



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, January 8, 2014**

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

**Founders Hall, 1100 North Grand Avenue, Walnut, CA 91789**

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

## AGENDA

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

**CALL TO ORDER (6:00 p.m.)**

## PUBLIC COMMUNICATION

**At this time, the Board of Trustees will listen to communication from the public on any Closed Session agenda item. Comments are limited to no more than three minutes per person.**

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

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

## CLOSED SESSION

- **Conference with Labor Negotiators Terri Long, Dean, Instructional Services; James Czaja, Vice President, Human Resources; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6.**  
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651

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

## MOMENT OF SILENCE

Observe a moment of silence in memory of **Joe Franko**, who passed away December 19, 2013. He joined the College in September 1990 as a professor in the Mathematics Department. He was a regular participant in Puttin' on the Hits, a Faculty Association fund-raiser. In 2011, Mr. Franko was awarded the first-ever David Sanchez Award, given to honor those who have supported, promoted, and educated community colleges and community college students on LGBT (Lesbian, Gay, Bisexual and Transgender) issues. He also established a second school for Afghan refugee girls in Pakistan. The schools are now educating more than 600 Afghan refugee girls. The memorial service for Joe Franko will take place on Saturday, February 15, 2014, at 2:00 p.m., at the Orange Grove Friends Meeting Home, located at 520 East Orange Grove Boulevard, Pasadena, CA.

## INTRODUCTIONS AND RECOGNITIONS

- **Introduction of the following newly appointed staff:**  
Classified Employee
  - Mario Guzman, Web Developer (Information Technology)
- **Introduction of the following promoted supervisory staff:**
  - Ruben Avila, Supervisor (Grounds)
- **Recognition:**
  - Award a Certificate of Service to the following retiring staff member:
    - **Pedro Ruiz**, Lead Air Conditioning and Heating Mechanic, Facilities Planning and Management, 33 years of service
  - Citizens Oversight Committee Members' Service – **Mindy Miracle**, **Samuel Tharpe**, and **Tony Torng**, all with 4 years of service

## APPROVAL OF MINUTES

- Correction to the minutes of the regular meeting of November 20, 2013. Under "Board Communication, C. Trustee Chen Haggerty reported the following:" the fourth bullet should read: "She was interviewed by a reporter for the *World Journal*, the largest Chinese newspaper in the United States, regarding Mt. SAC's Culinary Program. She

thanked the program's staff for being so helpful as well as Dr. Joumana McGowan and Dr. Fawaz Al-Malood for obtaining needed information for the reporter. She shared the newspaper that had a Mt. SAC student's photo."

- Approval of minutes of the regular meeting of December 11, 2013. (See backup packet Pages 1 through 15.)

## **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
  - Annual Board Study Session - February 22, 2014

## **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 16 through 20.)
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 21 and 22.)
3. Consideration of approval of 2014-15 Nonresident Tuition Fees. (See backup packet Pages 23 and 24.)
4. Consideration of approval of the reissuance of a stale-dated warrant, as listed. (See backup packet Page 25.)
5. Consideration of approval to amend an agreement with Fletcher, Heald & Hildreth, PLC for legal services related to the relocation of the KSAK transmitter. (See backup packet Pages 26 and 27.)
6. Consideration of approval to award a primary contract to American Relocation & Logistics, and a secondary contract to King Office Services, for the following Bid:
  - Bid No. 2956      Moving Services for Various Locations Within the District – American Relocation & Logistics and King Office Services (Moving Services). (See backup packet Page 28.)
7. Consideration of approval of agreements to provide Professional Design and Consulting Services with McKinstry for the Engineered Maintenance Plan; Converse Consultants for the Performing Arts Center Chiller Replacement and West Parcel projects; Hill Partnership, Inc. for the Parking Structure Project; P2S Engineering, Inc. for the Performing Arts Center Chiller Replacement Project; and Psomas for the Athletics Complex East Project. (See backup packet Pages 29 through 31.)

8. Consideration of ratification of the following Child Development Change Orders. (See backup packet Pages 32 through 35.)
  - Bid No. 2827 Doja, Inc. (Grading Contractor) – Change Order No. 8.
  - Bid No. 2832 Continental Plumbing (Plumbing Contractor) – Change Order No. 6.
9. Consideration of approval of the following Building 12 Renovation (formerly Agricultural Sciences) Change Order. (See backup packet Pages 36 and 37.)
  - Bid No. 2936 Castlerock Environmental Inc. (Hazardous Materials Abatement Contractor) – Change Order No. 3.
10. Consideration of approval of the following Contract Amendments. (See backup packet Pages 38 and 39.)
  - Contract Earthwork Planning Study – Psomas (Professional Engineering and Consulting Services) – Amendment No. 1.
  - Contract Building 12 Classroom Modernization – TOMIT Consulting, Inc. (Professional Project Management Services) – Amendment No. 3.

## **HUMAN RESOURCES**

11. Consideration of approval of Personnel Transactions. (See backup packet Pages 40 through 46.)

## **INSTRUCTION**

12. Consideration of approval of a Center of Excellence Memorandum of Understanding with Modesto Junior College. (See backup packet Page 47.)
13. Consideration of approval of a contract with Chino Valley Fire District. (See backup packet Page 48.)
14. Consideration of approval of Fermata Nowhere to attend the International Championship of Collegiate A Cappella Competition in Tempe, AZ, March 7-9, 2014. (See backup packet Page 49.)
15. Consideration of approval of Forensics Students to attend the International Debate Education Association Tournament in Chengdu, China. (See backup packet Page 50.)
16. Consideration of approval of an amended contract with RaceWire. (See backup packet Page 51.)
17. Consideration of approval of Continuing Education Division modified courses. (See backup packet Page 52.)

## ACTION ITEMS

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

1. Consideration of appointments to the Citizens Oversight Committee. (See backup packet Pages 53 and 54.)
2. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2013, relating to books and records of the Mt. San Antonio Community College District Proposition 39, General Obligation Bonds (Measure R, November 2001, Lease Revenue Bonds 2007, and Bond Anticipation Notes 2009) Performance and Financial Audits. (Distributed as separate documents.)
3. Consideration of a nomination for the 2014 CCCT Board of Directors. (See backup packet Pages 55 and 56.)
4. Consideration of approval of proposed revisions to Board Policy 5010 – Admissions. (See backup packet Pages 57 through 59.)

## ADJOURNMENT

### Future Board Meetings

February 19, 2014 (third Wednesday)  
February 22, 2014 (Board Study Session)  
March 19, 2014 (third Wednesday)  
April 9, 2014

### Upcoming Events

January 6, 2014	<b>2014 Winter Intersession Begins</b>
January 15, 2014	<b>Registration Begins for 2014 Spring Semester Credit and Continuing Education Classes</b>
January 20, 2014	<b>Dr. Martin Luther King, Jr. Holiday – Campus Closed</b>
January 25, 2014	<b>Upward Bound Saturday Academy – 7:30 a.m.-12:00 p.m., Building 9C Stage Area</b>
February 4, 2014	<b>Black History Speech Contest – 11:30 a.m.-1:00 p.m., Building 28A, Room 103</b>
February 6, 2014	<b>Black History Month Luncheon – 1:00-2:30 p.m., Building 9C Stage Area</b>
February 8, 2014	<b>Cash for College – Time and Place TBD</b>
February 13, 2014	<b>Opera Scenes – 7:30 p.m., Clarke Theater</b>

## **Upcoming Sports Events**

A list of upcoming sports events will be available on the public table at the January 8, 2014, Board of Trustees meeting.

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**

**January 8, 2014**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 11, 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 5:45 p.m. on Wednesday, December 11, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, and Santos were present. Student Trustee Maureira was also present.

#### STAFF PRESENT

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

#### 1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session at 5:46 p.m. to discuss the following item:

- **Conference with Labor Negotiators Terri Long, Dean, Instructional Services; James Czaja, Vice President, Human Resources; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6.**

Faculty Association, CSEA, Chapter 262, and CSEA, Chapter 651

#### 3. RECEPTION FOR ELECTED AND RE-ELECTED BOARD MEMBERS

The meeting adjourned at 6:00 p.m. to join a reception to congratulate re-elected Trustees Judy Chen Haggerty and David Hall and newly elected Trustees Robert Hidalgo and Laura Santos.

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

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

#### 4. PUBLIC SESSION

The public meeting reconvened at 6:34 p.m., and the Pledge of Allegiance was led by Patricia Hidalgo, Trustee Robert Hidalgo's sister.

#### 5. ADMINISTER OATH OF OFFICE

The oath of office was administered to re-elected Trustees Chen Haggerty and Hall by Assemblyman Curt Hagman.

The oath of office was administered to elected Trustees Hidalgo and Santos by Assemblyman Roger Hernandez.

#### 6. ELECTION OF BOARD OF TRUSTEES OFFICERS

It was moved by Trustee Hall, seconded by Trustee Baca, that Trustee Chyr serve as President of the Board. Motion carried. Student Trustee concurred.

Trustee Chyr assumed the office of Board President.

It was moved by Trustee Chen Haggerty, seconded by Trustee Santos, that Trustee Hall serve as Vice President of the Board. Motion carried. Student Trustee concurred.

It was moved by Trustee Bader, seconded by Trustee Hall, that Trustee Chen Haggerty serve as Clerk of the Board. Motion carried. Student Trustee concurred.

President Scroggins thanked Trustee Baca for doing an exemplary job of presiding over Board events and for his excellent representation of the College and the Board in the community this past year. Trustee Baca was presented with a crystal gavel and placque.

#### 7. INTRODUCTIONS

The following newly appointed staff member was introduced:

##### Management Employee

- Marguerite Whitford, Director, Student Health Services (Health Services) (present)

#### 8. RECOGNITION

- Certificates of Service were presented to the following retiring staff members:
  - **Terri Colvil**, Secretary, Natural Sciences, 28 years of service (absent)
  - **Linda Potter**, Executive Assistant II, Vice President, Instruction Office, 16 years of service (present)
  - **Michael Sanchez**, Lead Technician, Information Technology, 32 years of service (absent)
  - **Mary Walters**, Library Technician III, Library and Learning Resources, 26 years of service (absent)

Certificates of Service will be mailed to Ms. Colvil, Mr. Sanchez, and Ms. Walters.

- The Wrestling Team, Head Coach **David Rivera**, and Assistant Coaches **Robert Dominguez** and **Caleb Flores** were recognized for recently winning the 2013 Conference, Regional, and Dual Team State Championships! The Mounties recently won the conference title, going undefeated, capturing the Southern California Title for a second year in a row and winning the inaugural State Dual Team Event on November 23, beating Sac City for the State Title! Congratulations to Coach David Rivera, his staff, and student athletes!
- The Men's and Women's Cross Country Teams with Coaches **Doug Todd** and **Mike Goff** were recognized for winning South Coast Conference Titles, placing first in their respective races. The Mounties also just wrapped up the State Championship Meet with the Women's Team finishing in third, while the Men's Team placed seventh in the State. Outstanding seasons for both teams, and we are proud of Coach Todd, Coach Goff (who is retiring this month), their staff, and student athletes!

## 9. APPROVAL OF MINUTES

It was moved by Trustee Hall, seconded by Trustee Baca, and passed to approve the minutes of the regular meeting of November 20, 2013. Student Trustee concurred.

## 10. PUBLIC HEARING REGARDING THE CERTIFICATION OF THE SUBSEQUENT FINAL IMPACT REPORT [MT. SAN ANTONIO COLLEGE MASTER PLAN UPDATE 2012 (SCH2020441161)]

- Bill Robinson, a resident in the Mt. SAC District, spoke against the project, saying that almost every part of the report is inaccurate, particularly campus safety. He said that total absence of any alternative is a big problem. Mr. Robinson's report is posted on the College website with these minutes.
- Ross Papilla, a resident of Timberline, adjacent to the College, said that the parking structure project isn't the issue; he was disconcerted that the residents weren't involved in the decision-making. He said that, just recently, the residents received a small card in the mail announcing the planned parking structure.
- Rosemarie Boerger, a resident of Timberline, adjacent to the College, said that she and her husband witnessed the growth of Mt. SAC and is happy for the College, except for the added traffic. She said that both Cal Poly and Mt. SAC students have parked on their street, and she is glad that the parking structure is being constructed. However, she's not happy with the chosen site. She said it's too close to Timberline. She doesn't believe that Mt. SAC has been a good neighbor, regarding this project, by not involving the residents. She said that all the neighbors think that the parking structure should be constructed on the south side of the campus. She asked that the Board members stop and consider what their reaction would be if this project was being located in their neighborhoods.
- Brad Chau, a neighbor, said that Parking Lots F and S would be better locations for the parking structure. He asked if the College did their due diligence for other areas of the college, or if it was done just for the proposed location. He asked if the SEIR study considered the terror that would be brought to the neighbors of Timberline by Mt. SAC students if this project goes through.

- Nam Huynh, a Timberline resident, said that the neighbors should be involved. He was also concerned by the additional traffic and crime that the parking structure would bring. He said communication is key.

The Public Hearing was closed at 6:55 p.m.

#### **11. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION**

None.

#### **12. PUBLIC COMMUNICATION**

None.

#### **13. REPORTS**

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

- **Marianne Tolano-Leveque**, Director, Student Life, for **May Ochoa**, President, Associated Students
- **Eric Kaljumagi**, President, Academic Senate
- **Bill Scroggins** for **Deejay Santiago**, President, Classified Senate
- **Lance Heard**, President, Faculty Association
- **Bill Rawlings**, Acting President, CSEA 262
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

#### **14. 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 congratulated the re-elected and elected trustees.
- They welcomed new employee Marguerite Whitford.
- They congratulated Terri Colvil, Linda Potter, Michael Sanchez, and Mary Walters on their retirement.
- They congratulated the Wrestling, Men’s Cross Country, and Women’s Cross Country Teams for their accomplishments.
- They wished everyone a Merry Christmas and a Happy New Year!

C. Student Trustee Maureira reported the following:

- She congratulated the Associated Students’ reorganization.
- She attended the Pomona Christmas Parade.

D. Trustee Chen Haggerty reported the following:

- She asked what the procedure is when there's a change to the minutes of a previous meeting. She was concerned that changes were made without the knowledge of the other trustees. Dr. Scroggins said that, when there's a request by a Board member to make changes in their remarks, the changes are made before the minutes are approved at the following meeting. The outcome was that, at the January 2014 meeting, her changes to the November 2013 minutes would be agendized.
- She attended the CCLC Convention "Soaring to New Heights," which was a very positive session. Healthcare Reform was discussed, a very heated topic. AB182 and 2+2+3 (Community College Pathway to Law) were discussed. Also discussed was the 2010 vision for 2020 and beyond on how to help students to succeed, and what is California's future. She said that, should anyone want more information regarding these topics, they should contact the President's Office.
- She attended the CTA dinner/meeting with the neighborhood K-12 Board members.
- She congratulated the student athletes for winning a lot of sports events.

E. Trustee Hall reported the following:

- He thanked Assemblyman Curt Hagman for swearing him in.
- He congratulated Eric Kaljumagi for moving to the Faculty Association.
- He thanked Lance Heard for inviting the Board to the CTA/NEA Council One dinner. He also thanked Linda Chan for hosting the dinner.
- He was sorry he missed the Pomona Parade last Saturday.
- He thanked the management of Mt. SAC for their involvement when he hosted staff from Beijing, who were interested in studying vocational education.
- He said that he'll be purchasing the trophy for the Women's Water Polo Team.
- He asked about the new date for the Annual Joint Board Dinner with Mt. SAC's K-12 districts.

F. Trustee Santos reported the following:

- She thanked those that supported her in the election.
- She looks forward to wearing her Mt. SAC badge to future functions.
- She attended several swearing-ins in Trustee Area 3 including Irwindale, Baldwin Park, West Covina, Bassett, and South El Monte City Council.
- She attended Ed Hernandez's toy drive and open house.
- She attended the CTA dinner.
- She's looking forward to getting to know Mt. SAC's union representatives.
- She attended the El Monte Chamber of Commerce breakfast.
- She attended several rotary events, one where Hilda Solis was the keynote speaker.
- She helped distribute 300 food baskets to needy families.
- She attended the Teacher Mini Grant Awards.

G. Trustee Hidalgo reported the following:

- He congratulated the re-elected Board members and newly elected Trustee Santos, and he's looking forward to working with this Board. He said he's heard many positive things.
- He thanked the attendees for supporting him in the election.
- He thanked Roger Hernandez for swearing him in.
- He attended the CTA dinner for the Service One area.
- He thanked President Scroggins for the Trustee Orientation.

H. Trustee Bader reported the following:

- She attended the annual Administration Tea, where she was glad to see some retirees.
- She attended the Foundation Reception and Wassail, and said it was wonderful, as always.
- She thanked Lance Heard for inviting the Board to the Service Center One dinner.
- She congratulated Eric Kaljumagi for transitioning to the Faculty Association.
- She mentioned that Roger Hernandez's Communications Director, in attendance at tonight's meeting, was a former student when she was principal of his school.
- She announced that Mt. SAC's Chamber Singers will be performing at the Pomona Rotary luncheon meeting on December 17 at the Pomona Fairplex.
- She thanked Clarence Brown for sending the Board a link to the CA Lottery, where Mt. SAC was featured for its Aeronautics Program and Fire Academy.
- She was very glad that UCLA beat USC!!!

I. Trustee Baca reported the following:

- He congratulated the re-elected Trustees and welcomed the new Trustees.
- He and Trustee Maureira attended the Pomona Parade on Saturday, in the rain. He thanked Trustee Hall for providing the rental car.
- He and his wife, Gloria, attended the Wassail on Saturday.
- He reminded everyone that Big Bird and the season's lights are being presented in the Planetarium.
- He plans to attend the Majestic Realty holiday party tomorrow. They contribute to Mt. SAC's Foundation, and they were also co-sponsor for the Veterans Summit last week in Newport Beach, that was coordinated by the Chancellor's Office.
- The Veterans program is growing stronger at Mt. SAC.
- He was sorry he had to miss the CTA dinner as he was giving a final that evening.

J. Trustee Chyr reported the following:

- He congratulated the new and returning Trustees.
- He attended the Wassail with ten guests. His guests included a family of missionaries in Cameroon, Africa. Looks forward to it every year.

- He attended the CTA dinner.
- His 15-year-old son's baseball coach was at the reception tonight. His son was six years old at the time.

**15. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:**

- He congratulated the elected and re-elected Trustees.
- He would like to attend next year's CTA dinner.
- He welcomed new employee Marguerite Whitford.
- He congratulated Terri Colvil, Linda Potter, Michael Sanchez, and Mary Walters on their retirement.
- He congratulated the Wrestling, Men's Cross Country, and Women's Cross Country Teams for their accomplishments.
- He called out for topics for the Board Study Session on February 22, 2014. One of the agenda items will include a speaker regarding Title 5 regulations related to the hiring process.
- He talked about the Proposed Board Committee on Public/Private Partnerships. A private equity company wants to fund facilities with private equity. He asked Board President Chyr if he would be willing to form a committee regarding this subject. President Chyr said that Hall, Bader, and he will serve on the committee.
- He said that LACSTA is looking for someone from Mt. SAC to serve on its Board. Trustee Santos said that she's on the Board as an officer. She'll also serve as the Mt. SAC representative, and Trustee Hidalgo said that he'd be willing to be an alternate.

A motion was made by Trustee Baca and seconded by Trustee Hall to appoint Trustee Santos as the representative and Trustee Hidalgo as the alternate on the LACSTA Board. Motion carried. Student Trustee concurred.

- He asked Mark DiMaggio, Director, Public Safety, to talk about the Active Shooter Exercise that's happening on Tuesday, December 17, 2013, 8:00 a.m.-6:00 p.m., at Mt. SAC. Mr. DiMaggio talked about the importance of this training for his officers. He invited the Board to participate in the exercise. Trustee Hall was concerned about anyone coming on campus that may not know about the exercise, and Mr. DiMaggio assured him that everyone will be notified.
- He asked Mike Gregoryk, Vice President, Administrative Services, to introduce Rosa Royce, Associate Vice President of Fiscal Services, who, in turn introduced Gema Ptasinski and Heather McGee, representatives from Vicenti, Lloyd & Stutzman, who then gave an oral report on the audit for the fiscal year ending June 30, 2013, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation (Action #4).

Mt. SAC received an unmodified opinion, which is the best opinion that can be received. The opinion does not include the Management Discussion and Analysis because there are limited procedures that apply to that area.

Ms. McGee pointed out that, on page 53, there are no adjustments to the fund balances reported on the June 30, 2013, Annual Financial and Budget Report (CCFS-311) based upon governmental accounting principles, which is a positive reflection of management.

Ms. Ptasinski indicated that there are three required letters that they issue. Starting on page 61, regarding Internal Controls Over Financial Reporting, she said there were no findings to report. The second letter, which starts on page 63, regarding Report on Compliance for Each Major Federal Program, she indicated that, on page 68, there's a list of selected programs they chose to audit. She indicated that there was one finding this year regarding the CyberWatch Program, which is typical because there's a new area of requirement called The Transparency Act. She said that the District complied, just not timely. This finding is discussed on page 70. The third letter, which is on pages 66 and 67, indicates that they selected and tested transactions and records to determine the District's compliance with the State laws and regulations applicable to that list, and there we no findings.

Trustee Baca asked if there were any penalties regarding the transparency issue on the CyberWatch Program, and the answer was no; it was just a reporting requirement. This year was the first year this was audited.

Trustee Chyr asked about the decrease in assets, and Ms. Ptasinski indicated that the Management Discussion and Analysis gives a comparison and what changes have gone through. She referred to page –xiv- that breaks it down.

Trustee Hall asked about the accounting issues involved with Proposition 30. Ms. Ptasinski indicated that the money must be maintained in a separate account and may be spent on instructional salaries and benefits (refer to page 56).

Dr. Scroggins mentioned that Mt. SAC received a letter from the IRS wanting to audit its bond expenditures. Rosa Royce is putting together a response.

Trustee Hall confirmed that, regarding the OPEB Trust, no money was invested in it during 2013, and no money will be invested in it for 2014 (refer to pages 45 and 46). He asked if the auditors have come across this at any other college. Ms. Ptasinski said that it isn't a part of the audit process; just that the Trust is being reported properly. She said that Mt. SAC is well ahead of other districts, many of which don't even have a trust. She also said that, as long as the Trust isn't being funded, the liability will grow much faster.

Trustee Chen Haggerty asked, at what point it will become alarming that we're not contributing to the Trust. Ms. Ptasinski said that Mt. SAC is in good shape; it has healthy reserves and is meeting its reserve requirements (currently at 15%).

Trustee Chen Haggerty asked if Proposition 39 will be audited, and Ms. Ptasinski said that it will be coming in January.

Ms. Ptasinski thanked everyone for their cooperation, especially Rosa Royce, Audrey Yamagata-Noji, and Gary Nellesen.

## **16. INFORMATIONAL REPORT**

None.

## **17. CONSENT CALENDAR**

The following corrections were made to the Consent Calendar:

1. On Page 38, Consent #12 – Personnel Transactions – for Stevens, Carole, the Range/Step should read, “A-88, Step 6 + L1.”

2. On Page 47, Consent #14 - New and Modified Courses, Modified Certificates, and New and Modified Degrees, Effective with the 2014-15 Academic Year - under Analysis and Fiscal Impact, the last words, "**when appropriate**," should be deleted.

It was moved by Trustee Hall, seconded by Trustee Baca, and passed to approve or ratify the following items, as corrected. Student Trustee concurred.

### **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 a stale-dated warrant, as listed.
4. Approval of an agreement amendment with Higher One Inc. for student refund management services.
5. Approval of use of the piggyback provision in the Santa Clarita Community College District's RFP for captioning services.
6. Approval to donate a Maico Portable Audiometer to the University of Redlands.
7. Approval of agreements to provide Professional Design and Consulting Services with EPT Design for the Administration Building Rose Garden Shade Structure project; and with Helix Environmental Planning for the Athletics Complex East Side Development project.
8. Ratification of the following Child Development Center Change Order.
  - Bid No. 2828 Marina Landscape, Inc. (Landscape Contractor) – Change Order No. 2.
9. Approval of the following Building 12 Renovation (formerly Agricultural Sciences) Change Order.
  - Bid No. 2936 Castlerock Environmental Inc. (Hazardous Materials Abatement Contractor) – Change Order No. 2.
10. Approval of the following Contract Amendments.
  - Contract Facilities Emergency Operation Center Addition and Plan Room Renovation – Marlene Imirzian & Associates Architects (Professional Architectural and Engineering Services) – Amendment No. 2.
  - Contract Building 12 Classroom Modernization – H2 Environmental Consulting Services, Inc. (Professional Design and Consulting Services) – Amendment No. 1.

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

- David Michael Lee – Artwork, herb painting. Valued by donor at \$5,000 to be used in the Art Gallery.
- Kimberly Brooks – Artwork titled “A Certain Slant of Light,” valued by donor at \$3,250 to be used in the Art Gallery.
- Margaret Lazzari – Artwork titled “Pink Triangles,” medium, acrylic on canvas, year 2012, size 48” x 40”, valued by donor at \$4,800 to be used in the Art Gallery.
- Peter Frank – Artwork, four framed photographs and four printed-out texts (unframed), valued by donor at \$600 to be used in the Art Gallery.

**HUMAN RESOURCES**

- 12. Approval of Personnel Transactions.
- 13. Approval of Renewal of Management Contracts.

**INSTRUCTION**

- 14. Approval of new and modified courses, certificates, and new and modified degrees to be effective with the 2014-15 academic year.
- 15. Approval for the Chamber Singers’ Performance at ACDA Western Division Conference.
- 16. Approval of activities for the Child Development Workforce Initiative Grant.
- 17. Approval for the Communication Department to host Close to the Coast Swing Competition January 18-19, 2014.
- 18. Approval for Forensics Students to attend the International Forensics Association Tournament in Paris, France March 15-22, 2014.
- 19. Approval of a contract with USA News Network for Mt. SAC radio stations.
- 20. Approval of additions and changes for the Continuing Education Division.
- 21. Approval of a grant renewal for the Center of Excellence.
- 22. Approval of a service agreement with CenterTrack© for the Child Development Center.

**18. ACTION ITEM #1 – APPROVAL FOR THE BOARD TO TAKE ACTION ON SEVEN ITEMS, AS LISTED, REGARDING THE MT. SAN ANTONIO COLLEGE 2012 FACILITY MASTER PLAN SUBSEQUENT FINAL PROGRAM ENVIRONMENTAL IMPACT REPORT**

It was moved by Trustee Baca and seconded by Trustee Hall to approve this item. Student Trustee concurred.

Trustee Hall said that he wasn't sure what he's being asked to approve without reviewing all of the items in the Facility Master Plan. He asked how broad and how comprehensive he was being asked to approve this action item. He said that's he's not prepared to take action or approve the solar field being located on the west parcel.

Dr. Scroggins said that the 2012 Facility Master Plan is the same version that has been presented to the Board three times in the last two years, and there haven't been any changes except for the solar item, on which the Board has reserved the right to approve in the future. The Board has the right to revise any part of the Facility Master Plan. Each project in the Master Plan will be presented to the Board individually and, if another Environmental Impact Report is required, one will be done.

Trustee Baca said that, regarding the construction of the parking structure, he understands that the residents will continue to be provided information/communication. Dr. Scroggins said that public communication has been done quite a few times through the media. It was also in the Measure RR list of projects and face-to-face meetings with the community. He said that information will be shared through community meetings, and that the architectural design isn't complete. He said that additional things can be done regarding the traffic pattern, and that the SEIR addresses all the traffic issues. He also said that extensive studies on the site lines and traffic patterns have been done. Public Relations Director Jill Dolan and Marketing Director Clarence Brown will be working with the neighboring residents. Finally, he said that he would make sure he reports back to the Board with the neighbors' concerns.

Trustee Hidalgo urged that all information be relayed to both the neighbors and the Board.

Trustee Hall said that Mt. SAC students who park on Walnut city streets have been a problem with Timberline and Collegewood residents. He said that it will continue to be a problem unless the College provides additional parking.

Trustee Bader said that she's happy to hear that the College will communicate more with the neighboring residents.

The seven items approved included:

- (1) Certified the Subsequent Final Environmental Impact Report for the 2012 Facility Master Plan.
- (2) Adopted the Statement of Overriding Considerations, the Statement of Facts and Findings, and the 2012 Mitigation Monitoring Program.
- (3) Adopted the California Black Walnut Conservation Plan (September 2012).
- (4) Adopted the Lane Use Management Area for habitat mitigation.
- (5) Adopted the Campus Zoning as revised by the Final SEIR.
- (6) Adopted the 2012 Facility Master Plan Update as revised by the Final SEIR.
- (7) Directed staff to file the Notice of Determination with the County Clerk, the State Clearinghouse, and the Community College Chancellor's Office.

Motion carried.

**19. ACTION ITEM #2 – APPROVAL TO CHANGE THE FEBRUARY 2014 BOARD MEETING DATE FROM FEBRUARY 12, 2014, TO FEBRUARY 19, 2014**

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

**20. ACTION ITEM #3 – APPROVAL TO CHANGE THE MARCH 2014 BOARD MEETING DATE FROM MARCH 12, 2014, TO MARCH 19, 2014**

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

**21. ACTION ITEM #4 – APPROVAL TO ACCEPT THE AUDIT REPORTS FROM VICENTI, LLOYD & STUTZMAN, CERTIFIED PUBLIC ACCOUNTANTS, FOR THE FISCAL YEAR ENDING JUNE 30, 2013, RELATING TO BOOKS AND RECORDS OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT, FINANCIAL AID, AND MT. SAN ANTONIO COLLEGE AUXILIARY SERVICES CORPORATION**

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

**22. ACTION ITEM #5 – ACCEPT PROPOSAL TO INITIATE CSEA, CHAPTER 262 NEGOTIATIONS FOR SUCCESSOR AGREEMENT, JULY 1, 2014, THROUGH JUNE 30, 2017**

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

**23. ACTION ITEM #6 – ACCEPT PROPOSAL TO INITIATE CSEA, CHAPTER 651 NEGOTIATIONS FOR SUCCESSOR AGREEMENT, JULY 1, 2014, THROUGH JUNE 30, 2017**

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

**24. ACTION ITEM #7 – ACCEPT PROPOSAL TO INITIATE FACULTY NEGOTIATIONS FOR SUCCESSOR AGREEMENT, JULY 1, 2014, THROUGH JUNE 30, 2017**

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

**25. ACTION ITEM #8 – APPROVAL OF ACCEPTANCE OF FUNDS FROM THE RP GROUP**

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

**26. ACTION ITEM #9 – APPROVAL OF THE 2013 STUDENT SUCCESS SCORECARD**

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

Barbara McNeice-Stallard, Director, Research and Institutional Effectiveness, and Donna Burns, Director, Continuing Education, presented the California Community Colleges' 2013 Student Success Scorecard for Mt. SAC.

Ms. Burns indicated that Mt. SAC is the fourth largest non-credit program in the state, in terms of FTES. So, we're proud to be on the leading edge and plan on providing help regarding professional development to our colleagues, statewide, in how to put the metrics in to the MIS.

Ms. McNeice-Stallard indicated that Mt. SAC was compared to 21 peer colleges including Citrus College, Pasadena City College, Fullerton College, and Orange Coast College. Mt. SAC was scored on, among other things, completion, persistence, career technical education (CTE), and the earning of 30 units within six years. Based on a 2006-07 cohort, Mt. SAC's completion rate (those students who complete a degree, certificate, or transfer) was 48.6%, while the persistence rate (those students who enrolled in one fall semester who also enrolled in the next fall semester) was 72.4%. In the area of CTE, 60.1% of students completed several courses classified as CTE in a single discipline and completed a degree, certificate, or transferred. For those students who attempted any Math or English course in their first three years and earned 30 units within six years, Mt. SAC had a 67.6% rate. Ms. McNeice-Stallard cautioned comparing Mt. SAC to other colleges as each college is unique and has its own culture and student populations.

Ms. McNeice-Stallard indicated that she would like to replicate what Rio Hondo College is doing, which is to create the cohorts now and start to be able to report out on how they're doing now as they progress through what would typically be a six-year cycle.

Ms. McNeice-Stallard mentioned that there are numerous interventions already in place at Mt. SAC including Dean Terri Long, who is working on the Pathways to Transfer Program.

Trustee Hall and Dr. Scroggins commended both Ms. McNeice-Stallard and Ms. Burns for their in-depth knowledge of this subject.

The Scorecard is posted on the College website with these minutes.

Motion carried.

**27. ACTION ITEM #10 – SECOND READING AND APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY 1200 – COLLEGE MISSION**

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

**28. ACTION ITEM #11 – SECOND READING AND APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY 2010 – BOARD MEMBERSHIP**

Correction: In the last sentence, delete "**for first reading and discussion.**"

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

Motion carried.

**29. ACTION ITEM #12 – SECOND READING AND APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY 3500 – CAMPUS SAFETY**

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

Dr. Scroggins reminded the Board that this policy is being split out from new Board Policy 3505 – Emergency Response Plan.

Motion carried.

**30. ACTION ITEM #13 – SECOND READING AND APPROVAL OF NEW BOARD POLICY 3505 – EMERGENCY RESPONSE PLAN**

It was moved by Trustee Bader and seconded by Trustee Baca to approve this item. Student Trustee concurred.

Student Trustee Maureira asked if there will be training for all personnel regarding emergency situations. Dr. Scroggins said yes, that there will be regular fire drills starting in the spring.

Motion carried.

**31. ACTION ITEM #14 – SECOND READING AND APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY 6750 – TRAFFIC AND PARKING REGULATIONS**

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

**32. DISCUSSION ITEM #1 – RECEIVE FOR FIRST READING AND DISCUSSION PROPOSED REVISIONS TO BOARD POLICY 5010 – ADMISSIONS**

Revised Board Policy 5010 - Admissions was presented for first reading and discussion, and it will be brought back to the next meeting for approval.

Trustee Santos asked if there's a provisional admission. Dr. Scroggins said that Ed. Code 76000-76002, a process by which a K-12 district certifies that the person is eligible and signs off; then a form that comes to the College. The Ed. Code provisions site that there's a limitation of 11 units and that courses have to be taken for advanced academic and vocational training and not for basic skills.

**33. INFORMATION ITEM #1 – REVISIONS TO ADMINISTRATIVE PROCEDURE 4225 – COURSE REPETITION AND WITHDRAWALS**

The Board received, for information only, revised Administrative Procedure 4225 – Course Repetition and Withdrawals.

**34. INFORMATION ITEM #2 – REVISIONS TO ADMINISTRATIVE PROCEDURE 4228 – COURSE REPETITION – SIGNIFICANT LAPSE OF TIME**

The Board received, for information only, revised Administrative Procedure 4228 – Course Repetition – Significant Lapse of Time.

**35. INFORMATION ITEM #3 – REVISIONS TO ADMINISTRATIVE PROCEDURE 5055 – ENROLLMENT PRIORITIES**

The Board received, for information only, revised Administrative Procedure 5055 – Enrollment Priorities.

Trustee Hall asked Dr. Scroggins to explain the revision process for Board Policies and Administrative Procedures. Dr. Scroggins indicated that Administrative Procedure 2410 explains the process that runs through the President's Office and can be initiated by President's Cabinet, the Academic Senate, or an individual. The first step is a review by Cabinet, and the President's Advisory Council (PAC) oversees the process. Depending on the nature of the proposed change, there are three pathways for review and approval. If the matter involves something that is potentially negotiable, the change is referred by PAC to the Vice President of Human Resources, who is in charge of overseeing the negotiation process and he discusses the item with the respective bargaining unit to determine if there's interest in negotiating the change. The second pathway is if the change is determined to be academic and professional, then it is discussed by AMAC (Academic Mutual Agreement Council). If it's deemed to be academic and professional, then AMAC turns it over to the Academic Senate, who then assigns it to a committee or a council for recommendation. When the Academic Senate makes its proposed changes, it then refers those changes back to AMAC, who then, upon approval, refers it to PAC for information only, and it's deemed final. If it's determined to not be an academic and professional matter, and is rather considered an administrative matter, then the changes go to PAC for first and second readings.

The aforementioned process is for changes to Administrative Procedures. However, if there are proposed changes to a Board Policy, it goes to the Board of Trustees for approval.

**36. ADJOURNMENT**

The meeting adjourned at 10:06 p.m.

WTS:dl

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

**DATE:** January 8, 2014 **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 11/14/13 - 12/10/13**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 1,238,791
7950 Unassigned Fund Balance	37,647
<b>Total</b>	<b>\$ 1,276,438</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 35,892
2000 Classified/Other Nonacademic Salaries	116,853
3000 Employee Benefits	92,218

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:** January 8, 2014

4000	Supplies/Materials	\$	143,650
5000	Other Operating Expenses/Services		263,730
6000	Capital Outlay		624,095
<b>Total</b>		<b>\$</b>	<b>1,276,438</b>

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	8,359
5000	Other Operating Expenses/Services		8,733
7920	Restricted Fund Balance		81,441
<b>Total</b>		<b>\$</b>	<b>98,533</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	19,768
2000	Classified/Other Nonacademic Salaries		33,044
3000	Employee Benefits		45,721
<b>Total</b>		<b>\$</b>	<b>98,533</b>

**Health Services Fund - 39**

From:

<u>Budget Classification</u>			<u>Amount</u>
7950	Unassigned Fund Balance	\$	4,000
<b>Total</b>		<b>\$</b>	<b>4,000</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	1,000
4000	Supplies/Materials		3,000
<b>Total</b>		<b>\$</b>	<b>4,000</b>

**Capital Outlay Projects Fund - 41**

From:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	11,614
<b>Total</b>		<b>\$</b>	<b>11,614</b>

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

**DATE:** January 8, 2014

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	11,614
<b>Total</b>		<b>\$</b>	<b>11,614</b>

**BAN Construction Fund - 44**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	1,550
<b>Total</b>		<b>\$</b>	<b>1,550</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	1,550
<b>Total</b>		<b>\$</b>	<b>1,550</b>

**Associated Students Trust Fund - 71**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	2,580
5000	Other Operating Expenses/Services		920
7920	Restricted Fund Balance		9,895
<b>Total</b>		<b>\$</b>	<b>13,395</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	4,579
3000	Employee Benefits		5,316
7000	Other Outgo		3,500
<b>Total</b>		<b>\$</b>	<b>13,395</b>

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

**DATE:** January 8, 2014

**BUDGET REVISIONS**  
**For the period 11/14/13 - 12/10/13**

**Unrestricted General Fund - 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
883100 All Americas, Inc. - contract #1314-002	\$ 7,050
883100 All Americas, Inc. - contract #1213-009	151,200
883100 Metropolitan Water District - contract #1314-003	40,640
883900 Video Production	35,630
887200 Community Services	5,650
887750 Floral Design - Material Fees	4,550
<b>Total</b>	<b>\$ 244,720</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 54,150
3000 Employee Benefits	2,773
4000 Supplies/Materials	26,050
5000 Other Operating Expenses/Services	161,747
<b>Total</b>	<b>\$ 244,720</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
814000 2013-14 TANF	\$ 9,046
862500 2013-14 CalWorks	207,504
862902 2013-14 CARE	5,119
865900 2013-14 CTE Community Collaborative Project	66,000
865900 2013-14 Center of Excellence	103,352
882000 LA84 Foundation/Mt. SAC Relays Youth 2014	110,000
886000 Mt. SAC Pilot Course Rental Portion	464
<b>Total</b>	<b>\$ 501,485</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 27,400
2000 Classified/Other Nonacademic Salaries	228,271

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

**DATE:** January 8, 2014

3000	Employee Benefits	\$	34,666
4000	Supplies/Materials		22,709
5000	Other Operating Expenses/Services		156,468
6000	Capital Outlay		9,000
7000	Other Outgo		22,971
<b>Total</b>		<b>\$</b>	<b>501,485</b>

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
889000	Remodel Food Services, Building 16A Augmentation	\$	5,000
<b>Total</b>		<b>\$</b>	<b>5,000</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	5,000
<b>Total</b>		<b>\$</b>	<b>5,000</b>

**Scholarship and Loan Trust Fund - 75**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
882000	2013-14 Scholarships	\$	328,670
<b>Total</b>		<b>\$</b>	<b>328,670</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
7000	Other Outgo	\$	328,670
<b>Total</b>		<b>\$</b>	<b>328,670</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$1,276,438), Restricted General Fund (\$98,533), Health Services Fund (\$4,000), Capital Outlay Projects Fund (\$11,614), BAN Construction Fund (\$1,550) and Associated Students Trust Fund (\$13,395) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$244,720), Restricted General Fund (\$501,485), Capital Outlay Projects Fund (\$5,000) and Scholarship and Loan Trust Fund (\$328,670) pursuant to the California Code of Regulations, Title 5, Section 58308.



**SUBJECT:** Independent Contractors**DATE:** January 8, 2014

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Parra, Octavio	Instruction – Business Division	Repair and maintenance of existing sewing machines and equipment, including parts and labor	1/23/14– 6/30/14	\$2,000
Randall, Victoria	Instruction – LA84 Foundation Grant	Design program and brochure, Mt. SAC Relays Youth Days	1/9/14– 3/31/14	\$3,600
Ryan, Jeff	Instruction – LA84 Foundation Grant	Web development and seeding duties, Mt. SAC Relays Youth Days	3/1/14– 3/31/14	\$500
Wash, Barto	Instruction – LA84 Foundation Grant	Photographer – Mt. SAC Relays Youth Days	3/1/14– 3/31/14	\$250

**Funding Sources**

Unrestricted General Fund – Instruction – Business Division

Restricted General Fund – Instruction - LA84 Foundation Grant, Technology &amp; Health

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 8, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>2014-15 Nonresident Tuition Fees</u>	

**BACKGROUND**

Education Code Section 76140 requires each district’s governing board to establish its nonresident tuition fee no later than February 1 for the succeeding fiscal year. Education Code Section 76140(e) enumerates options for a district to choose in setting its nonresident tuition fee. These options are: allowing a college to charge its actual computed cost, using a statewide average amount provided by the Chancellor's Office, or charging up to the level of any contiguous district. According to these options, we are recommending a fee of \$193 per unit, which is the statewide average cost.

In addition to the nonresident tuition fee computed as specified above, Education Code Section 76141 authorizes community college districts to charge nonresident students an amount not to exceed the amount that was expended by the College for capital outlay in the preceding year divided by the total full-time equivalent students. The capital outlay fee has been calculated by a formula that would allow us to charge an additional \$24 per unit. We are recommending that we charge the computed cost of \$24 per unit for fiscal year 2014-15, which is the maximum allowable charge, and the same fee charged fiscal year 2013-14.

**ANALYSIS AND FISCAL IMPACT**

State law allows the College to charge either the actual cost (which for Mt. San Antonio College is \$194), the Statewide average (which is \$193), or a rate up to any contiguous district for nonresident tuition fee. The College is recommending we use the statewide average cost of \$193 for the fiscal year 2014-15. This results in a minor increase of \$1 over the 2013-14 fee.

The total nonresident tuition rate proposed for 2014-15 would increase from \$216 per unit to \$217 per unit as follows:

<b>Description</b>	<b>2013-14 Nonresident fees</b>	<b>Proposed 2014-15 Nonresident fees</b>
Tuition Fee	\$192	\$193
Capital Outlay Fee	\$24	\$24
<b>Total Nonresident Tuition</b>	<b>\$216</b>	<b>\$217</b>

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

**SUBJECT:** 2014-15 Nonresident Tuition Fees

**DATE:** January 8, 2014

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Mt. San Antonio College to charge the statewide average cost of \$193 per unit for nonresident tuition fee and a \$24 nonresident capital outlay fee, for a total nonresident tuition fee of \$217 per unit, effective for the 2014 Fall Semester.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 8, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Re-issuance of Stale-Dated Warrant</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following payee has requested the re-issuance of its warrant:

<u>Warrant Number</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07111873	4/6/11	Garey High School	\$150.00

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: <u>Rosa M. Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #4</u>

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

**DATE:** January 8, 2014

**CONSENT**

**SUBJECT:** Additional Legal Services for Relocation of KSAK Transmitter -  
Fletcher, Heald & Hildreth, PLC

**BACKGROUND**

The transmitter for the College’s radio station, KSAK, was recently relocated to a site owned by the City of West Covina due to the sale of Mt. SAC’s former transmitter site, which was leased from a homeowner in Walnut. In order to facilitate the permanent relocation of the radio station to a new site and meet the FCC-imposed filing requirement deadline for suspension of operation and relocation of the transmitter, the College retained the services of legal counsel that specializes in dealing with the FCC. Once the transmitter site was relocated, interference issues were identified that will require an increase in elevation of the transmitter antenna to resolve. In order to address this issue, the College must apply for a modification of its operating license for the station, and this will require further assistance from legal counsel.

**ANALYSIS AND FISCAL IMPACT**

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. Fletcher, Heald & Hildreth, PLC (FHH) is a Washington, DC area law firm that specializes in all aspects of communications law and regulation. Communications is a heavily regulated and technologically volatile industry, and issues regarding communications properties require extensive interaction with the FCC and knowledge of regulatory policy. Fletcher, Heald & Hildreth has clients in every state and serves as counsel to over 900 broadcast stations. They have assisted the College with the filings required to relocate the transmitter, and they are now prepared to assist with additional filings to allow the College to reduce the current levels of broadcast interference.

The agreement for legal services with FHH was originally approved by the Board at a cost not to exceed \$5,000. The added services required to submit supplemental filings to the FCC will not exceed an additional cost of \$5,000, requiring the College to modify the not-to-exceed figure of the agreement to \$10,000.

Prepared by: William S. Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

**SUBJECT:** Additional Legal Services for Relocation of KSAK Transmitter -  
Fletcher, Heald & Hildreth, PLC

**DATE:** January 8, 2014

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves a modification of the agreement with Fletcher, Heald & Hildreth, PLC to provide legal services related to the relocation of the KSAK transmitter for a revised amount not to exceed \$10,000.

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

**DATE:** January 8, 2014

**CONSENT**

**SUBJECT:** Moving Services for Various Locations Within the District (Bid No. 2956)

**BACKGROUND**

The District's current contracts with King Office Services and Penn Corporate Relocation Services are due to expire on January 31, 2014. The need for relocating offices and classrooms, both temporary and permanent, will continue to be an integral part of the College's construction projects over the next few years, especially with the passage of the Measure RR Bond. Therefore, the District solicited bids for a new five-year contract for the period February 1, 2013, through January 31, 2018.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin once a week for two consecutive weeks in accordance with Education Code 81641. Bids were publicly opened on November 20, 2013, with five bids received from companies that are experienced in providing moving services to school districts. Evaluations were made based on hourly and unit costs using a hypothetical move plan. Based on our evaluations, the lowest responsive, responsible bidder is American Relocation & Logistics, located in Santa Fe Springs, CA. In addition, staff feels it is in the best interest of the District to award a secondary contract in the event American Relocation is unable to meet a specific project deadline. Therefore, it is recommended that a secondary contract be awarded to King Office Services, located in Santa Fe Springs, CA as the second lowest responsive, responsible bidder. Both companies have provided excellent services to the College in the past.

The initial term of this agreement will be for two years with an option to renew for up to three additional one-year periods.

**Funding Sources**

Measure R Bond, Measure RR Bond, and State Capital Outlay funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Moving Services for Various Locations within the District (Bid No. 2956) and awards the primary contract to American Relocation & Logistics and the secondary contract to King Office Services, as presented.

Prepared by: Rosa M. Royce/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

**DATE:** January 8, 2014

**CONSENT**

**SUBJECT:** Professional Design and Consulting Services

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

#1	Consultant:	McKinstry		
	Project:	Engineered Maintenance Plan		
Item	Description:	Amount		
	Professional consulting services to develop Engineered Scheduled Maintenance, Predictive Maintenance, and Preventative Maintenance Plans for all College buildings. This plan will incorporate three distinct parts.			
	Part 1 - Inventory all mechanical, electrical, and plumbing equipment in all 96 campus buildings. Determine the frequency of preventative maintenance and create ongoing maintenance schedules for the College's Scheduled Maintenance and Preventative Maintenance Program.	\$51,062.00		
	Part 2 - Assess the remaining life and estimated replacement cost for all major mechanical, electrical, and plumbing equipment to be utilized for long-term capital planning and scheduled maintenance.	\$8,699.00		
	Part 3 - Assess the remaining life and estimated replacement cost for all architectural systems including flooring, ceilings, interior and exterior building envelope, and finishes to be utilized for long-term capital planning and scheduled maintenance.	\$31,952.00		
	Reimbursable expenses:	\$1,200.00		
	Contract Amount:			\$92,913.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

**SUBJECT:** Professional Design and Consulting Services**DATE:** January 8, 2014

<b>#2</b>	<b>Consultant:</b>	Converse Consultants	
	<b>Project:</b>	Performing Arts Center Chiller Replacement Project	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services to provide materials testing and inspection services for the Performing Arts Center Chiller Replacement Project.	\$12,351.00	
	Contract Amount:		\$12,351.00

<b>#3</b>	<b>Consultant:</b>	Converse Consultants	
	<b>Project:</b>	West Parcel Site	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional geotechnical earthwork study to explore and evaluate the soil and bedrock conditions beneath the existing hilltop site with soil borings to further determine the options for excavating, ripping, and grading for proposed development of the West Parcel Site. This work includes creating hillside dirt access road for drilling of soil borings, fixed fee:	\$29,725.00	
	Contract Amount:		\$29,725.00

<b>#4</b>	<b>Consultant:</b>	Hill Partnership, Inc.	
	<b>Project:</b>	Parking Structure	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional additional architectural and engineering services for preparation of graphic and other exhibits to support the College in presentation of the design intent of the project to the surrounding community. Time and materials, not to exceed:	\$16,000.00	
	Contract Amount:		\$16,000.00

<b>#5</b>	<b>Consultant:</b>	P2S Engineering, Inc.	
	<b>Project:</b>	Performing Arts Center Chiller Replacement Project	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide commissioning and boiler construction support for the chiller and control upgrade.	\$38,065.00	
	Contract Amount:		\$38,065.00

**SUBJECT:** Professional Design and Consulting Services

**DATE:** January 8, 2014

<b>#6</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Athletics Complex East	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional engineering consulting services to complete the design survey for the Athletics Complex East.	\$31,500.00	
	Contract Amount:		\$31,500.00

Funding Source

Measure RR Bond funds, Series A.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 8, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Child Development Center (Change Orders)</u>	

**BACKGROUND**

Child Development Center (Change Orders).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2827	<b>Contractor:</b> Doja, Inc. (Grading Contractor)	<b>CO No.</b>	8
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>
1	Remove miscellaneous concrete, as needed, to complete the exterior walkway construction. <i>Architect-engineer requirement-design modification.</i>		\$9,639.73	0 days
2	Add fencing at the southwest side of the site adjacent to Walnut Drive. <i>Architect/engineer requirement-safety modification.</i>		\$7,276.09	0 days
	Total		\$16,969.82	0 days
	Original Contract Amount		\$1,626,000.00	
	Net Change by Previous Change Orders		\$223,260.20	
	Net Sum Prior to This Change Order		\$1,849,260.20	
	Amount of Change Order No. 8		\$16,969.82	
	New Contract Sum		\$1,866,230.02	
Percentage of Change to Contract, to Date			14.77%	

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

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

**DATE:** January 8, 2014

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

<b>Child Development Center</b>	<b>Date</b>	<b>Amount</b>	<b>Total Amount Contract Sum</b>	<b>%</b>	<b>% Total</b>	<b>Bid No. 2827 Doja Inc. (Grading Contractor)</b>
Contract Amount		\$1,626,000.00				
C. O. No. 1	3/2011	\$82,717.50	\$1,708,717.50	5.09%	5.64%	Site retaining wall and water proofing.
C. O. No. 2	7/2011	\$9,015.00	\$1,717,732.50	5.64%	8.17%	Provide 2,000-gallon water truck for campus-wide water shut down; Perform over-excavation at fire utility buildings.
C. O. No. 3	8/2012	\$41,132.70	\$1,758,865.20	8.17%	10.71%	Provide additional concrete and enlarge the existing footings; Install slab on grade and concrete equipment pad for Unit Substation.
C. O. No. 4	1/2013	\$41,217.00	\$1,800,082.20	10.71%	11.79%	Add wall-mounted fencing along west retaining wall; Additional footing removal, reinforcing steel couplings, masonry wall work, and temporary shoring.
C. O. No. 5	6/2013	\$17,629.25	\$1,817,711.45	11.79%	11.98%	Add wall-mounted fencing along retaining wall south of Building B.
C. O. No. 6	7/2013	\$3,067.86	\$1,820,779.31	11.98%	13.73%	Install bicycle racks in the concrete sidewalks in front of Building A.
C. O. No. 7	8/2013	\$28,480.89	\$1,849,260.20	13.73%	14.77%	Remove miscellaneous concrete; Revise grading at the northeast corner of Building A to allow for water drainage

**SUBJECT:** Child Development Center (Change Orders)**DATE:** January 8, 2014

<b>Bid No.</b>	2832	<b>Contractor:</b>	Continental Plumbing (Plumbing Contractor)	<b>CO No.</b>	6
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Connect five downspouts on the south side of Building A and 12 downspouts on the south side of Building D to the storm drain system, as needed, to prevent erosion. <i>Architect/engineer requirement-design modification.</i>			\$23,551.00	0 days
2	Install temporary pipe to roof drain down spouts to divert runoff and to prevent unnecessary erosion. <i>Owner-directed change-additional details required.</i>			\$847.00	0 days
3	Relocate area drain for the play area water feature at Building C. <i>Owner-directed change-design modification.</i>			\$1,455.00	0 days
4	Replace the originally specified area drains at the play yard water features with new drain to match circular configuration. <i>Architect/engineer requirement-design modification.</i>			\$890.00	0 days
	Total			\$26,743.00	0 days
	Original Contract Amount				\$1,097,579.00
	Net Change by Previous Change Orders				\$49,038.00
	Net Sum Prior to This Change Order				\$1,146,617.00
	Amount of Change Order No. 6				\$26,743.00
	New Contract Sum				\$1,173,360.00
	Percentage of Change to Contract, to Date				6.90%

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

<b>Child Development Center</b>	<b>Date</b>	<b>Amount</b>	<b>Total Amount Contract Sum</b>	<b>%</b>	<b>% Total</b>	<b>Bid No. 2832 Continental Plumbing (Plumbing Contractor)</b>
Contract Amount		\$1,097,579.00				
C. O. No. 1	12/2010	\$13,245.00	\$1,110,824.00	1.21%	1.96%	Install 8" storm drain; Add gravel and slurry; Re-survey the domestic and fire water service.
C. O. No. 2	22012	\$8,274.00	\$1,119,098.00	1.96%	2.38%	Additional move-in costs to install a second 6" fire water service.

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

**DATE:** January 8, 2014

Child Development Center (cont.)	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2832 Continental Plumbing (Plumbing Contractor)
Contract Amount		\$1,097,579.00				
C. O. No. 3	12/2012	\$4,558.00	\$1,123,656.00	2.38%	4.06%	Repair broken storm drain, Clean out riser and sewer drain due to damage caused by the framing contractor's fork lift.
C. O. No. 4	5/2013	\$18,523.00	\$1,142,179.00	4.06%	4.47%	Add fire department connections to five reduced principle detector check valve assemblies; Relocate existing fire hydrant located along Bonita Drive closer to the sidewalk edge and away from the slope.
C. O. No. 5	8/2013	\$4,438.00	\$1,146,617.00	4.47%	6.90%	Relocate and repair a damaged water line due to conflicting utilities and revised grades; Relocate two catch basins in planters on the north side of Buildings B and C.

Funding Sources

Measure R and Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 8, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Classroom Building Renovation – Formerly Agricultural Sciences</u> <u>Building 12 (Change Order)</u>	

**BACKGROUND**

Classroom Building Renovation (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:

<b>Bid No.</b>	2936	<b>Contractor:</b> Castlerock Environmental Inc. (Hazardous Materials Abatement Contractor)	<b>CO No.</b>	3
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>
	Remove and dispose of the asbestos-containing transite pipe from the Classroom Renovation project, as required by the Southern California Air Quality Management District (AQMD). <i>Unforeseen condition-miscellaneous change.</i>		\$1,890.00	0 days
	Total		\$1,890.00	0 days
	Original Contract Amount			\$144,875.00
	Net Change by Previous Change Orders			\$46,174.00
	Net Sum Prior to This Change Order			\$191,049.00
	Amount of Change Order No. 3			\$1,890.00
	New Contract Sum			\$192,939.00
	Percentage of Change to Contract, to Date			33.18%

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

**SUBJECT:** Classroom Building Renovation – Formerly Agricultural Sciences  
Building 12 (Change Order)

**DATE:** January 8, 2014

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

<b>Classroom Building Renovation</b>	<b>Date</b>	<b>Amount</b>	<b>Total Amount Contract Sum</b>	<b>%</b>	<b>% Total</b>	<b>Bid No. 2936 Castlerock Environmental Inc. (Hazardous Materials Contractor)</b>
Contract Amount		\$144,875.00				
C. O. No. 1	11/2013	\$44,279.00	\$189,154.00	30.56%	31.87%	Excavate, remove and dispose of asbestos-containing transite pipe.
C. O. No. 2	12/2013	\$1,895.00	\$191,049.00	31.87%	33.18%	AQMD Procedure No. 5 removal and disposal of the ACM transite pipe.

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:** January 8, 2014

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for approval:

#1	Consultant:	Psomas	No.	1
	Project:	Earthwork Planning Study		
Item	Description:	Amount		
	Provide additional engineering and consulting services related to the Earthwork Planning Study. Services may include additional grading studies, utility investigations, jurisdictional coordination, and support. Not to exceed:	\$10,000.00		
	Total	\$10,000.00		
	Original Contract Amount		\$53,700.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$53,700.00	
	Amount of Amendment No. 1		\$10,000.00	
	New Contract Sum		\$63,700.00	
	Percentage of Change to Contract, to Date		18.62%	

#2	Consultant:	TOMIT Consulting, Inc.	No.	3
	Project:	Building 12 Classroom Modernization		
Item	Description:	Amount		
	Professional project management services for the Child Development Center including project close-out services and transition services.	\$28,800.00		
	Total	\$28,800.00		
	Original Contract Amount		\$162,900.00	
	Net Change by Previous Amendments		\$180,200.00	
	Net Sum Prior to This Amendment		\$343,100.00	
	Amount of Amendment No. 3		\$28,800.00	
	New Contract Sum		\$371,900.00	
	Percentage of Change to Contract, to Date		128.30%	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

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

**DATE:** January 8, 2014

Funding Source

Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 8, 2014</u>	<b>CONSENT</b>
<b>SUBJECT</b>	<u>Personnel Transactions</u>	

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Aragon, Gabriel  
 Position: Refuse and Recyclable Collector      New: No  
 Department: Grounds  
 Range/Step: B-46, Step 2      Salary: \$3,577.55/month  
 Job FTE: 1.00/12 months  
 Effective: 1/9/14

Name: Duran, Christopher  
 Position: Electrician      New: No  
 Department: Facilities Planning and Management  
 Range/Step: B-71, Step 3      Salary: \$4,804.32/month  
 Job FTE: 1.00/12 months  
 Effective: 1/9/14

Name: Munguia, Gloria  
 Position: Budget and Accounting Technician      New: No  
 Department: Fiscal Services  
 Range/Step: A-95, Step 3      Salary: \$4,957.00/month  
 Job FTE: 1.00/12 months  
 Effective: 1/27/14

**Permanent Change of Assignment**

Name: Beckerdite, Adam  
 Position: Parking Officer  
 Department: Public Safety  
 Range/Step: A-71, Step 1      Salary: \$1,681.98/month  
 Job FTE: 0.475/11 months  
 Effective: 1/9/14  
 Remarks: Previously 10 months

Prepared by: Human Resources Staff      Reviewed by: James P. Czaja  
 Recommended by: Bill Scroggins      Agenda Item: Consent #11

**SUBJECT:** Personnel Transactions

**DATE:** January 8, 2014

**Extension of Temporary Out-of-Class Assignment (expiring 12/31/13)**

Name: Chong, Jolene  
 From: Clerical Specialist  
 To: Project/Program Coordinator  
 Department: Counseling/Bridge Program  
 Range/Step: A-95, Step 1 Salary: \$4,496.16/month  
 Effective: 1/1/14  
 End Date: 3/1/14

**Temporary Out-of-Class Assignments**

Name: Dawood, Matthew  
 From: DSP&S Computer Technician  
 To: Project/Program Coordinator  
 Department: DSP&S  
 Range/Step: A-95, Step 3 Salary: \$4,957.00/month  
 Effective: 1/1/14  
 End Date: 6/30/14

Name: Jimenez, James  
 From: Air Conditioning and Heating Mechanic  
 To: Lead Air Conditioning and Heating Mechanic  
 Department: Maintenance  
 Range/Step: B-76, Step 6 + L-30 Salary: \$7,050.88/month  
 Effective: 12/15/13  
 End Date: 6/15/14

Name: Shen, Wendy  
 From: Accounting Technician II  
 To: Accounting Technician III  
 Department: Library and Learning Resources Division  
 Range/Step: A-88, Step 6 Salary: \$5,352.27/month  
 Effective: 5/23/13  
 End Date: 12/31/13  
 Remarks: Retroactive pay for temporary out-of-class assignment

**SUBJECT:** Personnel Transactions

**DATE:** January 8, 2014

**Temporary Additional Assignment**

Name: Salazar, Sophia  
Position: Secretary\*  
Department: Career and Transfer Services  
Range/Step: A-81, Step 1 Salary: \$1,822.40/month  
Job FTE: 0.525/12 months  
Effective: 1/9/14  
End Date: 5/31/14  
Remarks: \*Currently a Clerical Specialist, High School Outreach, Job FTE: 04.75. This is an additional assignment of 21 hours as a Secretary. Total FTE will be 1.00

**Retirement**

Pedro Ruiz, Lead Air Conditioning and Heating Mechanic, Maintenance, effective 2/17/14

**CONFIDENTIAL EMPLOYMENT**

**Extension of Temporary Out-of-Class Assignment (expiring 2/28/14)**

Name: Martinez, Laura  
From: Secretary  
To: Executive Assistant II  
Department: Instruction Office  
Range/Step: C-85, Step 1 + L-10 Salary: \$5,719.41/month  
Effective: 3/1/14  
End Date: 5/31/14

**SUPERVISORY EMPLOYMENT**

**Temporary Out-of-Class Assignment**

Name: Blean, Nicole  
From: Tutorial Services Specialist  
To: Supervisor, Tutorial Services  
Department: The Writing Center  
Range/Step: S-5, Step 2 Salary: \$5,785.00/month  
Effective: 12/21/13  
End Date: 6/30/14

**SUBJECT:** Personnel Transactions**DATE:** January 8, 2014**ACADEMIC EMPLOYMENT****Banking Leaves of Absences with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Mehta, Jaishri	Computer Information Systems	15	Spring 2014
Summers, Melody	Mathematics	15	Fall 2014

**Faculty Intern**

<u>Name</u>	<u>Department</u>	<u>Mentor</u>	<u>Semester</u>
Moss, Jessica	Sociology	Marlene Gallarde	Spring 2014

**Retirement**

Paul Hischar, Professor, Accounting and Management (Business Division) effective 6/15/14

**Presidential Award Winner 2013-14**

Personal Innovation - Dr. Robert Bowen, Professor, Music - \$1,000

**Additional Assignments**

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Boehner-Staylor, Maya	Student Services / Assessment Center	Faculty AWE Readers	7/1/13 – 6/30/14	Not to exceed \$46.72/hour
Kordich, Jason	Student Services / Assessment Center	Faculty AWE Readers	7/1/13 – 6/30/14	Not to exceed \$46.72/hour
Nazzal, Jane	Student Services / Assessment Center	Faculty AWE Readers	7/1/13 – 6/30/14	Not to exceed \$45.14/hour
Wheeler, Daniel	Student Services / Assessment Center	Faculty AWE Readers	7/1/13 – 6/30/14	Not to exceed \$46.72/hour

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

Name:	Fierro, Marisa	New:	Yes
Position:	Director, Development and Alumni Relations	Salary:	\$6,984.00/month
Department:	Foundation		
Range/Step:	M-8, Step 2		
Job FTE:	1.00/12 months		
Effective:	1/27/14		

**SUBJECT:** Personnel Transactions**DATE:** January 8, 2014**Temporary Special Projects Administrator**

Name: Limon, Annette  
 Position: Special Projects Manager New: Yes  
 Department: Community and Career Education  
 Range/Step: M-9, Step 1 Salary: \$331.29/daily  
 Job FTE: 1.00/12 months  
 Effective: 1/9/14  
 Remarks: Temporary through 6/30/14

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

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Avila, Jacob	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-04/01/14
Biller, Valerie	Secretary	Absence	Technical Svcs.	22.57	11/25/13-11/26/13
Biller, Valerie	Secretary	Absence	Technical Svcs.	22.57	12/16/13-12/17/13
Dammasch, Jessica	Receptionist/Clerical Asst.	Absence	DSP&S	18.13	01/02/14-06/30/14
Duran, Christopher	Electrician	Vacancy	Maintenance	25.20	01/01/14-01/08/14
Galutira, Emmanuel	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-06/30/14
Green, Kristyn	Alternate Media Tech.	Absence	DSP&S	18.68	01/02/14-06/30/14
Green, Kristyn	Receptionist/Clerical Asst.	Absence	DSP&S	18.13	01/02/14-06/30/14
Harriston, Sonya	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-06/30/14
Holt, Sharelle	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-04/01/14
Homsi, Bishara	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-04/01/14
Kirkland, Stafford	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-06/30/14
Montes, David	Alternate Media Tech.	Absence	DSP&S	18.68	01/02/14-06/30/14
Munar, David	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-04/01/14
Ponce, Edward	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-04/01/14
Tharpe, Rickie	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-06/30/14
Williams, Jerry	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-04/01/14
Willilams, Terry	Custodian	Absence	Custodial Svcs.	17.42	01/02/14-04/01/14

**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Garcia Untz, Gabrielle	Educational Advising Aide	DSP&S	17.03	01/02/14-06/30/14
Garcia, Mary	Administrative Aide	CalWORKs	12.76	01/03/14-06/30/14
Lail, Meng	Computer Svcs. Oper. Sch.	Assessment & Matric.	15.87	01/23/14-06/30/14
Lopez, Veronica	Career & Trans. Svcs. Aide I	Career & Transfer Svcs.	10.00	01/09/14-06/30/14
Mendez, Yvonne	Administrative Aide	CalWORKs	12.76	01/05/14-06/30/14
Quintana, Jessica	Career & Trans. Svcs. Aide I	Career & Transfer Svcs.	10.00	01/09/14-06/30/14
Soto, Sylvia	Administrative Aide	CalWORKs	12.76	01/03/14-06/30/14
Williams, Marcus	Outreach Specialist	Student Services	12.50	01/02/14-06/30/14

**SUBJECT:** Personnel Transactions**DATE:** January 8, 2014**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Birney, Jeremy	Sound Engineer II	Technical Services	20.00	12/03/13-06/30/14
Bui, Huu	Project Expert/Specialist	EOPS	25.00	01/06/14-02/21/14
Calderon, Yvette	Medical Assistant	Student Health Services	15.00	01/01/14-06/30/14
Davidson, Jacqueline	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	12/01/13-06/30/14
Goff, Michael	Project Coordinator	Kinesiology, Ath. & Dance	35.00	08/01/13-06/30/14
Hernandez, Jennifer	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	10/11/13-06/30/14
Kamaka, Ron	Project Coordinator	Kinesiology, Ath. & Dance	35.00	08/01/13-06/30/14
Lewenberg, Lisa	Technical Expert II	Center of Excellence	45.00	01/02/14-06/30/14
Marin, Irma	Project Expert/Specialist	Student Services	25.00	01/02/14-06/30/14
Movac, Christopher	Head Prod. Audio Engineer	Technical Services	50.00	11/26/13-06/30/14
Pai, Vanessa	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	11/01/13-06/30/14
Purper, Kristen	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	11/01/13-06/30/14
Todd, Douglas	Project Coordinator	Kinesiology, Ath. & Dance	35.00	08/01/13-06/30/14
Yoon, Isak	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	10/11/13-06/30/14

**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Brooke	Student Assistant I	Counseling	8.00	01/02/14-02/21/14
Angulo, Karina	Student Assistant I	Child Development Ctr.	8.00	12/02/13-02/21/14
Barrera, Adriana	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Bernal, Amber	Student Assistant II	Assessment & Matric.	8.75	12/16/13-02/21/14
Bissontz, Matthew	Student Assistant II	Commercial & Enter. Arts	8.75	11/01/13-02/13/14
Bode, Xavier	Student Assistant I	Kinesiology, Ath. & Dance	8.00	10/18/13-02/23/14
Brown, Benjamin	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Cantu, Rebecca	Student Assistant I	Agricultural Sciences	8.00	12/01/13-02/23/14
Carrillo, Michelle	Student Assistant II	Assessment & Matric.	8.75	12/16/13-02/21/14
Choi, Erik	Student Assistant I	Counseling	8.00	01/02/14-02/21/14
Chun, Dasom	Student Assistant I	Admissions and Records	8.00	01/06/14-02/23/14
Cota, Emily	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Covarrubias, Susana	Student Assistant II	Assessment & Matric.	8.75	12/16/13-02/21/14
Delgado, Nicole	Student Assistant II	Assessment & Matric.	8.75	12/16/13-02/21/14
Diaz, Jessica	Student Assistant II	Continuing Education	8.75	01/02/14-02/23/14
Dohm, Shawna	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Fierro, Demitri	Student Assistant II	Tutorial Services	8.75	11/01/13-02/13/14
Figueroa, Maria	Student Assistant I	Counseling	8.00	01/02/14-02/21/14
Garrido, Olivia	Student Assistant II	Child Development Ctr.	8.75	10/01/13-02/21/14
Gonzalez, Catalina	Student Assistant II	Assessment & Matric.	8.75	12/16/13-02/21/14
Gonzalez, Nicole	Student Assistant I	DSP&S	8.00	11/25/13-12/13/13
Haupt, Jauna	Student Assistant I	Counseling	8.00	01/02/14-02/21/14
Hernandez, Brianna	Student Assistant II	Assessment & Matric.	8.75	12/16/13-02/21/14
Hernandez, Seleste	Student Assistant I	Information Technology	8.00	12/16/13-02/18/14
Islas, Nicole	Student Assistant I	DSP&S	8.00	11/25/13-12/13/13
Jeffrey, Candice	Student Assistant II	Admissions and Records	8.75	12/02/13-02/23/14
Jijakli, Suhaila	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13

**SUBJECT:** Personnel Transactions**DATE:** January 8, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Juarez, Jason	Student Assistant I	Theatre	8.00	10/17/13-02/13/14
Latorre, Alexandra	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Laye, Kerstin	Student Assistant I	DSP&S	8.00	11/25/13-12/13/13
Liang, Kevin	Student Assistant II	Counseling	8.75	01/02/14-02/21/14
Ma, Brian	Student Assistant II	Biological Sciences	8.75	10/01/13-02/13/14
Martinez, Crystal	Student Assistant II	Counseling	8.75	01/02/14-02/21/14
Montiel, Lizeth	Student Assistant II	Assessment & Matric.	8.75	12/16/13-02/21/14
Murphy, Kevin	Student Assistant I	Kinesiology, Ath. & Dance	8.00	10/01/13-02/23/14
Ordaz, Lorena	Student Assistant I	Counseling	8.00	01/02/14-02/21/14
Ortiz, David	Student Assistant V	Counseling	12.50	01/02/14-02/21/14
Pai, Melanie	Student Assistant III	Kinesiology, Ath. & Dance	10.00	12/01/13-02/23/14
Paredes, Terry	Student Assistant V	Medical Sciences	12.50	09/21/13-02/15/14
Parra, Rosa	Student Assistant II	Assessment & Matric.	8.75	12/16/13-02/21/14
Plunkett, Tabitha	Student Assistant I	DSP&S	8.00	11/25/13-12/13/13
Ramirez Jr., Jorge	Student Assistant II	Counseling	8.75	01/02/14-02/21/14
Reyes, Aaron	Student Assistant I	Kinesiology, Ath. & Dance	8.00	12/10/13-02/23/14
Rodriguez, Juan	Student Assistant II	Counseling	8.75	01/02/14-02/21/14
Rodriguez, Luz	Student Assistant I	Counseling	8.00	01/02/14-02/21/14
Rodriguez, Paulina	Student Assistant III	Counseling	10.00	01/02/14-02/21/14
Sarmiento, Ana	Student Assistant III	American Language	10.00	11/18/13-02/21/14
Serrano, Jael	Student Assistant I	DSP&S	8.00	11/25/13-12/13/13
Soltero, Griselda	Student Assistant II	Assessment & Matric.	8.75	12/16/13-02/21/14
Trejo, Marilyn	Student Assistant I	Counseling	8.00	01/02/14-02/21/14
Valencia Diaz, Ana	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Van Dorn, Tamara	Student Assistant I	DSP&S	8.00	11/25/13-12/13/13
Velasquez, Sandra	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Vences, Nicole	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Zayas, Samantha	Student Assistant II	Biological Sciences	8.75	11/13/13-02/23/14

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

**DATE:** January 8, 2014

**CONSENT**

**SUBJECT:** Center of Excellence Memorandum of Understanding with Modesto  
Junior College

**BACKGROUND**

The Center of Excellence (CoE) is funded by the California Community Colleges Chancellor's Office as part of the "Doing What Matters for Jobs and the Economy" framework. The CoE provides technical assistance to community colleges in Los Angeles and Orange Counties with labor market research and information. When appropriate, Mt. SAC's CoE partners with other regional CoEs on multi-region or statewide research projects.

**ANALYSIS AND FISCAL IMPACT**

Mt. SAC's CoE will partner with Modesto Junior College's (MJC) CoE on research projects for Los Angeles and Orange Counties and the Central California Region. Mt. SAC's CoE will provide advanced research services to MJC's CoE including primary research, secondary research, analysis, and product development.

MJC will reimburse Mt. SAC up to \$17,500 for staff time and related expenses for the period of November 19, 2013, through June 30, 2014.

**Funding Source**

Modesto Junior College's CoE Grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Memorandum of Understanding with Modesto Junior College, as presented.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #12

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 8, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Approval of Agreement with Chino Valley Fire District</u>	

**BACKGROUND**

Mt. San Antonio College is seeking to relocate the Fire Academy program to the Chino Valley Independent Fire District Training Center in Chino. This cooperative partnership will serve as a temporary campus until the College constructs a permanent facility on campus. This agreement will encompass the remainder of the 2013-14 school year and the entire 2014-15 school year with a maximum of three full fire academies.

This agreement will provide the Fire Academy with the use of the drill ground area, training tower, and classroom for the purpose of manipulative drills and testing. An office for academy staff will also be provided. In addition, the agreement will allow placement of one equipment container on the training center property for storage of academy equipment and supplies.

**ANALYSIS AND FISCAL IMPACT**

The term of the agreement is 18 months, encompassing three academies at a fee of \$10,000 per academy

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that Board of Trustees approves this agreement with the Chino Valley Independent Fire District.

Prepared by: _____	Sarah Daum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #13

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

**DATE:** January 8, 2014

**CONSENT**

**SUBJECT:** Fermata Nowhere Quarterfinals International Championship of  
Collegiate A Cappella Competition

**BACKGROUND**

The Mt. San Antonio College Men's A Cappella group, Fermata Nowhere, has been selected by audition to compete in the quarterfinals of the International Championship of Collegiate A Cappella being held at the Tempe Center for the Arts in Tempe, Arizona, March 7-9, 2014. The top two groups from this highly competitive competition will move to the semi-finals where they will compete for a chance to participate in the finals to be held in New York City for the coveted title of Grand Champion. William McIntosh, Director of Fermata Nowhere, will be accompanying the students on this competition trip.

The International Championship of A Cappella is the only international competition that showcases the art of student a cappella singing. Their programs are dedicated to providing top-notch collegiate a cappella ensembles with valuable feedback from highly qualified judges, developing relationships with like groups while offering the participants the opportunity to showcase their talents to an international audience.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of this quarterfinals competition trip is \$2,700,

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Fermata Nowhere's participation in the International Championship of Collegiate A Cappella Competition.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #14

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 8, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Forensics Students to Attend the International Debate Education Association Tournament in Chengdu, China</u>	

**BACKGROUND**

The Communication Department is requesting approval for four forensics students and faculty members Jeff Archibald and Daniel Cantrell to attend the International Debate Education Association (IDEA) Tournament at Sichuan University in Chengdu, China. The competition dates have not been finalized; however, travel will occur for 11 days between May 10-29, 2014.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$16,000.

**Funding Sources**

Unrestricted General Fund (\$13,000).  
Student contributions (\$3,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of four forensics students and two faculty members at the International Debate Education Association (IDEA) Tournament, in Chengdu, China, as presented.

Prepared by: James Jenkins Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #15

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

**DATE:** January 8, 2014

**CONSENT**

**SUBJECT:** RaceWire Contract Amendment – 2013 Cross Country Invitational  
and Relays

**BACKGROUND**

In September, 2013, a Board Agenda item was approved to allow Mt. SAC Athletic Special Events to contract with RaceWire to facilitate timing services at the Cross Country Invitational and Relays. Due to an increase in the number of participants, the cost of the services increased from \$30,000 to \$37,000.

**ANALYSIS AND FISCAL IMPACT**

The contract will be amended to authorize payment to RaceWire for race timing services at a cost not to exceed \$37,000.

**Funding Source**

Cross Country Invitational budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract amendment, as detailed above.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #16

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

**DATE:** January 8, 2014 **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**

The following noncredit courses have been modified to meet Title 5 requirements and to provide additional program options, meet industry standards, and to respond to advisory committee recommendations.

<u>Course ID</u>	<u>Course Title</u>	<u>Course ID</u>	<u>Course Title</u>
VOC AGL30	Beef Production	VOC FSH15	Aesthetic Design
VOC AGR25	Floral Design 1	VOC FSH62	Retail Buying and Merchandising
VOC AGR26	Floral Design 2	VOC HTH01	Certified Nursing Assistant
VOC AGR27	Floral Design 3	VOC HTH04	Acute Certified Nursing Assistant
VOC CRS45	The Violent Offender	VOC PHO12	Photographic Alternatives
VOC EL51	Semiconductor Devices and Circuits	VOC RDTEC	IV Therapy for Radiology Technicians
VOC EL76	FCC GROL Preparation	VOC THR15	Play Rehearsal and Performance
VOC ESD06	Craft Painting – Business	VOC WL70A	Beginning Arc Welding
VOC FSH10	Clothing Construction 1	VOC WL70C	Certification for Welders
VOC FSH12	Clothing Construction 2		

**Funding Source**

Not applicable

**RECOMMENDATION**

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

Prepared by: Donna Burns Reviewed by: Irene M. Malmgren  
 Recommended by: Bill Scroggins Agenda Item: Consent #17

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

**DATE:** January 8, 2014

**ACTION**

**SUBJECT:** Appointment of Members to the Citizens Oversight Committee

**BACKGROUND**

In November 2001 (Measure R), and again in November 2008 (Measure RR), the College community passed a Bond Measure under Proposition 39 rules, which lowered the threshold for passage from two-thirds to fifty-five percent. Proposition 39 also required the College to appoint a Citizens Oversight Committee. The purpose of the Committee is to inform the public at least annually in a written report concerning the expenditure of the bond proceeds. On December 19, 2001, the Board of Trustees appointed the original eleven people to the Citizens Oversight Committee. Every two years, in December, the Board appoints community members to this committee.

**ANALYSIS AND FISCAL IMPACT**

Under the provisions of Proposition 39, the Citizens Oversight Committee members shall be appointed by the Board of Trustees. The committee shall consist of at least seven members to serve for a term of two years without compensation and for no more than two consecutive terms. The Committee may not include any employee or official of the College or any vendor, contractor, or consultant of the College. The Committee must include:

- one member who is active in a business organization representing the business community located within the College district;
- one member active in a senior citizen's organization;
- one member active in a bona fide taxpayer association;
- one student who is currently enrolled and active in a student organization; and
- one member of a College Advisory Council or Foundation.

Tony Torng, Samuel Tharpe, and Mindy Miracle have served two consecutive terms and cannot be reappointed to the Committee. They served as the Business/Community Representatives. The Senior Citizen Group Representative position has been open for some time. Currently, there are the following positions open and a list of applicants who would like to be considered for two-year terms (in order of receipt):

Recommended by: Bill Scroggins Agenda Item: Action #1

**SUBJECT:** Appointment of Members to the Citizens Oversight Committee

**DATE:** January 8, 2014

- Business/Community or At-Large Representatives (maximum of five):
  - David Billman (La Verne)
  - Andrew Jared (Glendora)
  - Edward Walsh (Pomona)
  - Joshua Acevedo (Bassett)
  - Suzanne Gomez (Irwindale)
  - Wen Pei (Walnut)
  - Chester Sasaki (San Dimas)
  
- Senior Citizen Group Representatives (maximum of one):
  - David Billman (La Verne)
  - Suzanne Gomez (Irwindale)
  - Chester Sasaki (San Dimas)
  
- Taxpayer Association Representative (maximum of one):
  - None

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees appoints five Business/Community or At-Large Representatives and one Senior Citizen Group Representative to the Citizens Oversight Committee, effective January 1, 2014, through December 31, 2015.

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

**DATE:** January 8, 2014

**ACTION**

**SUBJECT:** Nominations for California Community College Trustees Board of Directors

**BACKGROUND**

In accordance with the California Community College Trustees (CCCT) Board of Directors election process, community college district board nominations for vacancies on the CCCT Board of Directors are to be received by the League Office from January 1 through February 15, 2014. Community College Boards which are members of CCCT are eligible to nominate. The election of members of the Board of Directors will take place between March 10 and April 25, 2012. The CCCT Board of Directors is a 21-member Board and generally meets five times per year. Each year the Board of Trustees discusses this process and decides whether or not it wishes to nominate a Trustee.

**ANALYSIS AND FISCAL IMPACT**

1. Nominations are to be made by a member district Board of Trustees; and each district may nominate only members of its Board. Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the Board. Eight persons will be elected to the Board this year. Of those eight seats, there are six incumbents eligible to run for re-election, one Board member has termed out, and one seat was vacated by a trustee that did not run for re-election at the district level. This vacated seat will be filled by the trustee that receives the least number of votes among the top eight vote getters. Pursuant to the CCCT Governing Policies, that person will complete the term of the vacated seat, which expires in 2015. Newly elected members will assume office at the conclusion of the annual conference, May 4, 2014.
2. The information regarding the nomination and election process has been mailed to the Board by the Community College League of California.
3. The list of current CCCT Board members is on the following page.

**Funding Source**

The College would incur costs of travel to approximately five meetings per year.

**RECOMMENDATION**

It is recommended that the Board of Trustees discusses any Board member's interest to serve and decide whether to submit a nomination for the CCCT Board of Directors.

Recommended by: Bill Scroggins Agenda Item: Action #3

**CALIFORNIA COMMUNITY COLLEGE TRUSTEES  
2013-14 BOARD ROSTER**

**ISABEL BARRERAS, Immediate Past President**  
State Center CCD

**LOUISE JAFFE, 1<sup>st</sup> Vice President**  
Santa Monica CCD

**SALLY BIGGIN**  
Redwoods CCD

**BERNARD "BEE JAY" JONES**  
Allan Hancock Joint CCD

**LAURA CASAS**  
Foothill DeAnza CCD

**ROBERT JONES**  
Los Rios CCD

**STEPHAN CASTELLANOS**  
San Joaquin Delta CCD

**SUSAN KEITH**  
Citrus CCD

**NANCY CHADWICK**  
Palomar CCD

**JIM MORENO**  
Coast CCD

**JANET CHANIOT, 2<sup>nd</sup> Vice President**  
Mendocino-Lake CCD

**MANNY ONTIVEROS, President**  
North Orange County CCD

**MARY FIGUEROA**  
Riverside CCD

**DOUGLAS OTTO**  
Long Beach CCD

**SIMON FRASER**  
Pasadena Area CCD

**ANN RANSFORD**  
Glendale, CA 91208

**PAUL GOMEZ**  
Chaffey CCD

**LINDA WAH**  
Pasadena CCD

**CY GULASSA**  
Peralta CCD

**MARCIA ZABLECKIS**  
Barstow CCD

**JERRY HART**  
Imperial CCD

**VACANCY**

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

**DATE:** January 8, 2014

**ACTION**

**SUBJECT:** Proposed Revisions to Board Policy 5010 – Admissions

**BACKGROUND**

Board Policy 5010 – Admissions. This policy has been revised to update current policy to reflect those changes proposed by the Community College League of California (CCLC).

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College's shared governance process, revisions to Board Policy 5010 have been recommended.

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 5010 – Admissions.

Prepared by: George Bradshaw

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Action #4

**SUBJECT:** Proposed Revisions to Board Policy 5010 – Admissions

**DATE:** January 8, 2014

## Chapter 5 – Student Services

### BP 5010 Admissions

#### References:

Education Code Sections 76000, 76001, 76002; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Part 668.16(p)

The College shall admit any person possessing a high school diploma or its equivalent. ~~students who meet one of the following requirements and who are capable of profiting from the instruction offered:~~

- ~~Any person over the age of 18~~
- ~~Any person possessing a high school diploma or its equivalent.~~
- ~~Persons who are apprentices as defined in Section 3077 of the Labor Code.~~
- ~~Other under age students who are able to demonstrate their ability to benefit from advanced scholastic or vocational work and who meet specified admissions and enrollment criteria per Education Code, State Administrative Regulations, and College regulations and procedures.~~

The College may provisionally admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Persons who are over the age of 18, but who are not currently enrolled in a K-12 district;
- Persons who are apprentices as defined in Section 3077 of the Labor Code;
- Highly gifted persons whose age or class level is equal to grades K-12, but who wish to attend advanced scholastic or vocational courses on a part-time basis; or
- Other persons, who in the judgment of the College President/CEO or his/her designee, are capable of profiting from the instruction offered.

Students who are admitted provisionally shall thereafter be required to comply with the District's rules, regulations, and standards for provisional students as a condition of being readmitted in any succeeding term.

**SUBJECT:** Proposed Revisions to Board Policy 5010 – Admissions

**DATE:** January 8, 2014

**Special Admission of Highly Gifted Students - The College President/CEO shall approve procedures generated via the College's shared governance process regarding the evaluation of requests for the special admission of a student who is identified as highly gifted. If the College denies a request by such a student, the Board will record its findings and the reason for denying the request in writing within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.**

**Claims for State Apportionment for Concurrent Enrollment – Claims for State apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.**

**The College President/CEO shall approve procedures generated via the College's shared governance process regarding compliance with statutory and regulatory criteria for concurrent enrollment.**

**Admission to Specialized Programs -** In addition to meeting the academic standards for admission to the College, students wishing to enroll in a specialized course of study, especially those governed by outside licensing agencies, must satisfy additional admissions requirements. Specific criteria for admission to these programs shall be approved by the College President/CEO and included in the Administrative Regulations and Procedures.

Adopted: June 23, 2004

Revised: September 23, 2009

Revised: June 10, 2013