



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 20, 2013

6:30 p.m. Public Session

Founders Hall, 1100 North Grand Avenue
Walnut, CA 91789

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

AGENDA

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

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

INTRODUCTIONS AND RECOGNITIONS

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

Classified Employees

- **Fernando Castellanos**, Grounds Equipment Operator (Facilities Planning and Management)
- **Kimberly Wilder**, Library Page (Library and Learning Resources)

Management Employees

- **Stephen Brown**, Director CalWORKs (CalWORKs)
- **Lisa Rodriguez**, Director, Title V Grant (Instruction Office)

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.

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

Classified Employee

- **Julie Hasslock**, Administrative Secretary (Business Division)

Management Employee

- **Christopher Schroeder**, Manager, Network and Data Security (Information Technology)

- **Recognition:**

- **Laura Santos** and **Robert Hidalgo** for being elected as Trustees at the General Election on November 5, 2013, to sit on the Mt. San Antonio College Board of Trustees and to serve four-year terms. Ms. Santos was elected to represent Trustee Area 3, and Mr. Hidalgo was elected to represent Trustee Area 4.
- **Judy Chen Haggerty** and **David Hall** for running unopposed and will each serve another four-year term. Trustee Chen Haggerty will represent Trustee Area 6, and Trustee Hall will represent Trustee Area 2.
- **Women's Water Polo Team** and **Coach Chris Jackson** for finishing the 2013 campaign with an undefeated conference record and their second-ever South Coast Conference Championship (SCC). The Mounties finished the season with a perfect 11-0 conference record and a 19-9 overall record. The last time the Mounties won the SCC Women's Water Polo Championship was in 2000. Congratulations to Coach Jackson, his staff, and student athletes for a memorable season.

APPROVAL OF MINUTES

- Correction to minutes of the regular meeting of September 11, 2013. Under the Consent Calendar, on Page 42, Consent #17, Personnel Transactions, "Retroactive Approval for Temporary Changes of Assignment," for Jennifer Galbraith and Karelyn Hoover, the effective dates should be changed (was "From 8/20/13"; should be "From: **8/12/13.**")
- Approval of minutes of the regular meeting of October 23, 2013. (See backup packet Pages 1 through 11.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

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

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 12 through 17.)
2. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 18 and 19.)
3. Consideration of approval of Quarterly Investment Report ending September 30, 2013. (See backup packet Page 20.)
4. Consideration of approval of Quarterly Financial Status Report ending September 30, 2013. (See backup packet Pages 21 through 23.)
5. Consideration of approval of the reissuance of a stale-dated warrant. (See backup packet Page 24.)
6. Consideration of approval of the renewal of an agreement with The Liquidation Company to conduct auctions for equipment and miscellaneous items that are deemed surplus and/or salvage. (See backup packet Page 25.)
7. Consideration of approval of an agreement with Vangent to provide data management and reporting services to meet the Taxpayer Relief Act (TRA) requirement to send a 1098T form to eligible students detailing the fees they paid to the College. (See backup packet Page 26.)
8. Consideration of approval of a change order to a contract that provides Lease/Leaseback construction services for the Facilities Plan Room Renovation and Addition project. (See backup packet Pages 27 and 28.)
9. Consideration of approval of a contract to provide Lease/Leaseback construction services for the Agricultural Sciences Complex Corrective Measures project. (See backup packet Pages 29 and 30.)
10. Consideration of approval of a contract with Quinn Power Systems for the Central Plant Generators Annual Maintenance Agreement project. (See backup packet Page 31.)

11. Consideration of approval of a contract with G2Solutions Incorporated to provide the College with a secured electronic connection with the Department of Justice to process fingerprint LiveScan for newly hired faculty, staff, and volunteers. (See backup packet Page 32.)
12. Consideration of approval of agreements to provide Professional Design and Consulting Services with Capitol Door for the Annual Fire Sprinkler Inspection; ALTA Environmental for the Annual Emissions Report; Helix Environmental Planning, Inc. for the Athletics Complex East and Construction Support; Facility Consulting Services, LLC for Project Management Policies, Procedures, and Internal Control; Steven Fader Architects for the Student Life Center Improvements; and with Independent Roofing Consultants for Campus Roof Improvements – Various Buildings. (See backup packet Pages 33 through 35.)
13. Consideration of ratification of the following Child Development Center Change Orders. (See backup packet Pages 36 and 37.)
 - Bid No. 2831 Moore Flooring (Flooring Contractor) – Change Order No. 3.
 - Bid No. 2948 HCI Systems (Security Contractor) – Change Order No. 2.
14. Consideration of approval of the following Building 12 Renovation (formerly Agricultural Sciences) Change Order. (See backup packet Page 38.)
 - Bid No. 2936 Castlerock Environmental Inc. (Hazardous Materials Abatement Contractor) – Change Order No. 1.
15. Consideration of approval of the following Performing Arts Center Chiller Replacement Change Order. (See backup packet Page 39.)
 - Bid No. 2951 Liberty Climate Control, Inc. (HVAC Contractor) – Change Order No. 1.
16. Consideration of approval of the following Contract Amendments. (See backup packet Pages 40 and 41.)
 - Contract Farm Area Drainage Survey - Andreasen Engineering, Inc. (Professional Structural Engineering Services) – Amendment No. 2. (See backup packet Pages __ and __.)
 - Contract Design Technology Center LEED Commissioning - P2S Engineering, Inc. (Professional Design and Consulting Services) – Amendment No. 1.
17. Consideration of approval of a contract with Stradling Yocca Carlson & Rauth for legal fees to represent Mt. SAC in an IRS audit for Bond Series 2001 Election, 2006 Series C, General Obligation Bonds. (See backup packet Page 42.)

HUMAN RESOURCES

18. Consideration of approval of Personnel Transactions. (See backup packet Pages 43 through 51.)
19. Consideration of approval of a contract extension for Classification and Compensation Study with Koff and Associates. (See backup packet Page 52.)

INSTRUCTION

20. Consideration of approval of new and modified courses, modified certificates, and modified degrees to be effective with the 2014-15 academic year. (See backup packet Pages 53 and 54.)
21. Consideration of approval for the Turf Team to attend the 10th Annual Student Challenge at the Sport Turf Managers Association's Annual Conference and Exhibition January 21-25, 2014, in San Antonio, TX. (See backup packet Page 55.)
22. Consideration of approval for the Pep Squad Team to compete at the National Cheerleaders Association and National Dance Association's Collegiate Cheer and Dance Championships April 8-13, 2014, in Daytona Beach, FL. (See backup packet Page 56.)
23. Consideration of approval for the Jazz Band to compete at the 2014 Reno Jazz Festival April 10-13, 2014. (See backup packet Page 57.)
24. Consideration of approval for the Vocal Jazz Ensemble "Frontline" to compete at the 2014 Reno Jazz Festival April 10-13, 2014. (See backup packet Page 58.)
25. Consideration of approval of an agreement with Park Inn by Radisson for the Chamber Singers' 20th Anniversary Celebration on Saturday, June 21, 2014. (See backup packet Page 59.)
26. Consideration of approval of an affiliation agreement with Inland Christian Home for students enrolled in the Psychiatric Technician program. (See backup packet Page 60.)
27. Consideration of approval of activities and acceptance of funds for the LA84 Foundation/Mt. SAC Relays Youth Days grant. (See backup packet Page 61.)
28. Consideration of an agreement with In-N-Out Burger for the "Dr. Debbie Borch Discovery Day: CSU Mt. SAC." (See backup packet Page 62.)
29. Consideration of approval of additions and changes for the Continuing Education Division. (See backup packet Pages 63 through 65.)

ACTION ITEMS

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

1. Consideration of approval to change the current Board meeting dates to either the first Wednesday of each month or the second Wednesday of each month, through the remainder of fiscal year 2013-14 (distributed as separate documents). (See backup packet Page 66.)
2. Consideration of approval to use the College's west parcel site for solar power generation. No expenditures to be approved at this time. Contracts for construction will be presented for approval through the normal process. (See backup packet Pages 67 through 69.)

DISCUSSION ITEMS

All items listed for "Discussion" will be discussed by the Board of Trustees but not acted on for approval. After discussion, the Board will determine whether an item returns the following month for action or further discussion.

1. Receive for first reading and discussion proposed revisions to Board Policy 1200 – College Mission. (See backup packet Pages 70 and 71.)
2. Receive for first reading and discussion proposed revisions to Board Policy 2010 – Board Membership. (See backup packet Pages 72 through 74.)
3. Receive for first reading and discussion proposed revisions to Board Policy 3500 – Campus Safety. (See backup packet Pages 75 through 77.)
4. Receive for first reading and discussion new Board Policy 3505 – Emergency Response Plan. (See backup packet Pages 78 and 79.)
5. Receive for first reading and discussion proposed revisions to Board Policy 6750 – Traffic and Parking Regulations. (See backup packet Pages 80 and 81.)

INFORMATION ITEMS

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

1. Receive revisions to Administrative Procedure 4020 – Program and Curriculum Development. (See backup packet Pages 81 through 87.)
2. Receive revisions to Administrative Procedure 4103 – Work Experience. (See backup packet Pages 88 through 91.)
3. Receive revisions to Administrative Procedure 4290 – Student Academic Honesty. (See backup packet Pages 91 through 94.)
4. Receive revisions to Administrative Procedure 4300 – Field Trips and Excursions. (See backup packet Pages 95 through 98.)

5. Receive proposed revisions to Administrative Procedure 5075 – Course Adds and Drops. (See backup packet pages 99 through 102.)
6. Receive proposed revisions to Administrative Procedure 6750 – Traffic and Parking Regulations. (See backup packet Pages 103 through 108.)

ADJOURNMENT

Future Board Meetings

December 11, 2013 (second Wednesday)
 January 22, 2014
 February 22, 2014 (Board Study Session)
 February 26, 2014

Upcoming Events

November 14, 2013	<p>Cultural Dance Performance – 2:00-3:00 p.m., Student Life Center Stage Area</p> <p>Talent Show – 3:00-6:00 p.m., Student Life Center Stage Area</p>
November 15, 2013	<p>Alumni Association Presents Alumni Day – 9:00 a.m.-4:00 p.m., Design Technology Center</p> <p>One World One Sky: Big Bird's Adventure – 4:30 p.m., Planetarium</p> <p>Stars of the Pharaohs – 6:00 and 7:30 p.m., Planetarium</p> <p>Fall Jazz Band Concert – 7:30 p.m., Clarke Theater</p>
November 16, 2013	<p>Secret of the Cardboard Rocket – 4:30 p.m., Planetarium</p> <p>Cosmic Comets – 6:00 and 7:30 p.m., Planetarium</p>
November 17, 2013	<p>Fall Chamber Music Concert – 3:00 p.m., Feddersen Recital Hall</p>
November 20, 2013	<p>Feel Blue? Manage School and Holiday Stress – 11:00 a.m.-12:00 p.m., Regan Room</p> <p>Fall Percussion Concert – 7:30 p.m., Feddersen Recital Hall</p>
November 21, 2013	<p>Smoking Booth - Great American Smokeout – 11:00 a.m.-1:00 p.m. – Miracle Mile</p>
November 23, 2013	<p>Vocal Jazz Fall Concert – 7:30 p.m., Clarke Theater</p>
November 26, 2013`	<p>The Ugly Truth – An Alarming Look at STDs – 1:30-3:00 p.m., Student Life Center Stage Area</p>

Upcoming Events (continued)

November 28- December 1, 2013	Thanksgiving Recess – Campus Closed
December 4, 2013	International Student Application Due for 2014 Spring Semester Administration Holiday Tea – 2:00-3:30 p.m., Founders Hall
December 5, 2013	Associated Students Holiday Celebration – 12:00-1:30 p.m., Student Life Center Theodore Von Karman Lecture Series: The Planck Space Telescope – Revealing the Ancient Universe – 6:30-8:30 p.m., Planetarium
December 5-7, 2013	16th Annual Wassail Dinner and Concert -6:00 p.m., Dance Studio and Feddersen Recital Hall People Walking By: Sixth Annual Student Show – 8:00 p.m., Studio Theater
December 6, 2013	Last Day to Petition for Winter Intersession Graduation Secret of the Cardboard Rocket – 4:30 p.m., Planetarium Star Tales – 6:00 and 7:30 p.m., Planetarium
December 7, 2013	Season of Light – 6:00 and 7:30 p.m., Planetarium
December 8, 2013	People Walking By: Sixth Annual Student Show – 2:00 p.m., Studio Theater
December 9-11, 2013	Finals Frenzy/Study Hall – 9:00 a.m.-6:30 p.m., Student Life Center
December 9-15, 2013	Final Exams
December 13, 2013	One World One Sky: Bid Bird's Adventure – 4:30 p.m., Planetarium Public Night at the Observatory – 9:00-10:30 p.m., Science Laboratories Building Dome
December 13-14, 2013	Season of Light – 6:00 and 7:30 p.m., Planetarium
December 14, 2013	Secret of the Cardboard Rocket – 4:30 p.m., Planetarium
December 15, 2013	2013 Fall Semester Ends
December 16- January 5, 2014	Winter Recess for Students
December 23- January 2, 2014	Winter Recess – Campus Closed

Upcoming Sports Events

- November 15, 2013 **Women's Soccer vs. Cerritos College** – 3:00 p.m., Soccer Field
- November 20, 2013 **Volleyball vs. L. A. Trade Technical College** – 6:00 p.m., Gymnasium
- December 6-8, 2013 **Men's Basketball Mountie Classic** – Time TBD, Gymnasium

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**

November 20, 2013





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 23, 2013

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Baca at 5:37 p.m. on Wednesday, October 23, 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; and Audrey Yamagata-Noji, Vice President, Student Services, were present. Irene Malmgren, Vice President, Instruction, was not present, and Terri Long, Dean, Instructional Services, attended in Dr. Malmgren's absence.

1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session at 5:38 p.m. to discuss the following items:

- Conference with Legal Counsel – Settlement Agreement
- Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(c) (one case)

3. DECADE OF DOMINANCE ATHLETICS RECEPTION

A reception was held at 6:00 p.m.

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

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

4. PUBLIC SESSION

The public meeting reconvened at 6:30 p.m., and the Pledge of Allegiance was led by Lance Heard, President, Faculty Association.

5. INTRODUCTIONS

The following newly appointed or promoted staff members were introduced:

Classified Employees

- **Katelyn Abadie**, Learning Lab Assistant I (Learning Assistance Center) (present)
- **Adam Beckerdite**, Parking Officer (Public Safety) (present)

Management Employees

- **Jennifer Galbraith**, Interim Associate Dean (Business) (present)
- **Karelyn Hoover**, Interim Associate Dean (Natural Sciences) (present)
- **Christopher Schroeder**, Manager, Network and Data Security (Information Technology) (absent)

6. RECOGNITION

- Certificates of Commendation were presented to A1C **Hilda Patino**, United States Air Force (present); Ssgt. **Devon Goodwin**, United States Marine Corps/Urban Search and Rescue (present); PO2 **Christopher Padilla**, United States Navy (present); and Arise student **Stiveni Tamaivena** (absent) (Ula Matavao accepted in Stiveni's absence), for their compassion and efforts to maintain a safe campus environment in an altercation that took place on campus on September 19, 2013.
- **Joe Jennum**, Dean, Athletics, was congratulated as Mt. SAC Athletics has captured, for the third time, the National Association of Two-Year College Athletic Administrator (NATYCAA) Cup Championship with the highest point total achieved in the 10-year history of the award. No other college has scored more points, been in the top two more times, or captured more NATYCAA Cup titles. Dean Jennum said that he's very proud of Mt. SAC's student athletes, coaching staff, and support staff.
- **Dr. Audrey Yamagata-Noji**, Vice President, Student Services, and **Trustee Baca** congratulated and presented a trophy to **May Ochoa**, Associated Students President, for receiving American Red Cross Awards for: 1) Most Blood Donations by Site (1,345 units); 2) Most Blood Donations Overall (1,345 units); Most Winter Blood Donations (184 units); and winner of the "Out for Blood" competition (558 units) against Cal Poly Pomona (530 units).
- Certificates of Service were presented to the following retiring staff members:
 - **Ronald Becerra**, Grounds Equipment Operator, Facilities Planning and Management Department, 11 years of service (present)
 - **Frances Smothers**, Library Technician III, Library, 36 years of service (present)
 - **Janet Shoemaker**, Laboratory Technician, Math and Computer Sciences Department, 18 years of service (absent). Her certificate will be mailed to her.

- Trustee Baca recognized that Mt. SAC Board of Trustees candidates **Marlen Garcia**, Baldwin Park Councilmember; and **Robert Hidalgo**, a Rowland Unified School District Board member, were present at tonight's meeting.

7. APPROVAL OF MINUTES

It was moved by Trustee Hall, seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of September 11, 2013. Student Trustee concurred.

8. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION

- **ITEM 1:** In closed session this evening, by a vote of 5-0, the Board approved a settlement agreement in the amount of \$151,135.00 with Harbor Construction Company, Inc.
- **ITEM 2:** None.

9. PUBLIC COMMUNICATION

None.

10. REPORTS

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

- **May Ochoa**, President, Associated Students
- **Eric Kaljumagi**, President, Academic Senate
- **Deejay Santiago**, President, Classified Senate
- **Lance Heard**, President, Faculty Association
- **Laura Martinez**, President, CSEA 262
- **Johnny Jauregui**, President, CSEA 651 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

11. BOARD COMMUNICATION

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 Katelyn Abadie, Adam Beckerdite, Jennifer Galbraith, Karelyn Hoover, and Christopher Schroeder.
- They congratulated Joe Jennum for receiving the NATYCAA Cup Championship for the third time.
- They commended Hilda Patino, Devon Goodwin, Christopher Padilla, and Stiveni Tamaivena for their compassion and efforts to maintain a safe campus environment in an altercation that took place on campus on September 19, 2013.

- They congratulated May Ochoa for receiving the American Red Cross Awards.
 - They congratulated Ronald Becerra, Janet Shoemaker, and Frances Smothers on their retirement.
- C. Student Trustee Maureira reported the following:
- She's going to be performing in Puttin' on the Hits.
 - She'll be going to the Associated Students Fall Leadership Conference this weekend in Lake Arrowhead.
 - She's going to the SSCCC conference.
- D. Trustee Chyr reported the following:
- Regarding the new Boardroom setup, he congratulated the people responsible for the remodel, and he said it's a nice place to come back to.
- E. Trustee Hall reported the following:
- He welcomed Mt. SAC Board of Trustees candidates Marlen Garcia, Baldwin Park Councilmember; and Robert Hidalgo, a Rowland Unified School District Board member to tonight's meeting and for taking an interest in Mt. SAC's Board meetings.
 - He rode in the San Dimas, Diamond Bar, and Rowland Heights parades, and he will be riding in the Pomona parade shortly.
 - He'll be attending the Associated Students Fall Leadership Conference in Lake Arrowhead this weekend.
 - He's looking forward to the football team playing in the regional playoffs.
 - He will be attending the Mt. SAC's Cross-Country Invitational this weekend.
- F. Trustee Bader reported the following:
- She rode in the San Dimas parade and said it's nice to see the attendees cheering on Mt. SAC.
 - She attended the SanFACC meeting last month.
 - She will be attending this weekend's Cross-Country Invitational, where 27,000 students will be participating.
 - She will be attending the Associated Students Fall Leadership Conference in Lake Arrowhead this weekend.
 - She thanked the Faculty Association for holding the open forum for the Mt. SAC Board of Trustees candidates.
- G. Trustee Chen Haggerty reported the following:
- She attended the ACCT conference in Seattle, where Bill Gates was the keynote speaker. She spoke about a student who graduated with a degree in manufacturing and couldn't find a job until Michelin offered her one, which will result in an annual salary of \$50,000. If anyone is interested in this workshop, please see Denise Lindholm, in the President's Office, for a copy of the brochure.

H. Trustee Baca reported the following:

- He commended our student athletes for not only being talented in sports, but also academically.
- He will be attending the Cross-Country Invitational.
- He rode in the Walnut Family Festival parade a couple of weeks ago.
- He will be riding in the Pomona parade.
- He attended the San FACC meeting. He appreciates the six colleges that are involved in this group.
- He attended the Board of Governors meeting in San Francisco last week.

12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed Mt. SAC Board of Trustees candidates Marlen Garcia, Baldwin Park Councilmember; and Robert Hidalgo, a Rowland Unified School District Board member. He also thanked them for taking time out of their busy schedules to meet with our Cabinet members individually.
- He welcomed new and promoted employees Katelyn Abadie, Adam Beckerdite, Jennifer Galbraith, Karelyn Hoover, and Christopher Schroeder.
- He congratulated Joe Jennum and his staff and coaches for receiving the NATYCAA Cup Championship for the third time.
- He commended Hilda Patino, Devon Goodwin, Christopher Padilla, and Stiveni Tamaivena for their compassion and efforts to maintain a safe campus environment in an altercation that took place on campus on September 19, 2013.
- He congratulated May Ochoa and the Associated Students for receiving the American Red Cross Awards.
- He congratulated Ronald Becerra, Janet Shoemaker, and Frances Smothers on their retirement.
- He announced that the Board Study Session will be held on Saturday, February 22, 2014, and the venue is to be determined.
- He said that the College is accepting applications for membership on the Citizens Oversight Committee. The purpose of the Citizens Oversight Committee is to inform the public at least annually in a written report concerning the expenditure of the bond proceeds. Three of the 11-member committee have terms ending in December. Interested parties may access the application on Mt. SAC's website.
- He thanked Roger Sneed, Project Manager; and Bill Eastham, Director, Technical Services, and his group for all the hard work they put into the remodel of the Boardroom.
- He is going to Atlanta, where he will be attending a STEM (Science and Technical Education in Math) Learning Network Board meeting. He mentioned that he is a Board member on this committee.
- He will be chairing an accreditation site visit to the College of the Redwoods, and this will be his fourth visit to that college. He was pleased to announce that they are no longer on show-cause status; they are now on probation.

13. INFORMATIONAL REPORTS

- Dr. Audrey Yamagata-Noji, Vice President, Student Services, gave a presentation on the Implementation of the Student Success and Support Program (SSSP).

Trustee Baca commended Dr. Yamagata-Noji for such a thorough report. He said that she did an excellent job in interpreting the intent of this program.

Trustee Chyr echoed Dr. Baca's comments to Dr. Yamagata-Noji regarding her excellent presentation.

Dr. Scroggins said that we'll be ready for the next generation for student success.

Trustee Hall said that there will be winners and losers in this process, and he will probably hear from the losers. Will there be a way to get data to find out where everyone falls on the matrix? Dr. Yamagata-Noji said that there would be percentages in various categories. She said that, statewide, there's a dip in enrollment, and, even though we're growing, it's still difficult for students to understand what's available for classes.

Trustee Chyr asked if it would be possible to have live data regarding the number of seats that are open in each class, and the answer was that it's happening now. Dr. Scroggins said that only 50% of students are actually registering at their scheduled time.

Student Trustee Maureira commended Dr. Yamagata-Noji on her explanation at the President's Advisory Council meeting and on her presentation this evening. She wanted to know how many students meet the requirements of SB 1456, and Dr. Yamagata-Noji said that they've done it for special programs for new students. She said that, for instance, Connect 4 students have 1,600-1,700 education plans on file for Fall. Karina asked if the professors are sharing this with their students, and Dr. Yamagata-Noji said the requirement is for new students coming in. How hard is it for probationary students to get classes? Dr. Yamagata-Noji said that probationary students automatically go to the end of the line unless they seek intervention. For students that are undeclared, how do they do an education plan? Dr. Yamagata-Noji said that the abbreviated education plan is designed for one or two terms to help the student know how to get started, and the comprehensive education plan is for after the student has declared a course of study. Students are required to declare a goal within two full-time semesters or completion of 15 degree-applicable units.

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

- Victor Belinski, Chief Technology Officer; and Robert Hughes, Director, Enterprise Application System, gave a presentation on the Technology Master Plan.

Trustee Chyr commended Mr. Belinski on his presentation. He's happy to see the mobile enhancements that are happening today and yet it's very complicated to learn. Mr. Belinski said that most devices recognize voice technology.

Trustee Chen Haggerty asked if we're working with Cal Poly at all. Mr. Belinski said that it's difficult because the CSUs do things differently; however, they are in touch with Cal Poly regularly to share what each other is doing.

Trustee Chyr asked about the 15 objectives, and Mr. Belinski said that IT is back in terms of employee migration. Mr. Belinski said that Mr. Hughes was able to bring in very talented people, and we've lost one already, who went to Ventura and got 6% increase in salary. He said that IT employees at Pasadena City College just got a 4.55% increase

across the board, which is much higher than Mt. SAC. Trustee Chyr said that we need to be prepared with employees going forward to keep up with the technology.

Student Trustee Maureira thanked the IT department for increasing communication with students. She asked how IT plans to train students, and Mr. Belinski said that he doesn't know yet, and he's working with Dr. Yamagata-Noji to come up with some ideas. He said that there are training videos on the web; however, most students don't know they're there. Ms. Maureira suggested that codes be added to the Mountie App, and Mr. Belinski said that he's heard that suggestion, as well.

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

14. CONSENT CALENDAR

The following corrections were made to the Consent Calendar:

- On tonight's Agenda, under ADMINISTRATIVE SERVICES, No. 12 – Consideration of approval of the following Proposed Donation to the College – it should read, "Claremont Graduate University – **Twenty-four** Dell 755 dual-core CPUs...valued by donor at **\$1,200.**"
- Page 73 - Consent #32, "On Course Professional Development Workshop." The Funding Sources should read, "Unrestricted General Fund (**\$12,230**); Basic Skills Initiative Categorical Funds (**\$6,420**)."

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 reissuance of stale-dated warrants, as listed.
4. Approval of the renewal of a contract with Turbo Data Systems Inc. for processing citations.
5. Approval of a contract for pre-construction services using the Lease/Leaseback construction delivery method for the Agricultural Sciences Complex.
6. Agreements to provide Professional Design and Consulting Services with GNA-Brook Fire Protection for the Annual Fire Sprinkler Inspection project; with HMC Architects for the Child Development Center project; PAL id Studio for the Student Success Center, Business and Computer Technology Building, and Student Services Office Improvements projects; with Steven Fader Architects for Design Services; with ASCIP for Construction Support Services; with Coin Security Systems for the Annual Key Box Maintenance Service Agreement; with Hill Partnership, Inc. for the Agricultural Sciences Complex project; and with Psomas for the Utility Infrastructure South of Temple Avenue project.

7. Ratification of the following Child Development Center project Change Orders:
 - Bid No. 2831 Moore Flooring (Flooring Contractor) – Change Order No. 2.
 - Bid No. 2948 Child Development Center – HCI Systems (Security Contractor) – Change Order No. 1.
8. Ratification of the following Temporary Classrooms project Change Order:
 - Bid No. 2946 Temporary Classrooms – GDL Best Contractors, Inc. (General Contractor) – Change Order No. 1.
9. Ratification of the following Technology Building Fire Alarm Replacement project Change Order:
 - Bid No. 2912 Technology Building Fire Alarm Replacement – Advanced Building & Electronic Control Systems (Security Contractor) – Change Order No. 1.
10. Approval of the following Contract Amendments:
 - Contract Environmental Impact Report Construction Support – Helix Environmental Planning, Inc. (Professional Design and Consulting Services) – Amendment No. 2.
 - Contract Facilities Emergency Operations Center Addition and Plan Room Renovation – PAL id Studio (Professional Interior Design Services) – Amendment No. 1.
 - Contract Agricultural Sciences Complex – Dog Kennel Addition – Hill Partnership, Inc. (Professional Architectural and Engineering Services) – Amendment No. 1.
11. Approval of the following Completion Notice:
 - Bid No. 2912 Technology Building Fire Alarm Replacement, Advanced Building & Electronic Control Systems, Inc. (Contractor)
12. Approval of the following Proposed Donation to the College:
 - Claremont Graduate University – Forty Dell 755 Dual-core CPU personal computers with hard disk and 2GB ram; no keyboard, mouse, or monitor. Valued by donor at \$2,000, to be used by the Electronics and Computer Technology departments for laboratory exercises in the Computer Maintenance program.

HUMAN RESOURCES

13. Approval of Personnel Transactions.

INSTRUCTION

14. Approval of new and modified courses, modified certificates, and modified degrees to be effective with the 2014-15 academic year.
15. Approval of an Externship Agreement with secondary partners that include East San Gabriel Valley ROP, Covina-Valley USD, La Puente Valley ROP, and Rowland USD for the Career Technical Education Community Collaborative Grant.

16. Approval of activities and acceptance of funds for the Child Development Training Consortium Grant.
17. Approval of activities and acceptance of funds for the CARES Plus Stipend Program Grant.
18. Approval of activities and acceptance of funds for the Transforming Undergraduate Education in Science, Technology, Engineering, and Mathematics Grant.
19. Approval of activities and acceptance of funds for the Upward Bound Grant.
20. Approval of activities and acceptance of funds for the Asian-American and Native American Pacific Islander-Serving Institutions Grant.
21. Approval of activities and acceptance of funds for the Student Support Services Grant.
22. Approval of activities and acceptance of funds for the Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231 and English Literacy and Civics Education Grant.
23. Approval of ratification of an agreement with Subway to provide catering for the Cross Country Invitational.
24. Approval of an agreement with In-N-Out to provide food at the Athletics Championship Celebration on January 24, 2014.
25. Approval of a contract with Cole-Schaefer Ambulance Services to provide coverage at the 2013 Cross Country Invitational.
26. Approval of an agreement with Pacific Palms Hotel and Conference Center for the Athletics Hall of Fame Dinner on February 8, 2014.
27. Approval of a contract payment schedule with WISE Abroad, LLC, for the Study Abroad Program in Taipei, Taiwan, January 8 through February 15, 2014.
28. Approval of a contract payment for the Study Abroad Program in Hawaii, January 8-February 15, 2014.
29. Approval for four Journalism students and a faculty member to attend the ACP/CMA National College Media Convention in New Orleans, LA, scheduled for October 24-27, 2013.
30. Approval of the Chamber Singers' 2014 Performance Tour, March 28 through April 7, 2014.
31. Approval of payment of Tie-Down fees for Mt. SAC aircraft at Brackett Field Airport.
32. Approval of the On Course Professional Development four-day workshop scheduled for February 4-7, 2014.
33. Approval activities for the Continuing Education Division for the 2013-14 academic year.

34. Approval of additions and changes for the Continuing Education Division.

STUDENT SERVICES

35. Approval to increase the Student Health Services Fee.

Student Trustee concurred.

15. ACTION ITEM #1 – APPROVAL OF LEASE/LEASEBACK CONSTRUCTION – FINAL RECONCILIATION AND NOTICE OF COMPLETION - SAN JOSE HILLS ROAD SITE IMPROVEMENTS

Trustee Bader said this item looks very positive. Dr. Scroggins said that this is the first project completion on the Lease/Leaseback construction method.

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

16. ACTION ITEM #2 – MEET-AND-CONFER AGREEMENT BETWEEN THE DISTRICT AND CONFIDENTIAL AND SUPERVISORY EMPLOYEES

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

17. ACTION ITEM #3 – MEET-AND-CONFER AGREEMENT BETWEEN THE DISTRICT AND MANAGEMENT EMPLOYEES

It was moved by Trustee Chyr and seconded by Trustee Chen Haggerty to approve this item. Motion carried. Student Trustee concurred.

18. DISCUSSION ITEM – HR/PAYROLL CALENDAR

The Board members were provided a copy of the proposed meeting calendar for the remainder of 2013-14. James Czaja, Vice President, Human Resources, said that they're trying to streamline the process in hiring new employees and getting them benefits on the first day of the following month.

Trustee Hall said that every now and then we move Board meetings to accommodate Board members, and he was assured that the schedule could still be flexible. Trustee Bader suggested that we move to the first Wednesday of the month, which would give even more flexibility, and that will be considered, as well. It was also suggested to meet on the second Wednesday, so a mockup will be done with the two scenarios.

19. INFORMATION ITEM #1 – NEW ADMINISTRATIVE PROCEDURE 5142 – STUDENTS WITH DISABILITIES: ACCESSIBILITY OF MULTIMEDIA INSTRUCTIONAL MATERIAL: CAPTIONING

The Board received, for information only, new Administrative Procedure 5142 – Students with Disabilities: Accessibility of Multimedia Instructional Material: Captioning.

20. INFORMATION ITEM #2 – NEW ADMINISTRATIVE PROCEDURE 7135 – TEMPORARY SPECIAL ADMINISTRATION

The Board received, for information only, new Administrative Procedure 7135 – Temporary Special Administration.

21. CLOSED SESSION

The Board adjourned to Closed Session at 9:20 p.m. to conduct two student expulsion hearings. The meeting reconvened to Open Session at 9:39 p.m.

22. REPORTING OF ACTION TAKEN IN CLOSED SESSION

The Board voted unanimously to accept the findings and recommended decision of the President to expel Student No. A02679026 and Student No. A02706908 permanently from the College, effective immediately. Motion carried.

23. ADJOURNMENT

The meeting adjourned at 9:40 p.m.

WTS:dl

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

DATE: November 20, 2013 **CONSENT**

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 10/1/13 - 10/22/13**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 27,941
7950 Unassigned Fund Balance	37,631
Total	\$ 65,572

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 14,199
3000 Employee Benefits	9,446
5000 Other Operating Expenses/Services	16,502
6000 Capital Outlay	11,802
7000 Other Outgo	13,623
Total	\$ 65,572

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 20, 2013

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 26,210
3000 Employee Benefits	9,438
4000 Supplies/Materials	32,808
6000 Capital Outlay	2,661
Total	\$ 71,117

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 43,334
5000 Other Operating Expenses/Services	27,783
Total	\$ 71,117

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 5,976
Total	\$ 5,976

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 5,976
Total	\$ 5,976

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 292
Total	\$ 292

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 292
Total	\$ 292

Other Trust Funds - 79

From:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 40,930
Total	\$ 40,930

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 20, 2013

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	900
5000	Other Operating Expenses/Services		40,030
Total		\$	40,930

BUDGET REVISIONS
For the period 10/1/13 - 10/22/13

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
884007	Planetarium - Sales	\$	4,466
887500	Biological Sciences - Field Trip Fees		1,428
887500	Geology/Ocean - Field Trip Fees		3,214
887700	Writing Center - Printing Fees		227
887710	Paramedic Program		13
887730	Business - Color Copy/Laser Fees		1,632
887730	First Aid and CPR Fees		1,215
887730	Industrial Design Technology - Production Fees		1,415
887730	Architecture Design - Production Fees		1,960
887730	Arts - Print Making Fees		495
887730	Ceramics - Clay Fees		4,503
887730	Arts - Material Fees		15
887730	Commercial Art - Print Fees		245
887730	Photographics - Production Fees		960
887730	Interior Design/Fashion - Print Fees		790
887900	Expedited Transcript Fees		15,262
888107	Parking Services - Facility Rental		6,230
888500	Study Abroad Travel Fees		34,500
888500	Bursar's Office, Duplicate ID Fees - Non-Credit Students		9,822
888545	Aircraft Maintenance Fees		410
888545	Air Conditioning - EPA Test Fees		100
888545	Welding Certification		300
888545	Nursing Kaplan Integrated Test Fees		113
889000	Human Resources - Fingerprinting		2,960
889000	Printing Services		17,733

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 20, 2013

Former Auxiliary Trust Accounts, transactions from July 1 to October 7, 2013

882000	Continuing Education Division Programs	\$	87
883900	Continuing Education Division Programs		1,200
884000	Track and Field Program		92
884000	Football Program		620
884001	Music - Choral Program		605
884008	Music - Choral Program		7,327
884008	Athletic Operations		7,169
884024	Mountaineer Advertising		6,620
885000	Aquatics Program		2,495
885000	Math Computer Lab		160
885000	Pep Squad Program		13,810
885000	Flight Training		51,308
885000	Flying Team		2,600
889000	Young Farmers		550
889004	Chemistry Program		162
889005	Aquatics Program		3,080
889005	Wrestling Program		2,100
889005	Women's Volleyball Program		500
889006	Phi Theta Kappa		425
Total		\$	210,918

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 367
2000 Classified/Other Nonacademic Salaries	5,046
3000 Employee Benefits	43
4000 Supplies/Materials	92,168
5000 Other Operating Expenses/Services	105,500
6000 Capital Outlay	7,794
Total	\$ 210,918

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
812000 AANAPISI, Year 3	\$ 357,919
812000 Upward Bound, Year 2	128,915
862901 2013-14 Student Support Services	33,875
886000 Mt. SAC Pilot Course - Rental Portion	550

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 20, 2013

898001	High Growth and Emerging Industries - Reimbursement	\$	13,623
Total		\$	534,882

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	42,414
2000	Classified/Other Nonacademic Salaries		237,867
3000	Employee Benefits		45,090
4000	Supplies/Materials		27,999
5000	Other Operating Expenses/Services		174,772
6000	Capital Outlay		1,799
7000	Other Outgo		4,941
Total		\$	534,882

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
889000	Remodel Food Services, Building 16A	\$	48,750
Total		\$	48,750

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	48,750
Total		\$	48,750

Associated Students Trust Fund - 71

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
889009	Associated Students Fundraising Events	\$	2,200
Total		\$	2,200

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
7000	Other Outgo	\$	2,200
Total		\$	2,200

RECOMMENDATION

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$65,572), Restricted General Fund (\$71,117), BAN Construction Fund (\$5,976), Associated Students Trust Fund (\$292) and Other Trust Funds (\$40,930) pursuant to the California Code of Regulations, Title 5, Section 58307.

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 20, 2013

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund and Former Auxiliary Trust Accounts (\$210,918), Restricted General Fund (\$534,882), Capital Outlay Projects Fund (\$48,750) and Associated Students Trust Fund (\$2,200) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: November 20, 2013

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Blanchard, Vena	Instruction – Biology	Guest Speaker – BIOL 15/15H	11/4/13– 11/5/13	\$50
Esalen, Michael	Instruction – Biology	Guest Speaker – BIOL 15/15H	11/20/13	\$35
Graham, Diane dba Thee Christmas Tree Company	Instruction – Music	Rental of five Christmas trees, stands, delivery, and pick up	12/3/13– 12/7/13	\$300
Gregory, Steve	Instruction – Music	Accompanist – Vocal Jazz Events	3/1/14– 6/30/14	\$1,800
Heneise, John	Instruction – Technology & Health	Trainer – FileMaker Pro Database	12/1/13– 12/20/13	\$1,500
Kister, David	Administrative Services – Technical Services	Provide and operate camera jib – 2013 Foot Locker National Championships	12/13/13– 12/14/13	\$1,100
LeVay, Simon	Instruction – Biology	Guest Speaker – BIOL 15/15H	11/19/13	\$25
Litchfield, Carolyn	Instruction – Music	Performer/Guest Artist – Music Faculty Department Showcase	10/19/13	\$100

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: November 20, 2013

Funding Sources

Unrestricted General Fund – Instruction – Music, Biology, Administrative Services - Technical Services/Video Production.

Restricted General Fund – Instruction – Technology & Health.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	CONSENT
SUBJECT:	<u>Quarterly Investment Report</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

County of Los Angeles, Cash in County Treasury	\$255,015,362	.70%
Citizens Business Bank, District Clearing Account	19,284	.10%
Citizens Business Bank, Revolving Fund	61,948	.10%
Citizens Business Bank, Community Education Clearing Account	8,849	.00%*
Citizens Business Bank, Web Registration Credit Cards	42,675	.10%
Citizens Business Bank, Parking Services Credit Cards	4,853	.10%
Citizens Business Bank, Performing Arts Center	8,177	.00%
City National Bank, Federal Perkins Loans	8,883	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,654	.04%

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

Funding Source

Not applicable.

RECOMMENDATION

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

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	CONSENT
SUBJECT:	<u>Quarterly Financial Status Report</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

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

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

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2013-2014

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q1)

September 30, 2013

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-14
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	145,152,876	139,034,856	136,222,740	141,674,386
A.2	Other Financing Sources (Object 8900)	37,323	45,798	272,054	218,545
A.3	Total Unrestricted Revenue (A.1 + A.2)	145,190,199	139,080,654	136,494,794	141,892,931
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	139,693,635	141,686,959	138,565,735	149,279,159
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,953,909	873,132	532,735	648,741
B.3	Total Unrestricted Expenditures (B.1 + B.2)	141,647,544	142,560,091	139,098,470	149,927,900
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	3,542,655	-3,479,437	-2,603,676	-8,034,969
D.	Fund Balance, Beginning	30,270,416	33,813,071	30,333,634	27,729,958
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	30,270,416	33,813,071	30,333,634	27,729,958
E.	Fund Balance, Ending (C. + D.2)	33,813,071	30,333,634	27,729,958	19,694,989
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	23.9%	21.3%	19.9%	13.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	31,203	28,702	28,650	28,650
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2010-11	2011-12	2012-13	2013-14
H.1	Cash, excluding borrowed funds		40,118,161	26,062,103	48,642,329
H.2	Cash, borrowed funds only		0	0	20,000,000
H.3	Total Cash (H.1+ H.2)	15,965,962	40,118,161	26,062,103	68,642,329

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,592,616	141,674,386	37,695,145	26.6%
I.2	Other Financing Sources (Object 8900)	218,545	218,545	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	141,811,161	141,892,931	37,695,145	26.6%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	149,203,427	149,279,159	30,245,536	20.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	642,703	648,741	155,196	23.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	149,846,130	149,927,900	30,400,732	20.3%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,034,969	-8,034,969	7,294,413	
L.	Adjusted Fund Balance, Beginning	27,729,958	27,729,958	27,729,958	
L.1	Fund Balance, Ending (C. + L.2)	19,694,989	19,694,989	35,024,371	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.1%	13.1%		

V. Has the district settled any employee contracts during this quarter? **YES**

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3: 2013-14			1,086,562	2.57	794,617	2.57	1,054,186	2.57
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3: 2013-14			587,250				637,900	

* As specified in Collective Bargaining Agreement or other Employment Contract

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

The Board of Trustees approved an ongoing salary increase of 1.57% for Faculty, CSEA 262, and CSEA 651 effective July 1, 2013. The Board of Trustees also approved an additional 1% salary increase and an annual \$1,500 for health and welfare for Faculty, CSEA 262, and CSEA 651 effective July 1, 2013. 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 cost-of-living adjustment (COLA) for the 2014-15 fiscal year is less than 2%. These increases have been funded from the 2013-14 State-funded COLA and the District's Unassigned Fund Balance.

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

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

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

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

While the overall economy of the state has improved, the college's anticipated revenues continue to be less than expenditures. The College estimated deficit for the 2013-14 fiscal year is \$8 million. The College increased course offerings by 323 FTES for the fall 2013 and 190 FTES for the winter 2014. The right amount of backfill of the 2012-13 Redevelopment Revenues shortfall will be known in December.

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

DATE: November 20, 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 re-issuance of her respective warrant:

<u>Warrant No.</u>	<u>Date Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07075118	9/23/10	Dodds, Hailey C.	\$157.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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:	<u>November 20, 2013</u>	CONSENT
SUBJECT:	<u>Renewal Agreement with The Liquidation Company</u>	

BACKGROUND

The College has contracted with The Liquidation Company, located in Fontana, CA, for the past several years to conduct auctions throughout the year for equipment and miscellaneous items that are deemed surplus and/or salvage. Services include transporting items to the auctioneer’s site, providing advertising, conducting the auction, and facilitating receipt of monies.

ANALYSIS AND FISCAL IMPACT

Contracting with an auction firm has proven to be beneficial and is allowed by Education Code 81450(b). The income generated by The Liquidation Company for the past three years was approximately \$43,000. The current agreement expires November 3, 2013, and The Liquidation Company has expressed their interest in renewing the agreement for a new three-year period at the proposed rate of 35% of gross sales. This rate has remained unchanged for the past nine years. The term of this agreement will be from November 4, 2013, through November 3, 2016. Either party may terminate this agreement at any time with a 30-day written notice.

Funds derived from the sales are deposited into the College’s Unrestricted General Fund.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Renewal Agreement with The Liquidation Company, as presented.

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 20, 2013</u>	CONSENT
SUBJECT: <u>Agreement with Vangent for 1098T Forms</u>	

BACKGROUND

The Taxpayer Relief Act (TRA) of 1997 provides education tax incentives for eligible taxpayers. The Hope Scholarship Credit and Lifetime Learning Credit allow taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets the eligibility requirements. The College is required to send a 1098T form to all eligible students detailing the fees they paid to the College.

ANALYSIS AND FISCAL IMPACT

Vangent provides data management and reporting services to assist higher education institutions in meeting TRA requirements. Vangent will use a data file from Banner to produce a 1098T form for each student. They will print the forms and mail them to the students. They will use the data file to produce the required electronic file that must be sent to the Internal Revenue Service. Vangent also provides the College with an archive in case the College needs to re-print the form for a student. The fee for these services will not exceed \$22,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

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

DATE: November 20, 2013

CONSENT

SUBJECT: Lease/Leaseback Construction - Facilities Plan Room Renovation and Addition (Change Order)

BACKGROUND

A Lease/Leaseback agreement for the renovation of the Facilities Planning and Management office suites as part of the Facilities Plan Room and Emergency Operations Center project was approved by the Board of Trustees on April 24, 2013. The project scope included an allowance to replace and upgrade approximately 1,500 feet of sanitary sewer line from the Building 47 and Building 48 area west to Grand Avenue. As cost estimates were received, it was determined that the cost to replace the line would be significantly higher than the allowance. After further review, it was determined that the sewer line could remain as is if a second sewer line was added along Stadium Way to serve the planned Athletics Complex improvements. The new sewer line along Stadium Way will be presented as a separate project.

ANALYSIS AND FISCAL IMPACT

The following deductive change is necessary to disencumber funds from the Facilities Plan Room project and to make the funds available for another project.

Contractor	Tilden-Coil Constructors (Contractor)	CO No.	1
Item	Change and Justification:	Amount	Time
	Provide credit back to the College for the amount of the allowance for the proposed sewer line replacement. This scope of work was removed from the project. <i>Owner-directed change - miscellaneous change.</i>	<\$500,000.00>	0 days
	Sewer line replacement fee markup 5.5%	<\$27,500.00>	0 days
	Total	<\$527,500.00>	0 days
	Original Contract Amount		\$3,407,969.00
	Net Change by Previous Change Orders		\$0.00
	Net Sum Prior to This Change Order		\$3,407,969.00
	Amount of Change Order No. 1		<\$527,500.00>
	New Contract Sum		\$2,880,469.00
	Percentage of Change to Contract, to Date		-15.48%

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

SUBJECT: Lease/Leaseback Construction - Facilities Plan Room Renovation and Addition
(Change Order)

DATE: November 20, 2013

Funding Sources

Measure RR Bond Anticipated Note and Series A funds.

RECOMMENDATION

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

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

DATE: November 20, 2013

CONSENT

SUBJECT: Lease/Leaseback Construction Services

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 (GMP). The GMP is developed by way of competitive bidding for each trade needed to complete the work. For this project, 57 bids were solicited, and 32 bids were received for 20 trades. Staff reviews all bids to ensure that each bid is responsive and responsible.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

#1	Contractor:	Tilden-Coil Constructors, Inc.	
	Project:	Agricultural Sciences Complex Corrective Measures	
Item	Description:	Amount	
	Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary to correct the mechanical system design errors and omissions at the Agricultural Sciences main building, to construct retaining walls and drainage systems omitted from the original project by the architect, necessary to prevent water and mud incursion into the Animal Care and Equine Program support buildings, and to correct various other items incorrectly designed by the original project architect of record, as follows:	\$1,287,604.22	
	• Subcontractor Costs:	\$870,077.00	
	• General Conditions, Overhead, Profit, Bonds, and Insurance:	\$287,573.45	
	• Allowances:	\$64,000.00	
	• Construction Contingency:	\$53,205.21	
	• Preconstruction Fee Adjustment:	\$12,748.56	
	Guaranteed Maximum Price:		\$1,287,604.22

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

SUBJECT: Lease/Leaseback Construction Services

DATE: November 20, 2013

Funding Sources

Measure RR Bond Anticipated Note and Series A funds.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 20, 2013</u>	CONSENT
SUBJECT: <u>Service Agreement with Quinn Power Systems</u>	

BACKGROUND

In order to properly maintain certain specialized equipment, it is necessary to retain the services of qualified technicians.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Quinn Power Services	
	Project:	Central Plant Generators Annual Maintenance Agreement	
Item	Description:	Amount	
	Three-year professional services maintenance agreement with Overhaul Protection Coverage and in-frame services for the Central Plant. First year - \$337,150.00, second year - \$164,640.00, and third year - \$222,042.00:	\$864,167.00	
	Contract Amount:		\$864,167.00

Funding Source

Unrestricted General Fund.

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 #10

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	CONSENT
SUBJECT:	<u>Contract with G2Solutions, Incorporated - LiveScan Vendor</u>	

BACKGROUND

The Mt. San Antonio College Human Resources Department is currently in a contractual agreement with L-1 Enrollment Services Division to provide a secured electronic connection with the Department of Justice and process fingerprint LiveScan for newly hired faculty, staff, and volunteers. Human Resources recently purchased a new LiveScan machine, and the new vendor that is required to complete the fingerprint transactions to the Department of Justice is G2Solutions, Incorporated. The Public Safety Department is acquiring the fingerprint LiveScan machine from the Human Resources Department in an effort to facilitate the College's ongoing efforts to acquire criminal history and background information with the California Department of Justice.

ANALYSIS AND FISCAL IMPACT

G2Solutions, Incorporated owns and operates an internet connection with the California Department of Justice (DOJ). G2Solutions, Incorporated will perform the sole function to facilitate a secured electronic connection with the DOJ on behalf of Mt. San Antonio College. This will allow Mt. San Antonio College the ability to transmit fingerprint information via the Automated Fingerprint Identification System for the purpose of obtaining criminal offender records and background checks.

The initial one-time connection fee is \$250.00. An ongoing fee of \$99.95 per month will be charged and includes 250 sets of fingerprints, account management, summary reports, and management reports.

Services performed by G2Solutions, Incorporated will be performed on a month-to-month basis. The contract period will not exceed five years and may be terminated, with or without cause, by providing the other party with a 30-day written notice.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the new contractual agreement with G2Solutions, Incorporated.

Prepared by:	<u>Mark DiMaggio</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #11</u>

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 20, 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:	Capitol Door	
	Project:	Annual Fire Sprinkler Inspection	
Item	Description:	Amount	
	Three-year professional services maintenance agreement to provide semi-annual service on all campus automatic doors. Fixed fee for three-year term is \$17,000 per year:	\$51,000.00	
	Contract Amount:	\$51,000.00	

#2	Consultant:	ALTA Environmental	
	Project:	Annual Emissions Report	
Item	Description:	Amount	
	Professional consulting services to provide the Annual Emissions Report for 2013, as required by the Southern California Air Quality District. Services are provided for a fixed fee:	\$3,750.00	
	Contract Amount:	\$3,750.00	

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:** November 20, 2013

#3	Consultant:	Helix Environmental Planning, Inc.	
	Project:	Athletics Complex East	
Item	Description:	Amount	
	Professional consulting services for the California Black Walnut management project. Mitigation of impacts to the California Black Walnut grove is necessary prior to moving approximately 400,000 cubic yards of earth in preparation for the Athletics Complex and the Fire Technology project. Services include preparation of construction documents, installation monitoring, maintenance monitoring, and annual monitoring. Time and materials not to exceed:	\$64,280.00	
	Contract Amount:		\$64,280.00

#4	Consultant:	Helix Environmental Planning, Inc.	
	Project:	Construction Support	
Item	Description:	Amount	
	Professional biological consulting services for preparation and submittal of permits to the U. S. Army Corps of Engineers, the U. S. Fish and Wildlife Service, the State Water Resources Control Board, and the California Department of Fish and Wildlife, as required for construction of the 2012 Facilities Master Plan projects. Time and materials not to exceed:	\$51,500.00	
	Contract Amount:		\$51,500.00

#5	Consultant:	Facility Consulting Services, LLC	
	Project:	Project Management Policies, Procedures, and Internal Controls	
Item	Description:	Amount	
	Professional services to revise and make current the Campus Standards, contract general conditions, contract special conditions, and all construction administration used in Lease/Leaseback construction, large Design/Bid/Build projects and small Design/Bid/Build projects. These documents must be brought current to reflect changes in our procurement process, site conditions, risk management policies, and current construction standards. The term of this agreement is one year. Services are provided for a fixed fee:	\$65,000.00	
	Contract Amount:		\$65,000.00

SUBJECT: Professional Design and Consulting Services

DATE: November 20, 2013

#6	Consultant:	Steven Fader Architects	
	Project:	Student Life Center Improvements	
Item	Description:	Amount	
	Professional architectural and engineering services to provide design, construction documents, and construction administration for alterations to the Lobby and Student Council Chamber in the Student Life Center. Services are provided for a fixed fee:	\$14,850.00	
	Reimbursable expenses:	\$300.00	
	Contract Amount:		\$15,150.00

#7	Consultant:	Independent Roofing Consultants	
	Project:	Campus Roof Improvements – Various Buildings	
Item	Description:	Amount	
	Professional services to evaluate existing roof systems on campus and provide design and construction support for improvements. Several roofs on campus will be evaluated and included as part of the College's Scheduled Maintenance Program over the next three years. Fixed fee, not to exceed:	\$50,000.00	
	Contract Amount:		\$50,000.00

Funding Sources

#s 1 and 2 – Unrestricted General Fund.

#s 3, 4, and 5 – Measure RR Bond Series A funds.

#6 – Measure RR Bond Anticipation Note funds.

#7 – Unrestricted General Fund, Scheduled Maintenance, and 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>November 20, 2013</u>	CONSENT
SUBJECT: <u>Child Development Center (Change Orders)</u>	

BACKGROUND

Child Development Center (Change Orders).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2831	Contractor:	Moore Flooring (Flooring Contractor)	CO No.	3
Item	Change and Justification:		Amount	Time	
	Remove and replace installed vinyl tiles, float floor boxes, and cut in new tiles at electrical and data boxes. Floor boxes were not installed by the electrical prime contractor in the correct sequence. <i>Miscellaneous change – back charge to electrical contractor.</i>		\$1,089.00	0 days	
	Total		\$1,089.00	0 days	
	Original Contract Amount			\$301,966.00	
	Net Change by Previous Change Orders			\$22,963.27	
	Net Sum Prior to This Change Order			\$324,929.27	
	Amount of Change Order No. 3			\$1,089.00	
	New Contract Sum			\$326,018.27	
	Percentage of Change to Contract, to Date			7.97%	

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

Child Development Center	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2831 Moore Flooring (Flooring Contractor)
Contract Amount		\$301,966.00				
CO No. 1	10/2012	\$14,513.27	\$316,479.27	4.81%	7.6%	Increased materials costs due to delays caused by the removal and replacement of the general contractor.

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

SUBJECT: Child Development Center (Change Orders)

DATE: November 20, 2013

Child Development Center (cont.)	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2831 Moore Flooring (Flooring Contractor)
CO No. 2	10/2013	\$8,450.00	\$324,929.27	7.6%	7.97%	Additional preparation of concrete floors in Buildings A, C, and D.

Bid No.	2948	Contractor:	HCI Systems (Security Contractor)	CO No.	2
Item	Change and Justification:			Amount	Time
	Provide double-sided vented shelves in the existing data racks, as needed to meet current Campus Standards. <i>Owner-directed change-Campus Standards</i>			\$1,274.00	0 days
	Total			\$1,274.00	0 days
	Original Contract Amount				\$204,161.00
	Net Change by Previous Change Orders				\$2,269.0000
	Net Sum Prior to This Change Order				\$206,430.00
	Amount of Change Order No. 2				\$1,274.00
	New Contract Sum				\$207,704.00
Percentage of Change to Contract, to Date					1.74%

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

Child Development Center	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2948 HCI Systems (Security Contractor)
Contract Amount		\$204,161.00				
C. O. No. 1	10/2013	\$2,269.00	\$206,430.00	1.11%	1.74%	Relocate four classroom observation cameras and microphones due to miscellaneous obstructions.

Funding Sources

Measure R Bond funds and Measure RR Bond Anticipated Note funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	CONSENT
SUBJECT:	<u>Building 12 Renovation (Formerly Agricultural Sciences) (Change Order)</u>	

BACKGROUND

Classroom Building Renovation (formerly Agricultural Sciences Building 12) (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2936	Contractor:	Castlerock Environmental Inc. (Hazardous Materials Abatement Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
	Excavate, remove, and dispose of asbestos-containing transite pipe from the Classroom Renovation project. <i>Unforeseen condition-miscellaneous change.</i>		\$44,279.00	0 days	
	Total		\$44,279.00	0 days	
	Original Contract Amount		\$144,875.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$144,875.00		
	Amount of Change Order No. 1		\$44,279.00		
	New Contract Sum		\$189,154.00		
	Percentage of Change to Contract, to Date		30.56%		

Funding Sources

Measure RR Bond Anticipated Note and Series A funds.

RECOMMENDATION

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

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 20, 2013</u>	CONSENT
SUBJECT: <u>Performing Arts Center Chiller Replacement (Change Order)</u>	

BACKGROUND

Performing Arts Center Chiller Replacement (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2951	Contractor:	Liberty Climate Control, Inc. (HVAC Contractor)	CO No.	1
Item	Change and Justification:			Amount	Time
	Remove and replace existing boilers with Air Quality Management District (AQMD)-compliant boilers. The work to install AQMD-compliant boilers was publicly bid in June 2013 and then again in August 2013. In both cases, all bids were rejected because the costs were significantly over budget. The lowest bid received was \$238,000. <i>Owner-directed change - additional scope.</i>			\$145,486.16	0 days
	Total			\$145,486.16	0 days
	Original Contract Amount			\$2,107,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$2,107,000.00	
	Amount of Change Order No. 1			\$145,486.16	
	New Contract Sum			\$2,252,486.16	
	Percentage of Change to Contract, to Date			6.9%	

Funding Sources

Energy Capital Outlay and Measure RR Bond Series A funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #15

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 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:	Andreasen Engineering ,Inc.	No.	2
	Project:	Farm Area Drainage Survey		
Item	Description:	Amount		
	Professional structural engineering services to provide construction administration services for the construction of the retaining walls, footings, and reinforcement at the Animal Care Unit Building F4 and the Equine Center. Services are provided for a fixed fee:	\$4,500.00		
	Total	\$4,500.00		
	Original Contract Amount	\$8,850.00.00		
	Net Change by Previous Amendments	\$2,000.00		
	Net Sum Prior to This Amendment	\$10,850.00		
	Amount of Amendment No. 2	\$4,500.00		
	New Contract Sum	\$15,350.00		
	Percentage of Change to Contract, to Date	73.45%		

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

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: November 20, 2013

#2	Consultant:	P2S Engineering, Inc.	No.	1
	Project:	Design Technology Center LEED Commissioning		
Item	Description:	Amount		
	Additional professional LEED commissioning services to include development of building systems test procedures and verification of systems performances, for a lump sum fee of:	\$6,600.00		
	Total	\$6,600.00		
	Original Contract Amount	\$58,300.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$58,300.00		
	Amount of Amendment No. 1	\$6,600.00		
	New Contract Sum	\$64,900.00		
	Percentage of Change to Contract, to Date	11.32%		

Funding Sources

#1 – Measure RR Bond Anticipated Note funds.

#2 – Measure R Bond 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>November 20, 2013</u>	CONSENT
SUBJECT:	<u>Contract for Legal Services with Stradling Yocca Carlson & Rauth, P.C.</u>	

BACKGROUND

The College has received notification from the Internal Revenue Service (IRS) that it will be conducting a random audit of the \$79,996,203 2001 Election, 2006 Series C, General Obligation Bonds. Stradling Yocca Carlson & Rauth, P.C. (Stradling) has agreed to provide professional services to represent the District in the audit.

ANALYSIS AND FISCAL IMPACT

Government Code Section 53060 allows the Board of Trustees to contract with any persons who furnish special services and advice in financial, economic, accounting, engineering, legal, or administrative matters as long as such persons are trained, experienced, and competent. Stradling, located in Newport Beach, CA, has provided the same type of representation to other school districts and public agencies in California. In addition, Stradling has provided excellent services to the College in the past.

Stradling will assist the District in responding to information requests made by the IRS and will update the District regularly regarding the progress of the audit and the associated costs. The fees charged to the District will be billed at their standard hourly rate of \$400 for the primary attorney representing the District. This includes the time spent on conferences, court appearances, depositions, travel, research, drafting documents, and other activities. The firm will also bill for various other costs such as copying, telephone charges, messenger services, travel, filing fees, and other costs, as needed.

The actual costs for these services will depend on the extent of the audit and cannot be determined at this time. However, the College does not anticipate that the costs will exceed \$30,000. The contract will remain in effect until all work has been completed, unless terminated by either party.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a contract with Stradling Yocca Carlson & Rauth, P.C. to represent the District in its audit by the Internal Revenue Service.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #17

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

DATE: November 20, 2013

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Change of Assignment

Name: Didonato, Lisa
 Position: Educational Research Assessment Analyst
 Department: Research and Institutional Effectiveness
 Range/Step: A-107, Step 4 Salary: \$5,864.96/month
 Job FTE: 1.00/12 months
 Effective: 11/21/13
 Remarks: Change from 0.475 Job FTE

Name: Monugian, Annette
 Position: Laboraroty Technician – Registered Vet Technician
 Department: Natural Sciences
 Range/Step: A-79, Step 3 Salary: \$4,227.42/month
 Job FTE: 1.00/12 months
 Effective: 12/1/13
 Remarks: Change from 0.475 Job FTE

Temporary Out-of-Class Assignments

Name: Dial, Brenda
 From: Receptionist/Clerical Assistant
 To: Secretary
 Department: Professional and Organizational Development
 From Job FTE: 0.475/12 months
 To Job FTE: 100/12 months
 Range/Step: A-81, Step 1 Salary: \$3,911.48
 Effective: 12/1/13
 End Date: 1/17/14
 Remarks: Change in position and FTE to cover a vacancy

Name: Escarcega, Martin
 Position: Admissions and Record Clerk II
 Department: Admissions and Records
 Range/Step: A-69, Step 6 Salary: \$2,215.13/month
 Job FTE: 0.50

Prepared by: Human Resources Staff Reviewed by: James P. Czaja

Recommended by: Bill Scroggins Agenda Item: Consent #18

SUBJECT: Personnel Transactions

DATE: November 20, 2013

Position: Lead International Students Specialist
Range/Step: A-81, Step 5 Salary: \$2,377.22/month
Job FTE: 0.50
Total Job FTE: 1.00 Total Salary: \$4,592.35/month
Effective: 11/21/13
End Date: 3/1/14
Remarks: Change in 0.50 of Job FTE as a Lead International Students Specialist position

Name: Molina, Lorena
Position: Admissions and Record Clerk II
Department: Admissions and Records
Range/Step: A-69, Step 6 + L1 Salary: \$2,292.66/month
Job FTE: 0.50
Position: Lead International Students Specialist
Range/Step: A-81, Step 5 + L1 Salary: \$2,460.42/month
Job FTE: 0.50
Total Job FTE: 1.00 Total Salary: \$4,753.08/month
Effective: 11/21/13
End Date: 3/1/14
Remarks: Change in 0.50 of Job FTE as a Lead International Students Specialist position

Resignation

Gregory Contreras, Parking Officer, Public Safety, effective 11/6/13

Retirements

Michael Sanchez, Lead Technician, Data Communications, Information Technology, effective 12/30/13

Mary Walters, Library Technician III, Library and Learning Resources, effective 12/30/13

CONFIDENTIAL EMPLOYMENT

Temporary Out-of-Class Assignment

Name: Martinez, Laura
From: Secretary
To: Executive Assistant II
Department: Instruction
Range/Step: C-85, Step 1 + L1 Salary: \$5,719.41/month
Effective: 12/9/13
End Date: 2/28/14

SUBJECT: Personnel Transactions

DATE: November 20, 2013

ACADEMIC EMPLOYMENT

Banking Leaves of Absences with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Faraone, Teresa	Consumer Science and Design Technologies	15	Spring 2014
Kemp, Kurt	Foreign Languages	15	Spring 2014
Tripp, Robin	English, Literature, and Journalism	15	Spring 2014

Salary Advancement for Full-Time Faculty Column Crossover – 2013-14

Coursework and/or Degree earned

Name: Frickert, Allison
 Position: Professor, History and Art History
 Department: History and Art History
 Column/Step: II-7 Salary: \$80,256.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/26/13
 Remarks: Advancement from Column I, Step 7

Name: Ruh, Marc
 Position: Professor, Swim, Water Polo
 Department: Kinesiology, Athletics, and Dance
 Column/Step: II-10 Salary: \$89,934.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/26/13
 Remarks: Advancement from Column I, Step 9

Retirements

Bonnie Jeffers, Professor, Accounting and Management, effective 6/30/14

Max Lizarraga, Professor, Architecture and Engineering Design, effective 6/14/14

Student Interns

Carolina Pacheco, Career and Transfer Services, California State University, Fullerton, effective 8/26/13–12/15/13

Amy Preci, DSP&S, University of Redlands, effective 9/20/13–12/6/13

Katherine Tomas, DSP&S, University of Redlands, effective 9/20/13–12/6/13

SUBJECT: Personnel Transactions**DATE:** November 20, 2013**Additional Assignments**

Provider	Area/Department	Service/Agreement	Dates	Amount
Cahow, Matthew	Music	Faculty Performer at the Wassail Dinner	12/5/13– 12/7/13	\$50.50/hr. Not to exceed \$375
Mittler, William	Theater	Oversee and supervise running crew for the 6 th Annual Student Show “People Walking By”	12/5/13– 12/8/13	\$43.61/hr. Not to exceed \$1,000

MANAGEMENT EMPLOYMENT**Permanent New Hire**

Name: Whitford, Marguerite
 Position: Director, Student Health Services New: No
 Department: Health Services
 Range/Step: M-11, Step 1 Salary: \$93,342.00/annual
 Job FTE: 1.00/12 months
 Effective: 11/21/13

TEMPORARY EMPLOYMENT**Substitute Employees**

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Juarez, Kimberly	Library Technician III	Leave	Library	22.12	11/04/13-12/20/13
Naas, Matthew	Lab. Tech. Math & C.S.	Vacancy	Natural Sciences	22.12	10/23/13-01/31/14
Parraguirre, Dinorah	Library Technician I	Vacancy	Library	16.90	11/02/13-12/14/13
Parraguirre, Dinorah	Library Technician III	Leave	Library	22.12	11/04/13-12/20/13

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ali, Aruj	Tutor III	Counseling	10.50	10/21/13-12/13/13
Ali, Ramisha	Tutor III	Counseling	10.50	10/21/13-12/13/13
Coronado, Leila	Learning Assistant	Tutorial Services	13.00	11/01/13-02/13/14
Diaz, Alisha	Study Skills Assistant II	Adult Basic Education	11.32	10/24/13-06/30/14
Francis, Grant	Tutor III	Counseling	10.50	10/21/13-12/20/13
Gussman, Chole	Learning Assistant	Learning Assistant Ctr.	13.00	11/21/13-06/30/14
Harmon, Lorenzo	Financial Aid Assistant	Financial Aid	12.76	11/01/13-02/21/14
Klanderud, Keith	Model	Fine Arts	21.00	11/21/13-06/30/14
Lane, Sherri	Instructional Aide	Child Development Ctr.	8.00	11/02/13-02/21/14
Perea, Lovella	Instructional Aide	Child Development Ctr.	8.00	11/02/13-02/21/14
Ramirez, Raina	Model	Fine Arts	21.00	11/21/13-06/30/14
Reyes, Esmeralda	Instructional Aide	Child Development Ctr.	8.00	11/21/13-02/21/14

SUBJECT: Personnel Transactions**DATE:** November 20, 2013**Professional Expert Employees – New Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hoyos Vences, Eliza	Project Expert/Specialist	Upward Bound	25.00	11/26/13-03/30/14

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alonzo, Jason	Lecturer-Fire Technology	Kinesiology, Athl. & Dnce.	37.26	07/01/13-06/30/14
Becker, Sarah	Teaching Aide	Adult Basic Education	13.27	09/04/13-06/30/14
Bing, Lisa	Interpreter II	DSP&S	22.00	09/09/13-06/30/14
Cantrell, Jaimie	Video Jib Operator	Technical Services	60.00	10/01/13-06/30/14
Diaz, Lauren	Project Expert/Specialist	Architecture	25.00	09/06/13-06/30/14
Dorough, Darlene	Interpreter III	Sign Language	30.00	08/26/13-06/30/14
Drahonovsky, Doris	Technical Expert II	Nursing	45.00	10/07/13-06/30/14
Esparza, Bernadette	Project Expert/Specialist	Child Development Ctr.	25.00	10/04/13-06/30/14
Figueras, Stephanie	Technical Expert II	Nursing	45.00	10/10/13-06/30/14
Fillmore, Alec	Technical Expert I	Kinesiology, Athl. & Dnce.	35.00	10/25/13-02/23/14
Forrand, Anthony	Paramedic Specialist	Medical Services	15.60	10/03/13-06/30/14
Gallardo, Peter	Technical Expert I	Kinesiology, Athl. & Dnce.	35.00	10/25/13-06/30/14
Gibbs, Aisha	Master Class Instr.-Dance	Kinesiology, Athl. & Dnce.	25.00	10/01/13-06/30/14
Gonzales, Jordan	Aquatics Assistant III	Kinesiology, Athl. & Dnce.	12.00	07/01/13-06/30/14
Gonzalez, Lauren	Project/Program Aide	Child Development Ctr.	19.76	10/10/13-06/30/14
Gonzalez, Richard	Paramedic Specialist	Medical Services	15.60	10/18/13-06/30/14
Graffeo, Nichol	Project Expert/Specialist	Respiratory Therapy	25.00	10/07/13-06/30/14
Haddad, Salim	Lecturer-Fire Technology	Fire Technology	37.26	09/11/13-06/30/14
Haston, Maureen	Technical Expert II	Nursing	45.00	10/14/13-06/30/14
Heon, Todd	Lecturer-Fire Technology	Fire Technology	37.26	09/11/13-06/30/14
Hernandez, Oscar	FAA Certificated Lab. Asst.	Aircraft Maintenance	15.00	11/04/13-06/30/14
Hsueh, Rodney	Technical Expert I	Kinesiology, Athl. & Dnce.	35.00	10/25/13-06/30/14
Johnston, William	Master Class Instr.-Dance	Kinesiology, Athl. & Dnce.	25.00	10/01/13-06/30/14
Klein, Stefyn	Project Manager	Facilities Planning & Mgmt.	55.00	11/04/13-06/30/14
Lacson, Ron	Tutorial Specialist I	The Writing Center	17.00	08/26/13-06/30/14
Larson, Laura	Interpreter II	DSP&S	22.00	07/01/13-06/30/14
Larson, Laura	Interpreter II	Humanities & Social Sci.	22.00	08/26/13-06/30/14
Lazar, Trevor	Lecturer-Fire Technology	Fire Technology	37.26	10/14/13-06/30/14
Lewis, Mark	Technical Expert I	Nursing	35.00	10/01/13-06/30/14
Loakes, Alexandra	Game Day Personnel	Kinesiology, Athl. & Dnce.	10.00	11/01/13-06/30/14
Lopez-Weissbuch, Ashley	Teaching Aide	Adult Basic Education	13.27	09/09/13-06/30/14
Martinez, Val	Technical Expert II	Nursing	45.00	10/14/13-06/30/14
Ng, David	FAA Certificated Lab. Asst.	Aircraft Maintenance	15.00	08/28/13-06/30/14
Noble Paraiso, Maria	Technical Expert II	Nursing	45.00	11/01/13-06/30/14
Osea, Mark Edward	Project Expert/Specialist	The Writing Center	25.00	11/01/13-12/15/13
Pasillas, Marissa	EMS Licensing Examiner II	Medical Services	20.00	11/06/13-02/14/14
Pasillas, Marissa	Proctor, EMT	Medical Services	12.48	11/06/13-02/14/14
Perez, Alan	Technical Expert I	Kinesiology, Athl. & Dnce.	35.00	10/26/13-06/30/14
Reeves, Kenneth	Technical Expert I	Kinesiology, Athl. & Dnce.	35.00	10/25/13-06/30/14
Rieben, Michael	Game Day Personnel	Kinesiology, Athl. & Dnce.	10.00	10/18/13-02/23/14

SUBJECT: Personnel Transactions**DATE:** November 20, 2013**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Riley, Janet	Technical Expert I	Nursing	35.00	10/21/13-06/30/14
Robertson, Zachary	Aquatics Assistant III	Continuing Education	12.00	09/30/13-06/30/14
Rodesky, Mac	EMS Licensing Examiner III	Medical Services	25.00	10/24/13-06/30/14
Rodesky, Mac	Paramedic Specialist	Medical Services	15.60	10/24/13-06/30/14
Roumeliotis, George	Project Expert/Specialist	Respiratory Therapy	25.00	10/04/13-06/30/14
Ruh, Donald	Technical Expert I	Kinesiology, Athl. & Dnce.	35.00	09/20/13-06/30/14
Ruiz, Catherine	Technical Expert II	Nursing	45.00	10/07/13-06/30/14
Sierra, Yovan	EMS Licensing Examiner III	Medical Services	25.00	11/06/13-06/30/14
Sierra, Yovan	Paramedic Specialist	Medical Services	15.60	11/06/13-06/30/14
Smith, Dallas	Paramedic Specialist	Medical Services	15.60	09/12/13-06/30/14
Stump, Errol	Game Day Personnel	Kinesiology, Athl. & Dnce.	10.00	10/18/13-06/30/14
Ujamras, Chalatorn	Choreographer	Kinesiology, Athl. & Dnce.	20.00	10/01/13-06/30/14
Wolfe, Jonathan	EMS Licensing Examiner III	Medical Services	25.00	11/04/13-06/30/14
Wolfe, Jonathan	Paramedic Specialist	Medical Services	15.60	11/04/13-06/30/14

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Adams, Tamika	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Aguas, Rocio	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Aguillon, Yadira	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Aguirre, Eric	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Alcala, Jocelyn	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Alegria Correa, Vanessa	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Allen, Maurissa	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Altree, Jacob	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Alura, Cassie	Student Assistant III	Music	10.00	10/01/13-02/16/14
Alvarado, Stephanie	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Alvarez, Nadia	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Arevalo, Brittany	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Ariotti-Morales, Devin	Student Assistant V	Technical Services	12.50	10/13/13-02/16/14
Arismendy, Jennifer	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Ayad, Andre	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Betancourt, Justine	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/01/13-02/23/14
Boyd, Jason	Student Assistant IV	Teacher Prep. Institute	11.25	10/07/13-02/23/14
Boylls, Georgette	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Burgher, Justin	Student Assistant V	Medical Services	12.50	10/22/13-02/14/14
Cabrera II, Jorge	Student Assistant IV	Upward Bound	11.25	09/03/13-02/23/14
Carranza, Franiel	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Carrillo, Zuleima	Student Assistant I	Child Development Ctr.	8.00	10/03/13-02/21/14
Castandeda, Marleen	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Castaneda, Rebecca	Student Assistant I	Child Development Ctr.	8.00	10/10/13-02/21/14
Castro, Caroline	Student Assistant I	Technical Services	8.00	10/22/13-02/23/14
Chavez, Ricardo	Student Assistant III	Architecture	10.00	10/14/13-02/23/14
Cheaney, Lorri	Student Assistant I	Animal Science	8.00	09/16/13-02/23/14

SUBJECT: Personnel Transactions**DATE:** November 20, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Choi, Hye	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Clarke McConner, Javarus	Student Assistant II	Child Development Ctr.	8.75	10/02/13-02/21/14
Cortes, Edgar	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
De Avila, Hajar	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Diskin, John	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Doss, Brian	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Eccles, Samantha	Student Assistant III	Agriculture	10.00	10/10/13-02/23/14
Elias, Celena	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Ellis, Benjamin	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Esposito, Alexis	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Fairweather, Hakeem	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/01/13-02/23/14
Fallon, Madison	Student Assistant V	Tutorial Services	12.50	08/26/13-02/16/14
Felix, Jessica	Student Assistant III	High School Outreach	10.00	09/20/13-02/21/14
Fierro, Demitri	Student Assistant II	Tutorial Services	8.75	10/02/13-02/13/14
Flores Contreras, Luis	Student Assistant III	Tutorial Services	10.00	10/18/13-02/13/14
Fnu, Jeffry	Student Assistant IV	Tutorial Services	11.25	09/16/13-02/16/14
Fonseca, Alyssa	Student Assistant I	Child Development Ctr.	8.00	10/10/13-02/21/14
Fonseca, Daisy	Student Assistant I	Child Development Ctr.	8.00	10/10/13-02/21/14
Frausto, Luis	Student Assistant IV	Tutorial Services	11.25	09/17/13-02/16/14
Galbraith, Connor	Student Assistant I	Natural Sciences	8.00	10/15/13-02/23/14
Galdamez, Carlos	Student Assistant III	Architecture	10.00	09/17/13-02/21/14
Garcia, Erik	Student Assistant II	Public Safety	8.75	10/22/13-12/16/13
Garcia, Randy R.	Student Assistant III	Technical Services	10.00	10/16/13-02/23/14
Gaytan, Vince	Student Assistant IV	Teacher Prep. Institute	11.25	10/04/13-02/23/14
Godinez, Amber	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	09/16/13-02/23/14
Goff, Michael	Student Assistant V	Adult Basic Education	12.50	10/01/13-12/31/13
Gomez, Medina	Student Assistant I	Child Development Ctr.	8.00	10/10/13-02/21/14
Gonzales, Alberto	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Goss, Xavier	Student Assistant III	Kinesiology, Athl. & Dnce.	10.00	10/01/13-02/23/14
Gregoryk, Jason	Student Assistant V	Energy Services	12.50	08/26/13-02/23/14
Guadalupe Garcia, Bryanka	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Guerra, Andrew	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	09/17/13-02/23/14
Guest, Matthew	Student Assistant II	Tutorial Services	8.75	10/01/13-02/14/14
Hadiwijaya, Aldo	Student Assistant II	Math & Computer Sci.	8.75	09/24/13-02/23/14
Hardiman, Ebony	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Hasenbein, John	Student Assistant III	Tutorial Services	10.00	10/21/13-02/16/14
Hernandez, Alejandra	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Hernandez, Andrea	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/28/13-02/23/14
Hernandez, Crystal	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Hernandez, Salvador	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/01/13-02/23/14
Hernandez, Sarah	Student Assistant IV	Teacher Prep. Institute	11.25	10/04/13-02/23/14
Hernandez, Sarah	Student Assistant V	Teacher Prep. Institute	12.50	10/21/13-02/21/14
Herrera, Pedro	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	09/16/13-02/23/14
Hickman, Travon	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	09/16/13-02/23/14
Hornsby, Edward	Student Assistant III	Kinesiology, Athl. & Dnce.	10.00	10/01/13-02/23/14

SUBJECT: Personnel Transactions**DATE:** November 20, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Houston, Christina	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Hughey, Joshua	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/23/14
Isaguirre, Mimi Joy	Student Assistant III	Arise	10.00	09/18/13-12/20/13
Islam, Zoreen	Student Assistant II	Tutorial Services	8.75	10/02/13-02/13/14
Islas, Adrian	Student Assistant I	Consumer Entertain. Arts	8.00	10/01/13-02/13/14
Jackson, Rinencia	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/01/13-02/23/14
Joven, Michael	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Juarez, Jason	Student Assistant I	Theatre	8.00	10/17/13-02/13/14
Kazoura, Nicole	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Khan, Amber	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Kim, Eugene	Student Assistant I	Chemistry	8.00	10/17/13-02/23/14
King, Kyree	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/01/13-02/23/14
Knauer, Jonathan	Student Assistant III	Music	10.00	09/26/13-02/16/14
Kniseley, Rebekah	Student Assistant III	Music	10.00	08/26/13-02/16/14
La Crue, Juliet	Student Assistant I	Technical Services	8.00	10/22/13-02/23/14
LaBathe, Heather	Student Assistant III	Agriculture	10.00	09/10/13-02/23/14
Lamson, Joseph	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Lara, Maria	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Leal, Amanda	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Ledesma, Cristo	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Leeper, Kylie	Student Assistant III	Kinesiology, Athl. & Dnce.	10.00	10/01/13-02/23/14
Llanos, Jennifer	Student Assistant III	Kinesiology, Athl. & Dnce.	10.00	11/01/13-02/23/14
Lopez, Brian	Student Assistant II	Child Development Ctr.	8.75	10/02/13-02/21/14
Lopez, Gustavo	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	09/16/13-02/23/14
Lopez, Karina	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Lopez, Vanessa	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/01/13-02/23/14
Lozano, Jeanette	Student Assistant I	EOPS/CARE/CalWORKs	8.00	10/16/13-12/20/13
Magana-Acevedo, Alejandra	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Mancilla, Cassie	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Marquez, Jonathan	Student Assistant I	Theater	8.00	10/24/13-02/16/14
Martinez Labadores, Alejandra	Student Assistant I	Child Development Ctr.	8.00	09/20/13-02/21/14
Martinez Serrano, Kendra	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Martinez, Amanda	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Martinez, June	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Martinez, Margarita	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
McCants, Darius	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/01/13-02/23/14
McLean, Chris	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/01/13-02/23/14
Melendez, Heather	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Mohamed, Darren	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Mohamed, Mirvat	Student Assistant I	Earth Sciences & Astron.	8.00	10/14/13-02/23/14
Myers, David	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Nelson, Gage	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Northrop, Lucas	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Nugaliyadde, Sachithra	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Okamoto, Lisa	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13

SUBJECT: Personnel Transactions**DATE:** November 20, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Postovoit, Austin	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Postovoit, Bradley	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Quintero, Bryan	Student Assistant II	Biological Sciences	8.75	10/07/13-02/23/14
Ramirez Ruiz, Maria	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Rawson, Ernie	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Rios Jr., Rolando	Student Assistant II	Child Development Ctr.	8.75	10/04/13-02/21/14
Rivera, Cythia	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Rodriguez, Carolina	Student Assistant III	Tutorial Services	10.00	10/18/13-02/13/14
Rodriguez, Jasmin	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Rojas, David	Student Assistant I	Technical Services	8.00	10/14/13-02/23/14
Romo, Jacqueline	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Ruiz, Brittney	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Salib, Mina	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Sandoval, Daniel	Student Assistant II	Technical Services	8.75	10/01/13-02/23/14
Saunders, Nathan	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/01/13-02/23/14
Schneider, Jeffree	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Singh, Rahul	Student Assistant V	Technical Services	12.50	10/13/13-02/16/14
Smith, Spencer	Student Assistant I	Kinesiology, Athl. & Dnce.	8.00	10/18/13-02/23/14
Stickley, Alison	Student Assistant III	Music	10.00	08/26/13-02/16/14
Suryadi, Lucy	Student Assistant I	Child Development Ctr.	8.00	10/22/13-02/21/14
Tate, Barrett	Student Assistant I	Academic Senate	8.00	10/16/13-02/13/14
Torres, Eric	Student Assistant V	Adult Basic Education	12.50	10/07/13-12/31/13
Tran, Mailinh	Student Assistant I	Child Development Ctr.	8.00	09/30/13-02/21/14
Tran, Mailinh	Student Assistant I	DSP&S	8.00	09/30/13-02/21/14
Vaquera, Diana	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Vargas, Stacey	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Vargas, Xochilt	Student Assistant II	The Writing Center	8.25	10/02/13-02/16/14
Vazquez, Priscilla	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Venegas, Linda	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
West, Brittany	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Wilson, John	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Wong Milano, Bianca	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13
Wright, Cambria	Student Assistant V	Kinesiology, Athl. & Dnce.	12.50	08/26/13-02/23/14
Ybanez, Richard	Student Assistant II	Biological Sciences	8.75	10/10/13-02/23/14
Yelsa, Katlyn	Student Assistant I	Technical Services	8.00	10/23/13-02/23/14
Zayas, Samantha	Student Assistant III	Biological Sciences	10.00	10/07/13-02/23/14
Zuniga-Siordia, Paubla	Student Assistant I	DSP&S	8.00	10/21/13-12/13/13

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	CONSENT
SUBJECT:	<u>Contract Extension for Classification and Compensation Study with Koff & Associates, Inc.</u>	

BACKGROUND

The District is currently utilizing Koff & Associates, Inc. to conduct a thorough review of the current classification and compensation structure for classified, confidential, supervisory, and management employees. Koff & Associates, Inc. has been providing such services since prior Board approval on November 16, 2011. It has become necessary to extend the timeline of the initial proposal, resulting in an increased cost to the District.

ANALYSIS AND FISCAL IMPACT

The intent is to continue using the services of Koff & Associates, Inc. to complete the process of a thorough classification and compensation study of the classified, confidential, supervisory, and management employees. These services are estimated to continue through December 30, 2014. The proposed cost for the extension is \$36,225.79.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract extension for a classification and compensation study with Koff & Associates, Inc., as outlined above.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #19

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

DATE: November 20, 2013

CONSENT

SUBJECT: New and Modified Courses, Modified Certificates, and Modified Degrees
Effective with the 2014-15 Academic Year

BACKGROUND

The following courses, degrees, and certificates have been created or modified to meet Title 5 requirements and to provide additional general education or program options, meet industry requirements, and to respond to advisory committee recommendations.

New Courses

KINF 34A
KINF 34B

Course Title

Cardiorespiratory Training, Beginning
Cardiorespiratory Training

Modified Courses

ANIM 148
ARTD 46A
ARTD 47A
AIRM 92A
AGHE 61
ARCH 29
EST 56
EST 64
GEOG 91L
HT 16
JOUR 103
MUS 44
POLI 25
THTR 16

Course Title

Demo-Reel
Printmaking: Introduction to Monotype
Printmaking: Photo and Alternative Processes
Airframe Maintenance Technology: Hydraulics & Pneumatics
Animal Surgical Nursing
Design IV - Advanced Project
Home Theater, Home Integration, and Home Security Systems
Electronic Troubleshooting – II
Geography Service Learning Laboratory
Histochemistry and Immunohistochemistry
Magazine Staff Production Lab
Vocal Jazz Ensemble
Latino Politics in the United States
Theatrical Make-Up

Modified Degrees

Music AA
Respiratory Therapy AS
Horse Ranch Management AS
Livestock Management AS

New Certificates

Dance Teacher Certificate

Prepared by: Terri Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

SUBJECT: New and Modified Courses, Modified Certificates, and Modified Degrees
Effective with the 2014-15 Academic Year

DATE: November 20, 2013

Modified Certificates

Animation – 3D and CG Gaming
Children Program Certificate: Teaching
Electronics and Computer Engineering Technology
Horse Ranch Management – Level II
Interior Landscaping
Landscape and Park Maintenance
Landscape Design and Construction – Level I
Landscape Equipment Technology
Landscape Irrigation
Park Management
Sports Turf Management
Tree Care and Maintenance

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above curriculum additions and changes, effective with the 2014-15 academic year.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	CONSENT
SUBJECT:	<u>Collegiate Student Turf Team Challenge</u>	

BACKGROUND

The Mt. San Antonio College Turf Team requests authorization to attend the 10th Annual Student Challenge at the Sports Turf Managers Association’s Annual Conference and Exhibition. This is a national competition for students pursuing sports turf management as a career. In addition to competing against top schools in the nation (both two- and four-year programs), the event gives students a chance to associate with top professionals in the industry. There will be multiple seminars and trade show exhibits for students to explore. Brian Scott and Chaz Perea will be the faculty advisors attending.

ANALYSIS AND FISCAL IMPACT

The conference will be held January 21-25, 2014, in San Antonio, TX. This year, Mt. SAC will be entering two teams, four students on each team, to represent Mt. SAC at the 10th Annual Student Challenge. The anticipated cost of participating is \$10,000.

Funding Sources

VTEA (Perkins) - \$2,620 for Faculty Advisors.
Associated Students - \$6,000.
Private industry donations – balance of the required amount.

RECOMMENDATION

It is recommended that the Board of Trustees approves participation/expenditures in the 10th Annual Student Challenge at the Sports Turf Managers Association’s Annual Conference and Exhibition, as detailed above.

Prepared by: _____	Matthew Judd	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #21

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 20, 2013</u>	CONSENT
SUBJECT: <u>Pep Squad Team to Compete at the Collegiate Cheer and Dance Championships</u>	

BACKGROUND

The Pep Squad requests authorization to compete at the National Cheerleaders Association and National Dance Association’s Collegiate Cheer and Dance Championships in Daytona Beach, FL. This opportunity will allow for student athletes to have greater exposure to NCAA recruiting and potential scholarships as well as participation in nationally recognized level of competition. The team qualified for participation in this event and will be traveling April 8-13, 2014.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Pep Squad Foundation Account.

RECOMMENDATION

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

Prepared by: Joseph E. Jennum Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #22

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

DATE: November 20, 2013

CONSENT

SUBJECT: Jazz Band to Compete at the 2014 Reno Jazz Festival

BACKGROUND

The Mt. San Antonio College Jazz Band requests authorization to participate in the Reno Jazz Festival/Competition hosted by the University of Nevada at Reno, NV. The Jazz Band students will be accompanied by Band Director, Jeff Ellwood. Travel dates are April 10-13, 2014.

Since its inception in 1962, the Reno Jazz Festival/Competition has consistently attracted many of the best school bands in the nation. Students will have the opportunity not only to compete but also to attend workshops with some of the finest clinicians and performers in the country.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of this competition is \$6,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION:

It is recommended that the Board of Trustees approves the Mt. SAC Jazz Band's participation/expenditures in the Reno Jazz Festival/Competition.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	CONSENT
SUBJECT:	<u>Vocal Jazz Ensemble "Frontline" to Compete at the 2014 Reno Jazz Festival</u>	

BACKGROUND

The Mt. San Antonio College vocal jazz ensemble "Frontline" requests authorization to participate in the Reno Jazz Festival/Competition hosted by the University of Nevada at Reno, Nevada. The Jazz Band students will be accompanied by ensemble director, William McIntosh, and staff accompanist, Porfirio Mojica. Travel dates are April 10-13, 2014.

Since its inception in 1962, the Reno Jazz Festival/Competition has consistently attracted many of the best school bands in the nation. Students will have the opportunity not only to compete but to attend workshops with some of the finest clinicians and performers in the country.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of this competition is \$6,000.

Funding Sources

Student Contributions (\$75 per student).
Unrestricted General Fund (balance).

RECOMMENDATION

It is recommended that the Board of Trustees approves Frontline's participation/expenditures in the Reno Jazz Festival/Competition.

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

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

DATE: November 20, 2013

CONSENT

SUBJECT: Chamber Singers' 20th Anniversary Celebration

BACKGROUND

In 2014, the Mt. San Antonio College Chamber Singers will be celebrating their 20th anniversary as a highly celebrated chamber choir ensemble. Bruce Rogers, Ensemble Director, and Chamber Singers (both current and past) have come together to plan a 20-Year Anniversary Celebration which will include a celebratory concert and dinner/dance event.

The event is scheduled for June 21, 2014, at the Park Inn by Radisson, located in Covina, CA. Catering will be provided by Hamilton's Catering Service (an in-house service of the Radisson Hotel).

The cost of attendance is \$28 per person for 400-500 anticipated guests (with the option to increase the number of guests). To secure this venue, authorization is requested to accept the payment agreement which requires a \$1,000 deposit, including three interim payments (dates and amounts to be determined). The final payment is to be made by June 24, 2014.

ANALYSIS AND FISCAL IMPACT

The total anticipated cost of this event is \$17,500.

Funding Sources

Unrestricted General Fund (Revenue Account) - \$9,000.

Contributions/Ticket Sales - \$8,500.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Hamilton's Catering Service/Park Inn by Radisson, as outlined above.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 20, 2013</u>	CONSENT
SUBJECT: <u>Affiliation Agreement with Inland Christian Home</u>	

BACKGROUND

Students enrolled in the Psychiatric Technician Program require use of clinical facilities for training. Inland Christian Home, located in Ontario, CA, has agreed to accept our Psychiatric Technician students and will provide the students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and Inland Christian Home is the standard Mt. SAC agreement. No changes or amendments have been made.

The agreement shall be effective November 21, 2013.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with Inland Christian Home, as presented.

Prepared by: Sarah Daum Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #26

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

DATE: November 20, 2013

CONSENT

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

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Funding for the grant is \$110,000. The period of performance is October 23, 2013, through October 22, 2014.

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

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

Funding Source

LA84 Foundation.

RECOMMENDATION

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #27

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	CONSENT
SUBJECT:	<u>Agreement with In-N-Out Burger for the "Dr. Deborah Boroch Discovery Day: CSI Mt. SAC"</u>	

BACKGROUND

The Natural Sciences Division requests authorization to support the "Dr. Deborah Boroch 3rd Annual Discovery Day: CSI Mt. SAC," scheduled for Saturday, May 10, 2014. This is an exciting, popular, well-attended community outreach event where 5th, 6th, and 7th grade students are invited to the campus to explore areas of math and science. Our theme this year is "CSI: Mt. SAC," and students will participate in a wide variety of hands-on activities using math and science to solve crimes. There will also be Planetarium shows, speakers, tours of the Wildlife Sanctuary, and access to the Exploration Center. Parents are encouraged to accompany their children in attendance.

ANALYSIS AND FISCAL IMPACT

Lunch for the event will be funded through the Natural Sciences Division. Authorization is requested to enter into a contract with In-N-Out Burger for catering, not to exceed \$2,500. Authorization is also requested to make an advance payment (deposit) in the amount of \$500. In-N-Out will provide a combination of approximately 300 hamburgers, cheese-burgers, chips, and drinks in a serving time of 2.5 hours.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with In-N-Out Burger, as presented.

Prepared by: <u>Karelyn Hoover</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #28</u>

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

DATE: November 20, 2013

CONSENT

SUBJECT: Continuing Education Division Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Community Services - Additional Classes

Course Title/Program	Presenter	Payment	Fee
Flying into the Backcountry	Randazzo, John	40%	\$52
Command A1: Structure Fire Command Operations for the Company Officer	Lazar, Edward	\$53.50/student	\$197
Fire Command 1C: WUI Command Operations for the Company Officer	Russell, Pat	\$53.50/student	\$197
Fire Command 1C: I-Zone Fire Fighting for Company Officers	Russell, Pat	\$53.50/student	\$197
Computed Tomography (CT) Registry Exam Prep	McLaughlin, David	40%	\$199
Basic Fire Academy Entrance Exam	Ward, Elizabeth	None	\$25
English for the California Visitor	Staff TBD	\$50/hr.	\$60-\$90
IV Skills for Radiologic Technologist	Gilbertson, Cathy	40%	\$175
Coding: ICD 10-CM	Capili, Joselito	40%	\$293
Coding: Update from ICD-9 to ICD-10	Capili, Joselito	40%	\$124

2. Community Services - Program Changes

Course Title/Program	From	To
Open Fitness Swim	Additional Instructor	Stump, Errol
Real Estate Investing for Beginners	\$49	\$49 Single \$79 Couple
Garmin G1000 Avionics Suite - Operation and Functional Use	\$175	\$140
Medical Insurance Billing Specialist Preparation:		
- Medical Terminology	\$183 - 5 weeks	\$293 - 8 weeks
- Medical Insurance Billing Principles	\$183 - 5 weeks	\$293 - 8 weeks
- Collection of Unsecured Assets	\$124	\$152
- Computerized Medical Insurance Billing	\$183	\$215
- Legal Issues and Risk Management	\$98	\$124
Water Distribution Exam Review	40%	50%

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #29

SUBJECT: Continuing Education Additions and Changes**DATE:** November 20, 2013

Woodworking	\$127	\$130 Winter/Summer \$138 Spring/Fall
Mexican Folklorico	Hurtado, Isidro	Amezquita, Sirila

3. Curriculum Additions

Course ID	Title
BSHS READ	High School Reading
OAD BHTH 2	Brain Health 2
VOC HBBUS	How to Start a Home-Based Business (Education for Older Adults Program)
VOC PT81	Physical Therapy Aide

4. New Contracts

Agency (Description of Services)	Expenses	Fee
<u>Contract #1314-006</u> All Americas, Inc. 18366 Colima Road, Suite 204 Hacienda Heights, CA 91745 English and American Culture Camps January 27, 2014–August 23, 2014 Target Audience: Children, Grades 5-9 from China Content: ESL and American culture instruction, campus tours, and outdoor group activities Outcomes: Practice and improvement in English language and a better understanding of American culture	<u>Instructors - \$50/hr.</u> Hayes, Mihaela Mercado, Diane Pena, Kathleen Perez, Nilda Rivera, Edith Janet Romero, Vienessa Sunnaa, Andrea Vanegas, Yazmin <u>Program/Activities Assistant</u> Acevedo, Nicholas - \$12/hr. <u>Supplies - \$50/class</u>	\$800/day
<u>Contract #1314-005</u> Montclair Fire Department 8901 Monte Vista Montclair, CA 91763 Fitness Evaluation and Exercise Training/Lecture Program January 2, 2014–June 30, 2014	<u>Details</u> Hourly Staff - \$750 Mileage - \$150 Supplies - \$100	\$1,988

SUBJECT: Continuing Education Additions and Changes

DATE: November 20, 2013

Funding Sources

Community Services - Student Registration Fees.
New Contracts - Contracting Agency.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	ACTION
SUBJECT:	<u>Proposed Changes to Board Meeting Dates for Remainder of 2013-14</u>	

BACKGROUND

Currently, the Board meeting dates are usually the fourth Wednesday of the month. This has created difficulty in the efficiency of processing employee changes in a timely manner and processing benefits eligibility. The District is proposing changing the Board meeting dates to one of the following options:

- Option 1 – the second Wednesday of the month.
- Option 2 – the third Wednesday of the month.

ANALYSIS AND FISCAL IMPACT

Moving the Board meetings dates to be typically the second or third Wednesday of the month, as opposed to the fourth, would allow the College the ability to ensure that appointments and employee changes are processed more efficiently and will allow Human Resources the ability to process eligibility earlier and more consistently for employees. It will also help the College comply with new CSEA, Chapter 262 bargaining language regarding benefits.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the proposal to change Board meeting dates to one of the two options, as outlined above (color calendars distributed as separate documents).

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #1

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

DATE: November 20, 2013

ACTION

SUBJECT: Power Generator – Site Selection

BACKGROUND

Since 2003, Mt. San Antonio College has been a leader among all California community colleges in the areas of sustainability, energy conservation, and reducing greenhouse gas emissions. Since then, over 50 distinct energy savings projects have been completed on campus; including the chilled water central plant, the cogeneration facility, the campus-wide energy management system, various lighting upgrade projects, and several LEED-certified new construction projects. Together, these projects have resulted in a net ongoing general fund savings of over \$1 million per year. When adjusted for inflation and campus growth, this figure approaches \$1.4 million per year. To help pay for these projects, public utility commission and other grants and incentives totaling over \$3 million have been received.

Each of these projects has been evaluated using specific criteria such as simple payback, return on investment, maintenance savings, operating costs, life-cycle cost analysis, first cost, and opportunity cost comparisons. The projects have generally been completed in logical order, with the highest return projects funded first. During the last decade, staff has periodically evaluated opportunities for solar power generation on campus, using the same rigorous criteria as all other energy conservation projects. During this time, local solar power generation has evolved from a high-cost, high-risk venture to a project that compares well with other successful energy conservation projects. Staff believes that now is the best time to invest in solar power generation at Mt. San Antonio College.

In developing this analysis, the following three sites on campus have been considered: a 2 million Watt stationary ground-mounted system, located on the parcel of land to the west of Grand Avenue; a 330,000 watt system mounted on the top deck of the planned parking structure; and a 1.5 million watt carport-type system located in Student Lot F. While these three scenarios do not represent all of the possible options for implementing solar power generation on campus, they are representative of the various available options.

ANALYSIS AND FISCAL IMPACT

First Cost

Two engineering firms were engaged to assist in the study of on-campus solar power generation options. Each firm presented a separate order of magnitude cost opinion for the three selected scenarios. Each also produced estimates of the value of the power that would be generated. Conservative estimates of the energy savings are used in this analysis, considering our already very low cost of energy for comparison purposes. Staff has added additional information regarding site conditions and specific infrastructure elements to complete the cost estimates. The first cost for each of the three systems, without utility incentives or other grants, is as follows:

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #2

SUBJECT: Power Generator – Site Selection**DATE:** November 20, 2013

	2 MW Ground	1.5 MW Car Port	0.33 MW Structure
Total Cost Per Watt	\$4.20	\$5.85	\$8.09
Escalated Cost	\$4.20	\$6.91	\$8.33

Site-Specific Conditions

Each of the three scenarios presents unique challenges. The large project on the west parcel requires significant environmental mitigation efforts, expected to cost over \$2 million. While the mitigation efforts will result in the conversion of unusable hillside into over 11 acres of buildable land that can be used in perpetuity by the College, the mitigation costs should be considered when comparing the first cost of each project. The carport scenario would require larger concrete footings and extensive earthwork to meet the specific requirements of the Division of the State Architect, estimated to cost nearly \$500,000. Similarly, the parking structure scenario would require structural enhancements costing an estimated \$450,000 to support the additional loads on the top deck. When these costs are considered, the cost per watt will increase as shown below:

	2 MW Ground	1.5 MW Car Port	0.33 MW Structure
Total Cost Per Watt	\$5.70	\$6.72	\$10.09

Financial Summary

For our purposes, each of the three scenarios was evaluated in terms of return on investment, net cost after incentives, simple payback, and actual energy savings. The return on investment is calculated as the net present value of the future cash flows generated by the solar power facility, divided by the total first cost of the project after incentives, expressed as a percentage. Since we expect the cost of energy to increase at a greater rate than the standard inflation rate, we use a discounted rate of 3% and an annual energy inflation rate of 4.5%. The service life of the solar facilities is expected to be 25 years.

	2 MW Ground	1.5 MW Solar	0.33 MW Structure
Total Cost	\$ 8,400,000	\$10,080,000	\$3,329,700
Utility Incentives	(\$1,100,000)	(\$800,000)	(\$363,000)
Prop. 39 Funds	(\$1,050,000)	\$0	(\$1,050,000)
Net Cost	\$6,250,000	\$9,280,000	\$1,916,700
Initial Service Year	2016	2021	2018
First Year Savings	\$455,061	\$418,533	\$79,657
NPV Savings	\$13,209,275	\$12,148,972	\$2,312,262
ROI	211%	131%	120%
Simple Payback	11 Years	15.5 years	16.5 years

SUBJECT: Power Generator – Site Selection

DATE: November 20, 2013

Opportunity Cost

Implementing any of the three scenarios above would result in some secondary effects or opportunity costs. While these effects are difficult to quantify financially, wherever possible the financial opportunity costs were taken into account in the above financial summary. For the parking structure scenario, the additional structural costs were considered in the project cost estimates. The impact on the neighboring homes was not. Adding solar to the top deck would increase the height of the structure and may result in complaints. A corresponding reduction in height of the structure would be cost-prohibitive or would reduce the number of spaces available for students and staff. For this reason, it is not recommended.

The carport scenario presents a viable option for solar power generation; but, due to the scarcity of parking on campus, especially considering the upcoming construction activities, solar facility construction in any of the student lots would not be able to begin until 2019, with solar power generation beginning in 2021. The delay effectively reduces available grants, as the proposition 39 monies are not available after the 2016–17 fiscal year. This effect, along with the increasing cost of construction, reduces the carport option to the second choice. Should the College determine that additional solar generation could be effectively utilized in 2021, this scenario should be reconsidered.

While the west parcel scenario is clearly the most attractive option from a financial standpoint, other uses for the land should be considered. In 2008, before the economic downturn began, options for utilizing the land for a housing development were evaluated. Working with a prominent local homebuilder, it was determined that the site could produce positive cash flows to the College of up to \$78,000 per year for 30 years. Not only is the \$78,000 much less than the energy savings that will be realized by utilizing the land for solar power generation, the housing proposal also required the College to remove over 300,000 cubic yards of earth from the site. Exporting such a large quantity of earth to an offsite location would effectively eliminate the positive cash flows from the housing option. The use of the site for solar generation also provides an opportunity for the College to transfer soil from other construction projects on campus to the west parcel. Finally, using the land to develop housing would be a permanent decision. Utilizing the land for solar generation allows the District to reconsider its use after several years, once the solar power facility has paid for itself, and at that time a new use could be considered.

The west parcel option not only produces an ideal site for solar, creating ongoing savings of nearly \$500,000 per year beginning in 2016, but it also saves approximately \$1.5 million in soil export costs on other projects. For these reasons, the west parcel is the recommended site, for a 2 MW solar-generating facility.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the use of the west parcel site for solar generation. No expenditures are approved in this item. Contracts for construction will be presented for approval through the normal process.

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

DATE: November 20, 2013

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 1200 – College Mission

BACKGROUND

Updating Board Policies is an ongoing process.

ANALYSIS AND FISCAL IMPACT

Board Policy 1200 – College Mission. The Board took action on June 26, 2013, to approve a new Mission Statement for the College. The Board Policy (BP) is being updated as a result of that action.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives the revisions to BP 1200 – College Mission for first reading and discussion.

SUBJECT: Proposed Revisions to Board Policy 1200 – College Mission

DATE: November 20, 2013

Chapter 1 – The College

BP 1200 College Mission

References:

Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges

The mission of Mt. San Antonio College is to ~~welcome all~~ **support** students and to ~~support them~~ in achieving their ~~personal~~, educational, ~~and career~~ goals in an environment of academic excellence.

The mission is evaluated and revised on a regular basis.

Adopted: May 26, 2004

Revised: July 23, 2008

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

DATE: November 20, 2013

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 2010 – Board Membership

BACKGROUND

Updating Board Policies is an ongoing process.

ANALYSIS AND FISCAL IMPACT

Board Policy 2010 – Board Membership. As a result of the General Election held on November 5, 2013, that added two Trustees to the Board, this Board Policy (BP) is being updated as a result of that action.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives the revisions to BP 2010 – Board Membership for first reading and discussion.

SUBJECT: Proposed Revisions to Board Policy 2010 – Board Membership

DATE: November 20, 2013

Chapter 2 – Board of Trustees

BP 2010 Board Membership

References:

Education Code Sections 72023, 72103, 72104

The Board of Trustees shall consist of ~~five~~ **seven** members elected ~~at large~~ by **trustee area** for terms of four years by the qualified voters of the District. Terms of members shall expire for ~~two~~ **four** members one year and the three other members on the succeeding odd-numbered year.

To be eligible to be elected or appointed as a member of the Board in a particular trustee area, one must reside within that area. ~~Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.~~

An employee of the College may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the Board of Trustees shall, during the term for which he or she is elected, hold an incompatible office.

A. Legal Basis

The Board of Trustees is established by and derives the powers and duties from the Constitution of the State of California and the Statutes of California as adopted by the Legislature and issued in the California Education Code and the directives of the Board of Governors of the California Community Colleges as listed in Title 5 of the California Administrative Code.

B. Purpose

1. The Board of Trustees, as the policy-making body of the Mt. San Antonio Community College District, shall set forth such policies as are necessary to govern the conduct of the College and shall define procedures essential to the effective execution of such policies. Policy may be amended, suspended, or repealed at any regular meeting by vote of the majority of the Board of Trustees.
2. Individual Board members are only authorized to become involved in administrative actions or procedures by formal action of the Board of Trustees.

SUBJECT: Proposed Revisions to Board Policy 2010 – Board Membership

DATE: November 20, 2013

C. Representatives to the Board of Trustees

1. The President of the Academic Senate shall serve as the faculty representative to the Board of Trustees.
2. The President of the Classified Senate shall serve as the classified representative to the Board of Trustees.
3. Employees, students, and community members have the right to attend all meetings of the Board with the exception of closed sessions.

Adopted: March 24, 2004

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

DATE: November 20, 2013

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 3500 – Campus Safety

BACKGROUND

Board Policy 3500 – Campus Safety. Modifications have been proposed by the Community College League of California (CCLC) and are legally required.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College's shared governance process, revisions to Board Policy 3500 have been suggested.

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 3500 – Campus Safety.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Discussion #3

SUBJECT: Proposed Revisions to Board Policy 3500 – Campus Safety

DATE: November 20, 2013

Chapter 3 – General Institution

BP 3500 Campus Safety/Emergency Plan

References:

Education Code 67380(a)(4); ~~Government Code 3100-3101~~

Campus Safety Plan

~~The Board is committed to a safe and secure College work and learning environment. The first concern of the College in establishing and operating emergency procedures shall be the welfare of the College students and personnel under its jurisdiction.~~

To that end, the College President/CEO shall establish a Campus Safety/emergency Plan and ensure that it is posted or otherwise made available to students. The Campus Safety/emergency Plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

~~In accordance with Government Code Sections 3100-3101 of the State of California, all College employees are hereby declared civil defense workers, subject to such civil defense activities as may be assigned to them.~~

~~Under emergency conditions, College students may be dismissed from the campus at their own request and be subject to the full assumption of the responsibility of their own personal safety. The authority of this decision shall be vested in the College administrator in charge at the time of the emergency.~~

~~Emergency drills shall be conducted at the discretion of the College President/CEO; students and College personnel shall be required to participate. A record shall be kept in the Office of the President indicating dates and times of each drill conducted.~~

~~The administrator in charge shall be responsible for the supervision of the evacuation of all facilities under his/her jurisdiction. The faculty, under the supervision of the appropriate administrators, shall be responsible for the orderly evacuation of students.~~

~~The overall director and communicator of emergency procedures will be the College President/CEO or designated representatives. They will implement any emergency plan designed to protect the safety of students and staff.~~

SUBJECT: Proposed Revisions to Board Policy 3500 – Campus Safety

DATE: November 20, 2013

~~For evening classes, the same procedures as outlined in these policies will be followed with the exception that the evening administrator on duty will be the administrator in charge. In the event of an actual emergency during evening hours, the following personnel shall be notified: College President/CEO, Vice Presidents, and members of the Board of Trustees.~~

~~In the event of an emergency when the College is not in session, any employee learning of the emergency should notify the College President/CEO, or other administrators, who will communicate with the President of the Board and determine subsequent action to be taken.~~

~~An operational plan to implement these policies shall be prepared at the discretion of the College President/CEO. This plan shall be reviewed annually and revised as necessary.~~

Approved: April 28, 2004

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 20, 2013</u>	DISCUSSION
SUBJECT: <u>Board Policy 3505 – Emergency Response Plan (NEW)</u>	

BACKGROUND

Language has been proposed by the Community College League of California (CCLC) and is legally required.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion new Board Policy 3505 – Emergency Response Plan.

Prepared by: Karen A. Saldana Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Discussion #4

SUBJECT: Board Policy 3505 – Emergency Response Plan (NEW)

DATE: November 20, 2013

Chapter 3 – General Institution

BP 3505 Emergency Response Plan

References:

Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; 19 California Code of Regulations Sections 2400-2450

The College President/CEO shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include, but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by College personnel in compliance with NIMS and SEMS guidelines
 - Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that, as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The College President/CEO will ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan shall contain information regarding activation and chain-of-command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response, and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 20, 2013</u>	DISCUSSION
SUBJECT: <u>Proposed Revisions to Board Policy 6750 – Traffic and Parking Regulations</u>	

BACKGROUND

Board Policy 6750 - Traffic and Parking Regulations. Modifications have been proposed to ensure continued enforcement by the Department of Public Safety.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Board Policy 6750 have been suggested.

The proposed language has been reviewed by President’s Cabinet and the President’s Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 6750 - Traffic and Parking Regulations.

Prepared by: Mark Di Maggio Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Discussion #5

SUBJECT: Proposed Revisions to Board Policy 6750 - Traffic and Parking Regulations

DATE: November 20, 2013

Chapter 6 – Business and Fiscal Affairs

BP 6750 ~~Parking~~ Traffic and Parking Regulations

References:

Education Code Section 76360; Vehicle Code Section 21113

The College President/CEO shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

The riding/use of all types of skates, skateboards, scooters (including motorized), or other such conveyances is prohibited on District property, except for approved activities.

Parking/~~traffic~~ fees for students may be established in accordance with these Board Policies (see Board Policy 5030).

Approved: July 28, 2004

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	INFORMATION
SUBJECT:	<u>Revisions to Administrative Procedure 4020 – Program and Curriculum Development</u>	

BACKGROUND

Administrative Procedure 4020 – Program and Curriculum Development. Modifications have been proposed in order to comply with Title 5 and Accreditation Standards.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 4020 have been recommended.

The proposed language has been reviewed by the Curriculum and Instruction Council, the Academic Senate, and the President’s Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 4020 – Program and Curriculum Development.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Irene M. Malmgren</u>
		Agenda Item:	<u>Information #1</u>

SUBJECT: Revisions to Administrative Procedure 4020 – Program and Curriculum Development

DATE: November 20, 2013

Chapter 4 – Academic Affairs

AP 4020 Program and Curriculum Development

References:

Title 5 Sections 55000 et seq., and 55100 et seq.; Accreditation Standard II.A

The College defines a program as an approved sequence of courses leading to a certificate or degree. The Program and Course Approval Handbook for the California Community Colleges (March 2009) as well as the Course Outline of Record: A Curriculum Reference Guide (Spring 2008) ~~is are~~ the reference documents used for curriculum and program development at the College.

A. Curriculum Review

The curriculum review process shall, at a minimum, be in accordance with the following:

- The College will have an established Educational Design Committee, and its membership structure will be mutually agreed upon by the College administration and the Academic Senate.
- The Academic Senate assigns the task of course and program review to the Educational Design Committee. The Educational Design Committee shall forward its recommendations to the Curriculum and Instruction Council for review. All recommendations of the Educational Design Committee must be approved by the full Academic Senate prior to sending to the Board of Trustees for final approval.
- The Educational Design Committee also reviews course prerequisites, corequisites, and advisories in a manner that meets each of the requirements under Title 5 Section 55003 and those specified in the College's curriculum review process.

B. Publication of Changes and Maintenance of Records

After Board approval, all new programs or changes to existing programs commence with the next academic year and must be published in the College Catalog or in the online Catalog addendum. All changes ~~in~~ to course numbering numbers or prefixes must be reflected in the next year's College Catalog and class schedules showing both the old and new number to provide students with a clear path of transition.

SUBJECT: Revisions to Administrative Procedure 4020 – Program and Curriculum Development

DATE: November 20, 2013

C. Maintenance of Courses and Programs

It is the intention of the College to maintain a current and functional Catalog and to offer the courses and programs therein. To support this endeavor:

- **Each department shall develop a course rotation plan so that each course under the control of the department is included in a two-year scheduling cycle;**
- **Each department shall propose new courses, new programs, course or program modifications, and course or program inactivations as necessary to maintain a functional and relevant curriculum; and**
- **Each department shall comply with program and course review standards as recommended by the Educational Design Committee or the Curriculum and Instruction Council, and approved by the Academic Senate.**

The Educational Design Committee or Curriculum and Instruction Council may propose inactivation of a course required for a degree or certificate should any of the following apply:

- **The department controlling the course requests the inactivation;**
- **The course has not been submitted for course review within the past five years;**
or
- **The course has not completed an outcomes cycle within the past five years.**

The Educational Design Committee or Curriculum and Instruction Council may propose inactivation of a program should any of the following apply:

- **The department controlling the program requests the inactivation; or**
- **The program has not completed an outcomes cycle within the past five years.**

On an annual basis by October 1 of each year, the Instruction Office shall provide a list of programs with completion data, near-completers, and denied completers as well as a breakdown of courses used to complete the program to each department. In addition, the Instruction Office shall publish a list of courses and programs which are subject to inactivation under the guidelines noted above. Departments should report and provide rationale to the Instruction Office within 90 days of the distribution of the list so as to indicate which courses and programs should remain in the curriculum inventory. If departments do not report back within 90 days, the Instruction Office will inform the Educational Design Committee that may then

SUBJECT: Revisions to Administrative Procedure 4020 – Program and Curriculum Development

DATE: November 20, 2013

choose to recommend inactivation of the courses or programs through the Curriculum and Instruction Council followed by approval by the Academic Senate.

Courses and programs that are requested by departments to remain in the curriculum system will be retained for one additional year. If the course or program is on the next year's list of courses and programs which are subject to inactivation, then the courses will automatically be submitted to the Educational Design Committee for inactivation.

Courses and programs that are inactivated shall be removed from the College Catalog.

GD. Review of Courses Approved for General Education

Courses that fulfill general education requirements must:

1. Require post-secondary level skills in reading, writing, quantitative reasoning, and critical thinking.
2. Improve students' abilities to:
 - a. communicate ideas effectively orally and in writing;
 - b. define problems, design solutions, and critically analyze results;
 - c. use available media to access, research, and retrieve reliable and authoritative information;
 - d. work effectively, both cooperatively and independently;
 - e. develop and question personal and societal values, make informed choices, and accept responsibility for their decisions;
 - f. function as active, responsible, and ethical citizens; and
 - g. acquire curiosity and skills essential for lifelong learning.
3. Impart understanding, knowledge, and appreciation of:
 - a. our shared scientific, technological, historical, and artistic heritage including the contributions of women, ethnic minorities, and non-western cultures;

SUBJECT: Revisions to Administrative Procedure 4020 – Program and Curriculum Development

DATE: November 20, 2013

- b. the earth's ecosystem including the processes that formed it and the strategies that are necessary for its maintenance;
- c. human social, political, and economic institutions and behavior including their interrelationships; and
- d. the psychological, social, and physiological dimensions of men and women as individuals and as members of society.

The Educational Design Committee will annually review proposals for additions and deletions to the General Education course list, maintaining consistency with the CSU area designation approval. The Committee will recommend to the Academic Senate any changes in the General Education course list. The Mt. SAC General Education course list will be published each year in the College Catalog and schedule of classes.

DE. Stand-Alone Courses Approval Process

- a. The Educational Design Committee shall review proposals of stand-alone courses in a manner that meets each of the requirements under Title 5 Section 55100 and those specified in the College's curriculum review process.
- b. Procedures for course approval of degree and nondegree-applicable credit courses not part of a Chancellor's Office-approved educational program must address the following criteria:
 - Courses must be recommended by the Educational Design Committee, approved by the Academic Senate, and Board of Trustees;
 - Individuals on the Educational Design Committee must receive stand-alone course training provided for in Title 5 section 55100 each year before September 30;
 - Unless modified to address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor;
 - Students may count no more than 17 semester units of degree-applicable stand-alone credit courses toward satisfying the requirements for a certificate or completion of an associate degree;
 - No more than 17 semester units of stand-alone courses within a single four-digit Taxonomy of Programs (TOP) code linked to one another by prerequisites or corequisites may be approved; and

SUBJECT: Revisions to Administrative Procedure 4020 – Program and Curriculum
Development

DATE: November 20, 2013

- All approved stand-alone courses must be reported to the California Community Colleges Chancellor's Office to obtain a course control number for Management Information System (MIS) reporting.

Approved: October 2012
Revised: August 28, 2013

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 20, 2013</u>	INFORMATION
SUBJECT: <u>Revisions to Administrative Procedure 4103 – Work Experience</u>	

BACKGROUND

Administrative Procedure 4103 – Work Experience. Modifications have been proposed in order to comply with Title 5.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 4103 have been suggested.

The proposed language has been reviewed by the President’s Cabinet and the President’s Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 4103 – Work Experience.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Information #2

SUBJECT: Revisions to Administrative Procedure 4103 – Work Experience

DATE: November 20, 2013

Chapter 4 – Academic Affairs

AP 4103 Work Experience

References:

Title 5 Sections 55250 et seq.

The College Plan for Work Experience Education is adopted by the Board of Trustees and submitted for approval to the State Chancellor's Office. A copy of the College's current plan for Work Experience is on file and available in the Instruction Office. ~~, in the Career Placement Services Office in Student Services, and in the current College Catalog.~~

A. Purpose:

The purpose of Occupational Work Experience is to provide for on-the-job experiences for students; whereby, they will gain a deeper understanding of the relationships between classroom theory and practical application, be an active participant in an actual workplace environment, and improve their employment opportunities.

In keeping with the educational philosophy of the College, which maintains that occupational education is a vital and inseparable segment of the total educational program of the College, Mt. San Antonio College is committed to the development and expansion of an effective program of work experience education.

Work Experience courses submitted for review are subject to curriculum review procedures established for all other courses and to Academic Senate approval.

B. Authority:

California Community Colleges may offer work experience courses in accordance with Title 5 of the California Code of Regulations.

~~Refer to the current edition of the Mt. San Antonio College Catalog for details on work experience. This document is updated annually for currency and correctness.~~

Work Experience Education:

Occupational work experience education is supervised work activity extending classroom-based occupational learning at an on-the-job learning station (work site) related to the student's occupational goal. This is guided by a written agreement between the College, the work site, and the student, providing the learner with

SUBJECT: Revisions to Administrative Procedure 4103 – Work Experience

DATE: November 20, 2013

adequate equipment, materials, and facilities to support the learning objectives specified within the agreement.

Student Qualifications:

Students participating in Work Experience Education must:

- A. **Have the approval of the assigned work experience professor;**
- B. **Have an occupational or educational goal to which, in the opinion of the professor, the work experience chosen will contribute;**
- C. **Pursue a planned program of work experience education based on written, measurable learning objectives which are directly related to the student's educational program and which, in the opinion of the professor, include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. Repetition of experiences in an ongoing job does not permit continued eligibility for the program;**
- D. **Be enrolled in an existing CTE program offered at the College and must have completed at least one-third of the units required for the program OR must have completed a class or be concurrently enrolled in a class with a 'C' level SAM code in the same TOPS code as the CTE program; and**
- E. **Meet the following condition if self-employed: Identify a person who is approved by the professor to serve as a designated employer representative. This representative shall agree, in writing, to accept the following employer responsibilities:**
 - 1. **Assist the student in identifying new or expanded on-the-job learning objectives;**
 - 2. **Assist in the evaluation of the student's identified on-the-job learning objectives; and**
 - 3. **Validate hours worked.**

Credits:

For the satisfactory completion of work experience education, the College will grant credit to a student in an amount not to exceed four (4) units per semester, with a maximum total of sixteen (16) units during the student's enrollment at the College. A

SUBJECT: Revisions to Administrative Procedure 4103 – Work Experience

DATE: November 20, 2013

minimum of 75 paid clock hours or 60 non-paid clock hours per semester of supervised work is required for each one unit of credit.

The student must be, as verified by the supervising professor, enrolled in an occupational program directly related to the work experience assignment.

The student enrolled in the work experience education program shall assume and comply with the following responsibilities:

- A. Unless otherwise determined, develop measurable learning objectives approved by the professor and work site supervisor;**
- B. If under the age of 18, obtain the written permission of their parents;**
- C. Faithfully discharge the duties of the on-the-job assignment;**
- D. Notify the professor of any work site problems or change in status of duties;**
- E. Try at all times to represent themselves and the College positively while at the work site; and**
- F. If, prior to enrolling in work experience education, the student is already employed full time by the work site where the work experience will take place, the student must write a report concerning a learning objective that extended beyond the duties of the regular job.**

Revised: June 10, 2013

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 20, 2013</u>	INFORMATION
SUBJECT:	<u>Revisions to Administrative Procedure 4290 – Student Academic Honesty</u>	

BACKGROUND

Administrative Procedure 4290 – Academic Honesty. Modifications have been proposed in order to ensure adequate due process for students accused of academic dishonesty.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 4290 have been suggested.

The proposed language has been reviewed by the President’s Cabinet and the President’s Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 4290 – Student Academic Honesty.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Irene M. Malmgren</u>
	Agenda Item: <u>Information #3</u>

SUBJECT: Revisions to Administrative Procedure 4290 – Student Academic Honesty

DATE: November 20, 2013

Chapter 4 – Academic Affairs

AP 4290 Student Academic Honesty

References:

Title 5 Section Title 5, Section 55002(a)(2)(A)., Mt. SAC BP 4290 and BP 5500;
Chancellor’s Office Legal Opinions 07-12 and 95-31

~~The Mt. San Antonio College Catalog contains the most recent information regarding Academic Honesty. This document is updated annually for currency and correctness using a review process that includes consultation with the Academic Senate.~~

All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty have the responsibility of planning and supervising all academic work in order to encourage honest and individual effort and of taking appropriate action if instances of academic dishonesty are discovered.

Honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse.

The term “Cheating” includes but is not limited to:

1. **Plagiarism;**
2. **Receiving or knowingly supplying unauthorized information;**
3. **Using unauthorized material or sources;**
4. **Changing an answer after work has been graded and presenting it as improperly graded;**
5. **Illegally accessing confidential information through a computer;**
6. **Taking an examination for another student or having another person take an examination for you;**
7. **Presenting another person’s work as your own;**
8. **Forging or altering registration or grade documents; and/or**

SUBJECT: Revisions to Administrative Procedure 4290 – Student Academic Honesty

DATE: November 20, 2013

9. Submitting collectively developed work as your own, unless specifically allowed by the professor.

A professor who determines that a student has cheated may give the student a failing grade for the assignment. The professor should also recommend that appropriate action be taken under the provisions of AP 5520 - Student Discipline Procedures.

Grade Based on Demonstrated Proficiency

Since grading policies must reflect the measurement of student performance in terms of the stated course objectives, professors may not fail a student for a single act of cheating or plagiarism if the student can meet, or has already met, the preponderant balance of course objectives as specified in the course outline of record. In addition, students are entitled to a formal, administrative process of review and appeal since allegations of dishonesty are serious and can lead to disciplinary sanctions including suspension and expulsion.

The overall grade for a course should indicate the student's demonstrated proficiency in the subject matter. Students can be given a failing grade on a particular assignment or exam in which dishonesty occurred, and the failing grade for dishonesty would then be reflected in the student's overall grade for the course.

Revised: August 28, 2013

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

DATE: November 20, 2013

INFORMATION

SUBJECT: Revisions to Administrative Procedure 4300 – Field Trips and Excursions

BACKGROUND

Administrative Procedure 4300 – Field Trips and Excursions. Modifications have been proposed in order to clarify what constitutes a field trip and to specify the process of funding and staffing such trips.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College's shared governance process, revisions to Administrative Procedure 4300 have been suggested.

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 4300 – Field Trips and Excursions.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Information #4

SUBJECT: Revisions to Administrative Procedure 4300 – Field Trips and Excursions

DATE: November 20, 2013

Chapter 4 – Academic Affairs

AP 4300 Field Trips and Excursions

Reference:

Title 5 Section 55220

The College may conduct field trips and excursions for students in connection with courses of instruction or College-related education **social, educational, cultural, athletic, or musical activities** to and from places in California, or any other state, the District of Columbia, or a foreign country.

Approval for **of the appropriateness of** each educational field trip **or excursion must** shall be secured from the **supervising dean and appropriate vice president and must follow the provisions described below.** ~~Division Dean, Vice President of Instructional Services and/or the Board of Trustees depending upon the length and destination of the trip.~~ **Requests must be made using the** Field Trip Authorization and/or Transportation Request forms ~~is available for this purpose.~~

A field trip is any trip which requires college transportation or requires attendance beyond regularly scheduled class hours. Supervision of students involved in field trips or excursions must be provided by a College employee specified on the Field Trip Authorization form. Faculty members who have laboratory classes will be expected to schedule field trips during laboratory hours, when possible. Lecture classes are expected to schedule field trips on the day the class meets, when possible. This policy does not eliminate the possibility of field trips on Saturdays or evenings. ~~The College shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips. All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians or minor students shall sign a statement waiving such claims.~~

The appropriate Division office will receive Field Trip Authorization and/or Transportation Request forms and notify the originator of the request for verification that the field trip has been scheduled and approved.

Students on College-authorized field trips will not be penalized for absences incurred in other classes during the field trips. When possible, faculty members should make reasonable accommodations to allow students to complete work missed during a field trip. Faculty may request documentation of the field trip from students.

SUBJECT: Revisions to Administrative Procedure 4300 – Field Trips and Excursions

DATE: November 20, 2013

Off-campus meetings of a class or a club where students are instructed to meet at a designated location within 150 miles of the College, and which have been approved by the supervising dean or director, do not constitute a field trip or excursion.

The College shall engage instructors, supervisors, approved volunteers, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the College. Only College employees and registered students may participate in approved field trips and excursions. The College may provide necessary equipment and supplies for the field trip or excursion. All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parent or guardians of minor students shall sign a statement waiving such claims.

The College shall, at the discretion of the **supervising dean or director with the approval of the appropriate vice president or the president,** ~~Vice President or Division Dean,~~ transport students, instructors, supervisors or other personnel by use of College equipment, contract to provide transportation, or arrange transportation by the use of other equipment. ~~There also may be occasions for an “off-campus meeting” where students are instructed to meet at a designated location.~~

When College equipment is used, the College shall obtain liability insurance and, if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The College may pay expenses of instructors, ~~chaperones,~~ and other personnel participating in a field trip or excursion **from College funds, and the College may pay from College funds all incidental expenses for the use of College equipment during an authorized field trip or excursion.** Payment shall be by way of itemized reimbursement in a form prescribed by the ~~College Vice President or Division Dean.~~ The **College** District may pay for expenses of students participating in a field trip or excursion with **unrestricted general funds,** auxiliary **funds,** grant **funds,** or categorical program funds if the funds are used consistently with the funding source.

No student shall be prevented from participating in a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. The District shall coordinate efforts of ~~community service groups~~ to provide funds for students in need of them. **These efforts may be through fund-raising activities, solicitation of funds from the community, or request to the Mt. San Antonio College Foundation. A faculty or staff member desiring to raise funds to cover expenses of a field trip or excursion must obtain advance permission from the supervising dean or director and must deposit such funds in a District or Foundation account identified for such purpose. (See Administrative Procedure 6625 on District Fund-raising.)**

SUBJECT: Revisions to Administrative Procedure 4300 – Field Trips and Excursions

DATE: November 20, 2013

Students who participate in field trips or excursions may be charged for the costs of their meals, lodging, and other incidental expenses. Incidental expenses include, but are not limited to, fees for admission to required events such as museums or concerts. Fees collected from students for field trips or excursions must be deposited in a District or Foundation account identified for such purpose. The College shall not charge a mandatory fee for a field trip or excursion unless it exempts students who do not have sufficient funds to pay the fee. The College may charge a fee for transportation associated with a field trip or excursion, providing that students have the option of paying the fee or securing their own transportation. Again, students may not be excluded from a field trip or excursion because of their inability to pay such fees.

See Administrative Procedure 4350 – Student Travel Guidelines for additional requirements.

- ~~A. A field trip is any trip which requires college transportation or requires attendance beyond the regularly scheduled class hours. Request for use of a vehicle must be made on a Field Trip Authorization and/or Transportation Request form. Faculty members who have laboratory classes will be expected to schedule field trips during laboratory hours, when possible. Lecture classes are expected to schedule field trips on the day the class meets, when possible. This policy does not eliminate the possibility of field trips on Saturdays or evenings.~~
- ~~B. The appropriate Division Office will receive Field Trip Authorization and/or Transportation Request form and notify the originator of the request for verification that the field trip has been scheduled and approved.~~
- ~~C. Students on college authorized field trips will not be penalized for absences incurred in other classes during the field trips.~~

Approved: May 9, 2008

Revised: August 28, 2013

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

DATE: November 20, 2013

INFORMATION

SUBJECT: Revisions to Administrative Procedure 5075 – Course Adds and Drops

BACKGROUND

In October 2011, a Memorandum from the California Community College Chancellor's Office (CCCCO) was received indicating statewide changes to the ways in which student enrollments could be claimed for apportionment, based on the July, 2011, change to Title 5 regulation 58161 (course repetition limits). The change reflected how apportionment would be limited to courses in which students were enrolled as of the census date. Prior to this change, students who dropped their course prior to receiving a permanent mark, but after the course census date, could be claimed for state apportionment. The change to funding enrollment for this "gap" (dropping between 20% and 30% of the course) necessitated a change to Administrative Procedure (AP) 5075.

ANALYSIS AND FISCAL IMPACT

AP 5075 has gone through the campus's governance process. This procedure was ultimately not recommended for approval by the President's Advisory Council. The President is recommending that the changes to AP 5075 be approved due in large part to the potential loss of over \$2,000,000 in apportionment revenue that the campus would forfeit by not being able to claim student enrollment for students who dropped after the census date.

Funding Source

There is no fiscal impact to the campus to establish AP 5075. However, there is a fiscal impact if the campus does not enact AP 5075.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5075 – Course Adds and Drops.

Recommended by: Bill Scroggins Prepared by: Audrey Yamagata-Noji
Agenda Item: Information #5

SUBJECT: Revisions to Administrative Procedure AP 5075 – Course Adds and Drops

DATE: November 20, 2013

Chapter 5 - Student Services

AP 5075 Course Adds and Drops

References:

Title 5 Sections 55758 and 58004

Adds:

1. Students may add open classes online or in person with a picture ID at the Admission and Records Office in the Student Services Center.
2. Once classes start, students attend class to obtain an add authorization code if the class is no longer available through the registration system. Instructors will issue add authorization codes depending on the number of open spaces in the class.
3. Students must have a printout with their registration date and time to be eligible to receive an add authorization code.
4. Students must have the appropriate prerequisite for the class. Prerequisites will be checked by the system at the time students register for the class.
5. When utilizing wait lists, students are permitted to add their name during registration to a list of students waiting to enroll in a full or closed class. ~~Students on wait lists will be added before walk-in students during the first class meeting only. Being on a wait list does not guarantee that the student will be given an add authorization code.~~
6. ~~If a student receives an add authorization code from the instructor, the student may add the class using the registration system. Add codes are not transferable.~~ **Students on wait lists will be added in order which they appear on the wait list, during the first class meeting only, before walk-in students. Being on a wait list does not guarantee that the student will be given an add authorization code.**
7. ~~Add authorization codes must be processed prior to their expiration date.~~ **If a student receives an add authorization code from the instructor, the student may add the class using the registration system. Add codes are not transferable.**
8. ~~After the registration period concludes, classes may be added using the Request for late Add form if the course has not yet met 20% of its total minutes (end of the third week for sixteen week courses).~~ **Add authorization codes must be processed prior to their expiration date.**

SUBJECT: Revisions to Administrative Procedure AP 5075 – Course Adds and Drops

DATE: November 20, 2013

9. ~~Adding classes after the course has met 20% of its total minutes~~ **After the regular registration period concludes (20% of a short-term course or the (end of the third second week for sixteen-week courses – prior to the collection of census for apportionment purposes), classes may only be added by submitting a**) requires that a ~~Petition for Exceptional Action be approved in addition to the Request for Late Add form~~ **that is then processed by the office of Admissions and Records.**
10. **Adding classes after the course has met 20% of its total minutes (end of the third week for sixteen-week courses) requires that Petition for Exceptional action be approved in addition to the Request for Late Add form.**

Drops:

1. Students may drop classes online or in person with a picture ID at the Admissions and Records Office in the Student Services Center.
2. An instructor may drop a student who has not arrived within the first thirty minutes of the first class meeting.
3. An instructor may drop a student who has excessive absences as defined in the instructor's syllabus.
4. It is the student's responsibility to officially drop a class whenever they determine that they can no longer attend the class. Failure to drop a class may result in a failing grade and an obligation of fee payment.
5. Drops are permissible if the course has not yet met 61% of its total minutes (end of tenth week for sixteen-week courses.)
6. A notation of a "W" shall become part of a student's permanent record for any drop taking place after the course has met for ~~30% of its total minutes~~ **20% of a short-term course or the (end of the fourth second week for sixteen-week courses) - prior to the collection of census for apportionment purposes.** If a drop occurs before the deadline ~~class has met for 30% of its total minutes~~, no notation shall be made on the student's permanent record.
7. Instructors shall clear their rolls of inactive enrollment. Inactive enrollment is defined as of each census day, any student who has:
 - a. Been determined by the instructor to be a "no show;" or
 - b. Officially dropped the course; or

SUBJECT: Revisions to Administrative Procedure AP 5075 – Course Adds and Drops

DATE: November 20, 2013

- c. Been dropped from the course. A student shall be dropped if, in the opinion of the instructor, the student is no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, the student having excessive unexcused absences. “Extenuating circumstances” are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the Board of Trustees and published in regulations.
8. The College shall maintain a record of the date each student drops or is dropped from a course.

Revised: May 2009

Revised: September 11, 2013

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

DATE: November 20, 2013

INFORMATION

SUBJECT: Revisions to Administrative Procedure 6750 – Traffic and Parking
Regulations

BACKGROUND

Administrative Procedure 6750 - Traffic and Parking Regulations. Modifications have been made in order to comply with enforcement efforts by the Public Safety Department.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College's shared governance process, revisions to Administrative Procedure 6750 have been made.

The language has been reviewed by the President's Cabinet and the President's Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 6750 - Traffic and Parking Regulations.

Prepared by: Mark Di Maggio

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #6

SUBJECT: Revisions to Administrative Procedure 6750 - Traffic and Parking Regulations

DATE: November 20, 2013

Chapter 6 - Business and Fiscal Affairs

AP 6750 ~~Parking~~ Traffic and Parking Regulations

References:

Education Code Section 76360; Vehicle Code Sections 21113 and 40215

This procedure is intended to promote safe and orderly movement of traffic within College property for the safe and orderly parking of vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Parking permits are required. Vehicles or bicycles parked in violation of the provisions of the vehicle code and/or College Parking Rules and Regulations are subject to fines, towing, or impoundment. All persons who enter College property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with Section 21113a of the California Vehicle Code, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.

Parking Fees

In accordance with the California Education Code Section 76360, the Board of Trustees may charge a parking service fee to students for a parking permit to park a vehicle on campus. All parking fees collected shall be deposited in the designated College fund in accordance with the California Community Colleges Budget and Accounting Manual and shall be expended only for parking services. The Parking Permit Fee will be refunded, minus a ten dollar processing fee, to students who withdraw from the College and submit a Request for Refund prior to the two-week deadline for refunds.

Traffic and Parking Regulations

Appropriate parking permits are required to be displayed on all four-wheeled vehicles and motorcycles parked in student and staff parking lots. Motorcycles may park with a permit at the end of parking rows within the lines if the area is not marked NO PARKING and in the special motorcycle parking area in Lot D.

No person shall drive an unlicensed vehicle nor shall any person stop, park, or leave standing any vehicle, whether attended or unattended, upon driveways, paths, or the grounds of the Mt. San Antonio College campus. Exception is made for College-owned vehicles.

The use of skateboards, scooters (motorized), and roller skates on College grounds is prohibited. No person shall fail to obey any sign or signal erected to carry out these

SUBJECT: Revisions to Administrative Procedure 6750 - Traffic and Parking Regulations

DATE: November 20, 2013

regulations or any section of the California Vehicle Code. **Warnings are given for a first time skateboard, scooter, or roller skate violation. A second violation is enforced with a citation, student discipline, or trespass notice.**

Parking is not allowed in areas where there are not clearly marked stalls. Vehicles shall not overlap the lines that designate a stall. All vehicles shall be parked heading into a parking stall. Painted curbs are an indication of restricted parking, and the color denotes the type of parking allowed:

- **Red Zone** indicates no parking or stopping anytime, whether attended or not.
- **Yellow Zone** indicates a 15 minute limit for loading and unloading of commercial vehicles, instructional material by employees, and the parking of service vehicles bearing a special service permit.
- **Green Zone** indicates 30 minute parking except for vehicles bearing a current valid staff parking permit or a temporary parking permit.
- **Blue Zone** indicates handicapped persons' parking areas only with a special permit.

No person shall abandon or leave standing any vehicle or motorized cycle on the campus for 72 or more consecutive hours without permission of the Parking Control Office. Violations will result in vehicle removal and storage at the owner's expense.

Citation Appeals Process

Parking citations may be contested under the appeals process outlined in the California Vehicle Code Section 40215. In accordance with California Vehicle Code Section 40215 and College Policy, parking citations that have been issued to visitors, students, faculty, and staff may only be dismissed in the following circumstances:

- Due to Parking Control Officer error;
- Due to signage or marking deficiencies in parking lots;
- To visitors to the College who are not enrolled as students and who have properly parked in a non-metered parking space in a staff or student parking lot. Parking citations shall not be voided for non-handicapped visitors who park in a designated handicapped parking space;
- To College faculty and staff who have properly parked in a non-metered or non-handicapped parking space in a student parking lot due to the unavailability of parking spaces in the staff parking lot customarily used by the individual. Parking citations shall not be voided for faculty and staff who park in expired metered parking spaces, red curbed zones, outside of marked parking spaces, or for non-handicapped faculty and staff members who park in designated handicapped parking spaces;

SUBJECT: Revisions to Administrative Procedure 6750 - Traffic and Parking Regulations

DATE: November 20, 2013

- Citations for “No Valid Permit Displayed” issued to permit-eligible employees shall be void;
- To handicapped students who have properly parked in a non-metered parking space in a staff parking lot and whose disability has been confirmed by the College’s Disabled Student Programs and Services (DSPS);
- To handicapped individuals who possess a State Handicapped Placard and who park on campus in accordance with current State law;
- To College visitors attending meetings or special events and who have been misdirected to parking areas by faculty or staff members;
- To students who have purchased a parking permit and who have been issued a parking citation for “No Valid Permit Displayed” or “Improper Display of Permit” in a student parking lot, if dismissal is requested within 35 calendar days of citation issuance. (Only one parking citation per semester will be voided for this reason.); and
- To students who have not purchased a parking permit and who have been issued a parking citation for “No Valid Permit Displayed” in a student parking lot, if dismissal is requested within 35 calendar days of citation issuance. The citation will be voided upon purchase of a student parking permit.

Staff Parking Permits

Staff parking permits must be displayed on the left of the rear window or on a displayer that is affixed to the rear view mirror in order to be clearly visible from the rear of the vehicle. Failure to properly display the parking permit will result in the issuance of a parking citation.

A maximum of one permit will be issued at no charge to the employee. The permit is not transferable to another individual. New permits will be issued annually.

Staff permits are not valid in metered stalls or in student lots. Staff permits will be issued by the Parking Services Office. There will be a definite date of compliance issued. There will be a grace period during which an old permit will be honored after checking to determine if it belongs to a current employee, and a warning will be given to pick up a new permit.

Annual Staff Permits

Full and part-time faculty, full-time staff, and regular part-time employees (47.5%) are eligible for yearly staff permits. Any remaining temporary short-term hourly employees who are not taking any classes at Mt. San Antonio College may be eligible for an Annual Staff Permit, a 30 Day Temporary Staff Parking Permit, or a limited duration (several months) “modular permit” to cover their work employment period.

SUBJECT: Revisions to Administrative Procedure 6750 - Traffic and Parking Regulations

DATE: November 20, 2013

Part-timers who are not students, such as professional experts, volunteers, or interns who are incidentally taking three units or less at Mt. San Antonio College, may be eligible for an Annual Staff Permit, a 30 Day Temporary Staff Parking Permit, or a limited duration (several months) "modular permit" to cover their assignment period.

A short-term or other hourly employee who is incidentally taking more than one class may appeal to receive a Staff Permit by having their Vice President, Dean, Director, or Manager submit a written appeal to the Director of Public Safety. The appeal should include why an exception should be made along with a request that a Staff Permit be issued.

Student Employees

Student employees will not be issued Annual Staff Parking Permits, 30 Day Temporary Staff Parking Permits, or Guest Permits. Students who work for the College during a semester when they are not taking any classes are eligible for a Staff Parking Permit for that semester only.

30-Day Temporary Staff Parking Permits

All 30-Day Temporary Staff Parking Permits will be issued by the Parking Control Office located in the Administration Building, lower level. Vendor/Contractor Service Permits will only be issued by the Parking Control Office and/or the Facilities Planning and Management Office.

Pay and Display Day Use Permits

Students and visitors who do not purchase a valid semester or summer parking permit will be able to purchase a day use parking permit from ticket dispensing machines installed in selected student parking lots around the campus. Visitors attending athletic events and other College functions during normal business hours can purchase a one-day parking permit. Those attending certain College functions such as graduations, blood drives, and voting-related activities will continue to receive free parking.

Campus Seminars and Workshops

College departments hosting seminars and other special or grant-funded events where outside participants pay a registration fee and/or receive a benefit from the College will be required to charge a parking fee for attendees to park on campus. Payment of this fee can be charged to the event holders by the Parking Control Office and invoiced for account transfer. Attendees and participants may also pay or be let into Pay Lot B, and the Parking Control Office will invoice the event holder for the number of vehicles parking in the lot to attend the event.

SUBJECT: Revisions to Administrative Procedure 6750 - Traffic and Parking Regulations

DATE: November 20, 2013

Rental/Use of College Facilities

Groups that rent College facilities through the Event Services Office will be charged a parking usage fee for the event. This fee is determined through coordination between the Event Services Office and the Parking Control Office and may include a flat usage fee or a daily use fee that is handled by issuance of a special permit.

Guest Permits

Guest Permits will be issued by specific offices. Students are not eligible to receive Guest Permits.

Retirees

Annual Staff Permits will be issued to College retirees. One-Day Guest Permits may also be issued to College retirees for any occasion when they may return to the campus.

Weekend Parking

A parking permit is required to park in student and/or staff parking lots 24 hours a day, seven days a week. Parking provisions of the California Vehicle Code (such as parking at red curbs, loading zones, fire lanes, and handicapped parking violations) will be enforced 24 hours a day, seven days a week.

Approved: June 2010

Revised: May 22, 2013