



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 11, 2013

6:00 p.m. New Faculty Reception

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.

NEW FACULTY RECEPTION (6:00 p.m., Founders Hall)

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

INTRODUCTIONS AND RECOGNITION

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

Classified Employees

- **Kameliya Chekardzhikova**, Account Clerk III (Fiscal Services)
- **Taylor Dinius**, PE/Athletic Technician I (Kinesiology, Athletics, and Dance)
- **Candis Kumpe**, PE/Athletic Technician I (Kinesiology, Athletics, and Dance)
- **Leonard Ortiz**, Construction Specialist (Facilities Planning and Management)

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.

Faculty

- **John Burdett**, Professor, Music and Band Director (Music)
 - **Carly Creley**, Professor, Agriculture (Registered Veterinary Technology) (Agricultural Sciences)
 - **Brian Crichlow**, Professor, Kinesiology and Head Coach, Women's Basketball (Kinesiology, Athletics, and Dance)
 - **Taber Dunipace**, Professor, Commercial Art (Commercial and Entertainment Arts)
 - **Kay Dutz**, Professor, Chemistry (Chemistry)
 - **Cheryl Gilbert**, Professor, Psychiatric Technician (Mental Health)
 - **Hong Guo**, Professor, Library Science Online Learning (Library and Learning Resources)
 - **Scott Jaeggi**, Professor, Emergency Medical Technologies (Medical Services)
 - **Jason Perez**, Professor, Photography (Commercial and Entertainment Arts)
 - **Roger Willis**, Professor, Communication (Communication)
- **Recognition:**
 - Award a Certificate of Service to the following retiring staff member:
 - **Anna Acosta**, Administrative Secretary, Business Division (Perkins Grant), 10 years of service

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of August 28, 2013. (See backup packet Pages 1 through 12.)

PUBLIC COMMUNICATION

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

REPORTS

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

1. Associated Students
2. Academic Senate
3. Classified Senate
4. Faculty Association
5. CSEA 262
6. CSEA 651

7. Mt. SAC Foundation
8. Other Unrepresented Groups

BOARD COMMUNICATION

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

9. President's Report – Bill Scroggins, President & CEO
 - Preliminary Review of Board Study Session.
10. Informational Report – Adopted Budget for 2013-14, presented by Mike Gregoryk, Vice President, Administrative Services; and Rosa Royce, Associate Vice President, Fiscal Services.

CONSENT CALENDAR

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

ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 13 through 16.)
2. Consideration of approval to hire an Independent Contractor in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Page 17.)

3. Consideration of approval of Resolution No. 13-01, Appropriations Limit for fiscal year 2013-14. (See backup packet Pages 18 through 20.)
4. Consideration of approval to use the estimated \$17,378,445 Education Protection Account to fund Instructional Salaries and Benefits for the 2013-14 fiscal year. (See backup packet Pages 21 through 23.)
5. Consideration of approval of the re-issuance of stale-dated warrant No. 07026358 in the amount of \$85.80. (See backup packet Page 24.)
6. Consideration of approval of the expenses for the 2013 Foot Locker, Inc. National Cross Country Championships. (See backup packet Page 25.)
7. Consideration of approval of a Communications Site Lease Agreement with the City of West Covina and authorization of advance lease payments for the KSAK-FM transmitter site. (See backup packet Pages 26 and 27.)
8. Consideration of approval of contracts to provide pre-construction services for the Business and Computer Technology project and the Parking Structure project. (See backup packet Pages 28 and 29.)
9. Consideration of approval of a contract to provide Lease/Leaseback construction services for the Emergency Operations Center. (See backup packet Page 30.)
10. Consideration of approval to reduce to 5% retention for the following Bid:
 - Bid No. 2852 Design Technology Center Mechanical/HVAC Package – West-Tech Mechanical, Inc. (Mechanical/HVAC Contractor). (See backup packet Page 31.)
11. Consideration of approval to relieve one Bid and reject the second and third Bids received on the following Bid:
 - Bid No. 2953 Performing Arts Center Building – Boiler Replacement. (See backup packet Pages 32 and 33.)
12. Consideration of approval of agreements to provide Professional Design and Consulting Services with PAL id Studio for the Administration Building Renovation, with TOMIT Consulting for Campus-wide Door Hardware Improvements and Campus-wide Audiovisual Systems Improvements. (See backup packet Pages 34 and 35.)
13. Consideration of ratification of the following Change Order:
 - Bid No. 2852 Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 7. (See backup packet Pages 36 and 37.)

14. Consideration of ratification of the following Contract Amendments:

- Contract Environmental Impact Report Master Plan Update – Sid Lindmark (Professional Design and Consulting Services) – Amendment No. 1. (See backup packet Pages 38 and 39.)
- Contract Child Development Center – tBP Architecture (Professional Architectural and Construction Administration Services) – Amendment No. 15. (See backup packet Pages 38 and 39.)
- Contract Agricultural Science Complex – Hill Partnership, Inc. (Professional Architectural and Engineering Services) – Amendment No. 8. (See backup packet Pages 38 and 39.)

15. Consideration of approval of the following Completion Notices:

- Bid No. 2852 Design Technology Center – Mechanical/HVAC, West-Tech Mechanical, Inc. (Contractor)

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

- Michael P. Sullivan – DVDs and DVD Sets, valued by donor at \$1,715, to be used to expand the media collection for teaching and learning in the Library.

HUMAN RESOURCES

17. Consideration of approval of Personnel Transactions, dated September 11, 2013. (See backup packet Pages 40 through 46.)

INSTRUCTION

18. Consideration of approval of the Developmental Education Fall Follow-up Conference, to be held on October 17, 2013. (See backup packet Page 47.)

19. Consideration of approval of affiliation agreements with Montebello Fire Department, Santa Fe Springs Fire Department, and Downey Fire Department for students enrolled in the Paramedic Program. (See backup packet Page 48.)

20. Consideration of approval of a travel agreement with WISE Abroad, LLC, for the Study Abroad Program in Taipei, Taiwan, January 8 through February 15, 2014. (See backup packet Page 49.)

21. Consideration of approval of a Study Abroad Program in Hawaii, January 20 through February 12, 2014. (See backup packet Page 50.)

22. Consideration of approval of additions and changes for the Continuing Education Division. (See backup packet Page 51.)

23. Consideration of acceptance of funds and approval of activities for the Career Technical Education Community Collaborative Grant. (See backup packet Page 52.)

24. Consideration of approval of fees for students taking First Aid and CPR courses. (See backup packet Page 53.)
25. Consideration of approval of affiliation agreements with Azusa Pacific University; Chapman University; California State University, Fullerton; California State University, Long Beach; and the University of La Verne for students in the Athletic Training program. (See backup packet Page 54.)
26. Consideration of approval of a contract with RaceWire to perform race timing services. (See backup packet Page 55.)

ACTION ITEMS

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

1. Public Hearing on Proposed Budget to be adopted for the Fiscal Year 2013-14.
2. Consideration of approval of the Budget for Fiscal Year 2013-14 (distributed as a separate document). (See backup packet Pages 56 through 58.)

DISCUSSION ITEM

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

- HR/Payroll Calendar as it pertains to Board of Trustees meeting dates (distributed as a separate document).

ADJOURNMENT

Future Board Meetings

October 23, 2013
 November 20, 2013
 December 11, 2013

Upcoming Events

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

Upcoming Events (continued)

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
September 12- October 17, 2013	Sense and Sensibility I – Art Exhibit – Art Gallery Hours – Reception: Thursday, September 12, 4:00-6:00 p.m.
September 16, 2013	Constitution Day – 10:00 a.m.-5:00 p.m., Student Life Center Stage Area
September 17-19, 2013	Join-A-Club Day – 9:00 a.m.-1:00 p.m., Student Life Center Patio Area
September 18, 2013	Evening College Fair – 5:30-7:30 p.m., Miracle Mile
September 19, 2013	Mt. SAC Day at L. A. County Fair – All Day Goals and Expectations – Thrive in College Series – 1:30-2:30 p.m., Ragan Room
September 21, 2013	Fall Family Saturday Academy – 7:30 a.m.-12:30 p.m., Design Technology Center, Room 1700
September 24-25, 2013 (tentative)	What's Bugging You? Preparing for Cold and Flu Season – 11:00 a.m.-1:00 p.m., Miracle Mile
September 25, 2013	International Student Program – 4:00-6:00 p.m., Founders Hall
October 2, 2013	Fall 2013 Career Fair – 10:30 a.m.-1:30 p.m., Miracle Mile
October 3, 2013	Exploring Your Study Habits – Thrive in College Series – 1:00-2:00 p.m., Ragan Room
October 4, 2013	High School Educator's Conference – Time TBD, Design Technology Center, Room 1700
October 9, 2013	Mental Illness Awareness Week – Information Booth – 12:30-2:30 p.m., Math and Science Building Prime Stop Patio Area
October 10, 2013	Managing Your Mental Health – Thrive in College Series – 1:30-2:30 p.m., Ragan Room
October 17, 2013	Health Fair – 11:00 a.m.-2:00 p.m., Student Health Building and Courtyard
October 18-19, 2013	Dead Man's Cell Phone - 7:30 p.m., Theater
October 20, 2013	Dead Man's Cell Phone - 2:00 p.m., Theater
October 19, 2013	Saturday Academy – 7:30 a.m.-12:30 p.m., Student Life Center Stage Area Music Faculty Showcase – 7:30 p.m., Theater
October 23, 2013	Lost and Found Silent Auction – 10:00 a.m.-1:00 p.m., Student Life Center Stage Area

Upcoming Events (continued)

October 25-27, 2013 **Associated Students Fall Leadership Conference** – Weekend –
UCLA Conference Center, Lake Arrowhead

Upcoming Sports Events

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

September 13, 2013 **Women's Soccer vs. San Bernardino Valley College** – 4:30 p.m., Soccer
Field
Men's Soccer Tournament – 7:00 p.m., Soccer Field

September 15, 2013 **Men's Soccer Tournament** – 11:00 a.m., Soccer Field

September 16, 2013 **Women's Golf** – 8:30 a.m. Mt. SAC Match, El Prado Golf Course

September 17, 2013 **Women's Soccer vs. Chaffey College** – 5:00 p.m., Soccer Field

September 18, 2013 **Women's Water Polo vs. Cerritos College** – 3:00 p.m., Pool
Men's Water Polo vs. Cerritos College – 4:10 p.m., Pool

September 20, 2013 **Men's Soccer vs. San Diego City College** – 4:00 p.m., Soccer Field

September 20-21, 2013 **Men's Water Polo Tournament** – All Day, Pool

September 21, 2013 **Wrestling – Mt. SAC Duals** – All Day, Gymnasium
Football vs. Cerritos College – 1:00 p.m., Hilmer Lodge Stadium

September 24, 2013 **Women's Soccer vs. Southwestern College** – 4:00 p.m., Soccer Field

September 25, 2013 **Women's Water Polo vs. Rio Hondo College** – 3:00 p.m., Pool
Women's Water Polo vs. East Los Angeles College – 5:15 p.m., Pool
Volleyball vs. Irvine Valley College – 6:00 p.m., Gymnasium

September 27-28, 2013 **Women's Water Polo Tournament** – All Day, Pool

September 28, 2013 **Football vs. Citrus College** – 6:00 p.m., Hilmer Lodge Stadium

October 1, 2013 **Men's Soccer vs. Compton College** – 2:00 p.m., Soccer Field
Women's Soccer vs. Compton College – 4:00 p.m., Soccer Field

October 3, 2013 **Men's Water Polo vs. Fordham College** – 6:30 p.m., Pool

October 4, 2013 **Volleyball vs. East Los Angeles College** – 6:00 p.m., Gymnasium

Upcoming Sports Events (continued)

October 9, 2013	Women's Water Polo vs. Chaffey College – 3:00 p.m., Pool Men's Water Polo vs. Chaffey College – 4:10 p.m., Pool Wrestling vs. Cerritos College – 7:00 p.m., Gymnasium
October 11, 2013	Men's Soccer vs. Long Beach City College – 6:00 p.m., Soccer Field Volleyball vs. Long Beach City College – 6:00 p.m., Gymnasium
October 15, 2013	Women's Soccer vs. Pasadena City College – 4:00 p.m., Soccer Field
October 16, 2013	Volleyball vs. Pasadena City College – 5:00 p.m., Gymnasium
October 18, 2013	Cross Country Invitational – All Day Men's Soccer vs. L. A. Harbor College – 6:00 p.m., Soccer Field
October 19, 2013	Football vs. L. A. Harbor College – 6:00 p.m., Hilmer Lodge Stadium
October 22, 2013	Men's Soccer vs. Cerritos 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**

September 11, 2013





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 28, 2013

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:05 p.m. on Wednesday, August 28, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present. Student Trustee Maureira was also present.

STAFF PRESENT

Bill Scroggins, President/CEO; James Czaja, Vice President, Human Resources; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; and Audrey Yamagata-Noji, Vice President, Student Services, were present.

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

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

- **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 SESSION

The public meeting reconvened at 6:38 p.m., and the Pledge of Allegiance was led by Lance Heard, President, Faculty Association.

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

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

4. INTRODUCTIONS

The following newly appointed staff members were introduced:

Classified Employees

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

The following newly promoted staff member was introduced:

Classified Employee

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

5. RECOGNITION

Andrew Spiegel, Vice President and Branch Manager of the United States Aircraft Insurance Group (USAIG), presented 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 were **Robert Rogus** and **Linda Rogus**, Co-Chairs of the Mt. SAC Aeronautics and Transportation program.

6. APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of July 24, 2013. Student Trustee concurred.

7. REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

8. PUBLIC COMMUNICATION

None.

9. REPORTS

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

- May Ochoa, President, Associated Students
- Eric Kaljumagi, President, Academic Senate
- Laura Martinez, President, CSEA 262 (reporting in DeeJay Santiago's absence), Classified Senate
- Lance Heard, President; and Jennifer Galbraith, Past President, Faculty Association
- Laura Martinez, President, CSEA 262
- Johnny Jauregui, President, CSEA 651 (no written report)
- Bill Lambert, Executive Director, Mt. SAC Foundation

10. BOARD COMMUNICATION

- A. Trustee Baca read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”
- B. All Board members shared the following comments:
- They welcomed new and promoted employees **Stephanie Bolechowski, John Edward Estacio, Rafael Valadez, and Ronald Titus.**
 - They congratulated **Robert Rogus** and **Linda Rogus** for receiving an award from USAIG.
 - They thanked the negotiating teams (CSEA 262, CSEA 651, Faculty Association, and the District) for finishing negotiations in such a timely manner.
- C. Student Trustee Maureira reported the following:
- She congratulated Bill Lambert for putting on the Quakes game fund-raiser.
 - She thanked President Scroggins for supporting her attendance at the Student Trustee Conference in Garden Grove.
 - She thanked Carol Nelson for helping her transition into this position.
 - She and May Ochoa are developing an informal open forum in Student Life.
 - She thanked faculty members who are associated with Emergency Preparedness.
- D. Trustee Chyr reported the following:
- He congratulated Trustee Hall and Trustee Chen Haggerty on their fine campaign efforts, and he commented on the approximately \$500K saved by the District.
 - He welcomed all the new students.
- E. Trustee Hall reported the following:
- He’s happy that he doesn’t have to actually run a campaign as he’s running unopposed.
 - He congratulated and thanked Donna Burns, Dean of Continuing Education, for speaking at the IMC Human Resources luncheon, regarding Mt. SAC’s offerings in continued education.
 - He congratulated Clarence Brown for updating Mt. SAC’s website with the College’s accomplishments.
 - He mentioned the newspaper article about naming a building after Larry Redinger.
 - He attended the Foundation’s fund-raiser at the Quakes game.
 - He urged everyone to attend Mt. SAC’s football games.
 - He welcomed everyone back to school this semester.

F. Trustee Bader reported the following:

- She's excited about Class Pass, a program by Foothill Transit, offering free bus passes to Mt. SAC students. As of this date, over 3,000 passes have been issued.
- She mentioned the article in the paper regarding Larry Redinger.
- She attended the Fall Welcome Back Bar-b-que last Friday.
- She mentioned how beautiful the new landscape/hardscape at the Administration building looked.
- She congratulated the Grounds Department, particularly to Carol Partridge, for how beautiful the grounds are looking.
- She thanked Jennifer Galbraith for all her hard work as the President of the Faculty Association.
- She welcomed Lance Heard for his new assignment as the President of the Faculty Association.
- She congratulated Robert Rogus and Linda Rogus for their award.

G. Trustee Chen Haggerty reported the following:

- She attended the August 1 Citizens Oversight Committee meeting and commended the members of that committee for all their hard work.
- She attended the Rowland Heights Coordinating Council meeting, where she keeps the community updated regarding Mt. SAC.
- She thanked Donna Burns for speaking at the IMC Human Resources Luncheon. The luncheon was well attended with representatives from many areas of the business sector.
- She is very happy and privileged that she'll be representing Mt. SAC as a Trustee for the next four years.
- She wished everyone success in the new semester.

H. Trustee Baca reported the following:

- He attended the Foundation's fund-raiser at the Quakes game.
- He attended the Football Scrimmage and said the team looks ready to take on the team from Saddleback College. He mentioned that the coaches are making sure that the athletes' education is as important as their sports.
- He's very pleased that Trustee Hall and Trustee Chen Haggerty are running unopposed.
- He mentioned that Larry Redinger was profiled in the local newspapers for all his hard work and dedication to Mt. SAC.
- He recognized that Councilmember Marlen Garcia, a candidate running in Trustee Area 3, is in attendance at tonight's meeting.

- He recognized that Bill Robinson, a candidate running in Trustee Area 4, is in attendance at tonight's meeting.

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new and promoted employees **Stephanie Bolechowski**, **John Edward Estacio**, **Rafael Valadez**, and **Ronald Titus**.
- He congratulated **Robert Rogus** and **Linda Rogus** for receiving an award from USAIG.
- He discussed a preliminary review of Board Study session dates. The end of January or the beginning of February 2014 was mentioned. Topics could include: Orientation for the Two New Trustees; and the Facilities Master Plan. Dr. Scroggins mentioned that Trustee Chen Haggerty is now on the ACES Committee. It was suggested that a more in-depth discussion take place at the September 2013 Board meeting, after consideration is given to the subject.
- He provided an update on the Solar Project (see attached Solar Power Project Update write-up included on the College website with these minutes).
- He asked **Dr. Audrey Yamagata-Noji**, Vice President, Student Services, to introduce **Dr. George Bradshaw**, Dean, Enrollment Management, who gave a preliminary fall enrollment report. As of the Board meeting, 27,180 credit students were enrolled for the fall semester – up 1.27% over last fall. Of this number, 16,563 were part-time credit students and 10,289 were full-time. Fall credit class offerings increased 3.9%, from 2,847 in 2012 to 2,959. The numbers will fluctuate as more students continue to register and add and drop classes during the initial weeks of the semester. As in previous years, a majority of the College's in-district enrollment comes from Pomona (3,590), West Covina (3,077), and La Puente (2,551). Out-of-district enrollment showed 1,642 students, listing Upland as their city of residence, while another 1,235 students traveled from Chino Hills. The College also continued to draw out-of-district students from Ontario, Rancho Cucamonga, and Chino.

Dr. Bradshaw's summary is included on the College website with these minutes.

12. INFORMATIONAL REPORT – CREDIT COURSE REPETITION

Dr. Irene Malmgren, Vice President, Instruction introduced **Dr. Terri Long**, Dean of Instructional Services; and **Michelle Grimes-Hillman**, Professor, Psychology and Education, who presented a report on "Course Repeatability."

Dr. Long reported that State regulations governing course repetitions in community colleges have undergone significant changes, most recently the removal of repeatability from most lab and activity courses offered at Mt. SAC. Effective Summer 2013, the ability to repeat courses was removed from all courses except those in which repetition is necessary to meet the major requirements of CSUs or UCs for completion of a bachelor's degree; intercollegiate athletics courses in which student athletes are enrolled to participate in an organized competitive sport; and intercollegiate academic or vocational competition courses that are designed specifically for non-athletic competitive events. At Mt. SAC, 21 courses have maintained repeatability because of the bachelor's degree requirement; 26 courses have maintained repeatability due to intercollegiate

athletics; and five courses have maintained repeatability because they are designed for academic or vocational competition. There are exceptions for individual students. These 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.

Both President Scroggins and Vice President Malmgren commended Dr. Long and Professor Grimes-Hillman for all their efforts in putting together this report.

It was asked if the course catalog is located on-line, and the answer was yes.

It was asked about students wanting to audit classes, and the answer was that we don't have auditing capabilities to date; that it's a very complicated effort. Further discussion needs to take place before it is considered.

It was asked why some students take a class four times, and it was answered that sometimes it's required to transfer to higher education.

Dr. Long's and Professor Grimes-Hillman's report is posted on the College website with these minutes.

13. INFORMATIONAL REPORT – DISTANCE LEARNING

Dr. Irene Malmgren introduced **Meghan Chen**, Dean, Library and Learning Resources, who presented a report on the College's Distance Learning Program. Ms. Chen also demonstrated the on-line Distance Learning Survey.

Noting that it allows students to earn two degrees and 11 certificates and complete more than 50% of credits in general education. The College offered 10 more sections of online classes than last year. During 2012-13, nearly 6,200 students took an online course, while nearly 8,000 enrolled in a hybrid class. Enrollment in online classes showed a decrease (-3%) from 2011-12, while enrollment in hybrid courses showed a slight increase (1%). Student success in hybrid and online classes has increased in the past two years. For the 2012-13 term, success rates in traditional classes continued to exceed those of online and hybrid classes. The success rate in traditional classes was 69%, 63% in hybrid classes (1.5% increase), and 58% (1.8% increase) in online classes.

Trustee Chyr asked Ms. Chen to supply him with student success rate data with year-to-year comparison and retention rate since 2008-09. Ms. Chen said she would provide that information to Dr. Scroggins.

Ms. Chen was asked to define a "hybrid course." She said that hybrid means that some physical time will be spent on campus. The accounting manual is used in determining how much time must be spent on campus to qualify as a hybrid class. Students are informed whether a class is either on-line or hybrid.

It was asked how Mt. SAC structures its hybrid classes, and the answer was that it's up to faculty to determine the structure.

Ms. Chen's report is posted on the College website with these minutes.

14. CONSENT AGENDA

The following correction was made to the Consent Agenda:

- On Page 46, Consent #17 (Singcopation's Performance at the Monterey Jazz Festival), under "Funding Sources," the amount for Stars of Excellence should read "\$9,115."

The following correction was made to the Action Agenda:

- On Page 60, Action #1 (Personnel Transactions), under "Temporary Out-of-Class for Nicole Blean," the word should read "**Tutorial.**"

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

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of the Quarterly Investment Report ending June 30, 2013.
4. Approval of the Quarterly Financial Status Report ending June 30, 2013.
5. Approval of the 2014 contract for the Chancellor's Office Tax Offset Program (COTOP).
6. Approval of the reissuance of stale-dated Warrant No. 07092685 in the amount of \$687.
7. Approval of an agreement with Ellucian Company L.P. for technical services to install the International Student & Scholar Management software module.
8. Approval of contracts to provide Lease/Leaseback construction services for the Campus-wide Door Hardware Improvements project and the Audio Visual Systems Improvements project.
9. 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).
10. Approval of the following Bid:
 - Bid No. 2951 Performing Arts Center – Liberty Climate Control, Inc. (Contractor).
11. This item was pulled and acted upon separately (see paragraph No. 15).
12. This item was pulled and acted upon separately (see paragraph No. 16).

13. Approval of the following Contract Amendments:
 - Contract Farm Area Drainage Survey – Andreasen Engineering, Inc. (Professional Design and Consulting Services) – Amendment No. 1.
 - Contract Annual Elevator Maintenance – Schindler Elevator Corporation – Amendment No. 3.
14. 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. Approval of modified courses to be effective with the 2013-14 academic year.
16. Approval for the Men's and Women's Cross Country teams to participate in an Invitational Meet in Eugene, OR, October 4-6, 2013.
17. Approval for Singcopation to participate at the 56th Annual Monterey Jazz Festival, September 20-23, 2013, in Monterey, CA.
18. Approval of Athletic Special Events expenditures and contracts for the 2013-14 academic year.
19. This item was pulled and acted upon separately (see paragraph No. 17).
20. Approval of activities and acceptance of funds for the new Title V – Developing Hispanic-Serving Institutions Grant – Building Pathways of Persistence and Completion Grant.
21. Approval of activities and acceptance of funds for the Campus Suicide Prevention Grant.
22. Approval of ratification of the agreement with the Chancellor's Office of the California Community Colleges for the Student-Right-To-Know subscription.
23. Approval of activities and acceptance of funds for the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) Grant.

24. Approval to purchase choral collections from Sand Castle Music, Inc. for the Mt. SAC Chamber Singers.
25. Approval of additions and changes for the Continuing Education Division.
26. Approval of a Memorandum of Understanding with Aurora Charter Oak Behavioral Health Care.

Student Trustee concurred.

15. **CONSENT ITEM #11 – 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.**

Trustee Hall talked about #9 of this item to point out that the words “ground-mounted” should be removed. He suggested that the solar system could be mounted on top of the parking structure. He wants to leave the land on the west side of Grand Avenue open for other future projects, such as retail income to the College. He wants a serious feasibility study done to consider mounting the system on the parking structure. He also wanted to make sure that a final decision regarding ground-mounting has not been made as yet.

Gary Nellesen, Director, Facilities Planning and Management, said that Newcomb Anderson McCormick (the consultant) is going to help us with the feasibility study and the options for various sites. They’re also going to help with the cost of the different types of solar. He mentioned that the least expensive way to provide solar is to put it on a vacant lot, and the most expensive way is to mount it on top of a building. Mike Gregoryk, Vice President, Administrative Services, reminded the Board that there may be another option out there that we’re not aware of, so we’re hiring a consultant to help us with all the options and costs.

It was asked if we go out to bid for Professional Design and Consulting Services, and Mr. Nellesen said sometimes we do; however, sometimes we contract with the best qualified consultant.

Trustee made a motion to strike the words, “ground-mounted,” and Trustee Bader seconded the motion.

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

16. CONSENT ITEM #12 – CHANGE ORDERS

Regarding Bid No. 2827, Child Development Center, Doja, Inc. (Grading Contractor) – Change Order No. 7, Items 3 and 4, it was asked why it was necessary to demolish a wall that was too low and why did we need to re-grade for landscape planting.

Gary Nellesen said that the project was done in two phases: the first one was the intersection improvements at the intersection of Bonita and Walnut, which included a number of very large retaining walls. Since its inception, as being part of Measure R, codes have changed, and the State Architect directed changes to be made to those walls. The second phase was part of Measure RR.

Mr. Nellesen reminded the Board that, with the new Lease/Leaseback delivery method, these kinds of problems won't happen as often, and it won't cost the College anything for these changes.

The following bids had no issues.

- Bid No. 2827 Child Development Center – Doja, Inc. (Grading Contractor) – Change Order No.7.
- Bid No. 2832 Child Development Center – Continental Plumbing (Plumbing Contractor) – Change Order No. 5.
- Bid No. 2830 Child Development Center – Liberty Mutual/Safeco (General) – Change Order No.8.

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

17. CONSENT ITEM #19 – AFFILIATION AGREEMENT WITH ONTARIO TRAINING CENTER FOR FIRE ACADEMY STUDENTS

Trustee Hall said that he was told that it was no longer possible to go with the Ontario Training Center. Dr. Scroggins said that we're there in a small temporary role and for both parties to determine whether it's a good fit. Dr. Malmgren said that we're using the fire training tower.

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

18. ACTION ITEM #1 – PERSONNEL TRANSACTIONS

This item was put on the agenda as a Placeholder, and the final item was presented to the Board at the beginning of tonight's meeting.

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, and passed to approve this item, as corrected. Student Trustee concurred.

19. ACTION ITEM #2 – THREE-YEAR NEGOTIATED AGREEMENT BETWEEN CSEA, CHAPTER 262 AND THE DISTRICT FOR 2011-14

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

20. ACTION ITEM #3 – THREE-YEAR NEGOTIATED AGREEMENT BETWEEN CSEA, CHAPTER 651 AND THE DISTRICT FOR 2011-14

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

21. ACTION ITEM #4 – YEAR THREE AGREEMENT BETWEEN THE FACULTY ASSOCIATION AND THE DISTRICT FOR 2011-14

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

22. ACTION ITEM #5 – CONTRACT WITH CREDENTIALS ORDER PROCESSING SERVICE INC. FOR PARKINGPLUS

It was asked if motorcycles are required to have parking permits, and the answer was yes. It was also asked where the collected monies go, and the answer was that parking funds are used to make parking lot improvements.

It was asked why there's a fee for in-person purchases of parking permits, and who will incur this fee. It was answered that the Parking Fund will incur the \$.65 fee.

It was asked that, if the student doesn't receive the parking permit in the mail, how do they receive it? It was answered that a temporary on-line permit would be issued immediately.

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

23. ACTION ITEM #6 – AMENDMENT TO DR. SCROGGINS' EMPLOYMENT AGREEMENT FOR THE PERIOD JULY 1, 2013, TO JUNE 30, 2014

Trustee Chyr mentioned that this is the second year that this has been brought before the Board. He said that his vote is still "no" because of the poor financial environment that the College is experiencing, and that it would take a lot of convincing for him to change his vote. He reminded the other trustees that, even though the Board could have voted to raise their salary in the last ten years, they have decided not to take a raise.

Trustee Hall said that he's not adverse to what's being proposed when he looks at the compensation package of Dr. Scroggins' predecessors, i.e., Dr. Feddersen and Dr. Nixon. They received some kind of annuity that was comparable to this amount (\$10,000). He said that the College is being run extremely well by Dr. Scroggins, and he feels that Dr. Scroggins should be compensated at least as well as Dr. Nixon. He also mentioned that he read an article in the newspaper that said that the President of Citrus College is receiving a \$40,000 housing subsidy.

Trustee Baca said it's very consistent with Dr. Nixon's compensation package.

Trustee Bader said that she thinks it's overwhelmingly illogical to deny giving Dr. Scroggins this annuity.

Trustee Cyr asked why it wasn't given to Dr. Scroggins in the beginning, and Dr. Scroggins reminded everyone that this was negotiated when he was hired. He reminded Trustee Chyr that Trustee Chen Haggerty was Board President at the time he was hired, and the two of them developed his contract very carefully. He said that, at the time he was hired, it was very important to Trustee Chen Haggerty to have a unified agreement for his services.

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, and passed by a vote of 4:1 to approve this item, with Trustee Chyr voting no. Student Trustee concurred.

24. INFORMATION ITEM #1 – NEW ADMINISTRATIVE PROCEDURE 3110 – ACADEMIC DEPARTMENT REORGANIZATION

This item was presented to the Board for information only.

25. ADJOURNMENT

The meeting adjourned at 9:18 p.m.

WTS:dl

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 11, 2013</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

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

Unrestricted General Fund - 11 and 12

From:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	521,622
7000	Other Outgo		<u>370,195</u>
Total		\$	891,817

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	544,838
5000	Other Operating Expenses/Services		<u>346,979</u>
Total		\$	891,817

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: September 11, 2013

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 297
Total	\$ 297

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 297
Total	\$ 297

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,583
5000 Other Operating Expenses/Services	15,489
6000 Capital Outlay	1,149
7940 Assigned Fund Balance	116,972
Total	\$ 136,193

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 132,833
3000 Employee Benefits	3,360
Total	\$ 136,193

Health Services Fund - 39

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,087
Total	\$ 2,087

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 2,087
Total	\$ 2,087

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: September 11, 2013

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>	<u>Amount</u>
7950 Unassigned Fund Balance	\$ 2,970
Total	\$ 2,970

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 2,970
Total	\$ 2,970

Other Trust Funds - 79

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 4,631
Total	\$ 4,631

To:

<u>Budget Classification</u>	<u>Amount</u>
7210 Intrafund Transfers-Out	\$ 4,631
Total	\$ 4,631

BUDGET REVISIONS
For the period ending 6/30/13

Unrestricted General Fund - 11

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
Administrative Allowance 2% Enrollment	\$ 19,886
BOG Fee Waiver Administration	238,886
Apportionment Prior Year Adjustment, FY 2011-12	511,417
District Revenue - Sales of Equipment and Supplies	3,149
Total	\$ 773,338

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7950 Unassigned Fund Balance	\$ 773,338
Total	\$ 773,338

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: September 11, 2013

Other Trust Funds - 79

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
898001 Mt. SAC Relays	\$ (4,631)
Total	\$ (4,631)

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ (4,631)
Total	\$ (4,631)

RECOMMENDATION

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$891,817), Restricted General Fund (\$297), Child Development Fund (\$136,193), Health Services Fund (\$2,087), Capital Outlay Projects Fund (\$2,970), and Other Trust Funds (\$4,631) 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 (\$773,338) and Other Trust Funds (\$-4,631) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: September 11, 2013

CONSENT

SUBJECT: Independent Contractor

BACKGROUND

Approval of Independent Contractor.

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 are corrections to the Dates and Amount for an independent contractor that was submitted for Board approval at the August 28, 2013, meeting:

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Randall, Victoria	Instruction – Kinesiology	Booklet Design – Cross Country Invitational	8/21/13- 10/30/13	\$2,000

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>September 11, 2013</u>	CONSENT
SUBJECT: <u>Resolution No. 13-01 - Appropriations Limit for Fiscal Year 2013-14</u>	

BACKGROUND

In accordance with Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980, the Board of Trustees is required to establish by resolution an appropriations limit for 2013-14.

ANALYSIS AND FISCAL IMPACT

The following Resolution No. 13-01 establishes Mt. San Antonio Community College District's appropriations limit for 2013-14 at \$259,087,556.

For 2013-14, the District's budgeted appropriations subject to the limitation are \$120,842,798. This means we are approximately \$138.2 million under our statutory spending limit. (See attached Gann Limit worksheet.)

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 13-01, as required by law.

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #3

RESOLUTION NO. 13-01

**RESOLUTION OF THE GOVERNING BOARD OF THE
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
SETTING THE DISTRICT APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2013-14**

As required by Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980.

WHEREAS, on November 6, 1979, the people of California passed Proposition 4, a constitutional amendment requiring appropriations limits for State and local government units; and

WHEREAS, Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980, implements Proposition 4, and requires the Board of Trustees to establish by resolution and appropriations limit each fiscal year beginning with 1981-82; and

WHEREAS, the documentation used in determining the appropriations limit for fiscal year 2013-14, has been made available to the public in the Office of Administrative Services for fifteen (15) days prior to the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby establishes a fiscal year 2013-14 appropriations limit of \$259,087,556.

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board of Mt. San Antonio Community College District of Los Angeles County, California, at its meeting here on September 11, 2013.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

William T. Scroggins
College President & CEO and
Secretary, Governing Board

**CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2013-14**

DISTRICT NAME: Mt. San Antonio Community College District DATE: September 11, 2013

I. 2013-14 APPROPRIATIONS LIMIT:

A. 2012-13 Appropriations Limit		<u>\$247,185,212</u>
B. 2013-14 Price Factor: 1.0512		
C. Population factor:		
1. 2011-12 Second Period Actual FTES: <u>29,441.59</u>		
2. 2012-13 Second Period Actual FTES: <u>29,356.98</u>		
3. 2013-14 Population change factor: <u>0.9971</u> (line C.2. divided by line C.1.)		
D. 2012-13 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		<u>\$259,087,556</u>
E. Adjustments to increase limit:		
1. Transfers in of financial responsibility	\$-----	
2. Temporary voter-approved increases	_____	
3. Total adjustments – increase		_____
	Sub-Total	\$-----
F. Adjustments to decrease limit:		
1. Transfers out of financial responsibility	\$-----	
2. Lapses of voter approved increases	_____	
3. Total adjustments – decrease		<_____>
G. 2013-14 Appropriations Limit		<u>\$259,087,556</u>

II. 2013-14 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)		<u>\$ 102,413,403</u>
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)		<u>135,633</u>
C. Local Property taxes		<u>18,680,958</u>
D. Estimated excess Debt Service taxes		-----
E. Estimated Parcel taxes, Square Foot taxes, etc.		-----
F. Interest on proceeds of taxes		<u>26,644</u>
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates		<u>< 413,840 ></u>
H. 2013-14 Appropriations Subject to Limit		<u>\$ 120,842,798</u>

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

DATE: September 11, 2013

CONSENT

SUBJECT: Proposition 30 - Education Protection Account (EPA) Funding and Expenditures for 2013-14 Fiscal Year

BACKGROUND

On November 6, 2012, voters approved Proposition 30, the Schools and Local Public Safety Protection Act of 2012. This proposition temporarily raises sales tax and use tax by \$.25 for four years and raises income tax on annual earnings over \$250,000 for seven years. The language of Proposition 30 requires the creation of the "Education Protection Account (EPA)" in the State's General Fund to receive and disburse these temporary tax revenues derived from the incremental increases in imposed taxes.

The EPA funds are not additional funds. They are a component of districts' base apportionment. Similar to "Local Property Taxes," districts' State aid is reduced by \$1.00 for each dollar received from the EPA.

In addition, Proposition 30 establishes that community college districts:

- Annually submit an EPA spending plan to be approved by the governing board in a public meeting;
- Annually publish on its internet website an accounting of how much money was received from the EPA and how that money was spent;
- Shall not expense EPA funds on administrative salaries and benefits or any other administrative costs; and
- Must have an annual independent financial and compliance audit to ascertain and verify whether the funds provided by EPA have been properly disbursed and expended, as required by law. Expenses incurred to comply with this additional audit requirement may be paid from the EPA funds.

ANALYSIS AND FISCAL IMPACT

The EPA funds are estimated to be \$17,378,445, as per the 2013-14 advance apportionment. This information will be included in the "Proposition 30 EPA Expenditure Report" of the CCSF-311 Annual Financial and Budget Report and will be published on the District's website.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

SUBJECT: Proposition 30 - Education Protection Account (EPA) Funding and Expenditures for 2013-14 Fiscal Year

DATE: September 11, 2013

As reported in the CCSF-311 Annual Financial and Budget Report, instructional salaries and benefit expenditures were \$71 million in the 2011-12 fiscal year. A total of approximately \$70 million will be included in the 2012-13 CCSF-311 report. The final instructional salaries and benefits figure for the 2013-14 fiscal year is not known, but the total expense of instructional salaries and benefits will largely exceed the estimated EPA funds of \$17,378,445. Therefore, it is requested that the Board of Trustees approves expensing the entire amount of the EPA funds to Instructional Salaries and Benefits.

The attached Proposition 30 EPA Expenditure Report identifies the \$17,378,445 EPA estimated proceeds as well as the salaries and benefits estimated expenditures in instructional activities. This form will be updated at year-end with actual figures and will be audited as part of the District's annual financial compliance audit.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the use of the estimated \$17,378,445 Education Protection Account to fund Instructional Salaries and Benefits for the 2013-14 fiscal year.

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

DATE: September 11, 2013

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrant

BACKGROUND

Board approval is required to re-issue any warrant that has not been cashed within 2½ 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 No.</u>	<u>Date Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07026358	12/17/09	Mary Keeney	\$85.80

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the re-issuance of Warrant No. 07026358, in the amount of \$85.80.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

DATE: September 11, 2013

CONSENT

SUBJECT: Approval of Expenditures: 2013 Foot Locker, Inc. National Cross
Country Championships in San Diego, CA

BACKGROUND

Since December 2004, the Technical Services department has been contracted by Foot Locker, Inc. to provide broadcast and webcast coverage of the Foot Locker National Cross Country Championships in San Diego, CA. This contract is an outgrowth of production activities at the Foot Locker Regional Championships held at the College. Prior to this year, the funds for this production were managed by Auxiliary Services. With the recent changes in accounting practices, Board approval is required for expenditure of travel funds.

As part of the production activities, authorization is requested to:

- Provide advance payment of deposits and expenses for hotel accommodations for College employees, professional experts, and independent contractors (not to exceed \$4,400);
- Provide out-of-town per-diem payment to all individuals working on the event (not to exceed \$2,000); and
- Provide refreshments and light snacks for all individuals working on the event (not to exceed \$400).

ANALYSIS AND FISCAL IMPACT

The contract with Foot Locker will cover all housing costs, per-diem, and refreshment costs, as detailed above. The contract will also cover all labor expenses for College employees, professional experts, and independent contractors as well as fuel costs and any necessary supplies or repairs.

Activities will be carried out with contract-generated funds. The project will not impact the College budget.

Funding Source

Contract with Foot Locker, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenses for the Foot Locker National Cross Country Championships, as presented.

Prepared by: William S. Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 11, 2013</u>	CONSENT
SUBJECT:	<u>Approval of Communications Site Lease Agreement with the</u> <u>City of West Covina</u>	

BACKGROUND

On October 17, 2012, the campus broadcast radio station, KSAK-FM, was forced to go off the air due to the loss of its transmitter site on Shadow Mountain Road. The lease on the property that housed the transmitter equipment was legally terminated when the property changed hands. Since that time, the staff in the Technical Services area has worked diligently to identify and federally license a more permanent and secure site for the radio transmitter equipment.

When the radio station was forced off the air by the loss of the transmitter site, the College applied for, and was granted, a Special Temporary Authority (STA) permitting the station to be off the air until July 2, 2013. The College subsequently filed for an extension of this STA and was granted a final extension through October 18, 2013. If the station is not back on the air by that date, the College will permanently forfeit its broadcast license. Given the extremely crowded broadcast spectrum in the Los Angeles basin, it is virtually impossible to regain this license once it is lost.

Given the time, engineering, and fiscal constraints involved in locating a suitable transmitter site, Technical Services determined that the Public Safety transmitter site maintained by the City of West Covina on Azusa Avenue was the best possible site for the transmitter location. The College has applied for, and has been granted, a construction permit from the Federal Communications Commission to relocate the KSAK-FM transmitter to this site.

The College has also negotiated a lease agreement with the City of West Covina for the use of ground space at the communications site as well as for space on two antenna support structures at the site. This will allow us to install the main broadcast antenna and a secondary microwave dish for establishing a control and audio link back to the main campus. This agreement will also provide for future space for the installation of a repeater for the campus two-way radio system, allowing us to extend coverage of our public safety radio system in an emergency.

Prepared by: <u>William S. Eastham</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #7</u>

SUBJECT: Approval of Communications Site Lease Agreement with the
City of West Covina

DATE: September 11, 2013

ANALYSIS AND FISCAL IMPACT

The lease agreement is for an initial term of five years, with the provision to renew the lease for up to five additional terms, providing the College with a secure location for its transmitter site for the next thirty years.

The initial rent for this facility has been established at \$1,500 per month, payable in advance in six-month periods. The rent is scheduled to increase 3% annually on the anniversary of the agreement.

The lease may be terminated by the College with thirty days prior written notice to the City of West Covina if the College determines that the facility is no longer appropriate for economic, environmental, or technological reasons including signal strength, coverage, or interference issues.

Given the prime location of this transmitter site and the current lease rates being paid for similar communications facilities in the Los Angeles area, this rate is fair.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Communications Site Lease Agreement with the City of West Covina and authorizes advance lease payments, as required by the Agreement.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>September 11, 2013</u>	CONSENT
SUBJECT: <u>Pre-Construction Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

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

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

SUBJECT: Pre-Construction Services

DATE: September 11, 2013

The costs for the listed services are as follows.

#1	Contractor:	Tilden-Coil Constructors	
	Project:	Business and Computer Technology	
Item	Description:	Amount	
	Pre-construction services at 0.75% of the estimated construction budget of \$41,200,000.00.	\$309,029.00	
	Contract amount:		\$309,029.00

#2	Contractor:	Tilden-Coil Constructors	
	Project:	Parking Structure	
Item	Description:	Amount	
	Pre-construction services at 0.75% of the estimated construction budget of \$47,000,000.00.	\$352,836.00	
	Contract amount:		\$352,836.00

Funding Source

Measure RR Bond Series A funds.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>September 11, 2013</u>	CONSENT
SUBJECT: <u>Lease/Leaseback Construction Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

#1	Contractor:	Tilden-Coil Constructors, Inc.	
	Project:	Emergency Operations Center	
Item	Description:	Amount	
	Guaranteed maximum price (GMP) to provide the full range of construction services necessary to construct a new Emergency Operations Center, Facilities Plan Room, and associated office and support spaces including the adjacent infrastructure improvements, as follows:	\$2,572,126.00	
	<ul style="list-style-type: none"> • Subcontractor Costs: \$1,607,283.00 • General Conditions, Overhead, Profit, Bonds, and Insurance: 561,491.00 • Allowances 284,250.00 • Construction Contingency 99,954.00 • Preconstruction Fee Adjustment 19,147.00 		
	Guaranteed Maximum Price:	\$2,572,126.00	

Funding Source

Measure RR Bond Series A funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #9

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

DATE: September 11, 2013

CONSENT

SUBJECT: Reduce Retention for West-Tech Mechanical, Inc. – Design Technology Center – Mechanical/HVAC (Bid No. 2852)

BACKGROUND

On August 26, 2009, the Board of Trustees awarded to West-Tech Mechanical, Inc., the Design Technology Center Mechanical/HVAC package (Bid No. 2852). The work for this project is 100% complete, and West-Tech Mechanical 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. West-Tech Mechanical'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 State Capital Outlay and Measure R Bond funds.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves reducing to 5% the retention for West-Tech Mechanical, Inc. on their contract for the Design Technology Center Mechanical/HVAC package (Bid No. 2852).

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #10

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

DATE: September 11, 2013 **CONSENT**

SUBJECT: Performing Arts Center Building Boiler Replacement (Bid No. 2953)

BACKGROUND

The existing boilers in the Performing Arts Center building, which were installed when the building was constructed in 1995, are in need of replacement due to a Correction Citation that the District received from the Air Quality Management District (AQMD) regarding boiler efficiency and emissions.

ANALYSIS AND FISCAL IMPACT

Thirty-five contractors were invited to participate in the bid process. Four contractors attended the mandatory job walk, with three bids received and publicly opened on August 6, 2013. The apparent low bidder, Dalke & Sons Construction, Inc., requested relief from their bid due to a mistake in filling out the bid form. Dalke & Sons Construction, Inc. provided sufficient documentation showing that the clerical error was made and that the mistake made their bid materially different than they intended it to be. Therefore, the District consented to recommend to the Board of Trustees that Dalke & Sons Construction, Inc. be relieved of their bid, in accordance with Public Contract Code 5103. After extensive review of the project scope and plans, it was determined that the second and third bids exceeded the industry average for boiler installation of similar scope and complexity by more than 60%. As a result, the College will seek an alternative, more cost-effective means of installing the boilers. A summary of bids is as follows:

<u>Company</u>	<u>Bid Amount</u>	<u>Comments</u>
Dalke & Sons Construction, Inc., Riverside, CA	\$163,890	Bid withdrawn due to a clerical error in filling out the bid form
Inland Mechanical Construction, Inc., Lake Elsinore, CA	\$238,000	Bid rejected
Air-Ex Air Conditioning, Inc., Pomona, CA	\$281,300	Bid rejected

Prepared by: Teresa Patterson Reviewed by: Rosa M. Royce/Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #11

SUBJECT: Performing Arts Center Building Boiler Replacement (Bid No. 2953)

DATE: September 11, 2013

Funding Sources

Energy Capital Outlay and Measure RR Bond Series A funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves relieving Dalke & Sons Construction, Inc. of their bid for the Performing Arts Center Building Boiler Replacement project (Bid No. 2953). It is also recommended that the Board of Trustees rejects the second and third bids submitted for the Performing Arts Center Building Boiler Replacement project.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE: <u>September 11, 2013</u>	CONSENT	
SUBJECT: <u>Professional Design and Consulting Services</u>		

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	PAL id Studio	
	Project:	Administration Building Renovation	
Item	Description:	Amount	
	Professional Interior Design services for the rework of the reception counter for the Human Resources department.	\$4,410.00	
	Contract Amount:		\$4,410.00

#2	Consultant:	TOMIT Consulting	
	Project:	Campus-wide Door Hardware Improvements	
Item	Description:	Amount	
	Professional Project Management services for the Campus-wide Door Hardware Improvements project. Services are provided for an hourly rate of \$120.00. The project will require between 20 and 30 hours per week of project management support.	\$31,200.00	
	Reimbursable Expenses:	\$500.00	
	Contract Amount:		\$31,700.00

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

SUBJECT: Professional Design and Consulting Services

DATE: September 11, 2013

#3	Consultant:	TOMIT Consulting	
	Project:	Campus-wide Audiovisual Systems Improvements	
Item	Description:	Amount	
	Professional Project Management services for the Campus-wide Audiovisual Systems Improvements project. Services are provided for an hourly rate of \$120.00. The project will require between 20 and 30 hours per week of Project Management Support.	\$31,200.00	
	Reimbursable Expenses:	\$500.00	
	Contract Amount:		\$31,700.00

Funding Sources

- #1 – Measure RR Bond Anticipation Note funds.
- #2 – Measure RR Bond Series A funds.
- #3 – Unrestricted General Fund.

RECOMMENDATION

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

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>September 11, 2013</u>	CONSENT
SUBJECT: <u>Design Technology Center (Change Order)</u>	

BACKGROUND

Design Technology Center (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2852	Contractor:	West Tech Mechanical (HVAC Contractor)	CO No.	7
Item	Change and Justification:			Amount	Time
1	Add control wiring and programming necessary to tie lighting controls to the existing campus building automation system.			\$16,098.24	0 days
2	Upgrade boiler exhaust flue from standard- to high-performance stainless steel.			\$11,213.73	0 days
3	Relocate variable air volume boxes in the Assembly area to reduce noise.			\$2,043.07	0 days
4	Add mechanical system changes to accommodate ceiling construction in the Assembly area.			\$3,594.31	0 days
5	Add air balancing costs due to concurrent fire alarm testing.			\$7,364.11	0 days
6	Change ductwork supports to comply with new building codes.			\$25,000.00	0 days
7	Calendar day delay (86 days) not attributable to West Tech Mechanical, at \$837.21 per day.			\$72,000.00	0 days
8	Replace failed outside air sensor that is no longer under warranty.			\$1,500.00	0 days
	Total			\$138,813.46	0 days
	Original Contract Amount				\$1,800,500.00
	Net Change by Previous Change Orders				-\$3,919.50
	Net Sum Prior to This Change Order				\$1,796,580.50
	Amount of Change Order No. 7				\$138,813.46
	New Contract Sum				\$1,935,393.96
Percentage of Change to Contract, to Date					7.49%

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

SUBJECT: Design Technology Center (Change Order)

DATE: September 11, 2013

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

Design Technology Center	Date	Amount	%	Bid No. 2852 West Tech Mechanical (HVAC Contractor)
Contract Amount		\$1,800,500.00		
C. O. No. 1	August 2010	\$2,520.20	0.14%	Remove septic tank and brick.
C. O. No. 2	May 2011	\$20,214.93	1.12%	One hour fire rating; and revise HVAC at storage room 303.
C. O. No. 3	June 2011	\$7,225.29	.040%	Install exhaust in photo processing area.
C. O. No. 4	August 2011	\$2,772.02	1.05%	Credit for roof flashing, add smoke/fire dampers; establish lighting control zones and relocate boiler.
C. O. No. 5	November 2011	<\$96,676.32>	<5.37%>	Back charge for welding inspector; back charge of decorative louvers, add three duct detectors.
C. O. No. 6	June 2012	\$60,024.38	<0.22%>	Revise lighting control/lighting zones; Revise metal stud wall framing; Remove scope of work for the EMS controls; Install a larger annunciator; Provide metal stud and gypsum board soffits; Eliminate fire sprinkler head and smoke/heat detector device; Provide lateral bracing; Rebalance the system after revising minimum air exchange values in response to the LEED design.

Funding Sources

State Capital Outlay and Measure R Bond funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 11, 2013</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services (Contract Amendments)</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract amendments are presented for approval:

#1	Consultant:	Sid Lindmark	No.	1
	Project:	Environmental Impact Report Master Plan Update		
Item	Description:	Amount		
	Professional services to assess changes in the Campus Facility Master Plan and prepare an update to the contents of the District's Environmental Impact Report, for review. Services are provided for a fixed fee:	\$10,000.00		
	Total	\$10,000.00		
	Original Contract Amount		\$50,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$50,000.00	
	Amount of Amendment No. 1		\$10,000.00	
	New Contract Sum		\$60,000.00	

#2	Consultant:	tBP Architecture	No.	15
	Project:	Child Development Center		
Item	Description:	Amount		
	Professional architectural and construction administration services for the Child Development Center project through construction completion. The added fee is due to the extended construction schedule.	\$19,500.00		
	Total	\$19,500.00		
	Original Contract Amount		\$425,000.00	
	Net Change by Previous Amendments		\$1,148,105.55	
	Net Sum Prior to This Amendment		\$1,573,105.55	
	Amount of Amendment No. 15		\$19,500.00	
	New Contract Sum		\$1,592,605.55	

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

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: September 11, 2013

#3	Consultant:	Hill Partnership, Inc.	No.	8
	Project:	Agricultural Sciences Complex		
Item	Description:		Amount	
	Professional architectural and engineering services for the design and approval of a fire sprinkler system for the new Canine Kennels at the Agricultural Sciences Complex.		\$4,400.00	
	Total		\$4,400.00	
	Original Contract Amount		\$100,000.00	
	Net Change by Previous Amendments		\$288,433.00	
	Net Sum Prior to This Amendment		\$388,433.00	
	Amount of Amendment No. 8		\$4,400.00	
	New Contract Sum		\$392,833.00	

Funding Sources

#s1 and 3 – Measure RR Bond Series A funds.
#2 – Measure RR Bond Anticipated Note funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 11, 2013</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Abadie, Katelyn
 Position: Learning Lab Assistant I New: No
 Department: Learning Assistance Center
 Range/Step: A-62, Step 1 Salary: \$1,499.36/month
 Job FTE: 0.475/12 months
 Effective: 9/13/13

Name: Beckerdite, Adam
 Position: Parking Officer New: No
 Department: Public Safety
 Range/Step: A-71, Step 1 Salary: \$1,639.83/month
 Job FTE: 0.475/10 months
 Effective: 9/16/13

Temporary Change of Assignment

Name: Masl, Sonja
 Position: Admissions and Records Clerk I
 Department: Admissions and Records
 Range/Step: A-59, Step 6 + L1 Salary: \$2,404.75/month
 Job FTE: 0.60/12 months
 Effective: 9/12/13
 End Date: 12/15/13
 Remarks: Change in Job FTE from 1.00 for Retrain and/or Study Leave as per current CSEA, Chapter 262, collective bargaining agreement, Article 13.12

Prepared by: Human Resources Staff Reviewed by: James Czaja
 Recommended by: Bill Scroggins Agenda Item: Consent #17

SUBJECT: Personnel Transactions

DATE: September 11, 2013

Temporary Out-of-Class Assignment

Name: Chong, Jolene
 From: Clerical Specialist
 To: Project/Program Coordinator
 Department: Counseling/Bridge Program Salary: \$4,383.50/month
 Range/Step: A-95, Step 1
 Effective: 9/3/13
 End Date: 12/31/13

Resignations

Naomi Abesamis, Project/Program Coordinator, Bridge Program, effective 8/16/13
 Ronald Becerra, Senior Grounds Equipment Operator, Grounds, effective 9/30/13
 Amy Kramer, Telephone/Operator Receptionist, EOPS, effective 9/6/13

ACADEMIC EMPLOYMENT

Initial Salary Placement Adjustment

Name: Creley, Carly New: No
 Position: Professor, Agriculture (Registered Veterinary Technology)
 Department: Agricultural Sciences
 Column/Step: II-6 Salary: \$75,113.00/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>
Rillorta, Linda	Sociology	6	Spring 2014

Retirement

David Medina, Professor, Sociology, effective 8/5/13

SUBJECT: Personnel Transactions**DATE:** September 11, 2013**MANAGEMENT EMPLOYMENT****Permanent New Hire**

Name: Schroeder, Christopher
 Position: Manager, Network & Data Security New: No
 Department: Information Technology
 Range/Step: M-12, Step 3 Salary: \$102,645/annual
 Job FTE: 1.00/12 months
 Effective: 9/12/13

Temporary Change in Title and Salary

Name: Jones, Lorraine Y.
 From: Director, Equal Employment Opportunities (EEO) Programs
 Range/Step: M-17, Step 3 Salary: \$125,962/annual
 To: Director, Human Resources Operations/EEO Programs
 Range/Step: M-21, Step 1 Salary: \$139,964/annual
 Effective: 9/12/13
 End: 6/30/14

Retroactive Approval for Temporary Changes of Assignment

Name: Galbraith, Jennifer
 Position: Interim Associate Dean, Business New: No
 Department: Business
 Range/Step: M-19, Step 1 Salary: \$130,723.00/annual
 Job FTE: 1.00/12 months
 From: 8/29/13
 To: 8/20/13

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
 From: 8/29/13
 To: 8/20/13

TEMPORARY EMPLOYMENT**Substitute Employees**

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Galutira, Emmanuel	Custodian	Absence	Custodial Services	16.98	08/21/13-12/31/13

SUBJECT: Personnel Transactions**DATE:** September 11, 2013**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alayass, Khaoula	Instructional Aide	Child Development Ctr.	8.00	08/25/13-02/21/14
Baylosis, Sunshine	Instructional Aide	Child Development Ctr.	8.00	08/25/13-02/21/14
Cortes, Yesenia	Instructional Aide	Child Development Ctr.	8.00	08/25/13-02/21/14
Fallon, Madison	Study Skills Assistant III	Learning Assistance Ctr.	12.48	08/26/13-06/30/14
Flores, Diana	Study Skills Assistant III	The Writing Center	12.48	08/26/13-02/16/14
Gaeta, Fatima	Instructional Aide	Child Development Ctr.	8.00	08/26/13-02/21/14
Garavito, Christine	Study Skills Assistant II	The Writing Center	11.32	08/26/13-02/16/14
Goff, Michael	Study Skills Assistant I	Adult Basic Education	10.27	08/26/13-06/30/14
Guest, Matthew	Tutor II	Learning Assistance Ctr.	9.25	09/03/13-02/13/14
Gutierrez, Andrea	Study Skills Assistant III	The Writing Center	12.48	08/27/13-02/16/14
Hasenbein, John	Study Skills Assistant I	Learning Assistance Ctr.	10.27	08/26/13-06/30/14
Heredia, Jessica	Instructional Aide	Child Development Ctr.	8.00	08/26/13-02/21/14
Hernandez, Sandra	Study Skills Assistant I	The Writing Center	10.27	08/26/13-02/16/14
Hinostroza, Brian	Tutor II	Learning Assistance Ctr.	9.25	07/01/13-02/16/14
Huang, Christy	Instructional Aide	Child Development Ctr.	8.00	08/26/13-02/21/14
Lizarraras, Karen	Instructional Aide	Child Development Ctr.	8.00	08/25/13-02/21/14
Lopez, Jasmin	Instructional Aide	Child Development Ctr.	8.00	08/25/13-02/21/14
Pham, Tuan	Study Skills Assistant III	Tutorial Services	12.48	07/01/13-02/16/14
Ruiz, Edna	Instructional Aide	Child Development Ctr.	8.00	08/25/13-02/21/14
Ruiz, Sigifredo	Tutor II	The Writing Center	9.25	08/26/13-02/16/14
Soliz, Stephanie	Instructional Aide	Child Development Ctr.	8.00	08/25/13-02/21/14
Tan, Katy	Instructional Aide	Child Development Ctr.	8.00	08/25/13-02/21/14
Valencia, Juana	Instructional Aide	Child Development Ctr.	8.00	08/25/13-02/21/14
Wang, Allen	Educational Adv. Aide	Admissions & Records	17.03	09/03/13-02/15/14

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acosta, Albert	Lecturer-Fire Tech.	Fire Technology	37.26	08/19/13-06/30/14
Avila, Minerva	Technical Expert I	Nursing	35.00	08/13/13-06/30/14
Avila, Minerva	Project Coordinator	Research & Inst. Effect.	35.00	08/14/13-06/30/14
Bales, Glen	Lecturer-Fire Tech.	Fire Technology	37.26	08/19/13-06/30/14
Bernal, Stephanie	House Manager I	Technical Services	10.75	07/01/13-06/30/14
Brown, Johnathan	Lecturer-Fire Tech.	Fire Technology	37.26	08/19/13-06/30/14
Daigle, Jennifer	Sports Publicist	Kinesiology	16.00	08/15/13-09/30/13
Cinco, Talitha	Technical Expert II	Nursing	45.00	08/26/13-06/30/14
Foster, Alea	Technical Expert II	Nursing	45.00	08/23/13-06/30/14
Frias, Jason	Interpreter II	DSP&S	22.00	08/26/13-06/30/14
Gilbreath, Fern	Interpreter IV	DSP&S	38.00	08/26/13-06/30/14
Graf, Cara	Technical Expert I	Nursing	35.00	08/23/13-06/30/14
Ha, Chauley	Technical Expert II	Nursing	45.00	08/23/13-06/30/14
Hartman, Kimberly	Technical Expert I	Nursing	35.00	08/23/13-06/30/14
Hinds, Shawna	Technical Expert I	Nursing	35.00	08/23/13-06/30/14
Kramer, Amy	Technical Expert I	Child Development Ctr.	35.00	09/09/13-06/30/14
Martinez, Michelle	Technical Expert II	Nursing	45.00	08/26/13-06/30/14

SUBJECT: Personnel Transactions**DATE:** September 11, 2013**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
McCuiston, Michael	Lecturer-Fire Tech.	Fire Technology	37.26	08/19/13-06/30/14
Orozco, Omar	Technical Expert I	Nursing	35.00	08/23/13-06/30/14
Pelonis, Shaylyn	Technical Expert I	Nursing	35.00	08/26/13-06/30/14
Sturgis, Lorin	Interpreter I	DSP&S	18.00	08/26/13-06/30/14
Valadez, Jennifer	Technical Expert II	Nursing	45.00	08/23/13-06/30/14
Villa, Alexander	Lecturer-Fire Tech.	Fire Technology	37.26	07/01/13-06/30/14
Yancey, Andre	Lecturer-Fire Tech.	Fire Technology	37.26	08/20/13-06/30/14
Zuniga, Christian	Technical Expert I	Nursing	35.00	08/23/13-06/30/14

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Teresa	Student Assistant V	Agricultural Sciences	12.50	08/26/13-02/23/14
Acosta, Gabriela	Student Assistant III	Agricultural Sciences	10.00	08/26/13-02/23/14
Aden, Saxon	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Agu, Chidinma	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Altamirano, Juanita	Student Assistant III	Financial Aid	10.00	08/26/13-02/21/14
Alvarado, Samantha	Student Assistant II	Technical Services	8.75	08/26/13-02/23/14
Alvarez, Raelyn	Student Assistant IV	Family & Consumer Sci.	11.25	08/26/13-02/23/14
Andrzejewski, Britnee	Student Assistant II	Agricultural Sciences	8.75	08/26/13-02/23/14
Ascencio, Juan	Student Assistant II	Agricultural Sciences	8.75	08/26/13-02/23/14
Ascencio, Yvette	Student Assistant I	DSP&S	8.00	08/26/13-02/21/14
Badillo, Anna Patricia	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Bates, Chelsea	Student Assistant I	Agricultural Sciences	8.00	08/26/13-02/23/14
Bera, Usha	Student Assistant III	The Writing Center	10.00	08/26/13-02/16/14
Biernesser-Kuhn, Sara	Student Assistant III	Fashion	10.00	08/26/13-02/23/14
Brambilia, Alexander	Student Assistant III	EOPS/CARE	10.00	08/26/13-12/20/13
Brown, Benjamin	Student Assistant II	Agricultural Sciences	8.75	08/26/13-02/23/14
Calderon, Phillip	Student Assistant V	The Writing Center	12.50	08/26/13-02/16/14
Cardona, Leonard	Student Assistant V	Information Technology	12.50	08/26/13-02/23/14
Carrillo, Elsa	Student Assistant IV	Adult Basic Education	11.25	08/26/13-12/31/13
Chang, Jamie	Student Assistant II	Technical Services	8.75	08/26/13-02/23/14
Chiu, Lester	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Contreras, Elizabeth	Student Assistant I	DSP&S	8.00	08/26/13-02/21/14
Correa, Neftali	Student Assistant III	Information Technology	10.00	08/26/13-02/23/14
Co-Untian, Xyrine	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Covarrubias, Christian	Student Assistant I	Technical Services	8.00	08/26/13-02/23/14
Crespin, Richard	Student Assistant V	Fine Arts	12.50	08/26/13-02/23/14
Dashiell, Donnell	Student Assistant III	EOPS/CARE	10.00	08/26/13-12/20/13
Davis, Brandon	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
De Haro, Adrian	Student Assistant II	Agricultural Sciences	8.75	08/26/13-02/23/14
Deskin, Shannon	Student Assistant III	Agricultural Sciences	10.00	08/26/13-02/23/14
Divens, Dianne	Student Assistant IV	Business Division	11.25	08/26/13-02/23/14
Duenas, David	Student Assistant IV	The Writing Center	11.25	08/26/13-12/15/13
Duran, Jonathan	Student Assistant I	Agricultural Sciences	8.00	08/26/13-02/23/14

SUBJECT: Personnel Transactions

DATE: September 11, 2013

Student Employees (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Eccles, Samantha	Student Assistant IV	Agricultural Sciences	11.25	08/26/13-02/23/14
Ejaz, Sanam	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Franco, Emma	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Garcia, Adrian	Student Assistant III	Horticulture	10.00	08/26/13-02/23/14
George, David	Student Assistant II	Animal Sciences	8.75	08/26/13-08/31/13
Gile, Sarah	Student Assistant III	Chemistry	10.00	08/26/13-02/21/14
Gutierrez, Christian	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Haro, Victor	Student Assistant I	Event Services	8.00	08/26/13-02/23/14
Hill-House, Matthew	Student Assistant III	Information Technology	10.00	08/26/13-02/23/14
Hughey, Joshua	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/23/14
Jimenez, Aliza	Student Assistant I	Technical Services	8.00	08/07/13-08/25/13
Johnson, Duane	Student Assistant III	Horticulture	10.00	08/26/13-02/23/14
Jordan, Joshua	Student Assistant III	Horticulture	10.00	08/26/13-02/23/14
Jordan, Pamela	Student Assistant III	Horticulture	10.00	08/26/13-02/23/14
Juarez-Arriaga, Jhossep	Student Assistant III	Physics	10.00	08/26/13-02/21/14
Kroner, Desiree	Student Assistant III	Earth Sciences & Astron.	10.00	08/26/13-02/21/14
Le, Yen	Student Assistant II	Technical Services	8.75	08/26/13-02/23/14
Leal, Amanda	Student Assistant I	Technical Services	8.00	08/26/13-02/23/14
Lewis, John	Student Assistant IV	The Writing Center	11.25	08/26/13-02/16/14
Lopez Hernandez, Roselia	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Lopez, Emmanuel	Student Assistant III	The Writing Center	10.00	08/26/13-02/16/14
Lugo, Brianna	Student Assistant II	Technical Services	8.75	08/26/13-02/23/14
Luna, Valeria	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Machuca, Patty	Student Assistant II	Agricultural Sciences	8.75	08/26/13-02/23/14
Mahan, Megan	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Malieitulia, Afeleti	Student Assistant III	Arise	10.00	08/26/13-12/15/13
Manahan, Daniel	Student Assistant II	The Writing Center	8.75	08/26/13-02/16/14
Mares, Jose	Student Assistant I	Agricultural Sciences	8.00	08/26/13-02/23/14
Marsh, Lia	Student Assistant I	DSP&S	8.00	08/26/13-02/21/14
Martinez, Irene	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/21/14
Martinez, Santana	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Matthews, Kathleen	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Medbery, Zachary	Student Assistant IV	Business Division	11.25	08/26/13-02/23/14
Mendoza, Nancy	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/21/14
Miranda, Jaimie	Student Assistant III	Agricultural Sciences	10.00	08/26/13-02/23/14
Moore, Kameron	Student Assistant IV	Adult Basic Education	11.25	08/26/13-12/31/13
Mustafa, Jawariyah	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Nguyen, Joelle Bao-Ngoc	Student Assistant III	Admissions & Records	10.00	08/26/13-02/23/14
Nunez, Gabriela	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Ochoa, Orlando	Student Assistant III	Agricultural Sciences	10.00	08/26/13-02/23/14
Ortiz, Karina	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Parry, Edward	Student Assistant III	Public Safety	10.00	08/26/13-12/15/13
Pennington, Dwight	Student Assistant I	Technical Services	8.00	08/26/13-02/23/14
Pineda, Marlyn	Student Assistant II	Child Development Ctr.	8.75	08/26/13-02/21/14
Ponce, Brenda	Student Assistant II	Child Development Ctr.	8.75	08/26/13-02/21/14

SUBJECT: Personnel Transactions**DATE:** September 11, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ponce, Yesenia	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Porras, Victoria	Student Assistant III	Agricultural Sciences	10.00	08/26/13-02/23/14
Pulido, Adriel	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Ralph, Jeffrey	Student Assistant II	Public Safety	8.75	08/26/13-12/15/13
Ramirez Jr., Jorge	Student Assistant II	Counseling	8.75	08/26/13-12/13/13
Requeno, Carlos	Student Assistant V	Information Technology	12.50	08/26/13-02/23/14
Reyes, David	Student Assistant III	Financial Aid	10.00	08/26/13-02/21/14
Rieke, Marciela	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Rivera, Rebecca	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Rodriguez Gonzalez, Karina	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Rodriguez, Anarosa	Student Assistant II	Public Safety	8.75	08/26/13-12/15/13
Rodriguez, Astrid	Student Assistant II	Theater	8.75	08/26/13-02/13/14
Rodriguez, Berenice	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Rodriguez, Paulina	Student Assistant III	Counseling	10.00	08/26/13-12/13/13
Rodriguez, Yazmine	Student Assistant II	Public Safety	8.75	08/26/13-12/15/13
Rosas, Laura	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Russell, Amelia	Student Assistant V	Architecture	12.50	08/26/13-12/31/13
Salgado, Lillian	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/21/14
Santos, Eric	Student Assistant II	Public Safety	8.75	08/26/13-12/15/13
Santoso, Ferry	Student Assistant I	Admissions & Records	8.00	08/26/13-02/23/14
Schiewe, Nicole	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Schlickemeyer, Courtney	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/21/14
Segura, Cendy	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Soken, Kristina	Student Assistant III	Career & Transfer Svcs.	10.00	08/26/13-12/20/13
Stopani, Karen	Student Assistant II	Admissions & Records	8.75	08/26/13-02/23/14
Sumaran, Liliann	Student Assistant II	Child Development Ctr.	8.75	08/26/13-02/21/14
Taira, Bryan	Student Assistant I	Technical Services	8.00	08/26/13-02/23/14
Tamillo, Blanca	Student Assistant III	Agricultural Sciences	10.00	08/26/13-02/23/14
Tenorio, Andrew	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Terriquez, Alice	Student Assistant III	Adult Basic Education	10.00	08/26/13-12/31/13
Tran, Hoang Phuong	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Tsao, Jennifer	Student Assistant II	Technical Services	8.75	08/26/13-02/23/14
Valladares, Dunia	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
VanGordon, Dolores	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Vargas, Francisco	Student Assistant III	EOPS/CARE	10.00	09/03/13-12/20/13
Vasquez, Christina	Student Assistant III	Natural Sciences	10.00	08/26/13-12/20/13
Veloz, Jonathan	Student Assistant I	Music	8.00	08/26/13-02/13/14
Vigil, Amanda	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Voltz Jr., Donald	Student Assistant III	Agricultural Sciences	10.00	08/26/13-02/23/14
Vossburg, Mercedes	Student Assistant IV	The Writing Center	11.25	08/26/13-02/26/14
Wang, Katherine	Student Assistant III	Instruction Office	10.00	08/26/13-02/23/14
Weber, Jessica	Student Assistant III	Agricultural Sciences	10.00	08/26/13-02/23/14
Winslow, Geoffrey	Student Assistant III	Agricultural Sciences	10.00	08/26/13-02/23/14
Zavala, Ryan	Student Assistant II	Technical Services	8.75	08/26/13-02/23/14
Zhen, Wendy	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14

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

DATE: September 11, 2013

CONSENT

SUBJECT: Developmental Education Fall Follow-up Conference

BACKGROUND

The Mt. San Antonio College Developmental Education Study Team (DEST) has hosted a Spring conference for the past several years to help educate instructors about theories of learning and teaching techniques. In Fall 2012, the DEST decided to establish a “Fall Follow-up” event to continue the themes of the Spring conference and encourage dialogue among faculty about the best practices that were presented.

For Fall 2013, the DEST requests authorization to bring back the Spring “Parachutes and Ladders” keynote speaker, Dr. Francisco Reveles, a professor and department chair at California State University, Sacramento, in Educational Administration and Policy Studies. Dr. Reveles’s keynote speech and presentation to students were very well received in Spring. He focused on developing students with a holistic approach, recognizing their community and family backgrounds as well as the reasons they are motivated to be in college. A variety of faculty and staff expressed interest in bringing him back to talk in a more informal setting, and the DEST is hosting a one-day event to be held on October 17, 2013. Dr. Reveles will receive compensation for his services as well as travel expenses.

ANALYSIS AND FISCAL IMPACT

This event will be open to Mt. SAC faculty, students, and staff. There is no cost to the participants. The anticipated cost of the event (based on 60 participants) is \$2,750.

Speaker fee and travel:	\$2,000
Food:	\$ 750

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Developmental Education Fall Follow-up event.

Prepared by: Bailey Smith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #18

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 11, 2013</u>	CONSENT
SUBJECT:	<u>Affiliation Agreements with Montebello Fire Department, Santa Fe Springs Fire Department, and Downey Fire Department</u>	

BACKGROUND

Students enrolled in the Paramedic Program require use of clinical facilities for training. Montebello Fire Department, located in Montebello, CA, Santa Fe Springs Fire Department, located in Santa Fe Springs, CA, and Downey Fire Department, located in Downey, CA, have agreed to accept paramedic interns and will provide Mt. SAC students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The agreements shall be effective September 12, 2013.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreements with Montebello Fire Department, Santa Fe Springs Fire Department, and Downey Fire Department.

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: September 11, 2013

CONSENT

SUBJECT: Travel Agreement with WISE Abroad, LLC, for the Study Abroad
Program in Taipei, Taiwan, for Winter 2014

BACKGROUND

The Global Opportunities Program is requesting approval of a travel agreement (Taiwan Proposal) with WISE Abroad, LLC for Winter 2014 in Taipei, Taiwan, January 3 through February 15, 2014.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$4,900 per student and will include:

- Comprehensive group insurance;
- Air transportation to and from destination;
- Accommodations, as outlined in the itinerary or comparable based on availability;
- All transfers, as outlined in the itinerary;
- Sightseeing, as outlined in the itinerary
- Admission to sites, as outlined in the itinerary
- Classroom Monday-Thursday, a maximum of four hours per day;
- Breakfast provided, as indicated in the itinerary;
- English-speaking tour escort; and
- Professor's flight and accommodations.

The students will be accompanied by Professor Ralph Jagodka. The costs of instruction are part of the existing Winter 2014 Instructional budget. The contract has been reviewed by the Vice President of Instruction.

Funding Sources

Instructional budget and student fees.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Study Abroad Program to Taipei, Taiwan, and the travel agreement with WISE Abroad, LLC.

Prepared by: Jim Jenkins

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

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

DATE: September 11, 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: New Classes

Course Title/Program	Presenter	Payment	Fee
English for the California Visitor	Hourly Staff	\$50/hour	\$60-\$90
Yoga Pilates Mat with Ball	Dixon, Alder	50%	\$35
<u>Fire Technology Program:</u> (additional courses)			
• S-230: Crew Boss	Russell, Patrick	\$30.00/student	\$90
• ICS-200	Russell, Patrick	\$30.00/student	\$90
• S-190: Intro to Wildland Fire Behavior	Russell, Patrick	\$30.00/student	\$90
• S-290: Intermediate Wildland Fire Behavior	Russell, Patrick	\$53.50/student	\$197
• S-231: Engine Boss	Adams, Tim	\$30.00/student	\$90
• Training Instructor 1A	Beckman, Richard	\$53.50/student	\$197
• Training Instructor 1B	Beckman, Richard	\$53.50/student	\$197

2. Community Services - Program Changes:

Course Title/Program	From	To
<u>Fire Technology Program:</u>		
• Fire Command 1A	50%	\$53.50/student
• Fire Command 1B	50%	\$53.50/student
• I-300: Intermediate ICS	50%	\$30.00/student
• Fire Management 1	50%	\$53.50/student

Funding Source

Community Services - Student registration fees.

RECOMMENDATION

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

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 11, 2013</u>	CONSENT
SUBJECT:	<u>Acceptance of Funds and Approval of Activities: Career Technical Education Community Collaborative Grant</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Total funding for the grant award is \$66,000; grant funds are available September 12, 2013, through July 31, 2014. Sub-agreement review with Citrus College was completed on August 29, 2013. As part of the grant activities, project staff may conduct activities that require marketing, promotional items, catering/food supplies, instructional and office supplies, and transportation.

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

Funding Source

California Community Colleges Chancellor’s Office through Citrus College.

RECOMMENDATION

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

Prepared by: _____	Sarah Daum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #23

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

DATE: September 11, 2013

CONSENT

SUBJECT: Program Fees for Students Taking First Aid and CPR Courses

BACKGROUND

Students in our First Aid and CPR courses (PE-3 and PE-5) incur charges associated with their American Red Cross CPR card/certificate. The following fee is being submitted to the Board of Trustees for review:

Program	Explanation	Cost
First Aid and CPR PE-3 and PE-5	Students take a written and practical exam during the semester to become certified in specific/various levels of First Aid and CPR. Those who pass are required to carry a certification card/certificate from the American Red Cross. Certification cards may vary in price. Most cards cost \$27.	Not to exceed \$35

ANALYSIS AND FISCAL IMPACT

The estimated fees for students for the 2013-14 academic year are detailed above. The American Red Cross sets the costs, which may change without notice. The Fiscal Services department will validate the actual fee amount prior to charging students.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves program fees, as detailed above.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

DATE: September 11, 2013

CONSENT

SUBJECT: Affiliation Agreements for the Athletics Training Program

BACKGROUND

Students enrolled in athletic training degree/certificate programs require clinical experience for training and professional preparation. Due to the comprehensive athletic program that Mt. San Antonio College offers, students are able to experience a wide variety of sports that many universities do not offer. The following universities have agreed to send their athletic training students to Mt. SAC for training:

- Azusa Pacific University
- Chapman University
- California State University, Fullerton
- California State University, Long Beach
- University of La Verne

ANALYSIS AND FISCAL IMPACT

These affiliation agreements are the standard Mt. SAC agreement. All agreements are filtered through the Risk Management department for changes or amendments.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreements with Azusa Pacific University; Chapman University; California State University, Fullerton; California State University, Long Beach; and the University of La Verne, as detailed above.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

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

DATE: September 11, 2013

CONSENT

SUBJECT: 2013-14 Athletics Special Events Expenditures and Contracts

BACKGROUND

The Mt. SAC Athletics Special Events (Cross Country Invitational and Relays) requires a contract to facilitate timing services to assist in the continual operation of the self-sustaining event. These events have a rich tradition and high level of National and International exposure. This will be the 66th running of the Cross Country Invitational and the 55th running of the Mt. SAC Relays. The Cross Country Invitational will be held on October 18, 25, and 26, 2013, and the Relays are scheduled for April 12, and 17-19, 2014, and the April 24 and 25 for the multi-event.

ANALYSIS AND FISCAL IMPACT

As part of the expenses, Mt. SAC Athletics Special Events contracts with RaceWire for race timing services for a cost not to exceed \$30,000.

Funding Source

Unrestricted General Fund

RECOMMENDATION

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

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 11, 2013</u>	ACTION
SUBJECT:	<u>Budget for Fiscal Year 2013-14</u>	

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, Section 58300, community college districts must adopt a final budget each year on or before September 15.

The proposed budget includes updated actual information from 2012-13 plus revised revenue and expenditure projections for 2013-14. Most expenditures, such as salaries, fringe benefits, supplies, utilities, contracts, and services, are considered to be ongoing and part of what is called the operational or status-quo budget.

ANALYSIS AND FISCAL IMPACT

This year, the overall State budget outcome is very positive. The economy is moving slowly, but in the right direction. The passage of Proposition 30 provided additional revenues which benefit education. For a third consecutive year, the State Budget was approved on time. The State Budget is legitimately balanced for the first time since 2002, and has the first real reserves in years. The budget does not include trigger cuts.

However, with the passage of Proposition 30 and the dissolution of the redevelopment agencies, the apportionment funding for community colleges is based on greater estimates. In the 2008-09 fiscal year, two-thirds of the apportionment was General Fund approved in the Budget Act. Since 2012-13, this ratio has changed to be one-third. The remaining two-thirds are based on estimates that may or may not hold. These revenue estimates are comprised by the Education Protection Account (Proposition 30), the dissolution of the redevelopment agencies, student fees, and property taxes.

The main revenue increases for community colleges consists of: 1.57% funded cost-of-living adjustment (COLA); 1.63% for access growth/restoration; \$88 million for categorical programs; and \$30 million for scheduled maintenance and instructional equipment. These additional revenues added to Mt. SAC's healthy fund balance (reserves) and will enable the College to sustain programs and services for the 2013-14 fiscal year.

The 2013-14 proposed budget reflects the Governor's recognition of the important role that community colleges play in providing access to quality, affordable higher education. Although the proposed 2013-14 State budget for community colleges has improved our funding, anticipated revenues continue to be less than our current expenditures. We continue to have an ongoing structural deficit. Therefore, our collaborative work to reduce expenditures and seek additional revenue must continue in order to maintain Mt. SAC's fiscal health and stability. As always, the budget is considered a dynamic planning document flexible enough to be responsive to the College's needs, yet very dependent upon uncertain, variable revenue.

Prepared by:	<u>Rosa M. Royce</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Action #2</u>

SUBJECT: Budget for Fiscal Year 2013-14

DATE: September 11, 2013

Apportionment revenue is based on \$4,565 per Credit FTES and \$2,745 per Noncredit FTES. In addition, courses that qualify under the Enhanced Noncredit criteria are funded at \$3,232 per FTES. Apportionment revenue has been budgeted at our estimated 2012-13 base allocation, plus \$1,379,317 in growth/restoration, and \$1,974,478 in the 1.57% cost-of-living adjustment. In addition, Nonresident Tuition has been increased by \$250,000 to align with actual revenues received in 2012-13. The Lottery rate is estimated to increase from \$122 to \$126, which equals \$107,058. Interest earnings have been decreased by \$200,000 due to low interest rates. Included in the proposed budget are ongoing unrestricted general fund revenues totaling \$137,408,765, which is \$3.6 million more than the total revenue budgeted for the 2012-13 Adopted Budget.

In the 2013-14 proposed budget, Faculty, CSEA 262, and CSEA 651 will receive a 1.57% on-schedule salary increase, an additional 1% salary increase, and \$1,500 annually for health and welfare, totaling \$3,881,885. The additional 1% salary increase and the annual \$1,500 for health and welfare will be considered one-time for the 2013-14 fiscal year if the State-funded COLA in 2014-15 is less than 2%. The last time employees received salary-negotiated increases was in the 2011-12 fiscal year.

Included in the budget are ongoing expenditure increases, which include the annual step-and-column salary progression along with the associated employer-paid benefits. Some of the most significant budget decreases are \$775,405 in unemployment insurance due to a rate decrease from 1.10% to .05%, and \$442,818 for the net decrease of six full-time faculty positions with the corresponding backfill. The College has been able to reduce these positions as a result of the decreased full-time faculty obligation. Besides the salary increases for the Faculty, CSEA 262, and CSEA 651 previously mentioned, some of the most notable increases are the Class Schedule Increase of 530 FTES in Spring 2013, and the increase in the Contribution to the OPEB Trust due to the June actuarial valuation. The total ongoing expenditures for the Unrestricted General Fund are estimated at \$146,853,655, leaving a projected ongoing deficit of \$9,444,890. The College must continue to work together to reduce the ongoing structural budget deficit.

Instead of an estimated \$5,368,034 budget deficit that was projected for 2012-13, the fiscal year ended with a \$3,731,800 deficit, which resulted in a \$1,636,234 positive variance for the Unrestricted General Fund. This positive variance was mainly increased due to a team effort of conserving budgets across the campus, savings from vacant positions, the ability to increase classes to earn growth funding, and opting in for the Mandated Costs Block Grant. However, the variance was largely decreased by \$4.7 million as a result of the Statewide Structural Deficit (\$1.3 million) and a deficit for the Redevelopment Agencies Revenues Shortfall (\$3.4 million). The guaranteed backfill of these redevelopment revenues is in dispute due to timing issues and gaps. The Statewide deficit is in the range of .7% to 2.4%. Community college leaders are currently working with the Department of Finance, the legislators, and the Chancellor's Office to reconcile the discrepancies. The outcome of these negotiations is unknown. Mt. SAC could recover \$1.4 million or \$3.4 million. Mt. SAC has taken a conservative approach by including \$1.4 million in the budget.

The one-time budgeted revenue and expenditures total \$1,313,831 in one-time net budget savings. Revenues include \$1,842,576 for the 2013-14 Access/Growth (1.63%) and the corresponding Class Schedule cost of \$1,105,014. Some other significant revenue increases are the 2012-13 Redevelopment Revenue Backfill in dispute and the Mandated Cost Block Grant. Other one-time expenditures include budget carryovers, One-time Support, and Immediate Needs Requests One-time. The Board election expenses have been substantially decreased. The expense will only

SUBJECT: Budget for Fiscal Year 2013-14

DATE: September 11, 2013

include the cost of the two new members as there was no opposition to the existing members up for re-election. In order to conserve Mt. SAC's Fund Balance, the College will not be making the annual required contribution to the OPEB Trust, and the retiree medical premiums will be paid from the OPEB Trust. This will result in a total one-time savings of \$6,585,543.

The budget also includes revenues and expenditures for the Unrestricted General Fund, Revenue-Generated accounts. The fund balance increased from \$1,592,580 to \$2,720,704 primarily as a result of the inclusion of the Auxiliary Services Trust accounts. This carryover fund balance has been budgeted in the 2013-14 fiscal year.

Since the College received the One-time Mandated Cost Block Grant and Growth/Restoration in the 2012-13 fiscal year, a total of \$1,238,791 has been assigned for the New Resources Allocation Requests to be distributed in fall 2013.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and adopts the Budget for 2013-14, per Title 5 requirements. (Distributed as a separate document.)