor)	CO No.	6
Item	Change and Justification:		Amount		Time
	Install bicycle racks in the concrete sidewalks in front of Building A. <i>LEED requirement.</i>		\$3,067.86		0 days
	Total		\$3,067.86		0 days
	Original Contract Amount		\$1,626,000.00		
	Net Change by Previous Change Orders		\$191,711.45		
	Net Sum Prior to This Change Order		\$1,817,711.45		
	Amount of Change Order No. 6		\$3,067.86		
	New Contract Sum		\$1,820,779.31		
Percentage of Change to Contract, to Date					11.98%

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

Child Development Center	Date	Amount	%	Bid No. 2827 Doja Inc. (Grading Contractor)
Contract Amount		\$1,626,000.00		
C. O. No. 1	March 2011	\$82,717.50	5.09%	Site retaining wall and water proofing.
C. O. No. 2	July 2011	\$9,015.00	5.64%	Provide 2,000-gallon water truck for campus-wide water shut down; Perform over excavation at fire utility buildings.

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

SUBJECT: Child Development Center (Change Orders)

DATE: July 24, 2013

Child Development Center	Date	Amount	%	Bid No. 2827 Doja Inc. (Grading Contractor)
Contract Amount		\$1,626,000.00		
C. O. No. 3	August 2012	\$41,132.70	8.17%	Provide additional concrete and enlarge the existing footings to reinforce the existing retaining wall; Install slab on grade and concrete equipment pad for Unit Substation.
C. O. No. 4	January 2013	\$41,217.00	10.71%	Add wall-mounted Omega fencing along west retaining wall; Remove additional footing, reinforcing steel couplings, masonry wall work, and temporary shoring per the revised footing and wall details.
C. O. No. 5	June 2013	\$17,629.25	11.79%	Add wall-mounted Omega fencing along retaining wall south of Building B.

Bid No.	2830	Contractor:	Liberty Mutual/Safeco (General Contractor)	CO No.	7
Item	Change and Justification:		Amount	Time	
1	Provide credit for unused framing of the recessed mirrors as the mirrors were replaced by surface mounted mirrors. <i>Owner-directed change-miscellaneous change-contract price adjustment.</i>		<\$674.43>	0 days	
2	Provide credit for deleting access ladders to the mezzanine areas as the ladders conflicted with the ceiling access panel doors. <i>Owner-directed change-miscellaneous change-contract price adjustment.</i>		<\$2,820.00>	0 days	
3	Install additional glue-on tiles in Buildings B and C to provide coverage for the lowered soffits. <i>Architect/Engineer requirement-additional details required.</i>		\$7,402.29	0 days	
4	Modify various door frames and door openings to accommodate plywood shear panels. <i>Architect/Engineer requirement-design modification.</i>		\$2,661.69	0 days	
	Total		\$6,569.55	0 days	
	Original Contract Amount				\$4,355,000.00
	Net Change by Previous Change Orders				\$210,007.75
	Net Sum Prior to This Change Order				\$4,565,007.75
	Amount of Change Order No. 7				\$6,569.55
	New Contract Sum				\$4,571,577.30
Percentage of Change to Contract, to Date					4.97%

SUBJECT: Child Development Center (Change Orders)

DATE: July 24, 2013

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

Child Development Center	Date	Amount	%	Bid No. 2830 Liberty Mutual/Safeco (General Contractor)
Contract Amount		\$4,355,000.00		
C. O. No. 1	July 2012	\$34,545.10	0.79%	Takeover agreement.
C. O. No. 2	December 2012	\$44,135.00	1.81%	Additional door and gate hardware; Credit for use of alternate type of gypsum board; Install backing and Z-bar flashing at base of roof "monitor" clerestories at all four buildings; Add motorized roller shades at clerestories in all four buildings.
C. O. No. 3	January 2013	\$41,054.67	2.75%	Wrap exposed beams and rafters in one clerestory area in all four buildings to cover exposed rafter support hardware and conceal conduits and junction boxes.
C. O. No. 4	February 2013	\$73,409.21	4.43%	Repair curbs at sill plates; Provide backer strips at all exterior curbs; Demolish existing concrete slab and re-pour concrete to correct elevation; Provide a concrete pad for the water heater in Building B; Fill in concrete curbs throughout all four buildings; Chip concrete curb at Buildings B and C; Cut back the concrete curb to accommodate the door frames; Provide uni-strut-type mounting bracket.
C. O. No. 5	March 2013	\$6,552.50	4.59%	Revise dimensions for 18 window openings; Add temporary fencing with screen netting.

SUBJECT: Child Development Center (Change Orders)

DATE: July 24, 2013

Child Development Center	Date	Amount	%	Bid No. 2830 Liberty Mutual/Safeco (General Contractor)
Contract Amount		\$4,355,000.00		
C. O. No. 6	June 2013	\$10,311.27	4.82%	Provide Quartet aluminum tackable strip in the demonstration rooms in Buildings C and D; Install 18" x 18" fire-rated access panels for access to the mechanical equipment; Remove and reinstall drywall to provide access to add 120-volt power to the hand dryers in restrooms.

Bid No.	2834	Contractor:	Tri-Power Electric (Electrical Contractor)	CO No.	7
Item	Change and Justification:		Amount	Time	
	Relocate six light pole foundations around the project site. This work is necessary to coordinate with the existing underground utilities. <i>Architect/Engineer requirement-additional details required.</i>		\$7,370.00	0 days	
	Total		\$7,370.00	0 days	
	Original Contract Amount		\$1,856,500.00		
	Net Change by Previous Change Orders		\$183,274.08		
	Net Sum Prior to This Change Order		\$2,039,774.08		
	Amount of Change Order No. 7		\$7,370.00		
	New Contract Sum		\$2,047,144.08		
Percentage of Change to Contract, to Date			10.27%		

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

Child Development Center	Date	Amount	%	Bid No. 2834 Tri-Power Electric (Electrical Contractor)
Contract Amount		\$1,856,500.00		
C. O. No. 1	August 2010	\$44,500.00	2.40%	Provide temporary construction power for the project and future projects in the vicinity.
C. O. No. 2	July 2011	\$6,120.36	2.73%	Add temporary power poles throughout the site and replace damaged light signal pull box.

SUBJECT: Child Development Center (Change Orders)

DATE: July 24, 2013

Child Development Center	Date	Amount	%	Bid No. 2834 Tri-Power Electric (Electrical Contractor)
Contract Amount		\$1,856,500.00		
C. O. No. 3	February 2012	\$20,296.57	3.82%	Perform all electrical changes as per Addendum 4; Install a new electrical vault to relocate conduits from the substation away from walkways.
C. O. No. 4	December 2012	\$33,092.54	5.60%	Provide all electrical connections and wiring for mechanical shades; Provide additional junction boxes and conduit for faculty work stations at Buildings A and D to address upgraded Campus Standards; Provide junction boxes and conduit for staff work stations at Building A to address upgraded Campus Standards.
C. O. No. 5	February 2013	\$43,767.36	7.96%	Purchase new copper electrical feeders; Add relays to allow for operation of restroom fans by occupancy sensors; Install junction boxes, conduit, wiring, and motor-rated disconnect switches; Provide junction boxes and conduit in finished walls for hand dryer electrical power in two restrooms.
C. O. No. 6	June 2013	\$35,497.25	9.87%	Relocate incoming 5" conduit to the substation high voltage switch location; Provide 120-volt power to Building Automation System panels in all four buildings; Add fiber connectivity between the buildings for the future classroom observation cameras bid package

SUBJECT: Child Development Center (Change Orders)

DATE: July 24, 2013

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Agricultural Sciences Building Landscape (Change Order)</u>	

BACKGROUND

Agricultural Sciences Building Landscape (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2897	Contractor:	Harry H. Joh Construction, Inc. (General Contractor)	CO No.	6
Item	Change and Justification:			Amount	Time
	Deduct for liquidated damages due to project delays. <i>Miscellaneous change-contract price adjustment.</i>			<\$11,500.00>	0 days
	Total			<\$11,500.00>	0 days
	Original Contract Amount				\$423,250.00
	Net Change by Previous Change Orders				\$69,055.44
	Net Sum Prior to This Change Order				\$492,305.44
	Amount of Change Order No. 6				<\$11,500.00>
	New Contract Sum				\$480,805.44
	Percentage of Change to Contract, to Date				13.60%

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

Agricultural Sciences Landscape	Date	Amount	%	Bid No. 2897 Harry H. Joh Construction (General Contractor)
Contract Amount		\$423,250.00		
C. O. No. 1	August 2012	\$8,882.88	2.10%	Identify existing under-ground utilities; Remove four existing, abandoned chilled water lines; Provide geo-textile fabric bridge at the bottom of the seat wall.
C. O. No. 2	November 2012	\$20,322.70	6.90%	Install additional rebar and chamfer per the architect's Field Work Directive.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #17

SUBJECT: Agricultural Sciences Building Landscape (Change Order)

DATE: July 24, 2013

Agricultural Sciences Landscape	Date	Amount	%	Bid No. 2897 Harry H. Joh Construction (General Contractor)
Contract Amount		\$423,250.00		
C. O. No. 3	December 2012	<\$10,200.60>	4.49%	Deduction for additional DSA inspection services; Deduction for additional geotechnical monitoring and testing services.
C. O. No. 4	January 2013	\$27,440.24	10.97%	Prepare piping with foam wrapping for slurry; Over-excavate area 10' long; Re-route four existing chiller lines and remove footing formwork and rebar; Pour slurry at top landing; Install 54 square feet of rebar and 33 linear feet of form; Install 60 linear feet of chamfer; Install 32 linear feet of leveling form.
C. O. No. 5	February 2013	\$22,610.22	16.32%	Relocate two existing valves; Provide two landscape sleeves under the existing walkway at the; Modify the landscape design; Reroute a 1-1/4 inch pipe and gate valve; Install 104 additional trees, six tree drains, and eight tree wells; Install ultra fiber to provide additional structural reinforcement; Extend each galvanized handrail 12 inches beyond the top of the stair run and parallel to the landing surface to meet ADA requirements.

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Professional Design and Consulting Services (Contract Amendments)</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract amendments are presented for approval:

#1	Consultant:	TOMIT Consulting, Inc.	No.	2
	Project:	Child Development Center		
Item	Description:	Amount		
	Professional project management services for the Child Development Center including project administration and project close-out services.	\$77,600.00		
	Total	\$77,600.00		
	Original Contract Amount	\$162,900.00		
	Net Change by Previous Amendments	\$102,600.00		
	Net Sum Prior to This Amendment	\$265,500.00		
	Amount of Amendment No. 2	\$77,600.00		
	New Contract Sum	\$343,100.00		

#2	Consultant:	FBA Engineering	No.	2
	Project:	Aircraft Technology Building Fire Alarm Upgrade		
Item	Description:	Amount		
	Professional engineering services to provide additional site visits necessary to complete record documents.	\$1,325.00		
	Total	\$1,325.00		
	Original Contract Amount	\$35,000.00		
	Net Change by Previous Amendments	\$8,100.00		
	Net Sum Prior to This Amendment	\$43,100.00		
	Amount of Amendment No. 2	\$1,325.00		
	New Contract Sum	\$44,425.00		

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #18

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: July 24, 2013

#3	Consultant:	Marlene Imirzian & Associates Architects	No.	1
	Project:	Food Services Building		
Item	Description:	Amount		
1	Professional architectural and engineering services to design a new ramp to provide a code-compliant accessible path from the fire lane to buildings above and to the west side of the Food Services Building.	\$17,600.00		
2	Professional architectural and engineering services to evaluate, re-route, and modify existing utilities currently serving the Campus Café Building; this work is necessary to keep the Campus Café Building functional during the construction of the new Food Services Building.	\$10,000.00		
	Total	\$27,600.00		
	Original Contract Amount	\$624,000.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$624,000.00		
	Amount of Amendment No. 1	\$27,600.00		
	New Contract Sum	\$651,600.00		

#4	Consultant:	P2S Engineering, Inc.	No.	1
	Project:	Administration Building Remodel		
Item	Description:	Amount		
	Professional engineering services to complete the commissioning and the project close out of the Administration Building Remodel.	\$9,480.00		
	Total	\$9,480.00		
	Original Contract Amount	\$50,000.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$50,000.00		
	Amount of Amendment No. 1	\$9,480.00		
	New Contract Sum	\$59,480.00		

Funding Sources

#s 1–3 - Measure RR Bond Anticipation Note.

#4 - COPS and Measure RR Bond Anticipated Note.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 24, 2013</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Bolechowski, Stephanie
 Position: Secretary New: No
 Department: Public Safety
 Range/Step: A-81, Step 3 Salary: \$4,204.36/month
 Job FTE: 1.00/12 months
 Effective: 7/29/13

Name: Estacio, John
 Position: Financial Aid Systems Specialist New: No
 Department: Financial Aid
 Range/Step: A-124, Step 1 Salary: \$5,849.77/month
 Job FTE: 1.00/12 months
 Effective: 8/12/13

Name: Valadez, Rafael
 Position: Custodian New: No
 Department: Custodial Services
 Range/Step: B-34, Step 1 Salary: \$2,943.61/month
 Job FTE: 1.00/12 months
 Effective: 7/25/13

Promotion

Name: Titus, Ronald
 Position: Payroll Coordinator
 Department: Payroll
 Range/Step: A-105, Step 5 + L3 Salary: \$6,487.40/month
 Job FTE: 1.00/12 months
 Effective: 7/25/13
 Remarks: Previously Budget and Accounting Technician

Prepared by: Human Resources Staff Reviewed by: James P. Czaja
 Recommended by: Bill Scroggins Agenda Item: Consent #20

SUBJECT: Personnel Transactions

DATE: July 24, 2013

Temporary Change of Assignment

Name: Bautista, Debra
 Position: Job Developer
 Department: Commercial and Entertainment Arts
 Range/Step: A-88, Step 6 Salary: \$2,478.62/month
 Job FTE: 0.475/10.5 months
 Effective: 6/17/13
 End Date: 6/27/13
 Remarks: Previously 10 months

Voluntary Lateral Transfer

Name: Arzunyan, Silva
 Position: Student Services Program Specialist
 Department: DSP&S
 Range/Step: A-79, Step 6 Salary: \$2,266.30/month
 Job FTE: 0.475/12 months
 Effective: 8/1/13
 Remarks: Transfer from 1.00 FTE to a 0.475 FTE vacant position

Permanent Changes of Assignment

Name: Quezada, Daniel
 Position: PE/Athletic Technician I
 Department: Kinesiology, Athletics & Dance
 Range/Step: A-60, Step 6 + L2 Salary: \$4,250.36/month
 Job FTE: 1.00/12 months
 Effective: 8/1/13
 Remarks: Previously 11 months

Name: Ruiz, Victoria
 Position: Clerical Specialist
 Department: Public Safety
 Range/Step: A-69, Step 6 Salary: \$3,131.46/month
 Job FTE: 0.725/12 months
 Effective: 7/29/13
 Remarks: Previously 0.475 Job FTE

SUBJECT: Personnel Transactions

DATE: July 24, 2013

Salary Correction

Name: Lam, Samson
Position: Lead Electrician
Department: Facilities Planning and Management
Range/Step: B-76, Step 6 + L2 Salary: \$6,200.14/month
Job FTE: 1.00/12 months
Effective: 6/27/13
Remarks: Board approved 6/26/13 as B-76, Step 6 + L3; Salary \$6,417.15/month

Temporary Out-of-Class Assignments

Name: Acosta, Anna
From: Administrative Secretary
To: Grant Specialist
Department: Business Division
Range/Step: A-95, Step 6 Salary: \$5,594.59/month
Effective: 7/1/13
End Date: 12/31/13

Name: Monteilh, Linda
From: Clerical Specialist
To: Secretary
Department: Business Division
Range/Step: A-81, Step 6 + L1 Salary: \$4,988.74/month
Effective: 7/1/13
End Date: 12/31/13

Name: Palumbo, Margaret
From: Receptionist/Clerical Assistant
To: Student Services Program Specialist
Department: DSP&S
Range/Step: A-79, Step 3 Salary: \$4,121.50/month
Effective: 8/1/13
End Date: 12/31/13
Remarks: Contingent upon voluntary transfer of Silva Arzunya (see Page 2)

SUBJECT: Personnel Transactions

DATE: July 24, 2013

ACADEMIC EMPLOYMENT

Permanent New Hires

Name: Guo, Hong New: Yes
 Position: Professor, Library Science (Online Learning)
 Department: Library & Learning Resources
 Column/Step: I-1 Salary: \$61,750.00/annual
 Job FTE: 1.00/11 months
 Effective: 8/23/13

Name: Willis, Roger New: No
 Position: Professor, Communication
 Department: Communication
 Column/Step: I-1 Salary: \$55,417.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/26/13

Initial Salary Placement Adjustments

Name: Burdett, John
 Position: Professor, Music and Band Director
 Department: Music
 Column/Step: III-9 Salary: \$88,526.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/26/13
 Remarks: Initially placed on Column I, Step 1

Name: Perez, Jason
 Position: Professor, Photography
 Department: Commercial and Entertainment Arts
 Column/Step: I-9 Salary: \$80,550.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/26/13
 Remarks: Initially placed on Column I, Step 1

Professional Growth Increment - 2013-14

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

NAME	DEPARTMENT	EFFECTIVE
Kojima, Tetsuro	Mathematics	8/26/13

SUBJECT: Personnel Transactions**DATE:** July 24, 2013**Salary Advancement for Part-Time Faculty Column Crossover - 2013-14**

Coursework and/or Degree earned

Name: Reed, Josh
 Position: Adjunct
 Department: Fine Arts
 Column/Step II-1 Salary: \$70.88/hour
 Effective: 8/26/13
 Remarks: Advancement from Column I, Step 1

Faculty Intern

Name: Xu, Angela Department Sociology Mentor Medina, David Semester Spring 2013

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Aghyarian, Meray	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$48.33/hr.
Azpeitia, Maria	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$41.09/hr.
Barreto, Norma	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$41.09/hr.
Barry, Angela	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$42.52/hr.
Belblidia, Abdelillah	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Bhowmick, Nivedita	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Brink, Janna	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Carmelli, Orna	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$42.52/hr.
Casian, Elizabeth	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Cheng, Anny	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Chui, Pamela	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$41.09/hr.
Cooke, David	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$42.52/hr.
Cueva, Monica	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$48.33/hr.
DeFranco, Xinhua	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Drewry Van Ommen, Wolterje	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.

SUBJECT: Personnel Transactions**DATE:** July 24, 2013**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Evans, Doug	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Fang, Elizabeth	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$41.09/hr.
Fehr, Jody	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$48.33/hr.
Foisia, L.E.	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$41.09/hr.
Fowler, Mina	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Gyurindak, Katalin	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Hannon, Laura	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Hayes, Mihaela	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$42.52/hr.
Herbst, Mark	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Im, Anne	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Jacob, Laura	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$41.09/hr.
Kao, Brenda	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$41.69/hr.
Kim, Grace	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Kletzien, Kristi	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Kolta, Shirley	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$41.69/hr.
Laffey, Mary	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Lundblade, Shirley	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Martin, Marilyn	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Memcott, Fiona	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$41.09/hr.
Messore, James	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$42.52/hr.
Miho, Yoshiko Dana	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$47.14/hr.
Nixon, Lorrie	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Ortega, Sonia	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$47.14/hr.
Prasad, Gayatri	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.

SUBJECT: Personnel Transactions**DATE:** July 24, 2013**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Ramalingam, Leah	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$42.52/hr.
Ray, Jamie	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Riley, Janet	Continuing Education	Meti-Man Simulator Training	6/24/13–6/25/13	Not to exceed \$45.55/hr.
Romero, Vienessa	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$48.33/hr.
Sanetrick, Michael	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Silva, Sandra	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Sunnaa, Andrea	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$47.14/hr.
Szok, Kenneth	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$47.14/hr.
Toloui, Mitra	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Vandepas, Deborah	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Vanegas, Yazmin	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Warner, Benjamin	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Winner, Nacira	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$44.01/hr.
Yang, Kaishung	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.
Yanuarua, Christina	ESL	ESL Flex Day Activity	8/23/13	Not to exceed \$45.55/hr.

MANAGEMENT EMPLOYMENT**Temporary Change in Salary**

Name: Vickers, Dale
 Director, Academic Technology & Infrastructure
Position: Infrastructure
Department: Information Technology
Range/Step: M-20, Step 5 + L1 **Salary:** \$12,355.75/month
Effective: 7/1/13
End Date: 6/30/14
Remarks: Change from M-19, Step 5

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

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Montes, David	Alternative Media Tech.	Absence	DSP&S	18.21	07/01/13-12/31/13
Parraguirre, Dinorah	Library Technician III	Absence	Lib. & Lrning. Res.	21.57	07/01/13-07/31/13
Perez, Noah	Grounds Equipment Op.	Absence	Grounds	17.84	07/01/13-04/30/14

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lail, Meng	Comp. Serv. Oper. Sch.	Assessment & Matric.	15.87	07/25/13-12/20/13
McGurty, Garrett	Instructional Aide	Child Development Ctr.	8.00	07/01/13-02/21/14
Mitchell, Veronica	Interpreter Trainee	DSP&S	13.00	08/26/13-06/30/14
Rivera, Maria	Study Skills Assistant II	Tutorial Services	11.32	07/01/13-08/01/13

Professional Expert Employees – New Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Rebensdorf, Chase	Interpreter Trainee	DSP&S	13.00	08/26/13-06/30/14

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Azucar, Martha	Technical Expert II	Nursing	45.00	06/24/13-06/30/13
Bartling, Kathrine	Interpreter I	Admissions & Records	18.00	06/14/13-06/15/13
Brundson, Camille	Aqua. Sum. Swim Asst. Crd.	Kinesiology & Athletics	22.50	06/10/13-06/30/13
Carr, Brian	Interpreter I	Financial Aid	18.00	06/08/13-06/09/13
Chen, Christopher	Aquatics Assistant II	Continuing Education	11.00	06/01/13-06/30/13
Cheng, Brendan	Aquatics Assistant VII	Continuing Education	16.00	06/01/13-06/30/13
Clancy, Aaron	Aquatics Assistant III	Continuing Education	12.00	06/01/13-06/30/13
Clark, Kaitlin	Aquatics Assistant II	Continuing Education	11.00	06/01/13-06/30/13
Dorough, Darlene	Interpreter III	Sign Language	30.00	06/17/13-06/30/13
Gilbreath, Fern	Interpreter IV	Humanities & Social Sci.	38.00	05/20/13-06/30/13
Gilbreath, Fern	Interpreter IV	Admissions & Records	38.00	06/14/13-06/15/13
Gonzalez, Cristian	Aquatics Assistant II	Continuing Education	11.00	06/01/13-06/30/13
Han, Sean	Aquatics Assistant IV	Continuing Education	13.00	06/01/13-06/30/13
Han, Sharon	Aquatics Assistant II	Continuing Education	11.00	06/01/13-06/30/13
Hanna, Bryant	Aquatics Assistant III	Continuing Education	12.00	06/01/13-06/30/13
Hanna, Bryant	Aquatics Assistant III	Continuing Education	12.00	07/01/13-08/30/13
Hunter, Devin	Aquatics Assistant IV	Continuing Education	13.00	06/01/13-06/30/13
Joren, Michael	Aquatics Assistant IV	Continuing Education	13.00	06/01/13-06/30/13
Jueschke, Christopher	Interpreter III	Admissions & Records	30.00	06/14/13-06/15/13
La Curan, Dana	EMS Lic. Examiner III	Medical Services	25.00	07/01/13-06/30/14
La Curan, Dana	Proctor, EMT	Medical Services	12.48	07/01/13-06/30/14
La Russo, Nathan	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Landorf, Richard	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Larson, Laura	Interpreter II	DSP&S	22.00	07/01/13-06/30/14

SUBJECT: Personnel Transactions**DATE:** July 24, 2013**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lazar, Rick	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Lazar, Ryan	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Leal, Michael	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Lepp, Jodi	Aquatics Assistant IV	Kinesiology & Athletics	13.00	06/01/13-06/30/13
Lepp, Jodi	Aquatics Assistant IV	Kinesiology & Athletics	13.00	07/01/13-08/30/13
Lepp, Jodi	Aquatics Program Crd.	Kinesiology & Athletics	24.00	06/10/13-06/30/13
Lepp, Jodi	Aqua. Sum. Swim Asst. Crd.	Kinesiology & Athletics	24.00	07/01/13-06/30/14
Li, Jinbai	Tutorial Specialist IV	Tutorial Services	23.22	07/01/13-06/30/14
Lontok, Chris	Proctor, EMT	Medical Services	12.48	07/01/13-06/30/14
Lyons, Casey	Interpreter I	DSP&S	18.00	07/01/13-12/31/13
Maddox, Joseph	Aquatics Assistant II	Kinesiology & Athletics	11.00	06/10/13-06/30/13
Maddox, Joseph	Aquatics Assistant II	Kinesiology & Athletics	11.00	07/01/13-12/31/13
Mahler, Ryan	Interpreter I	DSP&S	18.00	07/01/13-06/30/14
Maldonado-Greenlee, Lianne	Project Administrator	Adult Basic Education	60.00	07/01/13-06/30/14
Martens, Robert	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Martinez, Eleanor	Real Time Captioner V	Human Resources	40.00	06/11/13-06/30/13
Martinez, Eleanor	Real Time Captioner V	Human Resources	40.00	07/01/13-06/30/14
Matyas, David	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14
Maule, Cheyne	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
McGovern, Terry	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Mclvor, Maliwan	Project Expert/Specialist	Respiratory Therapy	25.00	07/01/13-06/30/14
McKenzie, Bryan	Video Jib Operator	Technical Services	60.00	06/10/13-06/30/13
McKinley, Jonathan	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
McNall, Marilyn	Technical Expert II	Adult Basic Education	45.00	07/01/13-06/30/14
Mikha, Kory	Proctor, EMT	Medical Services	12.48	07/01/13-06/30/14
Moncada, Rudy	Interpreter IV	DSP&S	38.00	07/01/13-06/30/14
Morales, Madison	Aquatics Assistant VII	Kinesiology & Athletics	16.00	06/06/13-06/30/13
Morales, Madison	Aquatics Assistant VII	Kinesiology & Athletics	16.00	07/01/13-08/30/13
Morris, Jabari	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Moskowitz, Kelly	Interpreter V	DSP&S	45.00	07/01/13-06/30/14
Musselman, Robert	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14
Myers, Calvin	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Navarrette, Daniel	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Nelson, Twyla	Real Time Captioner V	DSP&S	40.00	07/01/13-06/30/14
Nelson, Tye	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Nuchols, Jaclyn	Interpreter I	DSP&S	18.00	07/01/13-12/31/13
Ortiz, Leonard	Project Expert/Specialist	Facilities Planning & Mgmt.	25.00	07/01/13-06/30/14
Osea, Mark	Tutorial Specialist IV	Tutorial Services	23.22	07/01/13-06/30/14
Otsuka, Sylvia	Interpreter I	DSP&S	18.00	07/01/13-06/30/14
Padilla, E. Horacio	Interpreter IV	DSP&S	38.00	07/01/13-06/30/14
Palafox, Virginia	Real Time Captioner V	DSP&S	40.00	07/01/13-06/30/14
Paliwoda, Megan	Aquatics Assistant IV	Continuing Education	13.00	06/01/13-06/30/13
Paliwoda, Megan	Aquatics Assistant IV	Continuing Education	13.00	07/01/13-08/30/13
Pedersen, Ryan	Aquatics Assistant III	Continuing Education	12.00	06/01/13-06/30/13
Pedersen, Ryan	Aquatics Assistant III	Continuing Education	12.00	07/01/13-08/30/13

SUBJECT: Personnel Transactions**DATE:** July 24, 2013**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Pellom, Carrie	Interpreter V	Admissions & Records	45.00	06/14/13-06/15/13
Pellom, Carrie	Interpreter V	DSP&S	45.00	07/01/13-06/30/14
Peralta, Sean	Comp. Sci. Trng. Spec.	ESL	14.56	07/01/13-06/30/14
Petta, Dominic	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Phan, Nicole	Aquatics Assistant III	Continuing Education	12.00	06/01/13-06/30/13
Phan, Nicole	Aquatics Assistant III	Continuing Education	12.00	07/01/13-08/30/13
Pimentel, Bryant	EMS Lic. Examiner III	Medical Services	25.00	07/01/13-06/30/14
Pimentel, Vanessa	Real Time Captioner III	DSP&S	27.00	07/01/13-06/30/14
Pollock, Larry	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Poon, Emmett	Aquatics Assistant II	Continuing Education	11.00	06/01/13-06/30/13
Poon, Emmett	Aquatics Assistant II	Continuing Education	11.00	07/01/13-08/30/13
Probst, Gary	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Pryor, Melissa	Aquatics Assistant IV	Kinesiology & Athletics	13.00	06/10/13-06/30/13
Pryor, Melissa	Aquatics Assistant IV	Kinesiology & Athletics	13.00	07/01/13-12/31/13
Rambaud, Bret	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Ramirez, Benito	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Rasmussen, Steven	Interpreter IV	Admissions & Records	38.00	06/14/13-06/15/13
Rasmussen, Steven	Interpreter IV	DSP&S	38.00	07/01/13-06/30/14
Reyes, James	Exercise Trainer Asst. II	Kinesiology & Athletics	10.00	07/01/13-06/30/14
Rice, Whitney	Interpreter III	DSP&S	30.00	07/01/13-06/30/14
Richards, Carrie	Interpreter III	DSP&S	30.00	07/01/13-06/30/14
Rincon, Priscilla	Proctor, EMT	Medical Services	12.48	07/01/13-06/30/14
Roueintan, Masoud	Tutorial Specialist III	Tutorial Services	20.00	07/01/13-06/30/14
Ruh, Lani	Program Supervisor II	Continuing Education	16.64	06/01/13-06/30/13
Ruh, Lani	Program Supervisor II	Continuing Education	16.64	07/01/13-08/30/13
Scheerer, Brenda	Project/Program Aide	Business Division	19.76	07/01/13-06/30/14
Schreiner, Sarah	Interpreter II	DSP&S	22.00	07/01/13-06/30/14
Schreiner, Sarah	Interpreter II	Admissions & Records	22.00	06/14/13-06/15/13
Scotti, Lauren	Proctor, EMT	Medical Services	12.48	07/01/13-06/30/14
Seymour, Ronald	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Sherman, Robert	Exercise Trainer Asst. II	Kinesiology & Athletics	10.00	07/01/13-06/30/14
Sherman, Robert	Fitness Trainer I	Kinesiology & Athletics	12.48	07/01/13-06/30/14
Sherman, Robert	Health Promotion Spec.	Fire Technology	24.00	07/01/13-06/30/14
Shih, Tien Hua	Tutorial Specialist IV	Tutorial Services	23.22	07/01/13-06/30/14
Sierra, Patrick	Exercise Trainer Asst. II	Kinesiology & Athletics	10.00	07/01/13-06/30/14
Sierra, Patrick	Fitness Trainer I	Kinesiology & Athletics	12.48	07/01/13-06/30/14
Sierra, Patrick	Health Promotion Spec.	Fire Technology	24.00	07/01/13-06/30/14
Silguero, Joseph	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14
Silverberg, Jason	Aquatics Assistant III	Continuing Education	12.00	06/01/13-06/30/13
Silverberg, Jason	Aquatics Assistant III	Continuing Education	12.00	07/01/13-08/30/13
Sin, Parker	Aquatics Assistant II	Continuing Education	11.00	06/01/13-06/30/13
Sin, Parker	Aquatics Assistant II	Continuing Education	11.00	07/01/13-08/30/13
Smith, Dallas	EMS Lic. Examiner III	Medical Services	25.00	07/01/13-06/30/14
Standon, Timothy	EMS Lic. Examiner III	Medical Services	25.00	07/01/13-06/30/14
Standon, Timothy	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14

SUBJECT: Personnel Transactions**DATE:** July 24, 2013**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Standon, Timothy	Proctor, EMT	Medical Services	12.48	07/01/13-06/30/14
Stephenson, Jennifer	Interpreter V	DSP&S	45.00	07/01/13-06/30/14
Stump, Oliva	Aquatics Assistant V	Continuing Education	14.00	06/01/13-06/30/13
Stump, Oliva	Aquatics Assistant V	Continuing Education	14.00	07/01/13-08/30/13
Swafford, Kristen	Aquatics Assistant III	Continuing Education	12.00	06/01/13-06/30/13
Swafford, Kristen	Aquatics Assistant III	Continuing Education	12.00	07/01/13-08/30/13
Sweatt, Ania	Teaching Aide	ESL	13.27	07/01/13-06/30/14
Tawney, James	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14
Tawney, James	Proctor, EMT	Medical Services	12.48	07/01/13-06/30/14
Taylor, Jory	Interpreter I	DSP&S	18.00	07/01/13-06/30/14
Temple, Laura	Interpreter IV	DSP&S	38.00	07/01/13-06/30/14
Thompson, Michael	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Tinson, Kiser	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Topete, Octavio	Exercise Trainer Asst. II	Kinesiology & Athletics	10.00	07/01/13-06/30/14
Topete, Octavio	Fitness Trainer I	Kinesiology & Athletics	12.48	07/01/13-06/30/14
Topete, Octavio	Health Promotion Spec.	Fire Technology	24.00	07/01/13-06/30/14
Tromble, Emily	Interpreter I	DSP&S	18.00	07/01/13-06/30/14
Tsay, Jeffrey	EMS Lic. Examiner III	Medical Services	25.00	07/01/13-06/30/14
Tsay, Jeffrey	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14
Tsay, Jeffrey	Proctor, EMT	Medical Services	12.48	07/01/13-06/30/14
Tuncel, Stephanie	Aquatics Assistant IV	Continuing Education	13.00	06/01/13-06/30/13
Tuncel, Stephanie	Aquatics Assistant IV	Continuing Education	13.00	07/01/13-08/30/13
Tyra, Marie	Project Administrator	Business	60.00	07/01/13-06/30/14
Unzueta, Jason	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14
Unzueta, Jason	Proctor, EMT	Medical Services	12.48	07/01/13-06/30/14
Vega, Gilbert	Exercise Trainer Asst. II	Kinesiology & Athletics	10.00	07/01/13-06/30/14
Vega, Gilbert	Fitness Trainer I	Kinesiology & Athletics	12.48	07/01/13-06/30/14
Velotta, Keith	Lecturer - Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Villa, Alfonso	Program Supervisor II	Adult Basic Education	16.64	07/01/13-06/30/14
Walters, Nathaniel	Sound Engineer II	Technical Services	20.00	07/01/13-06/30/14
Williams, Gloria	Interpreter I	DSP&S	18.00	07/01/13-06/30/14
Winters, Mitchell	Aquatics Assistant II	Continuing Education	11.00	06/01/13-06/30/13
Winters, Mitchell	Aquatics Assistant II	Continuing Education	11.00	07/01/13-08/30/13
Wong, Allison	Real Time Captioner III	DSP&S	27.00	07/01/13-06/30/14
Wong, Martin	Teaching Aide	Adult Basic Education	13.27	07/01/13-06/30/14
Yeo, Cody	Aquatics Assistant IV	Kinesiology & Athletics	13.00	06/10/13-06/30/13
Yeo, Cody	Aquatics Assistant IV	Kinesiology & Athletics	13.00	07/01/13-12/31/13
York, Douglas	Teaching Aide	Adult Basic Education	13.27	07/01/13-06/30/14
Yu, Christopher	EMS Lic. Examiner III	Medical Services	25.00	07/01/13-06/30/14
Yu, Christopher	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14
Yu, Christopher	Proctor, EMT	Medical Services	12.48	07/01/13-06/30/14

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

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aden, Bronson	Student Assistant III	DSP&S	10.00	06/24/13-06/30/13
Aden, Bronson	Student Assistant III	DSP&S	10.00	07/01/13-08/23/13
Alcala Avalos, Marlene	Student Assistant I	DSP&S	8.00	06/10/13-06/14/13
Altamirano, Juanita	Student Assistant III	Financial Aid	10.00	06/17/13-06/30/13
Correa, Neftali	Student Assistant III	Information Technology	10.00	06/17/13-06/30/13
Cuevas, Sarahy	Student Assistant III	Adult Basic Education	10.00	06/17/13-06/30/13
Estevez, Nicholas	Student Assistant V	Continuing Education	12.50	06/01/13-06/30/13
Ferreira, Patricia	Student Assistant I	Information Technology	8.00	06/17/13-06/30/13
Garcia Del Valle, Monica	Student Assistant I	DSP&S	8.00	06/10/13-06/14/13
Garcia, Roldan	Student Assistant I	Technical Services	8.00	06/10/13-06/30/13
Hernandez Galindo, Sandra	Student Assistant III	Adult Basic Education	10.00	06/17/13-06/30/13
Hernandez, Alexis	Student Assistant IV	Kinesiology & Athletics	11.25	06/10/13-06/30/13
Hom, Briana	Student Assistant V	Kinesiology & Athletics	12.50	06/10/13-06/30/13
Kia, Moormazd	Student Assistant III	CyberWatch West	10.00	06/17/13-06/30/13
Lakey, Kenny	Student Assistant III	The Writing Center	10.00	07/01/13-08/23/13
Landa, Soledad	Student Assistant III	Financial Aid	10.00	07/01/13-08/23/13
Landeros, Miguel	Student Assistant II	Tutorial Services	8.75	07/01/13-08/04/13
Lara, Alba	Student Assistant II	Bridge Program	8.75	07/01/13-08/23/13
Lares, Deane	Student Assistant II	Bridge Program	8.75	07/01/13-08/23/13
Lau, Brian	Student Assistant III	Instruction Office	10.00	07/01/13-08/22/13
Lee, Hojin	Student Assistant II	Tutorial Services	8.75	07/01/13-08/04/13
Lee, Timothy	Student Assistant II	Tutorial Services	8.75	07/01/13-08/04/13
Lennear, Claudia	Student Assistant V	Tutorial Services	12.50	07/01/13-08/01/13
Lewis, John	Student Assistant IV	The Writing Center	11.25	07/01/13-08/23/13
Li, Jiyang	Student Assistant III	Tutorial Services	10.00	07/01/13-08/02/13
Liang, Kevin	Student Assistant II	Counseling	8.75	07/01/13-08/23/13
Limon, Guadalupe	Student Assistant II	Admissions & Records	8.75	07/01/13-08/25/13
Lising, Jacquelyn	Student Assistant V	Tutorial Services	12.50	07/01/13-08/02/13
Liu, Yue	Student Assistant III	Tutorial Services	10.00	07/01/13-08/04/13
Lizcano, David	Student Assistant V	Aircraft Maintenance	12.50	07/01/13-08/04/13
Loaiza, Shawn	Student Assistant IV	Adult Basic Education	11.25	07/01/13-08/23/13
Lopez Hernandez, Roselia	Student Assistant III	DSP&S	10.00	07/01/13-08/23/13
Lopez, Emmanuel	Student Assistant III	The Writing Center	10.00	07/01/13-08/23/13
Lopez, Melissa	Student Assistant III	Bridge Program	10.00	07/01/13-08/23/13
Lopez, Veronica	Student Assistant III	Career & Transfer Svcs.	10.00	07/01/13-08/25/13
Lu, Alice	Student Assistant V	Tutorial Services	12.05	07/01/13-08/04/13
Lugo, Brianna	Student Assistant II	Technical Services	8.75	07/01/13-08/25/13
Luna, Valeria	Student Assistant III	DSP&S	10.00	07/01/13-08/23/13
Ma, Isaiah	Student Assistant III	Tutorial Services	10.00	07/01/13-08/02/13
Macias, Paige	Student Assistant III	Tutorial Services	10.00	07/01/13-08/01/13
Maciel, Arthur	Student Assistant III	Tutorial Services	10.00	07/01/13-08/01/13
Maddox, Hayley	Student Assistant V	Kinesiology & Athletics	12.50	07/01/13-08/25/13
Mahan, Megan	Student Assistant II	DSP&S	8.75	07/01/13-08/23/13
Maldonado, Ernesto	Student Assistant III	Adult Basic Education	10.00	06/24/13-06/30/13
Maldonado, Ernesto	Student Assistant III	Adult Basic Education	10.00	07/01/13-08/23/13

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

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Manahan, Daniel	Student Assistant II	The Writing Center	8.75	06/01/13-06/27/13
Manahan, Daniel	Student Assistant II	The Writing Center	8.75	07/01/13-08/04/13
Manahan, Justine	Student Assistant IV	Tutorial Services	11.25	07/01/13-08/02/13
Marin, Michelle	Student Assistant III	The Writing Center	10.00	07/01/13-08/23/13
Martinez, Amanda	Student Assistant III	High School Outreach	10.00	07/01/13-08/25/13
Martinez, Natalie	Student Assistant III	High School Outreach	10.00	07/01/13-08/23/13
Mau, Ryan	Student Assistant III	Radio Broadcasting	10.00	07/01/13-08/30/13
Medbery, Zachary	Student Assistant IV	Business Division	11.25	07/01/13-08/25/13
Mendoza, Desiree	Student Assistant II	Assessment & Matric.	8.75	07/01/13-08/25/13
Moges, Jonathan	Student Assistant V	The Writing Center	12.50	07/01/13-08/23/13
Montiel, Lizeth	Student Assistant II	Assessment & Matric.	8.75	07/01/13-08/25/13
Moore, Kameron	Student Assistant III	Adult Basic Education	10.00	07/01/13-08/23/13
Mosavi, Sayedah	Student Assistant IV	Tutorial Services	11.25	07/01/13-08/02/13
Murillo, Nancy	Student Assistant III	Bridge Program	10.00	07/01/13-08/23/13
Murthy, Sowmya	Student Assistant II	DSP&S	8.75	07/01/13-08/23/13
Nava, Florie	Student Assistant III	Child Development Ctr.	10.00	07/01/13-08/25/13
Nemzek, Jaclyn	Student Assistant I	ESL	8.00	07/01/13-08/25/13
Obst, Amanda	Student Assistant III	High School Outreach	10.00	07/01/13-08/25/13
Pang, Bonnie	Student Assistant V	Technical Services	12.50	07/01/13-08/25/13
Pantoja, Eric	Student Assistant IV	Tutorial Services	12.25	07/01/13-08/04/13
Park, Joshua	Student Assistant III	DSP&S	10.00	07/01/13-08/23/13
Pasillas, Marissa	Student Assistant V	Medical Services	12.50	07/01/13-08/23/13
Payne, Jonathan	Student Assistant I	Earth Science & Astron.	8.00	07/01/13-08/25/13
Phillips, Girtha	Student Assistant III	Bridge Program	10.00	07/01/13-08/23/13
Pineda, John	Student Assistant III	DSP&S	10.00	07/01/13-08/23/13
Ponce, Brenda	Student Assistant II	Child Development Ctr.	8.75	07/01/13-08/23/13
Pulido, Adriel	Student Assistant III	DSP&S	10.00	07/01/13-08/23/13
Quintero, Catalina	Student Assistant IV	Tutorial Services	11.25	07/01/13-08/02/13
Ramirez, Cindy	Student Assistant IV	The Writing Center	11.25	07/01/13-08/23/13
Ramirez, Liliana	Student Assistant I	Tutorial Services	8.00	07/01/13-08/02/13
Ramirez, Rocio	Student Assistant II	DSP&S	8.75	07/01/13-08/23/13
Ramos, Ramon	Student Assistant III	Bridge Program	10.00	07/01/13-08/23/13
Randell, Jasmine	Student Assistant II	DSP&S	8.75	07/01/13-08/23/13
Redinger, Haley	Student Assistant I	Earth Science & Astron.	8.00	07/01/13-08/25/13
Redublo, Francis	Student Assistant II	Interior Design	8.75	07/01/13-08/25/13
Rettig, Oswaldo	Student Assistant III	Tutorial Services	10.00	07/01/13-08/04/13
Rios, Ivan	Student Assistant II	The Writing Center	8.75	07/01/13-08/23/13
Rios, Oscar	Student Assistant II	The Writing Center	8.75	07/01/13-08/23/13
Risnoveanu, Daniella	Student Assistant IV	Child Development Ctr.	11.25	07/01/13-08/25/13
Rivas, Cindy	Student Assistant IV	The Writing Center	11.25	07/01/13-08/23/13
Riveros, Karen	Student Assistant III	Bridge Program	10.00	07/01/13-08/23/13
Rodriguez, Astrid	Student Assistant I	Technical Services	8.00	07/01/13-08/25/13
Rodriguez, Georgette	Student Assistant II	DSP&S	8.75	07/01/13-08/23/13
Roeske, Alison	Student Assistant V	The Writing Center	12.50	07/01/13-08/23/13
Rogoff, Samantha	Student Assistant IV	Tutorial Services	11.25	07/01/13-08/04/13

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

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ruiz, Briana	Student Assistant III	Natural Sciences Div.	10.00	07/01/13-08/25/13
Ryle, Vicki	Student Assistant IV	Radio Broadcasting	11.25	07/01/13-08/25/13
Saikat, Sen	Student Assistant II	The Writing Center	8.75	07/01/13-08/04/13
Sandoval, Maria	Student Assistant I	Earth Science & Astron.	8.00	07/01/13-08/25/13
Sarwar, Samantha	Student Assistant II	DSP&S	8.75	07/01/13-08/23/13
Serrano, Ruby	Student Assistant IV	Business Division	11.25	07/01/13-08/25/13
Shelton, Rachel	Student Assistant III	DSP&S	10.00	07/01/13-08/23/13
Snuggs, Lindsey	Student Assistant II	Tutorial Services	8.75	07/01/13-08/02/13
Soken, Kristina	Student Assistant III	Career & Transfer Svcs.	10.00	07/01/13-08/25/13
Soltero, Griselda	Student Assistant II	Assessment & Matric.	8.75	07/01/13-08/25/13
Stegner, Lisa	Student Assistant V	The Writing Center	12.50	07/01/13-08/23/13
Syed, Shakil	Student Assistant IV	High School Outreach	11.25	07/01/13-08/25/13
Taylor, Monique	Student Assistant III	Counseling	10.00	07/01/13-08/25/13
Than, Kim	Student Assistant V	Tutorial Services	12.50	07/01/13-08/04/13
Torres, Mark	Student Assistant III	Adult Basic Education	10.00	07/01/13-08/23/13
Torres, Vincent	Student Assistant II	Bridge Program	8.75	07/01/13-08/23/13
Tran, Huy	Student Assistant III	The Writing Center	10.00	07/01/13-08/23/13
Tran, Michelle	Student Assistant III	Bridge Program	10.00	07/01/13-08/23/13
Trivedi, Ruchi	Student Assistant III	Adult Basic Education	10.00	07/01/13-08/23/13
Uribe, Marla	Student Assistant I	ESL	8.00	07/01/13-08/04/13
Valenzuela, Andrea	Student Assistant III	Math, Computer Science	10.00	07/01/13-08/15/13
Valenzuela, Andrea	Student Assistant III	Tutorial Services	10.00	07/01/13-08/01/13
Vargas, Francisco	Student Assistant III	EOPS/CARE	10.00	07/08/13-08/25/13
Varona, Elise	Student Assistant III	The Writing Center	10.00	07/01/13-08/23/13
Vigneswaran, Thenushiya	Student Assistant III	DSP&S	10.00	07/01/13-08/23/13
Villa, Gilbert	Student Assistant III	Counseling	10.00	07/01/13-08/25/13
Vossburg, Mercedes	Student Assistant IV	The Writing Center	11.25	07/01/13-08/23/13
Williams, Marcus	Student Assistant V	Admissions & Records	12.50	06/14/13-06/15/13
Wittenberg, Erin	Student Assistant I	ESL	8.00	07/01/13-08/25/13
Wong, Williams	Student Assistant I	Child Development Ctr.	8.00	07/01/13-08/23/13
Yao, Stephanie	Student Assistant III	DSP&S	10.00	07/01/13-08/23/13
Ybanez, Richard	Student Assistant II	Biological Sciences	8.75	05/01/13-06/30/13
Yeng, Soo	Student Assistant III	DSP&S	10.00	07/01/13-08/23/13
Yip, Alan	Student Assistant IV	High School Outreach	11.25	07/01/13-08/25/13
Zaporozhets, Valeria	Student Assistant III	Honors Department	10.00	07/01/13-08/02/13
Zayas, Samantha	Student Assistant III	Tutorial Services	10.00	07/01/13-08/01/13
Zhen, Wendy	Student Assistant II	DSP&S	8.75	07/01/13-08/23/13

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 24, 2013</u>	CONSENT
SUBJECT:	<u>Contract for FEHA/ADA Reasonable Accommodations with Shaw HR Consulting, Inc.</u>	

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in the Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodations compliance, one that can operate as an independent third-party separate from the District. The office of Shaw HR Consulting, Inc. can provide such consultation services. Rachel Shaw, of Shaw HR Consulting, Inc., has been providing such services to school districts, including Mt. San Antonio College, for fourteen years.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent.

The intent is to use the services of Shaw HR Consulting, Inc. on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct reasonable accommodations analysis and provide the College with recommendations and written reports of its findings. The proposed rate of \$150 per hour, plus mileage, is status quo from last year, is competitive within the consultation services market, and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from July 1, 2013, through June 30, 2014, the term of the agreement. Thus, Shaw HR Consulting, Inc. offers the necessary experience at a reasonable price. Moreover, it is in the District's best interest to enter into a contract for consultation services with Shaw HR Consulting, Inc.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for consultation services with Shaw HR Consulting, Inc.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #21

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

DATE: July 24, 2013

CONSENT

SUBJECT: Contract for Investigative Services – Norm A. Traub Associates, Inc.

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in investigating personnel issues, one that can operate as an independent third-party separate from the District's legal counsel. The office of Norm A. Traub Associates, Inc. can provide such investigative services.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. Norm A. Traub Associates, Inc. has experience working in the public sector, with particular emphasis on personnel issues.

The intent is to use the services of Norm A. Traub Associates, Inc. on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct discrimination, harassment, retaliation, EEO, and other investigations and provide the College with written reports of its findings.

The proposed rate of \$130.00 per hour, which is an increase from the rate of \$123.50 per hour last fiscal year plus certain reimbursables, is competitive within the investigative services market and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from July 1, 2013, through June 30, 2014, the term of the agreement. In the event that the investigator's presence is required during a hearing, deposition, or trial, the fee is \$250.00 per hour. In the past, however, the District has not relied on this consultant to provide support during litigation proceedings. Thus, Norm A. Traub Associates, Inc. offers the necessary experience at a reasonable price. Moreover, it is in the District's best interest to enter into a contract for investigative services with Norm A. Traub Associates, Inc.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for investigative services with Norm A. Traub Associates, Inc.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #22

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 24, 2013</u>	CONSENT
SUBJECT:	<u>Contract for Investigative Services – The Titan Group</u>	

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in investigating personnel issues, one that can operate as an independent third-party separate from the District's legal counsel. The Titan Group can provide such investigative services.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. The Titan Group has experience working in the public sector, with particular emphasis on personnel issues.

The intent is to use the services of The Titan Group on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct discrimination, harassment, retaliation, EEO, and other investigations and provide the College with written reports of its findings. In its role as an independent third party, The Titan Group will not perform litigation services of any kind.

The proposed rate of \$135 per hour plus certain reimbursables, is status quo from last year, is competitive within the investigative services market, and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from July 1, 2013, through June 30, 2014, the term of the agreement. Thus, The Titan Group offers the necessary experience at a reasonable price. Moreover, it is in the District's best interest to enter into a contract for investigative services with The Titan Group.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for investigative services with The Titan Group.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

DATE: July 24, 2013

CONSENT

SUBJECT: Modified Courses Effective with the 2013-14 Academic Year

BACKGROUND

The following courses have been modified to meet transfer needs, to reflect changes within the disciplines, to provide additional general education options, to meet industry requirements, or to respond to advisory committee recommendations.

<u>Modified Courses</u>	<u>Course Title</u>
AGOR 29	Ornamental Plants – Herbaceous
AGLI 34	Livestock Judging and Selection
HT 1	Introduction to Histotechnology
KIN 85	Fitness Specialist Work Experience
LIT 15	Introduction to Cinema
PLGL 50	Comparative Law
RESD 58	Neonatal Intensive Care

ANALYSIS AND FISCAL IMPACT

Modified courses 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 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 curriculum changes, effective with the 2013-14 academic year.

Prepared by: Terri Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 24, 2013</u>	CONSENT
SUBJECT:	<u>Basic Skills Grant Acceptance of Funds and Approval of Activities</u>	

BACKGROUND

Mt. San Antonio College has submitted a local plan for acceptance of funds through the Basic Skills Grant to the California Community College Chancellor’s Office. This grant funds activities that support basic skills programs and services in alignment with identified categories associated with the statewide Basic Skills Initiative.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College has completed a self-assessment of its programs and activities serving ESL/basic skills students. The College will submit an action and expenditure plan for funds received to the Chancellor’s Office.

Additional activities include:

- Providing professional development for faculty, counselors, classified staff, administrators, and students which, at times, necessitates food, beverages, and facilities rentals; and
- Community outreach with area school districts and consortium partners, which may necessitate food and beverages, promotional items, advertising, and marketing endeavors.

Expenditures for food, beverages, promotional, and marketing endeavors are not to exceed \$35,000 for the 2013-14 academic year.

Funding Source

California Community Colleges Chancellor’s Office, Basic Skills Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the acceptance of funds and approval of activities for the Basic Skills Grant, as presented.

Prepared by: <u>Terri Long</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #25</u>

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

DATE: July 24, 2013

CONSENT

SUBJECT: Men's Water Polo Tournament in Maryland

BACKGROUND

The Mt. SAC Men's Water Polo team has once again been invited to participate in a tournament at the Naval Academy in Annapolis, MD. The dates of the trip are September 5-8, 2013. This trip will provide an opportunity for our student athletes to be seen by other university coaches on the east coast, the only other part of the country where Water Polo is played competitively. The visit will also serve as a learning experience for the team members and coaches. Head Coach, Marc Ruh, will accompany the team.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves travel for the Men's Water Polo team to Annapolis, MD, as presented.

Prepared by: Joseph E. Jennum III

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>ArbiterSports RefPay Contract Agreement</u>	

BACKGROUND

The Kinesiology Division requests authorization to use ArbiterSports RefPay to pay sports officials. RefPay is designed to allow the Division to electronically pay officials assigned through the ArbiterSports Assigning System. Officials from Athletics and Special Events are paid through RefPay.

ANALYSIS AND FISCAL IMPACT

The integration of RefPay and ArbiterSports allows for officials to be paid in a quick and accurate fashion, eliminating the need for printing checks as well as the problems that can arise from lost checks. The amount will not exceed \$75,000.

Funding Sources

- Unrestricted General Fund.
- Cross Country Invitational budget.
- Mt. SAC Relays budget.
- LA84 Youth Days budget.

RECOMMENDATION

It is recommended that the Board of Trustees approves the proposed agreement with ArbiterSports RefPay, as presented.

Prepared by: Joseph E. Jennum III Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #27

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

DATE: July 24, 2013

CONSENT

SUBJECT: Physician Contract for the 2013 Football Season and Health Screenings

BACKGROUND

As mandated by the California Community College Athletic Association and the Southern California Football Conference, Mt. San Antonio College is required to have a physician present at all football games. Dr. Thomas Bryan will provide coverage for the football games, and he will also provide health screenings to Mt. SAC's new athletes throughout the year.

ANALYSIS AND FISCAL IMPACT

This agreement will be effective July 1, 2013, through June 30, 2014, and will not exceed \$13,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Dr. Thomas Bryan, as presented.

Prepared by: Joseph E. Jennum III

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #28

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Ambulance Service Contract for the 2013 Football Season</u>	

BACKGROUND

As mandated by the California Community College Athletics Association and the Southern California Football Association, Mt. San Antonio College is required to have an ambulance present at home football games. Mt. San Antonio College will be using Cole-Schaefer Ambulance Service for coverage at all five Mt. San Antonio College home football games for the 2013 season as well as any playoff games that may be played at Mt. San Antonio College.

ANALYSIS AND FISCAL IMPACT

This agreement will be effective August 26, 2013, through December 31, 2013, and will not exceed \$3,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Cole-Schaefer Ambulance Service for the 2013 football season, as presented.

Prepared by: Joseph E. Jennum III Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #29

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Child Development Center Activities and Acceptance of Funds</u>	

BACKGROUND

The Mt. San Antonio College Child Development Center has received two contracts from the California Department of Education, Child Development Division. Contract CCTR-3109 provides general childcare and development programs. Contract CSPP-3214 provides State funding for preschool three- to five-year-olds.

ANALYSIS AND FISCAL IMPACT

Contract CCTR-3109 provides funding of \$276,205. The contract period is July 1, 2013, through June 30, 2014.

Contract CSPP-3214 provides funding of \$223,298. The contract period is July 1, 2013, through June 30, 2014.

Program operations will be carried out with grant funds; matching funds are not required.

Funding Source

California Department of Education, Child Development Division.

RECOMMENDATION

It is recommended that the Board of Trustees approves these contracts with the California Department of Education, Child Development Division, as presented.

Prepared by: <u>Tamika Addison/Joumana McGowan</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #30</u>

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

DATE: July 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. Community Services - Additional Class for Summer

Course Title/Program	Presenter	Payment	Fee
Hydrostatic Weighing – Group Discount (10 people or more)	Kranz, Karyn	No Pay	\$25

2. Community Services - Additional Classes for the 2013-14 Academic Year

Course Title/Program	Presenter	Payment	Fee
Court Interpreting Program:	Jones, Brian K.	40%	-0-
• Orientation and Skills Testing			\$277 Material Fee: \$80
• Consecutive Interpreting			\$277 Material Fee: \$80
• Sight Translation			\$277 Material Fee: \$80
• Simultaneous Interpreting			\$277 Material Fee: \$80
• Capstone Course	\$277 Material Fee: \$80		

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #31

SUBJECT: Continuing Education Additions and Changes

DATE: July 24, 2013

3. New Contracts

Agency (Description of Services)	Expenses	Fee
<p><u>Contract #1314-002</u> All-Americas, Inc. 18366 Colima Road, Suite 204 Hacienda Heights CA 91745</p> <p>U.S. Entertaining & Media Industry Training July 29-August 1, 2013</p>	<p>\$800</p> <p>Details Instructor: Trujillo, Tammy 10 hours @ \$75/hour, not to exceed \$750 Miscellaneous - \$50</p>	<p>\$ 2,350</p>
<p><u>Contract #1314-003</u> Metropolitan Water District of Southern California - Apprenticeship Program 33752 Newport Road Winchester CA 92596</p> <p>July 1, 2013 through June 30, 2014</p> <ul style="list-style-type: none"> • Welding Instruction • Machining Instruction 	<p>\$20,610</p> <p>Details: Instructor: Easley, Ben 80 hours @ \$78.59/hour, not to exceed \$6,320</p> <p>Instructor: Garcia, Daniel 96 hours @ \$75.93/hour, not to exceed \$7,290</p> <p>Supplies - \$6,000 Miscellaneous - \$1,000</p>	<p>\$40,640</p>

Funding Sources

Community Services - Student Registration Fees.

New Contracts - Contracting Agency.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 24, 2013</u>	CONSENT
SUBJECT:	<u>Child Development Workforce Initiative Grant: Acceptance of Funds and Approval of Activities</u>	

BACKGROUND

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

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

As part of the grant activities, authorization is requested to purchase food and promotional materials for grant-related activities, pay for student stipends, and other student-related costs pertaining to the grant.

ANALYSIS AND FISCAL IMPACT

The grant award is \$318,915, and the period of performance is July 1, 2013, through June 30, 2014.

The funding agency has approved the expenditure of grant funds to support the following: faculty reassigned time and/or overload to develop and implement grant activities; non-instructional salaries for a project director, project coordinator, educational advisor, data entry, and related support; employee benefits; instructional and non-instructional supplies and materials; travel/conference for participants including students and non-Mt. SAC employees; financial support for participants including reimbursements, stipends, skills training, CPR training, and Live Scan; professional development and outreach; publication/duplication costs; and food services/catering.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #32</u>

SUBJECT: Child Development Workforce Initiative Grant: Acceptance of Funds and Approval of Activities

DATE: July 24, 2013

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

- Purchase food and/or catering services for professional development, outreach and workshops, and other grant-related meetings, not to exceed \$2,000;
- Purchase promotional items for outreach, not to exceed \$5,000; and
- Pay for student support costs, stipends, skills training, and Live Scan screening.

Funding Source

Los Angeles Universal Preschool.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Child Development Workforce Initiative Grant funds and approves the activities, as defined above.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Affiliation Agreement with Chino Valley Independent Fire District</u> <u>Training Center Station 61</u>	

BACKGROUND

Mt. SAC's Fire Academy requires the use of the fire training center located in Chino, CA. The Academy needs to use this facility due to the recent loss of the Ontario Training Center. The training center provides space and structures for skills training in the use of ladders, hoses, breathing apparatus, and all other related fire fighting equipment. A full-time fire academy is conducted twice each year. Each academy provides our students with 560 hours of skills-based training.

ANALYSIS AND FISCAL IMPACT

The agreement shall be effective August 26-December 15, 2013. The cost will not exceed \$5,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with Chino Valley Independent Fire District Training Center Station 61.

Prepared by: Sarah Daum Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #33

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

DATE: July 24, 2013

CONSENT

SUBJECT: Affiliation Agreement with California Hospital Medical Center

BACKGROUND

Students enrolled in the Nursing Program require the use of clinical facilities for training. California Hospital Medical Center, located in Los Angeles, has agreed to accept the Nursing students and will provide them with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and California Hospital Medical Center is the standard Mt. SAC agreement. No changes or amendments have been made.

The agreement shall be effective July 25, 2013.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with California Hospital Medical Center, as presented.

Prepared by: Sarah Daum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #34

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 24, 2013</u>	CONSENT
SUBJECT: <u>Destruction of Records</u>	

BACKGROUND

Per State regulation, the destruction of Admissions and Records Office instructor roll books (attendance and grades records) is requested to be destroyed. Roll books including Grade Response Sheets, College Applications, No-Show Sheets, Roll Verifications, Late Adds, Reinstatement to Class, Section/Level Transfer, and Grade Option Changes have been placed on an imaging system, and hard copies are no longer needed to be retained.

ANALYSIS AND FISCAL IMPACT

California Administrative Code, Title 5, Division 10, Chapter 2.5, Articles 2 and 3, commencing with Section 59023 through Section 59029, delineate the period of retention and the methods of destruction of records. Section 59027 (b) states: *“The Chief Administrative Officer shall submit to the Governing Board a list of records recommended for destruction and shall certify that no records are included in the list in conflict with these regulations.”*

The following list of Class 1 – Permanent Records have all been imaged in accordance with California Administrative Code, Title 5, Section 59022 (e). It is appropriate for them to now be securely destroyed. The above-mentioned records are associated with the following time periods:

Winter 2008	Spring 2008	Summer 2008	Fall 2008
Winter 2009	Spring 2009	Summer 2009	Fall 2010
Winter 2010	Spring 2010		

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the destruction of instructor roll books and other associated class records that have been imaged, for the above terms.

Prepared by: George Bradshaw Reviewed by: Audrey Yamagata-Noji
 Recommended by: Bill Scroggins Agenda Item: Consent #35

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

DATE: July 24, 2013

CONSENT

SUBJECT: Associated Students' Proposed Budget for Fiscal Year 2013-14

BACKGROUND

Associated Students has followed its established process to adopt and forward a tentative budget for the 2013-14 academic year for approval by the Board of Trustees. In February 2013, a notice was sent to the campus community informing faculty and staff of the procedures to request funds from the Associated Students. Thirty-two requests were received, totaling \$673,578. Budget presentations and deliberations were conducted in April 2013. Associated Students funded some portion of nearly all requests, for a total of \$573,000. These actions were approved by the Associated Students Senate and ratified by the Executive Board and Associated Students President. The budget has been reviewed by the Vice President, Student Services, and is now being presented for approval by the Board of Trustees.

ANALYSIS AND FISCAL IMPACT

The Associated Students budget for 2013-14 comprises net revenues collected during the 2012-13 academic year. Revenues collected as of the start of the budget deliberations equaled \$573,000.

Category	Amount	% of Budget
Fixed Accounts (Salaries and Benefits)	\$240,177	42%
Office Supplies	\$7,200	1%
Reserves	\$2,700	0.5%
Activities, Programs and Projects	\$72,473	13%
Campus Projects	\$10,000	1.75%
Student Center	\$27,600	5%
Student Publicity Supplies	\$6,750	1%
Departments, Programs and Teams	\$49,600	9%
Award Programs	\$15,500	2.75%
Scholarships	\$62,400	11%
Retention and Transfer	\$19,600	3%
Student Leadership and Conferences	\$59,000	10%
TOTALS	\$573,000	100%

Prepared by: Carolyn Keys/Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #36

SUBJECT: Associated Students' Proposed Budget for Fiscal Year 2013-2014

DATE: July 24, 2013

Additional revenues collected after the deliberation will be deposited into the Associated Students reserve account.

- The total revenue budget for 2013-14 is equal to last year's budget.
- Departments, Programs, and Team funding was \$32,300 last year and has been increased by 54%, to \$49,600. This increase was due to the Associated Students' decision to fund several new requests that were not funded the previous year.
- Associated Students Activities, Programs, and Projects funding was decreased by 18% (\$34,233). The students based this decision on the actual use and requests for funds from these accounts during the current fiscal year.
- Awards and Scholarships received 4% (\$2,750) more than the previous year's allocation. This was mainly due to the Associated Students' decision to increase the number of scholarships that it funds, resulting in \$62,400 in student scholarships.
- Student Leadership and Conferences received a 9% (\$5,000) increase from the previous year's allocation. This decision was based on the increase in requests by student organizations for conference funding.

Funding Source

Student Activities Fee.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Associated Students' Proposed Budget for Fiscal Year 2013-14.

SUBJECT: Associated Students' Proposed Budget for Fiscal Year 2013-2014

DATE: July 24, 2013

**ASSOCIATED STUDENTS
2013-14 BUDGET SUMMARY**

ACCOUNT NAME	Budget Committee Funded 2012-13	Budget Committee Funded 2013-14	Funding Difference from last year (\$)	Funding Difference from last year (%)	Notes
FIXED ACCOUNTS					
Classified Salaries (including benefits)	\$230,613	\$240,177	\$9,564	4%	1
TOTAL	\$230,613	\$240,177	\$9,564	4%	
A.S. ACTIVITIES, PROGRAMS, PROJECTS					
Activities General Fund	\$45,000	\$26,850	-\$18,150	-40%	2
AS President's Hospitality	\$1,087	\$4,056	\$2,969	273%	
Campus Activities	\$77,875	\$72,473	-\$5,402	-7%	2
Campus Projects	\$19,000	\$10,000	-\$9,000	-47%	3
Inter-Club Council Activities	\$3,500	\$3,850	\$350	10%	
Office Expense	\$7,200	\$7,200	\$0	0%	
Student Center Equipment	\$10,600	\$7,600	-\$3,000	-28%	2
Student Assistants	\$20,000	\$20,000	\$0	0%	
Student Publicity	\$8,750	\$6,750	-\$2,000	-23%	2
TOTAL	\$193,012	\$158,779	-\$34,233	-18%	
DEPARTMENTS, PROGRAMS, TEAMS					
Art Gallery	\$3,500	\$4,500	\$1,000	29%	
ASPIRE (Black History Month event)	\$2,500	\$2,500	\$0	0%	
Children's Literature Day	\$0	\$2,000	\$2,000		4
Choral Singers	\$9,000	\$9,000	\$0	0%	
Disability Celebration Month	\$1,100	\$1,100	\$0	0%	
Flying Team	\$0	\$6,000	\$6,000		4
Global Opportunities	\$0	\$3,500	\$3,500		4
Horse Show Team	\$0	\$3,000	\$3,000		4
Music Instrumental	\$9,500	\$9,000	-\$500	-5%	
Livestock Show Program	\$0	\$3,000	\$3,000		4
Turf Team	\$6,700	\$6,000	-\$700	-10%	
TOTAL	\$32,300	\$49,600	\$17,300	54%	

Notes:

1. This difference is due to an overall increase in the cost of full-time salary and benefits
2. Associated Students reduced or increased the amount based on actual use and funding requests during the 2012-13 fiscal year
3. The steep reduction is a result of the students having already purchased new Student Center furniture. As such, it was not necessary to add a large amount of funding to this line item (as was the case in previous years).
4. This funding was not requested the previous fiscal year

SUBJECT: Associated Students' Proposed Budget for Fiscal Year 2013-2014**DATE:** July 24, 2013

**ASSOCIATED STUDENTS
2013-14 BUDGET SUMMARY**

ACCOUNT NAME	<i>Budget Committee Funded 2012- 13</i>	<i>Budget Committee Funded 2013- 14</i>	<i>Funding Difference from last year (%)</i>	<i>Funding Difference from last year (%)</i>	<i>Notes</i>
AWARDS AND SCHOLARSHIPS					
Awards and Recognition Programs	\$14,900	\$15,500	\$600	4%	
Scholarships	\$60,250	\$62,400	\$2,150	4%	
TOTAL	\$75,150	\$77,900	\$2,750	4%	
RETENTION AND TRANSFER					
Black College Summit	\$700	\$700	\$0	0%	
Bridge Program (closing ceremonies)	\$1,500	\$1,500	\$0	0%	
Career Awareness Month	\$0	\$100	\$100		4
Student Life Activities	\$475	\$550	\$75	16%	3
Transfer Achievement Celebration	\$4,000	\$4,000	\$0	0%	
University Tours	\$9,000	\$9,000	\$0	0%	
WIN Program	\$2,750	\$3,750	\$1,000	36%	
TOTAL	\$18,425	\$19,600	\$1,175	6%	
STUDENT LEADERSHIP AND CONFERENCES					
Center for Constructive Leadership	\$2,000	\$2,000	\$0	0%	
Student Conferences	\$25,000	\$30,000	\$5,000	20%	3
Fall Leadership Conference	\$26,000	\$26,000	\$0	0%	
TOTAL	\$53,000	\$58,000	\$5,000	9%	
TOTAL BUDGET	\$602,500	\$604,056	\$1,556	0%	

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

DATE: July 24, 2013

CONSENT

SUBJECT Associated Students' Expenditure Funding 2013-14

BACKGROUND

The College collects fees from students who desire to pay a Student Activities Fee for each regular semester. The Associated Students, under the guidance of the Director, Student Life, receives requests for funding from student organizations, College departments, and College programs. The Associated Students develops targeted goals and funding priorities and conducts budget hearings. Since the 2009-10 fiscal year, the Associated Students funds are received and managed by Fiscal Services. Board of Trustees approval is requested to approve the expenditure of the Associated Students funds for the period of July 1, 2013, through June 30, 2014.

ANALYSIS AND FISCAL IMPACT

Approximately 32 requests totaling \$673,578 were received. As of June, 2013, funds collected for the Student Activities Fees total \$573,000. The Associated Students have allocated a total of \$573,000 to be expended by College departments, programs, teams, and other organizations. Strict accounting of funds is maintained.

Approval is needed to expend funds for specific items such as prizes (not to exceed \$500 per individual and/or organization), catering, prepayments, deposits, donations, promotional items, special supplies, recognition items, food, non-alcoholic beverages, uniform items, and contracted services with vendors including, but not limited to, In-N-Out, Magic Jumper, League of Women Voters, and Swank Motion Pictures.

Funding Source

Associated Students.

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenditures of the Associated Students' funds for costs associated with various special events for the 2013-14 academic year.

Prepared by: Carolyn Keys/Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by Bill Scroggins

Agenda Item: Consent #37