



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 10, 2014

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

6:00 p.m. – New Faculty Reception

6:30 p.m. - Public Session

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

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

AGENDA

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

CALL TO ORDER (5:30 p.m.)

PUBLIC COMMUNICATION

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

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

CLOSED SESSION

- **Conference with Legal Counsel - Potential Litigation (two cases)**

The Board reserves the right to modify the order of business in the manner it deems appropriate. Closed session shall not extend past the designated time; but, should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly assigned employees:**

Classified Employees (Newly Appointed)

- **Amy Azul**, Tutorial Services Specialist (The Writing Center)
- **John Barkman**, Educational Research Assessment Analyst (Research and Institutional Effectiveness)
- **Guadalupe De La Cruz**, Student Services Outreach Specialist (High School Outreach)
- **Hector Garcia**, Training and Applications Specialist (Information Technology)

Management Employee (Change of Assignment)

- **MaryAnn Tolano-Leveque**, Director, Honors Program (Honors Program)

Faculty (Newly Appointed) (with Discipline and Department)

- **Roxan Arntson**, Professor, Communication-Forensics (Communication)
- **Scot Childress**, Professor, Mathematics (Mathematics, Computer Science)
- **Eric Danson**, Professor, English (English, Literature and Journalism)
- **Jamie Hooper**, Professor, Nursing (Nursing)
- **John Huynh**, Professor, Radio/Television (Commercial and Entertainment Arts)
- **Jason Kordich**, Professor, English (English, Literature and Journalism)
- **Julie Laverty**, Professor, Communication-Non Forensics (Communication)
- **Regina Martinez**, Professor, Business Management (Business Administration)
- **Yoshiko Miho**, Professor, English as a Second Language (Continuing Education)
- **Thang Nguyen**, Professor, Chemistry (Chemistry)
- **Rubilena Rojas**, Professor, Kinesiology-Women's Head Softball Coach (Kinesiology, Athletics and Dance)
- **Landon Sullivan**, Professor, Animal Science, (Agricultural Sciences)
- **Shelley Takahashi**, Professor, Industrial Design (Architecture and Engineering Design Technology)
- **Sreekanth Thankamushy**, Professor, Animation (Commercial and Entertainment Arts)
- **Gregory Whitmore**, Professor, Music and Band Director (Music)
- **Abby Wood**, Professor, Business Law and Paralegal Studies (Business Administration)

- **Recognition:**

- Award a Certificate of Service to the following retiring staff members:
 - **Elizabeth Callahan**, Administrative Secretary, Arts Division, 13 years of service
 - **Joseph Foye**, Senior Tool Keeper, Aircraft Maintenance and Manufacturing Technology, 11 years of service
 - **Karen Pilling**, Benefits Specialist, Human Resources, 13 years of service

- The Mt. SAC Athletics Program has won the National Association of Two-Year College Athletic Administrators (NATYCAA) Cup for a record fourth time. This marks the first time a California program has won the award back-to-back, capturing the 2012-13 and 2013-14 Championship. NATYCAA is a national award recognizing outstanding athletic program success at the two-year level. The Mounties captured two State Championships in Wrestling and Women's Track, along with four second-place State finishes in Men's Soccer, Women's Basketball, Men's Swimming, and Women's Softball. In the 11-year history of the award, Mt. SAC has won four times (a record for California Community Colleges), placed second five times (also a record), and was in the top 10 the other two years! Congratulations to the Mt. SAC Mounties!

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of August 13, 2014. (See backup packet Pages 1 through 9.)

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
10. Informational Report – Fall Enrollment, prepared by Audrey Yamagata-Noji, Vice President, Instruction.
11. Informational Report – Adopted Budget for 2014-15, presented by Mike Gregoryk, Vice President, Administrative Services; and Rosa Royce, Associate Vice President, Fiscal Services.

CONSENT CALENDAR

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

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 10 through 14.)
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 15 and 16.)
3. Consideration of approval of Resolution No. 14-01, Appropriations Limit for Fiscal Year 2014-15. (See backup packet Pages 17 through 19.)
4. Consideration of approval to use the estimated \$21,085,304 Education Protection Account to fund Instructional Salaries and Benefits for the 2014-15 fiscal year. (See backup packet Pages 20 and 22.)
5. Consideration of the Quarterly Financial Status Report ending June 30, 2014. (See backup packet Pages 23 through 25.)
6. Consideration of approval of the 2015 contract for the Chancellor's Office Tax Offset Program (COTOP). (See backup packet Page 26.)
7. Consideration of approval to purchase a document management system from Hyland Software Inc. (See backup packet Pages 27 and 28.)
8. Consideration of approval of the Foundation for California Community Colleges Microsoft Campus Agreement for the period October 1, 2014, through September 30, 2017. (See backup packet Page 29.)
9. Consideration of approval of a contract with Sirius Computer Solutions, Inc. to provide expert emergency services not covered under the current maintenance agreement. (See backup packet Page 30.)
10. Consideration of approval to reject a Claim Against the District by Student Number Ending in 3877, and that Administrative Services is instructed to notify the claimant's legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 31.)
11. Consideration of approval of a non-refundable deposit payment in the amount of \$20,000 to Southern California Edison for solar power incentives. (See backup packet Page 32.)

12. Consideration of approval of the Final Reconciliation and Notice of Completion using the Lease/Leaseback Construction Delivery Method for the Emergency Communications Infrastructure project. (See backup packet Pages 33 and 34.)
13. Consideration of approval of an Agricultural Sciences Complex Corrective Measures Change Order using the Lease/Leaseback Construction Delivery Method. (See backup packet Page 35.)
 - Tilden-Coil Constructors (Contractor) – Change Order No. 1.
14. Consideration of approval of agreements to provide professional design and consulting services with Campbell-Anderson & Associates, Inc. for the Parking Structure; and Steven Fader Architects for the Athletics Modular Structure and the Modular Buildings Site Installation projects. (See backup packet Pages 36 and 37.)
15. Consideration of approval of the following Contract Amendment: (See backup packet Page 38.)
 - Contract Major Grading, Site Improvements, and Temporary Parking – Psomas (Contractor) - Amendment No. 1.
16. Consideration of approval of the following Child Development Center Unilateral Deductive Change Order. (See backup packet Pages 39 and 40.)
 - Bid No. 2830 Liberty Mutual/Safeco (General Contractor) – Change Order No. 10.
17. Consideration of approval of the following Completion Notices:
 - Bid No. 2834 Child Development Center, Electrical, Tri-Power Electric, Inc., (Contractor)
 - Bid No. 2936 Lead/Asbestos Abatement, Classroom Building Renovation, formerly Agricultural Sciences Building 12, Castlerock Environmental, Inc., (Contractor)

HUMAN RESOURCES

18. Consideration of approval of Personnel Transactions. (See backup packet Pages 41 through 62.)

INSTRUCTION

19. Consideration of approval of contracts with Davis Research LCC, Modesto Junior College, and Jennifer Oliver. (See backup packet Page 63.)
20. Consideration of approval of changes in the Continuing Education Division. (See backup packet Page 64.)
21. Consideration of approval of the acceptance of funds and approval of purchases from the California Community Colleges Chancellor's Office for the Technical Assistance Provider for Contract Education Grant. (See backup packet Page 65.)

22. Consideration of approval of the acceptance of funds and approval of activities from the Federal Workforce Investment Act for the Workforce Initiative Act, Title II Grant. (See backup packet Page 66.)
23. Consideration of approval of the acceptance of funds and approval of purchases from the U.S. Department of Education for the Asian American and Native American Pacific Islander-Serving Institutions Grant. (See backup packet Pages 67 and 68.)
24. Consideration of approval of the acceptance of funds and approval of purchases from the U.S. Department of Education for the Child Care Access Means Parents in School Grant. (See backup packet Pages 69 and 70.)
25. Consideration of approval of the acceptance of funds and approval of purchases from the U.S. Department of Education for the Title V – Developing Hispanic-Serving Institutions, “Building Pathways of Persistence and Completion,” Grant. (See backup packet Pages 71 and 72.)
26. Consideration of approval of the acceptance of funds and approval of purchases from the U.S. Department of Education for the Upward Bound Grant. (See backup packet Pages 73 and 74.)

STUDENT SERVICES

27. Consideration of approval of a contract with UCLA Conference Center in Lake Arrowhead for the Annual Associated Students Fall Leadership Conference. (See backup packet Page 75.)

ACTION ITEMS

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

1. Public Hearing on the Proposed Budget to be adopted for Fiscal Year 2014-15.
2. Consideration of approval of the Adopted Budget for Fiscal Year 2014-15 (distributed as a separate document). (See backup packet Pages 76 through 78.)
3. Consideration of approval of a contribution to the OPEB Trust of \$2,500,000 from the Unrestricted General Fund, and the payment of the retirees’ health premiums of \$3,881,979 from the interest earned in the OPEB Trust. (See backup packet Pages 79 and 80.)
4. Consideration of approval of an amendment to Dr. Scroggins’ Employment Agreement to renew his term of employment, beginning on July 1, 2014, and terminating on June 30, 2017, and to provide him an annual tax-sheltered annuity in the amount of \$10,000.00, commencing July 1, 2014. (See backup packet Page 81.)
5. Consideration of approval of proposed revisions to Board Policy 3410 – Nondiscrimination. (See backup packet Pages 82 and 83.)

INFORMATION ITEMS

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

1. Receive revisions to Administrative Procedure 3410 – Nondiscrimination. (See backup packet Pages 84 through 86.)
2. Receive revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities. (See backup packet Pages 87 through 93.)
3. Receive revisions to Administrative Procedure 7211 – Minimum Qualifications and Equivalencies. (See backup packet Pages 94 through 101.)
4. Receive revisions to Administrative Procedure 7715 – Faculty Code of Ethics (NEW). (See backup packet Pages 102 through 104.)

ADJOURNMENT

Future Board Meetings

October 8, 2014
November 12, 2014
December 10, 2014

Upcoming Events

September 2-4, 2014	Associated Students Visibility Day , 10:00 a.m.-2:00 p.m. and 5:30-6:30 p.m., Student Life Building (9C) Patio Area
September 3-4, 2014	Associated Students Blood Drive , 9:00 a.m.-7:00 p.m., Student Life Building (9C)
September 4, 2014	Student Health Services Booth , 11:00 a.m.-1:00 p.m., Humanities West Building (26D) Patio Area
September 5, 2014	Secret of the Cardboard Rocket , 4:30-5:00 p.m., Planetarium Star Tales , 6:00-6:50 p.m. and 7:30-8:20 p.m., Planetarium
September 6, 2014	One World, One Sky: Big Bird's Adventure , 4:30-5:00 p.m., Planetarium Back to the Moon for Good , 6:00-6:45 p.m. and 7:30-8:15 p.m., Planetarium

Upcoming Events (cont.)

- September 10, 2014 **Student Services Fair**, 10:30 a.m.-12:30 p.m. and 4:30-6:30 p.m.,
Miracle Mile
- Suicide Awareness Week Information Booth**, 11:00 a.m.-1:00
p.m., Humanities West Building (26D) Patio Area
- September 12, 2014 **Telescope Night**, 9:00-10:30 p.m., Planetarium
- September 15-19, 2014 **Emergency Preparedness Week** (register for activities via the
POD website)
- September 16, 2014 **Aspire Kick-Off Event**, 2:00-3:30 p.m., Founders Hall (10)
- September 16-18, 2014 **Join-a-Club Days**, 9:00 a.m.-1:00 p.m., Student Life Building (9C)
Patio Area
- September 17, 2014 **Constitution Day**, 10:00 a.m.-5:00 p.m., Biological Sciences
Building (13), Room 1700
- Evening College Fair**, 5:30-7:30 p.m., Student Life Building (9C)
Patio Area
- September 19, 2014 **One World, One Sky: Big Bird's Adventure**, 4:30-5:00 p.m.,
Planetarium
- Tales of the Maya Skies**, 6:00-6:45 p.m. and 7:30-8:15 p.m.,
Planetarium
- September 20, 2014 **Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium
- Astronaut**, 6:00-6:45 p.m. and 7:30-8:15 p.m., Planetarium
- September 24, 2014 **Health Fair**, 11:00 a.m.-2:00 p.m., Health Careers Building (67B)
Courtyard
- October 2014 **Disability Awareness Month**
- October 1, 2014 **Lost & Found Silent Auction**, 10:00 a.m.-1:00 p.m., Student Life
Building (9C) Stage Area
- International Student Welcome Reception**, 4:00-6:00 p.m.,
Founders Hall (10)
- October 2, 2014 **Fall 2014 Career Fair**, 10:30 a.m.-1:30 p.m., Grass Area behind
Student Life Building (9C) and Founders Hall (10)
- October 7, 2014 **Health Services Presentation**, 1:30-3:00 p.m., Student Life
Building (9C) Stage Area

Upcoming Sports Events

- September 5, 2014 **Mt. SAC Women's Volleyball Tournament**, 3:00, 5:00, and 7:00 p.m., Gymnasium
- September 10, 2014 **Women's Volleyball vs. Rio Hondo College**, 6:00 p.m., Gymnasium
- Women's Golf**, 8:30 a.m., El Prado Golf Course, Chino
- September 12, 2014 **Women's Soccer vs. Solano College**, 6:00 p.m., Soccer Field
- September 13, 2014 **Football vs. Fullerton College**, 6:00 p.m., Hilmer Lodge Stadium
- September 17, 2014 **Women's Water Polo vs. El Camino College**, 3:00 p.m., Pool
- Men's Water Polo vs. El Camino College**, 4:15 p.m., Pool
- September 19, 2014 **Mt. SAC Men's Water Polo Tournament**, All Day, Pool
- September 20, 2014 **Mt. SAC Women's Water Polo Tournament**, All Day, Pool
- Mt. SAC Wrestling Duals**, All Day, Gymnasium
- September 23, 2014 **Men's Soccer vs. Taft College**, 6:00 p.m., Soccer Field
- September 24, 2014 **Women's Volleyball vs. Cypress College**, 6:00 p.m., Gymnasium
- September 26, 2014 **Women's Volleyball vs. Fullerton College**, 6:00 p.m., Gymnasium
- Mt. SAC Women's Water Polo Tournament**, All Day, Pool
- September 27, 2014 **Mt. SAC Women's Water Polo Tournament**, All Day, Pool
- Football vs. Chaffey College**, 6:00 p.m., Hilmer Lodge Stadium
- September 30, 2014 **Women's Soccer vs. El Camino College**, 2:00 p.m., Soccer Field
- Men's Soccer vs. El Camino College**, 4:00 p.m., Soccer Field
- October 2, 2014 **Men's Water Polo vs. Fordham College**, 6:00 p.m., Pool
- October 3, 2014 **Woman's Soccer vs. Pasadena City College**, 4:00 p.m., Soccer Field
- October 7, 2014 **Men's Soccer vs. L. A. Harbor College**, 6:00 p.m., Soccer Field

Upcoming Sports Events (cont.)

October 8, 2014

Women's Water Polo vs. L. A. Trade Tech, 3:00 p.m., Pool

Men's Water Polo vs. L. A. Trade Tech, 4:15 p.m., Pool

Women's Soccer vs. Cerritos College, 4:00 p.m., Soccer Field

Women's Volleyball vs. Long Beach City College, 6:00 p.m.,
Gymnasium

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

September 10, 2014





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 13, 2014

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chyr at 6:03 p.m. on Wednesday, August 13, 2014. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, and Santos were present. Student Trustee Mendoza was absent.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session at 6:04 p.m. to discuss the following items:

- **Conference with Legal Counsel - Pending Litigation** (one case)
- **Conference with Legal Counsel - Potential Litigation** (one case)
- **Public Employee Performance Evaluation**
President & CEO

3. PUBLIC SESSION

The public meeting reconvened at 6:38 p.m., and the Pledge of Allegiance was led by Trustee Rosanne Bader.

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. REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

5. INTRODUCTIONS

The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Edwin Anonuevo**, Computer Facilities Assistant (Information Technology) (absent)
- **Nimrod DelaCruz**, Computer Facilities Assistant (Information Technology) (absent)
- **Hector Garcia**, Training and Applications Specialist (Information Technology) (absent)
- **Brandi Melton**, Student Services Program Specialist (DSP&S) (present)

Management Employees (Newly Appointed)

- **Guadalupe Hernandez**, Assistant Director (Child Development) (absent)
- **Uyen Mai**, Director, Marketing and Communication (Marketing and Communication) (present)

6. RECOGNITION

The following Classified retiree was recognized:

- **Tonya Bennett**, Early Child Development Specialist, Child Development Center, 26 years of service (absent)

Ms. Bennett was unable to attend the meeting; therefore, her Certificate of Service will be mailed to her.

The following Classified retiree was recognized and will attend the September Board meeting to accept her Certificate of Service:

- **Karen Pilling**, Benefits Specialist, Human Resources, 13 years of service

The following Management employee was recognized:

- Resignation: **Terri Long**, Dean, Instructional Services, effective July 31, 2014

7. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of July 23, 2014.

8. PUBLIC COMMUNICATION

None.

9. REPORTS

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

- **Mohammad Qureshi**, Vice President, Associated Students
- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Lance Heard**, President, Faculty Association
- **Sandra Bollier**, First Vice President, CSEA 262
- **Johnny Jauregui**, President, CSEA 651 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

10. BOARD COMMUNICATION

A. Trustee Chyr read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”

B. All Board members shared the following comments:

- They welcomed new employees Edwin Anonuevo, Nimrod Delacruz, Hector Garcia, Guadalupe Hernandez, Uyen Mai, and Brandi Melton.
- They recognized Tonya Bennitt for her retirement.
- They congratulated and bid farewell to Terri Long, who left Mt. SAC to accept a position as Vice President, Instruction at Long Beach City College.

C. Trustee Bader reported the following:

- She attended the San Gabriel Valley Civic Alliance BBQ. She said that Dr. Hall is instrumental in bringing this event to Mt. SAC and believes it is a wonderful chance to network with community and business leaders.
- She attended the Citizens Oversight Committee meeting last week. She is impressed with the job Gary Nellesen does with presenting the information to the Committee members.

D. Trustee Baca reported the following:

- He attended the Quakes Alumni baseball game and said it was a nice evening and a good game to watch.
- He attended the San Gabriel Valley Civic Alliance BBQ. He said that Dr. Hall does a great job in bringing folks together.
- He is looking forward to Flex Day, but, unfortunately, has his own Flex Day to attend.
- He is looking forward to a start of the new semester.

E. Trustee Hall reported the following:

- He attended the San Gabriel Valley Civic Alliance BBQ. He said that it's a very successful event that gets important elected officials on our campus.
- He attended the Citizens Oversight Committee meeting.
- He is looking forward to another great Mt. SAC year.

F. Trustee Hidalgo reported the following:

- He attended the Quakes Alumni baseball game and said that it was a good event and Mt. SAC had a good showing.
- He looks forward to the new school year and attending football games.

G. Trustee Santos reported the following:

- She attended the Quakes Alumni baseball game and said it was a fun evening.
- She attended the Baldwin Park Eastside Girls Little League game; they were competing for the Little League World Series.
- She attended some Baldwin Park Women's Club events.
- She attended the National Night Out.
- She attended a Chamber breakfast.
- She attended Assemblyman Hernandez's Health Fair.

H. Trustee Chen Haggerty reported the following:

- She attended the Chinese Father's Day musical performance by a world-renowned musical group from Taiwan, who performed at the Disney Concert Hall and it was their first time in Southern California. She and Dr. Scroggins presented the group with a Certificate of Congratulations from the Board.

I. Trustee Chyr reported the following:

- He attended the Citizens Oversight Committee, and he appreciates Gary's preparation for the meetings and congratulated him for doing such a great job.
- He attended the San Gabriel Valley Civic Alliance BBQ. The conversation was very important, and he was glad Mt. SAC is able to be a part of that.

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new employees Edwin Anonuevo, Nimrod Delacruz, Hector Garcia, Guadalupe Hernandez, Uyen Mai, and Brandi Melton.
- He recognized Tonya Bennitt for her retirement.
- He congratulated and bid farewell to Terri Long, who left Mt. SAC to accept a position as Vice President, Instruction at Long Beach City College.
- He thanked the Board for their involvement and participation at various events. He said that he especially appreciates the positive and direct communication with the Board. He welcomes the facilitation of the partnership and connections that the Board makes. He also applauded their advocacy and support.

12. Meghan Chen, Dean, Library & Learning Resources, presented a report on Distance Learning.

Question: What is the reasoning for the decline in hybrid classes and the decline of the students succeeding in them?

Answer: Students continue to do better in hybrid classes and have expressed an interest in increased offerings. The schedule planning happens at the department level, so there's not a specific answer of why there is a decline in the offerings. They are watching carefully how students do in the classes.

Question: Can you define hybrid?

Answer: It's a local definition; if there is at least one face-to-face meeting, it is considered a hybrid course. This is to ease the confusion; when students think of an "online" class, they believe that means never having to show up on campus.

Question: Is there statistical analysis on the success of hybrids that are 50% compared to some that are less?

Answer: Instructor variability is probably the biggest factor, so there is no apples-to-apples comparison.

Question: What is the goal over the next so many years?

Answer: We will stay the course and monitor, carefully, how our students do. We have a strategic objective for an increase of 5% in distance learning courses.

Question: Is there training for new faculty who want to teach online?

Answer: We have a local requirement for faculty to take training before teaching online.

Question: What technology system is used for the online delivery method? Is that an effective program and it is the system you anticipate to use in the future?

Answer: The College currently uses Moodlerooms; however, we are part of a pilot program, and will be developing a system-wide Learning Management System. That's the system that will be used when it is fully operational.

Question: Do you only offer online tutoring to online students?

Answer: No, it's for any student.

Question: When you look at the success rates by ethnicity, is that consistent with the same success rate in traditional courses?

Answer: It's probably similar, although the exact numbers are not known.

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

13. CONSENT CALENDAR

The following correction was made to the Consent Calendar:

- Consent #12 (Page 34) – Personnel Transactions – Under Professional Expert Employees – New Assignments, for Blanca Moreno, the hire date should be 08/24/14.

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, and passed to approve the following items, as corrected:

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of the Quarterly Investment Report ending June 30, 2014.
4. Approval of pre-payment of charges for video streaming services to Livestream for the 2014-15 fiscal year.
5. Approval of the expenses for the 2014 Foot Locker, Inc. National Cross Country Championships.
6. Approval of an agreement with T-Mobile for reimbursement of Division of State Architect inspection costs.
7. Approval of the purchase of three 40' x 60' modular buildings from American Modular Systems, Inc.
8. Approval of pre-construction and construction services using the Lease/Leaseback Construction Delivery Method for the Student Success Center.
9. Approval of agreements to provide professional design and consulting services with Cambridge West Partnership, LLC for the Facility Master Plan, and the 5-Year Construction Plan and Space Inventory; Helix for Construction Support; HMC Architects for Facilities Master Planning Graphics; and with Psomas for the Student Success Center, and the Major Grading, Site Improvements, and Temporary Parking projects.
10. Approval of the following Contract Amendments.
 - Contract Construction Support – Helix Environmental - Amendment No. 3.
 - Contract Business and Computer Technology Center – Hill Partnership, Inc. - Amendment No. 1.
 - Contract Parking Structure – Hill Partnership, Inc. – Amendment No. 1.
11. Approval of the following Proposed Gifts and Donations to the College:
 - James W. Thomas (Merlin Associates) – 1974 Seaplane/Amphibian, Lake SN633 Airframe. Valued by donor at \$98,700; engines and airframe will be used in the Aviation Maintenance Program as a teaching demonstration.

- Graphic Tech – Two 40' x 80' shelter covers with steel frames. Valued by donor at \$22,500, to be used as shelter for the animals or feed in the Agriculture Sciences Program.
- Solutions Unlimited – One 40' x 80' shelter cover with steel frame. Valued by donor at \$11,000, to be used as shelter for the animals or feed in the Agriculture Sciences Program.

HUMAN RESOURCES

12. Approval of Personnel Transactions.

INSTRUCTION

13. Approval of Fermata Nowhere performance at the University of Alaska, Anchorage.
14. Approval of an affiliation agreement with Alinea Medical Imaging.
15. Approval of additions and changes for the Continuing Education Division.
16. Approval of modified courses, effective with the 2013-14 and 2014-15 academic years.
17. Acceptance of the Advanced Technological Education Grant funds and approval of the purchases, as defined.
18. Approval of the Athletic Special Events expenditures and contracts for 2014-15.

Motion unanimously carried.

14. ACTION ITEM #1 – YEAR-ONE-OF-THREE NEGOTIATED AGREEMENT BETWEEN CSEA, CHAPTER 651 AND THE DISTRICT FOR 2014-17

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

Motion unanimously carried.

15. ACTION ITEM #2 – YEAR-ONE-OF-THREE NEGOTIATED AGREEMENT BETWEEN CSEA, CHAPTER 262 AND THE DISTRICT FOR 2014-17

Note change on Page 63, under **Article 8: Salaries**, the 2014-15 Contract Year should read, "1% or funded COLA, whichever is greater, on the salary schedule."

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

Motion unanimously carried.

16. ACTION ITEM #3 – YEAR-ONE-OF-THREE NEGOTIATED AGREEMENT BETWEEN THE FACULTY ASSOCIATION AND THE DISTRICT FOR 2014-17

Note change on Page 70, under 10.H.4, delete the last sentence, "For Agricultural Sciences faculty, the additional days must be scheduled outside of the primary terms (fall and spring semesters) and a day would be equivalent to eight (8) hours."

Note change on Page 71, under 13.B.7, delete the last sentence, "All hybrid courses office hours must be held on campus." This is already included in the contract.

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

Motion unanimously carried.

17. ACTION ITEM #4 – MEET-AND-CONFER AGREEMENT BETWEEN THE CONFIDENTIAL AND SUPERVISORY EMPLOYEES AND THE DISTRICT FOR 2014-15

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

Motion unanimously carried.

18. ACTION ITEM #5 – MEET-AND-CONFER AGREEMENT BETWEEN THE MANAGEMENT EMPLOYEES AND THE DISTRICT FOR 2014-15

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

Motion unanimously carried.

19. DISCUSSION ITEM #1 – PROPOSED REVISIONS TO BOARD POLICY 3410 - NONDISCRIMINATION

The Board received for first reading and discussion proposed revisions to Board Policy 3410 - Leaves.

The revised Board Policy will be brought back to the Board in September for approval.

20. INFORMATION ITEM #1 – ADMINISTRATIVE PROCEDURE 3810 – CLAIMS AGAINST THE DISTRICT (NEW)

The Board received for information new Administrative Procedure 3810 – Claims Against the District.

21. INFORMATION ITEM #2 – ADMINISTRATIVE PROCEDURE 4021 – AT-RISK PROGRAMS AND PROGRAM DISCONTINUANCE

The Board received for information new Administrative Procedure 4021 – At-Risk Programs and Program Discontinuance.

22. INFORMATION ITEM #3 – ADMINISTRATIVE PROCEDURE 6340 – BIDS AND CONTRACTS

The Board received for information new Administrative Procedure 6340 – Bids and Contracts.

23. ADJOURNMENT

The meeting adjourned to closed session at 8:23 p.m. to discuss the following item:

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

24. RECONVENED

The meeting reconvened at 9:27 p.m.

25. REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

26. ADJOURNMENT

The meeting adjourned at 9:28 p.m.

WTS:cn

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 10, 2014</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period ending 6/30/14**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 845,313
3000 Employee Benefits	350
4000 Supplies/Materials	26,450
6000 Capital Outlay	4,569
7950 Unassigned Fund Balance	<u>136,456</u>
Total	\$ 1,013,138

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: September 10, 2014

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 852,157
5000 Other Operating Expenses/Services	107,849
7000 Other Outgo	<u>53,132</u>
Total	\$ 1,013,138

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 17,064
5000 Other Operating Expenses/Services	36,749
6000 Capital Outlay	11,262
7000 Other Outgo	<u>1,192</u>
Total	\$ 66,267

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 36,181
3000 Employee Benefits	21,153
4000 Supplies/Materials	<u>8,933</u>
Total	\$ 66,267

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 3,932
4000 Supplies/Materials	3,552
5000 Other Operating Expenses/Services	<u>1,982</u>
Total	\$ 9,466

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ <u>9,466</u>
Total	\$ 9,466

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>	<u>Amount</u>
7950 Unassigned Fund Balance	\$ <u>2,681</u>
Total	\$ 2,681

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: September 10, 2014

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 2,681
Total	\$ 2,681

BUDGET REVISIONS
For the period ending 6/30/14

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
868501 2013-14 Lottery Revenue Adjustment	\$ (29,357)
868502 2012-13 Lottery Revenue Prior Year Adjust	179,062
882001 ASPIRE - Special Programs	1,300
882003 Track and Field Program	3,898
884001 Music - Choral Program	289
898002 2013-14 Community Services	43,679
898002 2013-14 Wellness Center Membership	9,453
Total	\$ 208,324

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 289
5000 Other Operating Expenses/Services	151,077
6000 Capital Outlay	3,826
7950 Unassigned Fund Balance	53,132
Total	\$ 208,324

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862300 2013-14 Disabled Student Programs & Services (DSPS)	\$ 5,611
868502 2012-13 Lottery Prior Year Adjustment	11,230
Total	\$ 16,841

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 5,611
4000 Supplies/Materials	11,230
Total	\$ 16,841

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: September 10, 2014

Bond Construction Fund - 42

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
894001	2013 General Obligation Refunding Bonds, Election 2001, Series A	\$ 447,966
894001	2013 General Obligation Refunding Bonds, Election 2001, Series B	287,000
Total		\$ 734,966

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 734,966
Total		\$ 734,966

Capital Outlay Projects/Redevelopment - 43

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
889000	Redevelopment Agencies - Property Taxes	\$ 750,297
889000	RDA West Covina	4,433
Total		\$ 754,730

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
7920	Restricted Fund Balance	\$ 754,730
Total		\$ 754,730

BAN Construction Fund - 45

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
894001	General Obligation Bonds, Election 2008, Series 2013-A	\$ 1,353,064
894001	General Obligation Bonds, Election 2008, Series 2013-B	79,398
Total		\$ 1,432,462

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 1,432,462
Total		\$ 1,432,462

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: September 10, 2014

Scholarship and Loan Trust - 75

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 2013-14 Scholarships	\$ 169,062
Total	\$ 169,062

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 169,062
Total	\$ 169,062

RECOMMENDATION

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$1,013,138), Restricted General Fund (\$66,267), Child Development Fund (\$9,466) and Capital Outlay Projects Fund (\$2,681) 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 (\$208,324), Restricted General Fund (\$16,841), Bond Construction Fund (\$734,966), Capital Outlay Projects/Redevelopment Fund (\$754,730), BAN Construction Fund (\$1,432,462) and Scholarship and Loan Trust Fund (\$169,062) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: September 10, 2014

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Atmali, Handy	Marketing & Communication	Graphic Designer, 2014-15 Performing Arts Center events program	9/11/14 – 6/30/15	\$5,400
Bodine, Neil	Human Resources	Interest-Based Bargaining Training for Negotiations Preparation	9/26/14 – 10/31/14	\$5,000
Fleming, Kevin	Instruction – Title V Grant	Presentation for counselors, CTE faculty, and support personnel at retreat - CTE's Role in Student Success and Completion, and Guiding CTE Counseling/Faculty Work Plan in the Grant - conduct workshops to address identified needs of the group moving forward to year 2 of the grant	9/11/14 – 11/30/14	\$10,000
Free, Robert	Instruction – Fine Arts/Ceramics	Visiting Artist/Guest Lecturer	10/1/14 – 12/30/14	\$400
Gilkey, John	Instruction – Music	Piano Mover	9/12/14 – 9/30/14	\$700
Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors**DATE:** September 10, 2014

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Hakim, Pat	Instruction – Child Development Workforce Initiative Grant	Support and coordination with high school students participating in the Child Development Workforce Initiative Grant	8/15/14 – 6/30/15	\$750
Higaki, Anna	Instruction – Child Development Workforce Initiative Grant	Support and coordination with high school students participating in the Child Development Workforce Initiative Grant	8/15/14 – 6/30/15	\$750
Lane, Denise	Instruction – Child Development Workforce Initiative Grant	Instructor, CPR training for the students participating in the Child Development Workforce Initiative Grant	8/15/14 – 6/30/15	\$6,000
Lee, Dora	Student Services – Student Life/LEAD Program	Presenter, “Power & Privilege” for LEAD Program	10/1/14 – 10/31/14	\$75
Marsh, Kerry	Instruction – Music	Music Arranger	9/12/14 – 9/15/14	\$75
Parra, Octavio	Instruction – Business Division, Consumer Science & Design Technologies - Fashion	Repair and maintenance of existing sewing machines and equipment, including parts and labor	7/1/14 – 6/30/15	\$2,000
Siff, Gregory	Instruction – Fine Arts/Printmaking	Visiting Artist/Guest Lecturer	10/1/14 – 10/30/14	\$150
Tyrone, Anthony	Instruction – Art Gallery	Guitarist	9/18/14 – 6/30/15	\$900

Funding Sources

- Restricted General Fund – Human Resources - Instruction – Child Development Workforce Initiative Grant, Title V Grant.
- Unrestricted General Fund – Student Services – Student Life/LEAD Program, Instruction – Music, Business Division (Consumer Science & Design Technologies – Fashion), Fine Arts (Ceramics and Printmaking), Art Gallery.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 10, 2014</u>	CONSENT
SUBJECT:	<u>Resolution No. 14-01 - Appropriations Limit for Fiscal Year 2014-15</u>	

BACKGROUND

In accordance with Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980, the Board of Trustees is required to establish by resolution an appropriations limit for 2014-15.

ANALYSIS AND FISCAL IMPACT

The following Resolution No. 14-01 establishes Mt. San Antonio Community College District's appropriations limit for 2014-15 at \$268,495,282.

For 2014-15, the District's budgeted appropriations subject to the limitation are \$123,850,808. This means we are approximately \$144.6 million under our statutory spending limit. (See attached Gann Limit worksheet.)

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 14-01, as required by law.

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

RESOLUTION NO. 14-01

**RESOLUTION OF THE GOVERNING BOARD OF THE
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
SETTING THE DISTRICT APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2014-15**

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

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

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

WHEREAS, the documentation used in determining the appropriations limit for fiscal year 2014-15, has been made available to the public in the Office of Administrative Services for fifteen (15) days prior to the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby establishes a fiscal year 2014-15 appropriations limit of \$268,495,282.

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board of Mt. San Antonio Community College District of Los Angeles County, California, at its meeting here on September 10, 2014.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

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

**CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2014-15**

DISTRICT NAME: Mt. San Antonio Community College District DATE: September 10, 2014

I. 2014-15 APPROPRIATIONS LIMIT:

A. 2013-14 Appropriations Limit		<u>\$259,087,556</u>
B. 2014-15 Price Factor: .9977		
C. Population factor:		
1. 2012-13 Second Period Actual FTES: <u>29,356.98</u>		
2. 2013-14 Second Period Actual FTES: <u>30,494.44</u>		
3. 2014-15 Population change factor: <u>1.0387</u> (line C.2. divided by line C.1.)		
D. 2013-14 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		<u>\$268,495,282</u>
E. Adjustments to increase limit:		
1. Transfers in of financial responsibility	\$-----	
2. Temporary voter-approved increases	_____	
3. Total adjustments – increase		_____
Sub-Total		\$-----
F. Adjustments to decrease limit:		
1. Transfers out of financial responsibility	\$-----	
2. Lapses of voter approved increases	_____	
3. Total adjustments – decrease		< _____ >
G. 2014-15 Appropriations Limit		<u>\$268,495,282</u>

II. 2014-15 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)		<u>\$ 104,865,541</u>
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)		<u>126,208</u>
C. Local Property taxes		<u>19,273,534</u>
D. Estimated excess Debt Service taxes		-----
E. Estimated Parcel taxes, Square Foot taxes, etc.		-----
F. Interest on proceeds of taxes		<u>33,630</u>
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates		<u>< 448,105 ></u>
H. 2014-15 Appropriations Subject to Limit		<u>\$ 123,850,808</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 10, 2014</u>	CONSENT
SUBJECT:	<u>Proposition 30 - Education Protection Account (EPA) Funding and Expenditures for the 2014-15 Fiscal Year</u>	

BACKGROUND

On November 6, 2012, voters approved Proposition 30, the Schools and Local Public Safety Protection Act of 2012. This proposition temporarily raises sales tax and use tax by \$.25 through 2016 and raises income tax on annual earnings over \$250,000, through 2018. The language of Proposition 30 requires the creation of the "Education Protection Account (EPA)" in the State's General Fund to receive and disburse these temporary tax revenues derived from the incremental increases in imposed taxes.

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

In addition, Proposition 30 establishes that community college districts:

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

ANALYSIS AND FISCAL IMPACT

The EPA funds are estimated to be \$21,085,304, as per the 2014-15 advance apportionment. This information will be included in the "Proposition 30 EPA Expenditure Report" of the CCSF-311 Annual Financial and Budget Report and will be published on the District's website.

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

SUBJECT: Proposition 30 - Education Protection Account (EPA) Funding and Expenditures for the 2014-15 Fiscal Year

DATE: September 10, 2014

As reported in the CCSF-311 Annual Financial and Budget Report, instructional salaries and benefit expenditures were \$70 million in the 2012-13 fiscal year. A total of approximately \$73 million will be included in the 2013-14 CCSF-311 report. The final instructional salaries and benefits figure for the 2014-15 fiscal year is not known, but the total expense of instructional salaries and benefits will largely exceed the estimated EPA funds of \$21,085,304. Therefore, it is requested that the Board of Trustees approves expensing the entire amount of the EPA funds to Instructional Salaries and Benefits.

The attached Proposition 30 EPA Expenditure Report identifies the \$21,085,304 EPA estimated proceeds as well as estimated expenditures for salaries and benefits in instructional activities. This form will be updated at year-end with actual figures and will be audited as part of the District's annual financial compliance audit.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the use of the estimated \$21,085,304 Education Protection Account to fund Instructional Salaries and Benefits for the 2014-15 fiscal year.

SUBJECT: Proposition 30 - Education Protection Account (EPA) Funding and Expenditures for the 2014-15 Fiscal Year

DATE: September 10, 2014

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Details of Education Protection Account

For Actual Year: 2014-2015

District ID: 850

Name: Mt. San Antonio
 Community College District

EPA Revenue	21,085,304
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Activity Classification	Activity Code	Salaries and Benefits (Obj. 1000 - 3000)	Operating Expenses (Obj. 4000 - 5000)	Capital Outlay (Obj. 6000)	Total
Instructional Activities	0100-5900	21,085,304			21,085,304
TOTAL		21,085,304			21,085,304

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

DATE: September 10, 2014

CONSENT

SUBJECT: Quarterly Financial Status Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending June 30, 2014, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending June 30, 2014, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2013-2014

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q4)

June 30, 2014

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-14
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	145,152,876	139,034,856	136,222,740	148,416,716
A.2	Other Financing Sources (Object 8900)	37,323	45,798	272,054	574,076
A.3	Total Unrestricted Revenue (A.1 + A.2)	145,190,199	139,080,654	136,494,794	148,990,792
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	139,693,635	141,686,959	138,565,735	145,965,823
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,953,909	873,132	532,735	518,742
B.3	Total Unrestricted Expenditures (B.1 + B.2)	141,647,544	142,560,091	139,098,470	146,484,565
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	3,542,655	-3,479,437	-2,603,676	2,506,227
D.	Fund Balance, Beginning	30,270,416	33,813,071	30,333,634	27,729,958
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	30,270,416	33,813,071	30,333,634	27,729,958
E.	Fund Balance, Ending (C. + D.2)	33,813,071	30,333,634	27,729,958	30,236,185
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	23.9%	21.3%	19.9%	20.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	31,203	28,702	28,650	29,682
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2010-11	2011-12	2012-13	2013-14
H.1	Cash, excluding borrowed funds		2,964,837	17,237,082	20,613,133
H.2	Cash, borrowed funds only		0	20,000,000	0
H.3	Total Cash (H.1+ H.2)	16,919,184	2,964,837	32,237,082	20,613,133

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,592,616	143,588,440	148,416,716	103.4%
I.2	Other Financing Sources (Object 8900)	218,545	555,124	574,076	103.4%
I.3	Total Unrestricted Revenue (I.1 + I.2)	141,811,161	144,143,564	148,990,792	103.4%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	149,203,427	153,968,375	145,965,823	94.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	642,703	670,814	518,742	77.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	149,846,130	154,639,189	146,484,565	94.7%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,034,969	-10,495,625	2,506,227	
L.	Adjusted Fund Balance, Beginning	27,729,958	27,729,958	27,729,958	
L.1	Fund Balance, Ending (C. + L.2)	19,694,989	17,234,333	30,236,185	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.1%	11.1%		

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

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

Mt. San Antonio College ended the fiscal year with a \$2.5 million surplus and ending fund balance of \$30.2 million. The \$2.5 million surplus is partially attributed to the 2012-13 Redevelopment and Apportionment Revenues backfill of \$3.1 million, additional 2012-13 Growth/Restoration of \$0.7 million, 2013-14 Over Cap Growth of \$1.3 million, and savings in expenditures of \$1.8 million. However, the 2013-14 Apportionment Revenues were reduced by \$2.3 million as a result of a statewide shortfall in enrollment fees and property tax estimates. The Chancellor's Office projects that this deficit will be reduced to over 1% by February 2015. The College increased course offerings of 1,037 FTES from summer 2013 to spring 2014. The College plans are to increase course offerings by 943 FTES for the fiscal year 2014-15.

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

DATE: September 10, 2014

CONSENT

SUBJECT: Chancellor’s Office Tax Offset Program (COTOP) 2015

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

For the last sixteen years, the COTOP program has succeeded in offsetting and returning over \$17 million directly to participating districts. In recovering those funds, a total of 317,150 offsets were made. In the first six months of 2014, \$3 million has already been collected and returned to districts. The COTOP program collections have continued to grow in each succeeding year. During the 2013-14 fiscal year, \$66,879 was collected on behalf of Mt. SAC.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the 2015 contract for the Chancellor’s Office Tax Offset Program (COTOP).

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

DATE: September 10, 2014

CONSENT

SUBJECT: Purchase of a Document Management System (RFP No. 2941)

BACKGROUND

Mt. San Antonio College's existing imaging system, Singularity, was purchased in 2005 from Hershey Systems, Inc. Since then, Hershey Systems was purchased by Hyland Software, Inc., and there will be no more enhancements available for the Singularity system. Mt. SAC currently has approximately six million document images of various types of records stored in Singularity.

During the past year, a College Task Force comprised of representatives from Student Services, Human Resources, Administrative Services, and Instruction has investigated the feasibility of replacing Singularity to better manage the document workflow and permanent record retention needs throughout the campus. The task force developed a Request for Proposal (RFP) that identified current and future imaging and document workflow requirements. The Task Force focused on functionality that would enable the College to implement electronic document workflow, process electronic student transcripts, and provide more streamlined, faster services to students and administrative departments.

ANALYSIS AND FISCAL IMPACT

An informational, pre-proposal meeting was held on July 22, 2013, with representatives from six vendors in attendance. Proposals were received from two vendors by the established deadline, Hyland Software, Inc. and Perceptive Software. Proposals were reviewed by each of the committee members and uniformly rated using a common evaluation form. After review of both proposals, the College invited both vendors to demonstrate their solutions for the task force. Based on the RFP responses and ratings of the on-site demonstrations, the task force recommends Hyland Software Inc. and their OnBase System as the solution that will best meet the College's needs.

The cost of the annual maintenance agreement for the previous system, Singularity by Hershey, was \$45,800.

As part of the implementation, Hyland will convert all documents currently stored in the Singularity system to the new document management system. In addition, as Mt. SAC is an existing customer, Hyland is offering over \$200,000 worth of software at no cost and will waive the annual maintenance fee for Singularity for the 2014-15 fiscal year for a savings of approximately \$45,000.

Prepared by: Teresa Patterson/Vic Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

SUBJECT: Purchase of a Document Management System (RFP No. 2941)

DATE: September 10, 2014

The first-year cost for the software licenses, implementation services, and training and support will be \$255,880 plus travel and expenses estimated at \$9,000. The annual recurring costs for maintenance and support will be \$46,580, fixed for three years, with an annual adjustment capped at 3% per year thereafter.

If additional implementation hours are necessary, these services will be billed at the following discounted rates:

Project Manager	\$175
Solution Engineer	\$175
Workflow Engineer	\$175
Integration Engineer	\$175
Database Engineer	\$215

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of a document management system from Hyland Software, Inc., as presented.

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

DATE: September 10, 2014

CONSENT

SUBJECT: Microsoft Campus Agreement

BACKGROUND

The Microsoft Campus Agreement is purchased from Computerland of Silicon Valley via the Foundation for California Community Colleges (FCCC) and is an annual licensing program that allows the College the right to run Microsoft-licensed software on all institution-owned or institution-leased computers. The Board's approval is sought to enter into a new three-year Microsoft Campus Agreement commencing October 1, 2014, through September 30, 2017.

ANALYSIS AND FISCAL IMPACT

The agreement covers the most current version and prior versions of the client-licensed software for Windows Office. It includes automatic software upgrades that are released during the license year and virus protection.

The annual renewal cost of the agreement is based on Full-Time Equivalent (FTE) staff, faculty, and managers that the College reports to the Chancellor's Office. The FCCC reduces the College's reported FTE count by both leave FTE and state overload to arrive at the lowest possible FTE. The FCCC negotiates a three-year fixed-price-per-FTE through its contract with Microsoft. The negotiated price for this three-year period is \$61.00 per FTE. The previous three-year contract was at a rate of \$61.50/FTE. This cost is fair and reasonable and offers a significant savings over the cost that Microsoft charges the private sector. Based on the current FTE of 1,248, the cost for client software is \$76,128.00. To support the client licenses, the College will utilize 64 Microsoft licenses for server manager software at a cost of \$3,724.00.

The total cost for the 2014-15 fiscal year will be \$79,852.00. The annual amount will fluctuate for the 2015-16 and 2016-17 fiscal years based on the number of FTE and server licenses required to support the campus.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the FCCC's Microsoft Campus Agreement effective October 1, 2014, through September 30, 2017.

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 10, 2014</u>	CONSENT
SUBJECT:	<u>Contract with Sirius Computer Solutions, Inc.</u>	

BACKGROUND

Information Technology requires the expert services of Sirius Computer Solutions, Inc. to assist with necessary repairs and upgrades to hardware and software that are not currently covered under maintenance. Although rarely used, it is necessary to establish the contract so Sirius can schedule a technician to provide immediate service, when requested.

ANALYSIS AND FISCAL IMPACT

The contract is established for use in case of an emergency or critical technology need. Information Technology estimates the cost for the 2014-15 fiscal year will be \$18,000. The College will be charged for reasonable out-of-pocket travel and living expenses, as required to perform requested services. Service costs are billed according to the following hourly rates:

<u>Time Period</u>	<u>Hourly Rate (Unchanged)</u>
Weekdays (8:00 a.m.-5:00 p.m.)	\$215
Weekends/After Hours (5:00 p.m.-8:00 a.m.)	\$260
Holidays	To Be Negotiated

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Sirius Computer Solutions, Inc., as presented.

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 10, 2014</u>	CONSENT
SUBJECT:	<u>Claim Against the District – Student Number Ending in 3877</u>	

BACKGROUND

Government Code Sections 910 through 915.4 specify the procedure by which a claimant may present a Claim Against the District for injury, damage, or loss.

ANALYSIS AND FISCAL IMPACT

On August 18, 2014, the District received a claim from the Law Offices of Charles Rossman on behalf of a student alleging that the student slipped and fell in a pothole near Parking Lot D. The District’s claim administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects the claim and that Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: <u>Karen A. Saldana</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #10</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 10, 2014</u>	CONSENT
SUBJECT:	<u>Solar Power Incentives</u>	

BACKGROUND

Mt. San Antonio College has maintained a long-standing commitment to sustainability and energy efficiency in the planning, design, construction, and operations of College facilities and infrastructure. A major step forward in energy efficiency and sustainability will be the development of a two megawatt solar power-generating station on College property to the west of Grand avenue. Staff has completed a number of analyses demonstrating the financial feasibility of the project and recently received a parallel analysis done by Southern California Edison engineers. The Edison study not only supports the conclusions made by the internal studies, but also suggests that energy savings may be greater than those indicated by the internal analysis.

The next step in the process of developing the project will be to reserve incentives offered by Southern California Edison. Incentives are available for the first megawatt of capacity built by the College. They are paid over five years, and they represent a significant portion of the cost of construction for the new facility. A \$20,000 deposit is required to reserve the incentives.

ANALYSIS AND FISCAL IMPACT

The Southern California Edison technical and economic evaluation of the proposed ground-mounted solar photovoltaic project indicates that incentives up to \$217,197 per year for five years are available at this time. These incentives may be approximately 25% lower if all of the available incentives at this tier are reserved at the time our deposit is received. Once the deposit is received and the application for the rebate program has been accepted, the College will have up to 18 months to build the plant and begin generating power. At this time, staff anticipates that the plant can be completed in time to meet program requirements.

Funding Source

Capital Outlay Energy Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a non-refundable deposit payment in the amount of \$20,000 to Southern California Edison.

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

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

DATE: September 10, 2014

CONSENT

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of
Completion – Emergency Communications Infrastructure

BACKGROUND

The Emergency Communications Infrastructure Project was approved under the Lease/Leaseback Construction Delivery Method on March 19, 2014, with a Guaranteed Maximum Price (GMP) of \$347,097. The construction activities began on March 20, 2014, and were substantially complete on August 15, 2014. The contractor's performance was evaluated throughout the pre-construction and construction periods and deemed by staff to be satisfactory in all respects.

ANALYSIS AND FISCAL IMPACT

Projects completed under the Lease/Leaseback Construction Delivery Method are approved with a GMP. Under a GMP, the contractor bills for only the actual costs of the project. During construction, the GMP may be increased by action of the Board of Trustees to address costs associated with additional scope of work for unforeseen conditions not covered by the approved contingency or allowances. No change to the GMP was required during this project.

In addition, the Lease/Leaseback Construction Delivery Method allows for the lease of the work by the College for a period to be determined at the time the agreement is approved. The lease period for this project was established at six months. In cases where the work is complete in all respects and the performance of the contractor is deemed to be satisfactory, it is in the best interest of the College to reduce the lease period to the minimum term of 35 days.

Ten relevant metrics have been selected to evaluate the performance of the Lease/Leaseback process over time.

Project Data for the Emergency Communications Infrastructure Projects

Pre-Construction Phase

- Constructability - Review Comments Incorporated Pre-Bid 0
- Code Compliance - Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 0

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

SUBJECT: Lease/Leaseback Construction – Financial Reconciliation and Notice of Completion – Emergency Communications Infrastructure

DATE: September 10, 2014

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$16,953)
- Percent Cost Over/Under Guaranteed Maximum Price - 4.88%
- Working Days Over/Under Contract Schedule 65
- Contract Change Orders 0

Post-Construction Phase

- Unresolved Contractor Claims 0
- Deviation Notices Issued by Inspector of Record 0
- Outstanding Close-Out Submittals 0

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the reduction of \$16,953 to the contract amount, the reduction of the lease period to 35 days, and accepts the project as complete.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>September 10, 2014</u>	CONSENT
SUBJECT: <u>Lease/Leaseback Construction – Agricultural Sciences Complex</u> <u>Corrective Measures (Change Order)</u>	

BACKGROUND

A Lease/Leaseback agreement for the Agricultural Sciences Complex Corrective Measures project was approved by the Board of Trustees on November 20, 2013. The project scope included construction services necessary to correct the mechanical system design errors and omissions at the Agricultural Sciences main building; to construct retaining walls and drainage systems omitted from the original project by the architect, necessary to prevent water and mud incursion into the Animal Care and Equine Program support buildings; and to correct various other items incorrectly designed by the original project architect of record.

ANALYSIS AND FISCAL IMPACT

The following deductive change is necessary to unencumber funds from the Agricultural Sciences Complex Corrective Measures project and to make the funds available for another project.

Contractor	Tilden-Coil Constructors (Contractor)	CO No.	1
Item	Change and Justification:	Amount	Time
	Provide credit back to the College for the amount of the unused funds. <i>Owner-directed change - miscellaneous change.</i>	<\$141,418.00>	0 days
	Total	<\$141,418.00>	0 days
	Original Contract Amount		\$1,287,604.22
	Net Change by Previous Change Orders		\$0.00
	Net Sum Prior to This Change Order		\$1,287,604.22
	Amount of Change Order No. 1		<\$141,418.00>
	New Contract Sum		\$1,146,186.22
	Percentage of Change to Contract, to Date		-10.98%

Funding Sources

Measure RR Bond Anticipation Note and Measure RR Series A funds.

RECOMMENDATION

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

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 10, 2014</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	Campbell-Anderson & Associates, Inc.	
	Project:	Parking Structure	
Item	Description:	Amount	
	Provide professional cost estimating services to prepare a 90% construction document cost review to reconcile with other cost estimates and to assist in developing cost-saving proposals.	\$27,250.00	
	Contract Amount:		\$27,250.00

#2	Consultant:	Steven Fader Architects	
	Project:	Athletics Modular Structure	
Item	Description:	Amount	
	Provide professional architectural and engineering services to include space planning, design, and engineering for the installation of one new modular structure for the temporary relocation of a portion of the Athletics Department. This work includes reorganization of parking in a proposed area, site work, and pedestrian access.	\$68,900.00	
	Reimbursable expenses:	\$600.00	
	Contract Amount:		\$69,500.00

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

SUBJECT: Professional Design and Consulting Services

DATE: September 10, 2014

#3	Consultant:	Steven Fader Architects	
	Project:	Modular Buildings Site Installation	
Item	Description:	Amount	
	Provide professional architectural and engineering services to include design and engineering for the installation of four modular structures on campus. This work includes reorganization of parking areas, site work, and pedestrian access.	\$75,700.00	
	Reimbursable expenses:	\$1,750.00	
	Contract Amount:		\$77,450.00

Funding Source

Measure RR Bond Series A funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE: <u>September 10, 2014</u>	CONSENT	
SUBJECT: <u>Professional Design and Consulting Services (Contract Amendment)</u>		

BACKGROUND

In order to commence design on construction and renovation projects, and to provide for the ongoing maintenance for college facilities, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contract amendment is presented for approval:

#1	Consultant:	Psomas	No.	1
	Project:	Major Grading, Site Improvements, and Temporary Parking		
Item	Description:		Amount	
	Professional engineering services to include revisions to construction documents to address existing conditions, to revise the rough grading plan, the paving and drainage plan, signage, and the striping plan at the temporary parking site (Lot M).		\$5,500.00	
	Total		\$5,500.00	
	Original Contract Amount		\$50,500.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$50,500.00	
	Amount of Amendment No. 1		\$5,500.00	
	New Contract Sum		\$56,000.00	
	Percentage of Change to Contract, to Date		10.89%	

Funding Source

Measure RR Series A Bond funds.

RECOMMENDATION

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

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

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

DATE: September 10, 2014

CONSENT

SUBJECT: Child Development Center (Unilateral Deductive Change Order)

BACKGROUND

Child Development Center (Change Order).

ANALYSIS AND FISCAL IMPACT

The following change is recommended to close out the contract with Liberty Mutual/Safeco, pending the completion of the mediation and arbitration process:

Bid No.	2830	Contractor:	Liberty Mutual/Safeco (General Contractor)	CO No.	10
Item	Change and Justification:		Amount	Time	
1	Mechanical contractor delay charges.		<\$48,265.72>	0 days	
2	Plumbing contractor delay charges.		<\$43,775.42>	0 days	
3	Civil works contractor delay charges.		<\$34,230.90>	0 days	
4	Flooring contractor materials price increase.		<\$14,513.27>	0 days	
5	Electrical contractor delay charges.		<\$111,411.11>	0 days	
6	Architectural services and sub consultant increases.		<\$17,000.00>	0 days	
7	Architectural services extended construction administration increases.		<\$62,855.58>	0 days	
8	Project management delay charges.		<\$175,000.00>	0 days	
9	Project manager delay charges.		<\$89,520.00>	0 days	
10	DSA Inspector delay charges.		<\$191,764.87>	0 days	
11	Plumbing contractor additional services.		<\$4,558.00>	0 days	
12	Mold damages.		<\$212,925.67>	0 days	
13	Protection of work in place damages.		<\$41,130.00>	0 days	
14	Legal fees and costs.		<\$529,703.36>	0 days	
15	Consultant fees and costs.		<\$239,289.00>	0 days	
16	Liquidated damages.		<\$913,034.37>	0 days	
	Total		<\$2,728,977.27>	0 days	
	Original Contract Amount			\$4,355,000.00	
	Net Change by Previous Change Orders			\$214,168.55	
	Net Sum Prior to This Change Order			\$4,569,168.55	
	Amount of Change Order No. 10			<\$2,728,977.27>	
	New Contract Sum			\$1,840,191.28	
Percentage of Change to Contract, to Date				-57.75%	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

SUBJECT: Child Development Center (Unilateral Deductive Change Order)

DATE: September 10, 2014

Funding Sources

Measure R and Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 10, 2014</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Bui, Anh-Tai
 Position: Custodian New: No
 Department: Custodial Services
 Range/Step: B-34, Step 3 Salary: \$3,326.01/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Peterson, John
 Position: Lead Air Conditioning and Heating Mechanic New: No
 Department: Maintenance
 Range/Step: B-76, Step 6 Salary: \$5,852.74/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Sanchez, Michelle
 Position: Library Technician II New: No
 Department: Library
 Range/Step: A-71, Step 1 Salary: \$3,541.54/month
 Job FTE: 1.00/12 months
 Effective: TBD

Promotions

Name: Alonso, Anisa
 Position: Student Services Program Specialist
 Department: CalWORKs
 Range/Step: A-79, Step 5 Salary: \$4,661.47/month
 Job FTE: 1.00/12 months
 Effective: 9/11/14

Prepared by: Human Resources Staff Reviewed by: James P. Czaja
 Recommended by: Bill Scroggins Agenda Item: Consent #18

SUBJECT: Personnel Transactions

DATE: September 10, 2014

Retirements

Elizabeth Callahan, Administrative Secretary (Arts Division), effective 10/18/14

Joseph Foye, Senior Tool Keeper (Aircraft Maintenance and Manufacturing Technology), effective 8/23/14

SUPERVISORY EMPLOYMENT

Permanent New Hire

Name:	Riles, Quinton	New:	No
Position:	Supervisor, Custodial Services		
Department:	Custodial Services		
Range/Step:	S-5, Step 2	Salary:	\$5,786.00/month
Job FTE:	1.00/12 months		
Effective:	TBD		

TEMPORARY EMPLOYMENT

Non-Represented (Short-term) Salary Schedule

	<u>New Rate</u>	<u>Old Rate</u>
New Rate Effective 10/1/14		
Career and Transfer Aide I	\$10.50/hour	\$10.00/hour
Career and Transfer Aide II	\$12.50/hour	\$12.00/hour
Career and Transfer Aide III	\$14.50/hour	\$14.00/hour

ACADEMIC EMPLOYMENT

Initial Salary Placement Adjustments

Name:	Arntson, Roxan	New:	No
Position:	Professor, Communication (Forensics)		
Department:	Communication		
Column/Step:	I-8	Salary:	\$79,442.00/annual
Job FTE:	1.00		
Effective:	8/25/14		
Remarks:	Initially placed on Column I, Step 6		

SUBJECT: Personnel Transactions

DATE: September 10, 2014

Fall 2014

Credit Hourly Instructors/Substitutes

Name

Abatay, Victoria Katrina
 Abate, Amy Marie
 Abbott, James Christopher
 Abdel Haq, Mohammad
 Abdel-Rahman, Ahmad
 Abuzalaf, Laura Rose
 Addison, Tamika R
 Adele, David Scott
 Afrasiabi, Javid
 Alexander, Eldon Lawrence
 Allende, Victor
 Altmire, Matthew Dean
 Alvarado, Alexandra Michelle
 Alvarado, Noel M
 Alvarez, Veronica Iris
 Alverson, David John
 Alzate, Angela Maria
 Amaira, Dania Oumayma
 Amidon, Kim D
 Amiel, David
 Ammirato, Joseph Samuel
 Anastasia, Stephen J
 Anderson Sr, Richard Lee
 Anderson, Dennis William
 Anderson, Lida L
 Anello, Andrea
 Anglin, Marie M
 Armstrong, Monica T
 Ashbran, Richard Eugene
 Atalla, Seema V
 Atmadja, Janice Nafiri
 Azucar, Martha Alicia
 Bachor, Alana Anel
 Badre, Albert F
 Baler, Pablo Fabian
 Ball, Heather McLinden
 Banuelos, Marissa C
 Bark, Andrew J
 Barron, Sergio
 Barry, Jay A

Name

Bartz, Virginia Jo Ann
 Basile, Tammy Louise
 Batcheller, Keith Howard
 Bautista, Stephen Joel
 Bava, Jose
 Bayle, M Dolores
 Becker, Teresa M
 Behbehani, Misha
 Benner Davis, Cherie A
 Benzahra, Sidi Cherkawi
 Berbiar, Edward M
 Berenji, Nima Saljooghi
 Berry, Theresa M
 Beshay, John Kamal
 Bicksler, Bonnie Joy
 Bird, Jenna M
 Bjorck, Sharon-Rose
 Blacksher, Shiloh Anne
 Bladh, Eric M
 Bladh, Eric Woodbury
 Blake, Martha Days
 Blean, Nicole M
 Bloomer, Darrell Dean
 Boada, Miriam Magdalena
 Bolton Jr, John Carr
 Borses, Daniel A
 Borup, Rebekah Susan
 Bowman, Deanna Dawn
 Boyd, Douglas Richard
 Bradshaw, John Michael
 Bradshaw, Stacy Leigh
 Brandler, Marcielle Y
 Brekke, Ian James
 Brooks, Alan
 Brown, Dennis Paul
 Brown, Michael M
 Brown, Yuka Goto
 Buckwalter, Michael Thomas
 Buechler, Michael Richard
 Burton, Jared Paul

Name

Bustos, Francisco
 Butler, Gwendolyn Joleen
 Buzby, Linda M
 Byce, Joann M
 Byun, Eui Won James
 Cahow, Matthew J
 Cahueque, David Anthony
 Cailipan, Adelaine V
 Calverley, Russell Norman
 Cammayo, Christina Gloria
 Campbell, Faye Daines
 Cardenas, Yecenia Baltazar
 Carlson, Matthew Kimball
 Carrera, Philip S
 Carroll, Don R
 Carter, Brian C
 Carter, Deborah Lyn
 Casale, Kimie Hiasa
 Cascella, Henry H
 Casian, Elizabeth
 Castagnaro, Anne Victoria
 Castello Jr, Anthony Ernest
 Cavina, Kristan
 Cenicerroz, Jonathan R
 Cermak, John Charles
 Chaffin, Deborah M
 Chan, Franny Wai
 Chan, Linda Anne
 Chance, Patricia B
 Chandler, Gregory A
 Chang, Chiu Chin
 Chang, Hsiao-Ying
 Chau, Evelyn Nhu
 Chavez, Elias
 Chee, Frances Ann
 Chen, Daniel L
 Chen, Rae-Shae W
 Chevalier, Angelis
 Chui, Pamela H
 Cienik, Margaret A

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Fall 2014****Credit Hourly Instructors/Substitutes** (continued)**Name**

Clapp, Daniel Lee
 Cockrum, Dennis C
 Cofer, Danielle L
 Colby, Kathryn Anne
 Cole, Lois M
 Coleman, Debra A
 Concepcion, William R
 Cook, David J
 Coronel, Jessica E
 Cote, Steve Joseph
 Couch, Anna J
 Coughlin, Kristina Nouvelle
 Cox, Steven Boyd
 Crane, Barbara N
 Crear, Mark James
 Creed, Rick
 Crocker, Christine Elizabeth
 Crogman, Horace Teddy
 Crossman, Elizabeth Erin
 Cruz-Pobocik, Sylvia Becerra
 Cummings, Christine N
 Curran, Karen O'Brien
 Curtin, Robert Patrick
 Cushing, William P
 Dabirian, Shahabedin
 Daigre, Victorine Elizabeth
 Damansouz, Firouzeh
 Damico, Anthony P
 Dang, Han N
 Daulatzai, Yusef Saqib
 Day, Charmaine Laura
 Day, Kimberly Ann
 De La Rosa, Daniel
 Deas, Grady Anthony
 Del Castillo, Steve S
 Delgado Jr, Mario
 Deng, Yu-Wen
 Dennis, Maria Vradimirovna
 Denton Jr, John Phillip
 Deovlet, Dennis D

Name

Destefano, Michael Shawn
 Dewald, Bernardus W
 Dillon, Joyce H
 Dizon, Caleb Anthony
 Domico, Mario N
 Domingo, Aldwin Quindoy
 Domingues, Cameron Brooke
 Dominguez, Robert Anthony
 Dominguez, Vonjaires M
 Dominick, Samuel A
 Donahue, John M
 Dong, Meijuan
 Doonan, Shelley K
 Dorgan, Catherine Marie
 Doshi, Dhaval Praful Chandra
 Drakou-Sarantopoulos, Helen
 Dubiel, John Alexander
 Dulgarian, Justin C
 Dunaway, Jourdan Rae
 Duncan, Kevin Samuel
 Dunipace, Taber D
 Durant, Matt
 Durfield, Timothy Richard
 Dutreaux, Renee Louise
 Dutz, Kay Michelle
 Edwards, Adam Jacob
 Edwards, Charles Webley
 Efron, Alan Jerome
 Elardi, Frank Paul
 Ellis, Richard Harold
 Emadi, Makan
 Engler, Diane L
 Engstrom, Rebecca Zoe Bryan
 Entus, Robert M
 Erbe, Cynthia Ann
 Erickson, Eric Luther
 Erskine, N Jeanne
 Erturk, Florence Jeanne
 Espy, Sheila Y
 Esquivel, Edgar I

Name

Estrada, Victor Hugo
 Evanshine, Sharon Kay
 Fabiero, Karin Kantenwein
 Fair, Charles Lawrence
 Fanego, Cristofer
 Fang, Lisa
 Fantazia, Julianne Renee
 Faradineh, Rahim Alavi
 Farber, Margaret Mary
 Farnum, Martin F
 Farris, Bob L
 Farschman, Kurt Van
 Fell, Devon Rachelle
 Felten, Angelique M
 Fernandez Lango, Brenda L
 Fernandez, Miguel A
 Fernandez, Paola S
 Fields, Gale Anthony
 Fleming, Judith Ann
 Flisik, Tyler J
 Flores, Caleb
 Flores, Cynthia Alicia
 Flores, Oscar E
 Florio, Melanie A
 Ford-Charles, Charlette D
 Forest, Roger Dean
 Francev, Peter K
 Francoso, Anthony Emilio
 Franklin, Maisha Antoinette
 Freeland, Edward William
 Fritsch, Lindsey Joann
 Frost, Kristin Joy
 Fueger, Mary Ann Griego
 Fuentes, Antonio
 Fukushima, Norikazu Jun
 Fuller, Maria Luisa
 Gaetje, Lisa Mayes
 Gale, Duncan W
 Galloway, Kent William
 Garcia, Armando Atticus

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Fall 2014****Credit Hourly Instructors/Substitutes** (continued)

<u>Name</u>	<u>Name</u>	<u>Name</u>
Garcia, John Glenn	Hamby, Bobbi Page	Holland, Daniel Patrick
Garcia, Victor M	Han, Alyson Kim	Hollenshead, Marcia G
Garcia-Mata, Marilyn Victoria	Han, Steven	Hollimon, Keith Anthony
Garland, Jeffery Buddy	Hancock, Joy Elizabeth	Holloway, Brian
Geagley, Bradley Keith	Haney, Randy G	Hood, Carol E
Geary, Kim	Harfouche, Youssef Georges	Horwitz, Ellen Sandra
Genovese, Maria	Harirchi, Madjid	Hosac, Carolin Judith
Genovese, Richard S	Harrington, Maria Angela	Howey, Dawn Marie
Gentry, Shaw A	Harris, Kenten B	Howland, Tina Marie
George, Kevin Dornnell	Harsany, Stephen C	Hroblak, Jeremy M
George, Kimberly Marie	Hartmann, Corinne Marie	Hruby, Shauna T
Giles, Naomi Ruth	Hartouni, Kristine E	Hsieh, Mei-Ling
Golden, Nancy S	Hass, Joy Elizabeth	Huang, Lily Liwen
Gomez-Lecaro, Maria Elena	Hastings, Nancy E	Huffman, David Leon
Gonzalez, Enrique Christian	Hattar, Michael M	Hughes, Jaydee Tumaming
Gonzalez, Randall A	Hauw, Winston L	Hughes, Richard O
Gorcik, Robert H	Hawkins, Devona E	Hulett, Philip C
Gravatt, Fred E	Heaton, Katie Elizabeth	Humaciu, Matthew Frank
Green, Beverly Sue	Heggins Jr, James Wiley	Hung, Jordan Weijei
Green, Michael G	Heinicke, David Ross	Hunt, Ryan R
Greenberg, Herschel	Hemphill, Kathi L	Hunter-Buffington, Carri Marie
Grey, Gene	Hendrix, Amanda Ruth	Hurley, Jet
Griendling, Kevin A	Heney, Hugh William	Hussien, Munir
Grubb, Barbara Jo	Henry, Darryl	Ildefonso, Nelson J
Guerrero, Bobby	Henry, Heather Kathaleen	Impert, Walter William
Guerrero, Lisa M	Heredia, Evelyn Graciela	Irvine, Cynthia D
Guild, Tracy Rachael	Hernandez, Lisa Steele	Isaacs, Gary Allen
Ha Nguyen, Anna Ngocyen	Hernandez-Magallon, Karla Y	Iskander, Christine Adel
Ha, Chauy Tran	Hess, Ronald Robert	Ito Rocha Santana, Naluce
Habayeb, Olga N	Heyrat, Mahmood	Jackle, James William
Hackmann, Debra Jeanne	High, Kathleen Elizabeth	Jackson, Lucy Mutindi
Haddock, Lynette Gay	Hight, Deana Marie	Jacobs, Gail D
Hagerman, Yvonne M	Hight, Jeremy J	Jaimes, Franciella Marie
Hahn, Nancy Lynette	Hight, Lisa Ann Midori	Jannati, Elmira
Haines, Ashley J	Hill, John Harry Augustus	Jaramillo, Fermin
Haines, Janice Jacqueline	Hinson, Jennifer Lynn	Jayachandran, Sanjay
Haines, Michael S	Ho, Yi-Shin	Jenkins, Tina S
Hall, Justin N	Hoard, Kasumi Christine	Jensen, Karen L
Hall, Kathryn S	Hoekstra, Thomas Richard	Johnpeer, Gary D
Hallsted, Christopher Anthony	Holinsworth, Julie Lee	Johnson Jr, Leroy E

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Fall 2014****Credit Hourly Instructors/Substitutes** (continued)**Name**

Johnson, Eric Garrison
 Johnson, Kent James
 Johnson, Susan M
 Jollevet Jr, Felix
 Joneja, Kamal Preet
 Jones, Jeffery
 Jones, Laquita Monique
 Jones, Lorraine A
 Jones-Ramey, Brian Keith
 Jose, Benjamin Kyle
 Joshua, Stacey Jae
 Kahn, Joan Deborah
 Kamiya, Kaoru
 Kang, Eun Suk
 Karadanopoulos, Michael
 Karmiryan, Ruzanna
 Kassis, Noura I
 Kataoka, David S
 Kaur, Raminder
 Keeney, Mary Adela
 Kelly, Donna R
 Kelly, Sean P
 Kennelley, Erika F
 Ketenchian, Grigor Sahak
 Key Ketter, Leah Marie
 Khalife, Eihсан
 Khan, James Ibrahim
 Khattar, Fayez Fouad
 Kiang, Grace Hwei-Ching L
 Kidane, Theodros Zerufael
 Kilanski, Paul J
 Killian, Amanda C
 Kilmurray, Kevin J
 Kim, Myong-Sook
 King, Carroll H
 Kinnes, Scott S
 Kinoshita, Kenneth Masaru
 Klassen, Masako Okamura
 Klein, Gabriella Lobasov
 Klein, Joy Noel

Name

Knedy Cayem, Kara
 Knish, Michael Anthony
 Kogat, Lisa Elaine
 Kohl, Joan Williams
 Komrosky, Joseph W
 Kostiuk, Erik
 Kowalski, Francis S
 Kraybill, Jeanine Elizabeth
 Kremer, Amelia E
 Kuchta III, John G
 Kuroki, Hirohito
 Kwok, Gigi Yin Chi
 Labrit, Guillermo
 Lahey, Michael John
 Lahham, Lina
 Lahr-Dolgovin, Roberta Ellen
 Lai, Irving W
 Lam, Albert
 Lam, Hoa Wood
 Lam, Wood C
 Lambright, Kenneth Preston
 Lamphier, Peg Ann
 Lanaro, Giovanni A
 Landas, Michael John
 Lane, John Stanton
 Lannom, David L
 Lape, Eric Scott
 Laronga, Barbara
 Larson, Sandon Scott
 Lastrapes, Martin L
 Laub, Kathleen Ann
 Lawton, Judith M
 Lazar, Edward R
 Lazar, Ryan E
 Lebeau-Walsh, Laurie Jean
 Lee, Anthony Asa
 Lee, Bianca Aquilla
 Lee, Chongui Keith
 Lee, Esther Soo Jin
 Lee, Monica Jean

Name

Lee, Portia
 Lee, Wendee Higa
 Lefler, Patricia S
 Lentz III, John
 Lepp, Jodi Lynn
 Leung, Sing Lit
 Lewis, Nicole Beth
 Li, Ling
 Li, Xiaoyan C
 Likens, John D
 Lim, Andy
 Lirio, Frances Patricia Yap
 Little, David A
 Liu, Lucy Xiangli
 Liu, Melanie Sensen
 Lloyd, Anthony Frazier
 Lo Piccolo, Joseph Townsend
 Loakes, Alexandra Vera
 Long, Gary William
 Lopez, Robert M
 Lord, Harry Chester
 Louis, Iris Guerra
 Loupe, Leleua L
 Lowe, Josephine N
 Loy Jr, James R
 Lubman, Marie Dorothy
 Lucas, Hannah Edit Marjolaine
 Lucas, James Walter
 Lukenbill, Casey Maureen
 Luther, Mihoko Terada
 Ly, Hoa Thi
 Ly-Hoang, Kheng
 Lynch, Charlotte L
 Lynch-Thompson, Candace C
 Lyon, Natalia Zorairovna
 Lyons, Arlette Angele
 Lyons, Kelley Lynn
 Magrann, Tracey Marie
 Mahlke, Jennifer Lynn
 Mahood, Karen Suzan

SUBJECT: Personnel Transactions

DATE: September 10, 2014

Fall 2014

Credit Hourly Instructors/Substitutes (continued)

<u>Name</u>	<u>Name</u>	<u>Name</u>
Mahpar, Steven Kameron	Mendoza Jr, Miguel A	Netsawang, Pison
Malley, Michael Paul	Menon, Kaushiki	Neves, Douglas Scott
Manarino, Michele M	Menzing, Todd Eric	Newell, Allan Wayne
Manookian, Danielle Jean	Mercier Jr, Paul G	Ngo, Jenny Kathleen
Mansfield, William L	Meredith, Donald De Wayne	Nguyen, Cynthia N
Mar, Bryan S	Meredith, Stephanie Carol	Nguyen, Hoang-Quyen Huu
Marella, Danilo C	Merrill, James D	Nguyen, John Van
Marin, Stephanie E	Merward III, Charles Joseph	Nguyen, Marguerite
Marquez, Gilbert Raymond	Mezini, Evis	Nguyen, Tracy
Martin Jr, George T	Mezquita, Jesse A	Nichol, Michael L
Martin Jr, William	Mittler, William W	Nightwine-Robinson, Diana M
Martin, Margot	Moden, Lisa Marie	Njoo, Shuxian Fu
Martinez, Elizabeth Angela	Montero, Sasha	Nolan Marion, Meagan Amilla
Martinez, Gerardo A	Moore, Barbara J	Null, Nicholas E
Martinez, Suzanne Lucille	Moore, Robin D	Nwanganga, Okechuku Robert
Martino, Leanora	Moorehead I, Antonio J	Obarski, Susan King
Mason, Caryn Remington	Morales Beasley, Stacey A	Ogden, Beckett Anne
Mason, Clair S	Morgan, Doug William	Ohara, Ryan Alan
Mata, Scott A	Moss, Jessica Spence	Okubo, Emi
Mateo, Sheila Marie	Muleta, Tilahun Dr	Olague, Jose Luis
Mather, Lucas James	Mulick, Brian Robert	Ong, Hai Tuan
Mather, Nicholas S	Mullane, Douglas M	Ortiz, Janet L
Mattoon, Mark D	Muniz, Edgar	Ortiz, Jose Giovanni
Mattoon, Michelle Heather	Murashige, Stanley James	Osborne, Kyle D
Maurer, La Nelle L	Murray, Bryan P	Osendorf, Daniel Robert
Mayo, Ana Veronica	Murrey, Brittney Elizabeth	Page, Rita Delores
Mc Cabe, Dale C	Musallet, Omar A	Pai, Ronald
Mc Cready, Lynne Ann	Mushik, Martin P	Paige, Lee Andrew
McIntosh, Ryan Eugene	Myers-Mc Kenzie, Laurel	Pak, Joseph Y
Mc Kennon, Anna L	Nafzgar, Sara Ann	Palos, Lelaine Janet
McDermott, Sarah Deanne	Nahabedian, Steven Anthony	Palumbo, David M
McGeehan, Laura	Nakamatsu, Stacie Y	Panosian, Alis
McGuthry, Katheryn Edwards	Nandi, Swapna	Pappas Sr, Gus T
McIntyre Fitzgerald, Claudine	Nava, Michelle Ani	Parish, Justine L
McKeen, Wendy Michelle	Neal, Brandelyn Joy	Park, Byoung Hye
Medrano, Mayda Victoria	Negrete, Charlotte	Park, Jinsun
Megowan, John Gregory	Nelson, Donald Francis	Parker, Steven William
Mejia Gonzalez, Estela Maria	Nelson, Mark Stephen	Parks, Yumi Catalina
Melo, Filipe A	Nemeth, Stanley Harvey	Parra, Maria Fatima de Leon
Mendenhall, Laurence David	Nepomuceno, Jair Betalero	Pau, Jacqueline Tze-Ho

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Fall 2014****Credit Hourly Instructors/Substitutes** (continued)**Name**

Paul, Christopher R
 Pawlak, Mark Walter
 Paz, Ross Louie Coria
 Pedroja, Joy
 Peng, Grace C
 Penido, John L
 Pepper, Shawn Arthur Achilles
 Perea, Chaz
 Perez Gonzalez, Jose
 Perez, Christina Jan
 Pesqueira, David Ian
 Peterson, Elyse Marie
 Petrilla, Ginny L
 Petry, Petra
 Pewthers, Van C
 Phelps, Scott Miller
 Phillips, Julie Christine
 Phillips, Kimberly M
 Piamonte, Rennard Tayao
 Piedra, David Omar
 Pietsch, Erik Shannon
 Pivonka-Jones, Jamie Ann
 Poehner, William John
 Pollock, Dorothy Ann
 Potter, Serena Shirley
 Poulter, Clint H
 Powell, Chara N
 Prehn, Marilu A
 Prehn, Richard Wayne
 Prothero, Donald Ross
 Provencher, Henry William
 Provenzano, Maureen L
 Prutyaynov, Victor
 Pula, Edmund S
 Purper, Kristen Nicole
 Pyle, Lynn Rene
 Quach, Christina Sueran
 Queen, Kathryn Townsend
 Quintana, Velia E
 Quintero, Henry Albert

Name

Rabun, Timothy J
 Rachele, Sharon Jean
 Rager, Gregory Alan
 Rahman, Mustafizur
 Ramal, Randy
 Ramirez Jr., Raymundo
 Ramirez, Ana L
 Ramirez, Jesus Olivares
 Ramirez, Richard E
 Ramirez-Piel, Yolanda Ramona
 Ramos Bernal, Natasha Marie
 Ramos, Christopher Michael
 Rasmussen, Keith
 Rawling, Jana Diette
 Reed, Josh K
 Regalado, Shelley Marie
 Regenfuss, Annalisa Roberta
 Regueiro Nunez, Lizzette
 Reyes, Angelito R
 Reyes, Lydia A
 Rhee, Joseph Hakjin
 Rice, Janice M
 Rieben, Michael J
 Riggs, Alison Mary
 Ripley, Denise Bigelow
 Rivas, Karla Frine
 Rivas, Mario E
 Rivas, Michael Rodney
 Rivera, David
 Roberts III, Charles Lewis
 Roberts III, Frank E
 Robles, Dolores D
 Robles, Donice Kaye
 Rodriguez, Carmen B
 Rodriguez, Leonard J
 Rohlander, Nathan P
 Romero, Alicia
 Romero, Edward Perez
 Ross, Lisa Ann
 Roueintan, Masoud Mason

Name

Rubio, Cesar
 Rubio, Jesus
 Ruh, Lani S
 Rutherford, Eileen A
 Sabet, Sarah
 Saito, Saeko N
 Salata, Kathy Elaine
 Salvador, So-Young Han
 Sanchez, Cynthia
 Sanchez, Ivan D
 Sandhu, Sandeep K
 Santillan, Richard Anthony
 Santostefano, Michela
 Saul, Julie Marie
 Schafer, Carl William
 Schenck, Steven L
 Scholz, Suzanne M
 Schroeder, Jennifer Renee
 Selnick, Sharon M
 Serbia, Elizabeth Angelique
 Sergio, Louis Anthony
 Shea, Nan Lee
 Shea, Nora Jeannette
 Shear, Michelle J
 Shew, Roger C
 Shiao, Ying Ying Irene
 Shiff, Jason A
 Shoro, Natasha Farheen
 Shum, Mee W
 Silverstein, Andrew Young
 Simmons, Samuel Henry
 Smith, Bailey K
 Smith, Cuyler H
 Smith, Elizabeth R
 Smith, Gary Michael
 Smith, Gregory Stephen
 Smith, Kevin P
 Smith, Kirk Douglas
 Smith, Larry S
 Solorzano, Diana Barajas

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Fall 2014****Credit Hourly Instructors/Substitutes** (continued)

<u>Name</u>	<u>Name</u>	<u>Name</u>
Soto, Sandi Marie	Tinker Diaz, Rosa Elena	Voss, Marc Thomas
Spanu, Luisa	Tippetts, M Todd	Vy, Virginia H
Spitzer, Jessica H	Todd, David James	Wade, Don Q
Spradlin, Sandra	Todd, Janet L	Walls, Robert K
Srulevitch, David D	Tolliver, Trevor L	Watanabe, Larry
St John, Tamara Lynn	Tolmasov, Brooke C	Watkins, Priscilla Gayle
Staley, Garrett H	Tomlinson, Rebecca H	Watson, Dawn Marie
Standen, Susan Victoria	Torres, Andrea R	Weatherly, Michael J
Standon, Melanie E	Torres, Jose A	Weinkauff, Christine Marie
Staylor, Daniel Sean	Torres, Marcel C	Welborn, Rocky C
Stefan, John Andrew	Torrez-Chavez, Marisa Renee	Welch, Rosanne M
Stephan, Richard Raymond	Toyoshima, Heather E	Wheeler, Brett
Stephenson, Carol L	Tracey, Michael S	White, Raymond Arthur
Stephenson, Jennifer Ann	Tram, Vui K	Whitlow, Lane M
Stevens, Kathleen A	Trokkos, Mireille Touma	Wilder-Mazurie, Dana Marie
Stier, Gregory Wade	Tsai, Jennifer	Williams, Stephen A
Stovall Dennis, Kathryn Ann	Tsay, Jeffrey Jyeon	Willis, Janice A
Stowell, Adam T	Tsukerman, Dmitry	Wills, Laura M
Straw, Ellen Katrina	Tull, Amy Elizabeth	Wilson Gonzalez, Jennifer
Stubbs, Thomas Edward	Ugas-Abreus, Buenaventura	Wong, Jack Yim-Yin
Stump, Errol Nelson	Unger, Charles B	Wong, Rich
Stuntz, Lori A	Uriarte, Robert Gabriel	Woods, Liesl Villasenor
Sumiati, Sain Vie	Utter, Robert S	Worsley, Margaret H
Sung, Linda	Valenzuela, Mei B	Wright, Sheila L
Sweet, William Robert	Vance, Debra S	Wu, David Qixing
Sweetman, Susan E	VanderVis, Melinda K	Wynn, Jeffrey S
Syiem, Josephine June	Vargas, Albert Thomas	Yee, Howard Wah
Syiem, Paul R	Varias, Edward Navarro	Yoo, Edward Jung
Takemae, Seiji Antonio	Vartapetian, Irina	Yoshioka, Georgina Alice
Takla, Reema	Vasquez, Josue	Zajack, Gregory Francis
Tamayo, Daniel	Vazquez Celaya, Sandra	Zamel, Mary Ann
Tan, Daisy Carmen	Vega, Maria C	Zawahri, Louis
Tanuvasa, Tamafaiga Lopeti	Velickovic, Ljebomir	Zeidel, Scott Wayne
Tarman, Shana Levete	Vidales, Monique D	Zelaya, Gina B
Tassone, Richard F	Villalobos, Jacob Israel	Zeledon, Selena Marie
Tauchi, Saori	Vincent, Nedra Ann	Zelt, Steve M
Taylor, Star Tennille	Voda, Mircea R	Zumaeta, Haydee A
Tedja Kusuma, Frans	Vogel, Esther	
Thomas, Noah S	Vorndran, Joann M	

SUBJECT: Personnel Transactions

DATE: September 10, 2014

Fall 2014

Non Credit Hourly Instructors/Substitutes

Name

Azpeitia, Maria Elena
Baker, Nathalie Willemze
Barreto, Norma Carvalho
Barry, Angela
Beightol, Donna Marie
Beizai, Robin F
Belblidia, Abdelillah
Bhowmick, Nivedita
Bowery Jr, Erven Harold
Brink, Janna Kathryn
Campos, Raquel
Capraro Jr, John Carl
Caranci, Dayna Lee
Carmelli, Orna
Casian, Elizabeth
Chai, Janet
Chaplot, Surekha
Cheng, Anny Ho-Ting
Chui, Pamela H
Conte, Kelly Okura
Cooke IV, David G
Cridland, Patricia Lea
Cueva, Monica L
Dapello Jr, Alfred
Daugherty, Sue Lynn
De Franco, Xinhua Li
De Vries, Judy Kay
Devi, Maya P
Dominguez, Caroline
Drewry-Van Ommen, Woltertje
Evans, Douglas Mc Call
Ewing, Lynn A
Fang, Elizabeth Eagleton
Foisia, L.E. Hom
Fong, Tom
Fowler, Mina
Friedman, Karen

Name

Gilbertson, Cathy Sue
Gomez-Angel, Mary Ann
Gyurindak, Katalin
Hannon, Laura Ann
Hayes, Mihaela
Henry, Pamela L
Herbst, Mark A
Hunnicut, Leslie Mae
Im, Anne Kwang B
Jacob, Laura Ruth
James, Darrell
Kao, Brenda
Kim, Grace Unkyong
Kletzien, Kristi Pederson
Kolta, Shirley G
Laffey, Mary
Ledezma, Erica Yolanda
Lundblade, Shirley Mae
Martin, Marilyn Kay
Mc Farlin-Stagg, Zina
Mclaughlin, Marina Deneb
Memmott, Fiona Mary
Messore, James L
Middleton, Michael Joseph
Necke, Donna Marie
Ngo, Michael Smith
Nixon, Lorrie M
Oppenstein, Caridad
Ortega, Sonia E
Ortiz, Calixto
Osea, Mark Edward
Paphatsarang, Bounyou
Ponce, Heather R
Poortenga, Debra Sue
Prasad, Gayatri K
Pulido, Alejandra
Purper, Kristen Nicole

Name

Rafter, John Michael
Ramalingam, Leah Rae
Reynolds, Martha Esta
Riley, Janet Louise
Rodriguez, Guillermina
Rohrenbacher, Jennifer J
Romero, Vienessa Michelle
Ryan, Rebecca A
Rzonca, Shelly Kristin
Saldana, Alicia Michele
Sanetrick, Michael Peter
Silva, Sandra Jane
Smith, Heather J
Stringfellow, Susan Joy
Stump, Celeste S
Sunnaa, Andrea J
Szok, Kenneth Francis
Tamburro, Melody Lynn
Toloui, Mitra
Tom, Aaron Patrick
Torres, Marcel C
Trimble, Jill Ann
Tucker, Raymond Michael
Valdez, Crystal Marie
Vandepas, Deborah J
Vanegas, Yazmin
Velarde, Margaret G
Walden, Carl Eugene
Walker, Susan Amy
Wallis, Patrick James
Warner, Benjamin L
White, Shelby Lynn
Williams, Stephen Odeal
Wong, Marylowell Palomares
Yanuarua, Christina M
Yates, Sheryl Ann

SUBJECT: Personnel Transactions

DATE: September 10, 2014

MANAGEMENT EMPLOYMENT

Temporary Special Projects Administrator New Hire

Name: Sisco, Sandra
 Position: Special Projects Director (Project Designation) New: Yes
 Department: Continuing Education
 Range/Step: M-13, Step 1 Salary: \$405.00/daily
 Job FTE: 1.00/12 months
 Effective: TBD
 Remarks: Temporary through 6/30/15

Interim Assignment

Name: Bean, Ronald New: No
 From: Midrange Systems Programmer
 To: Interim Assistant Director, Academic Technology and Infrastructure
 Department: Information Technology
 Range/Step: M-12, Step 4 + L15 Salary: \$115,560.36/annual
 Effective: 9/11/14
 End Date: 12/31/14
 Remarks: This interim out-of-class assignment is the result of an internal recruitment.

Resignation

Carol Partridge, Director, Grounds and Transportation, effective 8/15/14

TEMPORARY EMPLOYMENT

Substitute Employees

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Garcia, Pedro	Custodian	Absence	Custodial Svcs.	17.25	06/15/14-06/30/14
Juarez, Kimberly	Library Technician II	Absence	Library	20.43	08/25/14-09/11/14
Miranda, Raul	Technician Performing Arts	Vacancy	Technical Svcs.	29.23	07/01/14-02/01/15
Navarro, Sergio	Grounds Equipment Op.	Absence	Grounds	18.12	07/30/14-04/30/15
Perkins, Danette	Case Worker	Vacancy	CalWORKs	20.23	07/01/14-09/30/14

Hourly Non-Academic Employees

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>PAY RATE</u>	<u>HIRE DATE</u>
Akramian, Naseem	Tutor III	The Writing Center	10.50	08/25/14-12/31/14
Burnett, Elizabeth	Student Intern	Counseling	15.00	07/01/14-07/30/14
Carillo, Zuleima	Instructional Aide	Child Development Ctr.	9.00	08/25/14-06/30/15
Cortes, Yesenia	Instructional Aide	Child Development Ctr.	9.00	08/25/14-06/30/15
Esqueda, Angelica	Instructional Aide	Child Development Ctr.	9.00	08/25/14-06/30/15

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Figueroa, Mario	Study Skills Asst. I	Tutorial Services	10.27	09/11/14-06/30/15
Gaeta, Fatima	Instructional Aide	Child Development Ctr.	9.00	08/25/14-06/30/15
Gonzalez, Maria	Financial Aid Assistant	Financial Aid	10.50	08/21/14-08/29/14
Gonzalez, Stephanie	Tutor IV	Upward Bound	11.75	07/01/14-08/30/14
Gonzalez, Stephanie	Educational Advising Aide	Upward Bound	17.03	09/01/14-12/19/14
Jackson, Victoria	Study Skills Asst. II	Tutorial Services	11.32	09/11/14-06/30/15
Lemus, Michael	Outreach Specialist	High School Outreach	12.50	07/01/14-12/31/14
Levy, Leslie	Model	Fine Arts	21.00	07/01/14-06/30/15
Linarez, Marie	Activity Aide	Continuing Education	9.00	07/01/14-07/30/14
Lopez, Brian	Instructional Aide	Child Development Ctr.	9.00	07/01/14-12/20/14
Nguyen, Tam	Tutor III	Tutorial Services	10.50	09/11/14-06/30/15
Paz, Genoveva	Tutor II	The Writing Center	9.75	08/25/14-12/31/14
Perea, Casey	Instructional Aide	Child Development Ctr.	9.00	08/25/14-06/30/15
Perez, Pedro	Tutor IV	Upward Bound	11.75	09/01/14-05/31/15
Portillo, Stephanie	Interpreter Trainee	DSP&S	18.00	08/25/14-06/30/15
Quineros, Monica	Instructional Aide	Child Development Ctr.	9.00	08/25/14-06/30/15
Ramirez, Mario	Tutor IV	Upward Bound	11.75	09/01/14-05/31/15
Rivera, Rebecca	Instructional Aide	Child Development Ctr.	9.00	08/25/14-06/30/15
Silva-Lopez, Ricardo	Tutor IV	ACES Program	11.75	09/01/14-12/20/14
Soriano-Cruz, Monserrat	Instructional Aide	Child Development Ctr.	9.00	08/25/14-06/30/15
Soto, Sylvia	Administrative Aide	CalWORKs	12.76	07/01/14-12/19/14
Taylor, Monique	Study Skills Asst. I	The Writing Center	10.27	08/25/14-02/12/15
Tran, Charles	Study Skills Assistant I	Tutorial Services	9.00	09/11/14-06/30/14
Tran, Mailinh	Instructional Aide	Child Development Ctr.	9.00	08/25/14-06/30/15
Valdes, Lillian	Instructional Aide	Child Development Ctr.	9.00	08/25/14-06/30/15
Villegas, Cindy	Interpreter Trainee	DSP&S	18.00	08/25/14-06/30/15
Youngern, Christa	Study Skills Asst. I	The Writing Center	10.27	08/25/14-10/23/14
Zahn, Lauren	Secretarial Aide	Adult Basic Education	11.88	08/01/14-08/30/14
Zuniga, Paubla	Instructional Aide	Child Development Ctr.	9.00	08/14/14-06/30/15

Professional Expert Employees – Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Arenas Rey, Valerie	Project Coordinator	Facilities, Planning & Mgmt.	35.00	07/01/14-12/31/14
Bernal, Stephanie	Event Supervisor I	Technical Services	11.75	07/01/14-06/30/15
Brunzell, Brook	Lecturer	Kinesiology, Ath. & Dance	19.76	07/01/14-06/30/15
Burroughs, Marian	House Manager I	Technical Services	10.75	07/01/14-06/30/15
Capps, Craig	Proctor, EMT	Medical Services	12.48	07/29/14-06/30/15
Carbajal, Laura	Technical Expert II	Nursing	45.00	08/25/14-06/30/15
Carr, Brian	Interpreter II	DSP&S	30.00	07/01/14-06/30/15
Carson, Tiffanie	Choreographer	Kinesiology, Ath. & Dance	20.00	08/01/14-06/29/15
Cass, Aaron	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Cass, Aaron	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Cervantes, Elida	Technical Expert II	Nursing	45.00	08/25/14-06/30/15
Chavira, Debra	Lecturer	Kinesiology, Ath. & Dance	19.76	07/01/14-06/30/15

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Cinco, Talitha	Technical Expert II	Nursing	45.00	07/31/14-06/30/15
Cordero, Juan	Technical Expert I	Nursing	35.00	08/01/14-06/30/15
Covert, Jonathan	EMS Licensing Exam. III	Medical Services	25.00	08/11/14-06/30/15
Daniels, Ja'Nice	Program Supervisor II	Child Development Ctr.	16.64	08/14/14-06/30/15
Davidson, Jacqueline	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	08/12/14-06/30/15
Dayton, Rebecca	EMS Licensing Exam. III	Medical Services	25.00	07/16/14-06/30/15
Dayton, Rebecca	Paramedic Specialist	Medical Services	15.60	07/16/14-06/30/15
Deluca, Keith	Sounds Engineer II	Technical Services	20.00	07/23/14-06/30/15
Denny, Janice	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Dominguez, Juila	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Dominica, Shell	Lecturer	Kinesiology, Ath. & Dance	19.76	07/01/14-06/30/15
Dominico, Shane	Aquatics Assistant V	Continuing Education	14.00	07/01/14-08/30/14
Ferguson, Melissa	Interpreter II	DSP&S	30.00	08/25/14-06/30/15
Figueras, Stephanie	Technical Expert II	Nursing	45.00	07/28/14-06/30/15
Flannery, Kelly	Project Expert/Specialist	Grants Office	25.00	07/01/14-06/30/15
Flores, Roberto	Program Supervisor I	Adult Basic Education	12.48	07/01/14-07/03/14
Foster, Alea	Technical Expert II	Nursing	45.00	08/01/14-06/30/15
Foster, Emily	Technical Expert I	Nursing	35.00	08/01/14-06/30/15
Gallegos, Ashley	Program Expert/ Specialist	Facilities, Planning & Mgmt.	25.00	07/01/14-06/30/15
Galvan, Sara	CDC Associate I	Child Development Ctr.	9.00	08/25/14-06/30/15
Garcia, Donna	Technical Expert II	Nursing	45.00	08/01/14-06/30/15
Gilbreath, Fern	Interpreter IV	Admissions & Records	41.00	06/13/14-06/14/14
Gomez, Isaac	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Gonzales, Rachelle	Aquatics Assistant II	Continuing Education	11.00	06/01/14-08/30/14
Graf, Cara	Technical Expert I	Nursing	35.00	08/11/14-06/30/15
Han, Sharon	Aquatics Assistant III	Continuing Education	12.00	06/01/14-06/30/14
Hanna, Bryant	Aquatics Assistant IV	Continuing Education	13.00	06/01/14-06/30/14
Hargrove, Kyle	EMS Licensing Exam. III	Medical Services	25.00	07/29/14-06/30/15
Hargrove, Kyle	Paramedic Specialist	Medical Services	15.60	07/29/14-06/30/15
Hinds, Shawna	Technical Expert I	Nursing	35.00	08/01/14-06/30/15
Howell, Abigail	Teaching Aide	Adult Basic Education	13.27	07/01/14-06/30/15
Hu, Christine	Aquatics Assistant II	Continuing Education	11.00	06/01/14-06/30/14
Hunter, Devin	Aquatics Assistant V	Continuing Education	14.00	06/01/14-06/30/14
Jimenez, Claudia	Event Supervisor I	Technical Services	11.75	07/12/14-06/30/15
Kostapapas, Eoanna	Real Time Captioner V	DSP&S	43.00	08/25/14-06/30/15
Kovacs, Kenny	Project Expert/Specialist	Radiology	25.00	07/01/14-06/30/15
Lacson, Lacson	Tutorial Special I	The Writing Center	17.00	07/01/14-08/08/14
Lewis, Mark	Technical Expert I	Nursing	35.00	08/11/14-06/30/15
Lopez, Jasmin	Early Child Dev. Master	Child Development Ctr.	13.27	08/14/14-06/30/15
Macias, Brian	Proctor, EMT	Medical Services	12.48	07/26/14-06/30/15
Madda, Joseph	Aquatics Assistant III	Kinesiology, Ath. & Dance	12.00	07/01/14-08/31/14
Madrigal, Juan	Technical Expert I	Center of Excellence	35.00	07/09/14-10/31/14
Martinez, Michelle	Technical Expert II	Nursing	45.00	08/01/14-06/30/15
Martinez, Val	Technical Expert II	Nursing	45.00	08/01/14-06/30/15
Matthews, Lisa	Lecturer	Kinesiology, Ath. & Dance	19.76	07/01/14-06/30/15

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Miller, Luke	Aquatics Assistant III	Continuing Education	12.00	07/21/14-08/30/14
Mulvehill, Brian	EMS Licensing Exam. III	Medical Services	25.00	08/08/14-06/30/15
Mulvehill, Brian	Paramedic Specialist	Medical Services	15.60	08/08/14-06/30/15
Peralta, Sean	Comp. Svcs. Training Spec.	ESL	14.56	07/01/14-06/30/15
Pimentel, Vanessa	Real Time Captioner IV	DSP&S	35.00	07/01/14-06/30/15
Polak, Desiree	Technical Expert I	Nursing	35.00	08/11/14-06/30/15
Razo, Angelica	Technical Expert II	Nursing	45.00	08/25/14-06/30/15
Rebensdorf, Chase	Interpreter II	DSP&S	30.00	08/25/14-06/30/15
Reyes, James Peter	Exercise Trainer Assistant II	Kinesiology, Ath. & Dance	10.00	07/01/14-06/30/15
Ruiz, Catherine	Technical Expert II	Nursing	45.00	08/25/14-06/30/15
Salgado, Lillian	ECD Master Teacher I	Child Development Ctr.	13.27	08/25/14-06/30/15
Samson, Ron	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	08/25/14-06/30/15
Schlickemeyer, Courtney	ECD Master Teacher I	Child Development Ctr.	13.27	08/25/14-06/30/15
Sherman, Robert	Exercise Trainer Assistant II	Kinesiology, Ath. & Dance	10.00	07/01/14-06/30/15
Sherman, Robert	Fitness Trainer I	Continuing Education	12.48	07/01/14-06/30/15
Sherman, Robert	Fitness Trainer I	Kinesiology, Ath. & Dance	12.48	07/01/14-06/30/15
Sierra, Patrick	Exercise Trainer Assistant II	Kinesiology, Ath. & Dance	10.00	07/01/14-06/30/15
Sierra, Patrick	Fitness Trainer I	Continuing Education	12.48	07/01/14-06/30/15
Sierra, Patrick	Fitness Trainer I	Kinesiology, Ath. & Dance	12.48	07/01/14-06/30/15
Tasedan, Hisano	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	08/01/14-06/30/15
Trujillo, Ky	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Trujillo, Ky	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Tyra, Marie	Project Administrator	Business Division	60.00	07/01/14-06/30/15
Vazquez, Sabrina	Technical Expert II	Nursing	45.00	07/01/14-06/30/15
Vega, Gilbert	Exercise Trainer Assistant II	Kinesiology, Ath. & Dance	10.00	07/01/14-06/30/15
Vega, Gilbert	Fitness Trainer I	Continuing Education	12.48	07/01/14-06/30/15
Vega, Gilbert	Fitness Trainer I	Kinesiology, Ath. & Dance	12.48	07/01/14-06/30/15
Walter, Kenneth	Lecturer-Fire Technology	Fire Technology	37.26	08/25/14-06/30/15
White, Shelby	Project/Program Aide	Continuing Education	19.76	08/04/14-06/30/15
Williams, Brandi	Interpreter V	Sign Language	48.00	08/25/14-06/30/15
Wolfe, Jonathan	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Zimmerman, Elizabeth	Interpreter II	DSP&S	30.00	08/25/14-06/30/15

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alkasas, Marina	Student Assistant III	Information Technology	10.50	08/25/14-02/13/15
Anguiano, Marline	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Arteaga, Gabriel	Student Assistant II	Mathematics & Comp. Sci.	9.75	07/01/14-08/24/14
Ascensio, Yvette	Student Assistant II	DSP&S	9.75	08/01/14-08/22/14
Azabache, Samantha	Student Assistant II	The Writing Center	9.75	07/01/14-08/22/14
Barahona, Casey	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Beatrix, Jose	Student Assistant I	Bursar's Office	9.00	08/01/14-08/22/14
Beatrix, Jose	Student Assistant I	Bursar's Office	9.00	08/25/14-09/30/14
Biddle, Charles	Student Assistant II	Admissions & Records	9.75	07/21/14-08/22/14

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Biddle, Charles	Student Assistant II	Admissions & Records	9.75	08/25/14-02/20/15
Bonilla, Sergio	Student Assistant II	Admissions & Records	9.75	07/01/14-08/22/14
Bonilla, Sergio	Student Assistant II	Admissions & Records	9.75	08/25/14-02/20/15
Cabrera, Estefania	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Camacho, Gabriel	Student Assistant III	Information Technology	10.50	08/25/14-02/13/15
Canizales, Alejandra	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Cantrell, Kalen	Student Assistant III	Computer Information Sys.	10.50	08/25/14-02/22/15
Cardenas, Elva	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Cardona, Leonard	Student Asssntant V	Information Technology	12.50	08/25/14-02/13/15
Carrillo, Cinthia	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Carrillo, Elsa	Student Assistant V	Adult Basic Education	12.50	07/01/14-08/22/14
Carrillo, Elsa	Student Assistant V	Adult Basic Education	12.50	08/25/14-02/13/15
Carrillo, Virginia	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Carrio, Alexander	Student Assistant IV	Hospitality	11.25	08/25/14-02/22/15
Casian, Abigail	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Cetina, Joshua	Student Assistant II	Human Resources	9.75	07/01/14-08/24/14
Cetina, Joshua	Student Assistant II	Human Resources	9.75	08/25/14-12/31/14
Chang, Jamie	Student Assistant II	Technical Services	9.75	08/25/14-01/04/15
Chang, Joan	Student Assistant I	ESL	9.00	08/25/14-02/22/15
Charrette, Chelsea	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Choi, Erik	Student Assistant II	Counseling	9.75	08/25/14-12/19/14
Chung, Ky	Student Assistant II	ESL	9.75	07/01/14-08/24/14
Chung, Ky	Student Assistant II	ESL	9.75	08/25/14-12/14/14
Cisneros, Denise	Student Assistant I	ESL	9.00	08/25/14-02/20/15
Contreras, Elizabeth	Student Assistant I	DSP&S	9.00	07/01/14-08/22/14
Contreras, Elizabeth	Student Assistant II	DSP&S	9.75	08/01/14-08/22/14
Cordova, Jennifer	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Corona, Victoria	Student Assistant I	Agricultural Sciences	9.00	07/01/14-08/23/14
Correa, Neftali	Student Assistant IV	Information Technology	11.25	08/25/14-02/13/15
Covarrubias, Christian	Student Assistant I	Technical Services	9.00	08/25/14-01/04/15
Cruz Casas, Christian	Student Assistant II	ESL	9.75	07/01/14-08/24/14
Cruz, Stephanie	Student Assistant I	ESL	9.00	08/25/14-02/22/15
Cruz-Nguyen, Jennifer	Student Assistant IV	Adult Basic Education	11.25	08/25/14-02/13/15
Culross, LeeAnn	Student Assistant II	Admissions & Records	9.75	08/25/14-02/20/15
Dashiell, Donnell	Student Assistant IV	EOPS/CARE/CalWORKs	11.25	07/01/14-08/22/14
De Lira, Rebecca	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Deng, Yuan Fu	Student Assistant I	ESL	9.00	08/25/14-02/22/15
Divens, Dianne	Student Assistant V	Business Division	12.50	08/25/14-02/22/15
Dornisch, Deborah	Student Assistant V	Adult Basic Education	12.50	07/01/14-08/07/14
Dulay, Valerie	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Ebuegna, Josiah	Student Assistant I	DSP&S	9.00	08/21/14-08/22/14
Ebuegna, Josiah	Student Assistant I	DSP&S	9.00	08/25/14-02/20/15
Enriquez, Joey	Student Assistant I	Technical Services	9.00	08/25/14-01/04/15
Esparza, Steven	Student Assistant II	Admissions & Records	9.75	08/25/14-02/20/15
Espinoza, Victor	Student Assistant III	High School Outreach	10.50	07/28/14-08/22/14

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Espinoza, Victor	Student Assistant III	High School Outreach	10.50	08/25/14-02/20/15
Estrada, Karla	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Estrada, Lesley	Student Assistant III	Humanities & Social Sci.	10.50	07/01/14-08/22/14
Estrada, Lesley	Student Assistant III	Honors	10.50	08/25/14-02/20/15
Felix, Jessica	Student Assistant III	High School Outreach	10.50	08/25/14-02/20/15
Figueroa, Maria	Student Assistant III	Counseling	10.50	08/25/14-12/19/14
Flores, Dany	Student Assistant IV	Computer Information Sys.	11.25	08/25/14-02/22/15
Flores, Iliana	Student Assistant II	Admissions & Records	9.75	07/01/14-08/22/14
Fonseca, Daisy	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Galatiano, Lorraine	Student Worker III	Information Technology	10.50	08/25/14-02/13/15
Galbraith, Connor	Student Assistant II	Natural Sciences	9.75	07/01/14-08/24/14
Galbraith, Connor	Student Assistant II	Natural Sciences	9.75	08/25/14-12/14/14
Galvan, Sara	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Garcia, Angela	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Garcia, Joel	Student Assistant V	Aircraft Maintenance	12.50	08/25/14-12/15/14
Garcia, Paulina	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Gates, Charles	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Gleason, Jamie	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Goff, Michael	Student Assistant V	Adult Basic Education	12.50	08/25/14-02/13/15
Gonzales, Joeanna	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Gonzalez, Karely	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Gonzalez, Sebastian	Student Assistant IV	Business Division	11.25	08/25/14-02/20/15
Gray, Liane	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Gria, Serena	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Guerro, Christen	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Gunn, Amanda	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Gutierrez, Jessica	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Guzman, Marcela	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Hall, Centeria	Student Assistant III	Financial Aid	10.50	08/14/14-08/24/14
Haupt, Jaune	Student Assistant II	Counseling	9.75	08/25/14-12/19/14
Havelind, Hailey	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Henderson, Shenika	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Hernandez Real, Ashley	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Hernandez, Bernadette	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Hernandez, Cecilia	Student Assistant I	ESL	9.00	08/25/14-02/20/15
Hernandez, Priscilla	Student Assistant V	Adult Basic Education	12.50	08/25/14-02/13/15
Hernandez, Sandra	Student Assistant IV	The Writing Center	11.25	07/01/14-08/22/14
Hernandez, Seleste	Student Assistant I	Information Technology	9.00	08/25/14-12/12/14
Herrera, Samantha	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Hilario, Debbie	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Holmes, Lisa	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Hom, Brianna	Student Assistant V	Kinesiology, Ath. & Dance	12.50	06/19/14-06/30/14
Hsu, Kelly	Student Assistant III	Fashion	10.50	08/26/14-02/22/15
Hua, Sophia	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Huang, Linda	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Huffman, Jennifer	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Hughes, Heather	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Hughey, Joshua	Student Assistant IV	Child Development Ctr.	11.25	08/25/14-02/22/15
Ibarra, Aimee	Student Assistant II	Admissions & Records	9.75	07/01/14-08/22/14
Ibarra, Aimee	Student Assistant II	Admissions & Records	9.75	08/25/14-02/20/15
Iniguez, Andrea	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Jackson, Brett	Student Assistant III	Adult Basic Education	10.50	08/25/14-02/13/15
Jernagin, Takisha	Student Assistant II	Admissions & Records	9.75	08/25/14-02/20/15
Kaufman, Jasmine	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Kawamoto, Emily	Student Assistant I	Animation	9.00	08/25/14-02/22/15
Kim, Marie	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Ku Chi, Nubia	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Lakey, Kenny	Student Assistant III	The Writing Center	10.50	07/01/14-08/22/14
Lavaki, Mekemeke	Student Assistant III	Arise Program	10.50	08/23/14-02/20/15
Le, Yen	Student Assistant II	Technical Services	9.75	08/25/14-08/26/14
Lee, Grace	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Lee, Megan	Student Assistant III	Tutorial Services	10.50	07/21/14-07/31/14
Lee, Tsz Hang	Student Assistant I	Admissions & Records	9.00	08/25/14-02/22/15
Li, Zhihao	Student Assistant I	ESL	9.00	08/25/14-02/22/15
Lising, Justin	Student Assistant II	DSP&S	9.75	08/25/14-02/20/15
Loaiza, Shawn	Student Assistant IV	Adult Basic Education	11.25	08/25/14-02/13/15
Lopez, Lorena	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Lopez, Vanessa	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Maddox, Hayley	Student Assistant V	Kinesiology, Ath. & Dance	12.50	07/01/14-08/24/14
Madero, Sally	Student Assistant III	High School Outreach	10.50	08/25/14-02/20/15
Magana, Alejandra	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Magin, Carlos	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Malieitlua, Afeleti	Student Assistant III	Arise Program	10.50	07/01/14-08/24/14
Manu, Mosese	Student Assistant III	Arise Program	10.50	08/05/14-02/20/15
Martinez, Alejandra	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Martinez, Crystal	Student Assistant II	Counseling	9.75	08/25/14-12/19/14
Martinez, Julian	Student Assistant II	Admissions & Records	9.75	07/01/14-08/22/14
Martinez, Julian	Student Assistant II	Admissions & Records	9.75	08/25/14-02/20/15
Martinez, Marco	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Matavao, Virginia	Student Assistant III	Arise Program	10.50	07/01/14-08/24/14
Matthews, Kathleen	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
McGhee, Justin	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Medero, Sally	Student Assistant III	High School Outreach	10.50	07/01/14-08/22/14
Medina, Robert	Student Assistant III	Technical Services	10.50	08/25/14-01/04/15
Melendez, Hailey	Student Assistant IV	The Writing Center	11.25	07/01/14-08/04/14
Mena, Anthony	Student Assistant III	Adult Basic Education	10.50	08/25/14-02/13/15
Milla, Danny	Student Assistant III	High School Outreach	10.50	07/01/14-08/23/14
Milla, Danny	Student Assistant III	High School Outreach	10.50	08/25/14-02/20/15
Moges, Jonathan	Student Assistant V	The Writing Center	12.50	07/01/14-08/22/14
Monges, Vincent	Student Assistant I	Honors/ HSS Division	9.00	07/01/14-08/22/14

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Muehlen, Brian	Student Assistant I	Agricultural Sciences	9.00	07/01/14-08/23/14
Munoz, Lizette	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Myers, Andrea	Student Assistant III	Admissions & Records	10.50	08/25/14-02/20/15
Navarrete, Adolfe	Student Assistant I	Technical Services	9.00	08/25/14-01/04/15
Ngo, Chau	Student Assistant IV	EOPS/CARE/CalWORKs	11.25	07/01/14-08/22/14
Nguyen, Joelle Bao-Ngoc	Student Assistant III	Admissions & Records	10.50	07/01/14-08/22/14
Nguyen, Joelle Bao-Ngoc	Student Assistant III	Admissions & Records	10.50	08/25/14-02/20/15
Nguyen, Johnson	Student Assistant II	Admissions & Records	9.75	08/25/14-02/20/15
Nguyen, Johnson	Student Assistant II	Admissions & Records	9.75	07/01/14-08/22/14
O'Brien, Sophia	Student Assistant I	The Writing Center	9.00	08/01/14-08/22/14
Ochoa, Amayrani	Student Assistant III	Student Life	10.50	08/25/14-12/19/14
Orihuela, Mariafe	Student Assistant III	DSP&S	10.50	08/25/14-02/20/15
Orihuela, Mariafe	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Osorio, Karen	Student Assistant III	High School Outreach	10.50	08/25/14-02/20/15
Parsons, Ashley	Student Assistant V	Financial Aid	12.50	07/01/14-08/22/14
Perez, Alex	Student Assistant I	ESL	9.00	08/25/14-02/22/15
Perez, Joseph	Student Assistant II	ESL	9.75	08/25/14-12/14/14
Poehlman, Joseph	Student Assistant III	Photography	10.50	07/01/14-08/24/14
Poulu, Shравan Kumar	Student Assistant III	Air Craft Maintenance	10.50	07/01/14-08/24/14
Powers, Randy	Student Assistant IV	EOPS/CARE/CalWORKs	11.25	07/01/14-08/22/14
Prince, Natosha	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Pryor, Michael	Student Assistant III	Physics and Engineering	10.50	07/01/14-08/24/14
Quevedo, Jocelyn	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Quintero, Gabriella	Student Assistant I	ESL	9.00	08/25/14-12/14/14
Ramirez, Brenda	Student Assistant II	Admissions & Records	9.75	08/25/14-02/20/15
Ramirez, Cindy	Student Assistant III	The Writing Center	10.50	07/01/14-08/22/14
Ramirez, Cindy	Student Assistant IV	The Writing Center	11.25	07/01/14-08/22/14
Ramirez, Jorge,	Student Assistant II	Counseling	9.75	08/25/14-12/19/14
Rice, David	Student Assistant III	Architecture & Design	10.50	07/14/14-08/22/14
Rice, David	Student Assistant III	Architecture & Design	10.50	08/25/14-11/30/14
Rieke, Maricela	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Rios, Rolando	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Risnoveanu, Daniella	Student Assistant V	Child Development Ctr.	12.50	08/25/14-02/20/15
Rocha, Rayceana	Student Assistant II	Admissions & Records	9.75	07/01/14-08/22/14
Rocha, Rayceana	Student Assistant II	Admissions & Records	9.75	08/25/14-02/20/15
Rodriguez, Christa	Student Assistant I	Technical Services	9.00	08/25/14-01/04/15
Rodriguez, Juan	Student Assistant II	Counseling	9.75	08/25/14-12/19/14
Ruiz, Briana	Student Assistant III	Natural Sciences	10.50	07/01/14-08/24/14
Ruiz, Briana	Student Assistant III	Natural Sciences	10.50	08/25/14-12/14/14
Sanchez, Efren	Student Assistant I	DSP&S	9.00	08/21/14-08/22/14
Sanchez, Efren	Student Assistant I	DSP&S	9.00	08/25/14-02/20/15
Sanchez, Juan	Student Assistant II	ESL	9.75	08/25/14-12/14/14
Sandoval, Mayra	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Sarmiento, Ana	Student Assistant III	Humanities & Social Sci.	10.00	06/16/14-06/30/14
Sarmiento, Ana	Student Assistant III	Humanities & Social Sci.	10.50	07/01/14-08/22/14

SUBJECT: Personnel Transactions**DATE:** September 10, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Segura, Cendy	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Shannon, Andrew	Student Assistant II	ESL	9.75	08/25/14-12/14/14
Singh, Sukhdav	Student Assistant III	Architecture & Design	10.50	07/14/14-08/22/14
Singh, Sukhdav	Student Assistant III	Architecture & Design	10.50	08/25/14-11/30/14
Solis Becerra, Esther	Student Assistant III	Instruction	10.50	08/25/14-12/12/14
Sumaran, Lilian	Student Assistant III	Child Development Ctr.	10.50	08/25/14-02/20/15
Sundeen, Kate	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Suryadi, Lucy	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Taira, Bryan	Student Assistant I	Technical Services	9.00	07/01/14-08/24/14
Taira, Bryan	Student Assistant I	Technical Services	9.00	08/24/14-01/04/15
Taira, Ritchie	Student Assistant I	Technical Services	9.00	08/24/14-01/04/15
Tate, Barret	Student Assistant I	Academic Senate	9.00	07/01/14-08/04/14
Terriquez, Alice	Student Assistant III	Adult Basic Education	10.50	08/25/14-09/30/14
Thomas, Anthony	Student Assistant V	Architecture & Design	12.50	07/01/14-08/22/14
Thomas, Thomas	Student Assistant I	Continuing Education	9.00	07/01/14-07/30/14
Titan, Kim	Student Assistant V	Tutorial Services	12.50	07/01/14-08/03/14
Tores, Julia	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/22/15
Torres, Eric	Student Assistant V	Adult Basic Education	12.50	07/01/14-07/31/14
Torres, Jaime	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Tran, Charles	Study Skills Assistant I	Tutorial Services	9.00	09/11/14-06/30/14
Trejo Samantha	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Trejo, Marilyn	Student Assistant II	Counseling	9.75	08/25/14-12/19/14
Trujillo, Wendy	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Tsau, Natalie	Student Assistant I	Admissions & Records	9.00	08/25/14-02/22/15
Turner, Kewanna	Student Assistant V	Child Development Ctr.	12.50	07/17/14-08/22/14
Turner, Kewanna	Student Assistant V	Child Development Ctr.	12.50	08/25/14-02/20/15
Ulloa, Vanessa	Student Assistant III	High School Outreach	10.50	07/01/14-08/22/14
Ulloa, Vanessa	Student Assistant III	High School Outreach	10.50	08/25/14-02/20/15
Uribe-pitts, Andrea	Student Assistant III	Child Development Ctr.	10.50	08/25/14-02/20/15
Valladares, Destina	Student Assistant II	DSP&S	9.75	07/01/14-08/22/14
VanGordon, Dolores	Student Assistant II	DSP&S	9.75	07/01/14-08/22/14
Varela, Michael	Student Assistant II	Counseling	9.75	08/25/14-12/19/14
Villa Roman, Julie	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Villa, Maria	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Villalobos, Betsy	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Wenceslao, Joanne	Student Assistant I	DSP&S	9.00	07/01/14-08/22/14
Weng, Douglas	Student Assistant I	DSP&S	9.00	07/28/14-07/31/14
Whitman, Christian	Student Assistant I	ESL	9.00	08/25/14-02/22/15
Williams, Courtney	Student Assistant I	Agricultural Sciences	9.00	07/01/14-08/23/14
Wittenberg, Erin	Student Assistant I	ESL	9.00	07/01/14-08/24/14
Wittenberg, Erin	Student Assistant I	ESL	9.00	08/25/14-02/22/15
Woolvett, Mackenzie	Student Assistant I	Agricultural Sciences	9.00	07/01/14-08/23/14
Xiong, Edmond	Student Assistant III	Adult Basic Education	10.50	08/25/14-02/13/15
Yazzie, Vanessa	Student Assistant I	DSP&S	9.00	07/28/14-07/28/14
Yuriar, Ruben	Student Assistant II	Tutorial Services	9.75	07/01/14-08/03/14

SUBJECT: Personnel Transactions

DATE: September 10, 2014

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Zuniga, Paubla	Student Assistant III	Child Development Ctr.	10.50	08/25/14-02/20/15

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

DATE: September 10, 2014

CONSENT

SUBJECT: Contracts with Davis Research LLC, Modesto Junior College, and
Jennifer Oliver

BACKGROUND

The California Community Colleges Chancellor's Office, Economic and Workforce Development Program, as part of the "Doing What Matters for Jobs and the Economy" initiative, fund the Center of Excellence (COE). The COE provides technical assistance to community colleges in Los Angeles and Orange Counties with labor market research and regional training needs.

ANALYSIS AND FISCAL IMPACT

To conduct collaborative research projects, the COE needs to use the services of a research firm, a partnering college, and a consultant as follows:

- Contract with Davis Research, LLC for questionnaire development, employer phone surveys, and data analysis. The cost will not exceed \$40,000.
- Contract with the Center of Excellence hosted at Modesto Junior College for assistance with research methodology, data collection, and analysis. The cost will not exceed \$8,000.
- Contract with Jennifer Oliver for research, analysis, and preparation of reports. The cost will not exceed \$12,750.

The contract period for all three contracts is September 11, 2014, through December 15, 2014. The total cost will not exceed \$60,750.

There will be no cost to the District.

Funding Source

Center of Excellence Grant (\$60,750).

RECOMMENDATION

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

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>September 10, 2014</u>	CONSENT
SUBJECT: <u>Continuing Education Division Changes</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Workforce Training Center - Program Changes

Course Title/Program	From	To
Various Offerings	Aguilar, Alan Mendez, Mario Perez, Raul Quintero, David Tran, Diana	Leadership Build, LLC

2. New Contracts

Agency (Description of Services)	Expenses	Fee
<u>Contract #1415-001</u> K2 Motor 250 Benton Court Walnut, California 91789 Supervisory Training – 24 hours October 1 – December 30, 2014	Jahelka, Tamara Instruction - \$80/hour Curriculum Development, 4 hours at \$50/hour	\$5,600

Funding Sources

- Workforce Training Offerings - Registration Fees.
- New Contracts – Contracting Agency.

RECOMMENDATION

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

Prepared by: Donna Burns Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #20

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

DATE: September 10, 2014

CONSENT

SUBJECT: Technical Assistance Provider for Contract Education Grant:
Acceptance of Funds and Approval of Purchases

BACKGROUND

Mt. San Antonio College has received notification of funding for a grant titled "Technical Assistance Provider for Contract Education." The purpose of the grant is to provide guidance, professional development, and technical assistance to California community colleges at the local, regional, and statewide level in order to expand and improve contract education for employers and promote student success.

ANALYSIS AND FISCAL IMPACT

The grant award is \$237,525. The grant period is September 10, 2014, through June 30, 2015. The funding agency has approved the expenditure of grant funds to support the following: a project director, faculty, hourly, and student personnel; employee benefits; travel and professional development for grant personnel; participant support costs; instructional supplies and materials; printing/marketing; consultant services; contracted services; facilities and catering; indirect costs; and other grant-related expenses.

As part of the grant activities, project staff will conduct periodic professional development and other meetings. Authorization is requested to purchase food and/or catering services for these meetings, not to exceed \$500 per event.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Technical Assistance Provider for Contract Education Grant funds and approves the purchases, as presented.

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 10, 2014</u>	CONSENT
SUBJECT:	<u>Workforce Initiative Act, Title II Grant: Acceptance of Funds and Approval of Activities</u>	

BACKGROUND

Mt. San Antonio College received notification of funding for a new grant titled “Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231 and English Literacy and Civics Education.” The purpose of the grant is to provide supplemental instructional support for noncredit Adult Basic Education and English-as-a-Second-Language.

ANALYSIS AND FISCAL IMPACT

The grant award is \$1,190,455 with a grant period of July 1, 2014, through June 30, 2015.

This grant is intended for supplementary educational activities that enable adults to acquire basic literacy skills, complete basic education courses, improve English language skills, and secure training for employment and civic engagement. Activities include, but are not limited to, professional development, curriculum development and improvement, supplemental instruction and labs, and learning technology. The grant does not provide for food.

Outcomes of the grant are determined by pre- and post-testing of students using multiple measures. Student learning gains will result in higher benchmark awards in future grant funding.

The activities will be carried out with grant funds and will not impact District funds.

Funding Source

Federal Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231 and EL Civics.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Workforce Investment Act, Title II Grant funds and approves the activities, as presented.

Prepared by: _____	Donna Burns	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #22

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

DATE: September 10, 2014

CONSENT

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

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

This grant award notification is for the fourth year of funding (\$400,000) of a projected five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$2,152,351.

The performance period for this grant is October 1, 2011, through September 30, 2016. The budget period for the fourth-year grant award is October 1, 2014, through September 30, 2015.

The funding agency has approved the expenditure of grant funds to support the following: faculty, classified, management, and student personnel; employee benefits; travel and professional development for grant personnel; student travel; instructional and non-instructional supplies, materials, and equipment; food supplies and/or catering; contracted services; printing/marketing; promotional items; and other grant-related costs.

As part of the grant activities, project staff will conduct program orientations, group counseling, student leadership development programs, recognition and cultural events, university transfer tours, and other events. Authorization is requested to purchase food and/or catering services and promotional items for these meetings and special events.

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

DATE: September 10, 2104

Funding Source

U.S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the AANAPISI Grant funds and approves the purchases, as presented.

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

DATE: September 10, 2014

CONSENT

SUBJECT: Child Care Access Means Parents in School Grant: Acceptance of
Funds

BACKGROUND

Mt. San Antonio College received notification of funding for a new Child Care Access Means Parents in School (CCAMPIS) Grant funded by the U.S. Department of Education. The purpose of the grant is to support the participation of low-income parents in postsecondary education through provision of campus-based childcare services. The project's four main goals include: (1) develop and employ direct and effective family support services in partnership with student-parents to address significant barriers to higher education attainment above and beyond childcare access; (2) provide an educational, culturally-relevant, and developmentally-appropriate program for children with emphasis on stable, responsive relationships between early educators and families as well as enhancement of children's individual growth and development by providing a safe and nurturing environment that encourages critical thinking, creativity, and independence; (3) expand the number of subsidized childcare spaces for infants/toddlers and preschool children, in response to the greatest childcare demand/need for low-income students and families in Los Angeles County and at Mt. SAC; and (4) provide a laboratory setting where Early Childhood Education (ECE) college students enhance their skills and knowledge of early education principles and child development theory by observing and interacting with children and receiving direct guidance from highly-qualified ECE professionals.

ANALYSIS AND FISCAL IMPACT

This grant award notification is for the first year of funding (\$375,000) of a projected four-year award. The performance period for this grant is October 1, 2014, through September 30, 2018. The budget period for the first year of this grant is October 1, 2014, through September 30, 2015.

The funding agency has approved the expenditure of grant funds to support the following: classified, management, and hourly personnel; employee benefits; travel and professional development; and instructional and non-instructional supplies and materials.

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

SUBJECT: Child Care Access Means Parents in School Grant: Acceptance of Funds

DATE: September 10, 2104

Funding Source

U.S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees accept the CCAMPIS Grant funds, as presented.

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

DATE: September 10, 2014

CONSENT

SUBJECT: Title V – Developing Hispanic-Serving Institutions, “Building Pathways of Persistence and Completion,” Grant: Acceptance of Funds and Approval of Purchases

BACKGROUND

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

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

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

ANALYSIS AND FISCAL IMPACT

This grant award notification is for the second year of funding (\$649,330) of a projected five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$3,247,502.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

SUBJECT: Title V – Developing Hispanic-Serving Institutions, “Building Pathways of Persistence and Completion,” Grant: Acceptance of Funds and Approval of Purchases

DATE: September 10, 2104

The performance period for this grant is October 1, 2013, through September 30, 2018. The budget period for the second-year grant award is October 1, 2014, through September 30, 2015.

The funding agency has approved the expenditure of grant funds to support the following: faculty, classified, management, hourly, and student personnel; employee benefits; travel and professional development; equipment; instructional and non-instructional supplies, materials, and software; food supplies and/or catering; contracted services; printing/marketing; promotional items; student stipends; and other grant-related costs.

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

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

Funding Source

U.S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Title V – Developing Hispanic-Serving Institutions Grant funds and approves the purchases, as presented.

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

DATE: September 10, 2014

CONSENT

SUBJECT: Upward Bound Grant: Acceptance of Funds and Approval of Purchases

BACKGROUND

Mt. San Antonio College received notification of continued funding for a grant titled “Upward Bound,” funded by the U.S. Department of Education. The purpose of the grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education. This goal will be achieved through the delivery of several key services including academic counseling, academic support through tutoring and guided study groups, basic skills development, financial aid and scholarship assistance, assessment and intervention activities, financial literacy activities, enrollment assistance, personal counseling, peer advising, professional mentoring, field trips, career planning, cultural enrichment activities, family support activities, and leadership development. The project serves two high schools: La Puente High School (Hacienda La Puente Unified School District) and Ganesha High School (Pomona Unified School District).

ANALYSIS AND FISCAL IMPACT

This grant award notification is for the third year of funding (\$292,005) of a projected five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$1,444,753.

The performance period for this grant is September 1, 2012, through August 31, 2017. The budget period for the third-year grant award is September 1, 2014, through August 31, 2015.

The funding agency has approved the expenditure of grant funds to support the following: counseling, classified, and student personnel; employee benefits; travel and professional development for grant personnel; student travel; instructional and non-instructional supplies and materials; computers, software and other technology; food supplies and/or catering; student support (e.g., book purchases, transfer college/university application fees); contractual services; printing/marketing; promotional items; and other grant-related costs.

As part of the grant activities, project staff will conduct program orientations, recognition ceremonies, university campus tours, cultural field trips, and other events. Authorization is requested to purchase food and/or catering services for these meetings, not to exceed \$2,500 per event.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

SUBJECT: Upward Bound Grant: Acceptance of Funds and Approval of Purchases

DATE: September 10, 2104

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

Funding Source

U.S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Upward Bound Grant funds and approves the purchases, as presented.

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

DATE: September 10, 2014

CONSENT

SUBJECT: Contract with UCLA Conference Center in Lake Arrowhead for the
Annual Associated Students Fall Leadership Conference

BACKGROUND

The Associated Students is requesting approval of a contract with the UCLA Conference Center in Lake Arrowhead for its annual Leadership Conference to be held October 24-26, 2014. The Associated Students has hosted a Fall Leadership Conference for more than 50 years. Its purpose is to recruit potential student leaders while encouraging leadership involvement in all areas of the Mt. San Antonio College community. The initial deposit was paid out of the 2013-14 Associated Students budget. Approval is needed to pay the balance due (\$11,500) on the 2014 contract.

ANALYSIS AND FISCAL IMPACT

Specific items related to this contract include lodging and meals. Specific programs, events, and activities are related to leadership training, student development, and include: workshops, guest speakers, team-building activities, and a college leadership panel.

Total contract fee:	\$22,000
Deposit:	<u>\$10,500</u>
Remaining balance:	\$11,500

Funding Source

Associated Students budget.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with the UCLA Conference Center and related expenditures associated with the Associated Students Fall Leadership Conference.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #27

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>September 10, 2014</u>	ACTION
SUBJECT:	<u>Adopted Budget for Fiscal Year 2014-15</u>	

BACKGROUND

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

The proposed budget includes updated actual information from 2013-14 plus revised revenue and expenditure projections for 2014-15. Most expenditures, such as salaries, fringe benefits, supplies, utilities, contracts, and services are considered to be ongoing and part of what is called the operational or status-quo budget.

ANALYSIS AND FISCAL IMPACT

The 2014-15 State Budget is based on the Governor’s more conservative forecast. The proposed State Budget continues to be very positive, focusing on education and the retirement of the debt. For a fourth consecutive year, the budget was approved on time. The State Budget includes a positive trigger that would reduce additional deferrals to schools and colleges.

The main revenue increases for community colleges consists of: 0.85% funded Cost-of-Living Adjustment (COLA); 2.75% for Growth/Restoration; \$170 million for Student Success and Student Equity; \$30 million for the Disabled Student Program and Services; \$148 million for Scheduled Maintenance and Instructional Equipment; \$498 million for paying down the apportionment deferrals; and \$139.2 million for other programs. These additional revenues and Mt. SAC’s healthy fund balance (reserves) will enable the College to sustain programs and services for the 2014-15 fiscal year.

The 2014-15 proposed budget reflects the Governor’s recognition of the important role that community colleges play in providing access to quality, affordable higher education. Although the proposed 2014-15 State Budget for community colleges has improved our funding, anticipated revenues continue to be less than our current expenditures. A major concern is the continuous apportionment deficits as a result of shortfalls in property taxes and enrollment fees. We continue to have an ongoing structural deficit. Therefore, our collaborative work to reduce expenditures, improve efficiencies, capture over-cap growth, and use increases in categorical programs wisely must continue in order to maintain Mt. SAC’s fiscal health and stability. As always, the budget is considered a dynamic planning document flexible enough to be responsive to the College’s needs, yet very dependent upon uncertain, variable revenue.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Action #2

SUBJECT: Adopted Budget for Fiscal Year 2014-15

DATE: September 10, 2014

Apportionment revenue is based on \$4,636 per Credit FTES, \$2,788 per Noncredit FTES, and \$3,283 per Enhanced Noncredit Career Development and College Preparation (CDCP) FTES. Apportionment revenue has been budgeted at our estimated 2013-14 base allocation, plus \$1,114,919 in a 0.85% cost-of-living adjustment. The 2013-14 estimated apportionment base includes \$347,614 in 2012-13 Over Cap Growth, \$1,813,906 in 2013-14 Growth, and \$1,262,599 in preliminary 2013-14 Over Cap Growth. In addition, Nonresident Tuition has been increased by \$600,000 to align with actual revenues received in 2013-14. The Lottery rate is estimated to increase from \$126 to \$128, which increases revenues by \$204,250. Interest earnings have been increased by \$50,000 as a result of the decrease in apportionment deferrals. Included in the proposed budget are ongoing unrestricted general fund revenues totaling \$142,556,172, which is \$5.1 million more than the total revenue budgeted for the 2013-14 Adopted Budget.

In the 2014-15 proposed budget, Faculty, CSEA 262, CSEA 651, Management, Confidential, and Supervisory employees will receive a 1% salary increase and \$500 annually for health and welfare on an ongoing basis, totaling \$1,650,910. In addition, if the College receives 2013-14 Over-Cap Growth, 15% of these funds will be used to provide a proportional health and welfare contribution of up to a maximum of \$1,100 per fiscal year, retroactive to July 1, 2014. The College received preliminary 2013-14 Over-Cap Growth funds with the second principal apportionment in June 2014; therefore, a total of \$407,197 has been assigned from the fund balance to fund this 15% proportional health and welfare contribution of up to a maximum of \$1,100 per fiscal year. The 2013-14 Over-Cap Growth will be recalculated in February 2015. At that time, the College will determine the exact amount that will be allocated for health and welfare. The last time employees received salary-negotiated increases was in the 2013-14 fiscal year.

Besides the \$1,650,910 for the 1% salary increase and a \$500 annual health and welfare increase described in the previous section, some of the most notable ongoing expenditure increases are: \$1,479,880 in annual step-and-column salary progression along with the associated employer-paid contributions; \$2,601,790 in the Class Schedule Increase of 1,037 FTES to earn the growth for 2013-14; and \$382,861 in the State Teacher's Retirement System (STRS) employer contribution due to the increase in the rate from 8.25% to 8.88%. Some of the most significant budget decreases are \$845,589 due to filling vacancies at a lower step/column and employer contribution adjustments; and \$248,582 for the net decrease of three full-time faculty positions with the corresponding backfill. The total ongoing expenditures for the Unrestricted General Fund are estimated at \$153,207,508, leaving a projected ongoing deficit of \$10,651,336. The College must continue to work together to reduce the ongoing structural budget deficit.

Fortunately, instead of an estimated \$5,314,265 budget deficit that was projected for 2013-14, the fiscal year ended with a \$1,981,514 surplus, which resulted in a \$7,295,779 positive variance for the Unrestricted General Fund. This positive variance was mainly increased due to the 2012-13 Redevelopment Revenues backfill, the 2012-13 Structural

SUBJECT: Adopted Budget for Fiscal Year 2014-15

DATE: September 10, 2014

Apportionment Deficit recovery, additional funds received for the 2012-13 Over-Cap Growth, the preliminary 2013-14 Over-Cap Growth, Nonresident Tuition revenue increases, a team effort of conserving budgets across the campus, and savings from vacant positions. However, the variance was largely decreased by the 2013-14 apportionment deficit as a result of the shortfall in property taxes and enrollment fee estimates and the additional cost of course offerings to earn the 2013-14 growth.

The one-time budgeted revenue and expenditures net to an increase in revenues of \$31,478. Revenues include an increase of \$900,000 for the 2013-14 Apportionment Deficit in enrollment fees and property taxes, a decrease of \$992,914 for the 2014-15 Apportionment Deficit, and an increase of \$812,089 for the Mandated Cost Block Grant. The 2014-15 Growth is estimated at \$3,587,437 and is not included in the 2014-15 Adopted Budget as these revenues will change multiple times during the year. The primary increases in one-time expenditures are \$2,332,579 in carryover budgets from 2013-14, \$488,253 in Positions and Operational Expenses funded with 2014-15 Anticipated Growth, and \$2,408,703 in a cost increase for 2014-15 course offerings to earn the 2014-15 Growth. The contribution to the OPEB Trust for 2014-15 is estimated at \$3,021,140. After two years of deferring this contribution, the College reinstated the budget of \$2.5 million to make the contribution for 2014-15. The College will not make the contribution for the balance of \$521,140, which will be used as a one-time budget savings. The retiree medical premiums of \$3,881,979 will be paid from the OPEB Trust. The result is \$4,403,119 in total one-time budget savings comprised of the balance of the OPEB Trust contribution and the retirees' health premiums, which contributes to conserve Mt. SAC's fund balance.

The budget also includes revenues and expenditures for the Unrestricted General Fund, and Revenue-Generated accounts. The fund balance increased from \$2,720,704 to \$3,245,417. This carryover fund balance has been budgeted in the 2014-15 fiscal year.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and adopts the Budget for 2014-15, per Title 5 requirements. (Distributed as a separate document.)

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

DATE: September 10, 2014

ACTION

SUBJECT: OPEB Trust Contribution for the 2014-15 Fiscal Year

BACKGROUND

As a result of the severe apportionment budget reductions in the 2011-12 fiscal year, and in order to conserve the fund balance, the College did not make annual contributions to the OPEB Trust, and retirees health premiums were paid from the interest earned on the OPEB Trust for the 2012-13 and 2013-14 fiscal years.

ANALYSIS AND FISCAL IMPACT

On March 5, 2014, the Budget Committee recommended to return to the previous practice of funding the OPEB Trust Contribution and the Retirees Health Premiums from the Unrestricted General Fund for the following reasons:

- The estimated net OPEB liability will be \$20,059,873 million on June 30, 2015.
- Increased liabilities in audited financial statements may have an adverse effect on bond ratings as they reduce the net assets of the College.
- GASB 45 standards require public agencies to account for retirees' health benefits like pensions. These standards apply to accrual basis financial statements.
- Accreditation reviews now include making sure there is an "institutional plan for funding the liability."

The liability to the OPEB Trust for 2014-15, based upon the actuarial study, is estimated at \$3,021,140, and the retirees' health premiums are \$3,881,979, which result in \$6,903,119. Since the College is on its way to recovery, the proposed plan for the 2014-15 fiscal year is to make a contribution of \$2,500,000 to the OPEB Trust from the Unrestricted General Fund. The remaining balance of \$4,403,119 will be reduced from the budget as a one-time savings. This balance is comprised of the OPEB Trust Contribution balance of \$521,140 and the retirees' health premiums of \$3,881,979. The retirees' health premiums will be paid from the interest earned in the OPEB Trust. The net OPEB Liability of \$20,050,873 will be reduced to \$17,559,873 after the \$2.5 million contribution to the OPEB Trust is made.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #3

SUBJECT: OPEB Trust Contribution for the 2014-15 Fiscal Year

DATE: September 10, 2014

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contribution to the OPEB Trust of \$2.5 million from the Unrestricted General Fund and the payment of the retirees' health premiums of \$3,881,979 from the interest earned in the OPEB Trust.

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

DATE: September 10, 2014

ACTION

SUBJECT: President & CEO Employment Agreement Amendment

BACKGROUND

In May 2011, the Board of Trustees approved an Employment Agreement with Dr. Bill Scroggins as the College President & CEO, effective July 1, 2011, and terminating on June 30, 2014.

The Agreement was amended on August 14, 2013. The employment agreement gives the Board, at its discretion, the right to approve a tax-sheltered annuity for the College President/CEO.

ANALYSIS AND FISCAL IMPACT

Paragraph 2. of the Employment Agreement states, "Term. The District hereby employs President beginning July 1, 2011, and terminating on June 30, 2014, subject to the terms and conditions set forth below."

Paragraph 4. of the Employment Agreement states, "Tax-Sheltered Annuity. The Board will provide the President with a tax-sheltered annuity beginning July 1, 2013, in the amount of Ten Thousand Dollars (\$10,000.00), for the period July 1, 2013, to June 30, 2014."

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves an amendment to Dr. Scroggins' Employment Agreement that will renew the President's term, from July 1, 2014, and terminating on June 30, 2017.

It is also recommended that the Board of Trustees provides the President with an annual tax-sheltered annuity beginning July 1, 2014, in the amount of Ten Thousand Dollars (\$10,000.00).

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #4

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>September 10, 2014</u>	ACTION
SUBJECT: <u>Proposed Revisions to Board Policy 3410 – Nondiscrimination</u>	

BACKGROUND

Mt. San Antonio College (Mt. SAC) is continuing the process of updating and aligning the College’s Administrative Procedures with the recommended policies developed through the College’s legal counsel, Liebert Cassidy Whitmore, in conjunction with the Community College League of California (CCLC). Mt. SAC is a member of the Board Policy and Administrative Regulation Subscription Service coordinated by the CCLC.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review the current Mt. SAC Policies and align them with the policies recommended by our legal counsel and the CCLC. This policy has been reviewed by President’s Cabinet as well as shared with President’s Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion the proposed revisions to Board Policy 3410 – Nondiscrimination.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #5

SUBJECT: Proposed Revisions to Board Policy 3410 - Nondiscrimination

DATE: September 10, 2014

Chapter 3 – General Institution

BP 3410 Nondiscrimination

References:

Education Code Sections 66250, et seq., 72010, et seq.; and 87100 et seq.; Title 5, Sections 53000, et seq. and 59300 et seq.; Government Code 12926.1 and 12940, et seq., and Penal Code Section 422.55

The College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race **or ethnicity**, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, **pregnancy, military or veteran status**, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The College President/CEO shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No College funds shall ever be used for membership or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race **or ethnicity**, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, **pregnancy, military or veteran status**, or because he or she is perceived to have one or more of the foregoing characteristics or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Approved: April 28, 2004

Revised: April 26, 2006

Revised: November 15, 2006

Revised: January 23, 2013

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE:	<u>September 10, 2014</u> INFORMATION
SUBJECT:	<u>Revisions to Administrative Procedure 3410 – Nondiscrimination</u>

BACKGROUND

Mt. San Antonio College (Mt. SAC) is updating the College’s Administrative Procedures and has made the following changes to Administrative Procedure 3410 – Nondiscrimination. These changes include adding military and veteran status as a protected class.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review and update Mt. SAC procedures to ensure the needs of the College and its programs are being met.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives revisions to Administrative Procedure 3410 – Nondiscrimination.

Recommended by: Bill Scroggins Reviewed by: James P. Czaja
Agenda Item: Information #1

SUBJECT: Revisions to Administrative Procedure 3410 – Nondiscrimination

DATE: September 10, 2014

Chapter 3 - General Institution

AP 3410 Nondiscrimination

References:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.; Penal Code Sections 422.55 et seq.; Title 5 Sections 59300 et seq.; and Accreditation Standard-II.B.2.c

Education Programs

The College shall provide access to its services, classes, and programs without regard to race or ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, pregnancy, medical condition, marital status, sex (gender), age, sexual orientation, **military and veteran status**, or the perception that a person has one or more of these characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes.

The College shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff including, but not limited to, counselors, instructors, and managers, shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the College shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment

Education Code Sections 87100 et seq.; Government Code Sections 11135 et seq. and 12940 et seq.; and Title 5 Sections 53000 et seq.

Employment

The College shall provide equal employment opportunities to all applicants and employees regardless of race or ethnicity, religious creed, color, national origin, ancestry, physical or mental disability, pregnancy, medical condition, marital status, sex (gender), age, sexual orientation, **military and veteran status**, or the perception that a person has one or more of these characteristics.

SUBJECT: Revisions to Administrative Procedure 3410 – Nondiscrimination

DATE: September 10, 2014

All employment decisions including, but not limited to, hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the College's needs.

All College employees are encouraged to be involved in the active promotion of diversity in employment including recruitment.

The College shall, as necessary, provide professional and staff development activities and training to promote understanding of diversity.

Revised: March 26, 2014

Revised: August 24, 2014

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

DATE: September 10, 2014

INFORMATION

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use
of Campus Facilities

BACKGROUND

The following Administrative Procedure has been revised and is being presented as an Information Item to the Board:

- AP 6700 – Campus Events and Use of Campus Facilities

ANALYSIS AND FISCAL IMPACT

This Administrative Procedure has gone through the governance process of the College and has been approved by President's Advisory Council and President's Cabinet.

The revisions include modifying language to include recent changes regarding Performing Arts Center District Events, District Instructional Competitive Events, District Revenue-Generating Events to Cover Direct Costs, and District Special Events.

There is no fiscal impact to the College to revise AP 6700.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities.

Prepared by: William Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #2

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities

DATE: September 10, 2014

Chapter 6 – Business and Fiscal Affairs

AP 6700 Campus Events and Use of Campus Facilities

References:

California Education Code Sections 82537-82548; Baseline Schedule for the Performing Arts Center

Classification of Campus Events:

All campus events fall into one of the following categories. (Note: The term “direct cost” for campus events refers to the actual costs for labor, utilities, equipment, and supplies fees. The base costs for specific facilities are established in the Facility Rental Fee Schedule. Under specified circumstances, direct costs may be reduced. See the later section on “Covering Facility Direct Costs.”)

1. District Operational Event:

A District operational event is an event that takes place in support of standard District operations. Examples of District operational events include meetings, setups for information distribution, teleconferences, support for direct classroom instructional activities, and other general activities that require a minimal level of technical and logistical support. District operational events may not charge for admission, registration, or for any type of service. However, fees for direct costs of food or materials are allowed. Expenses for District operational events are covered through the General Fund budget of the Event Services Office.

2. Approved District Club Event:

An approved District club event is any type of activity conducted by an approved club under the jurisdiction of the Associated Students. In addition to the standard approval requirements for campus events, the Director of Student Life must also approve an approved District club event. Approval is contingent on the availability of budgeted funding. Approved club activities may include minor fund-raising activities such as food sales. Events directly sponsored by the Associated Students are included in this category. Expenses for approved District club events are covered through the General Fund budget of the Event Services Office. (See AP 6625 on College Fund-raising for requirements that apply to generating net income.)

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities

DATE: September 10, 2014

3. Performing Arts Center District Instructional Event:

A Performing Arts Center District instructional event is a public performance that takes place within the Performing Arts Center that is part of the baseline instructional schedule for music, theater, and dance established for the Performing Arts Operations Office which budgets for the direct cost of these events. Although admission is charged for these events, the admission charges are returned to the Performing Arts Operations Office General Fund budget to help offset the cost of public performances. Additional instructional events that are not included in the baseline schedule require additional funding to cover the expense of technical and logistical support for the event. Such funding requests are made through existing budget processes.

4. Performing Arts Center District Event:

A Performing Arts Center District event is a public meeting or performance that takes place within the Performing Arts Center that is part of the baseline schedule for District events for the Performing Arts Operations Office. **Generally, admission fees may not be charged for these events, however Festivals and other types of events held to recruit new students to performance programs may collect and retain entry fees to cover expenses. Approved baseline District Events that do charge admission, such as the Holiday Wassail concert, are required to reimburse specified District costs and are allowed to retain the balance of the generated revenue.** Subject to budget constraints, expenses for Performing Arts Center District events are covered through the General Fund budget of the Performing Arts Operations Office. Additional events that are not included in the baseline schedule require additional funding to cover the expense of technical and logistical support for the event. Such funding requests are made through existing budget processes.

5. District Instructional **Competitive** Athletic Event:

A District instructional **competitive** athletic event is an event that takes place as part of the regular season schedule of College intercollegiate **athletic** teams **or a sponsored event among intercollegiate competitive academic or vocational teams.** Such events are part of the instructional program. Admission for these events may be charged and retained by the sponsoring team; however, all admission and ticketing procedures must be controlled by the central box office. All expenses for technical and operational support of District athletic events are covered through the General Fund budget of the Event Services Office, **by approval through the Stars of Excellence fund, or other identified sources.** Expenses for additional **athletic** events as a result of post-season playoffs and championships require additional funding to cover the cost of technical and operational support. Such funding is allocated from the Stars of Excellence fund following existing practices.

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities

DATE: September 10, 2014

6. District Revenue-Generating Event to Cover Direct Costs:

A District revenue-generating event is a special event that is peripheral to the core instructional program that generates revenue through admission charges, entry fees, or registration fees. Such revenue must, at a minimum, cover the direct cost of the event. Events that charge only for direct cost of food or materials such as handouts are not considered revenue-generating. The primary function of a revenue-generating event is to promote the program of the sponsoring organization; the generation of revenue is a secondary, although necessary, result. ~~Examples of District revenue-generating events include high school music festivals and athletic clinics.~~ District revenue-generating events do not require the approval of the Mt. SAC Foundation. These events must reimburse the District for the actual direct costs related to the operational and technical support for the event before any income may be retained by the sponsoring organization. These costs will be calculated at actual College cost following the event. (See AP 6625 on College Fund-raising for requirements that apply to generating net income.)

7. District Fund-raising Event:

A District fund-raising event is a special event that is conducted principally to generate revenue through sponsorships, admission charges, entry fees, or registration fees. District fund-raising events require the prior approval of the Mt. SAC Foundation. These events must reimburse the District for all direct labor, utility, and supply costs before any income may be retained by the sponsoring organization. These costs will be calculated at actual College cost following the event. (See AP 6625 on College Fund-raising for requirements that apply to generating net income.)

8. District-Budgeted Major Event:

A District-budgeted major event is a new or regularly scheduled event that requires substantial technical, logistical, or operational support from the Event Services Office and operates under a separate restricted or unrestricted fund budget to cover direct costs of the event. Examples of District-budgeted major events include the annual Cross Country Invitational, the Mt. SAC Relays, and the LA84 Grant Youth Days event as well as the annual College commencement ceremony. Admission charges, entry fees, or registration fees may be charged for these events and retained by the sponsoring organization; however, all admission and ticketing procedures must be controlled by the central box office. All expenses for these events are covered under separate budgets established specifically for these events. These costs will be calculated at actual College cost following the event. (See AP 6625 on College Fund-raising for requirements that apply to generating net income.)

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities

DATE: September 10, 2014

When the Event Services Office receives an approved request for a new major event, the estimated support costs will be calculated and the Director of Technical Services will send the estimated expenses and a recommendation for action to President's Cabinet for review. President's Cabinet may act to deny the request, fund the request on a one-time basis, or establish the event as a District-budgeted special event. Requests for District major events must fully disclose any proposed income generation through admission, registration, or service charges, and this proposed income will be considered as part of the approval process.

9. **District Special Event:**

A district special event is a one time or occasionally scheduled meeting, event or competition that is sponsored or co-sponsored by a Mt. SAC unit. These events typically involve both on and off-campus participants and support the mission of the College. Examples include Chancellor's Office workshops, Regional Speech and Debate Competitions, Regional Workforce meetings, Regional Science, Technology or Agriculture Competitions and Academic Senate Area meetings. Such events are to be fully funded either by the external co-sponsor, by the Mt. SAC sponsoring unit, or through special funding provided through normal administrative processes. The Mt. SAC sponsoring unit will be responsible for coordinating all event details with the Event Services Office. If a Special Event becomes a regularly scheduled District Budgeted Major Event, the normal funding process for a new major event must be followed.

910. Contract Event:

A contract event is any event that is conducted by an outside organization under the terms of California Education Code Sections 82537-82548.

Covering Facility Direct Costs:

Use of a college facility requires direct costs for labor, utilities, equipment, and supplies depending on the nature of the event. Each event must identify a source of funds to cover these direct costs. That source can be an existing budget, event-generated revenue, and/or donations. The above categories of events cover all these possibilities. Organizers of events should carefully plan budgets to cover direct costs. Direct costs, as specified in the Facility Rental Fee Schedule, are built on data collected from typical use of each facility on campus. Actual direct costs used for campus and revenue-generating events may vary from the Fee Schedule as they are calculated at the conclusion of an event when all costs are known. When organizers anticipate that budget, revenues, or donations may not cover direct costs, scaling down facility needs should be considered. The Event Services Office can be of assistance in this process. For events utilizing campus personnel, it may be possible for services to be donated or for volunteers to perform some of the duties. Because College

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities

DATE: September 10, 2014

employees are represented by exclusive bargaining agents, such discussions should involve fair representation of all parties. Particularly for events designed to raise funds for the College and its students, creative solutions are encouraged.

General Provisions for District Events:

Requests for District use of College facilities should be made at least 10 working days in advance of the first date of use being requested. Requests must be submitted using the on-line submission system. The on-line submission system will forward the request through the approval process, which includes approval by the Division Dean or Departmental Director followed by approval of the appropriate Vice President. Requests for approved Associated Student club events must be submitted by a club advisor who agrees to be present for the duration of the club event. All approved club events and general Associated Students events must be reviewed and approved by the Director of Student Life.

The Director of Technical Services will review all approved events for conformance to established College policies and procedures and for impact on operational budgets.

General Provisions for Contract Events:

All contract use of College facilities is performed under the terms of California Education Code Sections 82537-82548. All provisions of Education Code Sections 82537-82548 are hereby incorporated in this regulation even though these provisions are not here duplicated.

College facilities are available for contract use when, in the opinion of the College, such use does not conflict with College programs and operations.

Except as provided in these regulations, no organization shall be denied the use of College facilities because of the content of the speech to be undertaken during the use.

The Director of Technical Services is responsible for the coordination and implementation of the contract rental process.

All user groups shall be required to provide the College with an indemnification agreement and liability insurance meeting current requirements.

The American Red Cross or other public agencies may use College facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The College will cooperate with these agencies in furnishing and maintaining services mutually deemed necessary to meet the needs of the community.

Permission to use College facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use
of Campus Facilities

DATE: September 10, 2014

Any persons applying for use of College property on behalf of any groups shall be a member of the group and, unless he or she is an officer of the group, must present written authorization to represent the group.

The specific rules and charges for the contract use of different College facilities are detailed in the Facility Rental Fee Schedule. The Facility Rental Fee Schedule is reviewed and revised by the Director of Technical Services annually in August and submitted to President's Cabinet for review and approval. The revised Facility Rental Fee Schedule is then implemented on January 1st of each year. The rules and conditions for use of each facility listed in the Facility Rental Fee Schedule are hereby incorporated in this regulation even though these rules and conditions are not here duplicated.

Fees charged for the use of College facilities other than those included on the Facility Rental Fee Schedule, and charges for multiple events will be determined on an individual basis by the Director of Technical Services and approved by the Vice President, Administrative Services. Negotiated rates will be in conformance with Education Code Sections 82542 and 82544.

The collection of required parking fees for contract events will be coordinated with the Director of Public Safety.

Priorities for contract use of College facilities are established in Education Code Section 82542.

Overall Priority for the Use of College Facilities:

Overall Priority for the use of College facilities by all groups will be as follows:

1. Direct instructional use;
2. Use by student clubs and organizations;
3. District non-instructional use; and
4. Contract use as determined by Education Code Section 82542.

Revised: March 6, 2013

Revised: ???

SUBJECT: Revisions to Administrative Procedure 7211 – Minimum Qualifications and Equivalencies

DATE: September 10, 2014

Chapter 7 – Human Resources

AP 7211 Minimum Qualifications and Equivalencies

References:

Education Code Sections 87001, 87003, 87359 and 87743.2; Title 5 Sections 53400 et seq.

Minimum Qualifications

Faculty shall meet the minimum qualifications established by the Board of Governors or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors. **In addition, for disciplines not requiring a master’s degree, all professional experience in the discipline must be occupational in nature as per Title 5, Section 53404.**

Equivalencies

Equivalency Committee: An Academic Senate Equivalency Committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process “shall include reasonable procedures to ensure that the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications...” In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate Equivalency Committee shall:

- recommend all equivalency determinations to the Board of Trustees;
- further clarify the criteria to be used for determining equivalency;
- ensure that careful records are kept of all equivalency determinations;
- work with disciplines to review all established equivalencies for currency and accuracy every four years;
- periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees; and
- in general, ensure that the equivalency process works well and meets the requirements of the law.

The Equivalency Committee will recommend criteria for equivalencies to the minimum qualifications for disciplines. The committee shall consist of ~~seven~~ **eight** members: the Academic Senate President, four faculty appointed by the Academic Senate President, one instructional manager appointed by the Chief Instruction Officer, **one representative from**

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Human Resources appointed by the Chief Human Resources Officer, and one representative from non-credit instruction appointed by the Academic Mutual Agreement Council. The terms of the appointments are for three years. If a vacancy occurs, appropriate replacements may be made at any time.

Determination of Equivalencies: The following procedures are to be used to determine equivalency status of any potential faculty applicant and the process for disciplines to request equivalency status. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements shall state the required qualifications, as specified by the Disciplines List, including the possibility of meeting these qualifications via an equivalency. **In addition, all announcements shall state any required occupational licenses or certificates, if applicable.**

The Office of Human Resources shall first screen all applications for minimum qualifications. In cases where it is unclear whether minimum qualifications are met, the Office of Human Resources shall consult the Academic Senate President.

Applications of candidates who do not meet minimum qualifications shall be sent to the Academic Senate President to determine if the candidate meets an established equivalency. Department members of the screening committee may choose to review all of these applications and consult with the Academic Senate President to establish whether a candidate may meet an established equivalency. The Academic Senate President shall review the applicants' materials and shall send a decision concerning equivalency or non-equivalency to the Office of Human Resources before candidates are notified of interviews.

Equivalencies to Minimum Qualifications (Full-time and Part-time)

The following process and criteria are used to determine equivalencies to minimum qualifications for both full- and part-time faculty:

A. General Principles Applying to All Equivalencies

1. Equivalencies supersede limited credentials.
 - a. Degrees and credits generally must be from accredited institutions (**Title 5**, Section 53406).
 - b. An occupational license or certificate is required in certain instances (**Title 5**, Section 53417).

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~~e. A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the Academic Senate (Section 53430).~~

c. Whenever a master's degree is mentioned, any degree beyond the master's will also satisfy that qualification.

2. A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the Academic Senate. Equivalencies must be "at least equivalent" to the State Minimum Qualifications (Title 5, Section 53430).

3. Prior to taking effect, equivalencies must be approved by the Academic Senate.

4. Part-time faculty hired under a previous minimum qualification or equivalency shall be permitted continuous employment. For the purpose of this AP, lapse in employment may not exceed two years to be considered "continuous." Any lapse in employment longer than two years requires that the faculty member re-qualify under the current minimum qualification or equivalency.

5. Part-time experience will be prorated towards the experience requirement unless excluded by the equivalency.

B. Process by Which Individual Equivalencies are Granted

1. Departments **which desire equivalencies** must submit guidelines for establishing **the proposed** equivalencies in their discipline(s) to the Academic Senate for approval. Upon approval, copies will be filed in the Office of Human Resources, the Instruction Office and the Academic Senate Office **and will be made available online.**

2. Departments may determine:

a. to "not use equivalencies" for hiring;

~~b. To specify "exact standards" for equivalent preparation~~

b. to specify acceptable additional (alternative) standards to the State Minimum Qualifications; and

c. to specify replacement standards that supersede the State Minimum Qualifications.

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3. A faculty member in the discipline and the Department Chair must both sign off to validate the equivalency.
4. Departments will be given the opportunity each fall to evaluate the guidelines they are using to grant equivalencies and may submit revisions. ~~These revisions will be reviewed by **to** the Equivalency Committee, and the Curriculum and Instruction Council and approved by the Academic Senate. A complete review of **All** equivalencies will occur **must be reviewed** every four years to ensure **currency**.~~ the equivalencies are current.
5. ~~Part-time faculty hired under a previous minimum qualification or equivalency shall be permitted continuous employment. For the purpose of this AP, lapse in employment may not exceed two years to be considered “continuous.” Any lapse in employment longer than two years requires that the faculty member re-qualify under the current minimum qualification or equivalency.~~

The Academic Senate Equivalency Committee shall review equivalency requests to determine whether the equivalency proposed is in fact equivalent to the stated minimum qualifications. The Committee will consider related degrees, general education coursework, and specialization of coursework in the given discipline. The Equivalency Committee will forward its recommendation to the Curriculum and Instruction Council. The Council will review the equivalency proposal to confirm that all legal requirements related to the equivalency are met and then will forward its recommendation to the Academic Senate body.

C. Options for Consideration for Equivalencies in Disciplines that Require a Master’s Degree

1. A master’s degree in any discipline plus **AND thirty** upper division and/or graduate **semester** units in the discipline ~~AND/or~~ **four years of documented full-time** teaching or other professional **occupational** experience **related to the discipline**.
- 2. A master’s degree in any discipline AND thirty graduate semester units in the discipline.**
- ~~3.~~ **3.** A bachelor’s degree in the discipline or a related discipline plus **AND** the unit/course equivalent to a master’s degree in the discipline ~~or a related discipline~~ AND significant progress toward a doctorate degree subject to degree completion before entering into a contract with the District. Note: Documentation that the degree has been awarded must be submitted before the District will enter into a contract.

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~~34.~~ A bachelor's degree in the discipline plus **AND** a master's degree in **a related discipline**, any discipline AND related work experience.

~~45.~~ A bachelor's degree in the discipline or a related discipline plus **AND four years of documented full-time teaching or other** related **occupational** work experience **related to the discipline** AND measurable performance **standards** indicators subject to review by the discipline faculty. The performance **standards** indicators to be used must be **established by the department and approved by the Academic Senate and will be** included in **as part of** the equivalency statement.

The experience and education that will be applicable will be determined by the department, recommended by the Equivalency Committee and approved by the Academic Senate. The minimal degree requirements **for equivalencies in this area** will be a bachelor's degree. Nothing will satisfy this requirement other than the degree itself.

D. Options for Consideration for Equivalencies in Disciplines not Requiring a Master's Degree

~~1.~~ Licensure or certification in lieu of experience or education. General Education units and work experience may be considered to balance the licensure or certification so as to equal that required in an Associate degree. General Education that is part of the attainment of the licensure or certification must be documented.

1. Completion of 27 semester units of General Education course work including both a transfer level (Freshman) composition course and Intermediate Algebra AND a license or certification in the discipline AND a minimum of six years, full-time, occupational experience that is directly related to the discipline.

~~2.~~ Some related experience required to balance course work.

2. An Associate's degree in specified fields AND a minimum of six (6) years, full-time, occupational experience that is directly related to the discipline.

3. A Bachelor's degree or higher in any discipline AND a minimum of two (2) years, full time, occupational experience that is directly related to the discipline.

Equivalencies for faculty teaching in disciplines that do not require the master's degree may utilize some combination of units, licensure or certification, and related occupational experience. However, ~~t~~**The** General Education coursework for all equivalencies is expected to be at least equivalent to that required for an Associate degree.

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~~The Academic Senate Equivalency Committee shall review equivalency requests to determine whether the equivalency proposed is in fact equivalent to the stated minimum qualifications. The committee will consider related degrees, general education coursework, and specialization of coursework in the given discipline. The Equivalency Committee will forward its recommendation to the Curriculum and Instruction Council. The council will review the equivalency proposal to confirm that all legal requirements related to the equivalency are met and then will forward its recommendation the Academic Senate body.~~

~~Equivalencies to Minimum Qualifications (Full-time and Part-time, Continuing Education)~~

E. Options for Consideration for Equivalencies in Continuing Education Disciplines

The following process and criteria are used to determine equivalencies to minimum qualifications for both full-and part-time faculty:

1. Equivalency Criteria – The options for Acceptable equivalencies for continuing education disciplines are:
 - a. equivalent degrees by other names or equivalent course work;
 - b. experience in the discipline (for disciplines not requiring a master's degree); and
 - c. possession of a clear California Secondary (Single-Subject) Teaching Credential authorizing instruction in the area appropriate for the course.
2. Establishing Criteria – When proposing new or updating old criteria, the process is as follows:
 - a. The equivalency form is completed by the appropriate Continuing Education area supervisor after consultation with faculty in the appropriate discipline and the Dean of Continuing Education;
 - b. The form is forwarded to the chair of the campus Equivalency Committee, with a copy to the Academic Senate Office, and the same process is followed as in credit disciplines; and
 - c. Determining Equivalencies – State law allows districts to establish equivalencies to the degree or experience requirements. If the position announcement allows applicants to have equivalent qualifications or if equivalencies are being considered for a part-time position, the equivalencies must be verified by documentation provided by the job applicant. This documentation will be considered part of the

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application. The Academic Senate President, using the previously approved equivalency on file ~~in the Office of Human Resources~~, will determine if the applicant's qualifications are indeed equivalent.

Approved: October 14, 2010

Revised: November 2013

Revised: April 14, 2014

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE:	<u>September 10, 2014</u> INFORMATION
SUBJECT:	<u>Administrative Procedure 7715 – Faculty Code of Ethics (NEW)</u>

BACKGROUND

Mt. San Antonio College (Mt. SAC) is updating the College’s Administrative Procedures to include Administrative Procedure 7715 – Faculty Code of Ethics. This Administrative Procedure establishes a norm for all faculty, while committing to a set of values guiding faculty on ethical issues.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review and update Mt. SAC procedures to ensure the needs of the College and its programs are being met.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives new Administrative Procedure 7715 – Faculty Code of Ethics.

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

SUBJECT: Administrative Procedure 7715 – Faculty Code of Ethics (NEW)

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Chapter 7 – Human Resources

AP 7715 Faculty Code of Ethics (NEW)

Reference: National Education Association (NEA) Code of Ethics

The following establishes a norm for all faculty. They are a commitment to a set of values guiding the faculty on ethical issues.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all.

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. shall not unreasonably restrain the student from independent action in pursuit of learning;
2. shall not unreasonably deny the student's access to varying points of view;
3. shall not deliberately suppress or distort subject matter relevant to the student's progress;
4. shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
5. shall not intentionally expose the student to embarrassment or disparagement;
6. shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - a. exclude any student from participation in any program;
 - b. deny benefits to any student; and
 - c. grant any advantage to any student.

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7. shall not use professional relationships with students for private advantage; and
8. shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Commitment to the Profession

In the belief that the quality of services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. shall not in any application for professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications;
2. shall not misrepresent his/her professional qualifications;
3. shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
4. shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. shall not assist a non-educator in the unauthorized practice of teaching; and
6. shall not knowingly make false or malicious statements about a colleague.

Approved: August 13, 2014