



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 12, 2014

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

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

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

AGENDA

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

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

PUBLIC COMMUNICATION

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

CLOSED SESSION

Conference with Legal Counsel, Potential Litigation (one case)

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

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.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed and promoted employees:**

- Classified Employees (Newly Appointed)

- **Ruben Flores**, Grounds Equipment Operator (Grounds)
- **Ngoc Luu**, Student Services Program Specialist (Counseling)

- **Recognition:**

- Award a Certificate of Service to the following retiring staff member:
 - **Michelle Williams**, Account Clerk III (Payroll), 13 years of service

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of October 8, 2014. (See backup packet Pages 1 through 10.)

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 – 2014 Student Success Scorecard, prepared by Barbara McNeice-Stallard, Director, Research and Institutional Effectiveness.

CONSENT CALENDAR

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

ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 11 through 15.)
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 16 and 17.)
3. Consideration of approval of the Quarterly Investment Report for period ending September 30, 2014. (See backup packet Page 18.)

4. Consideration of approval of the Quarterly Financial Status Report for period ending September 30, 2014. (See backup packet Pages 19 through 21.)
5. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Page 22.)
6. Consideration of approval of an agreement with PFM Asset Management LLC (PFMAM) and Stradling Yocca Carlson & Rauth P.C. to provide arbitrage rebate compliance services. (See backup packet Pages 23 and 24.)
7. Consideration of approval of an agreement with General Dynamics Information Technology (GDIT) to provide 1098T forms, data management, and reporting services to meet the Taxpayer Relief Act (TRA) requirements. (See backup packet Page 25.)
8. Consideration of approval of the purchase of modular buildings from American Modular Systems, Inc. (See backup packet Pages 26 and 27.)
9. Consideration of approval of the revision to the purchase of Phase I furniture for the Classroom Building Renovation – Formerly Agricultural Sciences Building 12. (See backup packet Page 28.)
10. Consideration of approval of the final reconciliation and Notice of Completion using the Lease/Leaseback Construction Delivery Method for the Facilities Plan Room and Emergency Operations Center. (See backup packet Pages 29 and 30.)
11. Consideration of approval of the final reconciliation and Notice of Completion using the Lease/Leaseback Construction Delivery Method for the Agricultural Sciences Complex Corrective Measures project. (See backup packet Pages 31 and 32.)
12. Consideration of approval of agreements to provide professional design and consulting services with Pal id Studio for the Honors Program project, and with Facility Consulting Services for Project Management Policies, Procedures, and Internal Controls. (See backup packet Pages 33 and 34.)
13. Consideration of approval of the following Child Development Center Change Order. (See backup packet Page 35.)
 - Bid No. 2828 Marina Landscape, Inc. (Landscape Contractor) – Change Order No. 3
14. Consideration of approval of charter bus services for the following Bid. (See backup packet Pages 36 and 37.)
 - Bid No. 2992 Hot Dogger Tours, Inc. dba Gold Coast Tours, Brea, California
15. Consideration of approval of the following Contract Amendment. (See backup packet Page 38.)
 - Contract Athletics Complex East – HMC Architects - Amendment No. 2.

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

- Sharon Allicotti – Artwork – graphite on 22” X 30” paper titled “Wendy Reclining,” valued by donor at \$600, to be used in the Art Gallery’s permanent collection.

HUMAN RESOURCES

17. Consideration of approval of Personnel Transactions. (See backup packet Pages 39 through 52.)

18. Consideration of approval of Retirement Benefits for District Employee No. 6877, formerly employed by Auxiliary Services Corporation. (See backup packet Page 53.)

INSTRUCTION

19. Consideration of approval of additions and changes in Continuing Education Division. (See backup packet Pages 54 through 59.)

20. Consideration of approval of an affiliation agreement with Covina Valley USD/Covina Education Center. (See backup packet Page 60.)

21. Consideration of approval of program fees for Nursing Students. (See backup packet Pages 61 and 62.)

22. Consideration of approval of advance payment for catering agreement with In-N-Out Burger for the “Dr. Deborah Boroch Discovery Day.” (See backup packet Page 63.)

23. Consideration of approval of the acceptance of funds from the California Community Colleges Chancellor’s Office through Rio Hondo College. (See backup packet Page 64.)

24. Consideration of approval of program fees for students taking First Aid and CPR courses. (See backup packet Page 65.)

25. Consideration of approval of an agreement to facilitate the development of an Educational Master Plan Addendum. (See backup packet Page 66.)

26. Consideration of approval of participation of the Turf Team and faculty advisors in the 11th Annual Student Challenge in Denver, Colorado. (See backup packet Page 67.)

27. Consideration of approval of participation of the Chamber Singers, Singcopation Vocal Jazz Ensemble, and two advisors in a European Competition Tour. (See backup packet Page 68.)

28. Consideration of approval of participation of the Intercollegiate Horse Show Team and faculty advisors in Gilbert, Arizona. (See backup packet Page 69.)

29. Consideration of approval of the contract renewal with Economic Modeling Specialists, Inc. (See backup packet Page 70.)

30. Consideration of approval for the Communication Department to host “Close to the Coast Swing” tournament. (See backup packet Page 71.)

31. Consideration of approval to ratify a contract agreement with Pacific Palms Resort and authorization of associated costs. (See backup packet Page 72.)
32. Consideration of approval of the 2014 Student Success Scorecard. (See backup packet Pages 73 through 75.)

PRESIDENT'S OFFICE

33. Consideration of approval of the proposed revised Board of Trustees 2014-15 Regular Meeting Calendar, changing the May 2015 meeting from May 13 to May 27. (See backup packet Page 76.)
34. Consideration of approval of an Online Enrollment Marketing Proposal with AdTaxi. (See backup packet Pages 77 and 78.)

STUDENT SERVICES

35. Consideration of approval of a contract for legal services with Harriett Buhai Center for Family Law. (See backup packet Page 79.)
36. Consideration of approval of a contract with Irvine Ranch Outdoor Education Center for the Arise Program Annual Student Leadership Retreat. (See backup packet Page 80.)
37. Consideration of approval of a contract with Masanga Marimba for a Musical Performance during International Education Week. (See backup packet Page 81.)

ACTION ITEMS

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

1. Consideration of approval of proposed revisions to the College Mission Statement, Vision Statement, and Core Values. (See backup packet Pages 82 and 83.)

DISCUSSION ITEMS

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

1. Receive for first reading and discussion proposed revisions to Board Policy 2330 – Quorum and Voting. (See backup packet Pages 84 and 85.)
2. Receive for first reading and discussion proposed revisions to Board Policy 3430 – Prohibition of Harassment. (See backup packet Pages 86 through 88.)
3. Receive for first reading and discussion proposed revisions to Board Policy 6200 – Budget Preparation. (See backup packet Pages 89 through 91.)

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 92 through 94.)
2. Receive revisions to Administrative Procedure 3430 – Prohibition of Harassment. (See backup packet Pages 95 through 99.)

ADJOURNMENT

Future Board Meetings

December 10, 2014
January 14, 2015
February 11, 2015

Upcoming Events

- | | |
|----------------------|---|
| November 5, 2014 | Community Volunteer Fair , 10:00 a.m.-1:00 p.m., Student Life Building (9C) Patio Area |
| | Parallel Existence – How Smoking Ultimately Wins , 1:30-3:00 p.m., Student Life Building (9C) Stage Area |
| | Theodore Von Karman Lecture Series , 6:30 p.m., Planetarium |
| November 6- | Second Nature , Reception: November 6, 4:00-6:00 p.m., Art Gallery |
| December 4, 2014 | |
| November 7, 2014 | Secret of the Cardboard Rocket , 4:30 p.m., Planetarium |
| | Star Tales , 6:00 and 7:30 p.m., Planetarium |
| November 8, 2014 | One World, One Sky: Big Bird's Adventure , 4:30 p.m., Planetarium |
| | Stars of the Pharaohs , 6:00 and 7:30 p.m., Planetarium |
| | Fall Wind Ensemble Concert , 7:30 p.m., Clarke Theater |
| November 10-14, 2014 | Veterans Appreciation Week |
| November 10, 2014 | Open House , 10:00 a.m.-3:00 p.m., Veterans Resource Center (Building 16C) |
| November 11, 2014 | Veterans Day – Campus Closed |

Upcoming Events (cont.)

- November 12, 2014 **Registration Begins for the 2015 Winter Intersession**
- Veterans Resource Fair**, 10:00 a.m.-2:00 p.m., Venue TBD
- Groundbreaking Ceremonies for the Student Success Center and the Food Services Building**, 4:00 p.m., East of Student Services
- Board of Trustees Meeting**, 6:30 p.m., Founders Hall
- November 13, 2014 **Veterans Honor Wall**, 10:00 a.m.-7:00 p.m., Veterans Resource Center (Building 16C)
- November 14, 2014 **Veterans Family Night**, 6:30-9:00 p.m., Venue TBD
- Fall Jazz Band Concert**, 7:30 p.m., Clarke Theater
- Telescope Night**, 9:00 p.m., Clarke Theater
- November 17-21, 2014 **International Education Week**, Time and Venue TBD
- November 28, 2014 **International Week Kick-Off**, 10:00 a.m.-2:00 p.m., Student Life Building (9C) State and Patio Areas
- November 19, 2014 **Culture and Global Information Fair**, 10:00 a.m.-1:00 p.m., Student Life Building (9C) Patio Area
- November 20, 2014 **Great American Smoke-out – Quitting Tobacco Information Booth**, 11:00 a.m.-1:00 p.m., Building 26-D Patio Area
- November 21, 2014 **High School Principals' Breakfast**, 7:30-10:30 a.m., Venue TBD
- November 21, 2014 **One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium
- Rockin' Under the Stars**, 6:00 and 7:30 p.m., Planetarium
- Fall Chamber Music Concert**, 7:30 p.m., Recital Hall
- November 22, 2014 **Fall Vocal Jazz Concert**, 7:30 p.m., Clarke Theater
- November 25, 2014 **STD Presentation**, 1:30-3:00 p.m., Student Life Building (9C) Stage Area
- Fall Percussion Concert**, 7:30 p.m., Recital Hall
- November 27-30, 2014 **Thanksgiving Recess – Campus Closed**

Upcoming Events (cont.)

- December 2, 2014 **Associated Students Holiday Celebration**, 12:00-2:00 p.m., Student Life Building (9C) Stage Area
- December 2-3, 2014 **Health Services – Finals Week Survival Booths**, 10:30 a.m.-noon, Building 26D Patio Area
- December 3, 2014 **Administrative Offices Holiday Tea**, 9:30-11:00 a.m., Founders Hall
- December 4-6, 2014 **17th Annual Wassail Dinner and Concert**, 7:30 p.m., Recital Hall
- December 4-7, 2014 **Contrived Irony**, 8:00 p.m., Recital Hall
Seventh Annual Student Show, December 7, 2:00 p.m.
- December 5, 2014 **Last Day to Petition for Winter Intersession Graduation**
- High School Educators' Conference**, 7:30 a.m.-1:30 p.m., Venue TBD
- Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium
- December 5-6, 2014 **Star Tales**, 6:00 and 7:30 p.m., Planetarium
- December 6, 2014 **One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium
- Stars of the Pharaohs**, 6:00 and 7:30 p.m., Planetarium
- December 8-10, 2014 **Finals Frenzy/Study Hall**, 9:00 a.m.-6:30 p.m., Student Life Building (9C) Stage Area
- December 8-14, 2014 **Final Exams**

Upcoming Sports Events

- November 6-8, 2014 **Water Polo Conference Championships**, All Day, Pool
- November 7, 2014 **Women's Soccer vs. East Los Angeles College**, 4:00 p.m., Soccer Field
- Men's Soccer vs. East Los Angeles College**, 6:00 p.m., Soccer Field
- November 7-9, 2014 **Women's Basketball Mt. SAC Tournament**, Time TBD, Gymnasium
- November 11, 2014 **Women's Soccer vs. Long Beach City College**, 3:00 p.m., Soccer Field

Upcoming Sports Events (cont.)

- November 12, 2014 **Volleyball vs. East Los Angeles College**, 5:00 p.m., Gymnasium
Wrestling vs. Rio Hondo College, 7:30 p.m., Wrestling Room
- November 14, 2014 **Volleyball vs. El Camino College**, 6:00 p.m., Gymnasium
Men's Soccer vs. Compton College, 4:00 p.m., Soccer Field
- November 19, 2014 **Volleyball vs. Los Angeles Trade Tech**, 6:00 p.m., Gymnasium
- November 25, 2014 **Men's Basketball vs. Irvine Valley College**, 7:00 p.m.,
Gymnasium
- December 5-7, 2014 **Mt. SAC Hosting CCCAA Soccer State**, Time TBD, Soccer Field
Men's Basketball – Mountie Classic, Time TBD, Gymnasium

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

November 12, 2014





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 8, 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 5:36 p.m. on Wednesday, October 8, 2014. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Mendoza were present.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session at 5:37 p.m. to discuss the following item:

- Pending Litigation, Ratification of Cross Complaint (one case) – Child Development Center, SafeCo Liberty Mutual.

3. NATYCAA CUP ATHLETICS RECEPTION

A reception was held to celebrate Mt. SAC's fourth win of the National Association of Two-Year College Athletic Administrators (NATYCAA) Cup.

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

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

4. PUBLIC SESSION

The public meeting reconvened at 6:33 p.m., and the Pledge of Allegiance was led by Trustee Manuel Baca.

5. REPORTING OF ACTION TAKEN IN CLOSED SESSION

The Board, by a vote of 7-0, voted to ratify the counterclaim in the matter of Safeco Insurance Company of America vs. Mt. San Antonio College.

6. INTRODUCTIONS

The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Lorenzo Harmon**, Student Services Program Specialist (Financial Aid Scholarships and Veterans) (present)
- **John Peterson**, Lead Air Conditioning and Heating Mechanic (Maintenance) (absent)
- **Michelle Sanchez**, Library Technician II (Library) (absent)

Supervisory Employee (Newly Appointed)

- **Quinton Riles**, Supervisor, Custodial Services (Custodial Services) (absent)

Management Employee (Newly Appointed)

- **Sandra Sisco**, Special Projects Director, Contract Education Technical Assistance Program (Continuing Education) (present)

Classified Employees (Promoted)

- **Anisa Alonso**, Student Services Program Specialist (CaWORKs) (present)
- **Lucy De Leon**, Project/Program Coordinator (Student Services) (present)
- **Christina Estrada**, Secretary (Natural Sciences Division) (present)
- **Kenneth Frank**, Senior Systems Integrator (Information Technology) (absent)

7. RECOGNITION

- The following Classified retiree was recognized for her 25 years of service to Mt. SAC:
Alice Duerden, Secretary (Arts Division), 25 years of service (absent). Ms. Duerden's Certificate of Service will be mailed to her home address.
- **Joe Jennum**, Dean of Athletics, spoke on behalf of the Mt. SAC Athletics Program for winning 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!

8. APPROVAL OF MINUTES

There was a correction/addition on Page 6 of the minutes of the September 10, 2014, meeting, as follows:

- 13. Audrey Yamagata-Noji**, Vice President, Student Services, presented a report on Fall Enrollment.

The second paragraph should be replaced with:

“Trustee Baca commended Dr. Yamagata-Noji on the work that’s being done on enrollment management. Dr. Yamagata-Noji said that it’s due to the efforts of everyone involved.

Trustee Baca also said that, regarding the Student Success and Support Program (SSSP), he commends Mt. SAC because this is a subject that is hoped to be done state-wide. He said that he thought it’s because of the talent here at Mt. SAC in terms of ensuring that policy and what is needed is implemented.”

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of September 10, 2014, as corrected. Student Trustee concurred.

9. PUBLIC COMMUNICATION

None.

10. REPORTS

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

- **Chris Nguyen**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Lance Heard**, President, Faculty Association
- **Bill Rawlings**, Acting President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

11. 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 and congratulated newly appointed and promoted employees Anisa Alonso, Lucy De Leon, Christine Estrada, Kenneth Frank, Lorenzo Harmon, John Peterson, Quinton Riles, Michelle Sanchez, and Sandra Sisco.
- They recognized Alice Duerden on her retirement.

C. Trustee Baca reported the following:

- He is planning to attend the Associated Students Leadership Conference in Lake Arrowhead.
- He is the new lieutenant governor for the Kiwanis Club.
- He attended the Puttin' on the Hits luncheon.
- Trustee Hall and he will participate in the Walnut Family Festival Parade this weekend.
- He thanked Lance Heard for his service as the President of the Faculty Association.

D. Trustee Hidalgo reported the following:

- He attended the ribbon-cutting ceremony of the Child Development Center.
- He thanked the Associated Students members for attending the Board meetings.

E. Trustee Hall reported the following:

- He attended the ribbon-cutting ceremony of the Child Development Center.
- He attended the H.H. Dorje Chang Buddha III Cultural and Art Museum Mixer.
- He will be participating in the Walnut Family Festival Parade this weekend.
- He commended the new mailer from the Arts Division.

F. Trustee Bader reported the following:

- He gave special congratulations to Joe Jennum for winning the NATYCAA award for the fourth time.
- She met with Uyen Mai, the new Marketing Director and is looking forward to working with her.
- She attended the International Student Reception.
- She attended the ribbon-cutting ceremony of the Child Development Center.
- She's been talking to people regarding a nursing pathway to the Pomona Valley Medical Hospital Center.
- She met with the Public/Private Partnership Committee.
- She talked about the Pomona Valley Hospital Medical Center video for breast cancer, and said that they won first place in the nation. As a result, a check was presented to the Susan G. Komen foundation.
- She is planning to attend the Associated Students Leadership Conference in Lake Arrowhead.

G. Trustee Chen Haggerty reported the following:

- She thanked Lance Heard for his service as the President of the Faculty Association.
- She thanked Dr. Scroggins for giving a tour for her guests of the Design Technology Center, after the ribbon-cutting ceremony for the Child Development Center.
- She attended the Rowland Chinese Association gala.

- She attended a meeting with Mt. SAC trustees and Walnut City Council members to discuss the proposed parking structure.
- She attended the International Students welcome event.
- She accompanied two Taiwan government officials and met with Dr. Scroggins. They want to promote a partnership with Mt. SAC and some of the universities in Taiwan.
- She plans to attend the Buckboard Days Parade.

H. Student Trustee Mendoza reported the following:

- The Associated Students is excited to have Edwin Romero as their new Student Life Director.
- She is setting goals for the Associated Students election.
- She is working on activities and goals for the leadership conference.
- She will be attending the Accreditation Writing Team meeting.

I. Trustee Santos reported the following:

- She met with Uyen Mai, the new Director of Marketing.
- She attended the Women's Club summer party.
- She attended the Historical Society meeting and street fair.
- She attended the San Gabriel City Council meeting, where they approved the master bike plan.
- She attended an L. A. County Schools Trustees event.
- She attended the H.H. Dorje Chang Buddha III Cultural and Art Museum Mixer.
- She attended the Rowland Chinese Association gala.
- She attended the Sierra Vista College fair.
- She attended the League of Women Voters meeting.

J. Trustee Chyr reported the following:

- He thanked Lance Heard for his dedicated service as the President of the Faculty Association.

12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees Anisa Alonso, Lucy De Leon, Christine Estrada, Kenneth Frank, Lorenzo Harmon, John Peterson, Quinton Riles, Michelle Sanchez, and Sandra Sisco.
- He recognized Alice Duerden on her retirement.
- He thanked Donna Burns for attending tonight's Board meeting in Irene Malmgren's absence.
- He said that he attended a lot of the same events as some of the trustees, and he also went to a seminar on Water Policy, where there was some good news and some challenging news. They're saying that this is the draught of the millennium. He was

impressed with the work that the water districts have done to prepare for this draught. He also said that Mt. SAC has done a great deal to plan, as well.

- He talked about the Board's Public/Private Partnership Committee and their discussions on the proposed student housing.
- He talked about Mt. SAC's partnership with Foothill Transit.
- He talked about the meeting that took place at Mt. SAC with the Walnut City Council members and the College's trustees regarding the proposed parking structure.

13. Audrey Yamagata-Noji, Vice President, Student Services; Tom Mauch, Dean of Counseling; and Jim Ocampo, Director of Assessment and Matriculation, presented a report on the Student Success and Support Plan.

Question: Trustee Hall asked, regarding a common assessment instrument, what kind of input are we seeing from Mt. SAC in the development of the common instrument?

Answer: Dr. Scroggins said that he chairs the committee that oversees that instrument. Mr. Ocampo said that, in the past, there wasn't such a thing as a writing sample. He said that Michelle Sampat is on the Chancellor's Office Assessment Work Group.

Trustee Baca said that, when this was first discussed, it was a concern that it would be a watered-down version, and the goal is not to get to the middle area, but actually to get to an assessment that really is effective. In the end, the goal statewide is to make it more seamless to students because they move around quite a bit, especially in the Los Angeles area. He said that, ideally, we'll end up with an instrument that works well and is one that is done by colleges like Mt. SAC, that have been on top of the game for a bit.

Dr. Yamagata-Noji shared that earlier in the day she did a presentation on Common Core and Community College Assessment, and someone in the audience corrected her and said that the effort on the common assessment for community colleges is being dovetailed with the SBack assessment for K-12.

Tom Mauch said that the focus is on counseling and education plans and the quality that's going into those areas.

Trustee Baca said that regarding the assessment, we're still going to be having different cut scores depending on the colleges. Trying to implement something like this, why would anyone argue against it. He's concerned that collaboration across the board needs to happen to make this successful. He glad to see the kind of work that's being done by Mt. SAC in this effort.

The subject report entitled "Update on the Implementation of the Student Success and Support Program (SSSP)" is posted on the College website with these minutes.

14. CONSENT CALENDAR

It was moved by Trustee Hall, seconded by Trustee Baca, and passed to approve the following items:

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 Resolution No. 14-02 – Additional Interest and Penalties on Delinquent Property Tax Revenues.
4. Approval of the re-issuance of a stale-dated warrant.
5. Approval of the renewal of a three-year agreement with Killer Tracks for production music.
6. Approval of the renewal of a contract with Turbo Data Systems Inc. for year four of a five-year term, for the period November 1, 2014, through October 31, 2015.
7. Approval of a cell site lease amendment with T-Mobile West LLC.
8. Approval to purchase three modular buildings from American Modular Systems, Inc., for the correct total amount of \$675,787.
9. This item was pulled and acted upon separately (see Paragraph 15).
10. Approval of agreements to provide professional design and consulting services with Civiltec Engineering, Inc. for a Water Supply Feasibility Study; and Psomas for a Farm Precinct Plan – Phase I Existing Conditions.
11. Approval to award the project for the following Bid.
 - Bid No. 2987 Renovation of Student Life Council Chambers & Office Remodel, Building 9C – GDL Best Contractors, Inc., Whittier, CA (Contractor).
12. This item was pulled and acted upon separately (see Paragraph 16).
13. Approval of the following Contract Amendment.
 - Contract College Services Building Remodel (Building 23) – Steven Fader Architects (Contractor).
14. Approval of the following Completion Notices:
 - Bid No. 2827 Child Development Center – Demo, Earthwork & Site Improvements, Doja, Inc. (Contractor)
 - Bid No. 2828 Child Development Center – Irrigation & Landscape, Marina Landscape, Inc. (Contractor)
 - Bid No. 2829 Child Development Center – Concrete & Masonry, EDGE Development, Inc. (Contractor)
 - Bid No. 2830 Child Development Center – General Construction, Safeco Insurance Company of America (Surety)
 - Bid No. 2832 Child Development Center – Plumbing & Site Utilities, Continental Plumbing, Inc. (Contractor)

- Bid No. 2833 Child Development Center – Mechanical/HVAC, Comfort Conditioning Co., Inc. (Contractor)

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

- Robert Griffiths – Tri-Ex Tower Model THP 471 – Serial No. 52680, Upright Scaffold – Model 524 - Tulllescope, valued by donor at \$2,500, to be used in Agricultural Sciences for farm projects.
- Peter Beshay – Brother MFC-790CW All-In-One with Wireless Networking Scanner, valued by donor at \$100, to be used in the Learning Assistance Center for scanning and archiving.
- Paula Eastman – Women’s clothing, shoes, and accessories, valued by donor at \$9,052, to be used in the Theater and added to the costume inventory.
- Daina Mattis – Framed oil and graphite painting on paper titled “Unique,” valued by donor at \$2,300, to enhance the Art Gallery collection.
- Luis Serrano – Pencil-on-paper 2009 drawing titled “Romance of the Unkempt Garden,” valued by donor at \$550, to enhance the Art Gallery collection.
- J. Aristids – A drawing titled “Rust,” valued by donor at \$2,000, to enhance the Art Gallery collection.
- Wes Christensen – Framed painting on paper titled “Smoke and Mist (Xanadu),” 1990, valued by donor at \$2,000, to enhance the Art Gallery collection.
- Richard Shelton – Drawing titled “Your Choice,” valued by donor at \$2,500, to enhance the Art Gallery collection.
- Domenic Cretara – Original drawing titled “Artist and Model,” valued by donor at \$5,000, to enhance the Art Gallery collection.

HUMAN RESOURCES

16. Approval of Personnel Transactions.

INSTRUCTION

17. Approval of additions and changes in the Continuing Education Division.
18. 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.
19. Approval of the acceptance of funds from the U.S. Department of Education through Yosemite Community College District for the Child Development Training Consortium Grant.
20. Approval of the 2014-15 Athletic Special Events expenditures and contracts additions.
21. Approval of a contract with Evans & Sutherland Computer Corporation for the Digistar/Encore System.
22. Approval of an affiliation agreement with Alhambra Fire Department.

Motion unanimously carried. Student Trustee concurred.

15. CONSENT ITEM #9 – CONTRACT WITH TILDEN COIL CONSTRUCTORS USING THE LEASE/LEASEBACK CONSTRUCTION DELIVERY METHOD FOR THE WILDLIFE SANCTUARY

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

Discussion: Trustee Hidalgo asked how the Guaranteed Maximum Price (GMP) is determined. Gary Nellesen said that the subcontractor cost is the majority amount of the GMP, and Tilden Coil evaluates the subcontractors thoroughly. He said that we work very closely with Tilden-Coil on who they hire for these projects, and this is done on a project-by-project basis. He said that the general conditions, overhead, and profit, were bid when we did the selection process when Tilden Coil was selected. We open that up to any contractor that was qualified to do Lease/Leaseback work and to do a range of projects from this size up to the major projects that we're getting ready to do. On a smaller project like this, the overhead cost is going to be greater as a percentage of the subcontractor cost than on a very large project. We see and approve those costs as they come through, and they're capped.

Trustee Hidalgo asked if there is a pre-qualified list of subcontractors. Mr. Nellesen said that Tilden Coil keeps a very extensive list of contractors that are pre-qualified, and we have a hand in the hiring of those contractors. Allowances are created so that unforeseen conditions can be rectified, and contingencies are a percentage of the rest of the costs and are there if legitimate changes need to be made, so change orders aren't needed. The pre-construction fee is what makes Lease/Leaseback different. The contractor is at the table during the design phase and has a hand in determining the pre-construction fee. All of that makes up the GMP.

Trustee Hidalgo asked about the completion date, and Mr. Nellesen said that it would be about four months, depending on the weather.

Trustee Hidalgo asked if there is any coordination with any other utility companies on this project, and Mr. Nellesen said that the reason it's taken so long to get to this project is because it crosses an L. A. County sewer easement area, gas lines, and Mt. SAC's own secondary fiber optic feed into the campus. We also added a duct bank to feed our solar power station when it's added.

Trustee Hall asked if there is running water getting to the Wildlife Sanctuary, and Mr. Nellesen said that there is very little; that we're feeding the ponds with ground water.

Trustee Hall asked how the drought would impact the survival of the Wildlife Sanctuary. Mr. Nellesen said that we're on the edge of a very large aquifer that many of the local water districts pump from, but we have our own sub-basin that Mt. SAC rests on, which is why we were able to retain our water rights when the basin water rights were adjudicated in the 1980s. We're not seeing the levels of the water going down, and Mt. SAC is doing just fine.

Trustee Hall asked if we are still giving tours of the Wildlife Sanctuary, and is there any grant money to upgrade it. Mr. Nellesen said that the Wildlife Sanctuary serves approximately 12,000 K-12 students each year. He said that he hasn't been involved in any efforts to get grant funds. Trustee Hall said that we should explore outside groups to help support the Wildlife Sanctuary since it is used by the community, as well.

Motion unanimously carried. Student Trustee concurred.

16. CONSENT ITEM #12 – PURCHASE MAINTENANCE AND REPAIR SERVICES FROM SIRIUS COMPUTER SOLUTIONS, INC. ON VARIOUS COMPUTING EQUIPMENT AND OPERATING SYSTEMS SOFTWARE LOCATED IN THE INFORMATION TECHNOLOGY DATA CENTER

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

Discussion: Trustee Bader said that she's concerned about this because it's a large ticket item to be on the Consent calendar, at an amount of \$1,098,128.65. But, when she realized that the annual cost is \$219,000, it made it a little easier to accept since it's for some very important equipment. She said that she talked to Vic Belinski, the Chief Technology Officer, about why there was only one bid, and he said that Sirius Computer Solutions is the largest in the country and we've used them before. He said that the other two companies probably didn't submit a bid because it was Sirius. Trustee Bader was also concerned about the automatic one-year renewals, and she was assured that there's a clause in the contract that says we can cancel at any time.

Motion unanimously carried. Student Trustee concurred.

17. ACTION ITEM #1 – APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE

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

Discussion: Trustee Hall asked what is Jonnathan Ortiz's exact title with the Associated Students, and Student Trustee Mendoza said that he is a Cultural Senator.

Motion unanimously carried. Student Trustee concurred.

18. ACTION ITEM #2 – STUDENT SUCCESS AND SUPPORT PROGRAM PLAN

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

Discussion: Trustee Hall said that he doesn't think that the plan could have been done any better, and he hopes that other colleges don't just plagiarize Mt. SAC's work. He commented that there is a tremendous amount of labor spent in terms of implementing this plan, and he wondered if the State has any guidelines as to what the manpower and budgetary ratios should be as a guideline for successfully implementing a program like this. What's it going to cost to execute well what's being asked by the Chancellor's Office. Vice President Audrey Yamagata-Noji said that it varies by college, such as, during the recession, some colleges were not able to backfill behind those positions, so they lost researchers, counselors, and a lot of their infrastructure. But, at Mt. SAC, with the guidance of the president and the board, we were able to backfill behind our positions, so we didn't lose ground, and it was able to keep up with the pace.

Motion unanimously carried. Student Trustee concurred.

19. ADJOURNMENT

The meeting adjourned at 8:47 p.m.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE: <u>November 12, 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 9/17/14 - 10/15/14

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 47,897
5000 Other Operating Expenses/Services	140,141
7950 Unassigned Fund Balance	15,600
Total	\$ 203,638

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 74,062
3000 Employee Benefits	33,574
6000 Capital Outlay	92,002
7000 Other Outgo	4,000
Total	\$ 203,638

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 12, 2014

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 175,108
7920 Restricted Fund Balance	73,832
Total	\$ 248,940

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 65,646
2000 Classified/Other Nonacademic Salaries	103,281
3000 Employee Benefits	38,871
4000 Supplies/Materials	29,163
6000 Capital Outlay	9,382
7000 Other Outgo	2,597
Total	\$ 248,940

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 6,000
Total	\$ 6,000

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 6,000
Total	\$ 6,000

Health Services Fund - 39

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 1,150,000
Total	\$ 1,150,000

To:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 1,150,000
Total	\$ 1,150,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 12, 2014

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 43,000
Total	\$ 43,000

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 39,347
3000 Employee Benefits	3,653
Total	\$ 43,000

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 6,820
Total	\$ 6,820

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 6,820
Total	\$ 6,820

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 2,467
Total	\$ 2,467

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,067
5000 Other Operating Expenses/Services	400
Total	\$ 2,467

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 8,530
Total	\$ 8,530

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 12, 2014

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 4,280
6000 Capital Outlay	4,250
Total	\$ 8,530

BUDGET REVISIONS
For the period 9/17/14 - 10/15/14

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 Mt. SAC Foundation - Basic Skills Pathway Project	\$ 50,000
883900 Video Production	6,000
887712 Fire Academy	48,145
887730 Ceramics, Clay Fees	4,560
887750 Floral Design, Material Fees	7,400
889000 Insurance Claims	5,513
889000 Risk Management - Safety Credits	1,230
Total	\$ 122,848

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 47,160
3000 Employee Benefits	2,840
4000 Supplies/Materials	61,335
5000 Other Operating Expenses/Services	6,000
6000 Capital Outlay	5,513
Total	\$ 122,848

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
812000 Building Pathways of Persistence, Year 2	\$ 368,606
812000 AANAPISI, Year 4	201,444
819000 2014-15 Youth Career Connect	79,423
819000 Mt. SAC STEM Teacher Preparation Program	624,668
865900 2014-15 Assessment, Remediation and Retention Associate Degree - Nursing	68,400
865900 2014-15 Child Development Workforce Initiative	275,173
Total	\$ 1,617,714

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 12, 2014

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	385,286
2000	Classified/Other Nonacademic Salaries		632,871
3000	Employee Benefits		97,646
4000	Supplies/Materials		57,974
5000	Other Operating Expenses/Services		366,637
6000	Capital Outlay		20,300
7000	Other Outgo		57,000
Total		\$	1,617,714

RECOMMENDATION

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$203,638), Restricted General Fund (\$248,940), Child Development Fund (\$6,000), Health Services Fund (\$1,150,000), Capital Outlay Projects Fund (\$43,000), BAN Construction Fund (\$6,820), Bond Construction Fund No. 2 (\$2,467) and Associated Students Trust Fund (\$8,530) 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 (\$122,848) and Restricted General Fund (\$1,617,714) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 12, 2014</u>	CONSENT
SUBJECT: <u>Independent Contractors</u>	

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
Burley, Virginia R.	Business	Acting Dean, Business Division	11/12/14-6/30/15	\$79.42/ hour
Emerson, Tyler	Instruction – Music	Performer – Vocal Jazz Concert	11/22/14	\$150
Graham, Diane dba Thee Christmas Tree Company	Instruction – Music	Rental of five Christmas trees, stands, delivery, and pick up for Wassail	12/2/14-12/6/14	\$350
Gritzewsky, Ernie	Student Services – Bridge Programs	Guest Speaker – Two Bridge Program Leadership workshops; Fall Semester 2014, and Spring Semester 2015	11/14/14-6/14/15	\$1,000
Johnstone, Dave	Instruction – Music	Performer – Collegiate Vocal Jazz Festival	11/15/14	\$250
Johnstone, Dave	Instruction – Music	Performer – Vocal Jazz Concert and Rehearsal	11/13/14-11/22/14	\$500
Kawamoto, Justin	Instruction – Music	Videographer – Chamber Singers Reunion	11/14/14	\$400
Marsh, Kerry	Instruction – Music	Composer - Vocal Jazz Chart	11/14/14	\$75

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

SUBJECT: Independent Contractors

DATE: November 12, 2014

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Oliver, Jennifer	Instruction – Center for Excellence	Consultant – workforce research, data analysis, report writing, and project management	11/13/14-6/30/15	\$35,000
Politano, Matthew	Instruction – Music	Guest Instructor - Jazz Piano Master classes	11/14/14-12/6/14	\$1,000
Rudd, James	Instruction – STEM Teacher Preparation Program	Provide evaluation expertise to ensure the successful achievement of grant objectives and anticipated outcomes	11/13/14-8/31/17	\$22,000
Smythe, Sylvia	Instruction – Faculty Professional Development	Facilitator – Faculty Inquiry Group Discussions	11/7/14-12/5/14	\$2,000
Suffredini, Ron	Instruction – Music	Performer – Collegiate Vocal Jazz Festival	11/15/14	\$250
Suffredini, Ron	Instruction – Music	Performer – Vocal Jazz Concert and Rehearsal	11/13/14-11/22/14	\$500

Funding Sources

Unrestricted General Fund – Instruction – Music, Faculty Professional Development, Student Services – Bridge Programs.

Restricted General Fund – Instruction – Music, Center for Excellence, STEM Teacher Preparation Program.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 2014</u>	CONSENT
SUBJECT:	<u>Quarterly Investment Report</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer’s Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer’s Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending September 30, 2014:

County of Los Angeles, Cash in County Treasury	\$196,693,993	.71%
Citizens Business Bank, District Clearing Account	5,209	.10%
Citizens Business Bank, Revolving Fund	76,672	.10%
Citizens Business Bank, Community Education Clearing Account	54,624	.00%*
Citizens Business Bank, Web Registration Credit Cards	179,385	.10%
Citizens Business Bank, Parking Services Credit Cards	729	.10%
Citizens Business Bank, Performing Arts Center	7,496	.00%
City National Bank, Federal Perkins Loans	23,890	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,721	.03%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the September 30, 2014, Quarterly Investment Report, as presented.

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

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

DATE: November 12, 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 September 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 September 30, 2014, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2014-2015

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q1)

September 30, 2014

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-15
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	139,034,856	136,222,740	148,416,716	144,821,506
A.2	Other Financing Sources (Object 8900)	45,798	272,054	574,076	830,343
A.3	Total Unrestricted Revenue (A.1 + A.2)	139,080,654	136,494,794	148,990,792	145,651,849
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	141,686,959	138,565,735	145,965,823	158,301,642
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	873,132	532,735	518,742	1,227,001
B.3	Total Unrestricted Expenditures (B.1 + B.2)	142,560,091	139,098,470	146,484,565	159,528,643
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-3,479,437	-2,603,676	2,506,227	-13,876,794
D.	Fund Balance, Beginning	33,813,071	30,333,634	27,729,958	30,236,185
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	33,813,071	30,333,634	27,729,958	30,236,185
E.	Fund Balance, Ending (C. + D.2)	30,333,634	27,729,958	30,236,185	16,359,391
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.3%	19.9%	20.6%	10.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	28,702	28,650	29,682	29,946
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-15
H.1	Cash, excluding borrowed funds		26,062,103	48,642,329	45,368,798
H.2	Cash, borrowed funds only		0	20,000,000	0
H.3	Total Cash (H.1+ H.2)	40,118,161	26,062,103	68,642,329	45,368,798

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)	144,595,016	144,821,506	41,045,832	28.3%
I.2	Other Financing Sources (Object 8900)	830,343	830,343	830,343	100%
I.3	Total Unrestricted Revenue (I.1 + I.2)	145,425,359	145,651,849	41,876,175	28.8%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	158,067,633	158,301,642	31,122,914	19.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,223,001	1,227,001	979,501	79.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	159,290,634	159,528,643	32,102,415	20.1%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-13,865,275	-13,876,794	9,773,760	
L.	Adjusted Fund Balance, Beginning	30,236,185	30,236,185	30,236,185	
L.1	Fund Balance, Ending (C. + L.2)	16,370,910	16,359,391	40,009,945	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.3%	10.3%		

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

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3: 2014-15	120,865	1%	542,633	1%	366,816	1%	392,640	1%
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3: 2014-15	35,117		225,750				268,346	

* As specified in Collective Bargaining Agreement or other Employment Contract

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

The Board of Trustees approved an ongoing 1% salary increase and an ongoing \$500 annual health and welfare increase for the Faculty, CSEA 262, CSEA 651, Management, Confidential and Supervisory employees, effective July 1, 2014. These increases have been funded from the State-funded COLA and the District's Unassigned Fund Balance. 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.

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

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

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

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

While the overall economy of the state has improved, the college's anticipated revenues continue to be less than expenditures. The College ongoing estimated budget deficit for the 2014-15 fiscal year is \$10.6 million. The College plans to grow are to increase course offerings by 943 FTES for the fiscal year 2014-15. This FTE increase will generate growth revenues that will contribute to the reduction of the deficit.

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

DATE: November 12, 2014

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrants

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following payees have requested the re-issuance of their respective warrant:

<u>Warrant No.</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07060958	07/22/10	Ricardo Munoz	\$312.00
07127585	06/23/11	Lakewood High School	\$125.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

DATE: November 12, 2014

CONSENT

SUBJECT: Arbitrage Rebate Compliance Services

BACKGROUND

On January 23, 2013, the Board of Trustees adopted Resolution No. 12-07, approving the issuance and sale of 2012-13 Tax and Revenue Anticipation Notes (TRANs). The District issued \$20 million in TRANs on March 14, 2013. The notes included an interest rate of 2% and were paid off on December 27, 2013.

The TRANs were issued, as a precaution, to primarily ensure the District would have sufficient cash to make timely payments for payroll and operating expenses. Cash flows were prepared on assumptions known on January 2013. Property Taxes for the Educational Revenue Augmentation Fund (ERAF) came in much higher than originally estimated by Los Angeles County. The result was that Mt. SAC received \$7 million more in cash in ERAF property taxes. Another uncertainty was the timing of receiving the balloon cash payment of \$20 million for the Education Protection Account (EPA) approved with Proposition 30. The cash was received one day before funding the June payroll; therefore, there was no need to use the cash from the TRANs.

Section 148(f) of the Internal Revenue Code of 1986 requires issuers to remit to the Internal Revenue Service earnings on TRANs proceeds to the extent they exceed the arbitrage yield on the TRAN. There is an exception available for this rule only if all TRAN proceeds are expended on a deficit, which occurs within six months of the TRAN issuance date. Because such a deficit did not occur, the District must calculate and remit the excess earnings to the Federal Government.

ANALYSIS AND FISCAL IMPACT

The College wishes to engage the services of PFM Asset Management LLC (PFMAM) to perform calculations related to the rebate requirements contained in Section 148(f) of the Internal Revenue Code of 1986.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

SUBJECT: Arbitrage Rebate Compliance Services

DATE: November 12, 2014

PFMAM has been providing comprehensive arbitrage rebate services since 1989 and has considerable expertise with the complexities of these regulations. PFMAM will calculate the amount of rebate liability with respect to the TRANs period and as of the final maturity of the Notes, applying regulations of the United States Department of Treasury in effect on such calculation date. Their services will include: 1) calculation of the amount of rebate liability with respect to the Notes as of each calculation date; and 2) delivery of schedules reflecting such rebate liability calculation and the assumptions involved. PFMAM's fee to prepare this calculation for the 2012-13 TRANs is \$2,000.

Additionally, the College wishes to engage the services of Stradling Yocca Carlson & Rauth, P.C. to provide legal services with respect to the legal issues associated with the calculation of the arbitrage rebate. Services will be billed at the standard hourly rate of \$400. Stradling Yocca Carlson & Rauth has estimated the amount of time to be spent for this project to be less than 20 hours. Therefore, costs are not expected to exceed \$8,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the engagement of PFM Asset Management LLC and Stradling Yocca Carlson & Rauth, P.C. to provide arbitrage rebate compliance services, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 2014</u>	CONSENT
SUBJECT:	<u>Agreement with General Dynamics Information Technology for 1098T Forms</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 2014</u>	CONSENT
SUBJECT:	<u>Purchase of Modular Buildings - American Modular Systems, Inc.</u>	

BACKGROUND

As part of the Measure RR building program, temporary space is needed to support new or existing programs and services while new or modernized permanent facilities are planned, designed, and constructed. At this time, temporary space is needed for Student Services and the Kinesiology, Athletics & Dance Division.

The Kinesiology, Athletics & Dance Division requires a temporary teaching facility and offices in advance of the demolition of Building 50G, as part of the construction of the new Athletics Complex East project. The existing Building 50G is 22,707 square feet. The temporary facility will be 11,232 square feet. Utilizing only the most needed programs and doubling the already stressed occupancy of other facilities, this temporary solution will meet student demands during construction. The space consists of a free- and machine-weight room, offices, classrooms, and training and rehab rooms.

The Student Services team needs additional space to support new programs and services associated with the Student Success initiatives recently funded by the State. This space is needed urgently and is currently in the planning and design phase. To expedite the process and meet required timelines, authorization to purchase two new modular units, totaling approximately 8,000 gross square feet of space on a not-to-exceed cost basis, is needed.

ANALYSIS AND FISCAL IMPACT

Public Contract Code 20652 allows the governing board of any community college district, without advertising for bids and when that board has determined it to be in the best interest of the district, to authorize the purchase of equipment through another public agency that has awarded a contract based on a formal bid process which permitted its bid to be used ("piggybacked") by other public agencies.

The College will purchase one 132' x 72' and one 48' x 36' modular buildings, totaling \$1,434,740, from American Modular Systems, Inc., under their piggyback Bid with Biggs Unified School District Invitation to Bid High Performance Facility Contract, effective through December 2016. The College will also purchase two units from the same manufacturer at a not-to-exceed cost of \$1,450,000.

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

SUBJECT: Purchase of Modular Buildings – American Modular Systems, Inc.

DATE: November 12, 2014

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of two modular buildings for the Kinesiology, Athletics & Dance Division, totaling 11,232 square feet, from American Modular Systems, Inc., for a total amount of \$1,434,740, and two modular units for Student Services, totaling approximately 8,000 gross square feet, for a total price not to exceed \$1,450,000.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 2014</u>	CONSENT
SUBJECT:	<u>Revision to the Purchase of Phase I Furniture for the Classroom Building Renovation – Formerly Agricultural Sciences Building 12</u>	

BACKGROUND

In May 2014, the Board of Trustees approved the initial phase of furniture purchases from multiple vendors for the renovation of classrooms in the former Agricultural Sciences Building 12, renovation of the Design Technology Center Radio Lab & Model Shop, and construction of a new Emergency Operations Center. A revision to the costs included in the approval for the purchase and installation of miscellaneous products from Corporate Business Interiors (CBI) for the renovations of classrooms in the former Agricultural Sciences Building is required.

ANALYSIS AND FISCAL IMPACT

Following the approval of furniture orders in May 2014, the costs were revised to accommodate a staffing change originally planned for the former Agricultural Sciences Building. This change occurred after the initial design, resulting in the need to redesign the office space into a workroom, and add tablet arms to furniture that was previously approved.

The costs associated with this change are as follows:

Original CBI Proposal Amount	\$17,180.40
Additional Design and Project Management	\$1,560.00
Addition of Tablet Arms	<u>\$559.08</u>
 New Revised Total	 <u>\$19,299.48</u>

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the revision to the purchase of Phase I furniture, as presented.

Prepared by: <u>Teresa Patterson/Gary L. Nellesen</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>November 12, 2014</u>	CONSENT
SUBJECT: <u>Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Facilities Plan Room and Emergency Operations Center</u>	

BACKGROUND

The Facilities Plan Room and Emergency Operations Center Project was approved under the Lease/Leaseback construction delivery method on April 24, 2013, with a combined Guaranteed Maximum Price (GMP) of \$2,572,126. A deductive Change Order in the amount of \$167,305 was approved on October 20, 2014, to provide credit back to the College for the final reconciliation of the project costs, with a revised GMP of \$2,404,821. The construction activities began on October 21, 2013, and all change orders will be substantially complete on September 2, 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 Guaranteed Maximum Price (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 increase to the GMP was required during this project.

Contractor	Tilden-Coil Constructors (Contractor)	CO No.	1
Item	Change and Justification:	Amount	Time
	Provide credit back to the College for the final reconciliation of the project costs.	<\$167,305>	109 days
	Original Contract Amount		\$2,572,126.00
	Net Change by Previous Change Orders		<\$0.00>
	Net Sum Prior to This Change Order		\$2,572,126
	Amount of Change Order No. 1		<\$167,305.00>
	New Contract Sum		\$2,404,821.00
Percentage of Change to Contract, to Date			-6.5%

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #10

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Facilities Plan Room and Emergency Operations Center

DATE: November 12, 2014

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 Administration Building Site Improvement Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 174
- Standards/Code Compliance Review Comments Incorporated Pre-Bid 20
- Average Bids per Trade 5

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$167,305)
- Percent Cost Over/Under Guaranteed Maximum Price -6.5%
- Working Days Over/Under Contract Schedule 15
- Contract Change Orders 1

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 Anticipated Note funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the reduction of \$167,305 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: November 12, 2014

CONSENT

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of
Completion – Agricultural Sciences Complex Corrective Measures

BACKGROUND

The Agricultural Sciences Complex Corrective Measures project was approved under the Lease/Leaseback construction delivery method on November 20, 2013, with a Guaranteed Maximum Price (GMP) of \$1,287,604.22. The construction activities began on January 21, 2014, and were substantially complete on August 31, 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 Guaranteed Maximum Price (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 Agricultural Sciences Complex Corrective Measures

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 0
- Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 2

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Agricultural Sciences Complex Corrective Measures

DATE: November 12, 2014

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$141,418)
- Percent Cost Over/Under Guaranteed Maximum Price -10.98%
- Working Days Over/Under Contract Schedule 139
- Contract Change Orders 1

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 Anticipated Note funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the reduction of the lease period to 35 days, and accepts the project as complete.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 12, 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:	PAL id Studio	
	Project:	Honors Program	
Item	Description:	Amount	
	Provide professional interior design, furniture planning, and coordination for the Honors Program renovation in Building 26A. Scope of work includes planning, specifications, documentation, assistance in the procurement process, and oversight of installation of systems furniture.	\$8,400.00	
	Reimbursable expenses:	420.00	
	Contract Amount:		\$8,820.00

#2	Consultant:	Facility Consulting Services	
	Project:	Project Management Policies, Procedures, and Internal Controls	
Item	Description:	Amount	
	Professional services to evaluate contract compliance for the Emergency Operations Center project. The review will include a lessons-learned type of evaluation of the contractors' compliance with the terms and conditions of the Lease/Leaseback agreement and will provide detailed information and feedback needed by the Facilities Planning & Management team to improve internal construction management processes.	\$4,500.00	
	Contract Amount:		\$4,500.00

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

SUBJECT: Professional Design and Consulting Services

DATE: November 12, 2014

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>November 12, 2014</u>	CONSENT
SUBJECT: <u>Child Development Center (Change Order)</u>	

BACKGROUND

Child Development Center (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2828	Contractor:	Marina Landscape, Inc. (Landscape Contractor)	CO No.	3
Item	Change and Justification:		Amount	Time	
	Provide a deduction for the unused portion of the project allowance. <i>Miscellaneous change-contract price adjustment.</i>		<\$12,517.36>	0 days	
	Total		<\$12,517.36>	0 days	
	Original Contract Amount			\$306,300.00	
	Net Change by Previous Change Orders			\$37,395.25	
	Net Sum Prior to This Change Order			\$343,695.25	
	Amount of Change Order No. 3			<\$12,517.36>	
	New Contract Sum			\$331,177.89	
	Percentage of Change to Contract, to Date			8.12%	

Funding Source

Measure RR Bond Anticipation Note.

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: November 12, 2014

CONSENT

SUBJECT: Charter Bus Service (Bid No. 2992)

BACKGROUND

In February 2013, the College entered into a five-year contract with Horizon Coach Lines located in Long Beach, California, to provide charter bus services for transporting students and staff to athletic events, field trips, and Continuing Education programs. Horizon Coach Lines terminated their contract with the College due to the closing of their operations, which necessitated the re-bid of this service.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in accordance with Education Code 81641. Bid documents were sent to six companies with four bids received. The lowest responsive, responsible bidder is Hot Doggers, Inc. dba Gold Coast Tours, located in Brea, California. Gold Coast Tours has been in business for over 35 years and has provided bus services to several school districts, community colleges, and universities in southern California as well as various major league sports teams.

One of the prime elements in determining the lowest bid was the rate per mile since many of the College's trips are billed based on the per-mile rate. Other factors considered were the flat rate, overnight trip charges, and cancellation fees. A bid summary of the basic fees for a 47-passenger bus is as follows:

Company Name/Location	Rate for First 5 Hours (Minimum)	Rate Per Hour Over Minimum	Rate Per Mile	Overnight Trip Charge	Cancellation Fee (3-Hour Notice)
		Whichever is Greater			
Gold Coast Tours, Brea, CA	\$550.00	\$90.00	\$3.50	\$950.00	\$200.00
Ryan's Express, Torrance, CA	\$550.00	\$85.00	\$4.00	\$946.00	\$250.00
Fast Deer Bus Charter, Inc., Montebello, CA	\$496.76	\$105.32	\$3.77	\$998.87	Not bid as specified
Silver State Trailways, Placentia, CA	\$582.00	\$94.00	\$3.50	Not bid as specified	Not bid as specified

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #14

SUBJECT: Charter Bus Service (Bid No. 2992)

DATE: November 12, 2014

The term of this contract will be for one year, commencing December 1, 2014, through November 30, 2015, with the option to renew for four additional one-year periods, not to exceed five years. The contract may be terminated by the College for convenience with 30 days' written notice, or immediately for cause.

The costs for the period December 1, 2014, through November 30, 2015, are estimated to be approximately \$125,000. However, the actual costs for these services will vary depending on the number of trips taken during the contract period.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the bid for Charter Bus Service - Bid No. 2992 and awards the contract to Hot Dogger Tours, Inc. dba Gold Coast Tours, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 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:

	Consultant:	HMC Architects	No.	2
	Project:	Athletics Complex East		
Item	Description:	Amount		
	Professional architectural and engineering services to add the chilled water line from the Thermal Energy Storage Tank System into the Athletics Complex East project.	\$172,600.00		
	Total	\$172,600.00		
	Original Contract Amount	\$2,533,446.00		
	Net Change by Previous Amendments	\$738,554.00		
	Net Sum Prior to This Amendment	\$3,272,000.00		
	Amount of Amendment No. 2	\$172,600.00		
	New Contract Sum	\$3,444,600.00		
	Percentage of Change to Contract, to Date			35.97%

Funding Source

Measure RR Bond (Series A) 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: November 12, 2014

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Egan, Melissa
 Position: Student Services Program Specialist
 Department: Student Health Services
 Range/Step: A-79, Step 3
 Job FTE: 0.475/12 months
 Effective: TBD
 New: Yes
 Salary: \$2,008.33/month

Name: Jenkins, Tina
 Position: Lead Interpreter
 Department: Disabled Student Programs and Services
 Range/Step: A-126, Step 1
 Job FTE: 1.00/12 months
 Effective: 11/13/14
 New: No
 Salary: \$6,427.74/month

Name: Lokeni, Kare'l
 Position: Student Services Program Specialist
 Department: Arise Program
 Range/Step: A-79, Step 1
 Job FTE: 1.00/12 months
 Effective: TBD
 New: No
 Salary: \$3,835.00

Name: Perkins, Danette
 Position: Caseworkder
 Department: CalWORKs
 Range/Step: A-71, Step 1
 Job FTE: 0.475/12 months
 Effective: TBD
 New: Yes
 Salary: \$1,682.23/month

Name: Riley, William
 Position: Database Administrator
 Department: Information Technology
 Range/Step: A-140, Step 3
 Job FTE: 1.00/12 months
 Effective: 11/17/14
 New: No
 Salary: \$7,757.94/month

Prepared by: Human Resources Staff

Reviewed by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #17

SUBJECT: Personnel Transactions

DATE: November 12, 2014

Permanent New Hires (continued)

Name: Stephenson, Jennifer
Position: Lead Interpreter
Department: Disabled Student Programs and Services
Range/Step: A-126, Step 1
Job FTE: 1.00/12 months
Effective: 11/13/14
New: Yes
Salary: \$6,427.74/month

Promotions

Name: Aguirre, Glenda Melissa
Position: Benefits Specialist
Department: Human Resources
Range/Step: A-88, Step 1
Job FTE: 1.00/12 months
Effective: 11/13/14
Remarks: Previously Clerical Specialist
Salary: \$4,194.28/month

Name: Childs, Pamela
Position: Purchasing Specialist
Department: Purchasing
Range/Step: A-95, Step 6 + L15
Job FTE: 1.00/12 months
Effective: 11/13/14
Remarks: Previously Senior Buyer
Salary: \$6,237.13/month

Change of Assignment

Name: Gamble, James
Position: Public Safety Officer
Department: Public Safety
Range/Step: A-88, Step 4
Job FTE: 1.00/12 months
Effective: 11/13/14
Remarks: Previously 0.475 Job FTE
Salary: \$4,855.41/month

SUBJECT: Personnel Transactions

DATE: November 12, 2014

Temporary Change of Assignment

Name: Skalkos, Deborah
 Position: Coordinator, Special Projects Technology and Health
 Department: Technology and Health
 Range/Step: A-118, Step 4 Salary: \$5,235.48/month
 Job FTE: 0.475/12 months
 Effective: 10/1/14
 End Date: 12/31/14
 Remarks: Previously 04.75 Job FTE

President's College Champion Award Recipient

Nicole Blean, Tutorial Services Specialist (The Writing Center) - \$500

Resignations

Nancy Bagnoli, Secretary (Instruction), effective 10/29/14
 Tamieka Hunter, Project/Program Coordinator (Counseling and Guidance), effective 10/14/14

Retirement

Michelle Williams, Account Clerk III (Payroll), effective 10/31/14

ACADEMIC EMPLOYMENT

Salary Advancements for Full-time Faculty Column Crossover - 2014-15

Coursework and/or Degree earned

Name: Chamberlain, Alison
 Position: Professor, Biological Sciences
 Department: Biological Sciences
 Column/Step: II-10 Salary: \$89,948.00/annual
 Job FTE: 1.00/10 months
 Effective: 10/1/14
 Remarks: Advancement from Column I, Step 9

Name: Frickert, Allison
 Position: Professor, History
 Department: History and Art History
 Column/Step: III-8 Salary: \$87,551.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/25/14
 Remarks: Advancement from Column II, Step 7

SUBJECT: Personnel Transactions

DATE: November 12, 2014

Professional Growth Increment - 2014-15

\$326/month for faculty after serving three or more years at the Initial Service Increment and after competing six semester units of course work (Faculty Agreement Section, A.6.2).

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Johnson, Mary	Computer Information Systems	10/1/14

Banking Leaves of Absence with Pay

<u>Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Coreas, Kelly	Respiratory Therapy	1.5	Winter 2015
Coreas, Kelly	Respiratory Therapy	3	Spring 2015
Munro, Matthew	Math., Computer Sci.	15	Fall 2015
Munro, Matthew	Math., Computer Sci.	15	Spring 2016
Nguyen, Kim-Leiloni	Biological Sciences	5.25	Spring 2015
Wright, Jill Gold	Eng., Lit. & Journalism	15	Fall 2015
Wright, Jill Gold	Eng., Lit. & Journalism	15	Spring 2016

Contract Renewal

Name:	Felix, Diana	
Position:	Counselor/Coordinator	
Department:	Student Support Services	
Column/Step	II-6	Salary: \$85,862.40/annual
Job FTE:	1.00/11 months	
Effective:	Contract effective from 7/1/14 – 6/30/15	

President's College Champion Award Recipients

Paul Mercier, Adjunct Faculty (CIS Department) - \$500
 Chaz Perea, Adjunct Faculty (Agricultural Department) - \$500

Retirement (Effective Date Correction)

Faraone, Teresa, Professor (Consumer and Design Technologies), effective 12/31/14 –
 Previously approved with an effective date of 2/19/15

SUBJECT: Personnel Transactions**DATE:** November 12, 2014**Interim Assignment**

Name: Avila, Ruben
Position: Interim Director, Grounds and Transportation **New:** No
From: Supervisor, Grounds
Department: Facilities Planning and Management
Range/Step: M-9, Step 1 + L10 **Salary:** \$86,148.00/annual
Effective: 11/13/14
End Date: 6/30/15
Remarks: This interim out-of-class assignment is the result of an internal recruitment

Resignation

Audrey Reille, Director, Center of Excellence (Business), effective 1/9/15

Retirement

Michael Montoya, Assistant Director, Public Safety (Public Safety), effective 12/31/14

TEMPORARY EMPLOYMENT**Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bibawi, George	Project/Program Specialist	Vacancy	Tutorial Svcs.	22.13	10/09/14-06/30/15
Billier, Valerie	Secretary	Vacancy	Technical Svcs.	22.57	09/22/14-09/30/14
James, Amanda	Clerical Specialist	Vacancy	H.S. Outreach	20.03	10/03/14-02/27/15
Jayagoda, Manoj	Student Svcs. Prog. Spec.	Vacancy	DSP&S	22.13	09/11/14-06/30/15
Marin, Annmarie	Clerical Specialist	Vacancy	Human Res.	20.03	10/07/14-12/31/14
Martinez, Agapito	Custodian	Pool	Custodial Svcs.	17.42	10/01/14-06/30/15
Meza, Rogie	Custodian	Pool	Custodial Svcs.	17.42	10/06/14-06/30/15
Osewe, Sam	Custodian	Pool	Custodial Svcs.	17.42	10/07/14-06/15/15
Rodriguez, Marianela	Alternate Media Tech.	Absence	DSP&S	18.68	09/12/14-06/30/15
Ruiz, Briana	Clerical Assistant	Vacancy	Natural Sci.	16.91	09/22/14-12/31/14
Venegas, George	Custodian	Pool	Custodial Svcs.	17.42	10/06/14-06/30/15

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Chung, Christopher	Laboratory Asst. – Business	Paralegal	13.27	10/16/14-06/30/15
Contreras, Monica	Administration Aide	Teacher Prep. Institute	12.76	08/25/14-06/30/15
Gonzalez, Michael	Administrative Aide	EOPS/CARE	12.76	09/29/14-12/22/14
Gonzalez, Stephanie	Educational Advising Aide	Upward Bound	17.03	09/01/14-12/19/14
Gregoryk, Jason	General Campus Worker	Technical Services	9.00	09/12/14-02/22/15
Jimenez, Angel	Tutor IV	Upward Bound	11.75	09/01/14-05/31/15
Liem, Cynthia	Study Skills Assistant I	Adult Basic Education	10.27	11/13/14-06/30/15
Lopez, Veronica	Car. & Trans. Svcs. Aide II	Career & Transfer Svcs.	12.50	10/01/14-06/30/15

SUBJECT: Personnel Transactions**DATE:** November 12, 2014**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Markel, Raymond	Administrative Aide	EOPS/CARE	12.76	10/10/14-12/22/14
Navarro, Albert	Grounds Equip. Oper. Aide II	Grounds	11.42	11/13/14-06/30/15
Nguyen, Tommy	Senior Tool Keeper Aide	Manufacturing	13.66	09/08/14-06/30/15
Pennings, Megan	Car. & Trans. Svcs. Aide II	Career & Transfer Svcs.	12.50	10/01/14-06/30/15
Perez, Pedro	Tutor IV	Upward Bound	11.75	09/01/14-05/31/15
Ramirez, Mario	Tutor IV	Upward Bound	11.75	09/01/14-05/31/15
Williams, Marcus	Administrative Aide	Student Services	12.76	10/20/14-02/20/15

Professional Expert Employees – New Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Silva Barrios, Azael	Project/Program Aide	Student Life	19.76	11/17/14-11/20/14

Professional Expert Employees – Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Agustin, Sherly	Technical Expert II	Nursing	45.00	10/06/14-06/30/15
Alirez, Janell	EMT Specialist	Medical Services	21.00	10/04/14-06/30/15
Barbagallo, Tanina	Project Administrator	Adult Basic Education	60.00	09/08/14-06/30/15
Benningson, Rebecca	Lifeguard	Continuing Education	9.00	09/09/14-06/30/15
Cantrell, Jaimie	Video Jib Operator	Technical Services	60.00	10/06/14-11/01/14
Carlton, Alexi	Project/Program Aide	Paralegal	19.76	09/15/14-06/30/15
Celis, Krystle	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	10/01/14-06/30/15
Couts, Daniel	EMS Licensing Exam III	Medical Services	25.00	09/25/14-06/30/15
Couts, Daniel	Paramedic Specialist	Medical Services	27.00	09/25/14-06/30/15
Elhaj, Nadine	Teaching Aide	ESL	13.27	09/10/14-06/30/15
Flannery, Kelly	Project Expert Specialist	Grants Office	25.00	07/01/14-06/30/15
Fletes, Michelle	EMT Specialist	Medical Services	21.00	09/29/14-06/30/15
Fonsesca, Daisy	CDC Associate I	Child Development Ctr.	9.00	09/04/14-06/30/15
Fowler, Brittan	FAA Certified Lab Assistant	Aircraft Maintenance	15.00	10/20/14-06/30/15
Freyder, Justin	Lecturer-Fire Technology	Fire Technology	37.26	10/20/14-06/30/15
Gallardo, Peter	Technical Expert I	Kinesiology, Ath. & Dance	35.00	10/01/14-06/30/15
Galvez, Ana	Interpreter I	DSP&S	25.00	09/23/14-06/30/15
Garcia, Adrian	Technical Expert I	Nursing Department	35.00	10/20/14-06/30/15
Goff, Mike	Technical Expert I	Kinesiology, Ath. & Dance	35.00	10/01/14-06/30/15
Gonzalez, Lauren	Project/Program Aide	Child Development Ctr.	19.76	10/01/14-06/30/15
Groenewold, Zachery	Choreographer	Kinesiology, Ath. & Dance	20.00	10/01/14-06/30/15
Guico, Jeremy	Theatrical Rigger I	Technical Services	12.50	10/16/14-06/30/15
Ha, Huy	Senior Tool Keeper Aide	Manufacturing	13.66	09/05/14-06/30/15
Hernandez, Daniel	Mechanical Aide	Facilities Planning & Maint.	15.09	09/15/14-12/31/14
Hyatt, Amber	Program Supervisor II	Child Development Ctr.	16.64	09/08/14-06/30/15
Kelly, Stillman	Vision Mixer	Technical services	50.00	10/10/14-06/30/15
Kenney, Patrick	EMS Licensing Exam III	Medical Services	25.00	07/01/14-06/30/15
Kenney, Patrick	Paramedic Specialist	Medical Services	27.00	09/19/14-06/30/15
Kirkland, Robert	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	09/19/14-06/30/15

SUBJECT: Personnel Transactions**DATE:** November 12, 2014**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Lee, Woo Jung	Project Coordinator	Research & Inst. Eff.	35.00	10/27/14-04/02/15
Leos, Michael	Lifeguard	Continuing Education	9.00	09/08/14-06/30/15
Lerma, Francisco	EMS Licensing Exam III	Medical Services	25.00	09/26/14-06/30/15
Lerma, Francisco	Paramedic Specialist	Medical Services	27.00	09/26/14-06/30/15
Liu, Sunny	Project Coordinator	Research & Inst. Eff.	35.00	09/22/14-06/30/15
Mena, David	FAA Certified Lab Assistant	Aircraft Maintenance	15.00	10/13/14-06/30/15
Mendoza, Nancy	Early Ch. Dev. Master Tch.I	Child Development Ctr.	13.27	08/25/14-06/30/15
Migallos, Moses	EMT Specialist	Medical Services	21.00	09/09/14-11/03/14
Morris, Jabari	Lecturer-Fire Technology	Kinesiology, Ath. & Dance	37.26	10/01/14-06/30/15
Noble-Paraiso, Maria	Technical Expert II	Nursing	45.00	09/22/14-06/30/15
O'Cleary, Aiida	Technical Expert I	Nursing	35.00	10/27/14-06/30/15
O'Rourke, Tim	Technical Expert I	Kinesiology, Ath. & Dance	35.00	09/01/14-06/30/15
Orozco, Omar	Technical Expert I	Nursing	35.00	09/08/14-06/30/15
Ortiz, Jose	Event Supervisor II	Kinesiology, Ath. & Dance	13.75	09/01/14-06/30/15
Ortiz, Jose	Event Supervisor II	Technical Services	13.75	09/01/14-06/30/15
Pang, Bonnie	Theatrical Rigger I	Technical Services	12.50	10/01/14-06/30/15
Petta, Dominic	Lecturer-Fire Technology	Fire Technology	37.26	09/18/14-06/30/15
Potts, Jared	Lecturer-Fire Technology	Fire Technology	37.26	10/20/14-06/30/15
Probst, Gary	Lecturer-Fire Technology	Fire Technology	37.26	09/23/14-06/30/15
Quesada, Katherine	Project Coordinator	Business Division	35.00	09/26/14-06/30/15
Randall, Emily	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	10/01/14-12/12/14
Reeves, Kenneth	Technical Expert I	Kinesiology, Ath. & Dance	35.00	10/01/14-06/30/15
Riley, Janet	Technical Expert I	Nursing	35.00	09/08/14-06/30/15
Roumeliotis, George	Project Expert/Specialist	Respiratory Therapy	25.00	09/16/14-06/30/15
Tabuena, Celina Janel	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	09/01/14-12/14/14
Taylor, Carsandra	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	10/15/14-06/30/15
Truhill, Justin	Lecturer-Fire Technology	Fire Technology	37.26	09/17/14-06/30/15
Valderrama, Mario	Lecturer-Fire Technology	Kinesiology, Ath. & Dance	37.26	10/16/14-06/30/15
Valdez, Crystal	Non-For-Credit-Instructor II	Upward Bound	45.00	09/27/14-05/09/15
Vaniman, Barry	Head Video Utility	Technical services	50.00	09/18/14-06/30/15
Virdi, Masako	Tutorial Specialist IV	Tutorial Services	23.22	08/25/14-06/30/15
Wagner, Alycia	Aquatics Assistant III	Kinesiology, Ath. & Dance	12.00	09/01/14-06/30/15
Wong, Allison	Real Time Captioner V	DSP&S	43.00	10/01/14-06/30/15
Yoon, Isak	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	10/01/14-06/30/15
Zimmerman, Elizabeth	Interpreter II	Humanities Division	30.00	10/06/14-06/30/15

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abulashin, Olivia	Student Assistant I	DSP&S	9.00	10/20/14-12/12/14
Aden, Saxon	Student Assistant IV	DSP&S	11.25	10/01/14-02/20/15
Aguilera, Lolita	Student Assistant I	Child Development Ctr.	9.00	10/13/14-02/20/15
Alcantara, Henry	Student Assistant III	Architecture	10.50	09/26/14-12/19/14
Angulo, Omar	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Arreola, Alexis	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14

SUBJECT: Personnel Transactions**DATE:** November 12, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Azabache, Brianna	Student Assistant IV	EOPS	11.25	09/01/14-12/19/14
Barcenas, Jesus	Student Assistant II	Bridge Program	9.75	08/25/14-12/12/14
Barratt, Brian	Student Assistant V	Teacher Prep. Institute	12.50	10/03/14-02/22/15
Bayardo, Melissa	Student Assistant I	DSP&S	9.00	10/08/14-12/12/14
Beltran, Alba	Student Assistant I	ESL	9.00	09/15/14-02/22/15
Bobadilla, Crystal	Student Assistant II	Arts Division	9.75	09/17/14-02/15/15
Bradley, Section	Student Assistant I	EOPS	9.00	10/16/14-12/22/15
Carrillo, Jacob	Student Assistant II	Human Resources	9.75	09/29/14-02/22/15
Cantu, Rebecca	Student Assistant II	Agricultural Sciences	9.75	08/25/14-02/21/15
Carlton, Alexi	Student Assistant V	Paralegal	12.50	09/15/14-02/13/15
Carpenter, Jenna	Student Assistant I	Biological Sciences	9.00	09/02/14-12/14/14
Casian, Abigail	Student Assistant I	ESL	9.00	09/02/14-02/22/15
Castellanos, Veronika	Student Assistant IV	EOPS/CARE/CalWORKs	11.25	09/01/14-12/19/14
Cervantes, Yoseline	Student Assistant II	DSP&S	9.75	10/01/14-02/20/15
Chavez, Cecilia	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Chavez, Valerie	Student Assistant I	Child Development Ctr.	9.00	10/13/14-02/20/15
Chi, Jerry	Student Assistant II	Tutorial Services	9.75	10/06/14-02/15/15
Chung, Ky	Student Assistant II	ESL	9.75	10/01/14-02/22/15
Collard, Robert	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Cortes, Edgar	Student Assistant I	EOPS/CARE/CalWORKs	9.00	09/01/14-12/19/14
Cortes, Yesenia	Student Assistant I	Child Development Ctr.	9.00	08/25/14-02/20/15
Covarrubias, Guillermo	Student Assistant I	Technical Services	9.00	10/07/14-02/22/15
Cruz, Nelcy	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Cwiak, Daniel	Student Assistant I	Technical Services	9.00	10/14/14-02/23/15
Dashiell, Donnell	Student Assistant V	Teacher Prep. Institute	12.50	10/13/14-02/22/15
Dashiell, Raymone	Student Assistant II	DSP&S	9.75	09/11/14-02/20/15
Davidson, Jessica	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Dela Cruz, Vanessa	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Desatoff, Katie	Student Assistant I	DSP&S	9.00	09/03/14-12/14/14
Diep, Shawna	Student Assistant I	Child Development Ctr.	9.00	09/26/14-02/20/15
Dorey, Jennel	Student Assistant II	Counseling	9.75	09/01/14-12/19/14
Doyle, Sean	Student Assistant IV	The Writing Center	11.25	08/25/14-02/21/15
Duong, Tin	Student Assistant I	EOPS/CARE/CalWORKs	9.00	09/09/14-12/19/14
Ebuenga, Josiah	Student Assistant II	DSP&S	9.75	10/01/14-02/20/15
Elliot, Victoria	Student Assistant V	Teacher Prep. Institute	12.50	10/13/14-02/22/15
Elmassian, Erin	Student Assistant I	Technical Services	9.00	10/01/14-02/15/15
Enriquez, Ruth Elizabeth	Student Assistant I	Child Development Ctr.	9.00	09/18/14-02/20/15
Escalera, Brianna	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Esparza, Alani	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Estrada, Nancy	Student Assistant II	Bridge Program	9.75	08/25/14-12/12/14
Evans, Claire	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Fallon, Madison	Student Assistant V	Tutorial Services	12.50	08/25/14-02/15/15
Farias, Jessica	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Finau, Sateri	Student Assistant IV	Arise Program	11.25	09/01/14-11/19/14
Fisher, Ian	Student Assistant II	Tutorial Services	9.75	09/23/14-02/15/15

SUBJECT: Personnel Transactions**DATE:** November 12, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Flaton, Brianna	Student Assistant I	Child Development Ctr.	9.00	10/01/14-02/20/15
Flores, Anthony	Student Assistant II	Technical Services	9.75	10/16/14-02/22/15
Flores, Jose	Student Assistant I	Child Development Ctr.	9.00	10/01/14-02/20/15
Frame, Bailey	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Frias, Erick	Student Assistant II	Technical Services	9.75	10/20/14-02/22/15
Gaeta, Fatima	Student Assistant II	Child Development Ctr.	9.75	10/01/14-02/20/15
Gallegos, Lucelia	Student Assistant III	Fashion	10.50	09/24/14-02/22/15
Garavito, Christine	Student Assistant V	The Writing Center	12.50	08/25/14-02/12/15
Garcia, Darleen	Student Assistant I	DSP&S	9.00	09/09/14-12/14/14
Garcia, Jessica	Student Assistant III	DSP&S	10.50	10/01/14-02/20/15
Garcia, Paulina	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Gimeno, Melanie	Student Assistant III	DSP&S	10.50	09/15/14-02/20/15
Gomez, Ramona	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Gonzales, Claudia	Student Assistant I	Child Development Ctr.	9.00	10/10/14-02/20/15
Gonzalez, Stephanie	Student Assistant III	High School Outreach	10.50	09/27/14-02/20/15
Gutierrez, Andrea	Student Assistant V	The Writing Center	12.50	08/25/14-02/12/15
Hall, Roxanne	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Hasenbien, John	Student Assistant III	Tutorial Services	10.50	08/25/14-02/15/15
Hernandez, Fernando	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Hernandez, Lidia	Student Assistant II	Bridge Program	9.75	08/25/14-12/12/14
Ho, Melissa	Student Assistant IV	Arise Program	11.25	09/01/14-11/19/14
Hornsby, Edward	Student Assistant II	Admissions & Records	9.75	09/08/14-12/31/14
Hua, Deborah	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Huang, Chih-en	Student Assistant I	ESL	9.00	09/02/14-02/22/15
Huynh, Tin	Student Assistant IV	EOPS/CARE/CalWORKS	11.25	09/01/14-12/19/14
Jimenez, Itsel	Student Assistant I	Child Development Ctr.	9.00	08/25/14-10/13/14
Jimenez, Itsel	Student Assistant V	Child Development Ctr.	12.50	10/14/14-02/20/15
Jimenez, Karen	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Johnson, Marina	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Jorge, Brenda	Student Assistant I	DSP&S	9.00	09/09/14-12/14/14
Juarez, Jason	Student Assistant III	Theater	10.50	08/25/14-02/15/15
Kavanaugh, Christopher	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Ketagodage Don, Naveen	Student Assistant V	Adult Basic Education	12.50	08/25/14-08/29/14
Knerr, Cynthia	Student Assistant V	Graphic Design	12.50	10/07/14-02/20/15
Kueneman, Trestan	Student Assistant III	Kinesiology, Ath. & Dance	10.50	09/01/14-12/14/14
Lamson, Joseph	Student Assistant III	Kinesiology, Ath. & Dance	10.50	08/25/14-12/30/14
Lara, Alba	Student Assistant III	DSP&S	10.50	10/01/14-02/20/15
Lara, Cleavette	Student Assistant I	Child Development Ctr.	9.00	09/30/14-02/20/15
Lares, Deane	Student Assistant II	Bridge Program	9.75	08/25/14-12/12/14
Lasko, Hoby	Student Assistant II	Technical Services	9.75	10/20/14-02/22/15
Lazalde, Raul	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Le, Yen	Student Assistant II	Technical Services	9.75	08/25/14-02/22/15
Lee, Janella	Student Assistant I	The Writing Center	9.00	10/02/14-02/12/15
Lee, Richard	Student Assistant III	DSP&S	10.50	10/01/14-02/20/15
Leiba, Michael	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14

SUBJECT: Personnel Transactions**DATE:** November 12, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Lengson, Jullianne	Student Assistant III	DSP&S	10.50	10/01/14-02/20/15
Leon, Diana	Student Assistant I	Technical Services	9.00	10/14/14-02/22/15
Leon, Ingrid	Student Assistant I	Technical Services	9.00	10/14/14-02/22/15
Lim, Jasmine	Student Assistant V	Graphic Design	12.50	09/15/14-02/20/15
Lising, Justin	Student Assistant III	DSP&S	10.50	10/01/14-02/20/15
Llantada, Estevan	Student Assistant III	High School Outreach	10.50	08/27/14-02/20/15
Llantada, Estevan	Student Assistant I	Technical Services	9.00	10/08/14-02/22/15
Lopez, Raylene	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Lyles, Kennadie	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Macias, Paige	Student Assistant III	Tutorial Services	10.50	08/25/14-02/15/15
Macias, Rhianna	Student Assistant III	The Writing Center	10.50	08/25/14-02/12/15
Maciel, Arthur	Student Assistant III	Tutorial Services	10.50	08/25/14-02/14/15
Maciel, Elizabeth	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Madrigal-Avina, Mauricio	Student Assistant I	The Writing Center	9.00	09/08/14-02/20/15
Magers, Kristi	Student Assistant I	DSP&S	9.00	09/10/14-12/14/14
Manahan, Justinne	Student Assistant V	Tutorial Services	12.50	08/25/14-02/14/15
Marconda, Aundrea	Student Assistant I	DSP&S	9.00	09/02/14-12/14/14
Martinez, Adriana	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Martinez, Alejandra	Student Assistant III	Child Development Ctr.	10.50	09/17/14-02/20/15
Martinez, Daniel	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Martinez, Madelyn	Student Assistant IV	Culinary Arts	11.25	09/18/14-02/13/15
Massey, Hykeem	Student Assistant III	Kinesiology, Ath. & Dance	10.50	09/01/14-12/14/14
Matavaio, Ruth	Student Assistant IV	Arise Program	11.25	09/01/14-11/19/14
Mau, Ryan Michael	Student Assistant III	Radio & Television	10.50	09/15/14-02/20/15
McFadden, Shanyn	Student Assistant II	Radio & Television	9.75	09/10/14-02/22/15
McHaskell, Danielle	Student Assistant III	Tutorial Services	10.50	08/29/14-02/14/15
Medina, Evann	Student Assistant I	Biological Sciences	9.00	09/16/14-12/14/14
Melesio, Jennifer	Student Assistant I	Animal Science	9.00	07/01/14-08/24/14
Melgoza, Valerie	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Mena, Berlin	Student Assistant II	DSP&S	9.75	10/01/14-02/20/15
Mendoza Velazquez, Ulises	Student Assistant III	DSP&S	10.50	09/25/14-02/20/15
Mercado, Deirdre	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Miller, Paige	Student Assistant I	Animation	9.00	08/25/14-02/20/15
Miranda, Jaimie	Student Assistant IV	Animal Science	11.25	08/25/14-02/21/15
Moline, Jordan	Student Assistant I	The Writing Center	9.00	09/22/14-02/12/15
Montenegro, Diane	Student Assistant I	DSP&S	9.00	09/02/14-12/14/14
Moore, Mark	Student Assistant II	Tutorial Services	9.75	08/25/14-02/15/15
Morales, Mayra	Student Assistant I	DSP&S	9.00	09/03/14-12/14/14
Morales, Natalie	Student Assistant III	The Writing Center	10.50	08/25/14-02/15/15
Moran, Christian	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Moreno, David	Student Assistant V	Nutrition & Food	12.50	10/13/14-02/22/15
Moreno, Jocelyn	Student Assistant III	Music	10.50	08/25/14-02/13/15
Moron, Yendiz	Student Assistant IV	Instruction	11.25	09/15/14-02/13/15
Morrison, Jared	Student Assistant II	Counseling	9.75	09/01/14-12/19/14
Murguia, Emilie	Student Assistant I	The Writing Center	9.00	08/25/14-02/12/15

SUBJECT: Personnel Transactions**DATE:** November 12, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Nakata, David	Student Assistant IV	Fine Arts	11.25	09/16/14-02/15/15
Nakatsui, Mark	Student Assistant I	Horticulture	9.00	08/25/14-02/21/15
Navarro, Nancy	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Newsome, Monique	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Ngo, Kiet	Student Assistant I	EOPS/CARE/CalWORKs	9.00	09/08/14-12/19/14
Norman, Christopher	Student Assistant III	Radio & Television	10.50	09/12/14-02/20/15
O'Brien, Sophia	Student Assistant I	The Writing Center	9.00	08/25/14-02/12/15
Ochoa Rojas, Isamar	Student Assistant II	DSP&S	9.75	10/01/14-02/20/15
Olalia, Allison	Student Assistant IV	Fine Arts	11.25	08/25/14-02/15/15
Orona, Cynthia	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Ortega, Robert	Student Assistant I	EOPS/CARE/CalWORKs	9.00	09/09/14-12/19/14
Ortiz, Allison	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Ortiz, Maria	Student Assistant I	Child Development Ctr.	9.00	10/13/14-02/20/15
Osilaja, Ayomide	Student Assistant I	DSP&S	9.00	09/09/14-12/14/14
Palmer, Michael	Student Assistant II	Tutorial Services	9.75	09/19/14-02/15/15
Pantoja, Eric	Student Assistant IV	Tutorial Services	11.25	08/25/14-02/15/15
Partida, Perla	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Patel, Amit	Student Assistant I	Technical Services	9.00	10/08/14-02/23/15
Paz, Lidia	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Perez, Alex	Student Assistant I	ESL	9.00	09/02/14-02/22/15
Perez, David	Student Assistant V	Music	12.50	08/25/14-12/14/14
Perez, Gina	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Perez, Joseph	Student Assistant II	ESL	9.75	09/02/14-02/22/15
Pham, Tuan	Student Assistant V	Tutorial Services	12.50	08/25/14-02/15/15
Pinedo, Karla	Student Assistant II	Arts Division	9.75	09/22/14-02/20/15
Plaister, Sebastian	Student Assistant III	Aeronautics	10.50	09/18/14-02/20/15
Poolpuong, Nevin	Student Assistant I	Technical Services	9.00	10/08/14-02/22/15
Poveda, Vannessa	Student Assistant IV	Theater	11.25	08/25/14-02/15/15
Powers, Randy	Student Assistant I	Earth Sciences & Astron.	9.00	08/25/14-12/14/14
Powers, Randy	Student Assistant IV	EOPS/CARE/CalWORKs	11.25	09/01/14-12/19/14
Pringle, Kristen	Student Assistant I	The Writing Center	9.00	08/25/14-02/12/15
Quintero, Bryan	Student Assistant I	Biological Sciences	9.00	09/08/14-12/20/14
Raines, Aaron	Student Assistant II	Tutorial Services	9.75	09/23/14-02/15/15
Raja, Asma	Student Assistant III	Tutorial Services	10.50	08/25/14-02/14/15
Ramirez, Cassandra	Student Assistant I	DSP&S	9.00	09/02/14-12/14/14
Ramirez, Cindy	Student Assistant IV	The Writing Center	11.25	08/25/14-02/12/15
Ramirez, Jorge	Student Assistant III	Counseling	10.50	09/15/14-12/19/14
Reyes, Maribel	Student Assistant IV	Arise Program	11.25	09/01/14-11/19/14
Riehn, Christopher	Student Assistant III	Aeronautics	10.50	09/15/14-02/20/15
Rios, Ivan	Student Assistant IV	The Writing Center	11.25	08/25/14-02/12/15
Rios, Oscar	Student Assistant II	The Writing Center	9.75	08/25/14-02/12/15
Rivas, Cindy	Student Assistant IV	The Writing Center	11.25	08/25/14-02/12/15
Rivera, Jacqueline	Student Assistant I	DSP&S	9.00	09/03/14-12/14/14
Riveros, Karen	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Robles, Mitchell	Student Assistant II	Technical Services	9.75	10/16/14-02/22/15

SUBJECT: Personnel Transactions**DATE:** November 12, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Rodriguez Arizmendi, Mario	Student Assistant III	Fashion	10.50	09/10/14-02/20/15
Rodriguez, Ariana	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Rodriguez, Astrid	Student Assistant V	Technical Services	12.50	08/25/14-02/22/15
Rodriguez, Astrid	Student Assistant III	Theater	10.50	08/25/14-12/14/14
Rodriguez, Juan	Student Assistant II	Counseling	9.75	08/25/14-12/19/14
Rodriguez, Leslie	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Rodriguez, Luz	Student Assistant II	Counseling	9.75	08/25/14-12/19/14
Rodriguez, Marco	Student Assistant IV	Fine Arts	11.25	08/25/14-02/15/15
Roeske, Alison	Student Assistant V	The Writing Center	12.50	08/25/14-02/12/15
Roman, Shannon	Student Assistant I	DSP&S	9.00	10/20/14-12/12/14
Romero, Joseph	Student Assistant III	Radio & Television	10.50	09/17/14-02/20/15
Rosales Arias, Mary	Student Assistant I	DSP&S	9.00	09/02/14-12/14/14
Rose, Lashawn	Student Assistant I	Child Development Ctr.	9.00	10/13/14-02/20/15
Ruiz, Isaac	Student Assistant II	Tutorial Services	9.75	08/25/14-02/14/15
Ruiz, Sigifredo	Student Assistant III	The Writing Center	10.50	08/25/14-02/12/15
Russo, Todd	Student Assistant III	Kinesiology, Ath. & Dance	10.50	09/01/14-12/14/14
Sakaria, Hetal	Student Assistant IV	Tutorial Services	11.25	08/25/14-02/15/15
Salazar, Samantha	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Salib, Joseph	Student Assistant I	Agricultural Sciences	9.00	08/25/14-02/21/15
Salib, Mina	Student Assistant I	DSP&S	9.00	09/02/14-12/14/14
Samai, Jendi	Student Assistant III	The Writing Center	10.50	08/25/14-02/12/15
Samonte, Miguel Louis	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Samuels, Gabriel	Student Assistant III	High School Outreach	10.50	09/27/14-02/20/15
Sanchez Rangel, Melissa	Student Assistant I	DSP&S	9.00	10/20/14-12/12/14
Sanchez, Efren	Student Assistant III	DSP&S	10.50	10/01/14-02/20/15
Sanchez, Karla	Student Assistant I	EOPS/CARE	9.00	09/08/14-12/22/14
Sandoval, Daniel	Student Assistant III	Technical Services	10.50	09/11/14-02/22/15
Schifman, Rachel	Student Assistant III	Music	10.50	09/02/14-02/15/15
Schroeder, Cynthia	Student Assistant V	Journalism	12.50	08/25/14-02/20/15
Scott, Lindsey	Student Assistant I	Agricultural Sciences	9.00	09/15/14-02/21/15
Serna, Albert	Student Assistant V	Journalism	12.50	08/25/14-02/20/15
Shamsi, Ali	Student Assistant I	EOPS/CARE/CalWORKs	9.00	09/01/14-12/19/14
Sherrard, Diana	Student Assistant III	Paralegal	10.50	09/04/14-02/22/15
Silva, Gustavo	Student Assistant II	Tutorial Services	9.75	08/25/14-02/15/15
Siongco, Meryl	Student Assistant IV	Arise Program	11.25	09/01/14-11/19/14
Sonmor, Amy	Student Assistant I	Agricultural Sciences	9.00	09/09/14-11/30/14
Soto, Guillermo	Student Assistant I	DSP&S	9.00	09/03/14-12/14/14
Stegner, Lisa	Student Assistant V	The Writing Center	12.50	08/25/14-02/12/15
Stolz, Samantha	Student Assistant I	DSP&S	9.00	09/02/14-12/14/14
Stone, Brittney	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Streeter, Bianca	Student Assistant I	Counseling	9.00	09/01/14-12/19/14
Tabuena, Vincent	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Terriquez, Alice	Student Assistant III	Adult Basic Education	10.50	10/02/14-12/12/14
Terriquez, Rudy	Student Assistant III	DSP&S	10.50	09/08/14-02/20/15
Terriquez, Yadira	Student Assistant I	DSP&S	9.00	09/02/14-12/14/14

SUBJECT: Personnel Transactions**DATE:** November 12, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Terry, Airica	Student Assistant I	Counseling	9.00	09/01/14-12/19/14
Thomas, Anthony	Student Assistant III	Physics, Engineering	10.50	08/25/14-12/14/14
Tokki, Yasmeen	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Torres, Eric	Student Assistant V	Adult Basic Education	12.50	10/20/14-02/13/15
Tran, Charles	Student Assistant I	Biological Sciences	9.00	10/15/14-12/20/14
Tran, Serena	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Trejo, Jonathan	Student Assistant I	EOPS	9.00	09/15/14-12/19/14
Valladares, Dunia	Student Assistant III	DSP&S	10.50	10/01/14-02/20/15
VanGerpen, Andre	Student Assistant I	Technical Services	9.00	10/10/14-02/22/15
VanGordon, Dolores	Student Assistant III	DSP&S	10.50	10/01/14-02/20/15
Vargas, Amanda	Student Assistant I	DSP&S	9.00	09/02/14-12/14/14
Vaucher, Peter	Student Assistant II	Mathematics, Comp. Sci.	9.75	09/22/14-02/13/15
Velasco, Diana	Student Assistant III	Instruction	10.50	08/25/14-12/12/14
Velasco, Diana	Student Assistant I	DSP&S	9.00	09/10/14-12/14/14
Venegas, Edward	Student Assistant I	The Writing Center	9.00	09/22/14-02/12/15
Viera, Alina	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Villaverde, Kristelle	Student Assistant III	The Writing Center	10.50	08/25/14-02/12/15
Vossburg, Mercedes	Student Assistant IV	The Writing Center	11.25	08/25/14-02/12/15
Wagner, Jovanna	Student Assistant I	Agricultural Sciences	9.00	08/25/14-02/21/15
Walker, William	Student Assistant II	Bridge Program	9.75	08/25/14-12/12/14
Weeks, James	Student Assistant III	Agricultural Sciences	10.50	09/02/14-02/20/15
Wenceslao, Joanne	Student Assistant II	DSP&S	9.75	10/01/14-02/20/15
Weng, Douglas	Student Assistant II	Tutorial Services	9.75	09/04/14-02/15/15
Wigfall, Keishma	Student Assistant II	Counseling	9.75	09/01/14-12/19/14
Wilson, Deborah	Student Assistant I	Child Development Ctr.	9.00	10/13/14-02/20/15
Wolde-Yohannes, Nolawi	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Wong, Melanie	Student Assistant I	DSP&S	9.00	09/02/14-12/14/14
Wong, Melanie	Student Assistant III	Nutrition & Food	10.50	09/17/14-02/22/15
Yazzie, Vanessa	Student Assistant I	DSP&S	9.00	09/02/14-12/14/14
Yoo, Diana	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14
Yusufali, Zoher	Student Assistant IV	Arise Program	11.25	09/01/14-11/19/14
Zarate, Crystal	Student Assistant I	Technical Services	9.00	10/01/14-02/22/15

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

DATE: November 12, 2014

CONSENT

SUBJECT: Retirement Benefits for District Employee No. 6877, Formerly
Employed by Auxiliary Services Corporation

BACKGROUND

In January 2008, a former Interim Vice President, Human Resources, wrote a letter to employee No. 6877, stating that years of service in Auxiliary Services would count towards eligibility for lifetime medical benefits with the District. CalPERS recently informed the District they will not accept the Auxiliary Services service credit towards the 10 years of service requirement to obtain lifetime medical coverage. Employee No. 6877 has informed the District of intent to retire and is delaying this decision until the matter is resolved. Upon review, it has been determined that additional District employees will likely be impacted by CalPERS' decision not to recognize Auxiliary Services service credit previously earned by District employees.

ANALYSIS AND FISCAL IMPACT

The current annual cost for a retiree CalPERS medical coverage ranges between \$3,219.84 and \$7,791.72. The premium rates change every year. It is anticipated that the cost will not exceed the maximum premium cost offered to a District employee.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves reimbursement of CalPERS lifetime medical benefits costs for employee No. 6877.

Recommended by: Bill Scroggins Reviewed by: James P. Czaja
Agenda Item: Consent #18

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 2014</u>	CONSENT
SUBJECT:	<u>Continuing Education Division Additions and Changes</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Community Services: Additional Classes

Course Title/Program	Presenter	Payment	Fee
Folk-Rock Acoustic Jamming!	Bowery, Erven	40%	\$178 Materials Fee: \$10
Play Finger-Style Guitar! Blues, Rock, Country and Folk Styles	Bowery, Erven	40%	\$178 Materials Fee: \$10
Play Lead Guitar! Blues, Rock, Country and Folk Styles	Bowery, Erven	40%	\$178 Materials Fee: \$10
Ukulele for Kids!	Bowery, Erven	40%	\$178 Materials Fee: \$10

2. Community Services - Program Changes

Course Title/Program	From	To
Real Estate Investing for Beginners	Marshall Reddick Realty, Inc.	Marshall Reddick Real Estate Network
Open Fitness Swim	Boehle, Louis - \$21/hour	Boehle, Louis - \$25/hour
Traffic Violator School	Hernandez, Rudolph – 50%	Seven or fewer enrollees - \$150 flat fee per class Eight or more enrollees - 50% of registration fees
Phlebotomy Program Preparation	Additional Instructor	Manriquez-Castillo, Xochitl - \$50/hour Sabio, Edgardo - \$50/hour
English for the California Visitor	Additional Instructor	Calhoon, Tom - \$60/hour

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

SUBJECT: Continuing Education Additions and Changes

DATE: November 12, 2014

3. Workforce Training – New Offerings

Course Title/Program	Presenter	Payment	Fee
Contract-Readiness Training Program	Buchanan, Gilbert (Buchanan & Associates)	50%	\$250

4. Curriculum

Certificate Additions

The following new noncredit certificates have been approved through the College curriculum process:

COURSE ID	Title	New Course	
		Yes	No
<u>Certificate Title: Basic Computer Skills</u>			
<i>Required Courses:</i>			
BS LRN06	Personal Computer Applications		X
BS ABE02	Adult Basic Education		X
<u>Certificate Title: GED Preparation – Math</u>			
<i>Required Courses:</i>			
BS GEDMA	GED Preparation: Mathematics		X
BS ABE02	Adult Basic Education		X
<u>Certificate Title: GED Preparation - Science</u>			
<i>Required Courses:</i>			
BS GEDSC	GED Preparation - Science		X
BS ABE02	Adult Basic Education		X
<u>GED Preparation – Social Studies</u>			
<i>Required Courses:</i>			
BS GEDSS	GED Preparation – Social Studies		X
BS ABE02	Adult Basic Education		X
<u>Certificate Title: GED Preparation – Reasoning through Language Arts</u>			
<i>Required Courses:</i>			
BS GEDWR	GED Preparation: Language Arts, Writing		X
BS ABE02	Adult Basic Education		X
<u>In-Home Support Services</u>			
<i>Required Courses:</i>			
VOC IHSS	In-Home Support Services		X
BS ABE05	Career Development		X

SUBJECT: Continuing Education Additions and Changes

DATE: November 12, 2014

Certificate Modifications

The noncredit certificates below have been modified to meet Title 5 requirements, and have been approved through the College curriculum approval process:

- Adult High School Diploma
- Basic Career Readiness
- Basic Skills

New Courses

The following new noncredit courses have been approved through the curriculum process.

COURSE ID	Course Title
DSPS ESL25	Language Development for Deaf Students in ASL and ESL
DSPS ESL26	Language Enhancement for Deaf Students in ASL and ESL
VOC PHO1A	Laboratory Studies: Beginning Black and White Photography
VOC PHO1B	Laboratory Studies: Advanced Black and White Photography
VOC PHO1C	Laboratory Studies: Studio Photography
VOC PHO1D	Laboratory Studies: Computer Applications
VOC PHO09	Digital Image Editing for Photographers
VOC PHO14	Commercial Lighting
VOC PHO19	Digital Color Management
VOC PHO24	Advanced Digital Image Editing for Photography

Course Modifications

The noncredit courses listed below have been modified to meet Title 5 requirements and to provide additional program options, meet industry standards, and to respond to advisory committee recommendations. They were approved through the curriculum approval process.

COURSE ID	Course Title
VOC AGP72	Feline Management
VOC ID10	Introduction to Interior Design

5. New Agreements

Agency/Organization	Expenses	Fee
Palomares Park Community Center 499 E. Arrow Highway Pomona, California 91767 Agreement to offer Education of Older Adults courses and programs	-0-	-0-

SUBJECT: Continuing Education Additions and Changes

DATE: November 12, 2014

<p>Craig Walters Craig Walters Production 2240 2nd Street La Verne, California 91750</p> <p>Production of three student orientation videos for Adult Basic Education</p> <p>Work to be completed by June 30, 2015</p>	<p>\$5,000</p>	<p>-0-</p>
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6. New Contracts

Agency (Description of Services)	Expenses	Fee
<p><u>Contract #1415-002</u> All Americas, Incorporated 18366 Colima Road, Suite 204 Hacienda Heights, California 91745</p> <p>English and American Culture Camps: January 12, 2015 – February 20, 2015</p> <p>Target Audience: Children from China, grades 5-9</p> <p>Content: ESL and American culture instruction, campus tours and outdoor group activities</p> <p>Outcomes: Practice and improvement in English language and a better understanding of American culture</p>	<p><u>Instructors @ \$50/hr.:</u> Sunnaa, Andrea Rivera, Edith Janet Pena, Kathleen Hayes, Mihaela Mercado, Diane Perez, Nelida Romero, Vienessa Vanegas, Yazmin</p> <p><u>Supplies - \$50/class</u></p>	<p>\$800/day</p>

SUBJECT: Continuing Education Additions and Changes**DATE:** November 12, 2014

<p><u>Contract #1516-001</u> All Americas, Incorporated 18366 Colima Road, Suite 204 Hacienda Heights, California 91745</p> <p>English and American Culture Camps: June 22, 2015 – August 21, 2015</p> <p>Target Audience: Children from China, grades 5-9</p> <p>Content: ESL and American culture instruction, campus tours and outdoor group activities</p> <p>Outcomes: Practice and improvement in English language and a better understanding of American culture</p>	<p><u>Instructors @ \$50/hr.:</u> Sunnaa, Andrea Rivera, Edith Janet Pena, Kathleen Hayes, Mihaela Mercado, Diane Perez, Nelida Romero, Vienessa Vanegas, Yazmin</p> <p><u>Supplies - \$50/class</u></p>	<p>\$800/day</p>
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7. Contract Changes

Agency	From	To
<p><u>Contract #1415-001</u> K2 Motor</p>	<p>Jahelka, Tamara Instruction - \$80/hour Curriculum Development – 4 hours @ \$50/hour</p>	<p>Leadership Build, LLC Instruction - \$50/hour Curriculum Development – No Change</p>
<p><u>Contract #ET14-0324</u> ETP101, Incorporated Board approved 5-14-2014</p>	<p>Additional Instructors</p>	<p>Calhoon, Tom - \$60/hour, not to exceed 30 hours Culliver, Katherine - \$60/hour, not to exceed 30 hours</p>

8. Grant Changes

Agency (Description of Services)	From	To
<p>WIA II (231) Grant Award (Funds accepted and activities approved by the Board September 10, 2014)</p>	<p>\$1,190,445</p>	<p>\$1,208,500</p>

SUBJECT: Continuing Education Additions and Changes

DATE: November 12, 2014

9. Contract Renewals

Contract	Amount
Early Childhood Mentor Program 2014-15 <ul style="list-style-type: none"> • Supplemental Support, Carryover from 2013-14 - \$311.26 plus \$605.33 additional funding • Supplemental Support for Large Area Programs <ul style="list-style-type: none"> ○ Includes mileage reimbursement to non-employees ○ Carryover from 2013-14 = \$262.61 plus \$208.00 additional funding 	No Direct Funding \$917 \$471

Funding Sources

- Adult Basic Education - Restricted Funds.
- Community Services - Student Registration Fees.
- New Contracts - Contracting Agency.
- New Agreements – Restricted Funds.
- Contract Changes – Contracting Agency.
- Contract Renewals – Restricted Funds.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 12, 2014</u>	CONSENT
SUBJECT: <u>Affiliation Agreement with Covina-Valley USD/Covina Education Center - Adult Transition/Medically Fragile Program and Mt. San Antonio College</u>	

BACKGROUND

Students enrolled in the Psychiatric Technician Program require use of clinical facilities for training. Covina-Valley USD/Covina Education Center located in Covina, California, has agreed to accept Psychiatric Technician students and will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and Covina-Valley USD/Covina Education Center is the standard Mt. SAC agreement. No changes or amendments have been made.

The agreement shall be effective November 13, 2014.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with Covina-Valley USD/Covina Education Center, as presented.

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

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

DATE: November 12, 2014

CONSENT

SUBJECT: Program Fees for Nursing Students in the Technology & Health Division

BACKGROUND

Students in the nursing program incur charges associated with their course of study. The following is being submitted to the Board of Trustees for review:

Program	Explanation	Cost
Nursing	<p>Students are required to participate in the Kaplan and LWW's Integrated Testing Deluxe Program.</p> <p>The cost of the program includes the following:</p> <p><u>Integrated Testing</u> Admission Test, Transition Test, Secure, end-of-course tests (N1A, 1B, N2, N3, N4, N5, N6, N7, N8, N9, N10), Predictive Exit test, Online Remediation Resources, Kaplan Basics Book, Individual Student reports, and Aggregate Reports for Faculty and Administrators</p> <p><u>NCLEX-RN Exam Review</u> 21 hours of instruction, Kaplan Decision Tree, Diagnostic Exam, Readiness Test, Online Question Trainer, Online Question Bank, Online Study Center, Kaplan Course Book</p> <p>Kaplan exams predict the success rate of students on the National Council Licensure Examination required for Registered Nurse licensure and provide guidance to the student and the program on student preparation</p> <p>There is no additional cost to retake exams.</p>	<p>\$124.75 per 1st semester student for Spring 2015 (\$499 total)</p> <p>\$112.50 per 2nd, 3rd and 4th semester student for Spring 2015 (\$450 total)</p>

Prepared by: Sarah Daum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

SUBJECT: Program Fees for Nursing Students in the Technology & Health Division

DATE: November 12, 2014

ANALYSIS AND FISCAL IMPACT

The estimated fees for students for the 2014-15 academic year are detailed above. They represent the actual cost charged by vendors. Fiscal Services will validate the actual fee amount prior to charging students.

Funding Source

Student fees.

RECOMMENDATION

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

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

DATE: November 12, 2014

CONSENT

SUBJECT: Advance Payment for Catering Agreement with In-N-Out Burger for the
"Dr. Deborah Boroch Discovery Day"

BACKGROUND

The Natural Sciences Division requests authorization to support the Dr. Deborah Boroch 4th Annual Discovery Day. This is an exciting, popular, well-attended community outreach event where 5th, 6th, and 7th grade students are invited to the campus to explore areas of math and science and participate in a wide variety of hands-on activities. There will also be Planetarium shows, speakers, tours of the Wildlife Sanctuary, and access to the Exploration Center and the Meek Museum. Parents are encouraged to accompany their children in attendance. T-shirts, bandanas, drinks, and snacks will be provided to all student participants and volunteers.

Authorization is requested to enter into a contract with In-N-Out Burger for catering, not to exceed \$3,000. Authorization is also requested to make an advance payment (deposit) in the amount of \$500. In-N-Out will provide a combination of approximately 350 hamburgers, cheeseburgers, chips, and drinks for a serving time of 2.5 hours. Authorization is also requested to purchase t-shirts, bandanas, drinks, and snacks, not to exceed \$1,000.

ANALYSIS AND FISCAL IMPACT

This event will be funded through the Dr. Deborah Boroch Discovery Day funds and individuals attending. The attendance at the event will cost \$5 per person with a current anticipated attendance of 100. The estimated cost is \$4,000.

Funding Sources

Dr. Deborah Boroch Discovery Day funds and ticket sales.

RECOMMENDATION

It is recommended that the Board of Trustees approves advance payment to In-N-Out Burger, as presented.

Prepared by: Karelyn Hoover

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 2014</u>	CONSENT
SUBJECT:	<u>Acceptance of Funds: Career Technical Education Pathways Program (SB 1070) Memorandum of Understanding</u>	

BACKGROUND

Mt. San Antonio College is part of the Los Angeles Ring College Collaborative for the Career Technical Education Pathways Program (SB 1070). Rio Hondo serves as the fiscal agent for the Collaborative that was established in January 2014. Rio Hondo will provide Mt. SAC with a short-term Memorandum of Understanding and funds to support the work of SB 1070 at Mt. SAC. The funds will be used to provide temporary clerical support to the articulation program, specifically the work needed to prepare for the next round of SB 1070 funding.

ANALYSIS AND FISCAL IMPACT

Total funding for the Memorandum of Understanding is \$3,000; grant funds will be available November 2014 through December 2014. There is no residual cost to the District.

Funding Source

California Community Colleges Chancellor’s Office through Rio Hondo College.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the SB 1070 grant funds and approves the activities, as defined above.

Prepared by: <u>Sarah Daum</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #23</u>

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 12, 2014</u>	CONSENT
SUBJECT: <u>Program Fees for Students Taking First Aid and CPR Courses</u>	

BACKGROUND

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

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

ANALYSIS AND FISCAL IMPACT

The estimated fees for students for the 2014-15 academic year are detailed above. The American Red Cross sets the costs that may change without notice. Fiscal Services will validate the actual fee amount prior to charging students.

Funding Source

Student fees.

RECOMMENDATION

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

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

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

DATE: November 12, 2014

CONSENT

SUBJECT: Agreement to Facilitate the Development of an Educational Master Plan
Addendum

BACKGROUND

Collaborative Brain Trust (CBT) is a national consulting firm that has been serving community colleges across the United States since 2008, providing research and analysis, organizational re-design, strategic and educational master planning, accreditation support, fiscal analysis and human resources consulting. The College has requested and received a proposal from CBT to facilitate the development of an addendum to the Mt. San Antonio College Educational Master Plan 2012, a section of the 2012 Facilities Master Plan. The purpose of the addendum is to focus on the instructional programs housed in the area collectively referred to as the Farm. This document will use quantitative and qualitative analysis of these instructional programs as the foundation for developing educational facilities and plans for these programs over the next decade.

ANALYSIS AND FISCAL IMPACT

The CBT consultant, Eva Conrad, will work closely with college administrators, faculty, and staff to develop the Mt. San Antonio College Educational Master Plan 2012, 2014 Addendum: The Farm. Eva has worked on planning, accreditation, and campus climate projects at many of the California community colleges. The consulting fee agreement between CBT and Mt. SAC is not to exceed 10 days at \$1,872 per day, and the total consultant fee is not to exceed \$18,720, beginning October 23, 2014.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the agreement with Collaborative Brain Trust (CBT) to facilitate the development of an Educational Master Plan Addendum, as presented.

Prepared by: Matthew Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

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

DATE: November 12, 2014

CONSENT

SUBJECT: Collegiate Student Turf Team Challenge in Denver, Colorado

BACKGROUND

The Mt. San Antonio College Turf Team requests authorization to attend the 11th Annual Student Challenge at the Sports Turf Managers Association's Annual Conference and Exhibition. This is a national competition for students pursuing sports turf management as a career. In addition to competing against top schools in the nation (both 2- and 4-year programs), the event gives students an opportunity to associate with top professionals in the industry. There will be multiple seminars and trade show exhibits for students to explore. The conference will be held January 13-17, 2015, in Denver, Colorado. Faculty members Brian Scott and Chaz Perea will accompany students at this event.

ANALYSIS AND FISCAL IMPACT

The estimated cost is \$10,000.

Funding Sources

Perkins Fund (\$2,620).

Associated Students Fund (\$7,380).

RECOMMENDATION

It is recommended that the Board of Trustees approves travel for the Turf Team and faculty advisors to Denver, Colorado, as presented.

Prepared by: Matthew Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

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

DATE: November 12, 2014

CONSENT

SUBJECT: Chamber Singers/Singcopation European Competition Tour

BACKGROUND

The Mt. San Antonio College Chamber Singers and members of the Singcopation Vocal Jazz Choir request authorization to attend a European Competition Tour. Travel dates are June 29, 2015, through July 12, 2015. Advisors Bruce Rogers and Porfirio Mojica will accompany the group during this Tour.

The choir will have the opportunity to perform at St. Thomas Church in Leipzig, Germany. The church is most well known as the place where Johann Sebastian Bach worked as a Kapellmeister and is the current location of his remains. Additional 'Friendship Performances' will be held in Warsaw, Poniatowa, and Krakow, Poland with a special Performance Clinic at the University of Warsaw.

From Poland, the choir will travel to Germany to compete, by invitation based on past competitive victories, in the prestigious *Grand Prix of Nations* – a top-class competition for the best amateur choirs in the world. The host city is located in the heart of Germany: Magdeburg. Located within the city is the millennium tower, the venue for the Friendship Concerts. Concert Halls and the famous 'Unser Lieben Frauen' Monastery will house additional Grand Prix activities such as workshops and master classes in which our choir will be participating.

ANALYSIS AND FISCAL IMPACT

The estimated cost is \$138,000 (Unrestricted General Fund = \$17%; Stars of Excellence = 33%; and Student fees = 50%).

Funding Sources

Unrestricted General Fund, Stars of Excellence, and Student Contributions.

RECOMMENDATION

It is recommended that the Board of Trustees approves travel for the Chamber Singers, Singcopation Vocal Jazz Choir, and advisors to Germany and Poland, as presented.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #27

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

DATE: November 12, 2014

CONSENT

SUBJECT: Intercollegiate Horse Show Team Participation in Gilbert, Arizona

BACKGROUND

The Mt. San Antonio College Intercollegiate Horse Show (IHSA) Team requests authorization to attend two horse shows hosted by Arizona State University. The mission of IHSA is to promote competitions for riders of all skill levels. The IHSA was founded on the principle that any college student should be able to participate in horse shows regardless of his or her financial status or riding level. Emphasis is on learning, sportsmanship, and fun. Competition plays a role but the students' enthusiasm and team spirit are the major factors. The objective of the IHSA competition is to offer the opportunity to riders in their first years of riding as well as to students with show experience. Dawn Waters and Maya Padilla will be the faculty advisors attending.

ANALYSIS AND FISCAL IMPACT

The event will be held February 7-8, 2015, in Gilbert, Arizona. Travel dates are February 7 and 9, 2015. The anticipated cost of participation is \$1,500.

Funding Source

Associated Students funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the participation of the IHSA Team and faculty advisors in Gilbert, Arizona, as presented.

Prepared by: Matthew Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #28

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

DATE: November 12, 2014

CONSENT

SUBJECT: Contract Renewal Approval: Economic Modeling Specialists, Inc.

BACKGROUND

The Center of Excellence (COE) is funded by the California Community Colleges Chancellor's Office, Economic and Workforce Development Program, to conduct workforce development research in Los Angeles and Orange Counties. In partnership with business and industry, the Center researches, analyzes, and presents information on regional workforce development needs, customized for community colleges.

To conduct its primary mission, the COE needs access to labor market information and forecast provided by Economic Modeling Specialists, Inc. (EMSI).

ANALYSIS AND FISCAL IMPACT

The COE will renew the contract with EMSI to continue to access labor market information for seven counties in California. The cost will not exceed \$7,000. The agreement will begin on March 1, 2015, and conclude on February 29, 2016.

There will be no cost to the District.

Funding Source

Center of Excellence Grant funds (\$7,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the COE's contract with EMSI, as presented.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #29

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 2014</u>	CONSENT
SUBJECT:	<u>Communication Department to Host "Close to the Coast Swing"</u>	

BACKGROUND

The Communication Department is requesting authorization to host a forensics tournament event called "Close to the Coast Swing" with Orange Coast College. Dates for the competition are January 17-18, 2015.

ANALYSIS AND FISCAL IMPACT

Costs to host the event will not exceed \$2,500; it is expected that the costs will be covered by fees charged to participants. Costs include purchasing trophies/awards, snacks, decorations, office supplies, and compensation for a small number of judges.

Funding Source

Revenue-generated account in the Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: <u>Jeanne Marie Velickovic</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #30</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 2014</u>	CONSENT
SUBJECT:	<u>National Association of Academic Advisors for Athletics (N4A) Region V Conference – Contract with Pacific Palms Resort and Associated Costs</u>	

BACKGROUND

The Kinesiology, Athletics & Dance Division, in conjunction with Dr. Scroggins and the President’s Office, hosted the National Association of Academic Advisors for Athletics (N4A) Region V Conference. The Conference was held October 26-28, 2014, at numerous locations including Pacific Palms Resort, Founders Hall, and various classrooms on campus. The Conference was initially scheduled to be held at a California University; but, unfortunately, that did not work out, so Mt. SAC offered to host. This request is to approve a contract with Pacific Palms Resort, payments to the Sac Book Rack for supplies, and travel costs of the Honorarium Speaker.

ANALYSIS AND FISCAL IMPACT

The N4A collects all registration fees and will send a check to Mt. SAC as the host college to cover all costs incurred. Any monies that remain will be sent to the California Community College Counselors/Advisors Academic Association for Athletics (3C4A).

Initial funding will be paid from the Kinesiology, Athletics & Dance General Fund, and then reimbursed by the National Association of Academic Advisors for Athletics (N4A); so, ultimately, no cost to the District.

Funding Source

National Association of Academic Advisors for Athletics (N4A).

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with Pacific Palms Resort and additional costs, as presented.

Prepared by:	<u>Joe Jennum</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #31</u>

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

DATE: November 13, 2014

CONSENT

SUBJECT: 2014 Student Success Scorecard

BACKGROUND

The Student Success Task Force (SSTF) recommended the implementation of a new accountability framework, whose purpose is to provide stakeholders with clear and concise information on key student progress and success metrics in order to improve performance. The recommendation specified that a scorecard be built on the existing reporting system, the Accountability Reporting for the Community Colleges (ARCC). California State Assembly Bill AB1417 (Pacheco) [Chapter 581, Statutes of 2004] established the ARCC program that requires the California Community Colleges Board of Governors to present an annual report to the Legislature and Governor on the evaluation of community college performance in meeting statewide educational outcome priorities.

To satisfy the request of the SSTF, the ARCC Advisory Workgroup, which guided the development of the initial accountability system in 2005, was reconvened. The workgroup was represented by individuals from various community college organizations and stakeholder groups as well as researchers with technical expertise in performance measures. This technical workgroup reviewed the existing framework and designed the new scorecard. In its commitment to increase transfer and degree and certificate attainment, the California Community Colleges Board of Governors established a more user-friendly performance measurement system that tracks student success at all California community colleges. This Student Success Scorecard has data in both static and dynamic formats that report out by gender, age, and ethnicity by all California community colleges to determine if colleges are narrowing achievement gaps. For the 2014 report, the Mt. SAC Scorecard consists of the following indicators of college effectiveness:

- A. **Completion Rate (previously called Student Progress & Achievement Rate):** The percentage of first-time students with a minimum of six units earned who attempted any Math or English in the first three years and achieved any of the following outcomes within six years of entry: obtained a degree, certificate, or transferred to a four-year institution, or were transfer prepared (i.e., successfully completed 60 UC/CSU transferable units with a grade point average of 2.0 or higher. (Prepared=72.6%; Underprepared=40.3%; Overall Mt. SAC=47.1%.)
- B. **Persistence Rate:** The percentage of first-time students with a minimum of six units earned who attempted any Math or English in the first three years and achieved the following measure of progress (or momentum point): enrolled in the first three consecutive primary semester terms anywhere in the California Community College system. (Prepared=81.6%; Underprepared=75.8%; Overall Mt. SAC=77.0%.)
- C. **30 Units:** The percentage of first-time students with a minimum of six units earned who attempted any Math or English in the first three years and achieved the following measure of progress (or milestone) within six years of entry: earned at least 30 units in the California Community College system. (Prepared=74.0%; Underprepared=65.8%; Overall Mt. SAC=67.5%.)

Prepared by: Barbara McNeice-Stallard

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

SUBJECT: 2014 Student Success Scorecard

DATE: November 13, 2014

- D. **Remedial Progress Rate (formerly Credit Basic Skills Improvement Rate):** The percentage of credit students who attempted a course designated at “levels below transfer” in:
1. Math and successfully completed a college-level course in Math within six years;
 2. English and successfully completed a college-level course in English within six years;
 3. ESL (Mt. SAC’s Credit American Language) and successfully completed the ESL sequence or a college-level English course within six years; or
 4. The cohort is defined as the year the student attempts a course at “levels below transfer” in Math, English, and/or ESL at that college. (Mt. SAC: Math=36.7%; English=50.3%; ESL=47.4%.)
- E. **Career Technical Completion Rate (CTE) (formerly Annual Credit Vocational Success):** The percentage of students who attempted a CTE course for the first time and completed more than eight units in the subsequent three years in a single discipline (two-digit vocational TOP code where at least one of the courses is occupational SAM B or C) and who achieved any of the following outcomes within six years of entry:
1. Earned any AA/AS or credit Certificate (Chancellor’s Office approved);
 2. Transferred to a four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a California Community College);
 3. Achieved “Transfer Prepared” (i.e., student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0); or
 4. (Mt. SAC=58.8%)
- F. **Career Development & College Preparation (CDCP) Completion Rate:** The percentage of students who attempted two or more CDCP courses, with a minimum of four attendance hours in each of those courses, within three years. The following outcomes within six years of entry:
1. CDCP Certificate(s);
 2. Earned AA/AS or Certificates (Chancellor’s Office Approved);
 3. Transferred to a four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC);
 4. Achieved “Transfer Prepared” (student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0); and
 5. (Mt. SAC=15.5%)

For the static electronic report: <http://scorecard.cccco.edu/scorecard.aspx>

For the dynamic electronic report: http://datamart.cccco.edu/Outcomes/Student_Success_Scorecard.aspx

SUBJECT: 2014 Student Success Scorecard

DATE: November 13, 2014

ANALYSIS AND FISCAL IMPACT

Although Mt SAC demonstrates success in most of the above indicators, it is essential for the College to review the findings on an ongoing basis to determine the programs and services that are currently offered that advance students' outcomes and what new programs and services could be offered in the future. A number of campus-wide initiatives/groups are engaged in evaluating program effectiveness (e.g., Basic Skills Initiative and Planning for Institutional Effectiveness). The new Title V Grant will also contribute toward the College's improvement over time. A breakdown of the data by gender, age, and ethnicity was used extensively by the Student Equity Committee as a major component of the section on Campus-Based Research for the College's 2014 Student Equity Report.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves Mt. San Antonio College's 2014 Student Success Scorecard, as presented.



MT. SAN ANTONIO COLLEGE

BOARD OF TRUSTEES

2014-15 REGULAR MEETING CALENDAR

The Mt. San Antonio College Board of Trustees normally meets the second Wednesday of each month at 1100 North Grand Avenue, Walnut, CA, in Founders Hall. The closed session portion of the meeting begins at 6:00 p.m., with the public session beginning at 6:30 p.m.

Special meetings may be called, as needed.

The Board will meet on the following dates during 2014-15:

July 23, 2014

August 13, 2014

September 10, 2014

October 8, 2014

November 12, 2014

December 10, 2014

January 14, 2015

February 11, 2015

March 11, 2015

April 8, 2015

May 27, 2015

June 24, 2015

WTS:dl

Recommended by: Bill Scroggins Agenda Item: Consent #33

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

DATE: November 12, 2014

CONSENT

SUBJECT: Online Enrollment Marketing Proposal with AdTaxi

BACKGROUND

In March 2014, Mt. SAC embarked on an online enrollment marketing campaign, the District's first marketing campaign in over six years. The campaign was designed to address a trend that has been observed throughout the state of California in which community colleges experienced flat or declining enrollment. The shift in enrollment is a common effect from an improving economy, an uptick in job opportunities, and increased admission rates at state universities. At the same time, state growth funding is likely to increase, prompting a need for increased enrollment marketing.

In an effort to grow enrollment, Mt. SAC has explored smart and effective marketing channels that would enable the College to promote its brand and programs to potential students in a more strategic and targeted way. In addition to considering the traditional channels of transit and billboard advertising and broadcast media, the College has explored the effectiveness of AdTaxi Networks via Digital First Media. This powerful digital platform offers the capability to push online advertising to potential students within and beyond Mt. SAC's service area including underserved communities. Institutions such as UCLA, USC, University of La Verne, Azusa Pacific, and Cal Poly Pomona are utilizing AdTaxi's vast capabilities and networks to reach desired audiences via various enrollment, fund-raising, and event promotion campaigns, with promising results.

The College contracted with Digital First Media for \$3,600 per month over six months. During this period, the College launched a branding campaign as well as enrollment campaigns utilizing search engine marketing, display advertising, and pre-roll video advertising. Mt. SAC advertising impressions were served more than 1.3 million times locally and driven 17,200 visitors to the destination websites. Since the online marketing campaign began, Mt. SAC has also become more discoverable online, rising in search engine ranking to the first two results and increasing visibility.

ANALYSIS AND FISCAL IMPACT

AdTaxi proposes to design and launch another six-month online marketing campaign to promote Mt. SAC and its programs and to publicize the availability of classes (to counter misperceptions, otherwise). The campaign would utilize display advertising, mobile advertising, and internet search optimization to reach potential students and drive them to specific areas of the Mt. SAC website for the program and service information they desire.

Prepared by: Uyen Mai

Reviewed by: Bill Scroggins

Recommended by: Bill Scroggins

Agenda Item: Consent #34

SUBJECT: Online Enrollment Marketing Proposal with AdTaxi

DATE: November 12, 2014

The AdTaxi online campaign is transparent in how the target audiences interact and engage with the online marketing media. Views/impressions will be quantified, engagement/interactions will be measured, and conversions and ultimately applications will be quantified. The key measure of success will be the increased traffic to the Mt. SAC website, where all the engagement and interaction with the College and the related programs begin. Our internal Marketing and IT Web Team will be working concertedly to ensure that the content sought by the target audiences is fresh, useful, easily accessible, and attractively formatted. The cost of the six-month campaign will remain the same as the initial trial period and will not exceed \$22,000—the equivalent of a two-month flight of billboard advertising.

At the end of the six-month period, the campaign will be re-evaluated for effectiveness. A successful campaign could contribute to the College qualifying for state growth funding in the near future.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a six-month marketing campaign with AdTaxi Networks.

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

DATE: November 12, 2014

CONSENT

SUBJECT: Contract for Legal Services with the Harriett Buhai Center for Family Law

BACKGROUND

The Harriett Buhai Center for Family Law is a non-profit law firm that provides legal consultations to the students of the CalWORKs program. This non-profit law firm had previously provided services to the CalWORKs students; but, due to their reduced funding, they will no longer be able to provide free services to our students. In establishing a contract with the Harriett Buhai Center for Family Law, we will be able to continue offering confidential individual meetings between eligible CalWORKs students and Harriett Buhai legal staff. The legal staff will provide family legal services related to divorce, child support issues, housing, and domestic violence.

ANALYSIS AND FISCAL IMPACT

The contract with Harriet Buhai Center for Family Law is for the current fiscal year, 2014-15. All activities and expenses related to this contract will be funded out of the CalWORKs funding source, to be used only for CalWORKs-eligible students. There will be no cost to the District. The costs for services will be at a daily rate of \$250, commencing with three visits for a total of \$750.

Funding Source

CalWORKs funding.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract for legal services with the Harriett Buhai Center for Family Law.

Prepared by: Stephen Brown

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #35

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 2014</u>	CONSENT
SUBJECT:	<u>Contract with Irvine Ranch Outdoor Education Center for the Arise Program Annual Student Leadership Retreat</u>	

BACKGROUND

The Arise Program, funded by the Asian American Native American Pacific Islander Serving Institution (AANAPISI) Federal Grant Program, is requesting authorization of a contract with Irvine Ranch Outdoor Education Center (OEC) for its student leadership retreat to be held on August 2-4, 2015, at its facility located in Irvine, California. The retreat is part of the approved grant activities and is designed to address the project goal to enhance students' personal and leadership development. Students will learn about components of leadership, explore their cultural identity, and participate in team-building activities.

ANALYSIS AND FISCAL IMPACT

The contract covers lodging, meals (dining facility and catering), and use of campus facilities. The retreat will host 25-30 students, four-five peer advisors, and four-five staff. The total amount of the contract is not to exceed \$9,000.

- 25% Deposit, due within 14 days of receipt of invoice (deposit is non-refundable)*
- Final Payment, due 14 days prior to the group's arrival date (July 18, 2015)

*Irvine Ranch OEC understands that processing of payment is subject to Board approval.

Funding Source

U.S. Department of Education, AANAPISI Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the proposed contract with Irvine Ranch Outdoor Education Center for the Arise Program Annual Student Leadership Retreat.

Prepared by: <u>Aida Cuenza-Uvas</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #36</u>

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

DATE: November 12, 2014

CONSENT

SUBJECT: Contract with Masanga Marimba For a Musical Performance During
International Education Week

BACKGROUND

International Education Week (IEW) is a joint initiative of the U.S. Department of State and the U.S. Department of Education. IEW is an opportunity to celebrate the benefits of international education and exchange worldwide. This annual initiative aims to promote international understanding and build support for international educational exchange by encouraging the development of programs that prepare Americans to live and work in a global environment and attract future leaders from abroad to study, learn, and exchange experiences in the United States. This year's IEW at Mt. San Antonio College will be celebrated November 17-21, 2014.

The International Students Program, in conjunction with the campus community, is celebrating IEW with a variety of programs and events. As part of the week's celebration, the International Students Program would like to contract with Masanga Marimba, a musical group that performs music from Zimbabwe and Latin America.

ANALYSIS AND FISCAL IMPACT

To conduct a musical performance during International Education Week; contract is for November 19, 2014. The total cost will not exceed \$1,000.

Funding Source

International Students Program.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Masanga Marimba for a musical performance during International Education Week.

Prepared by: Patricia Montoya

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #37

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 12, 2014</u>	ACTION
SUBJECT: <u>Revised College Mission Statement, Vision Statement, and Core Values</u>	

BACKGROUND

The College Mission Statement, Vision Statement, and Core Values are philosophical statements that guide our purpose and focus. The President’s Advisory Council is charged with reviewing the College’s Mission Statement, Vision Statement, and Core Values on a regular basis.

ANALYSIS AND FISCAL IMPACT

The College’s Mission Statement, Vision Statement, and Core Values express our purpose, as established by the legislature and further defined by the Board of Governors and the College Board of Trustees. Everything we do should relate to and support these guiding statements.

In a recent review by the President’s Advisory Council, it was recommended that the College’s Mission Statement, Vision Statement, and Core Values be revised.

The intent is to post the College’s Mission Statement, Vision Statement, and Core Values on its website as well as install framed versions in every major office on campus. While an exact cost is not yet determined, it is expected to be nominal.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the revised College Mission Statement, Vision Statement, and Core Values, as follows:

SUBJECT: Revised College Mission Statement, Vision Statement, and Core Values

DATE: November 12, 2014

Mission Statement

The mission of Mt. San Antonio College is to support students in achieving their full educational goals ~~potential~~ in an environment of academic excellence.

Vision Statement

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services.

As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Core Values

- Integrity: We treat each other honestly, ethically, and responsibly respectfully in an atmosphere of trust.
- Equity and Diversity: We respect and welcome all differences, and we foster equal participation opportunity to succeed throughout the campus community.
- Community Building: We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- Student Focus: We address the needs of students and the community both in our planning and in our actions.
- Lifelong Learning: We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- Positive Spirit: We work harmoniously, show compassion, and take pride in our work.

*Board Approved: April 2008

Vision and Core Values Revised: December 2001

Reviewed by President's Advisory Council: January 2011. No suggested revisions.

Mission Statement Revised: June 2013

Reviewed by President's Advisory Council: September 2014. Proposed revisions.

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

DATE: November 12, 2014

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 2330 – Quorum and Voting

BACKGROUND

Board Policy 2330 – Quorum and Voting. Modifications have been proposed to take into account the two additional Board members that were voted in at the November 2013 general election.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College's shared governance process, revisions to Board Policy 2330 – Quorum and Voting have been suggested. This Board Policy has been recommended by President's Advisory Council and President's Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 2330 – Quorum and Voting.

SUBJECT: Proposed Revisions to Board Policy 2330 – Quorum and Voting

DATE: November 12, 2014

Chapter 2 – Board of Trustees

BP 2330 Quorum and Voting

References:

Education Code Section 72000(d)(3); 81310 et seq., 81365, 81511, 81432;
Government Code Section 53094; Code of Civil Procedure Section 1245.240

A quorum of the Board shall consist of ~~three~~**four** members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot. **The Board will publicly report any action taken in open session and vote or abstention of each individual member present.**

The following actions require a two-thirds majority of all members of the Board:

- resolution of intention to sell or lease real property (except where a unanimous vote is required);
- resolution of intention to dedicate or convey an easement;
- resolution authorizing and directing the execution and delivery of a deed;
- action to declare the College exempt from the approval requirements of a planning commission or other local land use body;
- appropriation of funds from an undistributed reserve; and
- resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- resolution authorizing a sale or lease of District real property to the State, any county, city, or to any other school or community college district; and
- resolution authorizing lease of District property under a lease for the production of gas.

Adopted: March 24, 2004

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 12, 2014</u>	DISCUSSION
SUBJECT: <u>Proposed Revisions to Board Policy 3430 – Prohibition of Harassment</u>	

BACKGROUND

Mt. San Antonio College (Mt. SAC) is continuing the process of updating and aligning the College’s Board Policies 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 3430 – Prohibition of Harassment.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Discussion #2

SUBJECT: Proposed Revisions to Board Policy 3430 – Prohibition of Harassment

DATE: November 12, 2014

Chapter 3 – General Institution

BP 3430 Prohibition of Harassment

References:

Education Code Sections 212.5; 44100, 66252; 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by State and federal law, as well as this policy, and will not be tolerated. The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, mental condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, ~~or~~ sexual orientation, **military status, or veteran status** of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures delineated in the Administrative ~~Regulations and~~ Procedures. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

The College seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the College determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

This policy applies to all aspects of the academic environment including, but not limited to, classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

SUBJECT: Proposed Revisions to Board Policy 3430 – Prohibition of Harassment

DATE: November 12, 2014

To this end, the College President/CEO shall ensure that the institution undertakes education activities and training to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The College President/CEO shall establish procedures that define harassment on campus. The College President/CEO shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the College, its employees, students, and agents.

This policy and related written procedures including the procedure for making complaints shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Approved: April 28, 2004

Revised: April 20, 2005

Revised: February 27, 2013

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

DATE: November 12, 2014

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 6200 – Budget Preparation

BACKGROUND

Board Policy 6200 – Budget Preparation. Modifications have been proposed to maintain compliance with Education Code Section 70902(b)(5); and Title 5 Sections 58300.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College's shared governance process, revisions to Board Policy 6200 – Budget Preparation have been suggested. This Board Policy has been recommended by President's Advisory Council and President's Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 6200 – Budget Preparation.

Recommended by: Bill Scroggins Reviewed by: Michael D. Gregoryk
Agenda Item: Discussion #3

SUBJECT: Proposed Revisions to Board Policy 6200 – Budget Preparation

DATE: November 12, 2014

Chapter 6 – Business and Fiscal Affairs

BP 6200 Budget Preparation

References:

Education Code Section 70902(b)(5); Title 5 Sections 58300 et seq.; **BP 6250**

Each year, the CEO shall present to the Board of Trustees a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with State law and regulations and provide adequate time for appropriate review.

Budget development shall meet the following criteria:

- The General Fund Budget shall support the College's Mission, Master Plan, Educational Plan, goals, and priorities. It shall also support existing educational programs and services;
- The annual budget shall be developed in sufficient detail to give a clear indication of the major items of revenues and expenditures including the College's goals, plans, and purposes for expenditures;
- Assumptions upon which the budget is based are presented to the Board of Trustees for review;
- On or before the first day of July each year, the Board of Trustees shall adopt a tentative budget;
- The College shall make the proposed budget available for public inspection at least three days prior to the public hearing, at which any resident in the District may appear and object to the proposed budget or any item in the budget;
- The Board of Trustees shall hold a public hearing on the proposed budget for the ensuing fiscal year in a College facility or some other place conveniently accessible to the residents of the District;
- On or before the 15th day of September, the Board of Trustees shall adopt a final budget;
- Changes in the assumptions upon which the budget was based shall be reported to the Board of Trustees in a timely manner;
- Budget projections address long-term goals and commitments;
- Annual fiscal year revenue and expenditure estimates shall be developed conservatively with the goal of projecting a balanced budget with preference for adopting a surplus, that is, an excess of revenue over expenditures;

SUBJECT: Proposed Revisions to Board Policy 6200 – Budget Preparation

DATE: November 12, 2014

- Recognizing that expenditures fluctuate and that income is not fully ascertained until the following fiscal year, it is the College's goal to manage this dynamic process to assure that actual total income for the year exceeds total expenditures;
- Adoption of the final budget by the Board of Trustees acknowledges the College's Mission, goals, plans, and priorities. Budget adoption by the Board of Trustees constitutes legal authority for the receipt and disbursement of funds and the implementation of the budget.
- ~~To assure ongoing fiscal health and stability, every effort shall be made to maintain the total Unrestricted General Fund Balance at not less than 10% of expenditures. If the General Fund Balance becomes less than 10%, the College will present a plan within 120 days to restore the deficit or shortage within two fiscal years.~~
- ~~In times of fiscal uncertainty, the Board of Trustees may, by resolution, waive the clause in this policy of maintaining a ten percent Unrestricted General Fund Balance. Upon recommendation of the College President/CEO, reserves may be utilized to the extent necessary down to a level of five percent of the expenditures of the Unrestricted General Fund. The reduced Unrestricted General Fund Balance must remain at a level no lower than five percent. It is intended that this exception be considered temporary in nature and restoration as stated in the above bulleted clause be implemented;~~
- ~~If revenues exceed expenditures in any given fiscal year, the College may allocate surplus funds to institutional priorities as determined through the annual planning and budgeting process. Restoration of reserves to the ten percent level, as stated in the above bulleted clause, shall be given priority; and~~

Approved: July 28, 2004

SUBJECT: Revisions to Administrative Procedure 3410 – Nondiscrimination

DATE: November 12, 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 status, or 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 status, or veteran status**, or the perception that a person has one or more of these characteristics.

SUBJECT: Revisions to Administrative Procedure 3410 – Nondiscrimination

DATE: November 12, 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: September 10, 2014

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 12, 2014</u>	INFORMATION
SUBJECT:	<u>Revisions to Administrative Procedure 3430 – Prohibition of Harassment</u>	

BACKGROUND

Mt. San Antonio College (Mt. SAC) is updating the College’s Administrative Procedures and proposes the following changes to Administrative Procedure 3430 – Prohibition of Harassment. 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 for information only the changes to Administrative Procedure 3430 – Prohibition of Harassment.

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

SUBJECT: Revisions to Administrative Procedure 3430 – Prohibition of Harassment

DATE: November 12, 2014

Chapter 3 - General Institution

AP 3430 Prohibition of Harassment

References:

Education Code Sections 212.5, 44100, and 66281.5; Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.

The College is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the College.

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, **military status, or veteran status of any person**, or the perception that a person has one or more of these characteristics, is illegal and violates College policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment.

Harassment comes in many forms including, but not limited to, the following conduct:

Verbal: Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats, or intimidation; or sexist, patronizing, or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation, disability, or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering, or intimate touches; grabbing, pinching, leering, staring, unnecessarily brushing against; or blocking another person; whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, disability, or other protected status.

SUBJECT: Revisions to Administrative Procedure 3430 – Prohibition of Harassment

DATE: November 12, 2014

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, disability, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, disability, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, disability, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders, disabilities, or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others. A final scenario for a hostile work environment is one in which behaviors are directed at specific individuals for the purpose of aggressively humiliating, belittling, and/or ridiculing them. The determination of whether an environment is hostile is based on the totality of the circumstances including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding working conditions, employment or enrollment status, benefits and services, or activities available at or through the community college.

SUBJECT: Revisions to Administrative Procedure 3430 – Prohibition of Harassment

DATE: November 12, 2014

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct, based on a person's gender or specific attributes, is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment; unreasonably interfere with an individual's academic or work performance; or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person would perceive the environment as hostile.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees or between managers, faculty, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the manager, faculty, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the College has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the College is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

To the extent the harassment policies and procedures are in conflict with the College's policy on academic freedom, the harassment policies and procedures shall prevail. If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with the Department Chairperson and Division Dean who may consult with the Human Resources Office to determine whether or not this violates the sexual harassment policy.

SUBJECT: Revisions to Administrative Procedure 3430 – Prohibition of Harassment

DATE: November 12, 2014

Sexual Harassment Training

By January 1, 2006, Mt. San Antonio College shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, Mt. San Antonio College shall provide sexual harassment training and education to each supervisory employee once every two years.

The training and education required by this procedure shall include information and practical guidance regarding the Federal and State statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Training of all staff will be conducted. Training for academic staff should emphasize environmental harassment in the classroom.

In years in which a substantive policy or procedural change has occurred, all College employees will attend a training update and/or receive a copy of the revised policies and procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational services shall include an explanation of the policy, how it works, and how to file a complaint.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the College's potential liability, or that they did not understand the policy and desire further training.

Revised: September 10, 2014