



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 28, 2013

6:00 p.m. Open and Adjourn to Closed Session  
6:30 p.m. Public Session

Founders Hall, 1100 North Grand Avenue  
Walnut, CA 91789

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

## AGENDA

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

**CALL TO ORDER (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 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

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

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

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

### **INTRODUCTIONS AND RECOGNITION**

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

- Classified Employees

- **Stephanie Bolechowski**, Secretary (Public Safety)
- **John Estacio**, Financial Aid Systems Specialist (Financial Aid)
- **Rafael Valadez**, Custodian (Custodial Services)

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

- Classified Employee

- **Ronald Titus**, Payroll Coordinator (Payroll)

- **Recognition:**

- A representative from the United States Aircraft Insurance Group (USAIG) will present a plaque to Mt. San Antonio College honoring a 30-year partnership with the College and in appreciation for dedication to aviation safety. Accepting the award on behalf of the College will be **Robert Rogus** and **Linda Rogus**, Co-Chairs of the Mt. SAC Aeronautics and Transportation program.

### **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of July 24, 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

- Preliminary Review of Board Study Session Dates.
- Fall Enrollment, presented by **Dr. George Bradshaw**, Dean, Enrollment Management.

## INFORMATIONAL REPORTS

1. Credit Course Repetition, presented by **Dr. Irene Malmgren**, Vice President, Instruction; and **Dr. Terri Long**, Dean of Instructional Services. (See backup packet Page 11.)
2. Distance Learning, presented by **Meghan Chen**, Dean, Library and Learning Resources. (See backup packet Page 12.)

## CONSENT CALENDAR

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

## ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 13 through 18.)
2. 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.)
3. Consideration of approval of the Quarterly Investment Report ending June 30, 2013. (See backup packet Page 21.)
4. Consideration of approval of the Quarterly Financial Status Report ending June 30, 2013. (See backup packet Pages 22 through 24.)
5. Consideration of approval of the 2014 contract for the Chancellor's Office Tax Offset Program (COTOP). (See backup packet Page 25.)
6. Consideration of approval of the reissuance of stale-dated Warrant No. 07092685 in the amount of \$687. (See backup packet Page 26.)
7. Consideration of approval of an agreement with Ellucian Company L.P. for technical services to install the International Student & Scholar Management software module. (See backup packet Page 27.)

8. Consideration of approval of contracts to provide Lease/Leaseback construction services for the Campus-wide Door Hardware Improvements project and the Audio Visual Systems Improvements project. (See backup packet Pages 28 and 29.)
9. Consideration of approval to reduce the retention from 10% to 5% for the following Bid:
  - Bid No. 2834 Child Development Center Electrical Package – Tri-Power Electric, Inc. (Electrical Contractor). (See backup packet Page 30.)
10. Consideration of approval of the following Bid:
  - Bid No. 2951 Performing Arts Center – Liberty Climate Control, Inc. (Contractor). (See backup packet Page 31.)
11. Consideration of approval of agreements to provide Professional Design and Consulting Services for the following projects: Coast Compressor Company for the Semi-Annual Compressor Maintenance and Services Agreement; with First Fire Systems for Annual Fire Alarm Monitoring; with Gala Systems for the Gala Stage Lift Annual Maintenance Agreement; with S.P. Pool Care for the Annual Pool Maintenance and Service Agreement; with Hill Partnership, Inc. for the Classroom Improvements – Phase 2 project; with P2S Engineering, Inc. for the Student Success Center LEED Commissioning; with Cambridge West Partnership for the Final Project Proposal for the new Career and Technical Education Building, the Master Planning Five-Year Construction Plan and Space Inventory, and the Facilities Master; and with Newcomb Anderson McCormick for Solar Photovoltaic System Support. (See backup packet Pages 32 through 35.)
12. Consideration of ratification of the following Change Orders:
  - Bid No. 2827 Child Development Center – Doja, Inc. (Grading Contractor) – Change Order No.7. (See backup packet Pages 36 and 37.)
  - Bid No. 2832 Child Development Center – Continental Plumbing (Plumbing Contractor) – Change Order No. 5. (See backup packet Pages 38 and 39.)
  - Bid No. 2830 Child Development Center – Liberty Mutual/Safeco (General) – Change Order No.8. (See backup packet Pages 39 through 41.)
13. Consideration of approval of the following Contract Amendments:
  - Contract Farm Area Drainage Survey – Andreasen Engineering, Inc. (Professional Design and Consulting Services) – Amendment No. 1. (See backup packet Pages 42 and 43.)
  - Contract Annual Elevator Maintenance – Schindler Elevator Corporation – Amendment No. 3. (See backup packet Pages 42 and 43.)

14. Consideration of approval of the following Proposed Gifts and Donations to the College:
  - Jamie Hirsch – 2005 Western Electric golf cart, beige in color with added air conditioning unit. Golf cart is in good condition but needs battery re-conditioning. Valued by donor at \$3,295, to be used in the Fire Technology department.
  - Adrienne Balcom – One custom western saddle, six bridles with bits and reins, one Australian saddle, one Charro saddle, and an assortment of saddle pads. Valued by donor at \$1,500, to be used in the Agricultural Sciences Equine Unit.
  - Dawn Waters – Bay Quarter Horse foal – born June 2013. Valued by donor at \$4,000, to be used for training in the Horse Ranch Management classes.

#### **INSTRUCTION and STUDENT SERVICES**

15. Consideration of approval of modified courses to be effective with the 2013-14 academic year. (See backup packet Page 44.)
16. Consideration of approval for the Men's and Women's Cross Country teams to participate in an Invitational Meet in Eugene, OR, October 4-6, 2013. (See backup packet Page 45.)
17. Consideration of approval for Singcopation to participate at the 56<sup>th</sup> Annual Monterey Jazz Festival, September 20-23, 2013, in Monterey, CA. (See backup packet Page 46.)
18. Consideration of approval of Athletic Special Events expenditures and contracts for the 2013-14 academic year. (See backup packet Page 47.)
19. Consideration of approval of an affiliation agreement with Ontario Training Center for students in the Fire Academy. (See backup packet Page 48.)
20. Consideration of approval of activities and acceptance of funds for the new Title V – Developing Hispanic-Serving Institutions Grant – Building Pathways of Persistence and Completion Grant. (See backup packet Pages 49 and 50.)
21. Consideration of approval of activities and acceptance of funds for the Campus Suicide Prevention Grant. (See backup packet Page 51.)
22. Consideration of approval of ratification of the agreement with the Chancellor's Office of the California Community Colleges for the Student-Right-To-Know subscription. (See backup packet Page 52.)
23. Consideration of approval of activities and acceptance of funds for the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) Grant. (See backup packet Page 53.)
24. Consideration of approval to purchase choral collections from Sand Castle Music, Inc. for the Mt. SAC Chamber Singers. (See backup packet Page 54.)
25. Consideration of approval of additions and changes for the Continuing Education Division. (See backup packet Pages 55 through 57.)

26. Consideration of approval of a Memorandum of Understanding with Aurora Charter Oak Behavioral Health Care. (See backup packet Page 58.)

## **ACTION ITEMS**

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

1. Consideration of approval of the following PLACEHOLDER:  
Personnel Transactions, dated August 28, 2013. (See backup packet Pages 59 through 81.)
2. Consideration of approval of the Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2011-14. (See backup packet Pages 82 through 87.)
3. Consideration of approval of the Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for 2011-14. (See backup packet Pages 88 through 92.)
4. Consideration of approval of the Year Three Agreement Between the Faculty Association and the District for 2011-14. (See backup packet Pages 93 through 98.)
5. Consideration of approval of a contract with Credentials Order Processing Service Inc. for ParkingPlus, an online parking permit service. (See backup packet Pages 99 and 100.)
6. Consideration of approval of an amendment to Dr. Scroggins' Employment Agreement to provide him a tax-sheltered annuity in the amount of \$10,000.00, for the period July 1, 2013, to June 30, 2014. (See backup packet Page 101.)

## **INFORMATION ITEM**

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

1. Receive new Administrative Procedure 3110 – Academic Department Reorganization. (See backup packet Pages 102 through 104.)

## **ADJOURNMENT**

### **Future Board Meetings**

September 11, 2013 (2<sup>nd</sup> Wednesday)  
October 23, 2013  
November 20, 2013 (3<sup>rd</sup> Wednesday)

## Upcoming Events

- August 23, 2013      **Fall Opening Meeting (Faculty)** – 8:15 a.m.-9:15 a.m., Clarke Theater  
**Fall Opening Meeting (Classified)** – 10:00 a.m.-11:00 a.m., Clarke Theater  
**Faculty Flex Day Activities** – 9:30 a.m., Various Locations  
**Annual 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      **Student Health Services Information Booth** – 11:00 a.m.-1:00 p.m., Miracle Mile  
**Board of Trustees Meeting** – 6:30 p.m., Founders Hall
- September 2, 2013      **Labor Day** – Campus Closed
- September 4, 2013      **International Student Center Open House** – Time and Place TBD
- September 3-5, 2013      **Associated Students Visibility Days** – Various Hours, Student Life Building, Room 5
- September 5, 2013      **Student Health Services Information Booth** – 11:00 a.m.-1:00 p.m., Miracle Mile
- September 10, 2013      **Suicide Awareness Week Information Booth** – 12:30-2:30 p.m., Prime Stop Patio Area
- September 11, 2013      **Student Services Fair** – 10:30 a.m.-12:30 p.m. and 4:30 p.m.-6:30 p.m., Student Life Patio Area  
**Suicide Awareness Week Information Booth** – 11:00 a.m.-1:00 p.m., Miracle Mile  
**Board of Trustees Meeting** – 6:30 p.m., Founders Hall

## Upcoming Sports Events

- August 24, 2013      **Football Scrimmage** – 10:00 a.m., Hilmer Lodge Stadium
- September 6, 2013      **Mt. SAC Volleyball Tournament vs. College of the Desert** – 3:00 p.m., Gymnasium  
**Mt. SAC Volleyball Tournament vs. Riverside City College** – 7:00 p.m., Gymnasium
- September 7, 2013      **Football vs. Saddleback College** – 1:00 p.m., Hilmer Lodge Stadium
- September 10, 2013      **Women's Soccer vs. Citrus College** – 5:00 p.m., Soccer Field

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

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**August 28, 2013**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 24, 2013

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:37 p.m. on Wednesday, July 24, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present. Student Trustee Maureira was also present.

#### STAFF PRESENT

Bill Scroggins, President/CEO; Irene Malmgren, Vice President, Instruction; Mike Gregoryk, Vice President, Administrative Services, and Audrey Yamagata-Noji, Vice President, Student Services.

#### 1. PUBLIC COMMUNICATION

None.

#### 2. CLOSED SESSION

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

1. **Conference with Legal Counsel – Existing Litigation, per Government Code Section 54956.9(a)** (three cases)
2. **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
3. **Public Employee Performance Evaluation**  
President & CEO

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

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

### 3. PUBLIC SESSION

The public meeting reconvened at 6:32 p.m. The Pledge of Allegiance was led by Dr. Terri Long, Dean of Instructional Services.

### 4. STUDENT TRUSTEE OATH OF OFFICE

President Scroggins administered the Oath of Office to Karina Maureira and welcomed her to the Board as the Student Trustee.

### 5. INTRODUCTIONS

- The following newly appointed staff members were introduced:
  - Classified Employee  
**Jamil Homs**i, Custodian (Custodial Services) (present)
  - Management Employee  
**Irene Malmgren**, Vice President, Instruction (present)
- The following newly promoted staff member was introduced:
  - Classified Employee  
**Samson Lam**, Lead Electrician (Facilities Planning and Management) (absent)

### 6. RECOGNITION

Reeshan Cooray, Director of Risk Services, from the Alliance of Schools for Cooperative Insurance Programs (ASCIP) presented a check in the amount of \$10,000 to **Karen Saldana**, Director of Risk Management, on behalf of the College, for its ongoing commitment to make the District a safer environment for students, staff, and the public. Vice President Mike Gregoryk commended both Karen and Risk Management Specialist **Beth Quinlan**, who were instrumental in earning this award.

### 7. 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 June 26, 2013. Student Trustee concurred.

### 8. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- Regarding item No. 1: None.
- Regarding item No. 2: None.
- Regarding item No. 3: None.

### 9. PUBLIC COMMUNICATION

None.

## 10. REPORTS

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

- **Ahmad Azawi**, Past President, Associated Students (no written report)
- **May Ochoa**, President, Associated Students (no written report)
- **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 written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

## 11. BOARD COMMUNICATION

- Trustee Baca read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”
- Trustee Baca recognized and welcomed **Marlen Garcia**, Baldwin Park Councilmember, for attending this meeting.
- All Board members shared the following comments:
  - They welcomed **Karina Maureira** as the new Student Trustee.
  - They welcomed **May Ochoa** as the new Associated Students President.
  - They welcomed new and promoted employees **Jamil Homsy**, **Irene Malmgren**, and **Samson Lam**.
  - They congratulated **Karen Saldana** for her efforts that led to the awarding of a \$10,000 check to Mt. SAC from ASCIP.
- Trustee Maureira reported the following:
  - She said she was honored to be serving on the Board of Trustees representing the students of Mt. SAC.
- Trustee Chyr reported the following:
  - He had no events to report.
- Trustee Hall reported the following:
  - He congratulated those who worked on securing the Bond.
  - He will be attending the Legislative Update Breakfast this Friday, at Pacific Palms, where Senator Ed Hernandez will be attending.
  - On the front page of today’s Tribune, there was an article stating that there is a \$236M shortfall for Redevelopment.
  - He said that he’s looking forward to participating in Puttin’ on the Hits, March 7-8, 2014.

- Trustee Bader reported the following:
  - She talked about what a wonderful College for Kids Program Mt. SAC offers.
- Trustee Chen Haggerty reported the following:
  - She had no events to report.
- Trustee Baca reported the following:
  - He congratulated Mt. SAC on being awarded the Title V – Developing Hispanic-Serving Institutions Grant.
  - He congratulated Trustee Hall for his work with the San Gabriel Valley Alliance and the bar-b-que that he hosted last week at Mt. SAC, where over a 100 members attended including six legislators.

## 12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed **Karina Maureira** as the new Student Trustee.
- He welcomed **May Ochoa**, the new Associated Students President.
- He welcomed new and promoted employees **Jamil Homs**, **Samson Lam**, and **Irene Malmgren**.
- He congratulated **Karen Saldana** for her efforts that led to the awarding of a \$10,000 check to Mt. SAC from ASCIP.
- He mentioned that he, **Karen Saldana**, and **Bill Rawlings** met with a CalPERS representative **Doug McKeever**, in Sacramento, to discuss the Wellness Program and the Affordable Care Act. He indicated that CalPERS is conducting studies to expand the program, and that Mt. SAC may be a model for the program. He said it was a very productive meeting.
- Next week, he will be attending the CCLC “Commission on the Future (Part 2)” meeting in Sacramento. They’ll be looking at the initial report that the CCLC put together, with particular interest in how the League can assist with K-12 partnerships, Student Success, the Adult Education initiative, and staff development opportunities. He mentioned that **Meghan Chen**, Dean of Library and Learning Resources, has been appointed to the committee, as well.
- He commended and thanked **Bill Eastham**, Director, Technical Services, and his staff for all the hard work setting up the temporary meeting room for this meeting, and for doing it again next month, while the Boardroom is being renovated to accommodate two additional Board members.
- He’s holding annual one-on-one year-end meetings with all the mid-level managers across campus and thanked them for taking time out of their busy schedules to meet with him.
- He announced the award of a Title V - Developing Hispanic-Serving Institutions Grant entitled “Building Pathways of Persistence and Completion.” It’s a five-year grant for \$3,248,423, which is a major advance for Mt. SAC, and he thanked Grant Director **Adrienne Price** and her team who wrote the application.

He introduced **Mike Gregoryk**, Vice President, Administrative Services, and asked him to give an update on the Measure RR Bond Sale/Refunding.

First, Mr. Gregoryk wanted to clear up some confusion about the Redevelopment money. Even though the newspapers are reporting a \$236 million shortfall for Redevelopment, he said that Mt. SAC will be backfilled with approximately \$190 million. So, the news isn't all bad.

Mr. Gregoryk indicated that Mt. SAC has been very successful in the sale of Measure RR bonds this week. He said that the assessed valuation of homes in our District will be going up 3.65%, which means that the rate to the homeowner will be \$23.32 per \$100K of assessed value, putting us below the promised threshold of \$25.00 per \$100K of assessed value.

Mr. Gregoryk said that Mt. SAC will be receiving \$144 million in new money, which will pay off the Bond Anticipation Note. He said that Mt. SAC's debt service ratio is 2.65X. Dr. Scroggins said that it's partly due to maintaining our Bond Rating and cash flow, in part because of our Board Policy to maintain 10% reserves.

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

### 13. INFORMATIONAL REPORT

- **Dr. Audrey Yamagata-Noji**, Vice President, Student Services; and **Patricia Montoya**, Assistant Director of Admissions and Records, presented a report on the International Students Program. Ms. Montoya, who is also the lead administrator of the International Students Program, introduced her team: **Staci Lee**, **Martin Escarcega**, and **Lorena Molina**.

There's a steady increase of international students, and there are plans to continue to grow the program. She discussed the areas of improvement to make this successful, and this will happen without enhancing the staff. A short video was shown that included testimonials from current and former students, in several languages. These videos are on the College's website.

It was asked if there's any persistence comparison to other students data, and Dr. Yamagata-Noji said that we're not there yet, but it's one of their goals.

It was also asked what the status of housing is for these students. Ms. Montoya indicated that very few students have an issue with housing; most of them stay with either family or friends. For the few students without housing plans, they are referred to the Student Life office, which has a listing of available housing and are worked with very closely.

International students and local students are given the same priority to register for classes.

It was asked if there is a tracking mechanism for international students. Dr. Yamagata-Noji indicated that an employee will be added to perform this function.

Dr. Baca commended the appearance of the website and the insurance plan for these students. Dr. Yamagata-Noji thanked the Information Technology Department and the Marketing and Communication Department for their assistance with the website.

Dr. Yamagata-Noji's report is posted on the College website with these minutes.

## 14. CONSENT AGENDA

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

### PRESIDENT'S OFFICE

1. Approval of a license agreement renewal with CLARUS Corporation to produce e-brochures.

### ADMINISTRATIVE SERVICES

2. Approval of the Appropriation Transfers and Budget Revisions Summary.
3. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
4. Approval of a two-year agreement with Vicenti, Lloyd & Stutzman LLP for auditing services through June 30, 2015.
5. Approval of Resolution No. 12-15 – Signature Changes to Existing Bank Accounts.
6. This item was pulled and acted upon separately (see paragraph No.15).
7. Approval to purchase furniture for the Facilities Building from two manufacturers, CMAS and US Communities.
8. Approval to purchase fuel from the Los Angeles County Office of Education contracts with Falcon Fuels, Inc.
9. Approval of pre-payment of charges for video streaming services to Livestream for the 2013-14 fiscal year.
10. Approval of the Adobe Enterprise License Agreement effective August 1, 2013, through July 31, 2016.
11. Approval of a service agreement with PeopleAdmin, Inc.
12. 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.
13. 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).
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.

15. This item was pulled and acted upon separately (see paragraph No.16).
16. This item was pulled and acted upon separately (see paragraph No.17).
17. Approval of the following Change Orders:
  - Bid No. 2827 Child Development Center – Doja, Inc. (Grading Contractor) – Change Order No. 6.
  - Bid No. 2830 Child Development Center – Liberty Mutual/Safeco (General Contractor) – Change Order No. 7.
  - Bid No. 2834 Child Development Center – Tri-Power Electric (Electrical Contractor) – Change Order No. 7.
  - Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh Construction, Inc. (General Contractor) – Change Order No. 6.
18. Approval of the following Contract Amendments:
  - Child Development Center – TOMIT Consulting, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 2.
  - Aircraft Technology Building Fire Alarm Upgrade – FBA Engineering (Professional Design and Consulting Services Consultant) – Amendment No. 2.
  - Food Services Building – Marlene Imirzian & Associates Architects (Professional Design and Consulting Services Consultant) – Amendment No. 1.
  - Administration Building Remodel – P2S Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1.
19. Approval of the following Completion Notice:
  - Bid No. 2911 Astronomy Telescope Dome Addition, GDL Best Contractors, Inc. (Contractor)

## **HUMAN RESOURCES**

20. Approval of Personnel Transactions, dated July 24, 2013.
21. 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.
22. Approval of a contract for investigative services with Norm A. Traub & Associates, Inc., for the period July 1, 2013, through June 30, 2014.

23. Approval of a contract for investigative services with The Titan Group, for the period July 1, 2013, through June 30, 2014.

**INSTRUCTION and STUDENT SERVICES**

24. Approval of modified courses to be effective with the 2013-14 academic year.
25. Approval of activities and acceptance of funds for the Basic Skills Grant.
26. Approval for the Men's Water Polo team to participate in a tournament at the Naval Academy in Annapolis, MD, September 5-8, 2013.
27. Approval of an agreement with ArbiterSports RefPay to pay sports officials.
28. Approval of a contract with Dr. Thomas Bryan to perform health screenings and for coverage at the football games.
29. Approval of a contract with Cole-Schaefer Ambulance Service for coverage at all home football games for the 2013 football season.
30. Approval to accept funds for two Child Development Center contracts with the California Department of Education, Child Development Division.
31. Approval of additions and changes for the Continuing Education Division.
32. Approval of activities and acceptance of funds for the Child Development Workforce Initiative Grant.
33. This item was pulled and acted upon separately (see paragraph No.18).
34. Approval of an affiliation agreement with California Hospital Medical Center for Nursing students.
35. 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.
36. This item was pulled and acted upon separately (see paragraph No.19).
37. Approval of Associated Students Expenditure Funding 2013-14.

**15. CONSENT ITEM NO. 6 – APPROVAL OF RENEWAL CONTRACTS WITH CAPITAL PROTECTION AND EVENT GUARD SERVICES TO PROVIDE CROWD MANAGEMENT SERVICES FOR THE 2013-14 FISCAL YEAR.**

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

Trustee Bader was concerned about the contractor renewal fees for this year compared to last year. She suggested that, in the future, she would like to see the comparison included in the backup.

Motion passed. Student Trustee concurred.

**16. CONSENT ITEM NO. 15 – APPROVAL OF SUBMITTAL OF THE FINAL PROJECT PROPOSAL FOR THE TECHNOLOGY BUILDING.**

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

Trustee Hall asked if this new building is going up in the exact same location as the current building. Mr. Gregoryk said that it will be built on a different site, and it is more cost-effective to build a new building.

Motion passed. Student Trustee concurred.

**17. CONSENT ITEM NO. 16 – 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.**

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

Trustee Hall asked what the Performing Arts Close-Out represents, and Mr. Gregoryk said that it was discovered on the Chancellor's list as never being completed, so it is now being done.

Motion passed. Student Trustee concurred.

**18. CONSENT ITEM NO. 33 – 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.**

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

Trustee Hall wanted everyone to be aware of the fact that Assemblyman **Curt Hagman** was instrumental in securing this location, which is a new facility. Mr. Gregoryk said that Technology & Health Dean **Sarah Daum** and Fire Technology Professor **Steve Shull** spent a lot of time on making this happen, and we owe a great deal of gratitude to Assemblyman Hagman.

Motion passed. Student Trustee concurred.

**19. CONSENT ITEM NO. 36 – APPROVAL OF THE ASSOCIATED STUDENTS PROPOSED BUDGET FOR FISCAL YEAR 2013-14.**

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

**Ahmad Azawi**, former Associated Students President, and **May Ochoa**, newly elected Associated Students President, presented the Associated Students Proposed Budget for Fiscal Year 2013-14. **Mr. Gregoryk** congratulated the students for doing a great job in staying within their budget, which makes the process much easier.

It was asked how it is determined how much money needs to be expended. Mr. Gregoryk said that whatever is collected in 2012-13 is the budget for 2013-14. There were questions regarding the calculations, and Mr. Gregoryk said that unspent funds are carried over from the previous year, which probably accounts for the confusion.

It was asked about the substantial increase in the Associated Students President's Hospitality. Mr. Azawi indicated that the Associated Students initiated a food bank, and those expenses will be come out of the hospitality account.

Trustee Hall congratulated the Associated Students for funding \$62K in scholarships.

Mr. Azawi said that, at the beginning of his term as Associated Students President, there was a disconnect; but, since then, that disconnect turned into a bridge, for which he is thankful.

Motion passed. Student Trustee concurred.

## **20. CLOSED SESSION**

The Board adjourned to Closed Session to continue discussion on the following item:

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

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

None.

## **22. ADJOURNMENT**

The meeting adjourned at 9:45 p.m.

WTS:dl

**Informational Report to the Board of Trustees  
Credit Course Repetition  
Presented by Dr. Irene M. Malmgren, Vice President of Instruction and  
Dr. Terri S. Long, Dean of Instructional Services**

Background

Since 2011, the Title 5 regulations governing course repetitions in California Community Colleges have undergone significant changes. The most recent change is the removal of repeatability from most lab and activity courses offered at the College. The College has complied with the regulatory change, and an overview is provided below.

Overview

Effective summer 2013, repeatability was removed from all courses except in the following cases:

- CSU/UC Bachelor degree requirements;
- Intercollegiate athletics; and
- Intercollegiate academic or vocational competitive events

Courses in which repetition is necessary to meet the major requirements of CSU or UC for completion of a Bachelor's Degree may maintain repeatability. Additionally, courses in which student athletes are enrolled to participate in an organized competitive sport sponsored by the District or a conditioning course which supports the organized sport are repeatable. Finally, intercollegiate academic or vocational competition courses that are designed specifically for non-athletic competitive events where students compete with other colleges and participation is directly related to the course are also repeatable.

There are instances where a course is repeatable to the individual student. These courses include occupational work experience, special classes for students with disabilities, legally-mandated training courses, and courses offered in response to a significant change in industry or licensure standards. In order to re-enroll in these courses, students must submit a Petition for Exceptional Action form to the Admissions and Records Office.

Mt. SAC removed repeatability from all courses except from those meeting the requirements listed above. These courses have maintained repeatability and have been reviewed and approved by the Educational Design Committee, the Curriculum and Instruction Council, and the Academic Senate. Twenty-one courses have maintained repeatability because they are required for a Bachelor's Degree at CSU or UC. Twenty-six courses have maintained repeatability due to intercollegiate athletics, and five courses have maintained repeatability because they are designed for academic or vocational competition.



|   |                |  |
|---|----------------|--|
| <b>BOARD OF TRUSTEES</b>  |                |  |
| <b>MT. SAN ANTONIO COLLEGE</b>  |                |  |
| <b>DATE:</b> <u>August 28, 2013</u>   | <b>CONSENT</b> |  |
| <b>SUBJECT:</b> <u>Appropriation Transfers and Budget Revisions Summary</u> |                |  |

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

**APPROPRIATION TRANSFERS  
For the period ending 6/30/13**

**Unrestricted General Fund - 11 and 13**

From:

| <u>Budget Classification</u>                | <u>Amount</u>         |
|---|-----------------------|
| 4000      Supplies/Materials                | \$      39,244        |
| 5000      Other Operating Expenses/Services | 506                   |
| 6000      Capital Outlay                    | 7,635                 |
| 7000      Other Outgo                       | 22,359                |
| <b>Total</b>                                | <b>\$      69,744</b> |

To:

| <u>Budget Classification</u>                    | <u>Amount</u>         |
|---|-----------------------|
| 1000      Academic Salaries                     | \$      7,235         |
| 2000      Classified/Other Nonacademic Salaries | 56,014                |
| 3000      Employee Benefits                     | 6,495                 |
| <b>Total</b>                                    | <b>\$      69,744</b> |

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

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

**DATE:** August 28, 2013

**Restricted General Fund - 17**

From:

| <u>Budget Classification</u> |                                   |           | <u>Amount</u>  |
|------------------------------|-----------------------------------|-----------|----------------|
| 5000                         | Other Operating Expenses/Services | \$        | 129,907        |
| 7000                         | Other Outgo                       |           | <u>3,139</u>   |
| <b>Total</b>                 |                                   | <b>\$</b> | <b>133,046</b> |

To:

| <u>Budget Classification</u> |                                       |           | <u>Amount</u>  |
|------------------------------|---------------------------------------|-----------|----------------|
| 1000                         | Academic Salaries                     | \$        | 9,815          |
| 2000                         | Classified/Other Nonacademic Salaries |           | 55,618         |
| 3000                         | Employee Benefits                     |           | 49,817         |
| 4000                         | Supplies/Materials                    |           | 15,384         |
| 6000                         | Capital Outlay                        |           | <u>2,412</u>   |
| <b>Total</b>                 |                                       | <b>\$</b> | <b>133,046</b> |

**Child Development Fund - 33**

From:

| <u>Budget Classification</u> |                       |           | <u>Amount</u> |
|------------------------------|-----------------------|-----------|---------------|
| 3000                         | Employee Benefits     | \$        | 5,886         |
| 7940                         | Assigned Fund Balance |           | <u>204</u>    |
| <b>Total</b>                 |                       | <b>\$</b> | <b>6,090</b>  |

To:

| <u>Budget Classification</u> |                                       |           | <u>Amount</u> |
|------------------------------|---------------------------------------|-----------|---------------|
| 2000                         | Classified/Other Nonacademic Salaries | \$        | 3,933         |
| 4000                         | Supplies/Materials                    |           | 1,953         |
| 7920                         | Restricted Fund Balance               |           | <u>204</u>    |
| <b>Total</b>                 |                                       | <b>\$</b> | <b>6,090</b>  |

**Bond Construction Fund - 42**

From:

| <u>Budget Classification</u> |                |           | <u>Amount</u> |
|------------------------------|----------------|-----------|---------------|
| 6000                         | Capital Outlay | \$        | <u>434</u>    |
| <b>Total</b>                 |                | <b>\$</b> | <b>434</b>    |

To:

| <u>Budget Classification</u> |                    |           | <u>Amount</u> |
|------------------------------|--------------------|-----------|---------------|
| 4000                         | Supplies/Materials | \$        | <u>434</u>    |
| <b>Total</b>                 |                    | <b>\$</b> | <b>434</b>    |

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

**DATE:** August 28, 2013

**BAN Construction Fund - 44**

From:

| <u>Budget Classification</u> | <u>Amount</u>     |
|------------------------------|-------------------|
| 6000 Capital Outlay          | \$ 120,000        |
| <b>Total</b>                 | <b>\$ 120,000</b> |

To:

| <u>Budget Classification</u>           | <u>Amount</u>     |
|--|-------------------|
| 5000 Other Operating Expenses/Services | \$ 120,000        |
| <b>Total</b>                           | <b>\$ 120,000</b> |

**Other Trust Funds - 79**

From:

| <u>Budget Classification</u>           | <u>Amount</u>    |
|--|------------------|
| 5000 Other Operating Expenses/Services | \$ 24,780        |
| 7940 Assigned Fund Balance             | 12,218           |
| <b>Total</b>                           | <b>\$ 36,998</b> |

To:

| <u>Budget Classification</u>               | <u>Amount</u>    |
|--|------------------|
| 2000 Classified/Other Nonacademic Salaries | \$ 34,121        |
| 3000 Employee Benefits                     | 2,056            |
| 4000 Supplies/Materials                    | 821              |
| <b>Total</b>                               | <b>\$ 36,998</b> |

**BUDGET REVISIONS**  
**For the period ending 6/30/13**

**Unrestricted General Fund - 11 and 13**

Revenue:

| <u>Budget Classification</u>                 | <u>Amount</u> |
|--|---------------|
| 868501 2012-13 Lottery                       | \$ (58,884)   |
| 868502 2011-12 Lottery                       | 128,127       |
| 883900 Continuing Education Division Program | 600           |
| 883900 Wildlife Sanctuary                    | 1,335         |
| 884006 Library Division - Commission         | 3,962         |
| 884006 Student Life - Commencement           | 1,119         |
| 884007 Planetarium                           | 998           |
| 884009 Box Office - Sales                    | 2,682         |

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

**DATE:** August 28, 2013

|              |  |           |                |
|--------------|--|-----------|----------------|
| 885000       | College Improvements Fund                                | \$        | 3,933          |
| 885000       | Campus Facility Rentals                                  |           | 20,102         |
| 887700       | Writing Center, Printing Fees                            |           | 132            |
| 887730       | Ceramics, Clay Fees                                      |           | 135            |
| 887730       | Business, Color Copy/Laser Fees                          |           | 36             |
| 887730       | Commercial Art, Print Fees                               |           | 15             |
| 887730       | Interior Design/Fashion, Print Fees                      |           | 50             |
| 887900       | Expedited Transcript Fees                                |           | 6,275          |
| 888500       | Math Computer Lab  |           | 382            |
| 888500       | Pep Squad Program  |           | 324            |
| 888500       | Flight Training Program                                  |           | 7,073          |
| 888500       | Bursar's Office, Duplicate ID Fees - Non-Credit Students |           | 1,150          |
| 888545       | Welding Certification                                    |           | 100            |
| 888545       | Aircraft Maintenance Fees                                |           | 410            |
| 889000       | Box Office - Other Revenues                              |           | 9,823          |
| 889000       | Human Resources - Fingerprinting                         |           | 720            |
| 889000       | Printing Services  |           | 2,293          |
| 889000       | Self-Insured Retention Trust                             |           | 22,472         |
| 889004       | Chemistry Program  |           | 644            |
| 889005       | American Readers Theater Program                         |           | 1,790          |
| 889005       | Mt. SAC Speakers Program                                 |           | 40             |
| 889006       | Phi Theta Kappa  |           | 85             |
| <b>Total</b> |  | <b>\$</b> | <b>157,923</b> |

Expenditures:

| <u>Budget Classification</u>               | <u>Amount</u>     |
|--|-------------------|
| 1000 Academic Salaries                     | \$ 375            |
| 2000 Classified/Other Nonacademic Salaries | 7,059             |
| 3000 Employee Benefits                     | 448               |
| 4000 Supplies/Materials                    | 10,292            |
| 5000 Other Operating Expenses/Services     | 61,698            |
| 6000 Capital Outlay                        | 7,701             |
| 7950 Unassigned Fund Balance               | 70,350            |
| <b>Total</b>                               | <b>\$ 157,923</b> |

**Restricted General Fund - 17**

Revenue:

| <u>Budget Classification</u>                    | <u>Amount</u> |
|---|---------------|
| 862908 2012-13 Basic Skills                     | \$ (26,210)   |
| 865900 2012-13 Workforce Innovation Partnership | 218,750       |

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

**DATE:** August 28, 2013

|              |                                 |           |                |
|--------------|---------------------------------|-----------|----------------|
| 865900       | Health Careers Training Program | \$        | 10,350         |
| 868501       | 2012-13 Lottery                 |           | (88,326)       |
| 882000       | Statistics Pathway              |           | 10,000         |
| <b>Total</b> |                                 | <b>\$</b> | <b>124,564</b> |

Expenditures:

| <u>Budget Classification</u> |                                       |           | <u>Amount</u>  |
|------------------------------|---------------------------------------|-----------|----------------|
| 1000                         | Academic Salaries                     | \$        | 68,568         |
| 2000                         | Classified/Other Nonacademic Salaries |           | 64,307         |
| 3000                         | Employee Benefits                     |           | 19,866         |
| 4000                         | Supplies/Materials                    |           | (80,269)       |
| 5000                         | Other Operating Expenses/Services     |           | 46,068         |
| 6000                         | Capital Outlay                        |           | 4,624          |
| 7000                         | Other Outgo                           |           | 1,400          |
| <b>Total</b>                 |                                       | <b>\$</b> | <b>124,564</b> |

**Capital Outlay Projects Fund - 41**

Revenue:

| <u>Budget Classification</u> |                     |           | <u>Amount</u> |
|------------------------------|---------------------|-----------|---------------|
| 886000                       | Revenue Lease Bonds | \$        | 89            |
| <b>Total</b>                 |                     | <b>\$</b> | <b>89</b>     |

Expenditures:

| <u>Budget Classification</u> |                |           | <u>Amount</u> |
|------------------------------|----------------|-----------|---------------|
| 6000                         | Capital Outlay | \$        | 89            |
| <b>Total</b>                 |                | <b>\$</b> | <b>89</b>     |

**Scholarship and Loan Trust - 75**

Revenue:

| <u>Budget Classification</u> |                      |           | <u>Amount</u>  |
|------------------------------|----------------------|-----------|----------------|
| 882000                       | 2012-13 Scholarships | \$        | 110,898        |
| <b>Total</b>                 |                      | <b>\$</b> | <b>110,898</b> |

Expenditures:

| <u>Budget Classification</u> |             |           | <u>Amount</u>  |
|------------------------------|-------------|-----------|----------------|
| 7000                         | Other Outgo | \$        | 110,898        |
| <b>Total</b>                 |             | <b>\$</b> | <b>110,898</b> |

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

**DATE:** August 28, 2013

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$69,744), Restricted General Fund (\$133,046), Child Development Fund (\$6,090), Bond Construction Fund (\$434), BAN Construction Fund (\$120,000), and Other Trust Funds (\$36,998) 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 (\$157,923), Restricted General Fund (\$124,564), Capital Outlay Projects Fund (\$89), and Scholarship and Loan Trust (\$110,898) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** August 28, 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:

| <b>Provider</b>                                 | <b>Area/Department</b>    | <b>Service/<br/>Assignment</b>  | <b>Date(s)</b>  | <b>Amount<br/>Not to<br/>Exceed</b> |
|---|---------------------------|---|-----------------|-------------------------------------|
| Atmali, Handy                                   | Marketing & Communication | Graphic Design Services for the 2013-14 Performing Arts Center Events Program | 9/2/13-6/20/14  | \$5,400                             |
| Gilkey, John                                    | Instruction – Music       | Piano tuning and repair services  | 8/28/13-6/24/14 | \$6,000                             |
| Gutierrez, Mark                                 | Instruction – Kinesiology | Artwork Design for shirts, Cross Country Invitational                         | 10/18/13        | \$480                               |
| Hawk, Carson                                    | Instruction – Music       | Music editing – post production   | 9/1/13-6/24/14  | \$1,100                             |
| Huff, William dba James & James Sound Engineers | Instruction – Music       | Sound recording services  | 9/1/13–6/24/14  | \$400                               |
| Jaquette, Tim                                   | Instruction – Music       | Sound and Recording Engineer  | 9/1/13-6/24/14  | \$3,000                             |
| Johnstone, Dave                                 | Instruction – Music       | Accompanist – Performer   | 9/18/13-9/22/13 | \$950                               |

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Independent Contractors**DATE:** August 28, 2013

| <b>Provider</b>   | <b>Area/Department</b>                             | <b>Service/<br/>Assignment</b>                              | <b>Date(s)</b>       | <b>Amount<br/>Not to<br/>Exceed</b> |
|-------------------|--|---|----------------------|-------------------------------------|
| Lee, Dora         | Student Services –<br>Student Life/LEAD<br>Program | Presenter for the<br>LEAD Program on<br>“Power & Privilege” | 10/1/13-<br>10/31/13 | \$75                                |
| Marsh, Kerry      | Instruction – Music                                | Music Arranger  | 9/1/13-<br>6/24/14   | \$500                               |
| Politano, Matthew | Instruction – Music                                | Clinician   | 9/11/13-<br>12/4/13  | \$1,200                             |
| Randall, Victoria | Instruction – Kinesiology                          | Booklet Design,<br>Cross Country<br>Invitational            | 9/18/13-<br>9/22/13  | \$950                               |
| Suffredini, Ron   | Instruction – Music                                | Accompanist –<br>Performer                                  | 9/18/13-<br>9/22/13  | \$950                               |

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

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

**DATE:** August 28, 2013

**CONSENT**

**SUBJECT:** Quarterly Investment Report

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending June 30, 2013:

|  |              |       |
|--|--------------|-------|
| County of Los Angeles, Cash in County Treasury               | \$81,630,820 | .67%  |
| Citizens Business Bank, District Clearing Account            | 1,961        | .10%  |
| Citizens Business Bank, Revolving Fund                       | 76,462       | .10%  |
| Citizens Business Bank, Community Education Clearing Account | 52,363       | .00%* |
| Citizens Business Bank, Web Registration Credit Cards        | 106,586      | .10%  |
| Citizens Business Bank, Parking Services Credit Cards        | 658          | .10%  |
| Citizens Business Bank, Performing Arts Center               | 200          | .00%  |
| City National Bank, Federal Perkins Loans                    | 3,722        | .00%  |
| Cash with Trustee, Revenue Lease Bonds (COPS)                | 221,632      | .04%  |

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the June 30, 2013, Quarterly Investment Report, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

|  |                |
|--|----------------|
| <b>BOARD OF TRUSTEES<br/>MT. SAN ANTONIO COLLEGE</b>     |                |
| <b>DATE:</b> <u>August 28, 2013</u>                      | <b>CONSENT</b> |
| <b>SUBJECT:</b> <u>Quarterly Financial Status Report</u> |                |

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following report for the period ending June 30, 2013, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor’s Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending June 30, 2013, as presented.

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

## VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2012-2013

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q4)

June 30, 2013

| Line   | Description   | As of June 30 for the fiscal year specified |                   |                   |                      |
|--|---|---|-------------------|-------------------|----------------------|
|  |   | Actual<br>2009-10                           | Actual<br>2010-11 | Actual<br>2011-12 | Projected<br>2012-13 |
| <b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b> |   |   |                   |                   |                      |
| A.   | <b>Revenues:</b>  |   |                   |                   |                      |
| A.1  | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 143,634,299                                 | 145,152,876       | 139,034,856       | 136,222,740          |
| A.2  | Other Financing Sources (Object 8900)                         | 13,887                                      | 37,323            | 45,798            | 272,054              |
| A.3  | <b>Total Unrestricted Revenue (A.1 + A.2)</b>                 | 143,648,186                                 | 145,190,199       | 139,080,654       | 136,494,794          |
| B.   | <b>Expenditures:</b>  |   |                   |                   |                      |
| B.1  | Unrestricted General Fund Expenditures (Objects 1000-6000)    | 137,369,441                                 | 139,693,635       | 141,686,959       | 138,565,736          |
| B.2  | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)      | 3,169,740                                   | 1,953,909         | 873,132           | 532,734              |
| B.3  | <b>Total Unrestricted Expenditures (B.1 + B.2)</b>            | 140,539,181                                 | 141,647,544       | 142,560,091       | 139,098,470          |
| C.   | <b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>          | 3,109,005                                   | 3,542,655         | -3,479,437        | -2,603,676           |
| D.   | <b>Fund Balance, Beginning</b>                                | 27,161,411                                  | 30,270,416        | 33,813,071        | 30,333,634           |
| D.1  | Prior Year Adjustments + (-)                                  | 0   | 0                 | 0                 | 0                    |
| D.2  | <b>Adjusted Fund Balance, Beginning (D + D.1)</b>             | 27,161,411                                  | 30,270,416        | 33,813,071        | 30,333,634           |
| E.   | <b>Fund Balance, Ending (C. + D.2)</b>                        | 30,270,416                                  | 33,813,071        | 30,333,634        | 27,729,958           |
| F.1  | Percentage of GF Fund Balance to GF Expenditures (E. / B.3)   | 21.5%                                       | 23.9%             | 21.3%             | 19.9%                |

**II. Annualized Attendance FTES:**

|     |   |        |        |        |        |
|-----|---|--------|--------|--------|--------|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | 31,048 | 31,203 | 28,702 | 28,650 |
|-----|---|--------|--------|--------|--------|

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

|     | Description                    | As of the specified quarter ended for each fiscal year |            |           |            |
|-----|--------------------------------|--|------------|-----------|------------|
|     |                                | 2009-10  | 2010-11    | 2011-12   | 2012-13    |
| H.1 | Cash, excluding borrowed funds |  | 16,919,184 | 2,964,837 | 17,237,082 |
| H.2 | Cash, borrowed funds only      |  | 0          | 0         | 20,000,000 |
| H.3 | <b>Total Cash (H.1+ H.2)</b>   | 17,225,413   | 16,919,184 | 2,964,837 | 37,237,082 |

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

| Line                    | Description   | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|-------------------------|---|-------------------------|--------------------------------|-------------------------------|----------------------------|
| <b>I. Revenues:</b>     |   |                         |                                |                               |                            |
| I.1                     | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 135,372,261             | 139,136,414                    | 136,222,740                   | 97.9%                      |
| I.2                     | Other Financing Sources (Object 8900)                         | 153,558                 | 268,906                        | 272,054                       | 101.2%                     |
| I.3                     | <b>Total Unrestricted Revenue (I.1 + I.2)</b>                 | 135,525,819             | 139,405,320                    | 136,494,794                   | 97.9%                      |
| <b>J. Expenditures:</b> |   |                         |                                |                               |                            |
| J.1                     | Unrestricted General Fund Expenditures (Objects 1000-6000)    | 141,938,559             | 146,072,241                    | 138,565,736                   | 94.9%                      |
| J.2                     | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)      | 547,874                 | 547,750                        | 532,734                       | 97.3%                      |
| J.3                     | <b>Total Unrestricted Expenditures (J.1 + J.2)</b>            | 142,486,433             | 146,619,991                    | 139,098,470                   | 94.9%                      |

|     |  |            |            |            |  |
|-----|--|------------|------------|------------|--|
| K.  | <b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>         | -6,960,614 | -7,214,671 | -2,603,676 |  |
| L.  | Adjusted Fund Balance, Beginning                             | 30,333,634 | 30,333,634 | 30,333,634 |  |
| L.1 | <b>Fund Balance, Ending (C. + L.2)</b>                       | 23,373,020 | 23,118,963 | 27,729,958 |  |
| M   | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 16.4%      | 15.8%      |            |  |

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

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

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

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

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

VI. **Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?** **YES**

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

The Board of Trustees approved the issuance of \$140 Million Current Interest Refunding Bonds for Measure R. This will provide savings to the taxpayers. The Board of Trustees also approved the issuance of \$230 Million General Obligation Bonds for Measure RR. The proceeds will be used to pay the 2010 Bond Anticipation Notes and construction projects.

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

**Next year? YES**

**If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)** As a result of the passage of Proposition 30, the College avoided an \$8.6 million revenue reduction. The College increased course offerings by 530 FTES for the spring 2013. Mt. San Antonio College ended the fiscal year 2012-13 with a \$2.6 million deficit and an ending fund balance of \$27.7 million. This \$2.6 million deficit is partially attributed to the statewide deficit of the Redevelopment Revenues. The State will backfill this deficit, but the dollar amount is in dispute. The final figures will be known in February 2014.

|  |                |
|--|----------------|
| <b>BOARD OF TRUSTEES<br/>MT. SAN ANTONIO COLLEGE</b>                       |                |
| <b>DATE:</b> <u>August 28, 2013</u>  | <b>CONSENT</b> |
| <b>SUBJECT:</b> <u>Chancellor's Office Tax Offset Program (COTOP) 2014</u> |                |

**BACKGROUND**

Assembly Bill 2347 (Chapter 937, Statutes of 1982) authorizes the Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. The program was enhanced in 1991 by legislation (AB 3929, Jones) to permit the offset of specific non-financial aid obligations owed to the districts.

**ANALYSIS AND FISCAL IMPACT**

By contracting with the Chancellor's Office, local colleges can recover outstanding student debts such as enrollment fees, out-of-state fees, personal checks written with non-sufficient funds, student loans, financial aid overpayments, library fines, and other approved debts. The Chancellor's Office Tax Offset Program (COTOP) offsets (deducts) the amount owed to a college from the student/debtor's personal State income tax, lottery winnings, or other State refund. Any amounts offset are remitted by the Franchise Tax Board to the Chancellor's Office, which authorizes the State Controller to disburse the offset amount, minus a 25% administrative fee, to the participating local colleges.

For the last fifteen years, the COTOP program has succeeded in offsetting and returning over \$17 million directly to participating districts. In recovering those funds, a total of 282,150 offsets were made. In the first six months of 2013, \$2 million has already been collected and returned to districts. The COTOP program collections have continued to grow in each succeeding year. During the 2012-13 fiscal year, \$62,157 was collected on behalf of Mt. SAC.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the 2014 contract for the Chancellor's Office Tax Offset Program (COTOP).

|                                       |   |
|---------------------------------------|---|
| Prepared by: <u>Rosa M. Royce</u>     | Reviewed by: <u>Michael D. Gregoryk</u> |
| Recommended by: <u>Bill Scroggins</u> | Agenda Item: <u>Consent #5</u>          |

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

**DATE:** August 28, 2013

**CONSENT**

**SUBJECT:** Reissuance of Stale-Dated Warrant

**BACKGROUND**

Board approval is required to reissue any warrant that has not been cashed within two and a half years from the original issue date, per Education Code 85270.

**ANALYSIS AND FISCAL IMPACT**

The following payee has requested the reissuance of their warrant:

| <u>Warrant Number</u> | <u>Original Issued</u> | <u>Payee</u>      | <u>Amount</u> |
|-----------------------|------------------------|-------------------|---------------|
| 07092685              | 1/06/11                | Esparza, Sable R. | \$687.00      |

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the reissuance of Warrant No. 07092685, in the amount of \$687.00.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

**DATE:** August 28, 2013

**CONSENT**

**SUBJECT:** Service Agreement with Ellucian Company L.P.

**BACKGROUND**

The College currently serves more than 500 international students. This unique and diverse population requires additional monitoring and tracking to ensure compliance with Department of Homeland Security regulations such as ensuring all data is accurate in the Student and Exchange Visitor Information System (SEVIS). Many of the College's procedures for assisting international students are currently manual and paper-based.

Mt. SAC is licensed for the International Student & Scholar Management module from Ellucian. This module is an add-on software product to the College's enterprise application system, Banner. This module includes electronic forms that mirror the U. S. Citizenship and Immigration Services Department to boost accuracy by eliminating manual data entry, advanced personalized communication features such as automatic reminders to students regarding document expiration dates, automatic electronic batch updates of student records to SEVIS, and detailed reports.

**ANALYSIS AND FISCAL IMPACT**

To complete the installation and setup of the International Student & Scholar Management module, Ellucian is proposing a time-and-materials service agreement that includes 132 hours of technical services at \$180 per hour and up to three on-site visits with an approximate travel cost of \$2,200 each. The total cost of the agreement is not to exceed \$30,360. The College will be invoiced for actual hours and travel expenses.

**Funding Source**

International Student Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the service agreement with Ellucian Company L.P., as presented.

Prepared by: Victor A. Belinski/Patricia Montoya Reviewed by: Michael D. Gregoryk/Audrey Yamagata-Noji

Recommended by: Bill Scroggins Agenda Item: Consent #7

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>August 28, 2013</u>                       | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Lease/Leaseback Construction Services</u> |                |

**BACKGROUND**

In 2012, staff conducted an open process to select the best firm to provide construction services under the Lease/Leaseback delivery method. Tilden-Coil Constructors, Inc. was selected to provide both pre-construction consulting and construction services. The fee for pre-construction services is based on the construction budget and ranges from 0.75% to 1%. The fee for construction is a guaranteed maximum price.

**ANALYSIS AND FISCAL IMPACT**

The following contract is presented for approval:

|             |  |  |                     |
|-------------|--|--|---------------------|
| <b>#1</b>   | <b>Contractor:</b>   | Tilden-Coil Constructors               |                     |
|             | <b>Project:</b>  | Campus-wide Door Hardware Improvements |                     |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>                          |                     |
|             | <p>As part of the College's emergency preparedness efforts, the campus standards for classroom door hardware were upgraded to improve faculty and student safety, while ensuring compliance with life safety and access codes. The revised standards add a functional locking mechanism that can be accessed from inside the classroom. This project will upgrade all classroom door hardware to include a manual push button locking option, suitable for use in a lockdown scenario, while ensuring safe exiting when classrooms must be urgently evacuated.</p> <p>Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary to upgrade 1,500 doors in 525 rooms to meet current standards is as follows:</p> <ul style="list-style-type: none"> <li>• Subcontractor Costs: <span style="float: right;">\$450,548</span></li> <li>• General Conditions, Overhead, Profit, Bonds, and Insurance: <span style="float: right;">\$65,109</span></li> <li>• Allowances <span style="float: right;">\$30,000</span></li> <li>• Construction Contingency <span style="float: right;">\$23,774</span></li> <li>• Preconstruction Fee Adjustment <span style="float: right;">\$4,910</span></li> </ul> |  |                     |
|             | <b>Guaranteed Maximum Price:</b>   |  | <b>\$574,341.00</b> |

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

**SUBJECT:** Lease/Leaseback Construction Services

**DATE:** August 28, 2013

|             |   |                                      |              |
|-------------|---|--------------------------------------|--------------|
| <b>#2</b>   | <b>Contractor:</b>  | Tilden-Coil Constructors             |              |
|             | <b>Project:</b>   | Campus-wide Audiovisual Improvements |              |
| <b>Item</b> | <b>Description:</b>   | <b>Amount</b>                        |              |
|             | <p>In order to maintain compliance with the Americans with Disabilities Act and to ensure access for all students to audiovisual materials presented in class, the campus standards for audiovisual systems have been upgraded to include the ability to deliver closed-captioned materials. While most of the audiovisual systems installed through the Measure R and Measure RR building programs comply with current ADA requirements, many of the systems installed in the early phases of Measure R do not include the closed-captioning feature. These systems require an equipment upgrade. Other systems will require a complete replacement of all controls and projection equipment.</p> <p>Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary to upgrade audiovisual systems in 69 classrooms in six buildings to meet current standards is as follows:</p> <ul style="list-style-type: none"> <li>• Subcontractor Costs: \$135,630</li> <li>• General Conditions, Overhead, Profit, Bonds, and Insurance: \$63,230</li> <li>• Allowances \$45,000</li> <li>• Construction Contingency \$8,078</li> </ul> |                                      |              |
|             | Guaranteed Maximum Price:   |                                      | \$251,938.00 |

Funding Sources

- #1 – Capital Outlay.
- #2 – Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>August 28, 2013</u>  | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Reduce Retention for Tri-Power Electric, Inc. - Child Development Center - Electrical (Bid No. 2834)</u> |                |

**BACKGROUND**

On March 24, 2010, the Board of Trustees awarded to Tri-Power Electric, Inc., the Child Development Center Electrical project (Bid No. 2834). The work for this project is 97% complete, and Tri-Power Electric 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. Tri-Power Electric'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 Fund.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves reducing to 5% the retention for Tri-Power Electric, Inc. on their contract for the Child Development Center Electrical project (Bid No. 2834).

|                                       |   |
|---------------------------------------|---|
| 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 #9</u>                        |

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>August 28, 2013</u>  | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Performing Arts Center Building Chiller Replacement (Bid No. 2951)</u> |                |

**BACKGROUND**

The existing chillers and cooling tower for the Performing Arts Center Building have reached their end of life and are in need of replacement. The new chillers and cooling tower will not only service the Performing Arts Center Building, but will also service the future new Food Services Building. The work for this project also includes the upgrade of the direct digital control system and replacement of the chiller controls.

**ANALYSIS AND FISCAL IMPACT**

Twenty-nine contractors were invited to participate in the bid process. Eighteen contractors attended the mandatory job walk, with five bids received and publicly opened on July 23, 2013.

The lowest responsible and responsive bidder is Liberty Climate Control, Inc., located in South El Monte. A summary of bids is as follows:

| <u>Company</u>   | <u>Bid Amount</u> |
|--|-------------------|
| Liberty Climate Control, Inc., South El Monte, CA              | \$2,107,000       |
| Los Angeles Air Conditioning, Inc., La Verne, CA               | \$2,174,933       |
| Harik Construction, Inc., Glendora, CA                         | \$2,397,000       |
| Minako America Corporation dba Minco Construction, Gardena, CA | \$2,477,700       |
| Inland Mechanical Construction, Inc., Lake Elsinore, CA        | \$2,870,000       |

**Funding Sources**

Energy Capital Outlay and Measure RR Bond Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Bid No. 2951 – Performing Arts Center Building Chiller Replacement and awards the project to Liberty Climate Control, Inc., 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 #10</u>                       |

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>August 28, 2013</u>                             | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Professional Design and Consulting Services</u> |                |

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

|             |  |   |             |
|-------------|--|---|-------------|
| <b>#1</b>   | <b>Consultant:</b>   | Coast Compressor Company                                  |             |
|             | <b>Project:</b>  | Semi-Annual Compressor Maintenance and Services Agreement |             |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>   |             |
|             | Three-year professional services maintenance agreement to provide semi-annual boiler maintenance and service on four air compressors and four lab vacuum systems for the Science Building South, Science Building North, Science Laboratory Building, and Health Careers Building. Fixed fee for three-year term, not to exceed: | \$30,630.00   |             |
|             | Contract Amount:   |   | \$30,630.00 |

|             |  |                              |             |
|-------------|--|------------------------------|-------------|
| <b>#2</b>   | <b>Consultant:</b>   | First Fire Systems           |             |
|             | <b>Project:</b>  | Annual Fire Alarm Monitoring |             |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>                |             |
|             | Three-year professional services maintenance agreement to provide annual fire alarm monitoring services. Fixed fee for three-year term, not to exceed: | \$27,416.00                  |             |
|             | Contract Amount:   |                              | \$27,416.00 |

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #11

**SUBJECT:** Professional Design and Consulting Services

**DATE:** August 28, 2013

|             |  |  |             |
|-------------|--|--|-------------|
| <b>#3</b>   | <b>Consultant:</b>   | Gala Systems                                 |             |
|             | <b>Project:</b>  | Gala Stage Lift Annual Maintenance Agreement |             |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>                                |             |
|             | Three-year professional maintenance agreement to provide annual service on the Theater stage lift. Fixed fee for three-year term, not to exceed: | \$11,360.00                                  |             |
|             | Contract Amount:   |  | \$11,360.00 |

|             |   |   |              |
|-------------|---|---|--------------|
| <b>#4</b>   | <b>Consultant:</b>  | S.P. Pool Care                                |              |
|             | <b>Project:</b>   | Annual Pool Maintenance and Service Agreement |              |
| <b>Item</b> | <b>Description:</b>   | <b>Amount</b>                                 |              |
|             | Three-year professional services maintenance agreement to provide annual service and maintenance. Fixed fee for three-year term, not to exceed: | \$100,540.00                                  |              |
|             | Contract Amount:  |   | \$100,540.00 |

|             |   |                                  |  |
|-------------|---|----------------------------------|--|
| <b>#5</b>   | <b>Consultant:</b>  | Hill Partnership, Inc.           |  |
|             | <b>Project:</b>   | Classroom Improvements – Phase 2 |  |
| <b>Item</b> | <b>Description:</b>   | <b>Amount</b>                    |  |
|             | Professional architectural and engineering services for the following tasks in the Humanities Buildings 26A and 26D:  |                                  |  |
| 1           | Replace six air-handling units – architectural design and structural, mechanical, and electrical engineering (fixed fee):   | \$131,514.00                     |  |
| 2           | Upgrade emergency power system - cost estimating, architectural design and structural, mechanical, and electrical engineering (fixed fee):                        | \$25,050.00                      |  |
| 3           | Upgrade six restrooms including wet utilities – architectural design and structural, mechanical, and electrical engineering (fixed fee):                          | \$40,670.00                      |  |
| 4           | Divide one large room into three standard classrooms - cost estimating, architectural design, and structural, mechanical, and electrical engineering (fixed fee): | \$25,415.00                      |  |
| 5           | Construction administration for items 1-4 – architectural services and structural, mechanical, and electrical engineering (hourly not to exceed):                 | \$121,158.00                     |  |

**SUBJECT:** Professional Design and Consulting Services**DATE:** August 28, 2013

|   |  |              |
|---|--|--------------|
| 6 | Systems commissioning - mechanical and electrical engineering (hourly not to exceed):  | \$66,528.00  |
| 7 | Final certification and project closeout with the Division of the State Architect - architectural services, and structural, mechanical, and electrical engineering (hourly not to exceed): | \$62,960.00  |
|   | Contract Amount:   | \$473,295.00 |

|             |  |   |  |
|-------------|--|---|--|
| <b>#6</b>   | <b>Consultant:</b>   | P2S Engineering, Inc.                     |  |
|             | <b>Project:</b>  | Student Success Center LEED Commissioning |  |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>                             |  |
|             | Professional LEED commissioning services to include development of building systems test procedures and verification of systems performances, for a lump sum fee of: | \$31,900.00                               |  |
|             | Contract Amount:   | \$31,900.00                               |  |

|             |  |  |  |
|-------------|--|--|--|
| <b>#7</b>   | <b>Consultant:</b>   | Cambridge West Partnership   |  |
|             | <b>Project:</b>  | Final Project Proposal for the New Career and Technical Education Building |  |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>  |  |
|             | Professional consulting services for the preparation of a Final Project Proposal for the new Technology Building. Fixed fee: | \$36,000.00  |  |
|             | Contract Amount:   | \$36,000.00  |  |

|             |  |   |  |
|-------------|--|---|--|
| <b>#8</b>   | <b>Consultant:</b>   | Cambridge West Partnership  |  |
|             | <b>Project:</b>  | Master Planning – Five-Year Construction Plan and Space Inventory |  |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>   |  |
|             | Professional consulting services to prepare the Five-Year Construction Plan and Facility Space Inventory for submittal to the State Chancellor's Office for 2013. Services are provided for a fixed fee: | \$39,000.00   |  |
|             | Contract Amount:   | \$39,000.00   |  |

**SUBJECT:** Professional Design and Consulting Services

**DATE:** August 28, 2013

|             |   |                                   |              |
|-------------|---|-----------------------------------|--------------|
| <b>#9</b>   | <b>Consultant:</b>  | Newcomb Anderson McCormick        |              |
|             | <b>Project:</b>   | Solar Photovoltaic System Support |              |
| <b>Item</b> | <b>Description:</b>   | <b>Amount</b>                     |              |
|             | Professional engineering consulting services to assist in planning and implementing a large ground-mounted solar photovoltaic system including project feasibility evaluation, project design review, construction oversight, coordination of commissioning, and performance testing phases. Fixed fee: | \$316,440.00                      |              |
|             | Reimbursable expenses:  | \$3,500.00                        |              |
|             | Contract Amount, hourly not to exceed:  |                                   | \$319,940.00 |

Funding Sources

- #s 1-4 – Unrestricted General Fund.
- #5 – Measure R and Measure RR Bond Funds.
- #s 6-8 – Measure RR Bond Fund.
- #9 – Capital Outlay Energy Fund and Energy Loan Fund.

**RECOMMENDATION**

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

|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES<br/>MT. SAN ANTONIO COLLEGE</b>            |                |
| <b>DATE:</b> <u>August 28, 2013</u>                             | <b>CONSENT</b> |
| <b>SUBJECT:</b> <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:

|                |  |                    |                                 |                |             |
|----------------|--|--------------------|---------------------------------|----------------|-------------|
| <b>Bid No.</b> | 2827   | <b>Contractor:</b> | Doja, Inc. (Grading Contractor) | <b>CO No.</b>  | 7           |
| <b>Item</b>    | <b>Change and Justification:</b>   |                    |                                 | <b>Amount</b>  | <b>Time</b> |
| 1              | Remove miscellaneous concrete poured too high for the exterior walkway construction. <i>Owner-directed change-miscellaneous change-back charge contractor.</i>   |                    |                                 | \$1,091.38     | 0 days      |
| 2              | Revise grading at the northeast corner patio area of Building A and the adjacent walking path to allow for water drainage. <i>Architect/engineer requirement-design modification.</i>  |                    |                                 | \$1,367.69     | 0 days      |
| 3              | Demolish existing site wall that was too low for construction of the perimeter concrete walk. Install concrete gravity wall with integral railing at the southeast corner of the project. <i>Architect/engineer requirement-additional details required.</i> |                    |                                 | \$8,548.59     | 0 days      |
| 4              | Re-grade at the south side of Building A as the original grade was too steep for landscape planting. <i>Architect/engineer requirement-design modification.</i>  |                    |                                 | \$17,473.23    | 0 days      |
|                | Total  |                    |                                 | \$28,480.89    | 0 days      |
|                | Original Contract Amount   |                    |                                 | \$1,626,000.00 |             |
|                | Net Change by Previous Change Orders   |                    |                                 | \$194,779.31   |             |
|                | Net Sum Prior to This Change Order   |                    |                                 | \$1,820,779.31 |             |
|                | Amount of Change Order No. 7   |                    |                                 | \$28,480.89    |             |
|                | New Contract Sum   |                    |                                 | \$1,849,260.20 |             |
|                | Percentage of Change to Contract, to Date  |                    |                                 |                | 13.73%      |

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

**SUBJECT:** Child Development Center (Change Orders)

**DATE:** August 28, 2013

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

| <b>Child Development Center</b> | <b>Date</b>  | <b>Amount</b>  | <b>%</b> | <b>Bid No. 2827<br/>Doja Inc.<br/>(Grading Contractor)</b>  |
|---------------------------------|--------------|----------------|----------|---|
| 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.  |
| 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; Additional footing removal, 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.  |
| C. O. No. 6                     | July 2013    | \$3,067.86     | 11.98%   | Install bicycle racks in the concrete sidewalks in front of Building A.   |

**SUBJECT:** Child Development Center (Change Orders)**DATE:** August 28, 2013

|                |  |                    |   |                   |             |
|----------------|--|--------------------|---|-------------------|-------------|
| <b>Bid No.</b> | 2832   | <b>Contractor:</b> | Continental Plumbing<br>(Plumbing Contractor) | <b>CO No.</b>     | 5           |
| <b>Item</b>    | <b>Change and Justification:</b>   |                    |   | <b>Amount</b>     | <b>Time</b> |
| 1              | Relocate and repair a damaged water line due to conflicting utilities and revised grades. <i>Contractor requirement-design modification.</i>                                     |                    |   | \$2,491.00        | 0 days      |
| 2              | Relocate two catch basins in planters on the north side of Buildings B and C that are in conflict with the new trees. <i>Architect/engineer requirement-design modification.</i> |                    |   | \$1,947.00        | 0 days      |
|                | Total  |                    |   | \$4,438.00        | 0 days      |
|                | Original Contract Amount   |                    |   | \$1,097,579.00    |             |
|                | Net Change by Previous Change Orders   |                    |   | \$44,600.00       |             |
|                | Net Sum Prior to This Change Order   |                    |   | \$1,142,179.00.00 |             |
|                | Amount of Change Order No. 5   |                    |   | \$4,438.00        |             |
|                | New Contract Sum   |                    |   | \$1,146,617.00.00 |             |
|                | Percentage of Change to Contract, to Date  |                    |   | 4.47%             |             |

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

| <b>Child Development Center</b> | <b>Date</b>   | <b>Amount</b>  | <b>%</b> | <b>Bid No. 2832<br/>Continental Plumbing<br/>(Plumbing Contractor)</b>  |
|---------------------------------|---------------|----------------|----------|---|
| Contract Amount                 |               | \$1,097,579.00 |          |   |
| C. O. No. 1                     | December 2010 | \$13,245.00    | 1.21%    | Install 8" storm drain, additional gravel and slurry, and re-survey the domestic and fire water service.              |
| C. O. No. 2                     | February 2012 | \$8,274.00     | 1.96%    | Additional move-in costs to install a second 6" fire water service.   |
| C. O. No. 3                     | December 2012 | \$4,558.00     | 2.38%    | Repair broken storm drain; Clean out riser and sewer drain due to damage caused by the framing contractor's forklift. |

**SUBJECT:** Child Development Center (Change Orders)

**DATE:** August 28, 2013

| <b>Child Development Center (cont.)</b> | <b>Date</b> | <b>Amount</b>  | <b>%</b> | <b>Bid No. 2832 Continental Plumbing (Plumbing Contractor)</b>  |
|---|-------------|----------------|----------|---|
| Contract Amount                         |             | \$1,097,579.00 |          |   |
| C. O. No. 4                             | May 2013    | \$18,523.00    | 4.06%    | Add Fire Department connections to five reduced principle detector check valve assemblies; Relocate existing fire hydrant located along Bonita Drive closer to the sidewalk edge and away from the slope. |

| <b>Bid No.</b> | 2830   | <b>Contractor:</b> | Liberty Mutual/Safeco (General Contractor) | <b>CO No.</b> | 8 |
|----------------|--|--------------------|--|---------------|---|
| <b>Item</b>    | <b>Change and Justification:</b>   |                    | <b>Amount</b>                              | <b>Time</b>   |   |
| 1              | Provide credit to delete drywall and tape at the Mezzanine mechanical rooms in Buildings B, C, and D. <i>Miscellaneous change-contract price adjustment.</i>   |                    | <\$3,281.00>                               | 0 days        |   |
| 2              | Modify drywall and framing at various locations to conceal pipes, conduit, and corrective work by the electricians. <i>Architect/engineer requirement-miscellaneous change-design modification.</i>                      |                    | \$2,601.41                                 | 0 days        |   |
| 3              | Provide vents for dryers in the laundry rooms including modifications to the overhead casework, framing, drywall, and roof flashing. <i>Architect/Engineer requirement-design modification.</i>                          |                    | \$2,292.82                                 | 0 days        |   |
| 4              | Notch cabinets and provide a pathway for the conduit to reach the mechanical mezzanine. <i>Architect/engineer requirement-design modification.</i>   |                    | \$2,463.70                                 | 0 days        |   |
| 5              | Install electrified strikes at various site gates to allow for access control. <i>Architect/engineer requirement-additional details required.</i>  |                    | \$2,785.93                                 | 0 days        |   |
| 6              | Provide revised surface, mounted closer, and fire-rated mullion at entry doors to Building D; original specified hardware did not meet requirements. <i>Architect/engineer requirements-additional details required.</i> |                    | \$962.88                                   | 0 days        |   |
|                | Total  |                    | \$7,825.74                                 | 0 days        |   |

**SUBJECT:** Child Development Center (Change Orders)**DATE:** August 28, 2013

|  |   |                |
|--|---|----------------|
|  | Original Contract Amount                  | \$4,355,000.00 |
|  | Net Change by Previous Change Orders      | \$216,577.30   |
|  | Net Sum Prior to This Change Order        | \$4,571,577.30 |
|  | Amount of Change Order No. 8              | \$7,825.74     |
|  | New Contract Sum                          | \$4,579,403.04 |
|  | Percentage of Change to Contract, to Date | 5.15%          |

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

| <b>Child Development Center</b> | <b>Date</b>   | <b>Amount</b>  | <b>%</b> | <b>Bid No. 2830<br/>Liberty Mutual/Safeco<br/>(General Contractor)</b>   |
|---------------------------------|---------------|----------------|----------|--|
| 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; Add motorized roller shades 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.   |
| 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/re-pour concrete to correct elevation; Provide a concrete pad for the water heater; Fill in concrete curbs; Chip concrete curbs; Cut back the concrete curb to accommodate the door frames; Provide uni-strut type mounting bracket. |

**SUBJECT:** Child Development Center (Change Orders)

**DATE:** August 28, 2013

| <b>Child Development Center (cont.)</b> | <b>Date</b> | <b>Amount</b>  | <b>%</b> | <b>Bid No. 2830 Liberty Mutual/Safeco (General Contractor)</b>   |
|---|-------------|----------------|----------|--|
| Contract Amount                         |             | \$4,355,000.00 |          |  |
| C. O. No. 5                             | March 2013  | \$6,552.50     | 4.59%    | Revise dimensions for 18 window openings; additional temporary fencing with screen netting.  |
| C. O. No. 6                             | June 2013   | \$10,311.27    | 4.82%    | Provide Quartet aluminum tackable strip; Install 18 x 18 fire rated access panels; Reinstall drywall to provide access to the hand dryers in restrooms.  |
| C. O. No. 7                             | July 2013   | \$6,569.55     | 4.97%    | Provide credit for unused framing of the recessed mirrors; Provide credit for deleting access ladders to the mezzanine areas; Install additional glue-on tiles in Buildings B and C; Modify various door frames and door openings to accommodate plywood shear panels. |

Funding Source

Measure RR Bond Anticipation Note.

**RECOMMENDATION**

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

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>August 28, 2013</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <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:

|             |   |                             |            |   |
|-------------|---|-----------------------------|------------|---|
| <b>#1</b>   | <b>Consultant:</b>  | Andreasen Engineering, Inc. | <b>No.</b> | 1 |
|             | <b>Project:</b>   | Farm Area Drainage Survey   |            |   |
| <b>Item</b> | <b>Description:</b>   | <b>Amount</b>               |            |   |
|             | Professional structural engineering services necessary to complete the design of retaining walls, footings, and reinforcement at the Animal Care Unit Building F4 and the Equine Center. Services are provided for a fixed fee: | \$2,000.00                  |            |   |
|             | Total   | \$2,000.00                  |            |   |
|             | Original Contract Amount  | \$8,850.00                  |            |   |
|             | Net Change by Previous Amendments   | \$0.00                      |            |   |
|             | Net Sum Prior to This Amendment   | \$8,850.00                  |            |   |
|             | Amount of Amendment No. 1   | \$2,000.00                  |            |   |
|             | New Contract Sum  | \$10,850.00                 |            |   |

|             |  |                                |            |   |
|-------------|--|--------------------------------|------------|---|
| <b>#2</b>   | <b>Consultant:</b>   | Schindler Elevator Corporation | <b>No.</b> | 3 |
|             | <b>Project:</b>  | Annual Elevator Maintenance    |            |   |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>                  |            |   |
|             | Addition of the Design Technology Center's two elevators and one wheelchair lift to the remaining two years of the existing five-year annual elevator maintenance contract. Services are provided for a fixed fee: | \$10,000.00                    |            |   |
|             | Total  | \$10,000.00                    |            |   |
|             | Original Contract Amount   | \$87,516.00                    |            |   |
|             | Net Change by Previous Amendments  | \$79,950.00                    |            |   |
|             | Net Sum Prior to This Amendment  | \$167,466.00                   |            |   |
|             | Amount of Amendment No. 3  | \$10,000.00                    |            |   |
|             | New Contract Sum   | \$177,466.00                   |            |   |

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

**SUBJECT:** Professional Design and Consulting Services (Contract Amendments)

**DATE:** August 28, 2013

Funding Sources

#1 – Measure RR Bond Anticipation Note funds.

#2 – Unrestricted General Fund.

**RECOMMENDATION**

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

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>August 28, 2013</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Modified Courses Effective with the 2013-14 Academic Year</u> |                |

**BACKGROUND**

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

| <u>Modified Course</u> | <u>Course Title</u>            |
|------------------------|--------------------------------|
| CISB 21                | Microsoft Excel                |
| EMS 30                 | Pharmacology for Paramedics    |
| HRM 53                 | Dining Room Service Management |

**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: <u>Terri S. Long</u>     | Reviewed by: <u>Irene M. Malmgren</u> |
| Recommended by: <u>Bill Scroggins</u> | Agenda Item: <u>Consent #15</u>       |

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

**DATE:** August 28, 2013

**CONSENT**

**SUBJECT:** Men's and Women's Cross Country Invitational Meet in Eugene, OR

**BACKGROUND**

The Mt. SAC Men's and Women's Cross Country teams request authorization to participate in a Cross Country Invitational meet in Eugene, OR. The dates of the trip are October 4-6, 2013. This meet is hosted by the University of Oregon Cross Country Team and is by invitation only. The trip will provide an opportunity for our student athletes to be seen by other university coaches and to compete against top ranked athletes from other universities and colleges. The visit will also serve as a learning experience for the team members and coaches. Head Coaches Mike Goff and Doug Todd will accompany the teams.

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

Fund-raising activities.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves travel for the Men's and Women's Cross Country teams to Eugene, OR, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #16

|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES<br/>MT. SAN ANTONIO COLLEGE</b>                            |                |
| <b>DATE:</b> <u>August 28, 2013</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b> <u>Singcopation's Performance at the Monterey Jazz Festival</u> |                |

**BACKGROUND**

Singcopation, Mt. San Antonio College's premier vocal jazz ensemble, requests authorization to participate in the 56<sup>th</sup> Annual Monterey Jazz Festival. Travel dates are September 20-23, 2013. Singcopation was awarded first place honors at the Monterey Next Generation Jazz Festival in April 2013. Based on this award, Singcopation, under the direction of Bruce Rogers, has been selected to perform at the upcoming event. In addition, students will have the opportunity to take part in panel discussions, workshops, exhibitions, and clinics, and they will also attend concert performances with top jazz artists.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost of this trip is approximately \$10,115.

Funding Sources

Unrestricted General Fund (\$1,000).  
Stars of Excellence (\$89,115).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Singcopation's participation at the 56<sup>th</sup> Annual Monterey Jazz Festival, as presented.

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Prepared by: <u>Sue Long</u>          | Reviewed by: <u>Irene M. Malmgren</u> |
| Recommended by: <u>Bill Scroggins</u> | Agenda Item: <u>Consent #17</u>       |

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

**DATE:** August 28, 2013

**CONSENT**

**SUBJECT:** Athletics Special Events Expenditures and Contracts for 2013-14

**BACKGROUND**

The Mt. SAC Athletics Special Events (Cross Country Invitational and Relays) require the following items in order to assist in the continual operation of the self-sustaining events. These events have a rich tradition and high level of National and International exposure. This will be the 66<sup>th</sup> running of the Cross Country Invite and the 55<sup>th</sup> running of the Mt. SAC Relays. The Cross Country Invitational will be held on October 18, 25, and 26, 2013; the Relays are scheduled for April 12, 17-19, 2014; and April 24-25, 2014, for the Multi-event.

**ANALYSIS AND FISCAL IMPACT**

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

Expenses for these events include:

- Promotional supplies as well as meals for volunteer workers and major media outlet representatives, not to exceed \$13,000;
- Sanctioning Fees, not to exceed \$1,000, which allow us to host these events under the auspices of California Interscholastic Federation and USA Track and Field;
- West Coast Emergency Medical Services for ambulance services for approximately \$5,000;
- Baldwin Park Marriott to provide facilities for the annual banquets for \$4,000;
- Medals and awards, not to exceed \$50,000; and
- VIP expense reimbursement, not to exceed \$8,000.

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

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #18

|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES<br/>MT. SAN ANTONIO COLLEGE</b>                      |                |
| <b>DATE:</b> <u>August 28, 2013</u>                                       | <b>CONSENT</b> |
| <b>SUBJECT:</b> <u>Affiliation Agreement with Ontario Training Center</u> |                |

**BACKGROUND**

Mt. SAC's Fire Academy requires the use of the fire training center and requests authorization to enter into an affiliation agreement with the City of Ontario for use of the facility located in Ontario, CA. The Academy has used this facility for several years and continues to need such a facility as the College currently does not have the needed special resources on campus. The training center provides space and structures for live burns, skills training in the use of hoses, breathing apparatus, and all other related fire-fighting equipment. A full-time fire academy is conducted twice each year, and each academy provides our students with 560 hours of skill-based training.

**ANALYSIS AND FISCAL IMPACT**

The term of the contract is August 29, 2013- June 30, 2014, and the annual cost of this contract is \$20,000.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the affiliation agreement with City of Ontario Training Center, as presented.

Prepared by: Sarah Daum Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #19

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

**DATE:** August 28, 2013

**CONSENT**

**SUBJECT:** Title V – Developing Hispanic-Serving Institutions Grant – Building  
Pathways of Persistence and Completion – Acceptance of Funds and  
Approval of Activities

**BACKGROUND**

Mt. San Antonio College received an award notification for a Title V – Developing Hispanic-Serving Institutions Grant titled “Building Pathways of Persistence and Completion.” The grant is funded by the U. S. Department of Education. The overarching purpose of the grant is to develop curriculum design models and support structures that accelerate students’ certificate completion, graduation, and /or transfer rates. The grant will focus on five integrated components critical to improving the success of Hispanic and other at-risk populations as they move through Mt. SAC’s educational pipeline, which are:

- Enable students to make more informed educational goals;
- Provide support services that accelerate students into and promote retention in college-level coursework;
- Create sustainable and scalable cohort models that move students quickly into college-level coursework and promote faster completion of certificate/degree/transfer programs in specific disciplines;
- Increase and enhance communication with students; and
- Provide faculty with professional development opportunities and resources that promote student success and completion

As part of the grant activities, authorization is requested to provide advance payment (deposits) to vendors for grant-related activities, to purchase food for grant-related meetings that occur throughout the year (not to exceed \$3,000 per event), and to purchase promotional items for events that occur throughout the year (not to exceed \$2,000 per event).

**ANALYSIS AND FISCAL IMPACT**

This grant award covers Year One funding for a projected five-year award. Funding for this year totals \$648,608. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$3,248,423.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

**SUBJECT:** Title V – Developing Hispanic-Serving Institutions Grant – Building  
Pathways of Persistence and Completion - Acceptance of Funds and  
Approval of Activities

**DATE:** August 28, 2013

The performance period for this grant is October 1, 2013, through September 30, 2018. Year One funds are available from October 1, 2013, through September 30, 2014.

The grant does not require matching funds; however, the funding agency expects the College to gradually institutionalize some components of the grant in order to maintain successful outcomes beyond grant funding.

Funding Source

U. S. Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Title V – Developing Hispanic Serving Institutions Grant – Building Pathways of Persistence and Completion grant funds and approves the activities, as presented.

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

**DATE:** August 28, 2013

**CONSENT**

**SUBJECT:** Campus Suicide Prevention Grant: Acceptance of Funds and Approval  
of Activities

**BACKGROUND**

Mt. San Antonio College received an award notification for continued funding of a Campus Suicide Prevention Grant, funded by the U. S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration. The purpose of the grant is to prevent suicide attempts and completions through the enhancement of services for students with mental and behavioral health problems. The project will implement a variety of activities aimed at increasing the number of people in the mental health workforce trained in mental health-related practices/activities, increasing the number of individuals exposed to mental health awareness messages, and increasing the number of individuals who have received training in prevention or mental health promotion. As part of the grant activities, authorization is requested to provide advance payment (deposits) to vendors for grant-related activities, to purchase food for grant-related meetings that occur throughout the year (not to exceed \$3,000 per event), and to purchase promotional items for events that occur throughout the year (not to exceed \$2,000 per event).

**ANALYSIS AND FISCAL IMPACT**

This grant award covers Year Three funding (\$101,868) for a three-year award of \$305,604. The budget period for Year Three is August 1, 2013, through July 31, 2014.

The funding agency has approved the expenditure of grant funds to support non-instructional salaries for project coordination, clerical support, research support, employee benefits, travel, instructional and non-instructional supplies and materials, consultants/contracted services, printing, and indirect costs. The grant requires in-kind cost sharing, which will be satisfied through time and effort from existing full-time College employees, including a mental health clinician, an outreach specialist, and the Director of Student Health Services. The project will not impact the College budget.

**Funding Source**

U. S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration.

**RECOMMENDATION**

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>August 28, 2013</u>  | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Student-Right-To-Know Reporting Subscription Agreement</u> |                |

**BACKGROUND**

In order to develop reports required for the federal Student-Right-To-Know Act (SRTK) for Mt. SAC's first-time freshmen cohorts in Fall 2013 and Fall 2014, the Chancellor's Office of the California Community Colleges will provide Mt. SAC the operational definitions and data collection and reporting requirements necessary to submit data and/or generate reports which will comply with federal law and secure transfer data and match it with data supplied by Mt. SAC.

**ANALYSIS AND FISCAL IMPACT**

The subscription agreement is the standard agreement between Mt. SAC and the Chancellor's Office of the California Community Colleges to facilitate compliance by community college districts with the information reporting requirements of the federal Student-Right-To-Know Act (SRTK). The cost for these services is \$3,900 each year.

The agreement shall be for a period of two years, from July 1, 2013, through June 30, 2015.

**Funding Source**

Unrestricted General Fund.

**RECOMMEDATION**

It is recommended that the Board of Trustees ratifies the agreement with the Chancellor's Office of the California Community Colleges to provide these subscription services.

|  |                                       |
|--|---------------------------------------|
| Prepared by: <u>Barbara McNeice-Stallard</u> | Reviewed by: <u>Irene M. Malmgren</u> |
| Recommended by: <u>Bill Scroggins</u>        | Agenda Item: <u>Consent #22</u>       |

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

**DATE:** August 28, 2013

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

This grant award is for Year Three funding (\$400,000) of a five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$2,000,000.

The Year Three performance period is October 1, 2013, through September 30, 2014. The performance period for the grant is October 1, 2011, through September 30, 2016.

As part of the grant activities, project staff will conduct student and staff development activities, advisory committee meetings, and other grant-related meetings. Authorization is requested to purchase food and/or catering services and promotional items for these meetings.

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

**Funding Source**

U. S. Department of Education.

**RECOMMENDATION**

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

|  |                |
|--|----------------|
| <b>BOARD OF TRUSTEES<br/>MT. SAN ANTONIO COLLEGE</b>                               |                |
| <b>DATE:</b> <u>August 28, 2013</u>  | <b>CONSENT</b> |
| <b>SUBJECT:</b> <u>Purchase of Choral Collections from Sand Castle Music, Inc.</u> |                |

**BACKGROUND**

The Mt. SAC Chamber Singers have been invited to perform in front of choral directors from throughout the United States at the American Choral Directors Association conference this year, to be held in Santa Barbara, CA.

This prestigious invitation has prompted Director Bruce Rogers to seek unique choral compositions that would best compliment the talents of our students. As a result, Professor Rogers has found a perfect fit in the works of award-winning composer Steve Dobrogosz. His work has been performed in over 40 countries and has been compared to that of Gershwin and Porter.

**ANALYSIS AND FISCAL IMPACT**

Mr. Dobrogosz is represented exclusively by Sand Castle Music, Inc., located in Stockholm, Sweden. The vendor only accepts prepaid terms, requiring payment via wire transfer. The estimated cost of purchase, shipping, and wire transfer fee is \$550.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the prepayment for purchase of musical works by Steve Dobrogosz to Sand Castle Music, Inc.

Prepared by: Sue Long Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #24

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

**DATE:** August 28, 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: Additions for the 2013-14 Academic Year

| <b>Course Title/Program</b>  | <b>Presenter</b>               | <b>Remuneration</b>                 | <b>Fee</b>   |
|--|--------------------------------|-------------------------------------|--|
| Phlebotomy Program Coordinator   | Meggelin, Nancy                | Fee for Service<br>\$1,000/semester | N/A  |
| Real Estate Appraisal: A New Career/A New Home Business  | Mansfield, William             | 40%                                 | \$49   |
| Pass the Real Estate Sales Exam on the First Try!  | Mansfield, William             | 40%                                 | \$99<br>Material Fee -<br>\$30   |
| Writing Techniques for the APA Format  | Dawson, Dovie D.               | 40%                                 | \$101<br>Material Fee -<br>\$10  |
| Real Estate Investing for Beginners  | Marshall Reddick Realty, Inc.  | 40%                                 | \$49<br>Material Fee -<br>\$25   |
| Basic Baking Skills Series: <ul style="list-style-type: none"> <li>• Quick Breads</li> <li>• Pies</li> <li>• Pate a Choux</li> <li>• Cookies</li> <li>• Cakes I</li> <li>• Cakes II</li> </ul> | Slamet, Terrance<br>Chin, Ivan | 38%<br>5%                           | \$480/Series<br>Material Fee -<br>\$60<br>OR<br>\$98/class<br>Material Fee -<br>\$20/class |
| Cabinetmaking/Woodworking  | Cogger, Charles                | 50%                                 | \$150  |
| Statistical Process Control  | Figueroa, Juvencio             | 40%                                 | \$189  |
| Lean Simulation Workshop   | Figueroa, Juvencio             | 40%                                 | \$256  |
| Process Improvements through Design of Experiments (DOE)   | Figueroa, Juvencio             | 40%                                 | \$256  |

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

**SUBJECT:** Continuing Education Additions and Changes**DATE:** August 28, 20132. Community Services - Program Changes

| <b>Course Title/Program</b>                                  | <b>From</b>                 | <b>To</b>                   |
|--|-----------------------------|-----------------------------|
| Make Money with a Home Based Typing/Word Processing Business | \$27<br>Material Fee - \$10 | \$49<br>Material Fee - \$20 |
| Woodworking – Beginning                                      | \$127                       | \$130                       |
| Group Violin   | \$182<br>(Spring and Fall)  | \$197<br>(Spring & Fall)    |
| Kickboxing – additional instructor                           |                             | Maldonado, Saul             |

3. Noncredit Curriculum Additions

| <b>COURSE ID</b> | <b>Title</b>                                     |
|------------------|--|
| VOC WL91L        | Automotive Welding, Cutting and Modification Lab |

4. New Contracts

| <b>Agency (Description of Services)</b>   | <b>Expenses</b>                                   | <b>Fee</b> |
|---|---|------------|
| <u>Contract #1314-004</u><br>State Board of Equalization<br>P.O. Box 942879, Sacramento CA 94279<br><br>Fundamentals of Accounting (BUSA 11)<br>3 credit units<br>September 2 – December 20, 2013 | Books - \$6,000<br><br>Instructor (TBA) - \$3,850 | \$15,000   |

5. Contract Renewals

| <b>Contract</b>   | <b>Amount</b>   |
|---|---|
| San Dimas Swim and Racquetball Club<br>990 W. Covina Blvd., San Dimas CA 91773<br><br>Healthy Aging – Aquatics Resistance<br>2013-14 Academic Year  | Not to Exceed<br>\$10,920   |
| <b>Motorcycle Safety Program</b><br>Worker's Comp and Employers' Liability Insurance<br>Effective July 1, 2013–June 30, 2014<br><br><u>Providing Agency</u><br>BB&T Insurance Services of California, Inc. License #0619252<br>19100 Von Karman Avenue, Suite 900, Irvine CA 92612<br><br><u>Insured</u><br>Motorcycle Safety Foundation<br>2 Jenner Street, Suite 150, Irvine CA 92718<br><br>Specific coverage as per Contract – <i>RiderCourse</i> Insurance Plan,<br>Agreement for California Site Administrators | Monthly premium<br>based on the number<br>of registered students<br>per month |

**SUBJECT:** Continuing Education Additions and Changes

**DATE:** August 28, 2013

6. Contract Extension

| Agency   | Total Expenses   | Total Fee |
|--|--|-----------|
| Contract #1314-002<br>All-Americas, Inc.<br><br>July 29–August 16, 2013<br><br>U. S. Entertaining and Media<br>Industry Training | \$2,450<br><br><u>Additional Instructors</u><br>Evans, Doug – 12 hours @ \$60/hour, not to<br>exceed \$720<br><br>Pena, Oscar – 12 hours @ \$60/hour, not to<br>exceed \$720 | \$7,050   |

Funding Sources

Community Services - Student Registration Fees.

New Contracts - Contracting Agency.

Contract Renewals - Student Registration Fees and Unrestricted Funds.

Contract Extension – Contracting Agency.

**RECOMMENDATION**

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

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>August 28, 2013</u>  | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Memorandum of Understanding with Aurora Charter Oak Behavioral Health Care</u> |                |

**BACKGROUND**

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

Student Health Services proposes to collaborate with Aurora Charter Oak Behavioral Health Care (ACOBHC) to provide suicide prevention education, training, and intervention for our students and employees to participate in our annual health fair and to serve on the suicide prevention grant advisory board. ACOBHC, located in Covina, is a 134-bed facility providing treatment for psychiatric and chemical dependency problems. A full continuum of care is offered with a rapid stabilization emphasis for all programs.

Additionally, ACOBHC will be added to our hardcopy and online provider referrals for intervention and services.

**ANALYSIS AND FISCAL IMPACT**

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

Services will be provided to students and employees based on fees set by ACOBHC. There is no fiscal impact on the College budget, Student Health Services, or the suicide prevention grant.

Funding Source

U. S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Memorandum of Understanding with Aurora Charter Oak Behavioral Health Care.

|  |  |
|--|--|
| Prepared by: <u>Carolyn Keys/Marguerite Whitford</u> | Reviewed by: <u>Audrey Yamagata-Noji</u> |
| Recommended by: <u>Bill Scroggins</u>                | Agenda Item: <u>Consent #26</u>          |

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

**DATE:** August 28, 2013

**ACTION**

**SUBJECT** Personnel Transactions [PLACEHOLDER]

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Chekardzhikova, Kameliya  
 Position: Account Clerk III New Position  
 Department: Fiscal Services  
 Range/Step: A-88, Step 3 Salary: \$4,507.65/month  
 Job FTE: 1.00/12 months  
 Effective: 9/3/13

Name: Dinius, Taylor  
 Position: PE/Athletic Technician I Existing Position  
 Department: Kinesiology and Athletics  
 Range/Step: A-60, Step 1 Salary: \$3,094.33/month  
 Job FTE: 1.00/12 months  
 Effective: 8/29/13

Name: Kumpe, Candis  
 Position: PE/Athletic Technician I Existing Position  
 Department: Kinesiology, Athletics and Dance  
 Range/Step: A-60, Step 1 Salary: \$3,094.33/month  
 Job FTE: 1.00/11 months  
 Effective: 8/29/13

Name: Ortiz, Leonard  
 Position: Construction Specialist New Position  
 Department: Facilities Planning and Management  
 Range/Step: A-81, Step 3 Salary: \$4,204.36/month  
 Job FTE: 1.00/12 months  
 Effective: 8/29/13

**Resignations**

Richard Cruz, Grounds Supervisor, Grounds and Transportation, effective 7/4/13

Laura Gonzalez, Educational Advisor, Upward Bound, effective 7/15/13

Kriscelle Mendoza, Laboratory Technician II, Biological Sciences, Natural Sciences, effective 7/25/13

Prepared by: Human Resources Staff

Reviewed by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #1

**SUBJECT:** Personnel Transactions [PLACEHOLDER]

**DATE:** August 28, 2013

**Retirement**

Anna Acosta, Administrative Secretary, Business Division (Perkins Grant), effective 10/1/13

**SUPERVISOR EMPLOYMENT**

**Temporary Change in Assignment**

Name: Avila, Ruben  
Position: Interim Supervisor, Grounds New: No  
Department: Facilities Planning and Management  
Range/Step: S-5, Step 1 Salary: \$5,441.67/month  
Jo FTE: 1.00/12 months  
Effective: 8/14/13  
End Date: 1/31/14

**Temporary Out-of-Class Assignment**

Name: Blean, Nicole  
From: Tutotial Services Specialist  
To: Supervisor, Tutorial Services  
Department: Writing Center  
Range/Step: S-5, Step 2 Salary: \$5,639.58/month  
Effective: 9/3/13  
End Date: 12/20/13

**TEMPORARY EMPLOYMENT**

**Hourly Non-Academic Employees**

New rate and title effective 8/28/13  
Career and Transfer Services Aide \$10.00, \$12.00, \$14.00/hour

**ACADEMIC EMPLOYMENT**

**New Hires**

Name: Dunipace, Taber New: No  
Position: Professor, Commercial Art  
Department: Commercial and Entertainment Arts  
Column/Step: I-4 Salary: \$64,883.00/annual  
Job FTE: 1.00/10 months  
Effective: 8/26/13 to 6/30/14  
Remarks: One-year temporary

**SUBJECT:** Personnel Transactions [PLACEHOLDER]

**DATE:** August 28, 2013

**New Hires** (continued)

Name: McKean, Carly New: No  
 Position: Professor, Agriculture (Registered Veterinary Technology)  
 Department: Agricultural Sciences  
 Column/Step: I-1 Salary: \$55,417.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/26/13 to 6/30/14  
 Remarks: One-year temporary

Name: TBD New: No  
 Position: Professor, Chemistry  
 Department: Chemistry  
 Column/Step: Salary:  
 Job FTE: 1.00/10 months  
 Effective: 8/26/13 to 6/30/14  
 Remarks: One-year temporary

**Initial Salary Placement Adjustments**

Name: Gilbert, Cheryl New: No  
 Position: Professor, Psychiatric Technician  
 Department: Mental Health  
 Column/Step: II-9 Salary: \$84,507.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/26/13  
 Remarks: Initially placed at Column I, Step 1

Name: Guo, Hong New: No  
 Position: Professor, Library Science  
 Department: Library and Learning Resources  
 Column/Step: III-7 Salary: \$91,563.08/annual  
 Job FTE: 1.00/11 months  
 Effective: 8/26/13  
 Remarks: Initially placed at Column I, Step 1

Name: Jaeggi, Scott New: No  
 Position: Professor, Emergency Medical Technologies  
 Department: Medical Services  
 Column/Step: I-9 Salary: \$98,501.20/annual  
 Job FTE: 1.00/12 months  
 Effective: 8/26/13  
 Remarks: Initially placed at Column I, Step 1

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Initial Salary Placement Adjustments** (continued)

Name: Willis, Roger New: No  
 Position: Professor, Communication  
 Department: Communication  
 Column/Step: I-2 Salary: \$58,569.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/26/13  
 Remarks: Initially placed at Column I, Step 1

**Banking Leaves of Absence with Pay**

| <u>Faculty Name</u> | <u>Department</u>              | <u>Number of LHEs</u> | <u>Semester</u> |
|---------------------|--------------------------------|-----------------------|-----------------|
| Hatch, Rebecca      | Sociology & Philosophy         | 6                     | Spring 2014     |
| Kojima, Tetsuro     | Mathematics & Computer Science | 15                    | Fall 2014       |
| Reinhart, Lieselott | Communication                  | 15                    | Spring 2014     |

**Salary Advancements for Full-Time Faculty Column Crossover – 2013-14**

Coursework and/or Degree earned

Name: Dougherty, Michelle  
 Position: Professor  
 Department: English, Literature and Journalism  
 Column/Step: III-10 Salary: \$91,637.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/26/13  
 Remarks: Advancement from Column II, Step 9

Name: Edwards, William  
 Position: Professor  
 Department: Mathematics  
 Column/Step: III-11 Salary: \$94,789.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/26/13  
 Remarks: Advancement from Column II, Step 10

**Salary Advancements for Part-Time Faculty Column Crossover – 2013-14**

Coursework and/or Degree earned

Name: Musaitif, Linda  
 Position: Adjunct  
 Department: Chemistry  
 Column/Step: III-2 Salary: \$75.93/hour  
 Effective: 8/26/13  
 Remarks: Advancement from Column II, Step 2

**SUBJECT:** Personnel Transactions [PLACEHOLDER]

**DATE:** August 28, 2013

**Salary Advancements for Part-Time Faculty Column Crossover – 2013-14** (continued)

Coursework and/or Degree earned

Name: Stephens, Carmen  
 Position: Adjunct  
 Department: DSP&S  
 Column/Step II-1 Salary: \$70.88/hour  
 Effective: 8/26/13  
 Remarks: Advancement from Column I, Step 1

**Resignation**

Damany Fisher, Professor, History and Art History, effective 8/1/13

**Student Interns**

Sara Mestas, Adult Basic Education, California State University, Long Beach, effective 9/12/13–1/31/14

Raylene Sosa, Counseling Department, University of La Verne, effective 6/24/13–8/4/13

**Fall 2013**

**Credit Hourly Instructors/Substitutes**

| NAME                     | NAME                     | NAME                    |
|--------------------------|--------------------------|-------------------------|
| Abatay, Victoria         | Anglin, Marie M          | Berbiar, Edward M       |
| Abate, Amy Marie         | Arakaki, Christine       | Berenji, Nima Saljooghi |
| Abdel-Rahman, Ahmad      | Armstrong, Monica T      | Berry, Theresa M        |
| Abuzalaf, Laura Rose     | Ashbran, Richard Eugene  | Bhojani, Shehzad S      |
| Acuff, Mark Christian    | Atalla, Seema V          | Bjorck, Sharon-Rose     |
| Adele, David Scott       | Azucar, Martha Alicia    | Bladh, Eric M           |
| Al-Faris, Khalid A       | Azul, Amy Rebekah        | Blake, Martha Days      |
| Alexander, Eldon         | Baler, Pablo Fabian      | Bloomer, Darrell Dean   |
| Altmire, Matthew Dean    | Bark, Andrew J           | Boada, Miriam Magdalena |
| Alvarado, Alexandra      | Barnes, George R         | Bohigian, Christopher W |
| Alvarado, Noel M         | Barron, Sergio           | Bolton Jr., John        |
| Alvarez, Veronica Iris   | Barry, Jay A             | Borses, Daniel          |
| Alverson, David John     | Batcheller, Keith Howard | Borton, Robert Leroy    |
| Alzate, Angela Maria     | Bautista, Stephen Joel   | Bowman, Deanna Dawn     |
| Ammirato, Joseph         | Bava, Jose               | Brandler, Marcielle Y   |
| Anastasia, Stephen J     | Bayle, M Dolores         | Brooks, Alan            |
| Anderson Sr, Richard Lee | Becker, Teresa M         | Brown, Dennis Paul      |
| Anderson, Dennis William | Beckman, Richard C       | Brown, Michael M        |
| Anderson, Lida L         | Benner Davis, Cherie A   | Brown, Yuka Goto        |
| Anello, Andrea           | Benzahra, Sidi Cherkawi  | Buckwalter, Michael     |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]

**DATE:** August 28, 2013

**Fall 2013**

**Credit Hourly Instructors/Substitutes** (continued)

**NAME**

Burton, Jared Paul  
Butler, Kathleen M  
Buzby, Linda M  
Cahow, Matthew J  
Cahueque, David  
Cailipan, Adelaine V  
Callaci, Allen John  
Calverley, Russell  
Cameron, John E  
Cammayo, Christina  
Campbell, Faye Daines  
Campbell, Lois T  
Cardenas, John Glenn  
Cardenas, Yecenia  
Carlson, Gina A  
Carrera, Philip S  
Carroll, Don R  
Carter, Brian C  
Carter, Deborah Lyn  
Casale, Kimie Hiasa  
Cascella, Henry H  
Castello Jr, Anthony  
Cavina, Kristan  
Ceniceroz, Jonathan R  
Cerde, Jessica  
Cermak, John Charles  
Chaffin, Deborah M  
Chan, Franny Wai  
Chan, Linda Anne  
Chance, Patricia B  
Chandler, Gregory A  
Chang, Chiu Chin  
Chang, Derek Kong  
Chang, Hsiao-Ying  
Chapman, Mark A  
Chau, Evelyn Nhu  
Chen, Daniel L  
Chen, Rae-Shae W  
Chevalier, Angelis  
Chien, Gwendoline S

**NAME**

Childress, Scot  
Cienik, Margaret A  
Clapp, Daniel Lee  
Clark, Gregory L  
Cockrum, Dennis C  
Cole, Lois M  
Cook, David J  
Corzo, Laci Ellen  
Couch, Anna J  
Coughlin, Kristina Nouvelle  
Cox, Steven Boyd  
Crane, Barbara N  
Creed, Rick  
Crocker, Chris E  
Curran, Karen O'Brien  
Cushing, William P  
Dabirian, Shahabedin  
Daigre, Victorine  
Daley, Wendy Lynn  
Damansouz, Firouzeh  
Damico, Anthony P  
Darke, Tammy  
Day, Charmaine Laura  
Day, Damon P  
De Benedetto, Maria  
De La Rosa, Daniel  
Deas, Grady Anthony  
Del Castillo, Steve S  
Deng, Yu-Wen  
Dennis, Maria  
Denton Jr, John Phillip  
Deovlet, Dennis D  
Dizon, Caleb Anthony  
Domico, Mario N  
Domingues, Cameron  
Dominguez, Robert  
Dominick, Samuel A  
Donahue, John M  
Donegan, Rebecca  
Dong, Meijuan

**NAME**

Doonan, Shelley K  
Drakou-Sarantopoulos, Helen  
Dubiel, John Alexander  
Dunaway, Jourdan Rae  
Durant, Matt  
Durfield, Timothy Richard  
Dutreaux, Renee Louise  
Dutz, Kay Michelle  
Eckmeder, Amanda Marie  
Edmond, David Anthony  
Edwards, Charles Webley  
Elkoussy, Kamilia  
Ellis, Richard Harold  
Emadi, Makan  
Engle, Diedre Elizabeth  
Engle, Todd A  
Engler, Diane L  
Englund Krusee, Laura  
Erbe, Cynthia Ann  
Erickson, Eric Luther  
Erskine, N Jeanne  
Erturk, Florence Jeanne  
Espy, Sheila Y  
Esquivel, Edgar I  
Estrada, Victor Hugo  
Evanshine, Sharon Kay  
Eyre, Michael John  
Fabiero, Karin Kantenwein  
Fair, Charles Lawrence  
Falzone, Michael J  
Fang, Lisa  
Fantazia, Julianne Renee  
Faradineh, Rahim Alavi  
Farris, Bob L  
Farschman, Kurt Van  
Fell, Devon Rachelle  
Felten, Angelique M  
Fernandez, Miguel A  
Fields, Gale Anthony  
Fischer, Jacob R

**SUBJECT:** Personnel Transactions [PLACEHOLDER]

**DATE:** August 28, 2013

**Fall 2013**

**Credit Hourly Instructors/Substitutes** (continued)

| NAME                     | NAME                     | NAME                     |
|--------------------------|--------------------------|--------------------------|
| Fleming, Judith Ann      | Haddock, Lynette Gay     | Holinsworth, Julie Lee   |
| Flisik, Tyler J          | Hagerman, Yvonne M       | Holland, Daniel Patrick  |
| Flores, Caleb            | Hahn, Nancy Lynette      | Hollenshead, Marcia G    |
| Flores, Cynthia Alicia   | Haines, Ashley J         | Hollimon, Keith Anthony  |
| Flores, Oscar E          | Haines, Janice           | Holloway, Brian          |
| Florio, Melanie A        | Haines, Michael S        | Hooper, Jaime C          |
| Ford-Charles, Charlette  | Hall, Kathryn S          | Horwitz, Ellen Sandra    |
| Forest, Roger Dean       | Hall, Sushma S           | Howey, Dawn Marie        |
| Francev, Peter K         | Hallsted, Christopher    | Howland, Tina Marie      |
| Freeland, Edward         | Hamby, Bobbi Page        | Hruby, Shauna T          |
| Fuentes, Antonio         | Han, Alyson Kim          | Huffman, David Leon      |
| Fuentes, Wilma Luceros   | Han, Steven              | Hughes, Richard O        |
| Fukushima, Norikazu      | Hancock, Joy Elizabeth   | Hulett, Philip C         |
| Fuller, Maria Luisa      | Haney, Randy G           | Humaciu, Matthew Frank   |
| Garcia Dena, Jose        | Hannon, Laura Ann        | Hunt, Ryan R             |
| Garcia, Armando Atticus  | Harfouche, Youssef       | Hunter-Buffington, Carri |
| Garcia, Victor M         | Harirchi, Madjid         | Hussien, Munir           |
| Garland, Jeffery Buddy   | Harrington, Maria Angela | Iberri, Eric C           |
| Geagley, Bradley Keith   | Harris, Kenten           | Ildefonso, Nelson J      |
| Geary, Kim               | Harsany, Stephen C       | Impert, Walter William   |
| Genovese, Maria          | Hartmann, Corinne Marie  | Irvine, Cynthia D        |
| Genovese, Richard S      | Hastings, Nancy E        | Isaacs, Gary Allen       |
| Gentry, Lavon L          | Hattar, Michael M        | Ishihara, Chie           |
| Gentry, Shaw A           | Hauw, Winston L          | Iskander, Christine Adel |
| Giles, Naomi Ruth        | Heinicke, David Ross     | Ives, Frank W            |
| Giovanelli, Valerio      | Hemphill, Kathi L        | Jackiw, Erik John        |
| Golden, Kristin L        | Hendrix, Amanda Ruth     | Jackson, Lucy Mutindi    |
| Golden, Nancy S          | Hendrix, Jeffrey Glenn   | Jacobs, Gail D           |
| Gomez-Lecaro, Maria      | Henry, Darryl            | Jaimes, Franciella Marie |
| Gonzalez, Randall A      | Hernandez Jr, Guillermo  | Jannati, Elmira          |
| Graham Martinez, Valerie | Hernandez, Lisa Steele   | Jaramillo, Fermin        |
| Green, Beverly Sue       | Hess, Ronald Robert      | Jayachandran, Sanjay     |
| Green, Michael G         | Heyrat, Mahmood          | Jenkins, Tina S          |
| Greenberg, Herschel      | High, Kathleen Elizabeth | Jensen, Karen L          |
| Grey, Gene               | Hight, Deana Marie       | Jensen, Sherene E        |
| Grubb, Barbara Jo        | Hight, Jeremy J          | Jensvold, Angela S       |
| Guerrero, Lisa M         | Hight, Lisa Ann Midori   | Johnpeer, Gary D         |
| Guild, Tracy Rachael     | Ho, Yi-Shin              | Johnson, Eric Garrison   |
| Habayeb, Olga N          | Hoard, Kasumi Christine  | Johnson, Kent James      |
| Hackmann, Debra          | Hoekstra, Thomas         | Johnson, Susan M         |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Fall 2013****Credit Hourly Instructors/Substitutes** (continued)

## NAME

Jollevet Jr, Felix  
 Joneja, Kamal Preet  
 Jones, Jeffery  
 Jones, Joanna Patricia  
 Jones, Lorraine A  
 Joshua, Stacey Jae  
 Kahn, Joan Deborah  
 Kamiya, Kaoru  
 Kang, Eun Suk  
 Karadanopoulos, Michael  
 Karmiryran, Ruzanna  
 Kassis, Noura I  
 Katona, Leah Andrea  
 Kaur, Raminder  
 Kay, Gary L  
 Keeney, Mary Adela  
 Kelly, Donna R  
 Kelly, Sean P  
 Kennelley, Erika F  
 Key Ketter, Leah Marie  
 Khalife, Eihsan  
 Khattar, Fayez Fouad  
 Kiang, Grace  
 Kilanski, Paul J  
 Kilmurray, Kevin J  
 Kim, Myong-Sook  
 Kinder, Tina Ann  
 King, Carroll H  
 Kinnes, Scott S  
 Kinoshita, Jane Kiyomi  
 Kinoshita, Kenneth  
 Klassen, Masako  
 Klein, Joy Noel  
 Kogat, Lisa Elaine  
 Kordich, Jason  
 Kostiuk, Erik  
 Kowalski, Francis S  
 Kozich, Jeffrey Stuart  
 Kraybill, Jeanine  
 Kremer, Amelia E

## NAME

Kuroki, Hirohito  
 Kuykendall, Carolyn  
 Labrit, Guillermo  
 Lahey, Michael John  
 Lahham, Lina  
 Lahr-Dolgovin, Roberta  
 Lam, Albert  
 Lam, Wood C  
 Lambright, Kenneth  
 Lampert, Karen Michelle  
 Lamphier, Peg Ann  
 Lanaro, Giovanni A  
 Landas, Michael John  
 Landeros, Teresa Alonso  
 Lane, John Stanton  
 Lannom, David L  
 Lape, Eric Scott  
 Laronga, Barbara  
 Larson, Sandon Scott  
 Lastrapes, Martin L  
 Latragna, Alexandria  
 Laub, Kathleen Ann  
 Laverty, Julie Mallard  
 Lawson, Katherine A  
 Lawton, Judith M  
 Lazar, Edward R  
 Lebeau-Walsh, Laurie  
 Lee, Bianca Aquilla  
 Lee, Chongui Keith  
 Lee, Monica Jean  
 Lefler, Patricia S  
 Lepp, Jodi Lynn  
 Leung, Sing Lit  
 Lewis, Nicole Beth  
 Li, Ling  
 Li, Xiaoyan C  
 Likens, John D  
 Lim, Camilla O  
 Lirio, Frances Patricia  
 Little, David A

## NAME

Liu, Melanie Sensen  
 Lloyd, Anthony Frazier  
 Lo Piccolo, Joseph  
 Loakes, Alexandra Vera  
 Long, Gary William  
 Lopez, Robert M  
 Louis, Iris Guerra  
 Loupe, Leleua L  
 Lowe, Josephine N  
 Loy Jr, James R  
 Lukenbill, Casey Maureen  
 Luther, Mihoko Terada  
 Ly, Hoa Thi  
 Lynch, Charlotte L  
 Lynch-Thompson, Candace  
 Lyon, Natalia Zorairovna  
 Lyons, Arlette Angele  
 Magrann, Tracey Marie  
 Mahood, Karen Suzan  
 Mahpar, Steven Kameron  
 Manarino, Michele M  
 Mansfield, William L  
 Marella, Danilo C  
 Marin, Stephanie E  
 Martin Jr., George T  
 Martin Jr, William  
 Martin, Margot  
 Martinez, Elizabeth Angela  
 Martinez, Gerardo A  
 Martino, Leanora  
 Mason, Clair S  
 Mata, Scott A  
 Mather, Nicholas S  
 Mattoon, Mark D  
 Mattoon, Michelle Heather  
 Mayfield, Ronald William  
 Mc Cabe, Dale C  
 Mc Cready, Lynne Ann  
 Mc Gowan, Richard  
 Mc Kennon, Anna L

**SUBJECT:** Personnel Transactions [PLACEHOLDER]

**DATE:** August 28, 2013

**Fall 2013**

**Credit Hourly Instructors/Substitutes** (continued)

**NAME**

McDermott, Sarah  
 McGeehan, Laura  
 McGuthry, Katheryn  
 McIntyre Fitzgerald,  
 Medina, Moises  
 Megowan, John Gregory  
 Mejia Gonzalez, Estela  
 Melo, Filipe A  
 Mendenhall, Laurence  
 Menon, Kaushiki  
 Mercier Jr, Paul G  
 Meredith, Donald De  
 Merward III, Charles  
 Mezquita, Jesse A  
 Miller, Michael L  
 Miranda III, Gerardo  
 Miranda, Carlos R  
 Misanchuk, Rose M L  
 Mittler, William W  
 Moden, Lisa Marie  
 Montero, Sasha  
 Monugian, Annette  
 Moore, Barbara J  
 Morales Beasley, Stacey  
 Morris, Naluce Manuela I  
 Mosack, Raymond Allen  
 Moskovitz, David F  
 Moxley, David Earl  
 Mulick, Brian Robert  
 Mullane, Douglas M  
 Muniz, Edgar  
 Murrey, Brittney  
 Musaitif, Linda M  
 Musallet, Omar A  
 Mushik, Martin P  
 Myers-Mc Kenzie, Laurel  
 Nafzgar, Sara Ann  
 Nahabedian, Steven  
 Nandi, Swapna  
 Negrete, Charlotte

**NAME**

Nelson, Donald Francis  
 Nelson, Mark Stephen  
 Nepomuceno, Jair  
 Neves, Douglas Scott  
 Newell, Allan Wayne  
 Ngo, Jenny Kathleen  
 Ngo, Michael Smith  
 Nguyen, Cynthia N  
 Nguyen, Hoang-Quyen  
 Nguyen, Kelvin Phi  
 Nguyen, Marguerite  
 Nguyen, Tracy  
 Nichol, Michael L  
 Nightwine-Robinson,  
 Nikkhoo, Kristine  
 Njoo, Shuxian Fu  
 Nln, Teerlina  
 Null, Nicholas E  
 O'Dell, Rene L  
 Ogden, Beckett Anne  
 Okubo, Emi  
 Olague, Jose Luis  
 Ong, Hai Tuan  
 Ortiz, Janet L  
 Osborne, Kyle D  
 Osendorf, Daniel Robert  
 Page, Rita Delores  
 Pai, Ronald  
 Paige, Lee Andrew  
 Pak, Joseph Y  
 Palomares, Javier A  
 Palos, Lelaine Janet  
 Palumbo, David M  
 Panosian, Alis  
 Pappas Sr., Gus T  
 Parish, Justine L  
 Park, Byoung Hye  
 Park, Jinsun  
 Parks, Yumi Catalina  
 Paul, Christopher R

**NAME**

Pawlak, Mark Walter  
 Paz, Ross Louie Coria  
 Pedroja, Joy  
 Peng, Grace C  
 Penido, John L  
 Pepper, Shawn Arthur  
 Perea, Chaz  
 Perez Gonzalez, Jose  
 Pescatello, Andria Marie  
 Pesqueira, David Ian  
 Petrilla, Ginny L  
 Petry, Petra  
 Pewthers, Van C  
 Phelps, Scott Miller  
 Phillips, Julie Christine  
 Phillips, Kimberly M  
 Pietsch, Erik Shannon  
 Pivonka-Jones, Jamie Ann  
 Poehner, William John  
 Pollock, Dorothy Ann  
 Poortenga, Debra Sue  
 Porras, Juan Carlos  
 Poulter, Clint H  
 Powell, Chara N  
 Prehn, Marilu A  
 Prehn, Richard Wayne  
 Provenzano, Maureen L  
 Pula, Edmund S  
 Quach, Christina Sueran  
 Queen, Kathryn Townsend  
 Quintana, Velia E  
 Quintero, Henry Albert  
 Rabun, Timothy J  
 Rachele, Sharon Jean  
 Rahman, Mustafizur  
 Ramal, Randy  
 Ramirez Jr., Raymundo  
 Ramirez, Ana L  
 Ramirez, Benito Delgado  
 Ramos Bernal, Natasha

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Fall 2013****Credit Hourly Instructors/Substitutes** (continued)

## NAME

Ramos, Christopher  
 Rasmussen, Keith  
 Reckert, Valerie K  
 Reed, Josh K  
 Regalado, Shelley Marie  
 Regenfuss, Annalisa  
 Reyes, Angelito R  
 Reyes, Lydia A  
 Rhee, Joseph Hakjin  
 Rieben, Michael J  
 Riggs, Alison Mary  
 Ripley, Denise Bigelow  
 Rivas, Mario E  
 Rivas, Michael Rodney  
 Rivera, David  
 Roberts III, Charles  
 Roberts III, Frank E  
 Roberts, Janet Elena  
 Roberts, Rhonda K  
 Robles, Dolores D  
 Robles, Donice Kaye  
 Rodriguez, Carmen B  
 Rohlander, Nathan P  
 Rojas, Rubilena  
 Romero, Alicia  
 Romero, Edward Perez  
 Ross, Lisa Ann  
 Rubio, Jesus  
 Ruh, Lani S  
 Runyen, Amy R  
 Saito, Saeko N  
 Salvador, So-Young Han  
 Sanchez, Cynthia  
 Sanchez, Ivan D  
 Sanchez, Jesus Antonio  
 Sandhu, Raminder  
 Sandhu, Sandeep K  
 Santillan, Richard  
 Santostefano, Michela  
 Saul, Julie Marie

## NAME

Schafer, Carl William  
 Schenck, Steven L  
 Scheys, Rene J  
 Scoggins, Harold Dewey  
 Scott, Leticia Guzman  
 Serbia, Elizabeth  
 Sergio, Louis Anthony  
 Sharp, Diane R  
 Shea, Nan Lee  
 Shea, Nora Jeannette  
 Shear, Michelle J  
 Shew, Roger C  
 Shiao, Ying Ying Irene  
 Shiff, Jason A  
 Shipman, Heather Lynn  
 Shirinyan, Ara A  
 Shum, Mee W  
 Smedley, Deanna Evelyn  
 Smith, Cuylar H  
 Smith, Elaine A  
 Smith, Gary Michael  
 Smith, Gregory Stephen  
 Smith, Kirk Douglas  
 Smith, Larry S  
 Sokol, Alexia Joan  
 Solorzano, Diana Barajas  
 Sorcabal, Charles John  
 Spanu, Luisa  
 Spitzer, Jessica H  
 Spradlin, Sandra  
 Staley, Garrett H  
 Standon RN, Melanie E  
 Staylor, Daniel Sean  
 Stefan, John Andrew  
 Stephan, Richard  
 Stephenson, Carol L  
 Stephenson, Jennifer Ann  
 Stepp Bolling, Eric R  
 Stevens, Kathleen A  
 Stier, Gregory Wade

## NAME

Stovall Dennis, Kathryn  
 Stowell, Adam T  
 Straw, Ellen Katrina  
 Stubbs, Thomas Edward  
 Stump, Errol Nelson  
 Stuntz, Lori A  
 Sweet, William Robert  
 Sweetman, Susan E  
 Syiem, Josephine June  
 Syiem, Paul R  
 Szenczi, Chris L  
 Tan, Daisy Carmen  
 Tanner, William T  
 Tapia, Raul  
 Tarman, Shana Leveté  
 Tassone, Richard F  
 Tauchi, Saori  
 Taylor, Star Tennille  
 Tedja Kusuma, Frans  
 Terrasi, Shayna Kye-Hee  
 Thankamushy, Sreekanth  
 Thomas, Noah S  
 Tippetts, M Todd  
 Todd, David James  
 Todd, Janet L  
 Tolano-Leveque, Maryann  
 Tolmasov, Brooke C  
 Torres, Andrea R  
 Torrez-Chavez, Marisa  
 Tracey, Michael S  
 Tram, Vui K  
 Trokkos, Mireille Touma  
 Tsai, Chiungling  
 Tsai, Jennifer  
 Tull, Amy Elizabeth  
 Ugas-Abreus, Buenaventura  
 Unger, Charles B  
 Uriarte, Robert Gabriel  
 Utter, Robert S  
 Valdez-Castro, Anita

**SUBJECT:** Personnel Transactions [PLACEHOLDER]

**DATE:** August 28, 2013

### **Fall 2013**

#### **Credit Hourly Instructors/Substitutes** (continued)

| NAME                   | NAME                     | NAME                     |
|------------------------|--------------------------|--------------------------|
| Valenzuela, Mei B      | Walter, Kenneth          | Wu, David Qixing         |
| Vance, Debra S         | Watkins, Priscilla Gayle | Yamaguchi, Daisuke       |
| VanderVis, Melinda K   | Weatherly, Michael J     | Yan, Han                 |
| Vargas, Albert Thomas  | Weinkauff, Christine     | Yee, Howard Wah          |
| Vartapetian, Irina     | Welch, Rosanne M         | Yoshioka, Georgina Alice |
| Vazquez Celaya, Sandra | White, Raymond Arthur    | Young, Keening           |
| Vega, Maria C          | Whitlow, Lane M          | Young, Richard Gordon    |
| Vidales, Monique D     | Wilder, Dana Marie       | Zajack, Gregory Francis  |
| Vincent, Nedra Ann     | Williams, Stephen A      | Zamel, Mary Ann          |
| Vitale SR, James V     | Wills, Laura M           | Zawahri, Louis           |
| Vo, Chuong H           | Wong, Jack Yim-Yin       | Zeidel, Scott Wayne      |
| Voda, Mircea R         | Wong, Rich               | Zelaya, Gina B           |
| Vogel, Esther          | Wood, Abby Ann           | Zumaeta, Haydee A        |
| Vorndran, Joann M      | Worsley, Margaret H      |                          |
| Vy, Virginia H         | Wright, Sheila L         |                          |

### **Fall 2013**

#### **Non Credit Hourly Instructors/Substitutes**

| NAME                    | NAME                        | NAME                      |
|-------------------------|-----------------------------|---------------------------|
| Aghyarian, Meray M      | Conte, Kelly Okura          | Gomez-Angel, Mary Ann     |
| Agobian, Cynthia        | Cooke IV, David G           | Gyurindak, Katalin        |
| Azpeitia, Maria Elena   | Cridland, Patricia Lea      | Hannon, Laura Ann         |
| Baker, Nathalie         | Cueva, Monica L             | Hardman, Douglas James    |
| Barreto, Norma Carvalho | Danson, Erin Jennifer       | Hayes, Mihaela            |
| Barry, Angela           | Dapello Jr, Alfred          | Henry, Pamela L           |
| Beightol, Donna Marie   | Daugherty, Sue Lynn         | Herbst, Mark A            |
| Beizai, Robin F         | De Franco, Xinhua Li        | Hunnicutt, Leslie Mae     |
| Belblidia, Abdelillah   | Devi, Maya P                | Im, Anne Kwang B          |
| Bhowmick, Nivedita      | Drewry-Van Ommen, Woltertje | Jacob, Laura Ruth         |
| Brink, Janna Kathryn    | Edwards, Augusta Jo Ann     | James, Darrell            |
| Campos, Raquel          | Evans, Douglas Mc Call      | Kao, Brenda               |
| Capraro Jr, John Carl   | Ewing, Lynn A               | Kim, Grace Unkyong        |
| Caranci, Dayna Lee      | Fang, Elizabeth Eagleton    | Klein, Gabriella Lobasov  |
| Carmelli, Orna          | Foisia, L.E. Hom            | Kletzien, Kristi Pederson |
| Casian, Elizabeth       | Fong, Tom                   | Kolta, Shirley G          |
| Chang, Linda Gale       | Fowler, Mina                | Krueger, Jason A          |
| Cheng, Anny Ho-Ting     | Friedman, Karena            | Laffey, Mary              |
| Chui, Pamela H          | Gilbertson, Cathy Sue       | Ledezma, Erica Yolanda    |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Fall 2013****Non Credit Hourly Instructors/Substitutes** (continued)

| NAME                   | NAME                     | NAME                    |
|------------------------|--------------------------|-------------------------|
| Lundblade, Shirley Mae | Rafter, John Michael     | Toloui, Mitra           |
| Martin, Marilyn Kay    | Ramalingam, Leah Rae     | Tom, Aaron Patrick      |
| Mc Farlin-Stagg, Zina  | Reynolds, Martha Esta    | Torres, Marcel C        |
| Mclaughlin, Marina     | Riley, Janet Louise      | Trimble, Jill Ann       |
| Melone, Donna Basken   | Rodriguez, Guillermina   | Tucker, Raymond Michael |
| Memcott, Fiona Mary    | Rohrenbacher, Jennifer J | Vandepas, Deborah J     |
| Messore, James L       | Romero, Vienessa         | Vanegas, Yazmin         |
| Middleton, Michael     | Ryan, Rebecca A          | Velarde, Margaret G     |
| Miho, Yoshiko Dana     | Rzonca, Shelly Kristin   | Walden, Carl Eugene     |
| Necke, Donna Marie     | Sanetrick, Michael Peter | Walter, Kenneth         |
| Ngo, Michael Smith     | Silva, Sandra Jane       | Warner, Angela S        |
| Nixon, Lorrie M        | Smith, Heather J         | Warner, Benjamin L      |
| Oppenstein, Caridad    | Story, Alicia Michele    | White, Shelby Lynn      |
| Ortega, Sonia E        | Stringfellow, Susan Joy  | Williams, Stephen Odeal |
| Osea, Mark Edward      | Stump, Celeste S         | Winner, Nacira          |
| Paphatsarang, Bounyou  | Sunnaa, Andrea J         | Wong, Marylowell        |
| Ponce, Heather R       | Szok, Kenneth Francis    | Yanuarua, Christina M   |
| Prasad, Gayatri K      | Tamburro, Melody Lynn    | Yates, Sheryl Ann       |
| Purper, Kristen Nicole | Taylor, Star Tennille    |                         |

**MANAGEMENT EMPLOYMENT****Permanent New Hire**

|             |                                     |         |                     |
|-------------|-------------------------------------|---------|---------------------|
| Name:       | Cantu, Monica                       | New:    | No                  |
| Position:   | Assistant Director, Fiscal Services | Salary: | \$107,222.00/annual |
| Department: | Fiscal Services                     |         |                     |
| Range/Step: | M-13, Step 3                        |         |                     |
| Job FTE:    | 1.00/12 months                      |         |                     |
| Effective:  | 8/29/13                             |         |                     |

**Temporary Change of Assignment**

|             |                                  |         |                     |
|-------------|----------------------------------|---------|---------------------|
| Name:       | Galbraith, Jennifer              | New:    | No                  |
| Position:   | Interim Associate Dean, Business | Salary: | \$130,723.00/annual |
| Department: | Business                         |         |                     |
| Range/Step: | M-19, Step 1                     |         |                     |
| Job FTE:    | 1.00/12 months                   |         |                     |
| Effective:  | 8/29/13                          |         |                     |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Temporary Change of Assignment** (continued)

Name: Hoover, Karelyn  
 Position: Interim Associate Dean, Natural Sciences      New: No  
 Department: Natural Sciences  
 Range/Step: M-19, Step 1      Salary: \$130,723.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 8/29/13

**TEMPORARY EMPLOYMENT****Substitute Employees**

| NAME                 | TITLE                       | RATIONALE | DEPARTMENT      | PAY<br>RATE | HIRE DATE         |
|----------------------|-----------------------------|-----------|-----------------|-------------|-------------------|
| Biller, Valerie      | Secretary                   | Absence   | Technical Svcs. | 22.00       | 07/08/13-07/11/13 |
| Biller, Valerie      | Secretary                   | Absence   | Technical Svcs. | 22.00       | 08/07/13-08/16/13 |
| Dammasch, Jessica    | Receptionist/Clerical Asst. | Vacancy   | DSP&S           | 17.68       | 08/01/13-12/31/13 |
| Dinius, Taylor       | PE/Athletic Tech. I         | Vacancy   | Kinesiology     | 17.85       | 07/01/13-08/28/13 |
| Duran, Christopher   | Electrician                 | Vacancy   | Maintenance     | 24.57       | 07/01/13-12/30/13 |
| Felix, Ernest        | Refuse & Recycle Col.       | Vacancy   | Grounds         | 19.17       | 07/01/13-04/30/14 |
| Green, Kristyn       | Alternate Media Tech.       | Vacancy   | DSP&S           | 18.21       | 07/15/13-12/31/13 |
| Green, Kristyn       | Receptionist/Clerical Asst. | Vacancy   | DSP&S           | 17.67       | 08/01/13-12/31/13 |
| Hoyos, Eliza         | Educational Advisor         | Vacancy   | Upward Bound    | 25.29       | 09/03/13-11/25/13 |
| Juarez, Kimberly     | Library Technician III      | Absence   | Library         | 21.57       | 07/01/13-07/31/13 |
| Juarez, Kimberly     | Library Technician III      | Absence   | Library         | 21.57       | 08/01/13-08/30/13 |
| Parraguirre, Dinorah | Library Technician III      | Absence   | Library         | 21.57       | 08/01/13-08/30/13 |
| Wang, Xiwen          | Secretary                   | Vacancy   | Public Safety   | 22.00       | 07/01/13-08/01/13 |
| Wang, Xiwen          | Secretary                   | Vacancy   | Admin. Svcs.    | 22.00       | 08/05/13-06/30/14 |
| Williams Jr., Jerry  | Custodian                   | Absence   | Custodial Svcs. | 16.98       | 08/12/13-12/31/13 |
| Williams, Terry      | Custodian                   | Absence   | Custodial Svcs. | 16.98       | 08/12/13-12/31/13 |

**Hourly Non-Academic Employees**

| NAME              | TITLE                      | DEPARTMENT              | PAY<br>RATE | HIRE DATE         |
|-------------------|----------------------------|-------------------------|-------------|-------------------|
| Aguero, Jesse     | Study Skills Assistant III | The Writing Center      | 12.48       | 08/26/13-02/16/14 |
| Alvarez, Nadia    | Tutor II                   | Tutorial Services       | 9.25        | 08/29/13-06/30/14 |
| Ancheta, Abigayle | Tutor III                  | Counseling-Aspire       | 10.50       | 06/15/13-06/30/13 |
| Ancheta, Abigayle | Tutor III                  | Counseling-Aspire       | 10.50       | 07/01/13-08/25/13 |
| Bastidas, Stefany | Instructional Aide         | Child Development Ctr.  | 8.00        | 08/26/13-02/21/14 |
| Bougard, Demetri  | Tutor IV                   | ACES Program            | 11.75       | 08/26/13-12/20/13 |
| Cofer, Danielle   | Study Skills Assistant II  | The Writing Center      | 11.32       | 08/26/13-02/16/14 |
| Contreras, Monica | Administrative Aide        | Teacher Prep. Institute | 12.76       | 07/01/13-06/30/14 |
| Coronado, Leila   | Study Skills Assistant III | Tutorial Services       | 12.48       | 08/29/13-06/30/14 |
| Cui, Herman       | Study Skills Assistant I   | Tutorial Services       | 10.27       | 08/29/13-06/30/14 |
| Davila, Sarah     | Study Skills Assistant III | Tutorial Services       | 12.48       | 07/01/13-08/23/13 |
| Denny, Janice     | Interpreter Trainee        | DSP&S                   | 13.00       | 08/26/13-06/30/14 |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Hourly Non-Academic Employees** (continued)

| NAME                     | TITLE                      | DEPARTMENT               | PAY<br>RATE | HIRE DATE         |
|--------------------------|----------------------------|--------------------------|-------------|-------------------|
| Doyle, Sean              | Study Skills Assistant II  | The Writing Center       | 11.32       | 08/26/13-02/16/14 |
| Eberman, Sherry          | Study Skills Assistant II  | Adult Basic Education    | 11.32       | 08/26/13-12/31/13 |
| Elkins, Nicholas         | Study Skills Assistant I   | Tutorial Services        | 10.27       | 08/29/13-06/30/14 |
| Garcia Untz, Gabrielle   | Educational Advising Aide  | DSP&S                    | 17.03       | 07/25/13-12/31/13 |
| Gonzales, Aaron          | Study Skills Assistant I   | Learning Assist. Ctr.    | 10.27       | 08/29/13-06/30/14 |
| Gonzalez, Stephanie      | Tutor IV                   | Upward Bound             | 11.75       | 08/13/13-05/31/14 |
| Harvey, Tawnya           | Study Skills Assistant I   | Learning Assist. Ctr.    | 10.27       | 08/29/13-02/16/14 |
| Herrador, Gracie         | Study Skills Assistant II  | Learning Assist. Ctr.    | 11.32       | 07/01/13-12/20/13 |
| Landeros, Miguel         | Study Skills Assistant I   | Tutorial Services        | 10.27       | 08/29/13-06/30/14 |
| Lennear, Claudia         | Study Skills Assistant III | Tutorial Services        | 12.48       | 08/29/13-06/30/14 |
| Li, Jiyang               | Study Skills Assistant I   | Tutorial Services        | 10.27       | 08/26/13-06/30/14 |
| Li, Qian Qi              | Tutor II                   | Tutorial Services        | 9.25        | 08/26/13-06/30/14 |
| Loaiza, Shawn            | Study Skills Assistant II  | Adult Basic Education    | 11.32       | 08/26/13-12/31/13 |
| Manlapaz, Mark           | Admissions & Rec. Aide I   | Admissions & Records     | 10.87       | 09/03/13-02/15/14 |
| Martinez, Alec           | Study Skills Assistant I   | Tutorial Services        | 10.27       | 08/29/13-06/30/14 |
| Mestas, Sara             | Cashier III                | Bursars                  | 10.00       | 08/26/13-09/13/13 |
| Moges, Jonathan          | Study Skills Assistant III | The Writing Center       | 12.48       | 08/26/13-02/16/14 |
| Morkos, Christina        | Tutor II                   | Tutorial Services        | 9.25        | 08/29/13-06/30/14 |
| Navarro Arzate, Aranzazu | Study Skills Assistant I   | Tutorial Services        | 10.27       | 08/29/13-06/30/14 |
| Navarro, Jonathan        | Instructional Aide         | Child Development Ctr.   | 8.00        | 07/01/13-08/23/13 |
| Ochoa, Jesus             | Sports Publicist           | Kinesiology, Ath. & Dnc. | 16.00       | 07/01/13-06/28/14 |
| Pantoja, Eric            | Study Skills Assistant II  | Tutorial Services        | 11.32       | 08/26/13-06/30/14 |
| Pantoja, Leticia         | Cashier I                  | Bursars                  | 8.00        | 08/19/13-09/13/13 |
| Samra, Jasmine           | Tutor III                  | Counseling- Aspire       | 10.50       | 06/15/13-08/25/13 |
| Silva-Lopez, Ricardo     | Tutor IV                   | ACES Program             | 11.75       | 08/26/13-12/20/13 |
| Sit, Ngai                | Tutor IV                   | ACES Program             | 11.75       | 08/26/13-12/20/13 |
| Varona, Elise            | Study Skills Assistant I   | The Writing Center       | 10.27       | 08/26/13-02/16/14 |
| Williams, Marcus         | Outreach Specialist        | Student Services         | 12.50       | 08/26/13-12/31/13 |
| Zayas, Samantha          | Study Skills Assistant I   | Tutorial Services        | 10.27       | 08/29/13-06/30/14 |

**Professional Expert Employees – New Assignments**

| NAME                    | TITLE                     | DEPARTMENT            | PAY<br>RATE | HIRE DATE         |
|-------------------------|---------------------------|-----------------------|-------------|-------------------|
| Bui, Huu                | Project Expert/Specialist | EOPS                  | 25.00       | 09/01/13-12/20/13 |
| Johnson, Brianna        | Project/Program Aide      | Adult Basic Education | 19.76       | 09/01/13-06/30/13 |
| Lopez-Weissbuch, Ashley | Teaching Aide             | Adult Basic Education | 13.27       | 09/09/13-06/30/14 |

**Professional Expert Employees – Extended Assignments**

| NAME                | TITLE                    | DEPARTMENT               | PAY<br>RATE | HIRE DATE         |
|---------------------|--------------------------|--------------------------|-------------|-------------------|
| Abbott, Christopher | EMS Licensing Exam. III  | Medical Services         | 25.00       | 07/23/13-06/30/14 |
| Acevedo, Aaron      | Recruiting Coordinator   | Kinesiology-Football     | 25.00       | 08/01/13-06/30/14 |
| Acosta, Anthony     | Lecturer-Fire Technology | Fire Technology          | 37.26       | 07/01/13-06/30/14 |
| Aguilera, David     | Sports Publicist         | Kinesiology, Ath. & Dnc. | 16.00       | 07/01/13-06/28/14 |
| Aldecoa, Joseph     | Lecturer-Fire Technology | Fire Technology          | 37.26       | 07/01/13-06/30/14 |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Professional Expert Employees – Extended Assignments** (continued)

| NAME                  | TITLE                           | DEPARTMENT               | PAY<br>RATE | HIRE DATE         |
|-----------------------|---------------------------------|--------------------------|-------------|-------------------|
| Alexander, Eric       | Proctor, EMT                    | Medical Services         | 12.48       | 07/15/13-06/30/14 |
| Amaro, Trenton        | Paramedic Specialist            | Medical Services         | 15.60       | 07/01/13-06/30/14 |
| Amaro, Trenton        | Interpreter II                  | DSP&S                    | 22.00       | 07/01/13-06/30/14 |
| Amaro, Trenton        | EMS Licensing Exam. II          | Medical Services         | 25.00       | 07/01/13-06/30/14 |
| Armellini, Daniel     | Lecturer-Fire Technology        | Fire Technology          | 37.26       | 07/01/13-06/30/14 |
| Arnold, Jason         | Recruiting Coordinator          | Kinesiology-Football     | 25.00       | 08/01/13-06/30/14 |
| Azucar, Martha        | Technical Expert II             | Nursing                  | 45.00       | 07/01/13-06/30/14 |
| Azul, Amy             | Not-for-Credit Inst. II         | The Writing Center       | 45.00       | 07/01/13-06/30/14 |
| Baeza, Veronica       | Project/Program Aide            | Teacher Prep. Institute  | 19.76       | 07/01/13-06/30/14 |
| Barkman, John         | Project Coordinator             | Perkins Grant/Business   | 35.00       | 07/01/13-06/30/14 |
| Barkman, John         | Project Coordinator             | Research & IE            | 35.00       | 08/13/13-06/30/14 |
| Barr, Thomas          | Proctor, EMT                    | Medical Services         | 12.48       | 07/01/13-06/30/14 |
| Bartling, Kathrine    | Interpreter I                   | DSP&S                    | 18.00       | 07/01/13-06/30/14 |
| Becker, Sarah         | Teaching Aide                   | Adult Basic Education    | 13.27       | 07/01/13-08/23/13 |
| Benson, Andrew        | Aquatics Assistant II           | Kinesiology-Aquatics     | 11.00       | 06/10/13-06/30/13 |
| Benson, Andrew        | Aquatics Assistant II           | Kinesiology-Aquatics     | 11.00       | 07/01/13-12/31/13 |
| Bills, Travis         | Lecturer-Fire Technology        | Fire Technology          | 37.26       | 07/01/13-06/30/14 |
| Blake, Nicholas       | Teaching Aide                   | Adult Basic Education    | 13.27       | 07/01/13-06/30/14 |
| Bognacki, David       | Lecturer-Fire Technology        | Fire Technology          | 37.26       | 07/01/13-06/30/14 |
| Bramblia, Frank       | Paramedic Specialist            | Medical Services         | 15.60       | 07/01/13-06/30/14 |
| Brown, Christy        | Project Expert/Specialist       | Respiratory              | 25.00       | 07/01/13-06/30/14 |
| Brunsdon, Camille     | Aqua. Su. Swim Prog. Asst. Crd. | Kinesiology-Aquatics     | 22.50       | 07/01/13-12/31/13 |
| Brunzell, Brooke      | Lecturer-Kinesiology            | Kinesiology, Ath. & Dnc. | 19.76       | 07/01/13-06/30/14 |
| Byrne, David          | Paramedic Specialist            | Medical Services         | 15.60       | 07/01/13-06/30/14 |
| Byrne, David          | EMS Licensing Examiner III      | Medical Services         | 25.00       | 07/01/13-06/30/14 |
| Caines, Ryan          | Lecturer-Fire Technology        | Fire Technology          | 37.26       | 07/01/13-06/30/14 |
| Calderon, Yvette      | Medical Assistant               | Student Health Svcs.     | 15.00       | 07/01/13-06/30/14 |
| Cardona, Fernando     | Lecturer-Fire Technology        | Fire Technology          | 37.26       | 07/01/13-06/30/14 |
| Carr, Brian           | Interpreter I                   | DSP&S                    | 18.00       | 07/01/13-06/30/14 |
| Casian, Elizabeth     | Not-for-Credit Instructor II    | Arise                    | 45.00       | 07/01/13-06/30/14 |
| Cass, Aaron           | Paramedic Specialist            | Medical Services         | 15.60       | 07/01/13-06/30/14 |
| Castro, Candice       | Teaching Aide                   | Adult Basic Education    | 13.27       | 07/01/13-08/23/13 |
| Castro Jr., Jorge     | Paramedic Specialist            | Medical Services         | 15.60       | 07/01/13-06/30/14 |
| Castro, Jr. Jorge     | EMS Licensing Examiner III      | Medical Services         | 25.00       | 07/01/13-06/30/14 |
| Cavanaugh, Sean       | Proctor, EMT                    | Medical Services         | 12.48       | 07/01/13-06/30/14 |
| Cavanaugh, Sean       | Paramedic Specialist            | Medical Services         | 15.60       | 07/01/13-06/30/14 |
| Cavanaugh, Sean       | EMS Licensing Examiner III      | Medical Services         | 25.00       | 07/01/13-06/30/14 |
| Chapman, Lisa         | Interpreter III                 | DSP&S                    | 30.00       | 07/01/13-06/30/14 |
| Chapman, Mark         | Theatrical Rigger II            | Technical Services       | 16.50       | 07/01/13-06/30/14 |
| Chavez, Jesus         | Paramedic Specialist            | Medical Services         | 15.60       | 08/07/13-06/30/14 |
| Chavez, Jesus         | EMS Licensing Examiner III      | Medical Services         | 25.00       | 08/07/13-06/30/14 |
| Chavira, Debra        | Lecturer-Kinesiology            | Kinesiology, Ath. & Dnc. | 19.76       | 07/01/13-06/30/14 |
| Chen, Christopher     | Aquatics Assistant II           | Continuing Education     | 11.00       | 07/01/13-08/30/13 |
| Cheng, Brendan        | Aquatics Assistant VI           | Continuing Education     | 16.00       | 07/01/13-08/30/13 |
| Cherrie-Stuard, Wendy | Project Expert/Specialist       | Upward Bound             | 25.00       | 07/01/13-08/01/13 |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Professional Expert Employees – Extended Assignments** (continued)

| NAME                    | TITLE                       | DEPARTMENT            | PAY<br>RATE | HIRE DATE         |
|-------------------------|-----------------------------|-----------------------|-------------|-------------------|
| Chow, Timothy           | Paramedic Specialist        | Medical Services      | 15.60       | 07/01/13-06/30/14 |
| Chow, Timothy           | EMS Licensing Examiner III  | Medical Services      | 25.00       | 07/01/13-06/30/14 |
| Christensen, Jared      | Interpreter III             | DSP&S                 | 30.00       | 07/01/13-06/30/14 |
| Clancy, Aaron           | Aquatics Assistant III      | Continuing Education  | 12.00       | 07/01/13-08/30/13 |
| Clark, Kaitan           | Aquatics Assistant II       | Continuing Education  | 11.00       | 07/01/13-08/30/13 |
| Collins, Gregory        | Project Coordinator         | Adult Basic Education | 35.00       | 07/01/13-06/30/14 |
| Correa, Lena            | Teaching Aide               | Adult Basic Education | 13.27       | 07/08/13-08/31/13 |
| Dave, Mala              | Teaching Aide               | Adult Basic Education | 13.27       | 07/01/13-06/30/14 |
| Davis-Soriano, Michelle | Real Time Captioner V       | DSP&S                 | 40.00       | 07/01/13-06/30/14 |
| Deluca, Keith           | Sound Engineer II           | Technical Services    | 20.00       | 07/24/13-06/30/14 |
| Dominguez, Julia        | Interpreter I               | DSP&S                 | 18.00       | 07/01/13-12/31/13 |
| Dominick Jr., Samuel    | Lecturer-Fire Technology    | Fire Technology       | 37.26       | 07/01/13-06/30/14 |
| Donaldson, Christopher  | EMS Licensing Examiner III  | Medical Services      | 25.00       | 07/01/13-06/30/14 |
| Dorman, Gregory         | EMS Licensing Examiner III  | Medical Services      | 25.00       | 07/01/13-06/30/14 |
| Dorough, Darlene        | Interpreter II              | DSP&S                 | 22.00       | 07/01/13-06/30/14 |
| Egan, Melissa           | Health Promotion Specialist | Student Health Svcs.  | 24.00       | 07/01/13-12/31/13 |
| Eiseman, Stephanie      | Interpreter I               | DSP&S                 | 18.00       | 07/01/13-06/30/14 |
| Espinoza, Juan          | Paramedic Specialist        | Medical Services      | 15.60       | 07/01/13-06/30/14 |
| Estevez, Nicholas       | Aquatics Assistant III      | Continuing Education  | 12.00       | 07/01/13-08/30/13 |
| Fendors, Frances        | Web Designer Specialist I   | ESL                   | 16.00       | 07/01/13-06/30/14 |
| Fernandez, Rudy         | Paramedic Specialist        | Medical Services      | 15.60       | 07/01/13-06/30/14 |
| Ferrara, Deanna         | Theatrical Rigger I         | Technical Services    | 12.50       | 07/01/13-06/30/14 |
| Ferrer, Gabriel         | Lecturer-Fire Technology    | Fire Technology       | 37.26       | 07/01/13-06/30/14 |
| Flores, Claudia         | Project/Program Aide        | ESL                   | 19.76       | 07/01/13-06/30/14 |
| Ford, Dover             | Lecturer-Fire Technology    | Fire Technology       | 37.26       | 07/01/13-06/30/14 |
| Gabbard, James          | Lecturer-Fire Technology    | Fire Technology       | 37.26       | 07/01/13-06/30/14 |
| Garcia, Jessica         | Interpreter I               | DSP&S                 | 18.00       | 07/01/13-06/30/14 |
| Gehr, Patricia          | Licensed Clinical Psych.    | Student Health Svcs.  | 48.83       | 07/01/13-06/30/14 |
| Giffin, Alex            | Lecturer-Fire Technology    | Fire Technology       | 37.26       | 07/01/13-06/30/14 |
| Gilchrist, Gail         | Prog. Sup. Comm. Svcs. II   | Adult Basic Education | 16.64       | 07/01/13-06/30/14 |
| Gleicher, Ginger        | Interpreter V               | DSP&S                 | 45.00       | 07/01/13-06/30/14 |
| Goforth, Timothy        | Lecturer-Fire Technology    | Fire Technology       | 37.26       | 07/01/13-06/30/14 |
| Gomez, Isaac            | Proctor, EMT                | Medical Services      | 12.48       | 07/17/13-06/30/14 |
| Gomez, Isaac            | EMS Licensing Examiner III  | Medical Services      | 25.00       | 07/17/13-06/30/14 |
| Gomez, Paula            | Theatrical Rigger II        | Technical Services    | 16.50       | 07/01/13-06/28/14 |
| Gonzalez, Amanda        | Project/Program Aide        | Student Health Svcs.  | 19.76       | 07/01/13-06/30/14 |
| Gonzalez, Cristian      | Aquatics Assistant II       | Continuing Education  | 11.00       | 07/01/13-08/30/13 |
| Grisanti, Nicole        | Technical Expert I          | Public Safety         | 35.00       | 07/01/13-12/31/13 |
| Gunawan, Christopher    | Proctor, EMT                | Medical Services      | 12.48       | 07/08/13-06/30/14 |
| Han, Sean               | Aquatics Assistant IV       | Continuing Education  | 13.00       | 07/01/13-08/30/13 |
| Han, Sharon             | Aquatics Assistant II       | Continuing Education  | 11.00       | 07/01/13-08/30/13 |
| Hankerd, Lisa           | Health Promotion Specialist | Fire Technology       | 24.00       | 07/01/13-06/30/14 |
| Hathaway, Lisa          | Interpreter III             | DSP&S                 | 30.00       | 08/26/13-06/30/14 |
| Hernandez, Hugo         | Equipment Technician        | Technology & Health   | 14.51       | 07/01/13-06/30/14 |
| Hernandez, Priscilla    | Teaching Aide               | Adult Basic Education | 13.27       | 07/01/13-06/30/14 |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Professional Expert Employees – Extended Assignments** (continued)

| NAME                  | TITLE                      | DEPARTMENT               | PAY<br>RATE | HIRE DATE         |
|-----------------------|----------------------------|--------------------------|-------------|-------------------|
| Hinson, Jennifer      | Technical Expert II        | Nursing                  | 45.00       | 08/26/13-06/30/14 |
| Holloway, Jack        | Lecturer-Fire Technology   | Fire Technology          | 37.26       | 07/01/13-06/30/14 |
| Howell, Abigail       | Teaching Aide              | Adult Basic Education    | 13.27       | 07/01/13-06/30/14 |
| Hunter, Devin         | Aquatics Assistant IV      | Continuing Education     | 13.00       | 07/01/13-08/30/13 |
| Hurter, Michele       | Lecturer                   | Kinesiology, Ath. & Dnc. | 19.76       | 07/01/13-06/30/14 |
| Ibarra, Maria         | Technical Expert II        | Nursing                  | 45.00       | 08/01/13-06/30/14 |
| Iwata, David          | Aquatics Assistant III     | Continuing Education     | 12.00       | 07/01/13-06/30/14 |
| Janes, Stephen        | Paramedic Specialist       | Medical Services         | 15.60       | 07/14/13-06/30/14 |
| Jasinski, Barbara     | Event Supervisor I         | Technical Services       | 11.75       | 07/01/13-06/30/14 |
| Jeckell, Andrew       | Paramedic Specialist       | Medical Services         | 15.60       | 07/01/13-06/30/14 |
| Johnson, Brianna      | Project/Program Aide       | Adult Basic Education    | 19.76       | 07/09/13-08/31/13 |
| Johnson, Lesley       | Project Administrator      | Adult Basic Education    | 60.00       | 07/01/13-06/30/14 |
| Joven, Michael        | Aquatics Assistant IV      | Continuing Education     | 13.00       | 07/01/13-08/30/13 |
| Jueschke, Christopher | Interpreter II             | DSP&S                    | 22.00       | 07/01/13-06/30/14 |
| Kelly, Meagan         | Interpreter II             | DSP&S                    | 22.00       | 07/01/13-06/30/14 |
| Kelly, Stillman       | Vision Mixer               | Technical Services       | 50.00       | 07/01/13-06/30/14 |
| Kenney, Patrick       | Paramedic Specialist       | Medical Services         | 15.60       | 07/23/13-06/30/14 |
| Kenney, Patrick       | EMS Licensing Examiner III | Medical Services         | 25.00       | 07/23/13-06/30/14 |
| Kim, Gina             | Technical Expert II        | Nursing                  | 45.00       | 08/01/13-06/30/14 |
| Kim, Stacy            | Proctor, EMT               | Medical Services         | 12.48       | 07/01/13-06/30/14 |
| Lacson, Ron           | Tutorial Specialist I      | The Writing Center       | 17.00       | 08/26/13-06/30/14 |
| Lerma, Francisco      | Paramedic Specialist       | Medical Services         | 15.60       | 07/23/13-06/30/14 |
| Lopez, Carolina       | Project Expert/Specialist  | Student Health Svcs.     | 25.00       | 07/01/13-06/30/14 |
| Lopez, Steven         | Event Supervisor I         | Technical Services       | 11.75       | 07/01/13-06/30/14 |
| Luber, Mike           | Technical Expert II        | Nursing                  | 45.00       | 07/01/13-06/30/14 |
| Marin, Irma           | Project Expert/Specialist  | Arise                    | 25.00       | 08/26/13-12/31/13 |
| Matyas, David         | EMS Licensing Examiner III | Medical Services         | 25.00       | 07/01/13-06/30/14 |
| McPhail, Brian        | Proctor, EMT               | Medical Services         | 12.48       | 07/01/13-06/30/14 |
| Merrick, Jennifer     | Paramedic Specialist       | Medical Services         | 15.60       | 07/01/13-06/30/14 |
| Merrick, Jennifer     | EMS Licensing Examiner III | Medical Services         | 25.00       | 07/01/13-06/30/14 |
| Moncada, Rudy         | Interpreter IV             | Human Resources          | 38.00       | 05/28/13-06/30/13 |
| Nicholas, Mike        | Head Video Utility         | Technical Services       | 50.00       | 07/01/13-06/30/14 |
| Niumata Jr., Penitito | Recruiting Coordinator     | Kinesiology-Football     | 25.00       | 08/01/13-06/30/14 |
| Olivas, Daisy         | Registered Nurse II        | Student Health Svcs.     | 31.83       | 07/01/13-06/30/14 |
| Orlik, David          | Proctor, EMT               | Medical Services         | 12.48       | 07/01/13-06/30/14 |
| Paredes, Terry        | Proctor, EMT               | Medical Services         | 12.48       | 07/01/13-08/16/13 |
| Peek, Corbett         | Physician                  | Student Health Svcs.     | 61.67       | 07/01/13-06/30/14 |
| Qureshi, Maryam       | House Manager II           | Technical Services       | 12.75       | 07/01/13-06/30/14 |
| Ramirez, Mirssa       | Proctor, EMT               | Medical Services         | 12.48       | 07/01/13-06/30/14 |
| Ruh, Lani             | Game Day Personnel         | Kinesiology, Ath. & Dnc. | 10.00       | 07/01/13-06/30/14 |
| Saleff, Mary          | Technical Expert II        | Nursing                  | 45.00       | 07/01/13-06/30/14 |
| Sanchez, Andrea       | Technical Expert I         | Nursing                  | 35.00       | 07/01/13-06/30/14 |
| Sherman, Robert       | Fitness Trainer I          | Continuing Education     | 12.48       | 07/01/13-06/30/14 |
| Sierra, Patrick       | Fitness Trainer I          | Continuing Education     | 12.48       | 07/01/13-06/30/14 |
| Silguero, Joseph      | EMS Licensing Examiner III | Medical Services         | 25.00       | 07/01/13-06/30/14 |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Professional Expert Employees – Extended Assignments** (continued)

| NAME              | TITLE                      | DEPARTMENT               | PAY<br>RATE | HIRE DATE         |
|-------------------|----------------------------|--------------------------|-------------|-------------------|
| Stuard, Elizabeth | Interpreter III            | DSP&S                    | 30.00       | 07/01/13-06/30/14 |
| Thall, Jason      | Game Day Personnel         | Kinesiology, Ath. & Dnc. | 10.00       | 08/01/13-06/30/14 |
| Todd, Janet       | Technical Expert I         | Kinesiology, Ath. & Dnc. | 35.00       | 07/01/13-06/30/14 |
| Tom-Hoon, Rory    | Project Coordinator        | Adult Basic Education    | 35.00       | 07/25/13-06/30/14 |
| Topete, Octavio   | Fitness Trainer I          | Continuing Education     | 12.48       | 07/01/13-06/30/14 |
| Tsai, Wilson      | Proctor, EMT               | Medical Services         | 12.48       | 07/01/13-06/30/14 |
| Uliana, Regina    | Licensed Clinical Psych.   | Student Health Svcs.     | 48.83       | 07/01/13-06/30/14 |
| Vaniman, Barry    | Head Video Utility         | Technical Services       | 50.00       | 07/01/13-06/30/14 |
| Vega, Gilbert     | Fitness Trainer I          | Continuing Education     | 12.48       | 07/01/13-06/30/14 |
| Viray, Madison    | Paramedic Specialist       | Medical Services         | 15.60       | 07/31/13-06/30/14 |
| Viray, Madison    | EMS Licensing Examiner III | Medical Services         | 25.00       | 07/31/13-06/30/14 |
| Walker, Ann       | Physician                  | Student Health Svcs.     | 61.67       | 07/01/13-06/30/14 |
| Walter, Kenneth   | Sports Publicist           | Kinesiology, Ath. & Dnc. | 16.00       | 07/01/13-06/30/14 |
| Walter, Kenneth   | Lecturer-Fire Technology   | Kinesiology, Ath. & Dnc. | 37.26       | 07/01/13-06/30/14 |
| White, Shelby     | Project/Program Aide       | Continuing Education     | 19.76       | 07/01/13-06/30/14 |
| Yusi, Laarnianne  | Technical Expert I         | Nursing                  | 35.00       | 08/01/13-06/30/14 |
| Zaldivar Jr., Leo | Event Supervisor I         | Technical Services       | 11.75       | 07/01/13-06/30/14 |

**Student Trustee**

| NAME             | TITLE           | DEPARTMENT         | PAY<br>RATE | HIRE DATE         |
|------------------|-----------------|--------------------|-------------|-------------------|
| Maureira, Karina | Student Trustee | President's Office | *400.00     | 07/01/13-06/30/14 |

\*Paid on a monthly basis

**Student Employees**

| NAME                  | TITLE                 | DEPARTMENT             | PAY<br>RATE | HIRE DATE         |
|-----------------------|-----------------------|------------------------|-------------|-------------------|
| Abulashin, Olivia     | Student Assistant I   | DSP&S                  | 8.00        | 07/22/13-08/01/13 |
| Aceves, Brooke        | Student Assistant I   | Counseling             | 8.00        | 08/26/13-12/13/13 |
| Aceves, Teresa        | Student Assistant V   | Animal Sciences        | 12.50       | 07/01/13-08/25/13 |
| Acosta, Gabriela      | Student Assistant III | Animal Sciences        | 10.00       | 07/01/13-08/25/13 |
| Aden, Saxon           | Student Assistant III | DSP&S                  | 10.00       | 07/01/13-08/23/13 |
| Agu, Chidinma         | Student Assistant II  | DSP&S                  | 8.75        | 07/01/13-08/23/13 |
| Aguero, Jesse         | Student Assistant V   | The Writing Center     | 12.50       | 07/01/13-08/23/13 |
| Aguilera, Lolita      | Student Assistant II  | Bridge Program         | 8.75        | 07/01/13-08/23/13 |
| Aguirre II, Raul      | Student Assistant III | Perkins-Architecture   | 10.00       | 07/22/13-08/25/13 |
| Ahmed, Haleemah       | Student Assistant I   | DSP&S                  | 8.00        | 07/18/13-08/01/13 |
| Al-Beitawi, Nancy     | Student Assistant II  | Child Development Ctr. | 8.75        | 08/26/13-02/21/14 |
| Alcantar, Alexander   | Student Assistant I   | Child Development Ctr. | 8.00        | 08/26/13-02/21/14 |
| Alkana, Kealy         | Student Assistant III | Technical Services     | 10.00       | 07/01/13-08/25/13 |
| Allen, Maurissa       | Student Assistant I   | Counseling             | 8.00        | 08/26/13-12/13/13 |
| Alvarez, Raelyn       | Student Assistant III | Child Development Ctr. | 10.00       | 07/01/13-08/25/13 |
| Anaya, Sonia          | Student Assistant I   | Child Development Ctr. | 8.00        | 08/26/13-02/21/14 |
| Andrzejewski, Britnee | Student Assistant II  | Animal Sciences        | 8.75        | 07/01/13-08/25/13 |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Student Employees** (continued)

| NAME                    | TITLE                 | DEPARTMENT             | PAY<br>RATE | HIRE DATE         |
|-------------------------|-----------------------|------------------------|-------------|-------------------|
| Andrzejewski, Britnee   | Student Assistant III | Continuing Education   | 10.00       | 07/11/13-08/25/13 |
| Angulo, Nancy           | Student Assistant III | Child Development Ctr. | 10.00       | 08/26/13-02/21/14 |
| Ascencio, Juan          | Student Assistant II  | Animal Sciences        | 8.75        | 07/01/13-08/25/13 |
| Attrill, Christina      | Student Assistant I   | Child Development Ctr. | 8.00        | 08/26/13-02/21/14 |
| Ayad, Andre             | Student Assistant III | Tutorial Services      | 10.00       | 07/01/13-08/02/13 |
| Barrios Dircio, Ernesto | Student Assistant II  | Bridge Program         | 8.75        | 07/01/13-08/23/13 |
| Bates, Chelsea          | Student Assistant I   | Animal Sciences        | 8.00        | 07/01/13-08/25/13 |
| Bauman, Sara            | Student Assistant II  | Theater                | 8.75        | 08/26/13-02/13/14 |
| Bedard, Adrian          | Student Assistant III | Tutorial Services      | 10.00       | 07/01/13-08/02/13 |
| Berdin, Leandra         | Student Assistant V   | EOPS                   | 12.50       | 07/01/13-08/25/13 |
| Bernal, Amber           | Student Assistant II  | Assessment & Matric.   | 8.75        | 07/01/13-08/25/13 |
| Biddle, Charles         | Student Assistant III | High School Outreach   | 10.00       | 07/01/13-08/25/13 |
| Blaza, Michael          | Student Assistant IV  | Arise Program          | 11.25       | 08/26/13-12/15/13 |
| Brambila, Alexander     | Student Assistant III | EOPS/CARE              | 10.00       | 07/01/13-08/25/13 |
| Breland, Kelsey         | Student Assistant II  | Bridge Program         | 8.75        | 07/01/13-08/23/13 |
| Briggs, Charles         | Student Assistant V   | Tutorial Services      | 12.50       | 07/01/13-08/04/13 |
| Brown, Benjamin         | Student Assistant II  | Animal Sciences        | 8.75        | 07/01/13-08/25/13 |
| Brown, Chester          | Student Assistant V   | Tutorial Services      | 12.50       | 07/01/13-08/04/13 |
| Burroughs, Marian       | Student Assistant II  | Technical Services     | 8.75        | 07/01/13-08/25/13 |
| Calderon, Phillip       | Student Assistant V   | The Writing Center     | 12.50       | 07/01/13-08/23/13 |
| Cantu, Martin           | Student Assistant III | Learning Assist. Ctr.  | 10.00       | 07/01/13-08/04/13 |
| Cantu, Rebecca          | Student Assistant I   | Agricultural Sciences  | 8.00        | 07/01/13-08/25/13 |
| Carrillo, Elsa          | Student Assistant IV  | Adult Basic Education  | 11.25       | 07/01/13-08/23/13 |
| Carrillo, Isabel        | Student Assistant II  | Bridge Program         | 8.75        | 07/01/13-08/23/13 |
| Carrillo, Michelle      | Student Assistant II  | Assessment & Matric.   | 8.75        | 07/01/13-08/25/13 |
| Carrillo, Virginia      | Student Assistant I   | Child Development Ctr. | 8.00        | 08/26/13-02/21/14 |
| Chang, Aileen           | Student Assistant V   | Learning Assist. Ctr.  | 12.50       | 07/01/13-08/04/13 |
| Chang, Joan             | Student Assistant I   | ESL                    | 8.00        | 07/01/13-08/04/13 |
| Charrette, Chelsea      | Student Assistant I   | Child Development Ctr  | 8.00        | 08/26/13-02/21/14 |
| Chavarin, Stephanie     | Student Assistant II  | Tutorial Services      | 8.75        | 07/01/13-08/04/13 |
| Chen, Hui Zu            | Student Assistant I   | ESL                    | 8.00        | 07/01/13-08/25/13 |
| Chenet, Keauntra        | Student Assistant II  | Child Development Ctr  | 8.75        | 08/26/13-02/21/14 |
| Cho, Paul               | Student Assistant III | Architecture           | 10.00       | 07/22/13-08/25/13 |
| Cooper, Austin          | Student Assistant III | Career Transfer Svcs.  | 10.00       | 07/01/13-08/25/13 |
| Coprigh, Jazzmine       | Student Assistant IV  | Learning Assist. Ctr.  | 11.25       | 07/01/13-08/22/13 |
| Cordova, Jennifer       | Student Assistant I   | Child Development Ctr  | 8.00        | 08/26/13-02/21/14 |
| Coronado, Leila         | Student Assistant V   | Tutorial Services      | 12.50       | 07/01/13-08/01/13 |
| Correa, Neftali         | Student Assistant III | Information Technology | 10.00       | 07/01/13-08/23/13 |
| Cortez, David           | Student Assistant V   | Learning Assist. Ctr.  | 12.50       | 07/01/13-08/04/13 |
| Cortez, Hugo            | Student Assistant II  | Learning Assist. Ctr.  | 8.75        | 07/01/13-08/04/13 |
| Cortez, Robert          | Student Assistant II  | Learning Assist. Ctr.  | 8.75        | 07/01/13-08/04/13 |
| Costales, Jeffrey       | Student Assistant III | Bridge Program         | 10.00       | 07/01/13-08/23/13 |
| Co-Untian, Xyrine       | Student Assistant III | DSP&S                  | 10.00       | 07/15/13-08/23/13 |
| Co-Untian, Zire         | Student Assistant III | DSP&S                  | 10.00       | 07/08/13-08/23/13 |
| Cruz Casas, Christian   | Student Assistant II  | ESL                    | 8.75        | 07/01/13-08/04/13 |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Student Employees** (continued)

| NAME                  | TITLE                 | DEPARTMENT             | PAY<br>RATE | HIRE DATE         |
|-----------------------|-----------------------|------------------------|-------------|-------------------|
| Cruz Garcia, Edgar    | Student Assistant III | Learning Assist. Ctr.  | 10.00       | 07/01/13-08/04/13 |
| Cruz-Nguyen, Jennifer | Student Assistant IV  | Adult Basic Education  | 11.25       | 07/01/13-08/23/13 |
| Cruz-Nguyen, Jennifer | Student Assistant IV  | Adult Basic Education  | 11.25       | 08/26/13-12/31/13 |
| Cuadra, Maynor        | Student Assistant I   | EOPS/CARE              | 8.00        | 09/01/13-12/20/13 |
| Cuesta, Daniel        | Student Assistant V   | Tutorial Services      | 12.50       | 07/01/13-08/02/13 |
| Cuevas, Sarahy        | Student Assistant III | Adult Basic Education  | 10.00       | 07/01/13-08/23/13 |
| Culross, LeeAnn       | Student Assistant II  | Admissions & Records   | 8.75        | 08/26/13-02/23/14 |
| Dashiell, Donnell     | Student Assistant III | EOPS/CARE              | 10.00       | 07/01/13-08/25/13 |
| Daum, Andrea          | Student Assistant III | Perkins Grant/Hosp.    | 10.00       | 07/09/13-08/25/13 |
| Davis, Brandon        | Student Assistant III | DSP&S                  | 10.00       | 07/01/13-08/23/13 |
| De Haro, Adrian       | Student Assistant II  | Animal Sciences        | 8.75        | 07/01/13-08/25/13 |
| Delgado, Nicole       | Student Assistant II  | Assessment & Matric.   | 8.75        | 07/01/13-08/25/13 |
| Deskin, Shannon       | Student Assistant III | Animal Sciences        | 10.00       | 07/01/13-08/25/13 |
| Diaz Bernal, Lidia    | Student Assistant II  | Assessment & Matric.   | 8.75        | 07/01/13-08/25/13 |
| Divens, Dianne        | Student Assistant IV  | Business Division      | 11.25       | 07/01/13-08/25/13 |
| Doyle, Sean           | Student Assistant IV  | The Writing Center     | 11.25       | 07/01/13-08/23/13 |
| Duarte, Anthony       | Student Assistant III | Technical Services     | 10.00       | 07/29/13-08/25/13 |
| Duenas, David         | Student Assistant IV  | The Writing Center     | 11.25       | 07/01/13-08/23/13 |
| Duffin, Joshua        | Student Assistant IV  | High School Outreach   | 11.25       | 07/01/13-08/25/13 |
| Duncan, Nicholas      | Student Assistant I   | Horticultural Sciences | 8.00        | 07/01/13-08/25/13 |
| Duran, Jonathan       | Student Assistant I   | Horticultural Sciences | 8.00        | 07/01/13-08/25/13 |
| Eberman, Sherry       | Student Assistant IV  | Adult Basic Education  | 11.25       | 07/01/13-08/23/13 |
| Eccles, Samantha      | Student Assistant IV  | Animal Sciences        | 11.25       | 07/01/13-08/25/13 |
| Ejaz, Sanam           | Student Assistant II  | DSP&S                  | 8.75        | 07/01/13-08/22/13 |
| Elias, Celena         | Student Assistant I   | DSP&S                  | 8.00        | 07/22/13-08/01/13 |
| Elkins, Nicholas      | Student Assistant III | Tutorial Services      | 10.00       | 07/01/13-08/01/13 |
| Elsen, Tim            | Student Assistant III | Tutorial Services      | 10.00       | 07/01/13-08/02/13 |
| Escobedo, Bianca      | Student Assistant II  | Theater                | 8.75        | 08/26/13-02/13/14 |
| Esparza, Rudy         | Student Assistant II  | Learning Assist. Ctr.  | 8.75        | 07/01/13-08/04/13 |
| Esparza, Rudy         | Student Assistant II  | Learning Assist. Ctr.  | 8.75        | 07/01/13-08/04/13 |
| Esqueda, Angelica     | Student Assistant I   | Child Development Ctr. | 8.00        | 08/26/13-02/21/14 |
| Estrada, Jessica      | Student Assistant I   | DSP&S                  | 8.00        | 07/18/13-08/01/13 |
| Estrada, Karla        | Student Assistant I   | Child Development Ctr. | 8.00        | 08/26/13-02/21/14 |
| Fallon, Madison       | Student Assistant V   | Tutorial Services      | 12.50       | 07/01/13-08/02/13 |
| Farrar, Stephen       | Student Assistant III | Financial Aid          | 10.00       | 08/25/13-02/21/14 |
| Fernandez, Sandra     | Student Assistant III | Perkins-VTEA           | 10.00       | 07/01/13-08/25/13 |
| Ferreira, Patricia    | Student Assistant I   | Information Technology | 8.00        | 07/01/13-08/23/13 |
| Ferrufino, Rodrigo    | Student Assistant I   | Earth Sci. & Astronomy | 8.00        | 07/01/13-08/25/13 |
| Flores, Cintia        | Student Assistant III | Bridge Program         | 10.00       | 07/01/13-08/23/13 |
| Flores, Cintia        | Student Assistant III | Architecture           | 10.00       | 07/18/13-08/30/13 |
| Flores, Diana         | Student Assistant V   | The Writing Center     | 12.50       | 07/01/13-08/23/13 |
| Flores, Iliana        | Student Assistant II  | Admissions & Records   | 8.75        | 07/01/13-08/25/13 |
| Flores, Iliana        | Student Assistant II  | Admissions & Records   | 8.75        | 08/26/13-02/23/14 |
| Flores, Luis          | Student Assistant I   | Tutorial Services      | 8.00        | 07/01/13-08/02/13 |
| Frelow, Kyle          | Student Assistant III | Architecture           | 10.00       | 07/15/13-08/25/13 |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Student Employees** (continued)

| NAME                      | TITLE                 | DEPARTMENT              | PAY<br>RATE | HIRE DATE         |
|---------------------------|-----------------------|-------------------------|-------------|-------------------|
| Fuentes, Mauricio         | Student Assistant V   | Perkins-Animation       | 12.50       | 07/01/13-08/25/13 |
| Gable, Brittany           | Student Assistant I   | DSP&S                   | 8.00        | 07/01/13-08/01/13 |
| Galdamez, Carlos E.       | Student Assistant III | Architecture            | 10.00       | 07/01/13-08/25/13 |
| Garbiso, Tiffany          | Student Assistant I   | Earth Sci. & Astronomy  | 8.00        | 02/25/13-06/30/13 |
| Garcia, Adrian            | Student Assistant III | Agriculture-Animal Sci. | 10.00       | 07/01/13-08/25/13 |
| Garcia, Roldan            | Student Assistant I   | Technical Services      | 8.00        | 07/01/13-08/25/13 |
| Garrido, Olivia           | Student Assistant I   | Child Development Ctr.  | 8.00        | 08/25/13-02/21/14 |
| George, David             | Student Assistant II  | Agriculture-Animal Sci. | 8.75        | 07/01/13-08/25/13 |
| Goff, Michael             | Student Assistant III | Adult Basic Education   | 10.00       | 07/01/13-07/31/13 |
| Gonzalez, Cindy           | Student Assistant I   | Child Development Ctr.  | 8.00        | 08/25/13-02/21/14 |
| Graham, Hevette           | Student Assistant I   | DSP&S                   | 8.00        | 07/22/13-08/01/13 |
| Green, Kristyn            | Student Assistant IV  | DSP&S                   | 11.25       | 07/01/13-07/14/13 |
| Gregoryk, Jason           | Student Assistant V   | Energy Services         | 12.50       | 07/01/13-08/25/13 |
| Gunn, Amanda              | Student Assistant I   | Tutorial Services       | 8.00        | 07/01/13-08/02/13 |
| Gutierrez, Andrea         | Student Assistant V   | The Writing Center      | 12.50       | 07/01/13-08/23/13 |
| Gutierrez, Britney        | Student Assistant I   | DSP&S                   | 8.00        | 07/22/13-08/01/13 |
| Guzman, Marcela           | Student Assistant I   | Child Development Ctr.  | 8.00        | 08/26/13-02/21/14 |
| Ha, Huy                   | Student Assistant III | Perkins-Drafting        | 10.00       | 07/01/13-08/25/13 |
| Haro, Victor              | Student Assistant I   | Continuing Education    | 8.00        | 07/01/13-08/15/13 |
| Hasenbein, John           | Student Assistant III | Tutorial Services       | 10.00       | 07/01/13-08/02/13 |
| Hernandez, Alexis         | Student Assistant IV  | Kinesiology-Aquatics    | 11.25       | 07/01/13-08/25/13 |
| Hernandez, Alma           | Student Assistant I   | Child Development Ctr.  | 8.00        | 08/26/13-02/21/14 |
| Hernandez, Cecilia        | Student Assistant I   | ESL                     | 8.00        | 07/01/13-08/25/13 |
| Hernandez, Sandra         | Student Assistant III | The Writing Center      | 10.00       | 07/01/13-08/23/13 |
| Hernandez, Tarah          | Student Assistant II  | Counseling              | 8.75        | 07/13/13-08/23/13 |
| Hernandez-Galindo, Sandra | Student Assistant III | Adult Basic Education   | 10.00       | 07/01/13-08/23/13 |
| Hill, Alexandria          | Student Assistant III | Technical Services      | 10.00       | 07/01/13-08/25/13 |
| Hillman, Michael          | Student Assistant I   | Earth Sci. & Astronomy  | 8.00        | 07/13/13-08/25/13 |
| Hoang, Debra              | Student Assistant IV  | Learning Assist. Ctr.   | 11.25       | 07/01/13-08/22/13 |
| Hom, Brianna              | Student Assistant V   | Kinesiology-Aquatics    | 12.50       | 07/01/13-08/25/13 |
| Hosbach, Shelly           | Student Assistant III | Admissions & Records    | 10.00       | 08/26/13-02/23/14 |
| Huang, Chih-En            | Student Assistant I   | ESL                     | 8.00        | 07/01/13-08/25/13 |
| Hughey, Joshua            | Student Assistant III | Perkins-Child Dev. Ctr. | 10.00       | 07/01/13-08/25/13 |
| Hyatt, Amber              | Student Assistant III | Child Development Ctr.  | 10.00       | 08/26/13-02/21/14 |
| Ibarra, Aimee             | Student Assistant II  | Admissions & Records    | 8.75        | 08/26/13-02/23/14 |
| Jernagin, Takisha         | Student Assistant II  | The Writing Center      | 8.75        | 07/01/13-08/04/13 |
| Jett, Dakota              | Student Assistant III | Tutorial Services       | 10.00       | 07/01/13-08/04/13 |
| John, Elisha              | Student Assistant III | Adult Basic Education   | 10.00       | 07/01/13-08/23/13 |
| Johnson, Duane            | Student Assistant III | Animal Sciences         | 10.00       | 07/01/13-08/25/13 |
| Jones, Ashley             | Student Assistant III | Career Transfer Svcs.   | 10.00       | 07/01/13-08/25/13 |
| Jones, Dominic            | Student Assistant II  | Admissions & Records    | 8.75        | 08/26/13-02/23/14 |
| Jordan, Joshua            | Student Assistant III | Animal Sciences         | 10.00       | 07/01/13-08/25/13 |
| Jordan, Pamela            | Student Assistant III | Animal Sciences         | 10.00       | 07/01/13-08/25/13 |
| Juan, Kristal             | Student Assistant III | Tutorial Services       | 10.00       | 07/01/13-08/04/13 |
| Juarez, Monica            | Student Assistant I   | ESL                     | 8.00        | 07/01/13-08/04/13 |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Student Employees** (continued)

| NAME                 | TITLE                 | DEPARTMENT               | PAY<br>RATE | HIRE DATE         |
|----------------------|-----------------------|--------------------------|-------------|-------------------|
| Juarez, Yesenia      | Student Assistant III | Child Development Ctr.   | 10.00       | 08/26/13-02/21/14 |
| Jurarez, Jhossep     | Student Assistant III | Physics and Engr.        | 10.00       | 08/19/13-02/21/14 |
| Karr, Aimee          | Student Assistant V   | Technical Services       | 12.50       | 07/01/13-08/25/13 |
| Karr, Danyelle       | Student Assistant I   | Technical Services       | 8.00        | 07/01/13-08/25/13 |
| Ketagodage, Naveen   | Student Assistant II  | Tutorial Services        | 8.75        | 07/01/13-08/04/13 |
| Khan, Amber          | Student Assistant II  | Tutorial Services        | 8.75        | 07/22/13-08/02/13 |
| Kia, Hoormazd        | Student Assistant III | CyberWatch West          | 10.00       | 07/01/13-08/25/13 |
| Kroner, Desiree      | Student Assistant III | Earth Sci. & Astronomy   | 10.00       | 07/16/13-08/25/13 |
| LaBathe, Heather     | Student Assistant III | Animal Sciences          | 10.00       | 07/01/13-08/25/13 |
| Landa, Soledad       | Student Assistant III | Financial Aid            | 10.00       | 08/26/13-02/21/14 |
| Leach, Sara          | Student Assistant II  | Admissions & Records     | 8.75        | 08/26/13-02/23/14 |
| Leal, Amanda         | Student Assistant I   | Technical Services       | 8.00        | 07/01/13-08/25/13 |
| Liang, Kevin         | Student Assistant II  | Counseling               | 8.75        | 08/26/13-12/13/13 |
| Limon, Guadalupe     | Student Assistant II  | Admissions & Records     | 8.75        | 08/26/13-02/23/14 |
| Liu, Fay             | Student Assistant III | Child Development Ctr.   | 10.00       | 08/26/13-02/21/14 |
| Liuzzi, Helen        | Student Assistant I   | Child Development Ctr.   | 8.00        | 08/26/13-02/21/14 |
| Lizardo, Jason       | Student Assistant II  | Public Safety            | 8.75        | 07/01/13-08/04/13 |
| Lizcano, David       | Student Assistant V   | Aircraft Maintenance     | 12.50       | 08/05/13-08/25/13 |
| Lizcano, David       | Student Assistant V   | Aircraft Maintenance     | 12.50       | 08/26/13-02/16/14 |
| Lopez, Blanca        | Student Assistant I   | Animal Sciences          | 8.00        | 07/01/13-08/25/13 |
| Lopez, Blanca        | Student Assistant III | Continuing Education     | 10.00       | 07/11/13-08/25/13 |
| Lopez, Lorena        | Student Assistant I   | Child Development Ctr.   | 8.00        | 08/26/13-02/21/14 |
| Lopez, Marisa        | Student Assistant III | Fiscal Services          | 10.00       | 07/29/13-08/25/13 |
| Lopez, Monique       | Student Assistant III | Financial Aid            | 10.00       | 08/26/13-02/21/14 |
| Machuca, Patty       | Student Assistant II  | Agriculture-Animal Sci.  | 8.75        | 07/01/13-08/25/13 |
| Maldonado, Ernesto   | Student Assistant III | Adult Basic Education    | 10.00       | 08/26/13-12/31/13 |
| Mares, Jose          | Student Assistant I   | Agriculture-Horticulture | 8.00        | 07/01/13-08/25/13 |
| Marquez, Christopher | Student Assistant III | Public Safety            | 10.00       | 07/01/13-08/04/13 |
| Marquez, Christopher | Student Assistant III | Public Safety            | 10.00       | 08/26/13-12/15/13 |
| Marsh, Lia           | Student Assistant I   | DSP&S                    | 8.00        | 07/01/13-08/23/13 |
| Martinez, Brandon    | Student Assistant I   | DSP&S                    | 8.00        | 07/18/13-08/01/13 |
| Martinez, Crystal    | Student Assistant II  | Counseling               | 8.75        | 08/26/13-12/13/13 |
| Martinez, Irene      | Student Assistant III | Child Development Ctr.   | 10.00       | 07/01/13-08/23/13 |
| Matthews, Kathleen   | Student Assistant I   | Child Development Ctr.   | 8.00        | 07/01/13-08/23/13 |
| Mendoza, Nevin       | Student Assistant I   | DSP&S                    | 8.00        | 07/22/13-08/01/13 |
| Merrick, Lanny       | Student Assistant III | Agriculture-Horticulture | 10.00       | 07/01/13-08/25/13 |
| Miranda, Jaimie      | Student Assistant III | Agriculture-Animal Sci.  | 10.00       | 07/01/13-08/25/13 |
| Myers, Andrea        | Student Assistant III | Admissions & Records     | 10.00       | 08/26/13-02/23/14 |
| Nguyen, Johnson      | Student Assistant II  | Admissions & Records     | 8.75        | 08/26/13-02/23/14 |
| Noriega, Jessica     | Student Assistant I   | Child Development Ctr.   | 8.00        | 08/26/13-02/21/14 |
| Ochoa, Orlando       | Student Assistant III | Agriculture-Animal Sci.  | 10.00       | 07/01/13-08/25/13 |
| Orantes, Erik        | Student Assistant IV  | Technical Services       | 11.25       | 07/01/13-08/25/13 |
| Ordaz, Lorina        | Student Assistant I   | Counseling               | 8.00        | 08/26/13-12/13/13 |
| Ortiz, David         | Student Assistant V   | Counseling               | 12.50       | 08/26/13-12/13/13 |
| Parry, Edward        | Student Assistant III | Public Safety            | 10.00       | 07/01/13-08/04/13 |

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** August 28, 2013**Student Employees** (continued)

| NAME                    | TITLE                 | DEPARTMENT               | PAY<br>RATE | HIRE DATE         |
|-------------------------|-----------------------|--------------------------|-------------|-------------------|
| Pawlak, Mary            | Student Assistant III | Agriculture-Horticulture | 10.00       | 07/01/13-08/25/13 |
| Pennington, Dwight      | Student Assistant I   | Technical Services       | 8.00        | 07/08/13-08/25/13 |
| Perea, Casey            | Student Assistant I   | Child Development Ctr.   | 8.00        | 08/26/13-02/21/14 |
| Perez, Rosemary         | Student Assistant II  | Child Development Ctr.   | 8.75        | 07/01/13-08/23/13 |
| Peshkepia, Raquel       | Student Assistant V   | Health Career Res. Ctr.  | 12.50       | 07/22/13-08/25/13 |
| Peshkepia, Raquel       | Student Assistant V   | Health Career Res. Ctr.  | 12.50       | 08/26/13-02/21/14 |
| Peterson, Brandon       | Student Assistant I   | Agriculture-Animal Sci.  | 8.00        | 07/01/13-08/25/13 |
| Pineda, Christina       | Student Assistant I   | Continuing Education     | 8.00        | 07/01/13-08/15/13 |
| Porcas, Victoria        | Student Assistant III | Agriculture-Animal Sci.  | 10.00       | 07/01/13-08/25/13 |
| Quinteros, Monica       | Student Assistant I   | Child Development Ctr.   | 8.00        | 08/26/13-02/21/14 |
| Ralph, Jeffrey          | Student Assistant II  | Public Safety            | 8.75        | 07/01/13-08/04/13 |
| Ringger, Natalie        | Student Assistant I   | Earth Sci. & Astronomy   | 8.00        | 07/01/13-08/23/13 |
| Roberts, Mark           | Student Assistant I   | Agriculture-Animal Sci.  | 8.00        | 07/01/13-08/25/13 |
| Rodriguez, Anarosa      | Student Assistant II  | Public Safety            | 8.75        | 07/01/13-08/04/13 |
| Russell, Amelia         | Student Assistant V   | Architecture             | 12.50       | 07/30/13-08/25/13 |
| Santos Sr., Eric        | Student Assistant II  | Public Safety            | 8.75        | 07/01/13-08/04/13 |
| Schneider, Natalie      | Student Assistant I   | Agriculture-Animal Sci.  | 8.00        | 07/01/13-08/25/13 |
| Sosa, Felipe            | Student Assistant III | Technical Services       | 10.00       | 07/01/13-08/25/13 |
| Stopani, Karen          | Student Assistant II  | Admissions & Records     | 8.75        | 07/01/13-08/25/13 |
| Tamillo, Blanca         | Student Assistant III | Animal Sciences          | 10.00       | 07/01/13-08/25/13 |
| Tangen, Kailee          | Student Assistant IV  | Administrative Services  | 11.25       | 08/26/13-12/13/13 |
| Thomas, Anthony         | Student Assistant III | Physics and Engr.        | 10.00       | 08/26/13-02/21/14 |
| Thomas, Thomas          | Student Assistant III | Physics and Engr.        | 10.00       | 07/01/13-08/23/13 |
| Thomas, Thomas          | Student Assistant III | Physics and Engr.        | 10.00       | 08/26/13-02/21/14 |
| Toledo, Kimberly        | Student Assistant I   | DSP&S                    | 8.00        | 07/22/13-08/01/13 |
| Torres de Torres, Julia | Student Assistant I   | Child Development Ctr.   | 8.00        | 08/26/13-02/21/14 |
| Torres, Mark            | Student Assistant III | Adult Basic Education    | 10.00       | 08/26/13-12/31/13 |
| Turrentine, Yasmina     | Student Assistant I   | DSP&S                    | 8.00        | 07/18/13-08/01/13 |
| Uribe-Pitts, Andrea     | Student Assistant III | Child Development Ctr.   | 10.00       | 08/26/13-02/21/14 |
| Valdez, Lillian         | Student Assistant I   | Child Development Ctr.   | 8.00        | 08/26/13-02/21/14 |
| Velasquez, Kevin Ronald | Student Assistant III | Architect                | 10.00       | 07/17/13-08/25/13 |
| Vigneswaran, Thenushiya | Student Assistant III | DSP&S                    | 10.00       | 07/01/13-08/25/13 |
| Voltz Jr., Donald       | Student Assistant III | Animal Sciences          | 10.00       | 07/01/13-08/25/13 |
| Warden, Chari           | Student Assistant I   | DSP&S                    | 8.00        | 07/18/13-08/01/13 |
| Weber, Jessica          | Student Assistant III | Animal Sciences          | 10.00       | 07/01/13-08/25/13 |
| Winslow, Geoffrey       | Student Assistant III | Animal Sciences          | 10.00       | 07/01/13-08/25/13 |
| Wright, Cambria         | Student Assistant III | Earth Sci. & Astronomy   | 10.00       | 07/15/13-08/25/13 |
| Yue, Peigeng            | Student Assistant I   | DSP&S                    | 8.00        | 07/18/13-08/01/13 |
| Zavalza, Elim           | Student Assistant II  | Animal Sciences          | 8.75        | 07/01/13-08/25/13 |
| Zuniga-Siordioa, Paubla | Student Assistant I   | Child Development Ctr.   | 8.00        | 08/26/13-02/21/14 |

|                                |   |               |
|--------------------------------|---|---------------|
| <b>BOARD OF TRUSTEES</b>       |   |               |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |               |
| <b>DATE:</b>                   | <u>August 28, 2013</u>  | <b>ACTION</b> |
| <b>SUBJECT:</b>                | <u>Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2011-14</u> |               |

**BACKGROUND**

The collaborative bargaining sessions between CSEA, Chapter 262 and the Mt. San Antonio Community College District (District) for a Master Agreement began on February 22, 2013. The parties met for 11 sessions, from February 22, 2013, through July 25, 2013.

**ANALYSIS AND FISCAL IMPACT**

On July 25, 2013, the District and CSEA, Chapter 262 reached a Tentative Agreement on Funded COLA plus an additional 1% increase. The additional 1% increase will be considered one-time if the State-funded COLA for 2014-15 is less than 2%.

A Tentative Agreement was also reached on Health and Welfare, resulting in a \$1,500 annual increase of the District’s contribution toward Employee Health and Welfare Benefits. This \$1,500 increase will be considered one-time if the State-funded COLA for 2014-15 is less than 2%.

If funded COLA falls below 2%, the additional 1% to salaries and the District contribution of \$1,500 toward Health and Welfare will be subject to negotiation.

The District has analyzed the financial impact of these agreements on the current and subsequent fiscal years and is confident in the District’s ability to maintain fiscal solvency. Evidence of this analysis can be viewed on the accompanying projection.

The following pages prove a summary of the items tentatively agreed upon by both parties.

**Funding Source**

Unrestricted and Restricted General Funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Three-Year Negotiated Agreement between the Mt. San Antonio Community College District and CSEA, Chapter 262 for the period July 1, 2011, through June 30, 2014.

|                 |                       |
|-----------------|-----------------------|
| Reviewed by:    | <u>James P. Czaja</u> |
| Recommended by: | <u>Bill Scroggins</u> |
| Agenda Item:    | <u>Action #2</u>      |

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2011-14

**DATE:** August 28, 2013

**SUMMARY OF AGREEMENTS**  
**Three-Year Negotiated Agreement**  
**Mt. San Antonio Community College District and CSEA, Chapter 262**

The Mt. San Antonio Community College District and CSEA, Chapter 262 reached a Tentative Agreement for year three re-opener agreement in effect from July 1, 2011, through June 30, 2014, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

**Article 4: Organizational Rights**

Increase the Association Professional Development Fund from \$9,000 to \$14,000 per fiscal year.

**Article 8: Salaries**

08.01 Unit members will be paid in accordance with Appendices A and B.

2013-14 Contract Year – Funded COLA +1%\*

\*It is the intent of the District that the one-time salary compensation becomes ongoing. The District commits to this compensation becoming ongoing if the State 2014-15 approved budget contains at least 2% funded COLA. CSEA does not waive its right to negotiate Article 8: Salaries.

08.05 Longevity – changed the flat-rate longevity to a percentage and increased it to be consistent with CSEA, Chapter 651.

|                |                        |
|----------------|------------------------|
| after 10 years | 3.5% above base salary |
| after 15 years | an additional 5.0%     |
| after 20 years | an additional 3.5%     |
| after 25 years | an additional 3.5%     |
| after 30 years | an additional 3.5%     |

**Article 9: Health and Welfare Benefits**

09.01 Changed Delta PMI to DeltaCare USA DHMO and Delta Dental DPO to Delta Dental PPO to be consistent with coverage provided by the District.

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2011-14

**DATE:** August 28, 2013

09.02 Added language reflecting unit members who work a minimum of one day, prorated proportional to their assignment, in the month shall be eligible to receive their District Contribution pursuant to 09.03. Newly hired unit members are eligible to receive their health insurance benefits the first day of the following month of their date of hire. Unit members must be enrolled in health insurance benefits in order to receive the District Contribution.

09.03 District Contribution:

2013-14 Contract Year: \$11,063 effective July 1, 2013\*

Opting-Out: An increase of \$1,500\*, resulting in the maximum being increased from \$5,000 to \$6,500 per year.

\*It is the intent of the District that the one-time salary compensation becomes ongoing. The District commits to this compensation becoming ongoing if the State 2014-15 approved budget contains at least 2% funded COLA. CSEA does not waive its right to negotiate Article 9: Health and Welfare Benefits.

### **Article 10: Hours of Work and Related Matters**

Modified language in Temporary Changes to Work Schedules to include unit members who work less than a full-time (100%) assignment shall deduct hours prorated proportional to their assignment.

Added contract language under Compensatory Time Off that requires unit members submitting compensatory time off requests in writing to their immediate manager and Vice President for approval, prior to taking the compensatory leave. The immediate manager or Vice President shall reply to requests in a timely manner.

### **Article 12: Vacation**

Added language in Vacation Scheduling to require unit members to submit vacation requests, prior to taking the vacation leave, in writing to their immediate manager and Vice President for approval. The immediate manager or Vice President shall reply to requests in a timely manner.

### **Article 13: Leaves of Absence and Related Matters**

Clarified the language in Catastrophic Leave to include hours to be prorated for those working less than a full-time (100%) assignment and clarified the language under Donation Process.

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2011-14

**DATE:** August 28, 2013

### 13.11 Personal Necessity Leave:

Modified the definition of Personal Necessity Leave to read, "Acknowledging the provisions of 13.11.3, unit members may use, in accordance with Education Code Section 88207, accumulated sick leave in cases of personal necessity incrementally for any reason, including, but not limited to, the following:" The following criteria remained the same.

Clarified language on the limits and conditions of cumulative sick leave for Personal Necessity Leave.

### **Article 16: Evaluations**

Modified the language on negative performance evaluations; the process now includes the involvement of the Vice President, Human Resources, or their Human Resources management designee, prior to the issuance to the unit member. Additional language was added to allow the unit member to have union representation during this process.

### **Article 19: Layoff**

Increase the notification period from forty-five (45) days to sixty (60) days throughout the Article.

### **Article 20: Personal/Professional Growth**

Increased the existing Personal/Professional Growth as follows:

- Increased from \$150 to \$300 for completing three (3) or more semester, or four (4) or more quarter units and increasing an additional \$50 for every one (1) semester or one (1) quarter unit of lower division credit completed at any school accredited by one of the six regional accrediting associations of schools and colleges.
- Increased from \$500 to \$750 for completing three (3) or more semester, or four (4) or more quarter units and additional \$100 for every one (1) semester or one (1) quarter units of upper division or graduate units at any school accredited by the six regional accrediting associations of schools and colleges.
- An additional one-time benefit will be granted for degrees earned or conferred on or after January 1, 2013. The one-time benefit will be increased from \$500 to \$1,000 for an Associate Degree; from \$1,000 to \$1,500 for a Bachelor's Degree; and from \$1,500 to \$2,000 for a Master's Degree or higher.

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2011-14

**DATE:** August 28, 2013

Added language allowing for the unit member to earn \$500 for obtaining any job-related license and/or certificates at any school accredited by one of the six regional accrediting associations of schools and colleges.

Clarified the language in regards to leave requests when attending Personal/Professional Growth opportunities.

### **Appendix G: Holidays for Classified Employees**

Updated Holiday Calendar for 2013-14.

## **ANALYSIS OF CSEA, CHAPTER 262 NEGOTIATION INCREASES From the Unrestricted General Fund, Restricted General Fund, Child Development Fund, Health Services Fund, Bond Construction Fund, Bond Anticipation Notes Fund, and Associated Students Trust Fund**

| Article   | Analysis  | Amount                     |
|---|---|----------------------------|
| <b>Article 4: Organizational Rights</b><br><br>4.18 CSEA 262 Professional Development Fund  | Increased annual allocation.  | \$5,000                    |
| <b>Article 8: Salaries</b><br><br>08.01 2013-14 Contract Year: Funded COLA + 1%*<br><br>08.05 Longevity                                     | *It is the intent of the District that that one-time salary compensation becomes ongoing. The District commits to this compensation becoming ongoing if the State 2014-15 approved budget contains at least 2% funded COLA. CSEA does not waive its right to negotiate Article 8: Salaries.<br><br>Increased after 10 years from 2.5% to 3.5%. Changed longevity after 20 years, 25 years, and 30 years from \$153 to 3.5%. | \$749,107<br><br>\$196,506 |
| <b>Article 9: Health and Welfare Benefits</b><br><br>09.03 2013-14 Contract Year: \$11,063 effective July 1, 2013<br><br>09.03.5 Opting Out | *It is the intent of the District that the one-time District Contribution becomes ongoing. The District commits to this District Contribution becoming ongoing, if the State 2014-15 approved budget contains at least 2% funded COLA. CSEA does not waive its right to negotiate Article 9: Health and Welfare Benefits.<br><br>Increased from \$5,000 to \$6,500.   | \$533,174                  |

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2011-14

**DATE:** August 28, 2013

**ANALYSIS OF CSEA, CHAPTER 262 NEGOTIATION INCREASES** (continued)

| Article   | Analysis  | Amount                              |
|---|---|-------------------------------------|
| <p><b>Article 20:</b><br/><b>Personal/ Professional Growth</b></p> <p>20.01<br/>Higher Education Benefits</p> <p>20.01.1</p> <p>20.01.2</p> <p>20.01.3</p> <p>20.05<br/>Degrees Earned or Conferred:<br/>An additional one-time benefit will be granted for degrees earned or conferred on or after January 1, 2000</p> | <p>Increased from \$150 to \$300 for completing three (3) semester or four (4) quarter units. Increase \$50 for each additional unit of lower division credit at any school accredited by one of the six regional accrediting associations of schools and colleges; or</p> <p>Added \$500 for obtaining any job-related licenses and/or certificates at any school accredited by one of the six regional accrediting associations of schools and colleges or an industry-recognized credential; or</p> <p>Increased from \$500 to \$750 for completing three (3) semester, or four (4) quarter units. Increase of \$100 for each additional unit of upper division or graduate units at any school accredited by the six regional accrediting associations of schools and colleges.</p> <p>Increased from \$500 to \$1,000 for an Associate Degree. Increased from \$1,000 to \$1,500 for a Bachelor's Degree. Increased from \$1,500 to \$2,000 for a Master's Degree or higher.</p> | <p>-</p> <p>-</p> <p>-</p> <p>-</p> |
|   | <b>Total</b>  | <b>\$1,483,787</b>                  |

|                                |   |               |
|--------------------------------|---|---------------|
| <b>BOARD OF TRUSTEES</b>       |   |               |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |               |
| <b>DATE:</b>                   | <u>August 28, 2013</u>  | <b>ACTION</b> |
| <b>SUBJECT:</b>                | <u>Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for 2011-14</u> |               |

**BACKGROUND**

The collaborative bargaining sessions between CSEA, Chapter 651 and the Mt. San Antonio Community College District (District) for a Master Agreement began on February 21, 2013. The parties met for 12 sessions, from February 21, 2013, through July 25, 2013.

**ANALYSIS AND FISCAL IMPACT**

On July 25, 2013, the District and CSEA, Chapter 651 reached a Tentative Agreement on Funded COLA plus an additional 1% increase. The additional 1% increase will be considered one-time if the State-funded COLA for 2014-15 is less than 2%.

A Tentative Agreement was also reached on Health and Welfare, resulting in a \$1,500 annual increase of the District’s contribution toward Employee Health and Welfare Benefits. This \$1,500 increase will be considered one-time if the State-funded COLA for 2014-15 is less than 2%.

If funded COLA falls below 2%, the additional 1% to salaries and the District contribution of \$1,500 toward Health and Welfare will be subject to negotiation.

The District has analyzed the financial impact of these agreements on the current and subsequent fiscal years and is confident in the District’s ability to maintain fiscal solvency. Evidence of this analysis can be viewed on the accompanying projection.

The following pages prove a summary of the items tentatively agreed upon by both parties.

**Funding Source**

Unrestricted and Restricted General Funds

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Three-Year Negotiated Agreement between the Mt. San Antonio Community College District and CSEA, Chapter 651 for the period July 1, 2011, through June 30, 2014.

|                 |                       |
|-----------------|-----------------------|
| Reviewed by:    | <u>James P. Czaja</u> |
| Recommended by: | <u>Bill Scroggins</u> |
| Agenda Item:    | <u>Action #3</u>      |

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for 2011-14

**DATE:** August 28, 2013

**SUMMARY OF AGREEMENTS**  
**Three-Year Negotiated Agreement**  
**Mt. San Antonio Community College District and CSEA, Chapter 651**

The Mt. San Antonio Community College District and CSEA, Chapter 651 reached a Tentative Agreement for year three re-opener agreement in effect from July 1, 2011, through June 30, 2014, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

**Article V: Rights of the Association**

Modified language for the process to request additional release time for negotiation preparation.

Increased the Association Staff Development Fund from \$6,000 to \$9,000 per fiscal year.

Added the following language to the Agreement:

**District Use of Substitute Employees**

When the District is engaged in a procedure to hire a permanent employee to fill a vacancy in a classified position and has hired a substitute employee to perform the duties of that position, the District may retain that substitute employee for not more than 120 days, only with written mutual agreement of the Association.

**Article VII: Salaries**

A. Unit members will be paid in accordance with Appendices B and C.

2013-14 Contract Year – Funded COLA +1%

\*The additional 1% increase to salary for 2013-14 will be considered one-time if State-funded COLA for 2014-15 is less than 2%. If this happens, salary adjustments for 2014-15 will be subject to negotiation.

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for 2011-14

---

**DATE:** August 28, 2013

**Article VIII: Health and Welfare Benefits**

B. District Contribution

2013-14 Contract Year: \*Maximum of \$12,661.20

\*The increase of \$1,500 for 2013-14 to the District contribution to benefits will be considered one-time if State-funded COLA for 2014-15 is less than 2%. If this happens, the District contribution for 2014-15 will be subject to negotiation.

Increased the opt-out amount from \$5,800 to \$7,300 per year.

**Article X: Leaves of Absence and Related Matters**

Added the following definition to Industrial Accident or Illness, "Industrial accident or illness is an illness or injury verified by a physician's certificate and qualifying under the State Workers' Compensation Insurance as being work-related."

Added language on engaging in the interactive process, as required by the Fair Employment Housing Act (FEHA), and language to allow union representation if requested by the unit member.

**Article XII: Matters Relating to Evaluation Processing Procedures**

Provided clarifying language on the purpose of a performance evaluation, performance evaluation meetings, and negative performance evaluations.

**Article XIV: Personal/Professional Growth**

A. A unit member may earn one of the following benefits each contract year:

- Increased from \$150 to \$300 for completing three (3) or more semester, or four (4) or more quarter units and increasing an additional \$50 for every one (1) semester or one (1) quarter unit of lower division credit completed at any school accredited by one of the six regional accrediting associations of schools and colleges.
- Increased from \$500 to \$750 for completing three (3) or more semester, or four (4) or more quarter units and additional \$100 for every one (1) semester or one (1) quarter units of upper division or graduate units at any school accredited by the six regional accrediting associations of schools and colleges.

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for 2011-14

**DATE:** August 28, 2013

- D. An additional one-time benefit will be granted for degrees earned or conferred on or after January 1, 2013. The one-time benefit will be increased from \$500 to \$1,000 for an Associate Degree; from \$1,000 to \$1,500 for a Bachelor's Degree; and from \$1,500 to \$2,000 for a Master's Degree or higher.

### **Article XVI – Layoff and Reemployment**

Added clarifying language which allows employees to be given preferential hiring, in probationary status, for any vacant position in which they possess the minimum qualifications.

### **Appendix A: Holidays for Classified Employees**

Updated Holiday Calendar for 2013-14:

#### **ANALYSIS OF CSEA, CHAPTER 651 NEGOTIATION INCREASES**

| <b>Article</b>       |  | <b>Analysis</b>  | <b>Amount</b> |
|----------------------|--|--|---------------|
| <b>Article V:</b>    | <b>Rights of the Association</b>               |  |               |
| T.                   | Association Staff Development Fund             | Increased annual allocation.   | \$3,000       |
| <b>Article VII:</b>  | <b>Salaries</b>                                |  |               |
| A.                   | 2013-14 Contract Year: Funded COLA + 1%*       | *The additional 1% increase to salary for 2013-14 will be considered one-time if State-funded COLA for 2014-15 is less than 2%. If this happens, salary adjustments for 2014-15 will be subject to negotiation.                            | \$161,345     |
| <b>Article VIII:</b> | <b>Health and Welfare Benefits</b>             |  |               |
| B.                   | 2013-14 Contract Year: *Maximum of \$12,661.20 | *The increase of \$1,500 for the 2013-14 to the District contribution to benefits will be considered one-time if State-funded COLA for 2014-15 is less than 2%. If this happens, the District contribution will be subject to negotiation. | \$138,001     |
| C.                   | Opting Out                                     | Increased from \$5,800 to \$7,300.   |               |

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for 2011-14

**DATE:** August 28, 2013

**ANALYSIS OF CSEA, CHAPTER 651 NEGOTIATION INCREASES** (continued)

|  |   |                         |
|--|---|-------------------------|
| <p><b>Article XIV: Personal/ Professional Growth</b></p> <p>A.1</p> <p>A.2</p> | <p>Increased from \$150 to \$300 for completing three (3) semester or four (4) quarter units. Increase \$50 for each additional unit of lower division credit at any school accredited by one of the six regional accrediting associations of schools and colleges; or</p> <p>Increased from \$500 to \$750 for completing three (3) semester, or four (4) quarter units. Increase of \$100 for each additional unit of upper division or graduate units at any school accredited by the six regional accrediting associations of schools and colleges.</p> | <p>-</p> <p>-</p>       |
|  | <p><b>Total</b></p>   | <p><b>\$302,346</b></p> |

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

**DATE:** August 28, 2013

**ACTION**

**SUBJECT:** Year Three Re-Opener Agreement Between the Faculty Association  
and the District for 2011-14

**BACKGROUND**

The current negotiated agreement between the District and the Faculty Association expires on June 30, 2014. The parties have negotiated a re-opener agreement for year three of the three-year contract. The Association brought the tentative agreements before its membership and achieved ratification.

**ANALYSIS AND FISCAL IMPACT**

The District and the Faculty Association used the traditional approach to negotiations, distributing written proposals and counter proposals on each major item and then securing a tentative agreement. Both parties ensured that negotiations remained focused on what impact each item would have on students, educational programs, and student outcomes. Both parties achieved the desired outcomes.

The following pages prove a summary of the items tentatively agreed upon by both parties.

**Funding Sources**

Unrestricted and Restricted General Funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Year Three Re-Opener Agreement between the Faculty Association and the District for 2011-14, effective July 1, 2013.

Recommended by: Bill Scroggins Reviewed by: James P. Czaja  
Agenda Item: Action #4

**SUBJECT:** Year Three Re-Opener Agreement Between the Faculty Association and the District for 2011-14

**DATE:** August 28, 2013

**SUMMARY OF AGREEMENTS**  
**Spring 2013 Re-Opener Negotiations**  
**Mt. San Antonio Community College District and the Faculty Association**

The Mt. San Antonio Community College District and the Faculty Association reached a Tentative Agreement for year three of the three-year contract in effect from July 1, 2011, through June 30, 2014, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

**Article 7: Salaries**

7.A. Increases: The District and the Faculty Association approved the following increases to salary and stipends:

For 2013-14: Funded COLA + 1%\*

\*The additional 1% increase to salary for 2013-14 will be considered one-time if State-funded COLA for 2014-15 is less than 2%. If this happens, salary adjustments for 2014-15 will be subject to negotiations.

7.B. Adjunct Faculty Office Hours: Adjunct professors (except those on partial, post-retirement contracts) with teaching assignments shall be paid for one office hour per week for Fall and Spring Semesters at the rate of twenty dollars (\$20) per hour. The requirement of a set office hour is not necessary for these adjuncts. What is required is that the methods by which students shall have access to professors shall be included in the professor's syllabus. Whenever possible, full-time faculty will support adjunct faculty by sharing offices.

**Article 8: Contract Employee Benefits**

8.B. District Contribution: The annual District contribution toward the premiums (Section 8.A.) for each eligible full-time unit member shall be as follows:

Third contract year (2013-14): Maximum of \$12,000 per fiscal year. Maximum of \$7,000 per fiscal year for unit members who opt out of a major medical plan.\*

\*The increase of \$1,500 for 2013-14 to the District contribution to benefits and the \$1,500 increase in the opt-out amount for 2013-14 will be considered one-time if State-funded COLA for 2014-15 is less than 2%. If this happens, the District contribution for 2014-15 will be subject to negotiation.

**SUBJECT:** Year Three Re-Opener Agreement Between the Faculty Association and the District for 2011-14

**DATE:** August 28, 2013

### **Article 10: Workload**

Clarified the language in “Annual Workload” to differentiate between noncredit professors and credit teaching professors. Updated the assigned hours per week to reflect credit professors – assigned teaching plus student office hours and noncredit professors – 36 hours.

Clarified the language on “67% Load Limit” to define the maximum LHE per term for teaching faculty should be 10 LHE and added similar language in regards to Adjunct Counselors, Instructional Specialists, and Adjunct Librarians.

Changed references from “supplemental hours” to “service hours” and added language to clarify that it is six (6) service hours weekly for teaching faculty, eight (8) service hours weekly for counselors, and five (5) service hours weekly for librarians.

Clarified language regarding the requirements of each faculty member to select activities that satisfy his or her contractual obligation for service to the College.

Modified “Equivalent Loads” for Continuing Education to reflect Noncredit Professors. Added the following language for calculations, “The noncredit professor load shall be calculated by adding the assigned teaching LHE plus the number of service hours divided by 38.4 (1LHE = 38.4 hours of noncredit service.) Noncredit professors on a 10-month contract shall work a total of 1,152 Basic Assignment Hours as per Article 10.H.2 (1,152/30 LHE = 38.4 hours/LHE). Full-time noncredit professors will teach at least one class during each primary term but not more than 30 lecture hours of teaching per week to provide time for office hours, curriculum development, preparation, and other appropriate duties. Office hours will be included in hours of service to the College.

| <u>Lecture Hours<br/>of Teaching</u> | <u>Hours of Service<br/>to the College</u> |
|--------------------------------------|--|
| 30                                   | 10   |
| 29                                   | 11   |
| 28                                   | 12   |
| 27                                   | 13   |
| 26                                   | 14   |
| 25                                   | 15   |
| 24                                   | 16   |
| 23                                   | 17   |
| 22                                   | 18   |
| 21                                   | 19   |
| 20                                   | 20   |
| 19                                   | 21   |
| 18                                   | 22   |

**SUBJECT:** Year Three Re-Opener Agreement Between the Faculty Association and the District for 2011-14

**DATE:** August 28, 2013

| <u>Lecture Hours of Teaching</u> | <u>Hours of Service to the College</u> |
|----------------------------------|--|
| 17                               | 23                                     |
| 16                               | 24                                     |
| 15                               | 25                                     |
| 14                               | 26                                     |
| 13                               | 27                                     |
| 12                               | 28                                     |
| 11                               | 29                                     |
| 10                               | 30                                     |
| 9                                | 31                                     |
| 8                                | 32                                     |
| 7                                | 33                                     |
| 6                                | 34                                     |
| 5                                | 35                                     |
| 4                                | 36                                     |
| 3                                | 37                                     |
| 2                                | 38                                     |
| 1                                | 39                                     |

Added language to include noncredit faculty, in regards to “Required Work Days,” 175 work days with required load of 30 LHE plus hours of service to the College.

Clarified the language to include overload assignment notification go out to all full-time faculty within such department before scheduling the courses. All overload and contract load assignments shall be made to full-time faculty prior to the scheduling of adjunct faculty. Additionally, added clarifying language to reassignment rights.

Added language to allow priority of assignment, in regards to adjunct faculty with rehire rights and to clarify the process in the event of multiple offerings.

Added language in regards to paying classified employees of the District who have a faculty assignment in accordance to Appendix C. Those classified employees that become eligible for overtime as a result of their adjunct faculty assignment shall be compensated for any overtime per the appropriate classified unit members’ contract with the District.

**Article 13: Intellectual Property Rights and Distance Learning**

Added language on maintaining regular and effective contact and the responsibility of DL faculty to drop students if they do not regularly participate in activities defined in the syllabus.

**SUBJECT:** Year Three Re-Opener Agreement Between the Faculty Association and the District for 2011-14

---

**DATE:** August 28, 2013

### **Article 16: Leaves of Absence**

Clarified that entitlement for adjunct faculty to use leave begins after the unit member formally accepts his/her assignment in the faculty portal.

### **Article 18: Faculty Evaluation Procedures and Personnel Files**

Clarified language in 18.K.5.b to include a tally of the ratings and a sampling of written comments to be turned in with the summary of student evaluations to the department chair or appropriate manager.

Clarified the language in 18.K.7 to include consultation with the appropriate manager.

Corrected Director, Basic Skills to Director, Adult Basic Education.

### **Article 19: Retirement**

Added language to include a post-retirement contract starting after the 180-day waiting period with the District for up to three years.

### **Article 28: Intellectual Property Rights (NEW)**

Added the following new Article:

#### 28.A. Intellectual Property Rights:

- 28.A.1. Ownership: All learning materials developed by a professor shall be owned by that professor.
- 28.A.2. Rights to Use: Mt. San Antonio College shall have the right to use such material for courses offered directly by Mt. San Antonio College at no cost to the District.
- 28.A.3. Sale or Licensing: The professor may sell or license such material.

Made modification on the following appendices:

Appendix A: Salary Schedule for Unit Members on Contract

Appendix E: Special Assignments

Appendix H.4.c: Classroom – DL

**SUBJECT:** Year Three Re-Opener Agreement Between the Faculty Association and the District for 2011-14

**DATE:** August 28, 2013

Appendix H.8: Adjunct Faculty Summary  
Appendix H.11: Service to the College

**ANALYSIS OF FACULTY NEGOTIATION INCREASES  
From the Unrestricted and Restricted General Fund**

| <b>Article</b>     |  | <b>Analysis</b>  | <b>Amount</b>      |
|--------------------|--|--|--------------------|
| <b>Article 7:</b>  | <b>Salaries</b>  |  |                    |
| 7.A.               | Adjustments: 2013-14 Funded COLA + 1%*   | *The additional 1% increase to salary for 2013-14 will be considered one-time if State-funded COLA for 2014-15 is less than 2%. If this happens, salary adjustments for 2014-15 will be subject to negotiation.  | \$1,785,844        |
| 7.B.               | Adjunct Faculty Office Hours (except those on partial, post-retirements contracts) with teaching assignments shall be paid for one office hour per week for fall and spring semesters at the rate of \$20 per hour | Changed from Credit adjunct professors to adjunct professors.  | \$80,400           |
| <b>Article 8:</b>  | <b>Contract Employee Benefits</b>  |  |                    |
| 8.B.               | District Contribution: Third contract year (2013-14): Maximum of \$12,000 per fiscal year. Maximum of \$7,000 per fiscal year for unit members who opt out of a major medical plan.*                               | District contribution increased from \$10,500 to \$12,000. Opt-out increased from \$5,500 to \$7,000.<br><br>*The increase of \$1,500 for 2013-14 to the District contribution to benefits and \$1,500 increase to the opt-out amount for the 2013-14 will be considered one-time if State-funded COLA for 2014-15 is less than 2%. If this happens, the District contribution for 2014-15 will be subject to negotiation. | \$587,250          |
| <b>Appendix B:</b> | <b>Department Chairs Remuneration/Reassigned Time</b>  | Maintains formula for reassigned time and stipend – inclusion of Fall 2012 data results in District costs. The increase was due to changes in the number of full-time, probationary, and part-time faculty and in the number of courses and sections offered in Fall 2012.   | \$1,222            |
| <b>Appendix E:</b> | <b>Reassigned Time for Special Assignments</b>   | Net additions for a total 10 LHE.  | \$13,713           |
|                    |  | <b>Total</b>   | <b>\$2,468,429</b> |

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

**DATE:** August 28, 2013

**ACTION**

**SUBJECT:** Contract with Credentials Order Processing Services Inc. to Provide  
Online Student Parking Permits

**BACKGROUND**

Credentials Order Processing Services Inc. currently processes Mt. SAC's student requests for transcripts. They also offer a solution, ParkingPlus, which automates the application, payment, production, and mailing of student and event parking permits. More than 40 California community colleges utilize Credentials for their parking permit processing.

The Bursar's Office issues more than 60,000 student parking permits per year. If Mt. SAC contracts with Credentials, staff time can be redirected toward other office needs. For students and visitors attending campus events, ParkingPlus would facilitate the simple and efficient ordering and payment of parking permits.

Mt. SAC allows students to park in a student lot without a parking permit for the first two weeks of every major term and the first week of an intersession. Currently, students have the option of purchasing a parking permit online or in-person at the Bursar's Office. The majority of parking permits are purchased in-person at the Bursar's Office, usually right before the end of the two-week grace period. Through ParkingPlus, students will be able to order parking permits through links within the student portal. A temporary permit will be emailed to the student for use until the actual permit arrives in the mail in about five days. Students and visitors will have instant access to the temporary permit without needing to come to the campus or wait in line.

In addition to student parking permits, the College also issues one-day event parking permits. Currently, departments that are holding events must direct their attendees to the yellow parking kiosks, located in several parking lots, to pay the \$3 fee for a one-day parking permit, or they must park in metered stalls.

**ANALYSIS AND FISCAL IMPACT**

Credentials will provide secure online permit order processing which includes online screens customized with Mt. SAC colors, logos, and language that accurately reflects the parking policies and procedures of the College. The parking permit includes a holographic prismatic tab security feature that prevents the permit from being duplicated. The final permit design will be approved by the College's Parking Office.

Credentials ensures that only fully authenticated users (students) may access the system, and are only offered permits for which they are eligible. The system is able to distinguish the lower permit fee amount assessed to Board of Governor Waiver-eligible students. Visitors can purchase the one-day permits from links placed on the public Mt. SAC website, where the event information is available.

Prepared by: Mark DiMaggio

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #5

**SUBJECT:** Contract with Credentials Order Processing Services Inc. to Provide Online Student Parking Permits

**DATE:** August 28, 2013

This automated service will improve the control of the parking permit inventory and provide better validation of the parking fee revenues collected. Credentials will provide an online, searchable database for use by campus police for identifying and confirming valid parking permits. Search parameters will include vehicle license plate number, permit number, student name, student ID, and order number. Staff in the Bursar's Office will also be able to review the database and inform students of the status of their permits. The website will provide administrative functionality to perform actions such as deactivating permits (lost/stolen), reissuing replacement permits, and re-sending communications to the student.

ParkingPlus will be available on a 24/7 basis to accept online transactions and provide access to customer service transaction data. Live customer service operators are available via a toll-free number from 5:00 a.m. to 5:00 p.m. PST, Monday through Thursday, and 5:00 a.m. to 3:00 p.m. on Friday.

ParkingPlus services will be provided to students and visitors at the following permit processing fees/rates:

- \$3.50 for auto and motorcycle permits during major terms
- \$3.00 for Board of Governor Waiver permits, all terms
- \$3.00 for auto and motorcycle permits during intersessions
- \$1.00 for single-use one-day permit sent via email

A walkup kiosk will be available on campus for students who may not have access to the internet. Students who prefer to pay for their permit with cash can do so at the Bursar's Office. As this is an optional service fee, students may continue to purchase and receive their permit in-person at the Bursar's Office at no charge. The College will incur a cost of \$0.65 per permit for those sold in-person or reissued at the Bursar's Office.

Credentials does not charge any startup fees or ongoing programming fees. They provide all system training and customer service free of charge. There are no termination fees. Credentials will retain the permit processing fee and will absorb all credit card handling fees. The initial term of the contract is one year with the option to renew for four additional one-year periods.

### Funding Source

Restricted General Fund – Parking.

### RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Credentials Order Processing Inc. for ParkingPlus for one year with the option to renew for four additional one-year periods, as presented.

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

**DATE:** August 28, 2013

**ACTION**

**SUBJECT:** President & CEO Employment Agreement Amendment

**BACKGROUND**

In May 2011, the Board of Trustees approved an Employment Agreement with Dr. Bill Scroggins as the College President & CEO, effective July 1, 2011, and it was amended on December 12, 2012. The approved employment agreement gives the Board, at its discretion, the right to establish a tax-sheltered annuity for the College President/CEO.

**ANALYSIS AND FISCAL IMPACT**

Paragraph four of the Employment Agreement states, "Tax-Sheltered Annuity. The Board will provide the President with a tax-sheltered annuity beginning July 1, 2012, in the amount of Ten Thousand Dollars (\$10,000.00), for the period July 1, 2012, to June 30, 2013."

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves an amendment to Dr. Scroggins' Employment Agreement that will provide the President with a tax-sheltered annuity beginning July 1, 2013, in the amount of Ten Thousand Dollars (\$10,000.00), for the period of July 1, 2013, to June 30, 2014.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #6

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| <b>BOARD OF TRUSTEES<br/>MT. SAN ANTONIO COLLEGE</b>  |                    |
| <b>DATE:</b> <u>August 28, 2013</u>   | <b>INFORMATION</b> |
| <b>SUBJECT:</b> <u>New Administrative Procedure 3110 – Academic Department<br/>Reorganization</u> |                    |

**BACKGROUND**

In November 2011, Dr. Virginia Burley, Vice President, Instruction, created Administrative Procedure 3110 – Academic Department Reorganization, to standardize the process by which academic departments are able to pursue reorganization.

**ANALYSIS AND FISCAL IMPACT**

Administrative Procedure 3110 was reviewed by the Academic Mutual Agreement Council, the President’s Advisory Council, and the Faculty Association. There is no fiscal impact to the College.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the new Administrative Procedure 3110 – Academic Department Reorganization.

Prepared by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Information #1

**SUBJECT:** New Administrative Procedure 3110 – Academic Department Reorganization

**DATE:** August 28, 2013

## **Chapter 3 – General Institution**

### **AP 3110 Academic Department Reorganization**

#### Definitions

An academic department is an administrative unit for purposes of budget, planning, reporting, personnel hiring and evaluation, and provision of instruction and/or services.

An academic department reorganization is moving faculty, courses, budgets, and programs from one department to another or separating faculty, courses, budgets, and programs into a new department.

#### Process for Requesting Department Reorganization

Any proposal to restructure or reorganize departments will require a written proposal that includes the following information:

- Purpose for reorganization or restructuring;
- Potential impacts upon students;
- Impact on use of facilities;
- Division or divisions involved;
- Faculty (both full-time and adjunct) involved in the reorganization;
- Courses to be moved;
- Programs to be moved; and
- Budgets to be moved

The proposal shall be considered by the members of the academic department or departments being affected by the reorganization at a department meeting for a vote to determine faculty support for reorganization. If faculty in the affected department(s) supports the plan for reorganization, the proposal shall be forwarded to the division dean for review and discussion of implications of the proposed reorganization. The final decision for approval of department reorganization will rest with the appropriate vice president.

**SUBJECT:** New Administrative Procedure 3110 – Academic Department Reorganization

**DATE:** August 28, 2013

If a proposal to reorganize departments is approved, information regarding faculty, courses, programs, and budgets involved in the reorganization shall be forwarded to the appropriate administrative offices (Information Technology, Fiscal Services, Human Resources, and Instruction) for follow-through.

Limitations for Consideration of Department Reorganization

- Proposed departments or reorganization of faculty shall not be established with less than three full-time faculty members.
- Proposed departments or reorganization of faculty shall not split faculty members with like minimum qualifications into different departments.
- Proposed departments or reorganization of faculty shall not create negative impacts upon students.

Adopted: June 26, 2013