



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 25, 2015

5:30 p.m. - Open and Adjourn to Closed Session
6:00 p.m. – Reception for Tenured Faculty
6:30 p.m. - Public Session

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

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

AGENDA

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

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

PUBLIC COMMUNICATION

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

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

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

CLOSED SESSION

Conference with Legal Counsel – Potential Litigation (one case)

RECEPTION FOR TENURED FACULTY (6:00 p.m., Founders Hall, Conference Center)

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

INTRODUCTIONS AND RECOGNITIONS

- **Introduction of the following newly appointed Classified employees:**
 - **Patiste Gilmore**, Research Assistant (Research and Institutional Effectiveness)
 - **Nicee Gonzalez**, Project/Program Specialist (Learning Assistant Center)
 - **Amanda James**, Clerical Specialist (Counseling/High School Outreach Program)
- **Introduction of the following newly appointed Management employees:**
 - **Richard Cortes**, Director, Career and Transfer Services (Counseling)
 - **Zolita Fisher**, Director, TRiO Programs (Counseling)
- **Introduction of the following newly promoted Classified employee:**
 - **Rondell Schroeder**, Senior Buyer (Purchasing)
- **Recognitions:**
 - The following professors who received tenure at last month's Board meeting:
 - **David Beydler**, Mathematics, Computer Sciences
 - **Thomas Butler**, Fine Arts
 - **Daniel Cantrell**, Communication
 - **Francisco Gomez**, English, Literature, Journalism
 - **Corie Hernandez**, Mental Health
 - **James Hutchinson**, Respiratory Therapy
 - **Martin Jones-Ramey**, Business Administration
 - **Tiffany Kuo**, Music
 - **Stephen Lancaster**, Mathematics, Computer Sciences
 - **Kenneth Miller**, Electronics
 - **David Mrofka**, Earth Sciences & Astronomy
 - **Richard Myers**, English, Literature, Journalism
 - **Maya Padilla**, Agricultural Sciences
 - **Robert Purcell**, Kinesiology, Athletics and Dance
 - **Aaron Salinger**, Foreign Languages
 - **Niki Tran**, Consumer & Design Technologies
 - **Shari Wasson**, Fine Arts
 - **Daniel Wheeler**, Learning Assistance

- Award a Certificate of Service to the following retiring staff member:
 - **Kent Taylor**, Laboratory Technician, Physical Science & Engineering (Natural Sciences), seven years of service
- The Natural Sciences Division and the Earth Sciences & Astronomy Department would like the Board to recognize the extensive contributions of **Dr. Robert Nelson** in his volunteer role as Research Scientist, Earth Science and Astronomy. “Dr. Bob’s” history of involvement with our programs dates back to 2010, when he was the keynote speaker at the Kepler Scholarship Event. He has been a supporter of the Earth Sciences & Astronomy programs and students ever since. He has volunteered his time to work with students on high-level research projects and has generously provided access to over \$250,000 worth of scientific equipment which has allowed us to establish a research lab facility in Building 11.

Dr. Nelson volunteers his own time and recruits other scientists to assist Mt. SAC students in conducting advanced-level research projects for Independent Study classes, Research Competitions, and Conference papers. Many of our students have won monetary awards and scholarships as a result of the research they have conducted under “Dr. Bob’s” mentoring. Mt. SAC students have used these experiences to help secure admission to top four-year universities. Dr. Nelson deserves recognition for the positive impact he has had on our programs and students.

- Congratulations to the Mt. SAC Turf Team for their outstanding performance at the recent Annual Student Challenge at the Sports Turf Managers Association's Annual Conference, held in Denver, Colorado, in February. This is a national competition for students pursuing sports turf management as a career. This year, we had nine students competing (two teams of four and an alternate). Although we were not able to defend our National Championship completely, we placed second and third. It pains us that Penn State took first, as we have been able to edge them out for several years now. The second-place team consisted of **Araceli Reza, Cody Chavez, Sean McLaughlin**, and **Gretchen Heimlich**. The third-place team consisted of **Kayla Coveny, Oscar Del Real, Andrew Han**, and **Jessica Weber**. Our alternate, **Ashley Simpkins**, was allowed to participate on a team that only had three members (it happened to be Ohio State). They placed sixth among four-year schools. The Ohio State team attributed a great amount of their success to Ashley's contributions. Overall, it was a very successful competition for Mt. SAC students, and their coaches/professors **Brian Scott** and **Chaz Perea**.

APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of February 11, 2015. (See backup packet Pages 1 through 9.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

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 10 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 through 19.)
3. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Pages 20 and 21.)
4. Consideration of approval of the Quarterly Investment Report ending December 31, 2014. (See backup packet Page 22.)
5. Consideration of approval of the Quarterly Financial Status Report ending December 31, 2014. (See backup packet Pages 23 through 25.)
6. Consideration of approval of a five-year Tie-Down Agreement at Chino Airport with Threshold Aviation Group. (See backup packet Page 26.)
7. Consideration of approval of an agreement with Vicenti, Lloyd & Stutzman LLP to provide Internal Controls workshops. (See backup packet Page 27.)
8. Consideration of approval of the donation of six pottery wheels to Wallis Annenberg High School. (See backup packet Page 28.)
9. Consideration of approval to purchase furniture and equipment for the Technology Education Resource Center (TERC), Modular Buildings 18B/C. (See backup packet Pages 29 and 30.)
10. Consideration of approval to reject a Claim Against the District by Employee Number Ending in 4954, and that Administrative Services is instructed to notify the claimant's legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 31.)
11. Consideration of approval of the Final Reconciliation and Notice of Completion of a contract using the Lease/Leaseback Construction Delivery Method for Building 12 Counseling Remodel Project. (See backup packet Pages 32 and 33.)

12. Consideration of approval of the Final Reconciliation and Notice of Completion of a contract using the Lease/Leaseback Construction Delivery Method for the Foundation Offices Project. (See backup packet Pages 34 and 35.)
13. Consideration of approval of agreements to provide professional design and consulting services with ALTA Environmental for the Annual Emission Report; H2 Environmental for the Parking Structure Project; Pal ID Studio to reconfigure the Marketing and Research office spaces, the Information Technology and Public Safety renovations, and the Science Technology Engineering Math Center; Psomas for the Parking Structure Project; and EPT Design for miscellaneous landscape architectural services. (See backup packet Pages 36 through 38.)
14. Consideration of approval of the Professional and Organizational Development (POD) Remodel for the following Bid. (See backup packet Page 39.)
 - Bid No. 3001 GDL Best Contractors, Inc., Whittier, CA
15. Consideration of approval of the Non-Classroom Building 23 Renovation for the following Bid. (See backup packet Page 40.)
 - Bid No. 3091 Harik Construction, Inc., Glendora, CA
16. Consideration of approval of the following Proposed Gifts and Donations to the College:
 - Bob Sherman – Ponytail Palm in whisky barrel – plant specimen for Horticulture classes, valued by donor at \$500, to be used in the Horticulture Department.

HUMAN RESOURCES

17. Consideration of approval of Personnel Transactions. (See backup packet Pages 41 through 65.)

INSTRUCTION

18. Consideration of approval of additions and changes in Continuing Education Division. (See backup packet Pages 66 and 67.)
19. Consideration of approval of a contract with OUTFRONT Media for their work with the Interior Design Program. (See backup packet Page 68.)
20. Consideration of approval of participation and travel of one Honors student and one faculty advisor to the National Conference on Undergraduate Research in Spokane, Washington. (See backup packet Page 69.)
21. Consideration of approval of a contract amendment with Pacific Palms Hotel and Conference Center for the Athletics Hall of Fame Dinner. (See backup packet Page 70.)
22. Consideration of approval of a contract amendment with Pacific Palms Hotel and Conference Center for the 2015 Mt. SAC Relays Banquet. (See backup packet Page 71.)
23. Consideration of approval of a contract with Flash Results West for their work at the 2015 Mt. SAC Relays. (See backup packet Page 72.)

24. Consideration of approval of participation and travel of five Robotics Team members and one faculty member to Vex Robotics World Championship 2015 in Louisville, Kentucky. (See backup packet Page 73.)
25. Consideration of approval of participation and travel of Vocal Jazz Ensemble students, one faculty, and one staff member to Next Generation Jazz Festival in Monterey, California. (See backup packet Page 74.)
26. Consideration of new and modified courses and modified degrees and certificates effective with the 2015-16 academic year. (See backup packet Page 75.)
27. Consideration of ratification of a contract with Kellogg West Conference Center and Lodge for Title V Faculty in the Career Technical Education Programs. (See backup packet Page 76.)

PRESIDENT'S OFFICE

28. Consideration of approval of the 2015-16 Meeting Calendar for the Mt. San Antonio College Board of Trustees. (See backup packet Page 77.)
29. Consideration of approval of a contract amendment with P & R Business Services. (See backup packet Page 78.)
30. Consideration of approval of a facility rental for the 2015 Scholarship Awards Ceremony. (See backup packet Page 79.)
31. Consideration of approval of a contract with KPS3 to perform Web Writing Services. (See backup packet Page 80.)

STUDENT SERVICES

32. Consideration of ratification of a contract with KyJay LLC for guest speaker, Diego Navarro, to provide a presentation and workshop. (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 Classification and Compensation Study Descriptions for CSEA, Chapter 262-Represented Employees. (See backup packet Pages 82 through 84.)
2. Consideration of approval of a Classification and Compensation Study and Range Placement for CSEA, Chapter 262-Represented Employees. (See backup packet Pages 85 through 90.)
3. Consideration of approval of a Classification and Compensation Study and Range Placement for CSEA, Chapter 651-Represented Employees. (See backup packet Pages 91 through 96.)

4. Consideration of approval of a Classification and Compensation Study and Range Placement for Supervisory Employees. (See backup packet Pages 97 and 98.)
5. Consideration of approval of a Classification and Compensation Study and Range Placement for Confidential Employees. (See backup packet Pages 99 and 100.)
6. Consideration of approval of a Classification and Compensation Study and Range Placement for Management Employees. (See backup packet Pages 101 through 105.)
7. Consideration of the 2015 CCCT Board of Directors election. (See backup packet Pages 106 and 107.)
8. Consideration of an appointment to the Citizens Oversight Committee. (See backup packet Page 108.)
9. Consideration of approval of Resolution No. 14-07 – Mt. San Antonio Community College District, County of Los Angeles, State of California, Calling Upon State Legislators to Approve Assembly Bill 288, The College and Career Access Pathways Act (CCAP). (See backup packet Pages 109 through 112.)

DISCUSSION ITEM

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. Annual Review of Board Policy 2015 – Student Member. (See backup packet Pages 113 and 114.)

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 Classification Descriptions Update for CSEA, Chapter 262. (See backup packet Pages 115 through 119.)
2. Receive new Administrative Procedure 3440 – Service Animals. (See backup packet Pages 120 through 128.)

ADJOURNMENT

Future Board Meetings

April 15, 2015
May 27, 2015
June 24, 2015

Upcoming Events

- March 17-19 **Join-A-Club Days**, 9:00 a.m., Student Life Center (Building 9C) Stage Area
- March 19-
April 16 **Landmarks: Memories of Places (Susie Rubenstein)**, Reception: March 19, 4:00 p.m.
- March 20 **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
Stars of the Pharaohs, 6:00 and 7:30 p.m., Planetarium
Spring Thing, 7:30 p.m., Clarke Theater
- March 25 **Wellness Booth (Nutrition and Fitness)**, 11:00 a.m., Building 26D Patio Area
Inspiring Women Luncheon (by Invitation Only), 11:30 a.m., Student Life Center (Building 9C) Stage Area
Tenured Faculty Reception, 6:00 p.m., Founders Hall
Board of Trustees Meeting, 6:30 p.m., Founders Hall
- March 30 **Cesar Chavez Holiday – Campus Closed**
- April 2 **Sexual Assault Presentation**, 1:30 p.m., Student Life Center (Building 9C) Stage Area
- April 3 **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium
Star Tales, 6:00 and 7:30 p.m., Planetarium
Telescope Night, 9:00 p.m., Building 60 Dome
- April 4 **One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium
Deep Space: Binocular Astronomy, 6:00 and 7:30 p.m., Planetarium
- April 6 **International Student Applications Due**, All Day
- April 6-9 **Associated Students Elections**, All Day, Online

Upcoming Sports Events

- March 19 **Women's Tennis vs. Victor Valley College**, 2:00 p.m., Tennis Courts
Softball vs. Long Beach City College, 3:00 p.m., Softball Field
Baseball vs. East Los Angeles College, 6:00 p.m., Baseball Field
- March 24 **Men's Tennis vs. Cerritos College**, 2:00 p.m., Tennis Courts
Women's Tennis vs. Cerritos College, 2:00 p.m., Tennis Courts
- March 26 **Baseball vs. El Camino College**, 6:00 p.m., Baseball Field
- March 30 **Men's Tennis vs. New Mexico Military Institute**, 2:00 p.m., Tennis Courts
- March 31 **Women's Tennis vs. Irvine Valley College**, 2:00 p.m., Tennis Courts

Upcoming Sports Events (continued)

- April 2 **Men's Tennis vs. El Camino College**, 2:00 p.m., Tennis Courts
Women's Tennis vs. El Camino College, 2:00 p.m., Tennis Courts
Softball vs. East Los Angeles College, 3:00 p.m., Softball Field
Baseball vs. Citrus College, 6:00 p.m., Baseball Field
- April 4 **Softball vs. Palomar College**, 3:00 p.m., Softball Field
- April 7 **Softball vs. L. A. Harbor College**, 3:00 p.m., Softball Field
Baseball vs. Long Beach City College, 6:00 p.m., Baseball Field
- April 9 **Softball vs. Pasadena City College**, 3:00 p.m., Softball Field

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

March 25, 2015





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 11, 2015

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Hall at 5:35 p.m. on Wednesday, February 11, 2015. Trustees Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Mendoza were present. Trustee Baca was absent.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session at 5:36 p.m. to discuss the following items:

- Conference with Legal Counsel - Potential Litigation (one case)
- Conference with Legal Counsel – Pending Litigation (one case)

3. PUBLIC SESSION

The public meeting reconvened at 6:39 p.m., and the Pledge of Allegiance was led by Trustee Rosanne Bader.

4. RECEPTION FOR DR. SORAYA M. COLEY, PRESIDENT, CAL POLY, POMONA

Prior to the meeting, a reception was held to introduce Dr. Soraya M. Coley, the new president of Cal Poly, Pomona.

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.

5. INTRODUCTIONS

The following employees were introduced:

Classified Employees (Newly Appointed)

- **Jeremy Marion**, Laboratory Technician II, Biological Sciences (Natural Sciences) (absent)
- **Rogie Meza**, Custodian (Custodial Services) (absent)

Classified Employees (Promoted)

- **Nancy Kam**, Administrative Secretary (Library) (absent)

6. RECOGNITION

Mt. San Antonio College welcomed **Dr. Soraya M. Coley**, Ph.D., who became the new president of Cal Poly, Pomona on January 1, 2015. Dr. Coley is the sixth president of the institution as well as the first woman to serve in that role. She was previously provost and vice president for academic affairs at California State University, Bakersfield. She has also served as system-wide provost and vice president for Academic Affairs at Alliant International University. In addition, she has experience in the classroom as department chair and professor in the Department of Human Services at Cal State Fullerton, where she was also named dean of the College of Human Development and Community Service.

7. APPROVAL OF MINUTES

Corrections to the minutes of the January 14, 2015, meeting:

- Under Call to Order – it should read, "...was called to order by Board President **Hall**."
- Under Board Communication, F. Trustee Bader reported the following: - the third bullet should read, "She attended the **Mt. SAC** Nurse's Ball Pinning Ceremony at the **Pomona Valley Medical Center**."

It was moved by Trustee Chyr and seconded by Trustee Chen-Haggerty to approve the minutes of the regular meeting of January 14, 2015, as corrected. Ayes: Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Absent: Baca. Student Trustee concurred.

8. PUBLIC COMMUNICATION

- The following individuals addressed the Board and spoke in opposition of the proposed parking structure: Linda Hiti, Anthony Inducil, Layla Abou-Taleb, Vicky Lee, Virginia Castro, and Mansfield Collins.
- Mansfield Collins addressed the Board and spoke in opposition of both the proposed parking structure and to Mt. SAC's student growth.
- Robert Ozaki addressed the Board to communicate his concerns on the impact that Mt. SAC's expansion will have on the community.
- Brad Chau addressed the Board and challenged its use of the proposed parking structure as a classroom, as well.

9. REPORTS

Reports by the following constituency leaders were presented 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
- **Eric Kaljumagi**, President, Faculty Association
- **Bill Rawlings**, Acting President, CSEA 262
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

10. BOARD COMMUNICATION

- A. Trustee Hall 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 Jeremy Marion, Rogie Meza, and Nancy Kam.
 - They congratulated Dr. Coley for being appointed as the new president of Cal Poly, Pomona.
 - They attended the Board Study Session on February 7, 2015, and found it very informative and valuable.
- C. Trustee Chyr reported the following:
- He attended the Mt. SAC Hall of Fame event and acknowledged the athletics department leadership and commended the awards the athletes won, both academically and on the field. He can see why Mt. SAC is such a special place.
- D. Trustee Bader reported the following:
- She’s looking forward to the Cash for College event that’s coming up and said how valuable it is to Mt. SAC’s students.
- E. Trustee Chen-Haggerty reported the following:
- She attended the CCLC Effective Trustee Workshop in Sacramento, which is no longer just for new trustees. She said that attendance at the workshop is worthwhile with 35 new trustees. She also mentioned that she’s on the ACES committee.
 - She said that she continues with the legislative conference, and she talked about the newly formed API Trustee Administrator. She said a very successful reception was held, and that Assemblywoman Ling Ling Chang and a representative from Senator Bob Huff’s office attended. She also met with Assemblywoman Young Kim from Orange County.
 - She mentioned that February 19 is the Chinese New Year.

F. Trustee Hidalgo reported the following:

- He attended the West Covina Martin Luther King, Jr. Day celebration last month.
- He attended the Mt. SAC Hall of Fame event for the first time and was very impressed with all of the inductees. He commended everyone who contributed to its success. He also said that the inductees, aside from being good athletes, appeared to be really good people. He said that they represent the College very well.

G. Trustee Santos reported the following:

- She attended the Los Angeles County Schools Trustees Association (LACSTA) training.
- She attended the Industry Manufacturers' Council (IMC) Labor Law Update luncheon.
- She will attend the Citrus Valley Lighten Up event.
- She attended the Mt. SAC Hall of Fame event.
- She attended the Citizens Oversight Committee meeting on February 5.

H. Trustee Mendoza reported the following:

- She had nothing to report this month.

I. Trustee Hall reported the following:

- He attended and was responsible for the Industry Manufacturers' Council (IMC) Labor Law Update luncheon. He said that several Mt. SAC employees attended, as well.
- He said that Dr. Scroggins, Trustee Santos, and he had discussions regarding ways to make higher education more accessible to people who live and work in Baldwin Park. He said the discussions are ongoing.
- He attended the Citizens Oversight Committee meeting on February 5.
- He wished everyone a Happy Chinese New Year on February 19.

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees Jeremy Marion, Rogie Meza, and Nancy Kam.
- He thanked the Board for their level of engagement and energy at the Board Study Session. He also thanked the trustees for their guidance.
- He congratulated Dr. Coley for being appointed as the new president of Cal Poly, Pomona. He mentioned that he had lunch with Dr. Coley at Cal Poly's Collins Culinary College Restaurant, where it is operated by students. He mentioned that their server was a Mt. SAC graduate.

- Board members were provided with a written summary and presentation on CTE Enhancement Funds at Mt. SAC: an Overview of Supported Projects, prepared by Jemma Blake-Judd, Interim Dean, Technology and Health; and Jennifer Galbraith, Associate Dean, Business.

Question: When will the new equipment be delivered?

Answer: They will be using it during the Spring Semester.

Question: Do other colleges in the area have these machines?

Answer: Yes, Glendale Community College has them.

Question: Are these mainly for CTE programs?

Answer: Yes, the funds were designed specifically for CTE programs.

Comment: This is great news for the College.

The presentation may be found with these minutes on the College website.

- Board members were provided with a written summary and presentation on Effects of Equalizing Credit and Noncredit/CDCP Funding & Effects of Expanded AB 86 Adult Education Funding, prepared by Donna Burns, Dean, Continuing Education Division; and Irene Malmgren, Vice President, Instruction. Ms. Burns presented the information to the Board.

Question: Have we reached out to any of the school districts and offered these adult classes, in response to what this Bill proposes, to see if there is any dialogue or cooperation and to see where they stand? Is this kind of a stand-off competitive environment?

Answer: Not locally; there are nine active districts (eight USDs) in our local consortium planning and Mt. SAC. The teachers are working together and are excited about aligning curriculum and creating pathways to help with seamless transitions. The Plan hasn't asked us to dig into facilities in terms of the planning work that is turned in. The adult schools in the area would like to use their own facilities as they grow.

Comment/Question: It makes sense that Donna Burns is a statewide-recognized expert in continuing education. Are all of the offsite FTES counted with the College students?

Answer: It depends. We have a very vibrant education for the older adults program at about 35 off-site locations within the cities of our district. They are funded at the regular non-credit apportionment rate, which is a lower rate for the most part, depending on the subject of the class.

Question: How many are scattered throughout the District?

Answer: About 3,500 annually, and most see themselves as Mt. SAC students.

Question: Is the curriculum for noncredit classes the same as the credit classes by our faculty, and are ROPs part of this?

Answer: Yes, and the ROPs are for high-school age students. Minors are not included in this program.

The presentation may be found with these minutes on the College website.

12. CONSENT CALENDAR

The following changes were made to the Consent Calendar:

Page 53 – Consent #16 - Personnel Transactions – under Student Employees, for Jasmine Kaufman, the Pay Rate should read “**\$9.00.**”

Page 76 – Consent #32 - Sabbatical Leave Applications for Academic Year 2015-16 – under Analysis and Fiscal Impact, two sentences should be added to the first paragraph, as follows: “**The proposals recommended a total of seven semesters. These leaves are compensated at 80% of the faculty member’s regular salary.**” Also, the second paragraph should be deleted due to its inaccuracy.

It was moved by Trustee Bader and seconded by Trustee Chyr to approve the following items, as corrected:

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of the re-issuance of stale-dated warrants, as listed.
4. Approval of Resolution No. 14-04 – Approval to Apply for Two California Energy Commission loans to supplement construction costs of energy projects.
5. The item was pulled and acted upon separately (see Paragraph 13).
6. Approval of the renewal agreement with Student Services Transportation of America, Inc., to provide bus services for transporting students.
7. Approval of a contract with Schindler Elevator Corporation for maintenance service of campus elevators.
8. Consideration of approval of an annual maintenance and service contract with Eaton Corporation for the Data Center. (See backup packet Page 37.)
9. Approval of a three-year agreement with RideLinks, Inc. to purchase Mobile Source Emission Reduction Credits for the purpose of complying with SCAQMD Rule 2202.
10. Approval to reject a Claim Against the District by Student Number Ending in 0414, and that Administrative Services is instructed to notify the claimant’s legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
11. Approval of the donation of six pottery wheels to Los Angeles Valley College.
12. Approval of an agreement, not to exceed \$30,000, to be paid to Southern California Gas Company for the Wildlife Sanctuary Gas Line Relocation project.
13. Approval of an agreement with Beazley Insurance to provide builder’s risk insurance for the Student Success Center and the Food Services project.

14. Approval of agreements to provide professional design and consulting services for the following projects: EPT Design for the Child Development Center; Pal ID Studio for the Instruction Modularity 18C and 18D; Steven Fader Architects for The Center (for Deaf and Hard of Hearing); Wheeler and Gray, Inc. for the Performing Arts Center Motorized Rigging System; and Universal Exhibits for Heritage Hall.
15. Approval of the following Completion Notices:
 - Bid No. 2973 Design Technology Center – Radio Lab Remodel, NB Construction, Inc. (Contractor)
 - Bid No. 2951 Performing Arts Center – Chiller Replacement, Liberty Climate Control, Inc. (Contractor)

HUMAN RESOURCES

16. Approval of Personnel Transactions.
17. Approval of Parachutes and Ladders XIV – Beyond the Lecture: Developmental Education in Action Conference.
18. Approval of Recommendation to Employ Faculty Under Second Contract 2015-16.
19. Approval of Recommendation to Employ Faculty Under Third Contract 2015-17.
20. Approval of Recommendation to Grant Tenure – 2015-16.

INSTRUCTION

21. Approval of activities and acceptance of funds for the Child Development Center.
22. Approval of acceptance of funds for the Career Technical Education Pathways Program (SB 1070).
23. Approval of additions and changes in Continuing Education Division.
24. Approval of a contract agreement with Pacific Palms Hotel & Conference Center and authorization for advance payment.
25. Approval of participation and travel of a journalism student and faculty advisor to the Western States Communication Association Convention in Spokane, Washington.
26. Approval of participation and travel of 16 journalism students and faculty advisor to the College Media Advisers Spring National Convention in New York, New York.
27. Approval of participation and travel of one Phi Theta Kappa (PTK) student and faculty advisor to the PTK National Conference in San Antonio, Texas.
28. Approval of participation and travel of one Phi Theta Kappa (PTK) student and faculty advisor to the PTK Regional Conference in Sparks, Nevada.

29. Approval of participation of the Wind Ensemble and one faculty advisor to attend the 2016 Chicago International Music Festival in Chicago, Illinois, and advance payment to World Projects Corporation.
30. Approval of activities and acceptance of funds for the Career Technical Education Enhancement Fund.
31. Approval of activities and acceptance of funds for the Proposition 39 Clean Energy Workforce Grant.
32. Approval of four sabbatical leaves for academic year 2015-16.

PRESIDENT'S OFFICE

33. Approval of a Consulting Agreement with the McCallum Group, Inc.
34. Approval to change the Board of Trustees meeting date from April 8, 2015, to April 15, 2015.
35. The item was pulled and acted upon separately (see Paragraph 14).

Ayes: Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None; Absent: Baca. Student Trustee concurred.

13. CONSENT ITEM #5 – CONTRACT USING THE LEASE/LEASEBACK CONSTRUCTION DELIVERY METHOD FOR PARKING STRUCTURE PHASE 1 AND SOUTH CAMPUS SITE IMPROVEMENTS – EAST

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

Discussion: Trustee Hidalgo suggested that big-ticket items be action items in the future.

Ayes: Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None; Absent: Baca. Student Trustee concurred.

14. CONSENT ITEM #35 – RESOLUTION NO. 14-06 – APPROVAL TO COMPENSATE TRUSTEE MANUEL BACA FOR HIS ABSENCE FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON FEBRUARY 11, 2015

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

Discussion: Trustee Bader said that Trustee Baca has been on the Board for 16 years and has never missed a meeting, and neither have any of the other trustees. Trustee Hall said that he missed one meeting in 20 years due to illness.

President Scroggins suggested that, in order to have all trustees at the March Board meeting, it should be rescheduled. It was moved by Trustee Chen Haggerty and seconded by Trustee Chyr to modify Consent Item #35 to change the Board of Trustees meeting date from March 11 to March 25.

Ayes: Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None; Absent: Baca. Student Trustee concurred.

15. ACTION ITEM #1 – RESOLUTION NO. 14-05 – EXEMPTING THE PARKING STRUCTURE, A FACILITIES MASTER PLAN PROJECT, FROM THE CITY OF WALNUT’S ZONING ORDINANCES

Trustee Bader suggested changes to proposed Resolution No. 14-05: The resolution, with changes, may be found on the College website with these minutes.

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

Ayes: Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None; Absent: Baca. Student Trustee concurred.

16. DISCUSSION ITEM #1 – ALTERNATIVES TO THE APPROVED SITE AND DESIGN OF THE 2,200-SPACE STUDENT PARKING STRUCTURE

- The following residents spoke again regarding their opposition to the placement of the proposed parking structure in Lot A and urged the Board to consider building it in Lot F to be used for both sporting events and student parking: Mansfield Collins, Robert Osaki, Amy Nasr, Nam Huynh, Marie Sun, and Layla Abou-Taleb. These comments included areas of traffic, home value, health, noise, and student growth.
- No further discussion was made by the Board.

17. INFORMATION ITEM #1 – REVISIONS TO ADMINISTRATIVE PROCEDURE 7125 – VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT – IMMIGRATION STATUS

The Board received for information revisions to Administrative Procedure 7125 – Verification of Eligibility for Employment – Immigration Status.

Dr. Scroggins commented that this was driven by the Immigration Control Act. He also explained the procedure that is followed when creating administrative procedures. He said that they are driven by board policy. He also said that Mt. SAC is a member of the CCLC’s policy and procedure service, and we follow their recommendations, for the most part. He also explained the route in which they take from the suggested changes to presentation to the Board for information purposes.

18. ADJOURNMENT

The meeting adjourned at 9:30 p.m.

WTS:dl

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

DATE: March 25, 2015 **CONSENT**

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 1/15/15 - 2/26/15**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 113,779
4000 Supplies/Materials	5,508
6000 Capital Outlay	33,393
7950 Unassigned Fund Balance	<u>51,798</u>
Total	\$ 204,478

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 52,167
3000 Employee Benefits	1,516
5000 Other Operating Expenses/Services	23,795

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 25, 2015

7000	Other Outgo	\$	127,000
Total		\$	204,478

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
3000	Employee Benefits	\$	19,214
4000	Supplies/Materials		1,087
6000	Capital Outlay		26,442
7000	Other Outgo		204
Total		\$	46,947

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	14,949
2000	Classified/Other Nonacademic Salaries		16,921
5000	Other Operating Expenses/Services		15,077
Total		\$	46,947

Child Development Fund - 33

From:

<u>Budget Classification</u>			<u>Amount</u>
3000	Employee Benefits	\$	2,687
6000	Capital Outlay		500
Total		\$	3,187

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	2,687
4000	Supplies/Materials		500
Total		\$	3,187

Farm Operations Fund - 34

From:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	1,000
Total		\$	1,000

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	1,000
Total		\$	1,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 25, 2015

Health Services Fund - 39

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 30,000
Total	\$ 30,000

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 30,000
Total	\$ 30,000

Bond Construction Fund - 42

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 54,586
Total	\$ 54,586

To:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 54,586
Total	\$ 54,586

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 28,697
Total	\$ 28,697

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 7,764
5000 Other Operating Expenses/Services	20,933
Total	\$ 28,697

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 515,000
Total	\$ 515,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 25, 2015

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 13,370
5000 Other Operating Expenses/Services	40,000
6000 Capital Outlay	461,630
Total	\$ 515,000

Associated Student Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,974
Total	\$ 1,974

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 633
3000 Employee Benefits	41
6000 Capital Outlay	1,300
Total	\$ 1,974

BUDGET REVISIONS
For the period 1/15/15 - 2/26/15

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
868502 2013-14 Lottery Prior Year adjustment	\$ 104,099
882000 Planetarium - Sales	14
883100 Los Angeles Urban League	14,042
883100 All Americas, Inc.	(800)
883900 Video Production	35,000
884007 Planetarium - Sales	12,014
884008 Box Office - Ticket Sales	8,815
887200 Motorcycle Safety	4,520
887500 Geology/Oceanography, Field Trip Fees	3,021
887700 Writing Center, Printing Fees	279
887730 Architecture Design, Production Fees	1,040
887730 Arts, Print Making Fees	90
887730 Business, Color Copy/Laser Fees	252
887730 Ceramics, Clay Fees	607
887730 Commercial Art, Print Fees	25

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 25, 2015

887730	First Aid and CPR Fees	\$	1,653
887730	Industrial Design Technology, Production Fees		20
887730	Interior Design/Fashion, Print Fees		470
887730	Photographics, Production Fees		580
888107	Parking - Facility Rental		1,800
888500	Bursar's Office, Duplicate ID Fees - Non-Credit Students		2,400
888545	Welding Certification		400
888545	Aircraft Maintenance Fees		410
888545	Nursing Kaplan Integrated Test Fees		8,152
889000	Self-Insured Retention Trust		2,374
889000	Risk Management - Safety Credits		1,650
889000	Custodial, Recycling		142
889000	Printing Services		1,891
889000	Fingerprinting - Parking		1,198
898002	Faculty Professional Development		100,000
Total		\$	306,158

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	366
2000	Classified/Other Nonacademic Salaries		10,000
3000	Employee Benefits		1,641
4000	Supplies/Materials		(6,710)
5000	Other Operating Expenses/Services		174,551
6000	Capital Outlay		22,009
7950	Unassigned Fund Balance		104,301
Total		\$	306,158

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
868502	2013-14 Lottery Prior Year adjustment	\$	94,847
882000	LA84/Mt. SAC Relays Youth Days 2015		105,000
Total		\$	199,847

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	20,422
3000	Employee Benefits		1,478
4000	Supplies/Materials		97,647
5000	Other Operating Expenses/Services		80,300
Total		\$	199,847

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 25, 2015

Child Development Fund - 33

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
Sales of Equipment and Supplies	\$ 5,838
Total	\$ 5,838

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 5,838
Total	\$ 5,838

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Lease Revenue Bonds - Interest	\$ 17
889000 Remodel Food Services, Building 16A	12,000
Total	\$ 12,017

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 12,017
Total	\$ 12,017

RECOMMENDATION

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$204,478), Restricted General Fund (\$46,947), Child Development Fund (\$3,187), Farm Operations Fund (\$1,000), Health Services Fund (\$30,000), Bond Construction Fund (\$54,586), BAN Construction Fund (\$28,697), Bond Construction Fund No. 2 (\$515,000) and Associated Students Trust Fund (\$1,974) 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 (\$306,158), Restricted General Fund (\$199,847), Child Development Fund (\$5,838) and Capital Outlay Projects Fund (\$12,017) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: March 25, 2015

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Arnston, Jay	Instruction - Communication	Judge – Close to the Coast Speech Tournament	1/18/15– 1/19/15	\$200
Bates, Heather	Student Services – DSPS	Winter 2015 – Note- Taker	1/15/15– 2/15/15	\$48
Brodak Silva, Trisha	Instruction - Communication	Judge – Close to the Coast Speech Tournament	1/18/15	\$100
Buada, Rosie	Instruction - Communication	Judge – Close to the Coast Speech Tournament	1/18/15	\$100
Cervantes, Marisol	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$96
Cobarrubio, Joe	Instruction - Communication	Judge – Close to the Coast Speech Tournament	1/18/15	\$100
Culliver, Katherine	Instruction - Communication	Judge – Close to the Coast Speech Tournament	1/18/15	\$100
Del Fante, Ernie	Instruction – Music	Judge – Instrumental Jazz Festival	5/2/15	\$425
Delgado, Jocelyn	Student Services – DSPS	Winter 1025 – Note Taker	1/15/15– 2/15/15	\$96

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors**DATE:** March 25, 2015

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Duenas, Kimberly	Instruction - Communication	Judge – Close to the Coast Speech Tournament	1/18/15	\$100
Edwards, Lonnell	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$96
Fennell, Mitchell	Instruction – Music	Clinician – Wind Ensemble Festival	3/26/15	\$400
Gallardo, Karina	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$96
Goodman, Kevin	Instruction - Communication	Judge – Close to the Coast Speech Tournament	1/18/15	\$100
Gutierrez, Mark	Instruction – LA84 Foundation Grant	Create art work for Mt. SAC Relays Youth Days	3/1/15– 6/30/15	\$440
Jarvis, Jeff	Instruction - Music	Judge – Instrumental Jazz Festival	5/2/15	\$425
Koba, Dean	Instruction - Music	Judge – Instrumental Jazz Festival	5/2/15	\$425
Lam, Michael	Student Services – International Students	Dance Performer – Lunar New Year Event	3/4/15	\$660
Lane, Denise	Instruction – Child Development Training Consortium Grant	Trainer – CPR and First Aid training for Child Development Students	3/12/15– 6/30/15	\$500
Lopez, Lauren	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$96
Lopez, Vanessa	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$48
Mayse, Kevin	Instruction – Music	Clinician – Wind Ensemble Festival	3/26/15	\$400
Miata-Ferreira, Lexus	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$96
Morales, Martin	Instruction - Communication	Judge – Close to the Coast Speech Tournament	1/18/15	\$100
Peterson, Christopher	Instruction – Music	Clinician – Chamber Singer Festival	3/18/15	\$500
Politano, Matthew	Instruction – Music	Performer – 2015 Jazz Festival and Conductor - Jazz Piano Master Classes	3/26/15– 6/12/15	\$700

SUBJECT: Independent Contractors**DATE:** March 25, 2015

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Quevedo Rodriguez, Gabriela	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$96
Richard, Charles	Instruction - Music	Judge – Instrumental Jazz Festival	5/2/15	\$425
Sanagian, Roxanne	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$144
Shew, Jaime	Instruction – Music	Clinician – Jazz Festival	3/6/15	\$500
Tamara Sicard dba TL Sicard & Associates	Natural Sciences Division	Facilitate Conflict Resolution; Design Engagement Activities; Implement Design; and Follow-up Support	3/26/15	\$11,000
Tapia, Jesus	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$96
Vaca, Rebekah	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$48
Velasco, Melissa	Student Services – DSPS	Winter 2015 – Note Taker	1/15/15– 2/15/15	\$96
Walders, Patrick	Instruction – Music	Clinician – Chamber Singer Festival	3/18/15	\$500
Ward, Matthew	Instruction - Communication	Judge – Close to the Coast Speech Tournament	1/18/15	\$100
Wier, Michelle	Instruction – Music	Clinician – Jazz Festival	3/6/15	\$500

SUBJECT: Independent Contractors

DATE: March 25, 2015

Funding Sources

Unrestricted General Fund – Instruction – Music, Communication, Student Services – International Students.

Restricted General Fund – Student Services – Bridge Program, DSPS, Instruction – Music, Child Development Training Consortium Grant, LA84 Foundation Grant.

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: March 25, 2015

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 warrants:

Warrant No.	Original Issue Date	Payee	Amount
07060410	07/12/10	Ben P. Praster	\$57.00
07071266	09/08/10	Stephanie P. Miller	\$104.00
07084717	10/21/10	Larence Y. Chon	\$78.00
07091806	12/16/10	Trevor N. Terrell	\$75.90
07092168	12/21/10	Nikoini K. Guerra	\$250.00
07095023	01/26/11	Ma Kathrina V. Palma	\$52.00
07096440	02/23/11	Kayla K. Gahuman	\$104.00
07104415	03/09/11	Jazmin S. Castillo	\$59.00
07105109	03/16/11	Kristen M. Carmona	\$156.00
07105128	03/16/11	Joshua J. Castaneda	\$52.00
07105149	03/16/11	Natalie Cazares	\$78.00
07105188	03/16/11	Manuel J. Chavez	\$104.00
07105234	03/16/11	Edward S. Cho	\$96.00
07105242	03/16/11	Jackson S. Chong	\$106.00
07105264	03/16/11	Luis A. Cirino	\$130.00
07105331	03/16/11	Syliva V. Cruz	\$130.00
07105334	03/16/11	Geza L. Csurilla	\$156.00
07105364	03/16/11	Danny R. De Haro	\$78.00
07105373	03/16/11	Briana N. De Silva	\$91.00
07105383	03/16/11	Adriano E. Delgado-Garcia	\$104.00
07105469	03/16/11	Timothy R. Erling	\$81.00
07105541	03/16/11	Jose Flores	\$268.00
07105603	03/16/11	Serouj A. Garabedian	\$65.00
07105604	03/16/11	Aaron P. Garcia	\$52.00
07105758	03/16/11	Andrew Guerrero	\$161.00

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Re-issuance of Stale-Dated Warrants

DATE: March 25, 2015

Warrant No.	Original Issue Date	Payee	Amount
07106645	03/16/11	Dexter Q. Nadua	\$104.00
07107033	03/16/11	David R. Richardson	\$182.00
07124124	05/18/11	Jenny E. Calles	\$390.00
07127598	06/23/11	Norco Jr. Livestock Auction and Fair Board Committee	\$324.47
07142565	09/15/11	Mercedes C. Vossburg	\$108.00
07155446	10/26/11	Angelito R. Reyes	\$76.87
07156420	11/04/11	Juan Carlos Saavedra	\$136.50
H0014281	03/12/12	Cynthia Palomo	\$25.50

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</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 December 31, 2014:

County of Los Angeles, Cash in County Treasury	\$189,749,262	.64%
Citizens Business Bank, District Clearing Account	7,593	.10%
Citizens Business Bank, Revolving Fund	76,667	.10%
Citizens Business Bank, Community Education Clearing Account	9,462	.00%*
Citizens Business Bank, Web Registration Credit Cards	80,428	.10%
Citizens Business Bank, Parking Services Credit Cards	232	.10%
Citizens Business Bank, Performing Arts Center	1,668	.00%
City National Bank, Federal Perkins Loans	21,410	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,737	.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 December 31, 2014, Quarterly Investment Report, as presented.

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

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

DATE: March 25, 2015

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 December 31, 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 December 31, 2014, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2014-2015

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q2)

December 31, 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	145,486,005
A.2	Other Financing Sources (Object 8900)	45,798	272,054	574,076	857,665
A.3	Total Unrestricted Revenue (A.1 + A.2)	139,080,654	136,494,794	148,990,792	146,343,670
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	141,686,959	138,565,735	145,965,823	158,855,444
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	873,132	532,735	518,742	1,256,601
B.3	Total Unrestricted Expenditures (B.1 + B.2)	142,560,091	139,098,470	146,484,565	160,112,045
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-3,479,437	-2,603,676	2,506,227	-13,768,375
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	16,467,810
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	31,234
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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		28,387,144	50,223,735	48,219,136
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	44,437,705	28,387,144	50,223,735	48,219,136

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	145,486,005	82,146,991	56.5%
I.2	Other Financing Sources (Object 8900)	830,343	857,665	838,129	97.7%
I.3	Total Unrestricted Revenue (I.1 + I.2)	145,425,359	146,343,670	82,985,120	56.7%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	158,067,633	158,855,444	67,552,845	42.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,223,001	1,256,601	1,004,526	79.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	159,290,634	160,112,045	68,557,371	42.8%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-13,865,275	-13,768,375	14,427,749	
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	16,467,810	44,663,934	
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?** **NO**

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3: 2014-15								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3: 2014-15								

* 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 the expenditures. The College's estimated ongoing structural deficit for the 2014-15 fiscal year is \$10.6 million. The College plans to grow by increasing course offerings over the 2.75% Growth funds approved in the 2014-15 State Budget. These growth revenues will contribute to the reduction of the deficit. The College will be receiving \$1.3 Million for Reimbursement of State-Mandated Local Program Costs.

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

DATE: March 25, 2015

CONSENT

SUBJECT Tie-Down Agreement with Threshold Aviation Group at Chino Airport

BACKGROUND

In April 2010, the College entered into a five-year agreement with Threshold Aviation Group for tie-down space at the Chino Airport to store a Gulfstream II jet that was donated by an alumnus of the College.

ANALYSIS AND FISCAL IMPACT

The current term will end March 31, 2015. The College wishes to enter into a new five-year agreement commencing April 1, 2015. There is no cost increase to the previous year's rate of \$250 per month. The agreement may be terminated by either party upon a 30-day written notice.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a new five-year agreement with Threshold Aviation Group, as presented.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #6

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 25, 2015</u>	CONSENT
SUBJECT <u>Agreement with Vicenti, Lloyd & Stutzman LLP</u>	

BACKGROUND

On January 14, 2015, the Board of Trustees approved the implementation of a Procurement Card (P-Card) Program to allow select employees to purchase small-dollar supply purchases.

ANALYSIS AND FISCAL IMPACT

In preparation of issuing the P-Cards and to ensure proper internal controls, the College wishes to engage the services of Vicenti, Lloyd & Stutzman LLP (VLS), the College's auditing firm, to provide several workshops with the main topic being Internal Controls. Ernie Cooper will be the presenter for each of these workshops. Mr. Cooper is a Certified Public Accountant as well as a Certified Fraud Examiner, and is certified in Financial Forensics.

For purposes of preparing for these workshops, VLS will utilize members of their forensic services unit and/or individuals with expertise and experience in accounting and auditing principles for community colleges. Their hourly fees will be billed as follows:

Ernie Cooper and Partners:	\$350
Senior Manager:	\$270
Manager:	\$195
Senior Associate:	\$160
Associates/Interns:	\$140
Clerical/Administration:	\$100

The estimated total hours for VLS to perform this engagement will be approximately 50 hours, for an estimated total fee of \$15,000. Future workshops will be billed accordingly. These hours include all research time, preparation of the PowerPoint and materials, travel time (at IRS rates), and pre- and post-debriefings with Fiscal Services staff.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the engagement of Ernie Cooper with Vicenti, Lloyd & Stutzman LLP, to provide Internal Controls workshops, as presented.

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

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

DATE: March 25, 2015

CONSENT

SUBJECT: Donation of Pottery Wheels to Wallis Annenberg High School

BACKGROUND

On February 11, 2015, the Board of Trustees approved a donation of six of the 12 pottery wheels that are currently being replaced by the Arts Division. These wheels are old, ranging from 10–30 years, or are in need of repair.

ANALYSIS AND FISCAL IMPACT

Education Code 81450.5 allows the Board to donate personal property belonging to the College to another school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be donated.

The College has received a request for the remaining six pottery wheels (valued at less than \$200 each) from Wallis Annenberg High School, a public charter school located in South Los Angeles. The high school is starting a new ceramics program, and the wheels would be a vital component to their program. Wallis Annenberg High School has provided written confirmation of their examination and desire to obtain these wheels.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the donation of six pottery wheels to Wallis Annenberg High School, as presented.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #8

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>March 25, 2015</u>	CONSENT
SUBJECT: <u>Purchase Furniture and Equipment for Technology Education Resource Center (TERC), Modular Buildings 18B/C</u>	

BACKGROUND

A project is underway to provide a new Technology Education Resource Center (TERC), which will be located in modular Buildings 18B/C. The TERC will provide students with an open space conducive to high-impact learning and collaboration. The project scope includes new furniture for modular office systems, free-standing components, mobile technology equipment, mobile resource learning tools, and storage units required to maximize space utilization efficiencies.

Specifications for office furniture are based on campus faculty office standards established from the Administration Building Request for Proposal. Specifications for the student collaboration furniture are based on the campus instructional standards established from the Design Technology Building Request for Proposal.

ANALYSIS AND FISCAL IMPACT

Associates Purchasing – Mobile free-standing tables, chairs, and marker boards (U.S. Communities)	\$24,782.24
Tangram – Free-standing ADA-compliant tables, mobile media units with small marker boards, and seating (Design Technology Center RFP)	\$55,792.05
Interior Office Solutions – Task chairs, lounge chairs, and bench seating (U.S. Communities)	\$30,016.07
Allsteel – Modular systems and free-standing classroom and office furniture (CMAS)	\$33,011.39
KI – Small group seating with monitor control units (CMAS)	\$38,482.46
Egan Visual – Wall-mounted visual display boards and accessories (CMAS)	\$513.40
Izzy Plus – Large group seating with barstool-height monitor control unit (TCPN)	\$14,415.21
Humanscale – Ergonomic tools (CMAS)	\$1,303.03
Marathon – High-Density Storage (Administrative Services RFP)	\$2,640.00
CBI – Product Labor and installation	\$14,086.16
TOTAL	\$215,042.01

Prepared by: Teresa Patterson/Gary L. Nellesen Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #9

SUBJECT: Purchase Furniture and Equipment for Technology Education Resource Center (TERC), Modular Buildings 18B/C

DATE: March 25, 2015

Cost proposals were submitted by the selected manufacturers for the purchase, shipping, freight, and installation of the furniture per the above summary. During the analysis process, the building end users determined that the specified products meet both the functional requirements and budget.

The majority of manufacturers listed above have successfully provided quality products and services to the College in the past. Contract terms include:

- California Multiple Awards Schedule (CMAS)
- The Cooperative Purchasing Network (TCPN)
- U.S. Communities Government Purchasing Alliance
- Design Technology Center Bid Pricing
- Administrative Services Bid Pricing

Funding Sources

Instructional Equipment Grant and Measure RR (Series A) Bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of furniture for the Technology Education Resource Center, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</u>	CONSENT
SUBJECT:	<u>Claim Against the District – Employee Number Ending in 4954</u>	

BACKGROUND

Government Code Sections 910 through 915.4 specifies the procedure by which a claimant may present a claim against the College for injury, damage, or loss.

ANALYSIS AND FISCAL IMPACT

On February 5, 2015, the District received a claim for damages from a claimant alleging discrimination in violation of Title VII of the Civil Rights Act of 1964. The District’s claims administrator has reviewed the claim and requests that the Board of Trustees take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

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

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 25, 2015</u>	CONSENT
SUBJECT: <u>Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Building 12 Counseling Remodel</u>	

BACKGROUND

The Building 12 Counseling Remodel project was approved under the Lease/Leaseback Construction Delivery Method on June 25, 2014, with a Guaranteed Maximum Price of \$271,615. The construction activities began on June 26, 2014, and were substantially complete on October 20, 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 four 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.

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 – Building 12 Counseling Remodel

DATE: March 25, 2015

Project Data for the Building 12 Counseling Remodel Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 0
- Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 1

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$57,522)
- Percent Cost Over/Under Guaranteed Maximum Price -21.78%
- Working Days Over/Under Contract Schedule 0
- Contract Change Orders 0

Post-Construction Phase

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

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the reduction of \$57,522 to the contract amount, the reduction of the lease period to 35 days, and accepts the project as complete.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 25, 2015</u>	CONSENT
SUBJECT: <u>Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Foundation Offices</u>	

BACKGROUND

The Foundation Offices project was approved under the Lease/Leaseback Construction Delivery Method on March 19, 2014, with a Guaranteed Maximum Price of \$342,226. The construction activities began on March 20, 2014, and were substantially complete on July 18, 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 four 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.

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

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Foundation Offices

DATE: March 25, 2015

Project Data for the Foundation Offices Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 0
- Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 1

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$93,949)
- Percent Cost Over/Under Guaranteed Maximum Price -27.45%
- Working Days Over/Under Contract Schedule 0
- Contract Change Orders 0

Post-Construction Phase

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

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the reduction of \$93,949 to the contract amount, the reduction of the lease period to 35 days, and accepts the project as complete.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</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:	ALTA Environmental	
	Project:	Annual Emission Report	
Item	Description:	Amount	
	Professional consulting services to provide the Annual Emissions Report for 2014, as required by the Southern California Air Quality District. Services are provided for a fixed fee.	\$4,950.00	
	Contract Amount:	\$4,950.00	

#2	Consultant:	H2 Environmental	
	Project:	Parking Structure	
Item	Description:	Amount	
	Professional asbestos and lead monitoring/project oversight and sample analysis for the Parking Structure project.	\$32,670.00	
	Contract Amount:	\$32,670.00	

#3	Consultant:	Pal ID Studio	
	Project:	Reconfigure the Marketing and Research Office Spaces	
Item	Description:	Amount	
	Provide professional interior design services to reconfigure the Research and Marketing offices, as needed, to provide additional workstations and support spaces. Services include specifications, product selection, design, and documentation for the bidding process and construction coordination.	\$24,000.00	
	Reimbursable expenses:	\$72.00	
	Contract Amount:	\$24,072.00	

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

SUBJECT: Professional Design and Consulting Services**DATE:** March 25, 2015

#4	Consultant:	Pal ID Studio	
	Project:	Information Technology and Public Safety Renovations	
Item	Description:	Amount	
	Provide professional interior design services for the renovation of the Information Technology and Public Safety spaces in Building 23. Services include specifications, product selection, design, and documentation for the bidding process and construction coordination.	\$34,250.00	
	Reimbursable expenses:	\$1,027.50	
	Contract Amount:	\$35,277.50	

#5	Consultant:	Pal ID Studio	
	Project:	The Science Technology Engineering Math Center	
Item	Description:	Amount	
	Provide professional interior design services for the Science Technology Engineering Math (STEM) Center in the Math and Science Building 61. Services include specifications, product selection, design, and documentation for the bidding process and construction coordination.	\$21,500.00	
	Reimbursable expenses:	\$645.00	
	Contract Amount:	\$22,145.00	

#6	Consultant:	Psomas	
	Project:	Parking Structure	
Item	Description:	Amount	
	Provide professional engineering services for the Storm Water Pollution Prevention Plan (SWPPP) and the Qualified (SWPPP) Practitioner (QSP) Services for the Parking Structure project.	\$78,000.00	
	Reimbursable expenses:	\$2,000.00	
	Contract Amount:	\$80,000.00	

#7	Consultant:	EPT Design	
	Project:	Miscellaneous Landscape Architectural Services	
Item	Description:	Amount	
	Provide professional landscape architectural design services, as needed, for small projects on campus.	\$50,000.00	
	Contract Amount:	\$50,000.00	

SUBJECT: Professional Design and Consulting Services

DATE: March 25, 2015

Funding Sources

No. #1 – Unrestricted General Fund.

Nos. #2-10 – 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>March 25, 2015</u>	CONSENT
SUBJECT:	<u>Professional and Organizational Development (POD) Remodel</u>	
	<u>(Bid No. 3001)</u>	

BACKGROUND

The remodel of the Professional & Organizational Development suite in Building 6 will upgrade the existing space to meet campus standards and current campus needs for training and development. The work includes all new finishes (paint, wall panels, ceiling tiles, etc.), new doors, light fixtures, electrical, data, casework, and plumbing.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Twenty-nine contractors were invited to participate in the bid process with eight contractors attending the job walk. Three bids were received and publicly opened on February 25, 2015. The lowest responsible, responsive bidder is GDL Best Contractors, Inc. A summary of bids is as follows:

Company/Location	Total Base Bid Amount
GDL Best Contractors, Inc., Whittier, CA	\$175,000
Dalke & Sons Construction, Inc., Riverside, CA	\$248,680
Harik Construction, Inc., Glendora, CA	\$243,000

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves Bid No. 3001 – Professional and Organizational Development (POD) Remodel, and awards the project to GDL Best Contractors, Inc., for the amount of \$175,000.

Prepared by: Teresa Patterson/Gary L. Nellesen Reviewed by: Rosa M. Royce/Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #14

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

DATE: March 25, 2015

CONSENT

SUBJECT: Non-Classroom Building 23 Renovation (Bid No. 3009)

BACKGROUND

This project is for the renovation of approximately 7,000 square feet of space in a non-classroom building, which previously housed the Facilities Planning and Management staff during the renovation of the Facilities Planning and Management Building and Emergency Operations Center. The renovation will provide for the expansion of Information Technology and Public Safety spaces. The work will consist of adding new offices and conference spaces; modifications to the plumbing, heating, ventilating, and air conditioning systems, and lighting. The Bid also included alternate pricing for Solatube Daylighting Systems.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Twenty-nine contractors were invited to participate in the bid process with seven contractors attending the job walk. Four bids were received and publically opened on February 18, 2015. The lowest responsible, responsive bidder is Harik Construction, Inc. A summary of bids is as follows:

Company/Location	Base Bid Amount	Additive Alternate 1
Harik Construction, Inc., Glendora, CA	\$483,000	\$16,000
GDL Best Contractors, Inc., Whittier, CA	\$495,000	\$14,600
Sea West Enterprises, Inc., San Dimas, CA	\$579,567	\$10,698
Dalke & Sons Construction, Inc., Riverside, CA	\$650,890	\$25,000

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves Bid No. 3009 – Non-Classroom Building 23 Renovation, and awards the project to Harik Construction, Inc., for the amount of \$499,000, which includes Additive Alternate No. 1.

Prepared by: Teresa Patterson/Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #15

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

DATE: March 25, 2015

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Jayagoda, Manoj
 Position: Student Services Program Specialist New: No
 Department: Disabled Student Programs & Services
 Range/Step: A-79, Step 1 Salary: \$3,835.00/month
 Job FTE: 1.00/12 months
 Effective: 3/12/15

Name: Marin, Irma
 Position: Secretary New: No
 Department: Student Services
 Range/Step: A-81, Step 1 Salary: \$3,912.07/month
 Job FTE: 1.00/12 months
 Effective: 3/12/15

Changes of Assignment

Name: Truman, Lori
 Position: Receptionist/Clerical Assistant New: No
 Department: Information Technology
 Range/Step: A-59, Step 6 + L10 Salary: \$4,151.66/month
 Job FTE: 1.00/12 months
 Effective: 3/12/15
 Remark: Previously 0.75 Job FTE

Name: Miranda, Sandy
 Position: Clerical Assistant New: No
 Department: Financial Aid
 Range/Step: A-52, Step 5 Salary: \$3,563.18/month
 Job FTE: 1.00/12 months
 Effective: 3/12/15
 Remark: Previously 0.475 Job FTE

Prepared by: Human Resources Staff

Reviewed by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #17

SUBJECT: Personnel Transactions

DATE: March 25, 2015

Temporary Out-of-Class Assignment

Name: Villalobos, Julia
From: Clerical Assistant
To: Secretary
Department: Adult Basic Education
Range/Step: A-81, Step 1 Salary: \$1,858.23/month
Job FTE: 0.475/12 months
Effective: 3/26/15
End Date: 6/30/15

Correction to Temporary Out-of-Class Assignment

Name: Spana, Louis
From: Skilled Trade Crafts Worker
To: Lead Construction and Repair Worker
Department: Maintenance
Range/Step: B-76, Step 4 Salary: \$5,307.42/month
Job FTE: 1.00/12 months
Effective: 12/8/14
End Date: 2/24/15
Remarks: End Date initially reported as 2/14/15, per 2/11/15 Personnel Transactions

Resignations

Daniel Lamoree, Sr. Systems Analyst/Programmer, Information Technology, effective 2/27/15
Milagros Navarro, Laboratory Technician – Photography, Arts, effective 1/12/15

Retirement

Kent Taylor, Laboratory Technician – Physical Science & Engineering (Natural Sciences), effective 12/31/14

SUPERVISORY EMPLOYMENT

Temporary Change in Assignment

Name: Jauregui, Juan
Position: Interim Supervisor, Grounds New: No
Department: Facilities Planning and Management
Range/Step: S-5, Step 1 Salary: \$5,582.00/month
Job FTE: 1.00/12 months
Effective: 4/1/15
End Date: 6/30/15

SUBJECT: Personnel Transactions

DATE: March 25, 2015

TEMPORARY EMPLOYMENT

Non-Represented (Short-Term) Salary Schedule

New rate effective 4/1/15
Art Department Model \$25.00/hour

ACADEMIC EMPLOYMENT

High School Summer School Adjunct Hourly Rate Increase

New rate effective 1/27/15 \$45.00/hour

Professional Growth Increment, 2014-15

\$318/month for faculty after serving three or more years at the Initial Service Increment and after completing six semester units of course work

NAME	DEPARTMENT	EFFECTIVE
Anderson, Daniel	Physics/Engineering	8/25/14

Banking Leaves of Absence with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
McGruder, Charles	Sociology/Philosophy	9.375	Spring 2015
Rillorta, Linda	Sociology/Philosophy	2	Spring 2015
Trujillo, Tamara	Radio and Television	1.25	Spring 2015

Approval of Stipend

Master's Degree - \$1,500
Daniel Garcia, Professor, Welding

Retirement

Ruth Jean Hoffman, Professor, Registered Veterinary Technician, effective 3/3/15
Keith Wilson, Professor, Commercial Art, effective 3/31/15

Spring 2015

Credit Hourly Instructors/Substitutes

<u>Name</u>	<u>Name</u>	<u>Name</u>
Abate, Amy Marie	Abdel-Rahman, Ahmad	Addison, Tamika R
Abbott, James Christopher	Abuzalaf, Laura Rose	Adele, David Scott
Abdel Haq, Mohammad	Adamiak, Ann	Afrasiabi, Javid

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Spring 2015****Credit Hourly Instructors/Substitutes** (continued)**Name**

Ahmed, Roohe N
 Allende, Victor
 Altmire, Matthew Dean
 Alvarado, Alexandra Michelle
 Alvarado, Noel M
 Alvarez, Veronica Iris
 Alverson, David John
 Alzate, Angela Maria
 Amaira, Dania Oumayma
 Ammirato, Joseph Samuel
 Anastasia, Stephen J
 Anderson Sr, Richard Lee
 Anderson, Lida L
 Anello, Andrea
 Anglin, Marie M
 Armstrong, Monica T
 Arzunyan, Silva
 Ashbran, Richard Eugene
 Atalla, Seema V
 Atmadja, Janice Nafiri
 Azucar, Martha Alicia
 Bachor, Alana Anel
 Badre, Albert F
 Baez Jr, Mariano
 Baler, Pablo Fabian
 Ball, Heather McLinden
 Banuelos, Marissa C
 Bark, Andrew J
 Barron, Sergio
 Barry, Jay A
 Bartz, Virginia Jo Ann
 Basile, Tammy Louise
 Batcheller, Keith Howard
 Bauer, Erin E
 Bautista, Stephen Joel
 Bava, Jose
 Bayle, M Dolores
 Beakes, Jane Ellen
 Becker, Teresa M
 Beckman, Richard C

Name

Benner Davis, Cherie A
 Benoe, Christopher Scott
 Benzahra, Sidi Cherkawi
 Berbiar, Edward M
 Berenji, Nima Saljooghi
 Bernard, Steven Anthony
 Berry, Theresa M
 Beshay, John Kamal
 Bhari, Shovit Raj
 Bicksler, Bonnie Joy
 Bill, Emily Betty
 Bird, Jenna M
 Bjorck, Sharon-Rose
 Blacksher, Shiloh Anne
 Bladh, Eric M
 Bladh, Eric Woodbury
 Blake, Martha Days
 Blean, Nicole M
 Boada, Miriam Magdalena
 Bolton Jr, John Carr
 Borses, Daniel A
 Borton, Robert Leroy
 Borup, Rebekah Susan
 Bradshaw, John Michael
 Bradshaw, Stacy Leigh
 Brandler, Marcielle Y
 Brekke, Ian James
 Brooks, Alan
 Brown, Dennis Paul
 Brown, Michael M
 Brown, Yuka Goto
 Buckwalter, Michael Thomas
 Buechler, Michael Richard
 Burnett, Jane Frances
 Burns-Peters, Davena Denise
 Burrill, Brandon Hamilton
 Bustos, Francisco
 Butler, Gwendolyn Joleen
 Buzby, Linda M
 Byce, Joann M

Name

Byrne, Robert S
 Byun, Eui Won James
 Cadena, Arturo
 Cahow, Matthew J
 Cahueque, David Anthony
 Cailipan, Adelaine V
 Callaci, Allen John
 Calverley, Russell Norman
 Cameron, John E
 Cammayo, Christina Gloria
 Campbell, Faye Daines
 Cardenas, Yecenia Baltazar
 Carleton, Bruce M
 Carlson, Matthew Kimball
 Carrera, Philip S
 Carroll, Don R
 Carter, Brian C
 Carter, Deborah Lyn
 Casale, Kimie Hiasa
 Casas, Diana Lorena
 Cascella, Henry H
 Case, Marissa
 Casian, Elizabeth
 Castello Jr, Anthony Ernest
 Cenicerroz, Jonathan R
 Cerda, Jessica
 Chaffin, Deborah M
 Chan, Franny Wai
 Chan, Linda Anne
 Chance, Patricia B
 Chandler, Gregory A
 Chang, Chiu Chin
 Chang, Hsiao-Ying
 Chappell, Rashida Chante
 Chau, Evelyn Nhu
 Chavez, Elias
 Chee, Frances Ann
 Chen, Daniel L
 Chen, Eric Y
 Chen, Rae-Shae W

SUBJECT: Personnel Transactions

DATE: March 25, 2015

Spring 2015

Credit Hourly Instructors/Substitutes (continued)

Name

Cheung, Kwun Hung
 Christ, Jacob Scott
 Chui, Pamela H
 Cienik, Margaret A
 Clapp, Daniel Lee
 Cockrum, Dennis C
 Cofer, Danielle L
 Colby, Kathryn Anne
 Cole, Lois M
 Coleman, Debra A
 Connor, Sean Patrick
 Cook, David J
 Coronel, Jessica E
 Cote, Steve Joseph
 Couch, Anna J
 Cox, Steven Boyd
 Crane, Barbara N
 Creed, Rick
 Cretney, Carly Anne
 Crocker, Christine Elizabeth
 Crogman, Horace Teddy
 Crome, Gina M
 Crossman, Elizabeth Erin
 Cruz-Pobocik, Sylvia Becerra
 Cummings, Christine N
 Curran, Karen O'Brien
 Curtin, Robert Patrick
 Cushing, William P
 Dabirian, Shahabedin
 Daigre, Victorine Elizabeth
 Damansouz, Firouzeh
 Damico, Anthony P
 Dang, Han N
 Daulatzai, Yusef Saqib
 Dave, Kirit M
 Day, Charmaine Laura
 Day, Kimberly Ann
 De La Rosa, Daniel
 Deas, Grady Anthony
 Del Castillo, Steve S

Name

Delgado Jr, Mario
 Deng, Yu-Wen
 Dennis, Maria Vradimirovna
 Denton Jr, John Phillip
 Destefano, Michael Shawn
 Dewald, Bernardus W
 Dillon, Joyce H
 Dizon, Caleb Anthony
 Domico, Mario N
 Domingues, Cameron Brooke
 Dominguez, Robert Anthony
 Dominguez, Vonjaires M
 Dominick, Samuel A
 Donegan, Rebecca Nicole
 Dong, Meijuan
 Doonan, Shelley K
 Dorgan, Catherine Marie
 Doshi, Dhaval Praful Chandra
 Drakou-Sarantopoulos, Helen
 Dubiel, John Alexander
 Dunaway, Jourdan Rae
 Duncan, Daniel M
 Duncan, Kevin Samuel
 Dunipace, Taber D
 Durfield, Timothy Richard
 Dutreaux, Renee Louise
 Dutz, Kay Michelle
 Edwards, Adam Jacob
 Edwards, Charles Webley
 Edwards, Elizabeth Rose
 Efron, Alan Jerome
 Elardi, Frank Paul
 Elkoussy, Kamilia Mohamed
 Ellis, Richard Harold
 Emadi, Makan
 Emery, Michael D
 Engler, Diane L
 Engstrom, Rebecca Zoe Bryan
 Entus, Robert M
 Erbe, Cynthia Ann

Name

Eremiyski, Rumen R
 Erickson, Eric Luther
 Erskine, N Jeanne
 Erturk, Florence Jeanne
 Espy, Sheila Y
 Esquivel, Edgar I
 Evanshine, Sharon Kay
 Fabiero, Karin Kantenwein
 Fanego, Cristofer
 Fantazia, Julianne Renee
 Faradineh, Rahim Alavi
 Farber, Margaret Mary
 Farnum, Martin F
 Farris, Bob L
 Farschman, Kurt Van
 Felix, Luis Richard
 Fell, Devon Rachelle
 Felten, Angeliqum M
 Fernandez Lango, Brenda L
 Fernandez, Christopher Nathan
 Fernandez, Michael Lawrence
 Fernandez, Paola S
 Fields, Gale Anthony
 Fleck, Jessica Courtney
 Fleming, Judith Ann
 Flisik, Tyler J
 Flores, Caleb
 Flores, Cynthia Alicia
 Flores, Jennifer Marie
 Florio, Melanie A
 Ford-Charles, Charlette D
 Forest, Roger Dean
 Francev, Peter K
 Franklin, Maisha Antoinette
 Freeland, Edward William
 Frost, Kristin Joy
 Fueger, Mary Ann Griego
 Fuentes, Antonio
 Fukushima, Norikazu Jun
 Fuller, Maria Luisa

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Spring 2015****Credit Hourly Instructors/Substitutes** (continued)**Name**

Galaz, Jesus Francisco
 Garcia Dena, Jose Manuel
 Garcia, John Glenn
 Garcia, Victor M
 Garcia-Mata, Marilyn Victoria
 Garland, Jeffery Buddy
 Geagley, Bradley Keith
 Geary, Kim
 Genovese, Maria
 Genovese, Richard S
 George, Kimberly Marie
 Giles, Naomi Ruth
 Goff, Michael Eugene
 Golden, Nancy S
 Gomez-Lecaro, Maria Elena
 Gonzalez, Enrique Christian
 Gonzalez, Randall A
 Gorcik, Robert H
 Graham Martinez, Valerie
 Green, Beverly Sue
 Greenberg, Herschel
 Grey, Gene
 Griendling, Kevin A
 Grubb, Barbara Jo
 Guerrero, Lisa M
 Guild, Tracy Rachael
 Ha Nguyen, Anna Ngocyen
 Ha, Chauly Tran
 Habayeb, Olga N
 Hackmann, Debra Jeanne
 Haddock, Lynette Gay
 Hagerman, Yvonne M
 Hahn, Nancy Lynette
 Haines, Ashley J
 Haines, Janice Jacqueline
 Haines, Michael
 Hajjaliakbar, Lily
 Hall, Justin N
 Hall, Kathryn S
 Hallsted, Christopher Anthony

Name

Hamby, Bobbi Page
 Han, Steven
 Hancock, Joy Elizabeth
 Haney, Randy G
 Harfouche, Youssef Georges
 Harirchi, Madjid
 Harrington, Maria Angela
 Harris, Kenten B
 Harsany, Stephen C
 Hartmann, Corinne Marie
 Hartouni, Kristine E
 Hauchwitz, Mark
 Hauw, Winston L
 Hawkins, Devona E
 Heaton, Katie Elizabeth
 Heggins Jr, James Wiley
 Heimann, Thomas Albert
 Heinicke, David Ross
 Hemphill, Kathi L
 Hendrix, Jeffrey Glenn
 Heney, Hugh William
 Henry, Darryl
 Henry, Heather Kathaleen
 Hernandez Arocha, Esther
 Hernandez, Lisa Steele
 Hernandez-Magallon, Karla Y
 Hess, Ronald Robert
 Heyrat, Mahmood
 High, Kathleen Elizabeth
 Hight, Deana Marie
 Hight, Jeremy J
 Hight, Lisa Ann Midori
 Hill, John Harry Augustus
 Hinson, Jennifer Lynn
 Hoekstra, Thomas Richard
 Holinsworth, Julie Lee
 Holland, Daniel Patrick
 Hollenshead, Marcia G
 Hollimon, Keith Anthony
 Holloway, Brian

Name

Horwitz, Ellen Sandra
 Howey, Dawn Marie
 Howland, Tina Marie
 Hroblak, Jeremy M
 Hruby, Shauna T
 Huang, Lily Liwen
 Huffman, David Leon
 Hughes, Jaydee Tumaming
 Hughes, Richard O
 Hulett, Philip C
 Humaciu, Matthew Frank
 Hung, Jordan Weijei
 Hunt, Ryan R
 Hunter-Buffington, Carri Marie
 Hurley, Jet
 Ildefonso, Nelson J
 Impert, Walter William
 Inman, Donna J
 Irvine, Cynthia D
 Isaacs, Gary Allen
 Ishihara, Chie
 Iskander, Christine Adel
 Ito Rocha Santana, Naluce
 Jackle, James William
 Jackson, Lucy Mutindi
 Jacobs, Gail D
 Jaimes, Franciella Marie
 Jannati, Elmira
 Jayachandran, Sanjay
 Jeffers, Bonnie B
 Jenkins, Tina S
 Jensen, Karen L
 Johnpeer, Gary D
 Johnson Jr, Leroy E
 Johnson, Kent James
 Johnson, Susan M
 Jollevet Jr, Felix
 Joneja, Kamal Preet
 Jones, Jeffery
 Jones, Laquita Monique

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Spring 2015****Credit Hourly Instructors/Substitutes** (continued)**Name**

Jones, Lorraine A
 Jones-Ramey, Brian Keith
 Jose, Benjamin Kyle
 Joshua, Stacey Jae
 Kahn, Joan Deborah
 Kamiya, Kaoru
 Kang, Eun Suk
 Karadanopoulos, Michael
 Karmiryan, Ruzanna
 Kassis, Noura I
 Kaur, Raminder
 Keena, Shane M
 Keeney, Mary Adela
 Kelly, Donna R
 Kelly, Sean P
 Kennelley, Erika F
 Ketenchian, Grigor Sahak
 Key Ketter, Leah Marie
 Khalife, Eihsan
 Khattar, Fayez Fouad
 Kiang, Grace Hwei-Ching L
 Kidane, Theodros Zerufael
 Kilanski, Paul J
 Killian, Amanda C
 Kilmurray, Kevin J
 Kim, Myong-Sook
 King, Carroll H
 Kingsbury, Sadie Ann
 Kinnes, Scott S
 Klassen, Masako Okamura
 Klein, Joy Noel
 Knish, Michael Anthony
 Kogat, Lisa Elaine
 Kohl, Joan Williams
 Kostiuik, Erik
 Kowalski, Francis S
 Kowell, Masha
 Kraybill, Jeanine Elizabeth
 Kremer, Amelia E
 Kuchta III, John G

Name

Kuroki, Hirohito
 Kwok, Gigi Yin Chi
 Kwok, Gino Marco
 La Valle Shepston, Anne
 Labrit, Guillermo
 Lahey, Michael John
 Lahham, Lina
 Lahr-Dolgovin, Roberta Ellen
 Lai, Irving W
 Lalama, Alexander Victor
 Lam, Albert
 Lam, Hoa Quoc
 Lam, Wood C
 Lambright, Kenneth Preston
 Lamphier, Peg Ann
 Lanaro, Giovanni A
 Landas, Michael John
 Landeros, Teresa Alonso
 Lane, John Stanton
 Lannom, David L
 Lape, Eric Scott
 Laronga, Barbara
 Larson, Sandon Scott
 Lastrapes, Martin L
 Latragna, Alexandria Rose
 Laub, Kathleen Ann
 Lawton, Judith M
 Lazar, Edward R
 Lazar, Ryan E
 Lee, Anthony Asa
 Lee, Bianca Aquilla
 Lee, Chongui Keith
 Lee, Kaelin Elizabeth
 Lee, Monica Jean
 Lee, Wendee Higa
 Lefler, Patricia S
 Leinweber, Anita
 Lepp, Jodi Lynn
 Leung, Sing Lit
 Lewis, Nicole Beth

Name

Leyva, Enriqueta
 Li, Ling
 Li, Qin
 Li, Xiaoyan C
 Likens, John D
 Lirio, Frances Patricia Yap
 Little, David A
 Liu, Melanie Sensen
 Lloyd, Anthony Frazier
 Lo Piccolo, Joseph Townsend
 Loew, Valerie M
 Londo, Daniel James
 Long, Gary William
 Lopez, Robert M
 Lord, Harry Chester
 Louis, Iris Guerra
 Loupe, Leleua L
 Loy Jr, James R
 Lubman, Marie Dorothy
 Lucas, Hannah Edit Marjolaine
 Lukenbill, Casey Maureen
 Luther, Mihoko Terada
 Ly, Hoa Thi
 Ly-Hoang, Kheng
 Lynch, Charlotte L
 Lynch-Thompson, Candace C
 Lyon, Natalia Zorairovna
 Lyons, Arlette Angele
 Lyons, Kelley Lynn
 Mahjoor, Parisa
 Mahlke, Jennifer Lynn
 Mahmoud, Eugene Leo Draine
 Mahood, Karen Suzan
 Mahpar, Steven Kameron
 Malmgren, Stephanie Lynn
 Manarino, Michele M
 Manookian, Danielle Jean
 Mansfield, William L
 Mansouri, Bahman
 Mar, Bryan S

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Spring 2015****Credit Hourly Instructors/Substitutes** (continued)Name

Marella, Danilo C
 Marin, Yazmin
 Marquez, Gilbert Raymond
 Marsh, Malinda Lynn
 Martin Jr, George T
 Martin Jr, William
 Martin, Margot
 Martinez, Elizabeth Angela
 Martinez, Suzanne Lucille
 Martino, Leanora
 Mason, Caryn Remington
 Mason, Clair S
 Mata, Scott A
 Mateo, Sheila Marie
 Mattoon, Mark D
 Mattoon, Michelle Heather
 Mayo, Ana Veronica
 Mc Cabe, Dale C
 Mc Cready, Lynne Ann
 Mc Kennon, Anna L
 McCombs, Curt L.
 McDermott, Sarah Deanne
 McGeehan, Laura
 McGuthry, Katheryn Edwards
 McIntosh, Ryan Eugene
 McIntyre Fitzgerald, Claudine
 McKeen, Wendy Michelle
 Medrano, Mayda Victoria
 Mejia Gonzalez, Estela Maria
 Melo, Filipe A
 Mendenhall, Laurence David
 Mendoza Jr, Miguel A
 Menon, Kaushiki
 Menzing, Todd Eric
 Mercier Jr, Paul G
 Meredith, Donald De Wayne
 Merrill, James
 Mersel, Jonathan
 Merward III, Charles Joseph
 Millward, William R

Name

Miranda III, Gerardo
 Mirnajafizadeh, Zahra Sadat
 Mittler, William W
 Montero, Sasha
 Moore, Barbara J
 Moore, Robin D
 Moorehead I, Antonio J
 Morales Beasley, Stacey A
 Morgan, Doug William
 Mosack, Raymond Allen
 Moshrefi, Farshid
 Muleta, Tilahun Dr
 Mulick, Brian Robert
 Mullane, Douglas M
 Muniz, Edgar
 Murashige, Stanley James
 Murray, Bryan P
 Murrey, Brittney Elizabeth
 Musallet, Omar A
 Mushik, Martin P
 Myers-Mc Kenzie, Laurel
 Nafzgar, Sara Ann
 Nahabedian, Steven Anthony
 Nakamatsu, Stacie Y
 Nandi, Swapna
 Nava, Michelle Ani
 Negrete, Charlotte
 Nelson, Donald Francis
 Nelson, Karin Heckman
 Nelson, Mark Stephen
 Nemeth, Stanley Harvey
 Neves, Douglas Scott
 Ngo, Jenny Kathleen
 Nguyen, Cynthia N
 Nguyen, Hoang-Quyen Huu
 Nguyen, John Van
 Nguyen, Kevin
 Nguyen, Marguerite
 Nguyen, Tracy
 Nichol, Michael L

Name

Nightwine-Robinson, Diana M
 Njoo, Shuxian Fu
 Nln, Teerlina
 Nolan Marion, Meagan Amilla
 Null, Nicholas E
 Nwanganga, Okechuku Robert
 O'Cleary, Aiida Renee
 Ogden, Beckette Anne
 Ohanis, Aram A
 Ohara, Ryan Alan
 Olague, Jose Luis
 Ong, Hai Tuan
 Orefice, Velia E
 Ortiz, Janet L
 Ortiz, Jose Giovanni
 Osborne, Kyle D
 Osbourne, Greg A
 Osendorf, Daniel Robert
 Page, Rita Delores
 Pai, Ronald
 Paige, Lee Andrew
 Palumbo, David M
 Panosian, Alis
 Pappas SR, Gus T
 Park, Byoung Hyee
 Park, Jinsun
 Parker, Steven William
 Parks, Yumi Catalina
 Parra, Maria Fatima de Leon
 Pau, Jacqueline Tze-Ho
 Pawlak, Mark Walter
 Paz, Ross Louie Coria
 Pedroja, Joy
 Peng, Grace C
 Penido, John L
 Perea, Chaz
 Perez Gonzalez, Jose
 Perez, Christina Jan
 Persinger, Raymond Mark
 Pesqueira, David Ian

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Spring 2015****Credit Hourly Instructors/Substitutes** (continued)**Name**

Peterson, Elyse Marie
 Petrilla, Ginny L
 Petry, Petra
 Pewthers, Van C
 Phelps, Scott Miller
 Phillips, Julie Christine
 Phillips, Kimberly M
 Piamonte, Rennard Tayao
 Piedra, David Omar
 Pietsch, Erik Shannon
 Pivonka-Jones, Jamie Ann
 Poehner, William John
 Ponce, Heather R
 Potter, Serena Shirley
 Poulter, Clint H
 Powell, Chara N
 Prehn, Marilu A
 Prehn, Richard Wayne
 Prewitt Jr, Dezzie Allen
 Pringle, Lisa M
 Prothero, Donald Ross
 Provencher, Henry William
 Provenzano, Maureen L
 Prutyantov, Victor
 Pula, Edmund S
 Purper, Kristen Nicole
 Pyle, Lynn Rene
 Quach, Christina Sueran
 Queen, Kathryn Townsend
 Quintero, Henry Albert
 Rabun, Timothy J
 Rachele, Sharon Jean
 Rahman, Mustafizur
 Ramal, Randy
 Ramirez Jr., Raymundo
 Ramirez, Ana L
 Ramirez, Jesus Olivares
 Ramirez, Richard E
 Ramirez-Piel, Yolanda
 Ramos Bernal, Natasha Marie

Name

Ramos, Christopher Michael
 Rasmussen, Keith
 Rawling, Jana Diette
 Reckert, Valerie K
 Reed, Josh K
 Regalado, Shelley Marie
 Regenfuss, Annalisa Roberta
 Regueiro Nunez, Lizzette
 Reyes, Angelito R
 Reyes, Lydia A
 Rice, Janice M
 Rieben, Michael J
 Riggs, Alison Mary
 Riggs, David W
 Ripley, Denise Bigelow
 Rivas, Karla Frine
 Rivas, Mario E
 Rivas, Michael Rodney
 Rivera, David
 Roberts III, Charles Lewis
 Robles, Dolores D
 Robles, Donice Kaye
 Rodriguez, Carmen B
 Rodriguez, Leonard J
 Rohlander, Nathan P
 Romero, Alicia
 Romero, Edward Perez
 Rosa, Valerie Marie Chavez
 Ross, Lisa Ann
 Rothman, Stephanie M.
 Roueintan, Masoud Mason
 Roy, Aaron Josephy
 Rubio, Cesar
 Ruh, Lani S
 Ruiz, Carlos Santiago
 Rush, Tyrone Antonio
 Rutherford, Eileen A
 Sabet, Sarah
 Saito, Saeko N
 Salata, Kathy Elaine

Name

Salvador, So-Young Han
 Sanchez, Cynthia
 Sanchez, Ivan D
 Sandhu, Sandeep K
 Santillan, Richard Anthony
 Santostefano, Michela
 Saul, Julie Marie
 Schafer, Carl William
 Schafer, Christopher Anthony
 Schenck, Steven L
 Scholz, Suzanne M
 Schroeder, Jennifer Renee
 Selnick, Sharon M
 Serbia, Elizabeth Angelique
 Sergio, Louis Anthony
 Shah, Ekta Parikh
 Sharp, Diane R
 Shea, Nan Lee
 Shea, Nora Jeannette
 Shear, Michelle J
 Shew, Roger C
 Shiao, Ying Ying Irene
 Shiff, Jason A
 Shiroma, Ryan Michael
 Shoro, Natasha Farheen
 Shum, Mee W
 Silverstein, Andrew Young
 Simmons, Samuel Henry
 Smiley, Jonathan Peter
 Smith, Bailey K
 Smith, Cuyler H
 Smith, Gary Michael
 Smith, Gregory Stephen
 Smith, Kevin P
 Smith, Kimberly A
 Smith, Kirk Douglas
 Smith, Larry S
 Sokol, Alexia Joan
 Solorzano, Diana Barajas
 Soohoo-Hui, Anastasia Noel

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Spring 2015****Credit Hourly Instructors/Substitutes** (continued)**Name**

Sorcabal, Charles John
 Spanu, Luisa
 Spitzer, Jessica H
 Srulevitch, David D
 St John, Tamara Lynn
 Staley, Garrett H
 Standen, Susan Victoria
 Standon RN, Melanie E
 Stanfield, Alexa Kristin
 Staylor, Daniel Sean
 Stefan, John Andrew
 Stephan, Richard Raymond
 Stephenson, Carol L
 Stephenson, Jennifer Ann
 Stevens, Kathleen A
 Stier, Gregory Wade
 Stovall Dennis, Kathryn Ann
 Stowell, Adam T
 Straw, Ellen Katrina
 Stubbs, Thomas Edward
 Stump, Errol Nelson
 Stuntz, Lori A
 Sumarsono, Irene R
 Sumiati, Sain Vie
 Sweet, William Robert
 Sweetman, Susan E
 Syiem, Josephine June
 Syiem, Paul R
 Takemae, Seiji Antonio
 Tan, Daisy Carmen
 Tanuvasa, Tamafaiga Lopeti
 Tapia, Raul
 Tarman, Shana Levet
 Tassone, Richard F
 Tauchi, Saori
 Taylor, Star Tennille

Name

Tedja Kusuma, Frans
 Thomas, Noah S
 Tinker Diaz, Rosa Elena
 Tircuit, Ivan Christopher
 Todd, David James
 Todd, Janet L
 Tolliver, Trevor L
 Tomlinson, Rebecca H
 Torres, Andrea R
 Torres, Jose A
 Torres, Marcel C
 Toyoshima, Heather E
 Tracey, Michael S
 Tram, Vui K
 Trokkos, Mireille Touma
 Tsai, Jennifer
 Tsay, Jeffrey Jyeen
 Tsukerman, Dmitry
 Tuggle, Scott Paul
 Ugas-Abreus, Buenaventura
 Unger, Charles B
 Utter, Robert S
 Valenzuela, Mei B
 Vance, Debra S
 VanderVis, Melinda K
 Vargas, Albert Thomas
 Vartapetian, Irina
 Vazquez Celaya, Sandra
 Vega, Maria C
 Villalobos, Jacob Israel
 Vincent, Nedra Ann
 Virgen JR., Roy
 Voda, Mircea R
 Vogel, Esther
 Vorndran, Joann M
 Voss, Marc Thomas

Name

Vy, Virginia H
 Wade, Don Q
 Wagner, Alycia Renee
 Walls, Robert K
 Walter, Kenneth
 Watanabe, Kathlene K
 Watanabe, Larry
 Watkins, Priscilla Gayle
 Weatherly, Michael J
 Welch, Rosanne M
 White, Raymond Arthur
 Whitlow, Lane M
 Williams, Stephen A
 Willis, Janice A
 Wills, Laura M
 Wilson Gonzalez, Jennifer Lynn
 Windisch, Todd Alan
 Wong, Jack Yim-Yin
 Wong, Rich
 Wood Mojica, Rhonda Lynn
 Worsley, Margaret H
 Wright, Sheila L
 Wu, David Qixing
 Yagoda, Mario
 Yoo, Edward Jung
 Yoshioka, Georgina Alice
 Young, Keening
 Zajack, Gregory Francis
 Zamel, Mary Ann
 Zawahri, Louis
 Zeidel, Scott Wayne
 Zelaya, Gina B
 Zeledon, Selena Marie
 Zelt, Steve M
 Zumaeta, Haydee A

SUBJECT: Personnel Transactions

DATE: March 25, 2015

Spring 2015

Non Credit Hourly Instructors/Substitutes

Name

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

Name

Giron, Luisa Adriana
 Gomez-Angel, Mary Ann
 Gyurindak, Katalin
 Hannon, Laura Ann
 Hayes, Mihaela
 Henry, Pamela L
 Herbst, Mark A
 Hunnicutt, Leslie Mae
 Im, Anne Kwang B
 Jacob, Laura Ruth
 James, Darrell
 Kao, Brenda
 Kim, Grace Unkyong
 Klein, Gabriella Lobasov
 Kletzien, Kristi Pederson
 Kolta, Shirley G
 Kretschmar, Judith Lyn
 Krueger, Jason A
 Lacson, Ronillo E
 Laffey, Mary
 Ledezma, Erica Yolanda
 Lee, Esther Soo Jin
 Lundblade, Shirley Mae
 Martin, Marilyn Kay
 Martinez, Marlise Anna
 Mc Farlin-Stagg, Zina
 Mclaughlin, Marina Deneb
 Melone, Donna Basken
 Messoro, James L
 Middleton, Michael Joseph
 Necke, Donna Marie
 Ngo, Michael Smith
 Nixon, Lorrie M
 Oppenstein, Caridad
 Ortega, Sonia E
 Ortiz, Calixto
 Osea, Mark Edward
 Paphatsarang, Bounyou
 Pham Xuan, Josiah Hoang Nhi
 Ponce, Heather

Name

Prasad, Gayatri K
 Pulido, Alejandra
 Purper, Kristen Nicole
 Rafter, John Michael
 Ramalingam, Leah Rae
 Reynolds, Martha Esta
 Riley, Janet Louise
 Rodriguez, Guillermina
 Rohrenbacher, Jennifer J
 Romero, Vienessa Michelle
 Ryan, Rebecca A
 Rzonca, Shelly Kristin
 Saldana, Alicia Michele
 Sanetrick, Michael Peter
 Silva, Sandra Jane
 Smith, Heather J
 Stringfellow, Susan Joy
 Stump, Celeste S
 Sunnaa, Andrea J
 Szok, Kenneth Francis
 Tamburro, Melody Lynn
 Taylor, Star Tennille
 Toloui, Mitra
 Tom, Aaron Patrick
 Trimble, Jill Ann
 Tucker, Raymond Michael
 Van Dyke-Kao, Rita Mary
 Vandepas, Deborah J
 Vanegas, Yazmin
 Velarde, Margaret G
 Walden, Carl Eugene
 Walker, Susan Amy
 Wallis, Patrick James
 Walter, Kenneth
 Warner, Benjamin L
 White, Shelby Lynn
 Williams, Stephen Odeal
 Windisch, Todd Alan
 Wong, Marylowell Palomares
 Yanuaria, Christina M

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Spring 2015****Non Credit Hourly Instructors/Substitutes**(continued)**Name**

Yates, Sheryl Ann

Additional Assignments

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Altenau, Jane	Adult Basic Education	High School Curriculum Development	2/23/15 – 6/14/15	\$42.16/hr. Not to exceed \$250
Brekke, Ian	Music	Clinician for Jazz Festival	3/6/15	\$42.16/hr. Not to exceed \$1,000
Gilstrap, Mark	Adult Basic Education	High School Curriculum Development	2/23/15 – 6/14/15	\$42.16/hr. Not to exceed \$250
Sanesi, Andrew	Music	Faculty Performer for Instrumental Jazz Festival & Master Class for Bass Students	3/26/15 – 6/12/15	\$42.16/hr. Not to exceed \$300
Shew, Roger	Music	Faculty Performer for Instrumental Jazz Festival & Master Class for Bass Students	3/26/15 – 6/12/15	\$42.16/hr. Not to exceed \$550

TEMPORARY EMPLOYMENT**Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Benoe, Christopher	Laboratory Tech. I	Pool	Photography	21.33	02/23/15-04/30/15
Christopher, Vickie	Human Resources Tech.	Pool	Human Resources	24.62	02/09/15-06/30/15
Gervacio, Marissa	Human Resources Tech.	Absence	Human Resources	24.62	02/01/15-03/31/15
Kirkland, Stafford	Custodian	Pool	Custodial Services	17.42	07/01/14-06/30/15
Valdez, Maria	Secretary	Vacancy	Instruction	22.57	02/26/15-06/30/15

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alvarez, Jessica	Outreach Specialist	High School Outreach	12.50	02/23/15-06/19/15
Arellano, Edward	Administrative Aide	Student Services	12.76	02/23/15-06/19/15
Barragan, Secily	Tutor II	Basic Skills	9.75	03/11/15-06/30/15
Bastidas, Stefany	Instructional Aide	Child Development Ctr.	9.00	07/01/14-06/30/15
Bermundez, Loraine	Secretarial Aide	Adult Basic Education	11.88	03/12/15-06/30/15
Buford, Kenyatta	Case Worker Aide	CalWORKs	11.88	02/22/15-06/30/15
Cabrera II, Jorge	Tutor IV	Upward Bound	11.75	02/10/15-05/31/15
Carrillo, Cinthia	Instructional Aide	Child Development Ctr.	9.00	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Cortes, Yesenia	Instructional Aide	Child Development Ctr.	9.00	02/23/15-06/30/15
Cruz-Nguyen, Jennifer	Teaching Aide	Adult Basic Education	13.27	02/23/15-06/30/15
Diaz, Alisha	Teaching Aide	Adult Basic Education	13.27	02/23/15-06/30/15
Duong, Hung	Study Skills Assistant II	Tutorial Services	11.32	03/25/15-06/30/15
Fernandez, Sandra	Career Transfer Aide I	Counseling	10.50	01/02/15-06/30/15
Garcia, Mary	Case Worker Aide	CalWORKs	12.76	01/03/15-06/30/15
Gomez, Tanya	Study Skills Assistant II	Tutorial Services	11.32	03/12/15-06/30/15
Gonzales, Angela	Secretarial Aide	Adult Basic Education	11.88	04/01/15-06/30/15
Guerrero, Bryanna	Instructional Aide	Child Development Ctr.	9.00	02/23/15-06/30/15
Hamlin, Andrew	Study Skills Assistant II	The Writing Center	11.32	02/23/15-06/30/15
Iosefa, Burton	Administrative Aide	Student Services	12.76	02/23/15-06/19/15
Johansen, Andrea	Instructional Aide	Child Development Ctr.	9.00	02/23/15-06/30/15
Kim, Diane	Study Skills Assistant I	Tutorial Services	10.27	03/12/15-06/30/15
Lemus Diaz, Michael	Outreach Specialist	High School Outreach	12.50	02/23/15-06/19/15
Li, Jeffrey	Administrative Aide	High School Outreach	12.76	12/11/14-06/19/15
Lopez, Luz. M.	Instructional Aide	Child Development Ctr.	9.00	02/23/15-06/30/15
Montecino, Daniel	Senior Tool Keeper Aide	Air Craft Maintenance	13.66	04/09/15-06/30/15
Montenegro, Cesar	Administrative Aide	High School Outreach	12.76	01/02/15-06/19/15
Nguyen, Tam	Study Skills Assistant II	Tutorial Services	11.32	03/01/15-06/30/15
Peralta, Mark	Instructional Aide	Child Development Ctr.	9.00	02/23/15-06/30/15
Schmidt, Kristen	Study Skills Assistant I	The Writing Center	10.27	02/23/15-06/30/15
Silva-Lopez, Ricardo	Tutor IV	ACES	11.75	01/05/15-06/30/15
Skibal, Stephen	Model	Fine Arts	21.00	03/12/15-06/30/15
Soto, Sylvia	Administrative Aide	CalWORKs	12.76	01/03/15-06/30/15
Steagall, Terry	Study Skills Assistant III	The Writing Center	12.48	03/12/15-06/30/15
Villa Roman, Julie	Instructional Aide	Child Development Ctr.	9.00	02/23/15-06/30/15
Wang, Qian	Study Skills Assistant I	Learning Assistance Ctr.	10.27	02/23/15-06/30/15
Williams, Marcus	Administrative Aide	Student Services	12.76	02/21/15-06/30/15
Zubieta, Lorenzo	Financial Aid Assistant	Financial Aid	12.76	01/13/15-06/30/15

Professional Expert Employees – Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alirez, Janell	EMT Specialist	Medical Services	21.00	01/05/15-06/30/15
Alvarado, Samantha	Event Supervisor I	Technical Services	11.75	02/25/15-06/30/15
Amaro, Trenton	Paramedic Specialist	Medical Services	27.00	02/23/15-06/30/15
Arenas Rey, Valene	Project Coordinator	Facilities, Planning & Mgmt.	35.00	01/01/15-06/30/15
Austin, Markie	Non-credit Instructor	Upward Bound	45.00	01/24/15-05/31/15
Bing, Lisa	Interpreter II	Humanities & Social Sci.	30.00	01/05/15-06/30/15
Brandenburg, Steve	Paramedic Specialist	Medical Services	27.00	01/21/15-06/30/15
Byrd, Jade	Interpreter I	DSP&S	25.00	01/12/15-06/30/15
Capps, Craig	EMT Specialist	Medical Services	21.00	01/15/15-06/30/15
Carroll, Brandon	Paramedic Specialist	Medical Services	27.00	01/05/15-06/30/15
Couts, Daniel	Paramedic Specialist	Medical Services	27.00	01/05/15-06/30/15
De Leon-Ramos	Program Aide	Child Development Ctr.	19.76	02/01/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Drzymkowski, Kristina	Paramedic Specialist	Medical Services	27.00	02/23/15-06/30/15
Edwards, Joshua	Technical Expert I	Nursing	35.00	02/12/15-06/30/15
Espinoza, Juan	Paramedic Specialist	Medical Services	27.00	01/05/15-06/30/15
Fletex, Michelle	EMT Specialist	Medical Services	21.00	01/05/15-06/30/15
Fonseca, Daisy	CDC Associate I	Child Development Ctr.	9.00	09/04/14-06/30/15
Garner, Virginia	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	10/23/14-06/30/15
Gehr, Patricia	Psychologist	Student Health Services	48.83	07/01/14-06/30/15
George, Kimberly	Not for Credit Instructor II	The Writing Center	45.00	02/23/15-06/30/15
Gregory, Michael	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	02/09/15-06/30/15
Kim, Stacy	EMT Specialist	Medical Services	21.00	01/05/15-06/30/15
King, Angela	Interpreter I	Sign Language	25.00	02/23/15-06/30/15
Leon, Ingrid	House Manager I	Technical Services	10.75	02/23/15-06/30/15
Lindstrom, Dane	Paramedic Specialist	Medical Services	27.00	03/02/15-06/30/15
Maksimuk, Nick	Lecturer-Fire Technology	Fire Technology	37.26	03/12/15-06/30/15
Martinez, Irene	CDC Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Minning, Carol	Project Manager	Facilities, Planning & Mgmt.	55.00	02/04/15-06/30/15
Munoz, Breeanna	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	10/22/14-06/30/15
Nguyen, Tommy	FAA Certified Lab Assistant	Aircraft Maintenance	15.00	02/23/15-06/30/15
Noboa, Christian	EMT Specialist	Medical Services	21.00	01/05/15-06/30/15
Nunez, Gabriela	Child Development Teacher I	Child Development Ctr.	9.75	12/01/14-06/30/15
Padilla, Horacio	Interpreter IV	Sign Language	41.00	02/02/15-06/30/15
Pena, Oscar A.	Project Program Aide	ESL	19.76	02/02/15-06/30/15
Pontious, Micheline	Project Coordinator	Research & Inst. Effect.	35.00	02/10/15-06/30/15
Pula, Edmund	Technical Expert I	Special Events	35.00	10/01/14-06/30/15
Ramirez, Cindy	Tutorial Specialist I	The Writing Center	17.00	02/23/15-06/30/15
Rider, Shannon	Project Coordinator	Research & Inst. Effect.	35.00	02/11/15-06/30/15
Rieben, Michael	Aquatics Assistant VII	Technical Services	16.00	01/09/15-06/30/15
Rincon, Priscilla	EMT Specialist	Medical Services	21.00	01/05/15-06/30/15
Schiewe, Nicole	EMT Specialist	Medical Services	21.00	01/05/15-06/30/15
Scotti, Lauren	EMT Specialist	Medical Services	21.00	02/23/15-06/30/15
Seibert, Amanda	Athletic Injury Specialist I	Special Events	22.00	02/01/15-06/30/15
Stuard, Bob	Interpreter V	Sign Language	48.00	02/23/15-06/30/15
Stump, Errol	Aquatics Assistant VII	Technical Services	16.00	01/22/15-06/30/15
Turpin, Samuel	Paramedic Specialist	Medical Services	27.00	01/21/15-06/30/15
Uliana, Regina	Psychologist	Student Health Services	48.83	07/01/14-06/30/15
Veal, Eglá	Real Time Captioner V	DSP&S	43.00	02/23/15-06/30/15
Wagner, Alycia	Technical Expert I	Kinesiology, Ath. & Dance	35.00	01/15/15-06/30/15

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acosta, Gabriela	Student Assistant III	Horticulture	10.50	02/23/15-06/30/15
Acosta, William	Student Assistant III	The Writing Center	10.50	02/23/15-06/30/15
Aden, Saxon	Student Assistant IV	DSP&S	11.25	02/23/15-06/30/15
Agreda, Samantha	Student Assistant III	Child Development Ctr.	10.50	02/02/15-02/20/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Agreda, Samanta	Student Assistant III	Child Development Ctr.	10.50	02/23/15-06/30/15
Aguilera, Lolita	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Aguino, Ardelle	Student Assistant I	Continuing Education	9.00	02/23/15-06/30/15
Alayass, Khaoula	Student Assistant III	Child Development Ctr.	10.50	02/23/15-06/30/15
Alkasas, Marina	Student Assistant III	Information Technology	10.50	02/23/15-06/30/15
Alvarez, Ashley	Student Assistant III	DSP&S	10.50	02/19/15-02/20/15
Alvarez, Ashley	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Alvarez, Raelyn	Student Assistant IV	Child Development Ctr.	11.25	02/23/15-06/30/15
Alvarez, Vanessa	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Amaratunga, Shanelle	Student Assistant V	Adult Basic Education	12.50	02/23/15-03/31/15
Amaratunga, Shanelle	Student Assistant III	Adult Basic Education	10.50	02/23/15-06/30/15
Amaya, Isabella	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Anaya, Sonia	Student Assistant III	Child Development Ctr.	10.50	02/23/15-06/30/15
Angulo, Karina	Student Assistant III	Child Development Ctr.	10.50	02/23/15-06/30/15
Angulo, Nancy	Student Assistant III	Child Development Ctr.	10.50	02/23/15-06/30/15
Aquino, Ardelle	Student Assistant I	Continuing Education	9.00	01/11/15-02/22/15
Arellano, Esther	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Armaratunga, Shanelle	Student Assistant V	Adult Basic Education	12.50	01/24/15-02/21/15
Arreola, Milton	Student Assistant IV	Learning Assistant Ctr.	11.25	02/23/15-06/30/15
Arvizu, Irma	Student Assistant III	Horticulture	10.50	02/23/15-06/30/15
Ascencio, Yvette	Student Assistant II	DSP&S	9.75	02/23/15-06/30/15
Attrill, Christina	Student Assistant III	Child Development Ctr.	10.50	02/23/15-06/30/15
Baedor, Melannie	Student Assistant V	HCRC	12.50	02/25/15-06/14/15
Bailey, Alan	Student Assistant III	Radio	10.50	03/02/15-06/30/15
Ballardo, Jennifer	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Baltzer, Laura	Student Assistant I	DSP&S	9.00	02/19/15-02/20/15
Baltzer, Laura	Student Assistant I	DSP&S	9.00	02/23/15-06/30/15
Barcenas, Jesus	Student Assistant II	Bridge	9.75	02/23/15-06/30/15
Barrios, John	Student Assistant II	Public Safety	9.75	02/23/15-06/14/15
Basto, Paula Lyn	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Beltran, Alba	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Berriozabal, Andrea	Student Assistant II	Counseling	9.75	02/23/15-06/19/15
Biddle, Charles	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15
Bisarra, Alexis	Student Assistant II	DSP&S	9.75	02/19/15-02/20/15
Bisarra, Alexis	Student Assistant II	DSP&S	9.75	02/23/15-06/30/15
Boiko, Amanda	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Bonilla, Sergio	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15
Bose-Roldan, Nadele	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Bradley, Sectino	Student Assistant I	EOPS/CARE	9.00	02/23/15-06/19/15
Brambila, Alexander	Student Assistant IV	EOPS/CARE	11.25	02/23/15-06/30/15
Brown, Benjamin	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Bui, Michelle	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Burch, Donna	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Burleson, Travis	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Camacho, Gabriel	Student Assistant III	Information Technology	10.00	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Cantrell, Kalen	Student Assistant IV	Computer Info. Systems	11.25	02/23/15-06/30/15
Cantu, Martin	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Cardenas, Alva	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Cardenas, Anna	Student Assistant IV	EOPS/CARE/CalWORKs	11.25	03/02/15-06/19/15
Cardiel-Sierra, Angelique	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Cardona, Leonard	Student Assistant V	Information Technology	12.50	02/23/15-06/30/15
Cardona, Sharon	Student Assistant I	DSP&S	9.00	02/23/15-06/30/15
Carlos, Richard	Student Assistant II	Natural Sciences	9.75	02/24/15-06/30/15
Carlton, Alexi	Student Assistant V	Paralegal	12.50	02/23/15-06/30/15
Carrillo, Alexander	Student Assistant IV	Hospitality	11.25	02/23/15-06/30/15
Carrillo, Elsa	Student Assistant V	Adult Basic Education	12.50	02/23/15-06/30/15
Carrillo, Virginia	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Cascio, Geoffrey	Student Assistant III	Technical Services	10.50	02/23/15-06/30/15
Casian, Abigal	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Castaneda, Rebecca	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Castellanos, Veronika	Student Assistant IV	EOPS/CARE/CalWORKs	11.25	03/02/15-06/19/15
Castro, Valeria	Student Assistant I	Kinesiology, Ath. & Dance	9.00	01/05/15-02/22/15
Cervantes, Yoseline	Student Assistant II	DSP&S	9.75	02/23/15-06/30/15
Cetina, Joshua	Student Assistant II	Human Resources	9.75	02/23/15-06/30/15
Chaltron, Carlos	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Chang, Abigail	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Chang, Jamie	Student Assistant II	Technical Services	9.75	02/23/15-06/30/15
Chapman, Travis	Student Assistant I	Biological Sciences	9.00	03/03/15-06/30/15
Charrette, Chelsea	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Chavez, Valerie	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Chenet, Keauntra	Student Assistant II	Child Development Ctr.	9.75	02/23/15-06/30/15
Chenet, Keauntra	Student Assistant III	Child Development Ctr.	10.50	02/23/15-06/30/15
Cheung, Andrew	Student Assistant V	Histotechnology	12.50	02/23/15-06/30/15
Choi, Erik	Student Assistant II	Counseling	9.75	02/23/15-06/19/15
Chung, Ky	Student Assistant II	ESL	9.75	02/23/15-06/30/15
Cisneros, Denise	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Cobb, Raymond	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Cobian, Abraham	Student Assistant II	Public Safety	9.75	02/23/15-06/14/15
Contreras, Bianca	Student Assistant III	Adult Basic Education	10.50	02/23/15-06/30/15
Contreras, Elizabeth	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Corcuera, Raul	Student Assistant II	Agricultural Sciences	9.75	02/23/15-06/30/15
Corona, Victoria	Student Assistant II	Agricultural Sciences	9.75	02/23/15-06/30/15
Correa, Neftali	Student Assistant V	Information Technology	12.50	02/23/15-06/30/15
Cortes, Edgar	Student Assistant I	EOPS/CARE/CalWORKs	9.00	03/02/15-06/19/15
Cortez, David	Student Assistant V	Tutorial Services	12.50	02/23/15-06/30/15
Costales, Jeffery	Student Assistant III	Bridge	10.50	02/23/15-06/30/15
Covarrubias, Guillermo	Student Assistant I	Technical Services	9.00	02/23/15-06/30/15
Cruz, Stephanie	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Cruz-Nguyen, Jennifer	Student Assistant V	Adult Basic Education	12.50	02/09/15-02/20/15
Cuellar, Monique	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Cui, Jian	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Culross, Leeann	Student Assistant I	Admissions and Records	9.75	02/23/15-06/30/15
Cwiak, Daniel	Student Assistant II	Technical Services	9.75	02/23/15-06/30/15
Dalusong, Desirea	Student Assistant III	Biological Sciences	10.50	02/23/15-06/12/15
Dashiell, Donnell	Student Assistant IV	EOPS/CARE/CalWORKs	11.25	02/23/15-06/30/15
Dashiell, Raymone	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Dashiell, Raymone	Student Assistant V	HCRC	12.50	03/10/15-06/13/15
Davis, Brandon	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
De Leon, Ariel	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
De Lira, Rebecca	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Del Rosario, Joel	Student Assistant III	Learning Assistance Ctr.	10.50	02/23/15-06/30/15
DeMascio, Dylan	Student Assistant III	Tutorial Services	10.50	03/02/15-06/30/15
Deng, Yuan Fu	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Divens, Dianne	Student Assistant V	Business	12.50	02/23/15-06/30/15
Doan, Huy	Student Assistant III	Tutorial Services	10.50	03/01/15-06/30/15
Du, Hao	Student Assistant III	Tutorial Services	10.50	03/02/15-06/30/15
Duarte, Anthony	Student Assistant III	Technical Services	10.50	02/23/15-06/30/15
Duenas, David	Student Assistant IV	The Writing Center	11.25	01/02/15-02/12/15
Duffin, Joshua	Student Assistant II	Animal Sciences	9.75	02/23/15-06/30/15
Dulay, Valerie	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Duong, Tin	Student Assistant I	EOPS/CARE/CalWORKs	9.00	03/02/15-06/19/15
Duran, Jacqueline	Student Assistant II	Tutorial Services	9.75	03/02/15-06/30/15
Duran, Teresa	Student Assistant III	Fashion	10.50	02/23/15-06/30/15
Ebuenga, Josiah	Student Assistant II	DSP&S	9.75	02/23/15-06/30/15
Eccles. Samantha	Student Assistant IV	Animal Sciences	11.25	02/23/15-06/30/15
Elmassian, Erin	Student Assistant I	Technical Services	9.00	02/23/15-06/30/15
Elmassian, Erin	Student Assistant II	Theater	9.75	02/23/15-06/30/15
Enriquez, Joey	Student Assistant I	Technical Services	9.00	02/23/15-06/30/15
Enriquez, Ruth	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Escobedo, Bianca	Student Assistant III	Theater	10.50	01/05/15-02/22/15
Escobedo, Bianca	Student Assistant II	Technical Services	9.75	02/23/15-06/30/15
Escobedo, Bianca	Student Assistant III	Theater	10.50	02/23/15-06/30/15
Esparza, Steven	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15
Espinoza, Victor	Student Assistant III	High School Outreach	10.50	02/23/15-06/19/15
Estrada, Karla	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Estrada, Nicole	Student Assistant II	Bridge	9.75	02/23/15-06/30/15
Estreida, Reina	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Farg, Sandy	Student Assistant II	Tutorial Services	9.75	02/23/15-06/30/15
Farouqui, Salman	Student Assistant II	Tutorial Services	9.75	02/23/15-06/30/15
Farrar, Brooke	Student Assistant II	Tutorial Services	9.75	02/23/15-06/30/15
Fernandez, Karol	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Figuroa, Maria	Student Assistant III	Counseling	10.50	02/23/15-06/19/15
Figuroa, Mario	Student Assistant III	Tutorial Services	10.50	03/01/15-06/30/15
Fisher, Nicole	Student Assistant I	The Writing Center	9.00	02/23/15-06/30/15
Flaton, Brianna	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Flores, Jose	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Flores, Luis	Student Assistant III	Tutorial Services	10.50	03/01/15-06/30/15
Flores, Yvette	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Francis, Grant	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Fuller, Rachel	Student Assistant III	Interior Design	10.50	03/02/15-06/30/15
Gaeta, Fatima	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Galatiano, Lorraine	Student Assistant III	Information Technology	10.50	02/23/15-06/30/15
Galbraith, Connor	Student Assistant II	Natural Sciences	9.75	02/24/15-06/30/15
Gallardo, Christopher	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Garavito, Christine	Student Assistant V	The Writing Center	12.50	02/23/15-06/30/15
Garcia, Alexis	Student Assistant III	Tutorial Services	10.50	03/01/15-06/30/15
Garcia, Jessica	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Gause, Kelsie	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Giannotti, Alexia	Student Assistant II	Animal Sciences	9.75	02/23/15-06/30/15
Giannotti, Julia	Student Assistant I	Horticulture	9.00	02/23/15-06/30/15
Gimeno, Melanie	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Goff, Michael	Student Assistant V	Adult Basic Education	12.50	02/23/15-06/30/15
Goff, Michael	Student Assistant V	Adult Basic Education	12.50	08/25/14-02/22/15
Gonzalez, Ana	Student Assistant I	Child Development Ctr.	9.00	10/06/14-02/20/15
Gonzalez, Claudia	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Gonzalez, Karely	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Gonzalez, Minerva	Student Assistant II	Counseling	9.50	02/23/15-06/19/15
Gonzalez, Sebastian	Student Assistant IV	Business	11.25	02/23/15-06/30/15
Gonzalez, Stephanie	Student Assistant III	High School Outreach	10.50	02/23/15-06/19/15
Gosland, Dylan	Student Assistant I	Technical Services	9.00	02/25/15-06/30/15
Gray, Liane	Student Assistant II	Continuing Education	9.75	02/23/15-06/30/15
Green, Kristyn	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Griffin, Sean	Student Assistant I	Kinesiology, Ath. & Dance	9.00	01/13/15-02/22/15
Guzman, Estetunia	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Guzman, Marcela	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Harrington, Michael	Student Assistant I	Welding	9.00	03/02/15-06/30/15
Harris, Ashley	Student Assistant I	Child Development Ctr.	9.00	01/12/15-02/20/15
Hasenbein, John	Student Assistant III	Tutorial Services	10.50	03/01/15-06/30/15
Haupt, Jaune	Student Assistant II	Counseling	9.75	02/23/15-06/19/15
Henderson, Shenika	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Hernandez, Esteban	Student Assistant III	EOPS/CARE/CalWORKs	10.50	03/02/15-06/19/15
Hernandez, Giovanni	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/30/15
Hernandez, Lidia	Student Assistant II	Bridge	9.75	02/23/15-06/30/15
Hernandez, Priscilla	Student Assistant V	Adult Basic Education	12.50	02/23/15-06/30/15
Hernandez, Sarah	Student Assistant III	Tutorial Services	10.50	03/01/15-06/30/15
Hernandez, Seleste	Student Assistant I	Information Technology	9.00	02/23/15-06/30/15
Hilario, Debbie	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Hill, Alexandria	Student Assistant III	Technical Services	10.50	03/01/15-06/30/15
Hinrichs, Kelly	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Ho, Melissa	Student Assistant IV	Arise	11.25	03/02/15-06/15/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Hornsby, Edward	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15
Huang, Linda	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Huang, Linda	Student Assistant IV	Child Development Ctr.	11.25	03/05/15-06/30/15
Hughey, Joshua	Student Assistant IV	Child Development Ctr.	11.25	03/02/15-06/30/15
Huynh, Quynh Thu	Student Assistant V	Adult Basic Education	12.50	01/24/15-02/21/15
Huynh, Quynh Thu	Student Assistant V	Adult Basic Education	12.50	02/23/15-03/31/15
Huynh, Quynh Thu	Student Assistant III	Adult Basic Education	10.50	02/23/15-06/30/15
Ibarra, Amiee	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15
Isaguirre, Mimi joy	Student Assistant II	Arise	9.75	02/23/15-06/30/15
Jackson, Brett	Student Assistant V	Adult Basic Education	12.50	02/23/15-03/31/15
Jackson, Brett	Student Assistant III	Adult Basic Education	10.50	02/23/15-06/30/15
Jara, Liliacna	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Jenkins, Keenan	Student Assistant I	Counseling	9.00	02/23/15-06/30/15
Jeong, Colin	Student Assistant I	The Writing Center	9.00	02/23/15-06/30/15
Jernagin, Takisha	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15
Jett, Dakota	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Jimenez Lopez, Ana	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Jimenez, Adriana	Student Assistant I	Welding	9.00	02/23/15-06/30/15
Jimenez, Aliza	Student Assistant II	Human Resources	9.75	01/01/15-02/20/15
Jimenez, Itsel	Student Assistant V	Child Development Ctr.	12.50	02/23/15-06/30/15
Johansen, Andrea	Student Assistant I	Child Development Ctr.	9.00	01/05/15-02/20/15
Jordan, Pamela	Student Assistant IV	Horticulture	11.25	02/22/15-06/30/15
Juarez, Jason	Student Assistant V	Technical Services	12.50	02/23/15-06/30/15
Juarez, Luis	Student Assistant II	Photography	9.75	02/23/15-06/30/15
Kaufman, Jasmine	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Kim, Joseph	Student Assistant V	Adult Basic Education	12.50	01/24/15-02/21/15
Kim, Joseph	Student Assistant V	Adult Basic Education	12.50	02/23/15-03/31/15
Kim, Joseph	Student Assistant III	Adult Basic Education	10.50	02/23/15-06/30/15
Kim, Marie	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Kingston, James	Student Assistant II	Tutorial Services	9.75	02/23/15-06/30/15
Knerr, Cynthia	Student Assistant V	Graphic Design	12.50	02/23/15-06/30/15
Krishnan, Srividya	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Kynard, Ryan	Student Assistant I	Animal Sciences	9.00	02/22/15-06/30/15
LaCrue, Juliet	Student Assistant III	Technical Services	10.50	02/23/15-06/30/15
Lam, Vivian	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Lamson, Joseph	Student Assistant III	Kinesiology, Ath. & Dance	10.50	02/23/15-06/30/15
Landin, April	Student Assistant II	Tutorial Services	9.75	03/02/15-06/30/15
Lara, Victoria	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Lares, Deane	Student Assistant II	Bridge	9.75	02/23/15-06/30/15
Lares, Deane	Student Assistant I	The Writing Center	9.00	02/23/15-06/30/15
Lavaki, Mekemeke	Student Assistant II	Arise	9.75	02/23/15-06/30/15
Le, Yen	Student Assistant II	Technical Services	9.75	02/23/15-06/30/15
Lee, Grace	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Lee, Hoe Kyung	Student Assistant II	Tutorial Services	9.75	02/23/15-06/30/15
Lee, Richard	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Lee, Tsz Hang	Student Assistant I	Admissions and Records	9.00	02/23/15-06/30/15
Lengson, Jillianne Joy	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Lew, Toni	Student Assistant V	Agricultural Sciences	12.50	02/23/15-06/30/15
Leon, Diana	Student Assistant I	Technical Services	9.00	02/23/15-06/30/15
Leos, Nicole	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Llantada, Estevan	Student Assistant III	High School Outreach	10.50	02/23/15-06/19/15
Lopez Hernandez, Roselia	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Lopez, Blanca	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Lopez, Louis	Student Assistant V	Graphic Design	12.50	02/23/15-06/30/15
Lu, Alice	Student Assistant V	Tutorial Services	12.50	02/23/15-06/30/15
Lundberg, Sarah	Student Assistant I	Music	9.00	02/23/15-06/30/15
Macias, Paige	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Maciel, Arthur	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Mack, Kwa'Vaughn	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Madero, Sally	Student Assistant III	High School Outreach	10.50	02/23/15-06/19/15
Magallon, Jesus	Student Assistant III	DSP&S	10.50	03/02/15-06/30/15
Mahan, Megan	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Maldonado, Ernesto	Student Assistant III	Adult Basic Education	10.50	02/23/15-06/30/15
Mallel Morales	Student Assistant II	Public Safety	9.75	02/23/15-06/14/15
Manahan, Justinne	Student Assistant V	Tutorial Services	12.50	02/23/15-06/30/15
Manu, Mosese	Student Assistant II	Arise	9.75	02/23/15-06/30/15
Marsh, Lia	Student Assistant II	DSP&S	9.75	02/23/15-06/30/15
Martinez, Alejandra	Student Assistant III	Child Development Ctr.	10.50	02/23/15-06/30/15
Martinez, Brianna	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Martinez, Crystal	Student Assistant II	Counseling	9.75	02/23/15-06/19/15
Martinez, Elaine	Student Assistant I	DSP&S	9.00	02/23/15-06/30/15
Martinez, Julian	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15
Martinez, Madelyn	Student Assistant IV	Culinary Arts	11.25	02/26/15-06/30/15
Martinez, Marco	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Martinez, Sylvia	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Martinez, Trisha	Student Assistant V	Radiologic Technology	12.50	02/23/15-06/30/15
Matavao, Ruth	Student Assistant IV	Arise	11.25	03/02/15-06/15/15
Maya, Maria de Montse	Student Assistant I	Study Abroad	9.00	02/23/15-06/30/15
McFadden, Shanyn	Student Assistant III	Instruction	10.50	02/23/15-06/30/15
McHaskell, Danielle	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
McLaughlin, Sean	Student Assistant II	Horticulture	9.75	02/23/15-06/30/15
Medina, Javier	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Medina, Robert	Student Assistant III	Technical Services	10.50	02/23/15-06/30/15
Melesio, Jennifer	Student Assistant II	Animal Sciences	9.75	02/23/15-06/30/15
Mena, Anthony	Student Assistant III	Adult Basic Education	10.50	02/23/15-06/30/15
Mendoza, Elizabeth	Student Assistant II	Horticulture	9.75	02/23/15-06/30/15
Merino, Mika	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Milla, Danny	Student Assistant III	High School Outreach	10.50	02/23/15-06/19/15
Miller, Hannah	Student Assistant III	Tutorial Services	10.50	03/02/15-06/30/15
Miller, Paige	Student Assistant II	Animation	9.75	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Miranda, Jaimie	Student Assistant IV	Animal Sciences	11.25	02/23/15-06/30/15
Mohamed, Darren	Student Assistant I	Tutorial Services	9.00	03/02/15-06/30/15
Moncrief, Christopher	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Monges, Vincent	Student Assistant I	Study Abroad	9.00	02/23/15-06/30/15
Montano, Santos	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Montano, Santos	Student Assistant V	Animal Sciences	12.50	08/24/14-02/21/15
Montecino, Daniel	Student Assistant V	Drafting	12.50	02/09/15-02/20/15
Montecino, Daniel	Student Assistant V	Aircraft, Manu. Tech.	12.50	02/23/15-04/08/15
Montecino, Daniel	Student Assistant V	Drafting	12.50	02/23/15-06/30/15
Montes, David	Student Assistant V	DSP&S	12.50	02/23/15-06/30/15
Moore, Mark	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Moreno, David	Student Assistant V	Nutrition and Food	12.50	02/23/15-06/30/15
Moreno, Hannah	Student Assistant V	Technology and Health	12.50	02/23/15-06/21/15
Moreno, Jocelyn	Student Assistant III	Music	10.50	02/23/15-06/30/15
Morkos, Christina	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Moron, Yendiz	Student Assistant V	Instruction	12.50	02/23/15-06/30/15
Moxley, James	Student Assistant I	Natural Sciences	9.00	02/23/15-06/14/15
Muehlen, Brian	Student Assistant III	Horticulture	10.50	02/23/15-06/30/15
Munoz, Daniel	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Munoz, Miguel	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15
Murrillo Roa, Nancy	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Myers, Andrea	Student Assistant III	Admissions and Records	10.50	02/23/15-06/30/15
Nakatsui, Mark	Student Assistant II	Horticulture	9.75	02/23/15-06/30/15
Narvaez, Reynold	Student Assistant II	Public Safety	9.75	02/23/15-06/14/15
Nasr, Robert	Student Assistant I	Animation	9.00	02/23/15-06/30/15
Nassman, Hussam	Student Assistant V	Adult Basic Education	12.50	02/23/15-03/31/15
Nassman, Hussam	Student Assistant III	Adult Basic Education	10.50	02/23/15-06/30/15
Navarrete, Adolfo	Student Assistant I	Technical Services	9.00	02/23/15-06/30/15
Navarro, Jose	Student Assistant II	Biological Sciences	9.75	03/02/15-06/30/15
Nelson, Kelly	Student Assistant V	Graphic Design	12.50	02/23/15-06/30/15
Ng, Stefanie	Student Assistant IV	ACES	11.25	03/02/15-06/20/15
Ngo, Kiet	Student Assistant I	EOPS/CARE/CalWORKs	9.00	03/02/15-06/19/15
Nguyen, Joelle	Student Assistant III	Admissions and Records	10.50	02/23/15-06/30/15
Nguyen, Johnson	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15
Nguyen, Thuc	Student Assistant I	Admissions and Records	9.00	02/23/15-06/30/15
Norman, Christopher	Student Assistant III	Radio	10.50	03/02/15-06/30/15
Ochoa, Amayrani	Student Assistant III	Student Life	10.50	02/23/15-06/30/15
Ochoa Rojas, Isamar	Student Assistant II	DSP&S	9.75	02/23/15-06/30/15
Ochoa, Orlando	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Ola, Jeremiah	Student Assistant II	Counseling	9.75	02/23/15-06/30/15
Olalia, Allison	Student Assistant IV	Fine Arts	11.25	02/23/15-06/30/15
Olivas, Daniel	Student Assistant I	Child Development Ctr.	9.00	02/24/15-06/30/15
Ordunez, Soledad	Student Assistant I	The Writing Center	9.00	02/23/15-06/30/15
Orihuela, Mariafe	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Orozco, Samantha	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Ortega, Liliana	Student Assistant V	Photography	12.50	02/23/15-06/30/15
Ortega, Robert	Student Assistant I	EOPS/CARE/CalWORKs	9.00	03/02/15-06/19/15
Ortiz, Maria	Student Assistant I	Child Development Ctr.	9.00	10/13/14-02/20/15
Osimowicz, Emma	Student Assistant II	Tutorial Services	9.75	02/23/15-06/30/15
Osorio, Karen	Student Assistant III	High School Outreach	10.50	02/23/15-06/19/15
Otico, Divine	Student Assistant III	Student Services	10.50	02/23/15-06/30/15
Paek, Jasmine	Student Assistant III	Communication	10.50	02/23/15-06/30/15
Palmer, Michael	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Pantoja, Eric	Student Assistant IV	Learning Assistant Ctr.	11.25	02/23/15-06/30/15
Pardio, Jessica	Student Assistant III	Bridge	10.50	02/23/15-06/30/15
Partida, Perla	Student Assistant III	Bridge	10.50	02/23/15-06/30/15
Pastor, Andrew	Student Assistant II	Tutorial Services	9.75	02/23/15-06/30/15
Patrick, Amy	Student Assistant V	Kinesiology, Ath. & Dance	12.50	02/23/15-06/30/15
Patrick, Amy	Student Assistant I	Continuing Education	9.00	03/01/15-06/30/15
Pawlak, Mary	Student Assistant III	Horticulture	10.50	02/23/15-06/30/15
Payan, Alejandro	Student Assistant I	Bursar's Office	9.00	02/03/15-02/20/15
Pedraza, Moses	Student Assistant II	Technical Services	9.75	02/23/15-06/30/15
Perez, Angelica	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Perez, David	Student Assistant V	Music	12.50	01/05/15-02/22/15
Perez, David	Student Assistant V	Music	12.50	02/23/15-06/30/15
Perez, Joseph	Student Assistant II	ESL	9.75	02/23/15-06/30/15
Pham, Tuan	Student Assistant V	Learning Assistant Ctr.	12.50	02/23/15-06/30/15
Phan, Nicole	Student Assistant I	Aquatics	9.00	02/01/15-02/22/15
Phyo, Wai	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Piercy, Mary	Student Assistant V	Tutorial Services	12.50	03/02/15-06/30/15
Plaza, Neil	Student Assistant III	Adult Basic Education	10.50	02/02/15-02/20/15
Plaza, Neil	Student Assistant V	Adult Basic Education	12.50	02/17/15-02/20/15
Poehlman, Joseph	Student Assistant III	Photography	10.50	03/02/15-06/30/15
Poleo, Anuanu	Student Assistant II	Arise	9.75	02/23/15-06/30/15
Pomytkina, Ielyzaveta	Student Assistant I	Admissions and Records	9.00	02/23/15-06/30/15
Poolpuong, Nevin	Student Assistant II	Technical Services	9.75	02/23/15-06/30/15
Porras, Victoria	Student Assistant III	Horticulture	10.50	02/23/15-06/30/15
Poveda, Vannessa	Student Assistant IV	Theater	11.25	02/23/15-06/30/15
Prater, Raquel	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Prince, Natasha	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Pryor, Michael	Student Assistant III	Physics and Engineering	10.50	02/23/15-06/30/15
Quinones, Christian	Student Assistant III	DSP&S	10.50	02/19/15-02/20/15
Quinones, Christian	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Quintero, Bryan	Student Assistant III	Physics and Engineering	10.50	02/23/15-06/30/15
Quintero, Bryan	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Quintero, Gabriella	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Quiocho, Leau	Student Assistant III	Financial Aid	10.50	03/06/15-06/30/15
Raines, Aaron	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Ramirez Jr., Jorge	Student Assistant III	Counseling	10.50	02/23/15-06/19/15
Ramirez, Brenda	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Ramos, Ramon	Student Assistant III	Bridge	10.50	02/23/15-06/30/15
Rangel, Harley	Student Assistant II	Bridge	9.75	02/23/15-06/30/15
Razo, Meagan	Student Assistant V	Histotechnology	12.50	02/23/15-06/30/15
Rice, David	Student Assistant III	Drafting	10.50	03/02/15-06/30/15
Riddle, Megan	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Rieke, Maricela	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Rincon Rodriguez, Celia	Student Assistant IV	Child Development Ctr.	11.25	02/23/15-06/30/15
Risnoveanu, Daniella	Student Assistant V	Child Development Ctr.	12.50	02/23/15-06/30/15
Rocha, Rayceana	Student Assistant II	Admissions and Records	9.75	02/23/15-06/30/15
Rodriguez, Astrid	Student Assistant V	Technical Services	12.50	02/23/15-06/30/15
Rodriguez, Astrid	Student Assistant III	Theater	10.50	02/23/15-06/30/15
Rodriguez, Carolina	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Rodriguez, Christa	Student Assistant I	Technical Services	9.00	02/23/15-06/30/15
Rodriguez, Jacklyn	Student Assistant V	Graphic Design	12.50	02/23/15-06/30/15
Rodriguez, Juan	Student Assistant II	Counseling	9.75	02/23/15-06/19/15
Rodriguez, Sabrina	Student Assistant I	Counseling	9.00	02/23/15-06/30/15
Rose, Lashawn	Student Assistant II	Child Development Ctr.	9.75	02/23/15-06/30/15
Ruiz, Briana	Student Assistant IV	Natural Sciences	11.25	03/01/15-06/30/15
Ruiz, Sean	Student Assistant V	Electronics	12.50	03/02/15-06/30/15
Ruiz, Sigifredo	Student Assistant III	The Writing Center	10.50	02/23/15-06/30/15
Salazar, Osvaldo	Student Assistant II	Bridge	9.75	02/23/15-06/30/15
Salazar, Theresa	Student Assistant I	Horticulture	9.00	02/23/15-06/30/15
Saldana, Robert	Student Assistant I	Kinesiology, Ath. & Dance	9.00	01/05/15-02/22/15
Saldana, Robert	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/30/15
Samuels, Gabriel	Student Assistant III	High School Outreach	10.50	02/23/15-06/19/15
Sanchez, Juan	Student Assistant II	ESL	9.75	02/23/15-06/30/15
Sanchez, Karla	Student Assistant I	EOPS/CARE	9.00	02/23/15-06/19/15
Sandoval, Daniel	Student Assistant IV	Television	11.25	02/23/15-06/30/15
Sandoval, Maria	Student Assistant I	Earth Sci. & Astronomy	9.00	01/05/15-02/22/15
Sandoval, Maria	Student Assistant I	Natural Sciences	9.00	02/23/15-06/14/15
Sandoval, Maria	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Sandoval, Mayra	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Sanford, Nicole	Student Assistant III	Fashion	10.50	02/23/15-06/30/15
Santana, Ana	Student Assistant I	Child Development Ctr.	9.00	01/21/15-02/20/15
Santana, Ana	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Santana, Yvette	Student Assistant V	Respiratory Therapy	12.50	03/06/15-06/30/15
Santos, Eric	Student Assistant II	Public Safety	9.75	02/23/15-06/14/15
Scale, Reed	Student Assistant I	Kinesiology, Ath. & Dance	9.00	01/05/15-02/22/15
Scale, Reed	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/30/15
Schneider, Eric	Student Assistant IV	Learning Assistant Ctr.	11.25	02/23/15-06/30/15
Scott, Lindsey	Student Assistant I	Agricultural Sciences	9.00	02/23/15-06/30/15
Segura, Cendy	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Shamsi, Ali	Student Assistant I	EOPS/CARE/CalWORKs	9.00	03/02/15-06/19/15
Shamsi, Wajeeha	Student Assistant III	EOPS/CARE/CalWORKs	10.50	03/02/15-06/19/15
Shen, Dylan	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Sherrard, Diana	Student Assistant III	Paralegal	10.50	03/02/15-06/30/15
Silva, Gustavo	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Solis Becerra, Esther	Student Assistant III	Instruction	10.50	02/23/15-06/30/15
Sommers, Rhys	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Sonmor, Amy	Student Assistant III	Animal Sciences	10.50	02/23/15-06/30/15
Stella, Michael	Student Assistant IV	DSP&S	11.25	02/23/15-06/30/15
Streeter, Bianca	Student Assistant I	Counseling	9.00	02/23/15-06/19/15
Stutchman, Samantha	Student Assistant II	DSP&S	9.75	02/19/15-02/20/15
Stutchman, Samantha	Student Assistant II	DSP&S	9.75	02/23/15-06/30/15
Sumaran, Liliann	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Sun, Pearl	Student Assistant III	DSP&S	10.50	02/19/15-02/20/15
Sun, Pearl	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Suryadi, Lucy	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Taira, Bryan	Student Assistant I	Technical Services	9.00	02/23/15-06/30/15
Taira, Ritchie	Student Assistant I	Technical Services	9.00	02/23/15-06/30/15
Tarwin, Takisha	Student Assistant I	Kinesiology, Ath. & Dance	9.00	01/14/15-02/22/15
Terriquez, Alice	Student Assistant III	Adult Basic Education	10.50	03/01/15-06/30/15
Terriquez, Rudy	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Terry, Airica	Student Assistant I	Counseling	9.00	02/23/15-06/19/15
Than, Kim	Student Assistant V	Learning Assistant Ctr.	12.50	02/23/15-06/30/15
Thomas, Anthony	Student Assistant III	Physics and Engineering	10.50	02/23/15-06/30/15
Thomas, Thomas	Student Assistant III	Physics and Engineering	10.50	02/23/15-06/30/15
Thomas, Thomas	Student Assistant IV	Electronics	11.25	03/02/15-06/21/15
Thompson, Richard	Student Assistant III	Architecture	10.50	02/02/15-02/20/15
Tien, Cheng-Lin	Student Assistant II	Learning Assistant Ctr.	9.75	02/23/15-06/30/15
Torrabi, Mohammadamin	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Torres, Eric	Student Assistant V	Adult Basic Education	12.50	02/23/15-06/30/15
Torres, Julia	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Tran, Charles	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Trejo, Marilyn	Student Assistant II	Counseling	9.75	02/23/15-06/19/15
Trejo, Samantha	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Trujillo, Adriana	Student Assistant III	Career & Transfer Svcs.	10.50	03/02/15-06/30/15
Tsai, Michael	Student Assistant IV	Learning Assistant Ctr.	11.25	03/02/15-06/30/15
Tu, Jimmy	Student Assistant IV	Computer Info. Systems	11.25	02/23/15-06/30/15
Tyrell, Brian	Student Assistant III	Drafting	10.50	02/23/15-06/30/15
Ulloa, Vanessa	Student Assistant III	High School Outreach	10.50	02/23/15-06/19/15
Uribe-Pitts, Andrea	Student Assistant III	Child Development Ctr.	10.50	02/23/15-06/30/15
Valladares, Dunia	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Van Gerpen, Andre	Student Assistant II	Technical Services	9.75	02/23/15-06/30/15
Van Pelt, John	Student Assistant III	Music	10.50	02/23/15-06/30/15
VanGordon, Dolores	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Vaquera, Patsy	Student Assistant II	Arts	9.75	01/12/15-02/20/15
Vaquera, Patsy	Student Assistant II	Arts	9.75	02/23/15-06/30/15
Varela, Michael	Student Assistant II	Counseling	9.75	02/23/15-06/19/15
Vargas, Stacey	Student Assistant IV	Learning Assistant Ctr.	11.25	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** March 25, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Vasquez, Rebecca	Student Assistant II	DSP&S	9.75	02/19/15-02/20/15
Vasquez, Rebecca	Student Assistant II	DSP&S	9.75	02/23/15-06/30/15
Vasquez, Stephanie	Student Assistant I	DSP&S	9.00	02/19/15-02/20/15
Vasquez, Stephanie	Student Assistant I	DSP&S	9.00	02/23/15-06/30/15
Vaucher, Peter	Student Assistant II	Mathematics, Comp. Sci.	9.75	02/23/15-06/30/15
Velasco, Diana	Student Assistant III	Instruction	10.50	02/23/15-06/30/15
Veloz, Adrian	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Vera, Rafael	Student Assistant III	Student Services	10.50	02/23/15-06/30/15
Vidauri, Perla	Student Assistant III	Learning Assistant Ctr.	10.50	02/23/15-06/30/15
Villa Roman, Julie	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Villa, Maria	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Villanueva, Lorenzo	Student Assistant III	Horticulture	10.50	02/23/15-06/30/15
Voltz, Donald	Student Assistant III	Animal Sciences	10.50	02/23/15-06/30/15
Vossburg, Mercedes	Student Assistant IV	The Writing Center	11.25	01/02/15-02/12/15
Walker, William	Student Assistant II	Bridge	9.75	02/23/15-06/30/15
Weeks, James	Student Assistant III	Agricultural Sciences	10.50	03/02/15-06/30/15
Wenceslao, Joanne	Student Assistant II	DSP&S	9.75	02/23/15-06/30/15
Weng, Douglas	Student Assistant II	Learning Assistant Ctr.	9.75	02/23/15-06/30/15
White, Zachary	Student Assistant II	Learning Assistant Ctr.	9.75	03/02/15-06/30/15
Whitman, Christian	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Wigfall, Keishma	Student Assistant II	Counseling	9.75	02/23/15-06/19/15
Williams, Courtney	Student Assistant III	Animal Sciences	10.50	02/22/15-06/30/15
Wilson, Deborah	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Wittenberg, Erin	Student Assistant I	ESL	9.00	02/23/15-06/30/15
Wolde, Dagnachew	Student Assistant II	Learning Assistant Ctr.	9.75	02/23/15-06/30/15
Wolf, Joseph	Student Assistant III	Horticulture	10.50	02/23/15-06/30/15
Wolf, Joseph	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Wong, Jimmy	Student Assistant I	Admissions and Records	9.00	02/23/15-06/30/15
Wong, Melanie	Student Assistant III	Nutrition and Food	10.50	02/25/15-06/30/15
Woolvett, Mackenzie	Student Assistant II	Animal Sciences	9.75	02/23/15-06/30/15
Wright, Cambria	Student Assistant V	Kinesiology, Ath. & Dance	12.50	01/05/15-02/20/15
Xiong, Edmond	Student Assistant V	Adult Basic Education	12.50	02/23/15-03/31/15
Xiong, Edmond	Student Assistant III	Adult Basic Education	10.50	02/23/15-06/30/15
Yusufali, Zoher	Student Assistant IV	Arise	11.25	03/02/15-06/15/15
Zarate, Crystal	Student Assistant II	Technical Services	9.75	02/23/15-06/30/15
Zayas, Samantha	Student Assistant III	Learning Assistant Ctr.	10.50	03/02/15-06/30/15
Zensen, Kyra	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Zepeda, Amanda	Student Assistant I	Child Development Ctr.	9.00	02/23/15-06/30/15
Zuniga, Paubla	Student Assistant III	Child Development Ctr.	10.50	02/23/15-06/30/15

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</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. Note: Community Services presenters are paid based on registration fees paid. Materials fees are paid directly to the instructor.

ANALYSIS AND FISCAL IMPACT

1. Community Services - Additional Offerings

Course Title/Program	Presenter	Payment	Fee
Rejuvenate Your Retirement	Mosley, Tom	40%	\$39

2. Community Services - Program Changes

Course Title/Program	From	To
Community Health Programs: BLS Healthcare Provider	Additional Instructors	Alarcon, Claudine Fowler, Joshua

3. New Contracts

Agency (Description of Services)	Expenses	Fee
<u>Contract #1415-006</u> Tawa Supermarket, Inc. 6281 Regio Avenue Buena Park, California 90620 20 hours of Supervisory and Effective Manager Training March 23 – June 30, 2015	Instruction – TBA 20 hours @ \$60/hour	\$4,700

Prepared by: Donna Burns Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #18

SUBJECT: Continuing Education Additions and Changes

DATE: March 11, 2015

4. Contract Changes

Agency (Description of Services)	From	To
<u>Contract #1415-005</u> Los Angeles County Office of Education	Instructors TBA	Buchanan, Gilbert (Buchanan and Associates) 120 hours @ \$60/hour Leadership Build, LLC 32 hours @ \$60/hour
<u>Contract #ET14-0324</u> State of California Employment Training Panel (ETP)	Instructors TBA	Leadership Build, LLC 20 hours @ \$50/hour

Funding Sources

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

RECOMMENDATION

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

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

DATE: March 25, 2015

CONSENT

SUBJECT: Contract with OUTFRONT Media

BACKGROUND

The Interior Design Program has been working with the Marketing and Communication Department to develop an extensive marketing strategy for their program. The program is newly accredited with the National Kitchen and Bath Association (NKBA). As the program is emerging and planning for growth, their Advisory Board has recommended marketing the program. A marketing plan has been developed which includes advertising on billboards and developing posters. OUTFRONT Media will work with the Interior Design Department on this project.

ANALYSIS AND FISCAL IMPACT

The contract with OUTFRONT Media is \$10,000 and provides billboard and poster advertising for a period from May 4 to June 7, 2015.

There will be no cost to the District.

Funding Source

Perkins Grant.

RECOMMENDATION

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

Prepared by: Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

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

DATE: March 25, 2015

CONSENT

SUBJECT: Honors Student and Professor to Attend the National Conference on Undergraduate Research in Spokane, Washington

BACKGROUND

The Honors Program and the Sociology and Philosophy Department are requesting approval for student Marie Kim and faculty member Rebecca Hatch to attend the National Conference on Undergraduate Research (NCUR) in Spokane, Washington, April 15-18, 2015. Marie Kim has been selected to present her paper "The Impact of Higher Education on the Increase of Reported Stress in Women," written for Professor Hatch's Sociology 99 course, at the conference. Her abstract was selected from more than 3,700 submissions.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$1,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of student Marie Kim and faculty member Rebecca Hatch at the National Conference on Undergraduate Research, as presented.

Prepared by: James Jenkins

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</u>	CONSENT
SUBJECT:	<u>Contract Amendment with Pacific Palms Hotel and Conference Center for the Athletics Hall of Fame Dinner</u>	

BACKGROUND

The Kinesiology, Athletics & Dance Division hosted the Athletics Hall of Fame Dinner at the Pacific Palms Hotel and Conference Center on February 7, 2015. At the July 23, 2014, Board meeting, authorization was granted to approve a contract for \$15,000. Due to overwhelming participation in this event, approximately 400 guests attended, which caused an increase in the cost of the event. Authorization is sought to increase the contract by \$10,000, for a total of \$25,000.

ANALYSIS AND FISCAL IMPACT

The Athletics Hall of Fame Event is funded through the athletics program income-generating accounts, sponsorships, and from individuals attending.

Funding Sources

Athletics Program Revenue-Generating Accounts, Sponsorship, and Dinner Guests.

RECOMMENDATION

It is recommended that the Board of Trustees approves the increase to the Agreement with Pacific Palms and Conference Center, 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 #21</u>

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

DATE: March 25, 2015

CONSENT

SUBJECT: Contract Amendment with Pacific Palms Resort and Conference Center
for the 2015 Mt. SAC Relays Banquet

BACKGROUND

The Mt. SAC Athletics Special Events is requesting authorization for a contract amendment for the 2015 Relays Banquet to be held at Pacific Palms Resort and Conference Center on April 15, 2015. The amendment will add a non-refundable advance payment (deposit) of \$1,000.

ANALYSIS AND FISCAL IMPACT

At the August 14, 2014, Board meeting, authorization was given to contract with Pacific Palms Resort and Conference Center to provide facilities for the annual Mt. SAC Relays Banquet, at a cost not to exceed \$10,000. The contract now requires a non-refundable deposit of \$1,000 to confirm the space.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</u>	CONSENT
SUBJECT:	<u>Contract with Flash Results West for the 2015 Mt. SAC Relays</u>	

BACKGROUND

The Mt. SAC Athletics Special Events (Cross Country Invitational and Relays) requires a contract to facilitate timing services that assist in the continual operation of these self-sustaining events. These events have a rich tradition and high level of National and International exposure. The 67th Annual Cross Country Invitational will be held October 17, 24, and 25, 2015; the 56th Annual Relays are scheduled for April 11, 16, 17, and 18, 2015; and the Multi-Event will be held May 30-31, 2015.

ANALYSIS AND FISCAL IMPACT

As part of the expenses, Mt. SAC Athletics Special Events contracts with Flash Results West for race timing services for a cost not to exceed \$15,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Flash Results West, 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 #23</u>

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

DATE: March 25, 2015

CONSENT

SUBJECT: Robotics Team Students Participation in the Vex Robotics World
Championship 2015

BACKGROUND

The Mt. SAC Robotics Team is requesting authorization for five Team members and faculty member Daniel Anderson to attend and participate in Vex Robotics World Championship 2015 in Louisville, Kentucky on April 15, 2015. Travel dates are April 14, and 16, 2015.

The Mt. SAC Robotics Team won the National Programming Skills Competition and has qualified for the World Championship. In addition to competing against top schools in the world (both two-year and four-year programs), this event gives students a chance to associate with the top professionals in the industry. Mt. SAC is one of few California community colleges to qualify for the World Championship.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of this competition is \$4,800.

Funding Source

Stars of Excellence.

RECOMMENDATION

It is recommended that the Board of Trustees approves participation of five students and one faculty member at Vex Robotics World Championship, as presented.

Prepared by: Matthew Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

DATE: March 25, 2015

CONSENT

SUBJECT: Singcopation Competition at Next Generation Jazz Festival

BACKGROUND

The Mt. San Antonio College Vocal Jazz Ensemble, Singcopation, requests authorization to attend and compete at the annual Next Generation Jazz Festival in Monterey, California. This event honors the rising stars of jazz with showcases for vocal ensembles, combos, individual musicians, and big bands from across the country, all vying for awards, scholarships, cash prizes, and a spot on the stages of the Monterey Jazz Festival in September 2015. Travel dates are March 27-29, 2015. Faculty member Bruce Rogers and staff member Porfirio Mojica will accompany the Ensemble.

ANALYSIS AND FISCAL IMPACT

The estimated cost is \$2,250.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of students, faculty, and staff at the Next Generation Jazz Festival, as presented.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

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

DATE: March 25, 2015

CONSENT

SUBJECT: New and Modified Courses and New Degree with the 2015-16
Academic Year

BACKGROUND

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

New Courses

ARCH101

ARCH 141

ARCH 201

ARCH 202

ENGR 1C

MUS 15H

Course Title

Design I - Elements of Design

Design Drawing and Communication

Design III - Environmental Design

Design IV - Advanced Project

Engineering Critical Thinking

History and Appreciation of Rock and Popular Music - Honors

Modified Courses

ID 41

Course Title

Kitchen and Bath Studio II

New Degree

Kinesiology AA-T

ANALYSIS AND FISCAL IMPACT

New and modified courses as well as the new degree were developed and approved by their respective College departments and divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council and the Academic Senate.

Funding Source

Not Applicable.

RECOMMENDATION

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

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</u>	CONSENT
SUBJECT:	<u>Contract with Kellogg West Conference Center and Lodge for Title V</u>	
	<u>Faculty in the Career Technical Education Programs Retreat and</u>	
	<u>Workshop</u>	

BACKGROUND

Mt. San Antonio College currently has a Title V – Developing Hispanic-Serving Institutions Grant titled “Building Pathways of Persistence and Completion.” The grant is funded by the U.S. Department of Education. The overarching purpose of the grant is to develop curriculum design models and support structures that accelerate students’ certificate completion, graduation, and/or transfer rates. As part of the grant’s plan for faculty development in the Career and Technology Education (CTE) programs, the Title V office held a “Building Bridges at Mt. SAC: Career and Technology Education Programs Faculty Retreat and Workshop” at Kellogg West Conference Center and Lodge at Cal Poly Pomona on March 20, 2015. At the retreat, faculty heard a presentation by a CTE expert on Success in the New Economy, participated in large and small group activities, and developed an action plan for strengthening campus partnerships for student success in the CTE programs at Mt. SAC.

The cost of the retreat includes use of meeting space, audio-visual equipment, parking, and lunch.

ANALYSIS AND FISCAL IMPACT

The contract agreement with Kellogg West Conference Center and Lodge will be \$3,900 for a maximum of 60 attendees.

Funding Source

U.S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the agreement with Kellogg West Conference Center, as presented.

Prepared by:	<u>Lisa Rodriguez</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #27</u>



MT. SAN ANTONIO COLLEGE

BOARD OF TRUSTEES

2015-16 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 2015-16:

July 8, 2015

August 12, 2015

September 9, 2015

October 14, 2015

November 11, 2015

December 9, 2015

January 13, 2016

February 10, 2016

March 9, 2016

April 13, 2016

May 11, 2016

June 22, 2016

WTS:dl

Recommended by: Bill Scroggins Agenda Item: Consent #28

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</u>	CONSENT
SUBJECT:	<u>Amendment to Contract with P & R Business Services</u>	

BACKGROUND

The College contracted with P & R Business Services, Inc., a local accounting firm, to provide temporary services on an as-needed basis as the Mt. SAC Foundation accounting transitioned to the Fiscal Services Department.

ANALYSIS AND FISCAL IMPACT

California Education Code §88003 (b)(7) "...allows for personal services contracting when the services needed are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district's regular or ordinary hiring process would frustrate their very purpose." Current employees do not possess the needed accounting expertise to manage Foundation bookkeeping; therefore, outside services were sought beginning in October 2013. P & R Business Services is a firm with expertise in both non-profit accounting and Quickbooks, the accounting software used by the Foundation. The firm's services will continue to be utilized to assist both by helping to prepare the Foundation's financial reports to bring them in line with the standard accounting practices as well as to help reconcile accounts on a monthly and quarterly basis. This includes preparing financial reports to be shared with the Foundation Board of Directors.

The original contract was approved by the Board of Trustees at its February 19, 2014, meeting and a subsequent contract was approved at its December 10, 2014, meeting. The previous contract authorized only a certain number of hours per month. This has been found to be too restricting and this amendment does not increase the scope or dollar allocation, but is intended to allow for the use of P & R Business Services in a more flexible manner that works with the Foundation and the vendor, not to exceed \$7,500. The hourly billing rate is also changed from \$50 to \$55 per hour due to a typographical error. This is a reasonable rate and is within current market conditions.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: William R. Lambert

Recommended by: Bill Scroggins

Agenda Item: Consent #29

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

DATE: March 25, 2015

CONSENT

SUBJECT: Facility Rental Contract for the 2015 Scholarship Awards Ceremony

BACKGROUND

Mt. San Antonio College's Annual Scholarship Awards Ceremony is a signature event for the campus. It is a collaboration between the Mt. SAC Foundation, which raises money for scholarships, and the Financial Aid and Scholarship Office, that distributes scholarship support to hundreds of students each semester. This ceremony brings together families, friends, and donors in a celebration of student scholars. The Los Angeles County Fair Association dba Fairplex (Sheraton Fairplex Hotel & Conference Center) has been contracted to provide the location and catering services for this event on June 6, 2015.

ANALYSIS AND FISCAL IMPACT

The total cost for this event is \$13,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with the Los Angeles County Fair Association dba Fairplex, as presented.

Prepared by: William R. Lambert

Recommended by: Bill Scroggins

Agenda Item: Consent #30

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</u>	CONSENT
SUBJECT:	<u>Contract with KPS3 for Web Writing Services</u>	

BACKGROUND

Websites are critical for colleges to promote their programs to potential students. It is the primary way users learn about Mt. San Antonio College. The District is currently undergoing a website redesign project with an aggressive timeline to help future students as soon as possible. The project is expected to help users find the information they need through updated structure, navigation, design, and content.

In order to improve the website on a short timeline, the District needs to retain the support services of web writing professionals. These writers will conduct research and then provide new content for dozens of pages. The content must be strategically on point for our audiences and consistent with our brand, easy to read, and engaging. In addition, content must be search engine optimized so we can attract the right audience, engage them, and move them to action.

KPS3 is a marketing and digital communications agency that employs a team of 30 experts including writers and editors. They have experience producing content with a marketing focus that is designed specifically for web environments. This includes developing an immersive experience for web audiences through storytelling as well as search engine optimization. KPS3 was chosen based on feedback from colleagues in the community college arena who had prior positive working experience with the group. In addition, their hourly cost was competitive and their samples were excellent.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter into a contract with KPS3 for web writing support for Phase 1 of the Website Redesign Project, in an amount not to exceed \$8,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with KSP3, as presented.

Prepared by: Uyen Mai

Recommended by: Bill Scroggins

Agenda Item: Consent #31

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</u>	CONSENT
SUBJECT:	<u>Contract with KyJay LLC for Guest Speaker to Provide a Presentation and Workshop</u>	

BACKGROUND

The Bridge Program is requesting that the Board ratify a contract with KyJay LLC, for guest speaker, Diego Navarro, who is the founder and instructor of the Academy for College Experience (ACE) Program at Cabrillo College. Diego Navarro provided a one-hour presentation, "Closing the Achievement Gap: What we can learn from Measuring and Addressing the Affective Domain" and a two-hour workshop, "Focusing on the Non-Cognitive and Seeing the Results: Proven Impact on Accelerated Course Completion" to Mt. SAC faculty and staff on March 20, 2015.

ANALYSIS AND FISCAL IMPACT

Ratification is necessary due to the change in the Board meeting date. The contract for the presentation and the workshop does not exceed \$2,800.

Funding Source

Student Equity Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with KyJay LLC for guest speaker, Diego Navarro, to provide a presentation and workshop.

Prepared by: <u>Francisco Dorame/Anabel Perez</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #32</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</u>	ACTION
SUBJECT:	<u>Classification and Compensation Study Descriptions for CSEA, Chapter 262-Represented Employees</u>	

BACKGROUND

The District performed a classification and compensation study of the position classification descriptions and range placement of all Classified, Confidential, Supervisory, and Management employees.

ANALYSIS AND FISCAL IMPACT

As a result of the classification and compensation study, the position classifications are for employees in CSEA, Chapter 262-represented positions. The position classification descriptions provided are accessible for viewing at <http://www.mtsac.edu/about.jobs> and are recommended for implementation effective July 1, 2014.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the recommended classification position descriptions and corresponding salary and range placement for CSEA, Chapter 262-represented employees. The District and CSEA, Chapter 262 are continuing to develop position classification descriptions and salary range placements through a collaborative process. Remaining position classification descriptions and range placement will be brought to the Board for action at a future Board meeting.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #1

SUBJECT: Classification and Compensation Study Descriptions for CSEA, Chapter 262-
Represented Employees

DATE: March 25, 2015

**Position Classification Descriptions
CSEA, Chapter 262**

Current Title	Current Salary Range	Recommended Title	Proposed Salary Range
Accompanist/Librarian	88	Accompanist	88
Admissions & Records Systems Analyst	124	Admissions and Records Systems Analyst	124
Training & Applications Specialist	105	Applications Training Specialist	105
Athletic Eligibility Specialist	88	Athletic Eligibility Specialist	88
Athletic Trainer	105	Athletic Trainer	105
Buyer	79	Buyer	79
Pubic Information Specialist	88	Communications Specialist	88
Construction Specialist	81	Construction Projects Specialist	81
Database Administrator	130	Database Administrator	140
Midrange Systems Programmer	124		
Driver - DSP&S	45	Driver	45
ESL Instructional Support Assistant	45	English as a Second Language Instructional Support Assistant	45
Grants Specialist	95	Grants Specialist	95
College Information Systems Support Specialist	95	Information Technology Specialist	95
Teaching/Learning Technology Specialist	124	Instructional Designer	124
Laboratory Technician - Arts	79	Laboratory Technician - Arts	79
Laboratory Technician - Astronomy	79	Laboratory Technician - Astronomy	79
Laboratory Technician - Business & Computer Information	79	Laboratory Technician - Business and Computer Information	79
Laboratory Technician - Earth Sciences	79	Laboratory Technician - Earth Sciences	79
Laboratory Technician - Math Activities Resource Center	79	Laboratory Technician - Math Activities Resource Center	79
Laboratory Technician - Math & Computer Sciences	79	Laboratory Technician - Math and Computer Sciences	79
Laboratory Technician - Photography	79	Laboratory Technician - Photography	79
Laboratory Technician - Physical Science & Engineering	79	Laboratory Technician - Physical Science and Engineering	79
Laboratory Technician - Registered Vet Technician	79	Laboratory Technician - Registered Vet Technician	79
Laboratory Technician - Theater	79	Laboratory Technician - Theater	79
Laboratory Technician - Welding	79	Laboratory Technician - Welding	79
Laboratory Technician - Biological Sciences	79	Laboratory Technician I - Biological Sciences	79
Laboratory Technician - Chemistry	79	Laboratory Technician I - Chemistry	86
Lead Technician, Data Communications	124	Lead Information Technology Support Technician	124

SUBJECT: Classification and Compensation Study Descriptions for CSEA, Chapter 262-
Represented Employees

DATE: March 25, 2015

Current Title	Current Salary Range	Recommended Title	Proposed Salary Range
Mail Room Operator	62	Mail Room Operator	62
Library Page	1	Library Page	1
Network Administrator	124	Academic Network Administrator	124
Network Administrator	124	Enterprise Network Administrator	134
Network Administrator	124	Enterprise Network Security Analyst	144
Physical Education/Athletic Technician I	60	Kinesiology/Athletic Technician I	60
Physical Education/Athletic Technician II	63	Kinesiology/Athletic Technician II	63
Purchasing Specialist	95	Procurement Specialist	95
Project/Program Specialist	79	Project/Program Specialist	79
Risk Management Specialist	88	Risk Management Specialist	88
Senior Buyer	88	Senior Buyer	88
Senior Systems Analyst/Programmer	124	Senior Systems Analyst/Programmer	124
Student Center Specialist	79	Student Center Specialist	79
Student Services Outreach Specialist	59	Student Services Outreach Specialist	81

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</u>	ACTION
SUBJECT:	<u>Classification and Compensation Study: Range Placement for CSEA, Chapter 262-Represented Employees</u>	

BACKGROUND

The District performed a classification and compensation study of the position classification descriptions and range placement of all Classified, Confidential, Supervisory, and Management employees.

ANALYSIS AND FISCAL IMPACT

As a result of the classification and compensation study, the following range placements for employees in CSEA, Chapter 262-represented positions are recommended. The cost of the Reclassification for all the employees impacted by the classification and compensation study is \$465, 639.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the recommended classification position descriptions and corresponding salary and range placements for CSEA, Chapter 262-represented employees. The District and CSEA, Chapter 262 are continuing to develop position classification descriptions and salary range placements through a collaborative process. Remaining position classification descriptions and range placement will be brought to the Board for action at a future Board meeting.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #2

SUBJECT: Classification and Compensation Study: Range Placement for CSEA, Chapter 262 Represented Employees

DATE: March 25, 2015

Range Placement for CSEA, Chapter 262

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Andrewin, Melissa	Previous Title	Construction Specialist	07/01/14	81	2			100		4,107.67
Andrewin, Melissa	Previous Title	Construction Specialist	11/01/14	81	3			100		4,313.07
Andrewin, Melissa	New Title	Construction Projects Specialist	07/01/14	81	2			100		4,107.67
Andrewin, Melissa	New Title	Construction Projects Specialist	11/01/14	81	3			100		4,313.07
Anzora, Elmer R.	Previous Assignment	Student Serv. Outreach Spec	07/01/14	59	6			100	12	4,011.26
Anzora, Elmer R.	New Assignment	Student Services Outreach Specialist	07/01/14	81	3			100	12	4,313.07
Bailey, Anita L.	Previous Assignment	Student Services Outreach Spec	12/15/14	59	2			100	12	3,300.07
Bailey, Anita L.	New Assignment	Student Services Outreach Specialist	12/15/14	81	1			100	12	3,912.07
Barragan, Ralph	Previous Title	Driver - DSPS	07/01/14	45	6			47.5	12	1,657.57
Barragan, Ralph	New Title	Driver	07/01/14	45	6			47.5	12	1,657.57
Bean, Ronald C.	Previous Assignment	Midrange Systems Programmer	07/01/14	124	6	L15		100	12	8,323.81
Bean, Ronald C.	Temporary Out of Unit Assignment	Asst. Dir, Acad. Tech and Infrs.	09/11/14	12	4	L15		100	12	9,750.77
Bean, Ronald C.	New Assignment	Database Administrator	07/01/14	140	4	L15		100	12	8,852.92
Beaton, Donald B.	Previous Title	Driver – DSPS	07/01/14	45	6	L10		100	12	3,611.76
Beaton, Donald B.	New Title	Driver	07/01/14	45	6	L10		100	12	3,611.76
Cabanban, Avelino	Previous Assignment	Network Administrator	07/01/14	124	6			100	12	7,659.01
Cabanban, Avelino	New Assignment	Enterprise Network Administrator	07/01/14	134	5			100	12	8,057.44
Campos, Gabriel	Previous Title	PE./Athletic Technician II	07/01/14	63	6	L20	5%	100	12	4,929.82
Campos, Gabriel	New Title	Kinesiology / Athletic Technician II	07/01/14	63	6	L20	5%	100	12	4,929.82
Carpenter, Eric L.	Previous Title	Network Administrator	07/01/14	124	6	L15		100	12	8,323.81
Carpenter, Eric L.	Previous Title	Network Administrator	08/01/14	124	6	L20		100	12	8,614.85
Carpenter, Eric L.	New Title	Academic Network Administrator	07/01/14	124	6	L15		100	12	8,323.81
Carpenter, Eric L.	New Title	Academic Network Administrator	08/01/14	124	6	L20		100	12	8,614.85

SUBJECT: Classification and Compensation Study: Range Placement for CSEA, Chapter 262 Represented Employees

DATE: March 25, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Childs, Pamela A.	Previous Title	Purchasing Specialist	11/13/14	95	6	L15		100	12	6,237.42
Childs, Pamela A.	New Title	Procurement Specialist	11/13/14	95	6	L15		100	12	6,237.42
De La Cruz, Guadalupe	Previous Assignment	Student Serv. Outreach Spec	08/18/14	59	2			100	12	3,300.07
De La Cruz, Guadalupe	New Assignment	Student Services Outreach Specialist	08/18/14	81	1			100	12	3,912.07
Dinius, Taylor C.	Previous Title	PE/Athletic Technician I	07/01/14	60	3			100	12	3,499.70
Dinius, Taylor C.	New Title	Kinesiology/Athletic Technician I	07/01/14	60	3			100	12	3,499.70
Gallegos, Zakiel	Previous Title	Construction Specialist	07/01/14		81	4			100	
Gallegos, Zakiel	New Title	Construction Projects Specialist	07/01/14		81	4			100	
Garcia, Hector M.	Previous Title	Training and Applic. Spclst.	07/01/14	105	2			100	12	5,215.67
Garcia, Hector M.	New Title	Applications Training Specialist	07/01/14	105	2			100	12	5,215.67
Gardner, Nancy	Previous Title	ESL Instructional Support Asst.	07/01/14	45	5			47.5	12	1,578.63
Gardner, Nancy	New Title	English as a Second Language Support Assistant	07/01/14	45	5			47.5	12	1,578.63
Griffith, Tyee T.	Previous Assignment	Student Serv. Outreach Spec	07/01/14	59	6			100	12	4,011.26
Griffith, Tyee T.	New Assignment	Student Services Program Specialist	07/01/14	79	3			100	12	4,228.07
Jones, Lee J.	Previous Title	Lead Tech, Data Communication	12/15/14	124	2			100	12	6,301.09
Jones, Lee J.	New Title	Lead Information Technology Support Technician	12/15/14	124	2			100	12	6,301.09
Kumpe, Candis N.	Previous Title	PE / Athletic Technician I	07/01/14	60	2			100	11	3,333.07
Kumpe, Candis N.	Previous Title	PE / Athletic Technician I	09/01/14	60	2		5%	100	11	3,499.72
Kumpe, Candis N.	Previous Title	PE / Athletic Technician I	03/01/15	60	3		5%	100	11	3,674.69
Kumpe, Candis N.	Previous Title	PE / Athletic Technician I	03/14/15	60	3			100	11	3,499.70
Kumpe, Candis N.	New Title	Kinesiology / Athletic Technician I	07/01/14	60	2			100	11	3,333.07
Kumpe, Candis N.	New Title	Kinesiology / Athletic Technician I	09/01/14	60	2		5%	100	11	3,499.72
Kumpe, Candis N.	New Title	Kinesiology / Athletic Technician I	03/01/15	60	3		5%	100	11	3,674.69

SUBJECT: Classification and Compensation Study: Range Placement for CSEA, Chapter 262 Represented Employees

DATE: March 25, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Kumpe, Candis N.	New Title	Kinesiology / Athletic Technician I	03/14/15	60	3			100	11	3,499.70
Lopez, Jesse	Previous Assignment	Student Serv. Outreach Spec	07/01/14	59	2			100	12	3,300.07
Lopez, Jesse	Previous Assignment	Student Serv. Outreach Spec	08/01/14	59	3			100	12	3,465.07
Lopez, Jesse	New Assignment	Student Services Outreach Specialist	07/01/14	81	1			100	12	3,912.07
Lopez, Jesse	New Assignment	Student Services Outreach Specialist	08/01/14	81	1			100	12	3,912.07
Macatiag, Darwin	Previous Assignment	Network Administrator	07/01/14	124	6			100	12	7,659.01
Macatiag, Darwin	New Assignment	Enterprise Network Administrator	07/01/14	134	5			100	12	8,057.44
Madero Fernandez, Maria N.	Previous Assignment	Student Serv. Outreach Spec	07/01/14	59	3			100	12	3,465.07
Madero Fernandez, Maria N.	Previous Assignment	Student Serv. Outreach Spec	02/01/15	59	4			100	12	3,638.32
Madero Fernandez, Maria N.	New Assignment	Student Services Outreach Specialist	07/01/14	81	1			100	12	3,912.07
Madero Fernandez, Maria N.	New Assignment	Student Services Outreach Specialist	02/01/15	81	1			100	12	3,912.07
Mojica, Porfirio D.	Previous Title	Accompanist / Librarian	07/01/14	88	6	L10		100	12	5,540.45
Mojica, Porfirio D.	New Title	Accompanist	07/01/14	88	6	L10		100	12	5,540.45
New Position	New Title	Laboratory Technician I - Biology	07/01/14	79	1			100		3,835.00
Nsek, Iffiok-Obong U.	Previous Title	Lead Tech., Telecom. and Network	07/01/14	118	6	L20		100	12	8,115.59
Nsek, Iffiok-Obong U.	New Title	Lead Telecomm. Support Technician	07/01/14	118	6	L20		100	12	8,115.59
Ortiz, Leonard	Previous Title	Construction Specialist	07/01/14	81	3			100		4,313.07
Ortiz, Leonard	Previous Title	Construction Specialist	09/01/14	81	4			100		4,528.73
Ortiz, Leonard	New Title	Construction Projects Specialist	07/01/14	81	3			100		4,313.07
Ortiz, Leonard	New Title	Construction Projects Specialist	09/01/14	81	4			100		4,528.73
Quezada, Daniel A.	Previous Title	PE / Athletic Technician I	07/01/14	60	6	L15	5%	100	12	4,623.16
Quezada, Daniel A.	New Title	Kinesiology / Athletic Technician I	07/01/14	60	6	L15	5%	100	12	4,623.16

SUBJECT: Classification and Compensation Study: Range Placement for CSEA, Chapter 262 Represented Employees

DATE: March 25, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Rusich, Brittany R.	Previous Title	ESL Instructional Support Asst.	07/01/14	45	3		3%	47.5	12	1,474.83
Rusich, Brittany R.	New Title	English as a Second Language Support Assistant	07/01/14	45	3		3%	47.5	12	1,474.83
Rusich, Tiffany L.	Previous Title	ESL Instructional Support Asst.	07/01/14	45	5		3%	47.5	12	1,625.99
Rusich, Tiffany L.	New Title	English as a Second Language Support Assistant	07/01/14	45	5		3%	47.5	12	1,625.99
Shriver, Sharon L.	Previous Title	College Info Sys Support Spec	07/01/14	95	6	L20		100	12	6,455.51
Shriver, Sharon L.	New Title	Information Technology Specialist	07/01/14	95	6	L20		100	12	6,455.51
Stahl, Darren W.	Previous Title	Network Administrator	09/01/14	124	6	L20		100	12	8,614.85
Stahl, Darren W.	Previous Title	Network Administrator	10/01/14	124	6	L25		100	12	8,916.62
Stahl, Darren W.	New Title	Academic Network Administrator	09/01/14	124	6	L20		100	12	8,614.85
Stahl, Darren W.	New Title	Academic Network Administrator	10/01/14	124	6	L25		100	12	8,916.62
Taylor, Michael G.	Previous Title	Public Information Specialist	07/01/14	88	6	L20		100	12	6,021.16
Taylor, Michael G.	New Title	Communications Specialist	07/01/14	88	6	L20		100	12	6,021.16
Toledo, Concepcion	Previous Title	EOPS Outreach Specialist	07/01/14	54	6	L25		100		4,443.22
Toledo, Concepcion	New Title	EOPS Specialist	07/01/14	54	6	L25		100		4,443.22
Trujillo, Ruben	Previous Title	ESL Instructional Support Asst.	07/01/14	45	4			47.5	12	1,503.46
Trujillo, Ruben	New Title	English as a Second Language Support Assistant	07/01/14	45	4			47.5	12	1,503.46
Vasquez, Joseph H.	Previous Title	Network Administrator	07/01/14	124	6	L25		100	12	8,916.62
Vasquez, Joseph H.	New Title	Academic Network Administrator	07/01/14	124	6	L25		100	12	8,916.62
Vizcarra, Candyce M.	Previous Title	Lab Tech-Chemistry	07/01/14	79	3		3%	47.5	12	2,068.58
Vizcarra, Candyce M.	New Title	Laboratory Technician I - Chemistry	07/01/14	79	3		3%	47.5	12	2,068.58
Wiley, Kevin B.	Previous Assignment	Accompanist/Librarian	07/01/14	90	6	L20		100	10	6,142.20
Wiley, Kevin B.	Previous Assignment	Accompanist/Librarian	09/01/14	90	6	L25		100	10	6,357.35
Wiley, Kevin B.	New Assignment (Y-Rated)	Accompanist	07/01/14	88	6	L20		100	10	6,142.20

SUBJECT: Classification and Compensation Study: Range Placement for CSEA, Chapter 262 Represented Employees

DATE: March 25, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Wiley, Kevin B.	New Assignment (Y-Rated)	Accompanist	09/01/14	88 ¹	6	L25		100	10	6,357.35
Yokoyama, Brian A.	Previous Title	Public Information Specialist	07/01/14	88	6	L10		100	12	5,540.45
Yokoyama, Brian A.	Previous Title	Public Information Specialist	09/01/14	88	6	L15		100	12	5,817.74
Yokoyama, Brian A.	New Title	Communications Specialist	07/01/14	88	6	L10		100	12	5,540.45
Yokoyama, Brian A.	New Title	Communications Specialist	09/01/14	88	6	L15		100	12	5,817.74
Vacant02	Previous Title/Range	Network Administrator	07/01/14	124	1			100		6,001.03
Vacant02	New Title/Range	Enterprise Network Security Analyst	07/01/14	144	1			100		7,322.39
Vacant12	Previous Title	Teaching / Learning Tech Spec.	07/01/14	124	1			100		6,001.03
Vacant12	New Title	Instructional Designer	07/01/14	124	1			100		6,001.03

¹ Y rated to Range 90 due to a previous classification and compensation study. Salary will remain on Range 90, excluding future longevity, until salary on Range 88 meets and exceeds current Salary on Range 90.

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

DATE: March 25, 2015

ACTION

SUBJECT: Classification and Compensation Study and Range Placement for
CSEA, Chapter 651-Represented Employees

BACKGROUND

The District performed a classification and compensation study of the position classification descriptions and range placement of all Classified, Confidential, Supervisory, and Management employees.

ANALYSIS AND FISCAL IMPACT

As a result of the classification and compensation study, the position classification and following range placements are for employees in CSEA, Chapter 651-represented positions. The position classification descriptions provided are accessible for viewing at <http://www.mtsac.edu/about.jobs> and are recommended for implementation effective July 1, 2014. The cost of the reclassification for all employees impacted by the classification and compensation study is \$465,639.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the recommended classification position descriptions and corresponding salary and range placement for CSEA, Chapter 651-represented employees.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #3

SUBJECT: Classification and Compensation Study and Range Placement for CSEA,
Chapter 651-Represented Employees

DATE: March 25, 2015

**Position Classification Descriptions
CSEA, Chapter 651**

Current Title	Current Salary Range	Recommended Title	Proposed Salary Change
Assistant Farm Operations Specialist	76	Animal Farm Operations Specialist	76
Building Automation Technician	78	Building Automation Technician	78
Carpenter	71	Carpenter	71
Warehouse Coordinator	81	Coordinator, Warehouse	81
Custodian	34	Custodian	34
Electrician	71	Electrician	71
Grounds Equipment Operator	39	Grounds and Horticultural Technician - Athletics and Sports Fields	44
Grounds Equipment Operator	39	Grounds and Horticultural Technician - Campus	39
Heavy Grounds Equipment Operator	46	Grounds Heavy Equipment Operator	46
Horse Trainer	57	Horse Trainer	57
Horticulture Operations Specialist	76	Horticulture Operations Specialist	76
Horticulture Production Assistant	51	Horticulture Production Assistant	51
Air Conditioning & Heating Mechanic	71	HVAC Mechanic	71
Irrigation Specialist	47	Irrigation Specialist	47
Lead Carpenter	76	Lead Carpenter	76
Lead Custodian	46	Lead Custodian	46
Lead Electrician	76	Lead Electrician	76
Lead Grounds Equipment Operator	52	Lead Grounds and Horticultural Technician	52
Lead Air Conditioning & Heating Mechanic	76	Lead HVAC Mechanic	76
Lead Irrigation Specialist	64	Lead Irrigation Specialist	64
Landscape Technician	57	Lead Landscape Chemical Specialist - Campus Grounds and Sports Fields	64
Lead Mechanic	76	Lead Mechanic	76
Lead Plumber	76	Lead Plumber	76
Lead Skilled Trade Crafts Worker	76	Lead Skilled Trade Crafts Worker	76
Locksmith	71	Locksmith	71
Mechanic	71	Mechanic	71
Lead Painter	76	Painter	76
Plumber	71	Plumber	71
Preventative Maintenance, A/C and Heating Mechanic	71	Preventative Maintenance, A/C and Heating Mechanic	71
Refuse & Recyclable Collector	46	Refuse and Recyclable Collector	46
Skilled Trade Crafts Worker	71	Skilled Trade Crafts Worker	71
Stage Technician	71	Theater Arts Technical Specialist	81
Warehouse Worker	44	Warehouse Worker I	44
Warehouse Worker	44	Warehouse Worker II	54

SUBJECT: Classification and Compensation Study and Range Placement for CSEA,
Chapter 651-Represented Employees

DATE: March 25, 2015

Range Placement for CSEA, Chapter 651

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Diaz, Guadalupe S.	Previous Assignment	Grounds Equipment Operator	07/01/14	39	6			100	12	4,050.59
Diaz, Guadalupe S.	New Assignment	Grounds and Horticultural Technician-Athletic/Sports Fields	07/01/14	44	6			100	12	4,254.16
Escalera, Patrick J.	Previous Title	Heavy Grounds Equip. Operator	07/01/14	46	5			100	12	4,136.48
Escalera, Patrick J.	New Title	Grounds Heavy Equipment Operator	07/01/14	46	5			100	12	4,136.48
Flores, Ruben R.	Previous Title	Grounds Equipment Operator	10/13/14	39	1			100	12	3,172.86
Flores, Ruben R.	New Title	Grounds and Horticultural Technician - Campus	10/13/14	39	1			100	12	3,172.86
Hernandez, Jose	Previous Title	Grounds Equipment Operator	07/01/14	39	6	L10		100	12	4,192.36
Hernandez, Jose	New Title	Grounds and Horticultural Technician - Campus	07/01/14	39	6	L10		100	12	4,192.36
Jauregui, Juan R.	Previous Assignment	Landscape Technician	07/01/14	57	6	L25		100	12	5,313.58
Jauregui, Juan R.	Previous Assignment	Landscape Technician	01/01/15	57	6	L30		100	12	5,499.34
Jauregui, Juan R.	New Assignment	Lead Landscape/Chemical Specialist (Campus Grounds and Sports Fields)	07/01/14	64	5	L25		100	12	5,761.45
Jauregui, Juan R.	New Assignment	Lead Landscape/Chemical Specialist (Campus Grounds and Sports Fields)	01/01/15	64	5	L30		100	12	5,962.87
Jeffrey-Gudenau, Shana	Previous Title	Warehouse Coordinator	07/01/14	81	6	L20		100	12	6,921.31
Jeffrey-Gudenau, Shana	New Title	Coordinator, Warehouse	07/01/14	81	6	L20		100	12	6,921.31
Jimenez, James	Previous Title	Air Cond and Heating Mech	10/01/14	71	6	L30		100	12	6,707.68
Jimenez, James	New Title	Heating, Ventilation, and Air Conditioning (HVAC) Mechanic	10/01/14	71	6	L30		100	12	6,707.68

SUBJECT: Classification and Compensation Study and Range Placement for CSEA,
Chapter 651-Represented Employees

DATE: March 25, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Kelly, Sean P.	Previous Assignment	Carpenter	07/01/14	71	6	L10		100	12	5,761.85
Kelly, Sean P.	New Assignment	Stage Technician	07/01/14	81	5	L10		100	12	6,061.44
La Duke, James E.	Previous Title	Grounds Equipment Operator	07/01/14	39	6	L20		100	12	4,738.84
La Duke, James E.	New Title	Grounds and Horticultural Technician - Campus	07/01/14	39 ¹	6	L20		100	12	4,738.84
Mcbride, Diondre D.	Previous Title	Grounds Equipment Operator	07/01/14	39	3			100	12	3,507.16
Mcbride, Diondre D.	New Title	Grounds and Horticultural Technician - Campus	07/01/14	39	3			100	12	3,507.16
Montoya, Robert	Previous Title	Grounds Equipment Operator	07/01/14	39	6			100	12	4,050.59
Montoya, Robert	New Title	Grounds and Horticultural Technician - Campus	07/01/14	39	6			100	12	4,050.59
Morales, Arturo A.	Previous Title	Lead Painter	07/01/14	76	6	L10		100	12	6,057.59
Morales, Arturo A.	New Title	Painter	07/01/14	76	6	L10		100	12	6,057.59
Navarro, Jesus	Previous Title	Heavy Grounds Equip Operator	07/01/14	46	6	L10		100	12	4,490.01
Navarro, Jesus	New Title	Grounds Heavy Equipment Operator	07/01/14	46	6	L10		100	12	4,490.01
Navarro, Luis A.	Previous Assignment	Grounds Equipment Operator	07/01/14	39	2			100	12	3,329.73
Navarro, Luis A.	Previous Assignment	Grounds Equipment Operator	12/01/14	39	3			100	12	3,507.16
Navarro, Luis A.	New Assignment	Grounds and Horticultural Technician-Athletic/Sports Fields	07/01/14	44	2			100	12	3,507.16
Navarro, Luis A.	New Assignment	Grounds and Horticultural Technician-Athletic/Sports Fields	12/01/14	44	4			100	12	3,867.58
Ott, Justin J.	Previous Title	Grounds Equipment Operator	07/01/14	39	6			100	12	4,050.59

¹ Y rated to Range 43 due to a previous classification and compensation study. Salary will remain on Range 43, excluding future longevity, until salary on Range 39 meets and exceeds current Salary Range 43.

SUBJECT: Classification and Compensation Study and Range Placement for CSEA,
Chapter 651-Represented Employees

DATE: March 25, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Ott, Justin J.	New Title	Grounds and Horticultural Technician - Campus	07/01/14	39	6			100	12	4,050.59
Pedroza, Javier	Previous Title	Grounds Equipment Operator	07/01/14	39	6			100	12	4,050.59
Pedroza, Javier	New Title	Grounds and Horticultural Technician - Campus	07/01/14	39	6			100	12	4,050.59
Peterson, John K.	Previous Title	Lead Air Cond and Heating Mech	09/29/14	76	6			100	12	5,852.74
Peterson, John K.	New Title	Lead Heating, Ventilation, and Air Conditioning (HVAC) Mechanic	09/29/14	76	6			100	12	5,852.74
Rosas, Susan M.	Previous Assignment	Warehouse Worker	07/01/14	44	6	L10		100	12	4,403.06
Rosas, Susan M.	New Assignment	Warehouse Worker II	07/01/14	54	5	L10		100	12	4,636.90
Shira, George E.	Previous Title	Warehouse Worker	07/01/14	44	6	L15		100	12	4,623.42
Shira, George E.	New Title	Warehouse Worker I	07/01/14	44	6	L15		100	12	4,623.42
Smith, Ren	Previous Assignment	Grounds Equipment Operator	07/01/14	39	2			100	12	3,329.73
Smith, Ren	Previous Assignment	Grounds Equipment Operator	12/01/14	39	3			100	12	3,507.16
Smith, Ren	New Assignment	Grounds and Horticultural Technician-Athletic/Sports Fields	07/01/14	44	2			100	12	3,507.16
Smith, Ren	New Assignment	Grounds and Horticultural Technician-Athletic/Sports Fields	12/01/14	44	4			100	12	3,867.58
Valdez, Juvencio	Previous Title	Refuse & Recyclable Collector	07/01/14	46	4		3%	47.5	12	1,926.92
Valdez, Juvencio	New Title	Refuse and Recyclable Collector	07/01/14	46	4		3%	47.5	12	1,926.92
Venegas, Reynaldo	Previous Title	Warehouse Worker	07/01/14	44	6			100	12	4,254.16
Venegas, Reynaldo	New Title	Warehouse Worker I	07/01/14	44	6			100	12	4,254.16
Wolters, Steven L.	Previous Title	Preventative Maint., Plumber	07/01/14	71	6	L10		100	12	5,761.85
Wolters, Steven L.	New Title	Plumber	07/01/14	71	6	L10		100	12	5,761.85

SUBJECT: Classification and Compensation Study and Range Placement for CSEA,
Chapter 651-Represented Employees

DATE: March 25, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Zamora, Daniel	Previous Title	Lead Const. & Repair Worker	07/01/14	76	6	L25		100	12	6,813.76
Zamora, Daniel	Previous Title	Lead Const. & Repair Worker	02/01/15	76	6	L30		100	12	7,051.97
Zamora, Daniel	New Title	Lead Skilled Trade Crafts Worker	07/01/14	76	6	L25		100	12	6,813.76
Zamora, Daniel	New Title	Lead Skilled Trade Crafts Worker	02/01/15	76	6	L30		100	12	7,051.97
Zamora, Steven D.	Previous Title	Grounds Equipment Operator	07/01/14	39	5			100	12	3,865.68
Zamora, Steven D.	New Title	Grounds and Horticultural Technician-Campus	07/01/14	39	5			100	12	3,865.68

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

DATE: March 25, 2015

ACTION

SUBJECT: Classification and Compensation Study and Range Placement for
Supervisory Employees

BACKGROUND

The District performed a classification and compensation study in order to obtain a thorough review of the current classification and compensation structure for Classified, Confidential, Supervisory, and Management employees.

ANALYSIS AND FISCAL IMPACT

As a result of the classification and compensation study, the position classification and following range placements are for employees in supervisory positions. The position classification descriptions provided are accessible for viewing at <http://www.mtsac.edu/about.jobs> and are recommended for implementation effective July 1, 2014. The cost of the reclassification for all employees impacted by the classification and compensation study is \$465,639.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the recommended classification position descriptions and corresponding salary and range placement for Supervisory employees.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #4

SUBJECT: Classification and Compensation Study and Range Placement for Supervisory Employees

DATE: March 25, 2015

**Position Classification Descriptions
Supervisory Employees**

Current Title	Current Salary Range	Recommended Title	Proposed Salary Range
Supervisor, Application Support and Development	S-12	Supervisor, Application Support and Development	S-12
Supervisor, Broadcast & Presentation Services	S-7	Supervisor, Broadcast Services	S-7
Supervisor, Custodial Services	S-5	Supervisor, Custodial Services	S-5
Supervisor, Farm	S-9	Supervisor, Farm	S-9
Supervisor, Flight Training Program	S-9	Supervisor, Flight Training Program	S-9
Supervisor, Grounds	S-5	Supervisor, Grounds	S-5
Supervisor, High School Outreach	S-8	Supervisor, High School Outreach	S-8
Supervisor, Planetarium & Astronomy Observatory Center	S-8	Supervisor, Planetarium and Astronomy Observatory Center	S-8
Supervisor, Public Safety	S-7	Supervisor, Public Safety	S-7
Supervisor, Special Programs	S-8	Supervisor, Special Programs	S-8
Supervisor, Student Services	S-8	Supervisor, Student Services	S-8
Supervisor, Tutorial Services	S-5	Supervisor, Tutorial Services	S-5
Supervisor, Web & Portal Services	S-12	Supervisor, Web and Portal Services	S-12

Range Placement for Supervisory Employees

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Monthly Salary
Bangloy, Antonio	Previous Title	Supervisor, Application Support	07/01/14	12	5			100	9,166.00
Bangloy, Antonio	New Title	Supervisor, Application Support and Development	07/01/14	12	5			100	9,166.00
Casper, John W.	Previous Title	Sup, Broadcast Engineering	07/01/14	7	5			100	7,179.00
Casper, John W.	New Title	Supervisor, Broadcast and Presentation Services	07/01/14	7	5			100	7,179.00
Jones, Heather P.	Previous Title	Supervisor, Planetarium	07/01/14	8	5		6%	100	8,036.92
Jones, Heather P.	New Title	Supervisor, Planetarium and Astronomy Observatory Center	07/01/14	8	5		6%	100	8,036.92
Riles, Quinton	Previous Title	Supervisor, Custodial	09/22/14	5	2		5%	100	6,075.30
Riles, Quinton	New Title	Supervisor, Custodial Services	09/22/14	5	2		5%	100	6,075.30

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

DATE: March 25, 2015

ACTION

SUBJECT: Classification and Compensation Study and Range Placement for
Confidential Employees

BACKGROUND

The District performed a classification and compensation study in order to obtain a thorough review of the current classification and compensation structure for Classified, Confidential, Supervisory, and Management employees.

ANALYSIS AND FISCAL IMPACT

As a result of the classification and compensation study, the position classification and following range placements are for employees in confidential positions. The position classification descriptions provided are accessible for viewing at <http://www.mtsac.edu/about.jobs> and are recommended for implementation effective July 1, 2014. The cost of the reclassification for all employees impacted by the classification and compensation study is \$465,639.

Funding Source

Unrestricted General Fund

RECOMMENDATION

It is recommended that the Board of Trustees approves the recommended classification and compensation study and range placement for Confidential employees.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #5

SUBJECT: Classification and Compensation Study and Range Placement for Confidential Employees

DATE: March 25, 2015

**Position Classification Descriptions
Confidential Employees**

Current Title	Current Salary Range	Recommended Title	Proposed Salary Range
Executive Assistant	73C	Executive Assistant I	73C
Executive Assistant II	85C	Executive Assistant II	85C
Executive Assistant to the President and Board of Trustees	104C	Executive Assistant to the President and Board of Trustees	104C
Human Resources Analyst	97C	Human Resources Analyst	97C
		Human Resources Analyst - Position Management	97C
Human Resources Technician	59C	Human Resources Technician	59C

Range Placement for Confidential Employees

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Hebert, Brigitte B.	Previous Title	Executive Assistant	07/01/14	73	3			100	12	5,407.00
Hebert, Brigitte B.	New Title	Executive Assistant I	07/01/14	73	3			100	12	5,407.00

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

DATE: March 25, 2015

ACTION

SUBJECT: Classification and Compensation Study and Range Placement for
Management Employees

BACKGROUND

The District performed a classification and compensation study in order to obtain a thorough review of the current classification and compensation structure for Classified, Confidential, Supervisory, and Management employees.

ANALYSIS AND FISCAL IMPACT

As a result of the classification and compensation study, the position classification and following range placements are for employees in management positions. The position classification descriptions provided are accessible for viewing at <http://www.mtsac.edu/about.jobs> and are recommended for implementation effective July 1, 2014. The cost of the reclassification for all employees impacted by the classification and compensation study is \$465,639.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the recommended classification and compensation study and range placement for Management employees.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #6

SUBJECT: Classification and Compensation Study and Range Placement for Management Employees

DATE: March 25, 2015

**Position Classification Descriptions
Management Employees**

Current Title	Current Salary Range	Recommended Title	Proposed Salary Range
Assistant Director, Admissions & Records	M-13	Assistant Director, Admissions and Records	M-13
Assistant Director, Adult Basic Education	M-10	Assistant Director, Adult Basic Education	M-10
Assistant Director, Facilities Planning & Management	M-13	Assistant Director, Facilities Planning and Management	M-13
Assistant Director, Financial Aid	M-10	Assistant Director, Financial Aid	M-10
Assistant Director, Academic Technology & Infrastructure	M-12	Assistant Director, Infrastructure and Data Security	M-12
Associate Dean, Business	M-19	Associate Dean, Business	M-19
Associate Dean, Humanities and Social Sciences	M-19	Associate Dean, Humanities and Social Sciences	M-19
Associate Dean, Kinesiology & Athletics	M-19	Associate Dean, Kinesiology, Athletics and Dance	M-19
Associate Dean, Natural Sciences	M-19	Associate Dean, Natural Sciences	M-19
Associate Dean, Technology and Health	M-19	Associate Dean, Technology and Health	M-19
Associate Vice President, Fiscal Services	M-23	Associate Vice President, Fiscal Services	M-23
Chief Technology Officer	M-27	Chief Technology Officer	M-27
Dean, Arts	M-21	Dean, Arts	M-21
Dean, Business	M-21	Dean, Business	M-21
Dean, Continuing Education	M-21	Dean, Continuing Education	M-21
Dean, Counseling	M-21	Dean, Counseling	M-21
Director, Disabled Student Programs & Services	M-15	Dean, Disabled Student Programs and Services	M-21
Dean, Enrollment Management	M-21	Dean, Enrollment Management	M-21
Dean, Humanities & Social Sciences	M-21	Dean, Humanities and Social Sciences	M-21
Dean, Instructional Services	M-21	Dean, Instructional Services	M-21
Dean, Kinesiology & Athletics	M-21	Dean, Kinesiology, Athletics, and Dance	M-21
Dean, Library & Learning Resources	M-21	Dean, Library and Learning Resources	M-21
Dean, Natural Sciences	M-21	Dean, Natural Sciences	M-21
Dean, Student Services	M-21	Dean, Student Services	M-21
Dean, Technology & Health	M-21	Dean, Technology and Health	M-21
Assistant Director, Public Safety	M-08	Deputy Chief, Public Safety	M-11
Director, Academic Computing & Infrastructure	M-19	Director, Academic Computing and Infrastructure	M-19
Manager, Accounting	M-09	Director, Accounting	M-10
Director, Adult Basic Education	M-15	Director, Adult Basic Education	M-15
Director, AANAPISI	M-09	Director, Asian American, Native American, Pacific Islander Serving Institutions	M-09
Director, Assessment & Matriculation	M-15	Director, Assessment and Matriculation	M-15
Assistant Director, Fiscal Services	M-13	Director, Budget and Financial Programs	M-15
Director, Career & Transfer Services	M-13	Director, Career and Transfer Services	M-13
Director, Center of Excellence	M-13	Director, Center of Excellence	M-13
Director, Child Development Center	M-11	Director, Child Development Center	M-11
Director, Community & Career Education	M-15	Director, Community and Contract Education	M-15
Manager, Deaf & Hard of Hearing Services	M-08	Director, Deaf and Hard of Hearing Services	M-13
Director, ESL and Intercultural Programs	M-15	Director, English as a Second Language and Intercultural Programs	M-15
Director, Enterprise Application Systems	M-20	Director, Enterprise Application Systems	M-20
Director, Extended Opportunity Programs & Services	M-15	Director, EOPS and CARE	M-15

SUBJECT: Classification and Compensation Study and Range Placement for Management Employees

DATE: March 25, 2015

Current Title	Current Salary Range	Recommended Title	Proposed Salary Range
Director, Equal Employment Opportunity (EEO) Programs	M-17	Director, Equal Employment Opportunity (EEO) Programs	M-17
Director, Facilities Planning & Management	M-21	Director, Facilities Planning and Management	M-21
Director, Financial Aid	M-19	Director, Financial Aid	M-19
Director, Grants	M-15	Director, Grants	M-15
Director, Grounds & Transportation	M-09	Director, Grounds and Transportation	M-09
Director, Honors Program	M-10	Director, Honors Program	M-10
Director, Human Resources	M-17	Director, Human Resources Operations and Employee Services	M-17
Director, Learning Assistance	M-15	Director, Learning Assistance Center	M-15
Director, Marketing & Communication	M-19	Director, Marketing and Communication	M-19
Manager, Payroll	M-09	Director, Payroll	M-15
Manager, Community and Media Relations	M-14	Director, Public Affairs	M-14
Manager, Purchasing	M-13	Director, Purchasing	M-15
Director, Research & Institutional Effectiveness	M-19	Director, Research and Institutional Effectiveness	M-19
Director, Safety, Health Benefits & Risk Management	M-15	Director, Safety and Risk Management	M-17
Director, Health Services	M-15	Director, Student Health Services	M-15
Director, Student Life	M-15	Director, Student Life	M-15
Director, Technical Services	M-19	Director, Technical Services	M-19
Director, Upward Bound	M-13	Director, TRiO Programs	M-13
Director, Writing Center	M-10	Director, Writing Center	M-10
Executive Director, Development and the Mt. SAC Foundation	M-14	Executive Director, Development	M-14
Manager, Bursar's Office	M-06	Manager, Bursar's Office	M-06
Construction Project Manager	M-14	Manager, Construction Projects	M-14
Manager, Custodial Services	M-09	Manager, Custodial Services	M-09
Manager, Energy Services	M-10	Manager, Energy Services	M-10
Coordinator, ESL Instruction/Assessment	M-07	Manager, English as a Second Language Instructional Support	M-07
Manager, Facilities Projects	M-08	Manager, Facilities Projects	M-08
Manager, Facilities Support Services	M-10	Manager, Facilities Support Services	M-10
Senior Construction Project Manager	M-17	Senior Manager, Construction Projects	M-17

SUBJECT: Classification and Compensation Study and Range Placement for Management Employees

DATE: March 25, 2015

Range Placement for Management Employees

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Monthly Salary
Becker, Liza A.	Previous Title	Dir, ESL/Intercultural Prog	07/01/14	15	5	L15		100	11,270.12
Becker, Liza A.	New Title	Director, ESL and Intercultural Programs	07/01/14	15	5	L15		100	11,270.12
Cantu, Monica	Previous Assignment	Asst. Dir, Fiscal Services	07/01/14	13	4			100	9,380.00
Cantu, Monica	New Assignment	Director, Budget and Financial Programs	07/01/14	15	3			100	9,976.00
Cowin, Caryn L.	Previous Title	Construction Project Manager	07/01/14	14	1			100	9,166.00
Cowin, Caryn L.	New Title	Manager, Construction Projects	07/01/14	14	1			100	9,166.00
Dolan, Jill	Previous Title	Manager, Comm and Media Relat	07/01/14	14	5			100	9,976.00
Dolan, Jill	New Title	Director, Public Affairs	07/01/14	14	5			100	9,976.00
Gidcumb, Gary W.	Previous Title	Senior Construction Project Ma	07/01/14	17	5			100	11,176.00
Gidcumb, Gary W.	New Title	Senior Manager, Construction Projects	07/01/14	17	5			100	11,176.00
Hanson, Grace T.	Previous Assignment	Director, DSPS	07/01/14	15	5	L25		100	12,072.75
Hanson, Grace T.	New Assignment	Dean, Disabled Student Programs and Services	07/01/14	21	1	L25		100	13,929.65
Herrera, Irene C.	Previous Title	Director, EOPS	07/01/14	15	5	L10		100	10,732.95
Herrera, Irene C.	New Title	Director, EOPS and CARE	07/01/14	15	5	L10		100	10,732.95
Lambert, William R.	Previous Title	Exec Dir Coll Dev Mt SAC Found	07/01/14	14	5			100	9,976.00
Lambert, William R.	New Title	Executive Director, Development	07/01/14	14	5			100	9,976.00
Lee, Richard A.	Previous Assignment	Manager, Payroll	07/01/14	9	5			100	7,980.00
Lee, Richard A.	New Assignment	Director, Payroll	07/01/14	15	1			100	9,568.00
Madrigal, Paulo	Previous Title	Dir, Com and Career Ed	07/01/14	15	5	L15		100	11,270.12
Madrigal, Paulo	New Title	Director, Community and Contract Education	07/01/14	15	5	L15		100	11,270.12
Phillips Alonge, Olusegun K.	Previous Title	Construction Project Manager	07/01/14	14	3			100	9,568.00
Phillips Alonge, Olusegun K.	New Title	Manager, Construction Projects	07/01/14	14	3			100	9,568.00
Potter, Donald Eugene	Previous Assignment	Manager, Deaf Hard of Hearing	07/01/14	8	5			100	7,582.00
Potter, Donald Eugene	New Assignment	Director, Deaf Hard of Hearing	07/01/14	13	1			100	8,775.00
Pulcifer, Stephanie R.	Previous Title	Construction Project Manager	07/01/14	14	3			100	9,568.00

SUBJECT: Classification and Compensation Study and Range Placement for Management Employees

DATE: March 25, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Monthly Salary
Pulcifer, Stephanie R.	New Title	Construction and Repair Worker	07/01/14	14	3			100	9,568.00
Saldana, Karen A.	Previous Assignment	Dir,Sfty,Hlth Ben and Risk Mgt	07/01/14	15	5	L10		100	10,732.95
Saldana, Karen A.	New Assignment	Director, Safety and Risk Management	07/01/14	17	4	L10		100	11,353.95
Schroeder, Christopher	Previous Assignment	Manager, Netw/Data Sec	07/01/14	12	4	L15		100	9,750.77
Schroeder, Christopher	New Assignment	Assistant Director, Infrastructure and Data Security	07/01/14	18	1	L15		100	11,703.75
Teske, Margaret L.	Previous Title	Coord, ESL Inst/Assessment	07/01/14	7	5	L15		100	7,802.14
Teske, Margaret L.	New Title	Manager, English as a Second Language Instructional Support	07/01/14	7	5	L15		100	7,802.14
Vickers, Dale S.	Previous Title	Director, Acad Comp and Infrs	07/01/14	20	5	L10		100	12,797.78
Vickers, Dale S.	Previous Title	Director, Acad Comp and Infrs	09/01/14	20	5	L15		100	13,438.28
Vickers, Dale S.	New Title	Director, Academic Computing and Infrastructure	07/01/14	20	5	L10		100	12,797.78
Vickers, Dale S.	New Title	Director, Academic Computing and Infrastructure	09/01/14	20	5	L15		100	13,438.28
Zahrt Egbert, Shelly K.	Previous Assignment	Manager, Accounting	07/01/14	9	5			100	7,980.00
Zahrt Egbert, Shelly K.	New Assignment	Director, Accounting	07/01/14	13	1			100	8,775.00
Vacant18	Previous Title/Range	Asst Dir, Public Safety	07/01/14	8	1			100	6,784.00
Vacant18	New Title/Range	Deputy Chief, Public Safety	07/01/14	11	1			100	7,980.00

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 25, 2015</u>	ACTION
SUBJECT: <u>2015 CCCT Board of Directors Election</u>	

BACKGROUND

In accordance with the California Community College Trustees (CCCT) Board of Directors election process, community college district board nominations for vacancies on the CCCT Board of Directors were to be received by the Association from January 1 through February 15, 2015. The election of members of the Board of Directors takes place between March 10 and April 25, 2015. The CCCT Board of Directors is a 21-member Board and meets generally five times per year.

ANALYSIS AND FISCAL IMPACT

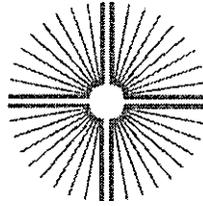
1. There are seven vacancies on the CCCT Board of Directors. The seven candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT Board will vote to break the tie.
2. The list of nominated candidates for the CCCT Board of Directors is on the following page.
3. A biographical sketch of each candidate was available for Board member review.
4. The official ballot will be mailed by the President's Office.
5. Background or campaign information on various candidates received by the President's Office is sent to the Board of Trustees in advance of the meeting.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees discuss and cast its vote for up to seven candidates for the 2015 CCCT Board of Directors.



2015 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF JANUARY 26, 2015

1. *Ann H. Ransford, Glendale CCD
2. *Janet Chaniot, Mendocino-Lake CCD
3. Richard Watters, Ohlone CCD
4. *Bernard "Bee Jay" Jones, Allan Hancock CCD
5. Don Edgar, Sonoma County CCD
6. Brent Hastey, Yuba CCD
7. Janet Green, Riverside CCD
8. Bill Freeman, Ohlone CCD
9. *Doug Otto, Long Beach CCD
10. *M. Tony Ontiveros, North Orange County CCD

*Incumbent

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 25, 2015</u>	ACTION
SUBJECT:	<u>Appointment of a Member to the Citizens Oversight Committee</u>	

BACKGROUND

In November 2001 (Measure R), and again in November 2008 (Measure RR), the College community passed a Bond Measure under Proposition 39 rules, which lowered the threshold for passage from two-thirds to 55%. Proposition 39 also required the College to appoint a Citizens Oversight Committee. The purpose of the Committee is to inform the public at least annually in a written report concerning the expenditure of the bond proceeds. On December 19, 2001, the Board of Trustees appointed the original eleven people to the Citizens Oversight Committee. Every two years, in December, the Board appoints community members to this committee.

ANALYSIS AND FISCAL IMPACT

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

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

Currently, an At-Large Community Member position is open, and Robert Carter would like to be considered for a two-year term.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees appoints Robert Carter as an At-Large Community Member to the Citizens Oversight Committee, effective March 26, 2015, through December 31, 2016.

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

DATE: March 25, 2015 **ACTION**

SUBJECT: Resolution No. 14-07 – Mt. San Antonio Community College District,
County of Los Angeles, State of California, Calling Upon State Legislators
to Approve Assembly Bill 288, The College and Career Access Pathways
Act (CCAP)

BACKGROUND

Existing law authorizes the governing board of a school district to allow pupils, whom the district has determined would benefit from advanced scholastic or vocational work, to attend community college as special part-time or full-time students, subject to parental permission. Existing law requires credit to be awarded to these pupils, as specified.

This bill, by Assemblymember Chris Holden (D-Pasadena), would authorize the governing board of a community college district to enter into a College and Career Access Pathways partnership with the governing board of a school district located within its service area with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

The bill would authorize specified high school pupils to enroll in up to 15 units if those units are required for these pupils' partnership programs and specified conditions are satisfied. AB 288 is currently being heard in the Assembly Higher Education Committee.

ANALYSIS AND FISCAL IMPACT

Recent reports from the Chancellor's Office reveal a 74% remediation rate with new, incoming freshman for English and math. Data also shows that there is only a 43.6% chance that students needing remedial English will actually move on to college-level English. For college-level math, that statistic lowers considerably to 30.6%.

Understanding these numbers is compelling districts to revise pathway programs to ensure that students needing remediation are reached earlier in the process and that remediation is wrapped around a pathway that ensures students succeed.

The California Community Colleges Chancellor's Office supports AB 288.

Prepared by: Jill Dolan

Recommended by: Bill Scroggins

Agenda Item: Action #9

SUBJECT: Resolution No. 14-07 – Mt. San Antonio Community College District,
County of Los Angeles, State of California, Calling Upon State Legislators
to Approve Assembly Bill 288, The College and Career Access Pathways
Act (CCAP)

DATE: March 25, 2015

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 14-07, as presented.

RESOLUTION NO. 14-07
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
CALLING UPON STATE LEGISLATORS TO APPROVE ASSEMBLY BILL 288,
THE COLLEGE AND CAREER ACCESS PATHWAYS ACT (CCAP)

Whereas, the connection between a college degree and economic stability has been exhaustively documented, making college access and preparation a social and economic justice issue; and

Whereas, across the United States there is a growing emphasis on school and community college collaboration to prepare students to be college and career ready; and

Whereas, California should do more to help schools and community colleges improve their college readiness and college enrollment rates; and

Whereas, concurrent enrollment has become a viable and effective method to prepare any student – even those who may have struggled academically and who may have had no initial interest in pursuing a postsecondary degree or credential – to complete high school and enter college; and

Whereas, allowing a greater and more diverse segment of high school students to take community college courses could provide benefits to both students and the state, such as reducing high school dropouts, increasing the number of community college students who transfer and complete a degree, shortening the time to completion of educational goals, and improving the level of preparation of students to successfully complete for-credit, college-level courses; and

Whereas, concurrent enrollment has been known to increase high school graduation rates and improve chances of success in college; and

Whereas, through concurrent enrollment partnerships, the Mt. San Antonio Community College District could work with local school districts to create clear pathways of aligned, sequenced coursework that would allow students to easily and successfully transition to for-credit, college-level coursework leading to an associate degree, transfer to the University of California or the California State University, or a career technical education (CTE) credential or certificate; and

Whereas, through partnerships with local high school districts, the Mt. San Antonio Community College District could increase the number of students that earn college credits in high schools and increase the number of students moving directly from high school to college; and

Whereas, to facilitate the establishment of concurrent enrollment partnerships, the state should remove fiscal penalties and policy barriers that discourage concurrent enrollment opportunities; and

Whereas, AB 288, the College and Career Access Pathways (CCAP) Act, reduces some of the state's key barriers around concurrent enrollment and makes it possible to expand college and career pathway opportunities for all students, thereby saving students and the state valuable time, money, and scarce educational resources; and

Now, therefore, be it resolved, that California should rethink its policies governing concurrent enrollment and establish a policy framework under which school districts and community college districts could create concurrent enrollment partnerships as a strategy to provide critical support for under-achieving students, those from groups underrepresented in higher education, those who are seeking advanced studies while in high school, and those seeking a career technical education (CTE) credential or certificate; and

Be it further resolved, that the Mt. San Antonio Community College District Board of Trustees urges members of the California Senate and California Assembly to approve Assembly Bill 288, the College and Career Access Pathways (CCAP) Act.

Passed and adopted by the Board of Trustees of the Mt. San Antonio Community College District this 25th day of March 2015 by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, William T. Scroggins, Clerk/Secretary of the Governing Board of the Mt. San Antonio Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regularly called and conducted meeting held on said date.

William T. Scroggins
College President/CEO and
Secretary, Governing Board
Mt. San Antonio Community College District

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

DATE: March 25, 2015

DISCUSSION

SUBJECT: Annual Review of Board Policy 2015 - Student Member

BACKGROUND

It is the responsibility of the Board of Trustees to annually decide whether to grant the following privileges to the student member:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance up to the maximum prescribed in Education Code 72024;
- The privilege to serve a term commencing July 1; and
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Currently, the Student Trustee is granted all of the above privileges with the exception of attending closed session.

ANALYSIS AND FISCAL IMPACT

Following is the current Board Policy.

The current budget includes compensation for the Student Trustee.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees reviews the current privileges granted to the Student Trustee and reaffirm existing policy or modify Board Policy 2015 - Student Member.

Recommended by: Bill Scroggins Agenda Item: Discussion #1

SUBJECT: Annual Review of Board Policy 2015 - Student Member

DATE: March 25, 2015

Chapter 2 – Board of Trustees

BP 2015 Student Member

Reference:

Education Code Section 72023.5

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing July 1.

The student member shall be enrolled in and maintain a minimum of five semester units in the College at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 cumulative grade point average (GPA) while serving as the Student Trustee.

The Student Trustee shall be chosen by the students enrolled in the College in accordance with Board-approved procedures and criteria included in the ~~Administrative Regulations and Procedures~~.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).

On or before May 15 of each year, the Board of Trustees shall review the privileges afforded to the student member.

The Student Trustee is afforded the following privileges:

- the privilege to make and second motions;
- the privilege to receive compensation for meeting attendance; and
- the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Approved: March 24, 2004

Revised: July 23, 2008

Revised: May 26, 2010

Revised: March 27, 2013

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

DATE: March 25, 2015

INFORMATION

SUBJECT: Classification and Compensation Study Update for CSEA,
Chapter 262

BACKGROUND

The District performed a classification and compensation study of the position classification descriptions and range placement of all Classified, Confidential, Supervisory, and Management employees.

ANALYSIS AND FISCAL IMPACT

The attached list of CSEA, Chapter 262-represented positions identifies those which have not yet been brought forward for Board Approval.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees reviews the classification and compensation study update for CSEA, Chapter 262.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Information #1

SUBJECT: Classification and Compensation Study Update for CSEA, Chapter 262**DATE:** March 25, 2015

**Classification Descriptions Still Under Review
CSEA, Chapter 262**

Current Title	Recommended Title	
IT Specialist - Academic Applications and Portal Content	Academic Applications Systems Specialist	
Administrative Secretary	Administrative Assistant	
Secretary		
Administrative Noncredit Curriculum Specialist	Administrative Noncredit Curriculum Specialist	
Account Clerk I	Administrative Specialist I	
Admissions & Records Clerk II		
Clerical Assistant		
Clerical Specialist		
Office Assistant		
Receptionist/Clerical Assistant		
Secretary		
Telephone Operator, Receptionist		
Administrative Secretary		Administrative Specialist II
Clerical Specialist		
Secretary		
Administrative Secretary	Administrative Specialist III	
Secretary		
Admissions & Records Clerk I	Admissions and Records Specialist I	
Admissions & Records Clerk II	Admissions and Records Specialist II	
Admissions & Records Clerk III	Admissions and Records Specialist III	
Alternate Media Technician	Alternate Media Program Specialist	
Benefits Specialist	Benefits Specialist	
Employment Specialist	Career Services Specialist	
Job Developer		
Computer Facilities Assistant	Computer Facilities Assistant	
ESL Learning Resources Technician		
Test Administration Assistant	Coordinator, Assessment Center	
Coordinator, Budget and Accounting	Coordinator, Budget and Accounting	
CalWORKs Coordinator	Coordinator, CalWORKs	
Computer Facilities Coordinator	Coordinator, Computer Facilities	
Computer Services Coordinator	Coordinator, Computer Services	
DSP&S Computer Technician	Coordinator, DSP&S Technology Program	
Coordinator, English as Second Language	Coordinator, English as Second Language	
Senior Graphic Designer	Coordinator, Graphic Design	

SUBJECT: Classification and Compensation Study Update for CSEA, Chapter 262

DATE: March 25, 2015

Current Title	Recommended Title
Exercise Science/Health Supervisor	Coordinator, Health and Fitness
Coordinator, Health Careers Resource Center	Coordinator, Health Careers Resource Center
Help Desk Coordinator	Coordinator, Help Desk
Supervisor, High School Program	Coordinator, High School Program
Supervisor, Language Learning Center	Coordinator, Language Learning Center
Learning Assistance Resource Center (LARC) Support Specialist	Coordinator, Learning Assistance Resource Center (LARC)
Learning Lab Coordinator	Coordinator, Learning Lab
Coordinator, Matriculation	Coordinator, Matriculation
Supervisor, Older Adult Program	Coordinator, Older Adult Program
Performing Arts Services Coordinator	Coordinator, Patrol Services
Payroll Coordinator	Coordinator, Payroll
Lead Printing Operations	Coordinator, Printing Services
Project/Program Coordinator	Coordinator, Project/Program
Coordinator, Special Projects Technician	Coordinator, Special Projects
Coordinator, Special Projects-Technology and Health	Coordinator, Special Projects/Programs (Revisit Title, vague)
Student Activities Coordinator	Coordinator, Student Activities
Supplemental Instruction Program Specialist	Coordinator, Supplemental Instruction Program
Tutorial Services	Coordinator, Writing Services
Assistant Curriculum Specialist	Curriculum Specialist I
Curriculum Specialist	Curriculum Specialist II
Early Childhood Development Specialist I	Early Childhood Development Specialist I
Early Childhood Development Specialist II	Early Childhood Development Specialist II
Educational Advisor	Educational Advisor
Educational Research Assessment Analyst	Educational Research Assessment Analyst
EOPS Outreach Specialist	EOPS Specialist
Senior Tool Keeper	Equipment Technician
ESL Outreach Specialist	ESL Outreach Specialist
Technician I, Event Services	Event Services Technician
Financial Aid Specialist	Financial Aid Specialist
Financial Aid Systems Specialist	Financial Aid Systems Analyst
Budget and Accounting Technician	Fiscal Specialist
Account Clerk I	Fiscal Technician I
Account Clerk III	
Student Accounts Technician	
Account Clerk III	Fiscal Technician II

SUBJECT: Classification and Compensation Study Update for CSEA, Chapter 262**DATE:** March 25, 2015

Current Title	Recommended Title
Graphics Technician	Graphic Designer
Help Desk/Network Support Technician	Help Desk Support Technician
Computer Operator	
Data Communications Technician	Information Technology Support Technician
Network Support Specialist	
Senior Help Desk/Network Support Technician	
Admissions and Records Clerk II	International Student Services Specialist
Laboratory Technician II - Biological Sciences	Laboratory Technician II - Biological Sciences
NEW	Laboratory Technician II - Chemistry
Lead Technician, Broadcast & Audio	Lead Broadcast and Audio Technician
Learning Resources Computer Technician	Lead Computer Facilities Assistant
Technician III, Event Services	Lead Event Services Technician
Lead International Students Specialist	Lead International Student Services Specialist
Lead Technician, Telecommunications & Networking	Lead Telecommunications Support Technician
Learning Lab Assistant I	Learning Lab Assistant I
Learning Lab Assistant II	Learning Lab Assistant II
Learning Resources Computer Technician	Library and Learning Resource Computer Technician
Library Technician I	Library Technician I
Library Technician II	Library Technician II
Library Technician III	Library Technician III
Mail Room Operator	Mail Room Operator
Medical Assistant	Medical Assistant
Mental Health Clinician	Mental Health Clinician
Receptionist/Clerical Assistant	Office Assistant
Parking Officer	Parking Officer
Technician, Performing Arts Operations	Performing Arts Technician
Learning Resources Technician	Presentation Services Technician
Printing Services Technician I	Printing Services Technician I
Printing Services Technician II	Printing Services Technician II
KSAK Operations Coordinator	Production Specialist
Television Production Specialist	
Account Clerk III	Program Fiscal Specialist
Account Clerk II	Program Fiscal Technician
Account Clerk III	
Public Safety Officer	Public Safety Officer I
NEW	Public Safety Officer II

SUBJECT: Classification and Compensation Study Update for CSEA, Chapter 262

DATE: March 25, 2015

Current Title	Recommended Title
Account Clerk I	Public Safety Technician I
Clerical Specialist	
Parking/Security Technician	Public Safety Technician II
Registered Nurse Practitioner	Registered Nurse Practitioner
Admissions and Records Clerk II	Registration Specialist
Admissions & Registration Clerk	
Lead Admissions and Records Clerk	
Registration Specialist	
Scholarship Program Specialist	Scholarship Program Specialist
Senior Interpreter	Senior Interpreter
Senior Research Analyst	Senior Research Analyst
Senior Systems Programmer	Senior Systems Analyst
Skills Lab Technician	Skills Lab Technician
Staff Nurse	Staff Nurse
Caseworker	Student Services Program Specialist II
Student Services Program Specialist	
Student Specialist	
Receptionist/Clerical Assistant	Switchboard Operator
Teaching Assistant	Teaching Assistant
Technician, Telecommunications & Networking	Telecommunications Technician
Test Administration Clerk	Test Administration Clerk
Transfer Specialist	Transfer Specialist
Tutorial Services Assistant I	Tutorial Services Assistant I
Tutorial Services Assistant II	Tutorial Services Assistant II
Tutorial Services Specialist	Tutorial Services Specialist
Vocational Outreach Specialist	Vocational Outreach Specialist
Web Designer	Web Designer
Web Support Specialist	Web Support Specialist

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 25, 2015</u>	INFORMATION
SUBJECT: <u>Administrative Procedure 3440 – Service Animals (NEW)</u>	

BACKGROUND

Administrative Procedure 3440, Service Animals is a new procedure. In 2010, the Department of Justice defined a service animal as a dog or miniature horse that has been trained to perform specific tasks for an individual with a disability that must be permitted "to accompany people with disabilities in areas where members of the public are allowed to go," (U.S. Department of Justice, Civil Rights Division, Disability Rights Division Fact Sheet, 2010, p. 1). Administrative Procedure 3440 includes definitions, conditions, and requirements of service animals and their handlers. Included in the procedures are directions on how to address others who may have a physical or medical reaction when service animals are present, identifies areas on campus which are off limits to service animals, and describes situations where a service animal may be denied access.

The main purpose of this Administrative Procedure is to ensure that individuals with disabilities who have service animals can participate in and benefit from College services, programs, and activities, and to ensure the College does not discriminate on the basis of disability as identified in Titles I, II, and III of the ADA and state anti-discrimination laws.

ANALYSIS AND FISCAL IMPACT

Administrative Procedure 3440 has gone through the governance process of the College and was approved by President’s Advisory Council, President’s Cabinet, the Academic Mutual Agreement Council, the Academic Senate, and the Student Preparation and Success Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the new Administrative Procedure – 3440 Service Animals, as presented.

Prepared by: <u>Grace Hanson/Lorraine Jones</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Information #2</u>

SUBJECT: Administrative Procedure 3440 – Service Animals (NEW)

DATE: March 25, 2015

Chapter 3 – General Institution

AP 3440 Service Animals (NEW)

References:

Education Code Sections 67302, 67310, and 84850; Title 5 Sections 56000 et seq.; 42 U.S.C. Section 12101; 34CFR Sections 104.3 and 104.44; 36CFR Section 11135, BP 3410, BP 3420, BP 3440, BP 3940, BP 5140, BP 5500; Penal Code Section 365.5; The Americans with Disabilities Act of 1990—42 United States Code Sections 12101 et seq.

Introduction

Under federal and state laws, the College is required to ensure that academic requirements and practices, facilities, electronic information technology, printed and audiovisual materials, and College services and activities are reasonably accessible to individuals with disabilities. The College will make modifications and adjustments as necessary in order to provide equal access. The following procedures implement this policy with regard to the use of service animals by students, employees, and guests with disabilities in College facilities and on the College campus. The purpose of these procedures is to ensure that individuals with disabilities who have service animals can participate in and benefit from College services, programs, and activities, and to ensure the College does not discriminate on the basis of disability as identified in Titles I, II, and III of the ADA and state antidiscrimination laws.

Although federal and state laws grant the right of access to service animal users, with that comes the duty to ensure that the animal behaves and responds appropriately at all times in public. Additionally, the individual with a disability and/or animal handler, as applicable, must abide by the Standards of Conduct outlined in Mt. SAC Board Policy 5500 and in this Service Animal Procedure. At Mt. SAC the individual, the animal, and the College have responsibilities to ensure the success of using a service animal.

The College will allow an individual with a disability to use a miniature horse as a service animal in College facilities and on College campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability, and the College has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

Definitions

Service Animal: A “service animal,” for purposes of this procedure, means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other mental disability.

SUBJECT: Administrative Procedure 3440 – Service Animals (NEW)

DATE: March 25, 2015

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

In addition to the provisions about service dogs, revised ADA regulations have a separate provision about miniature horses that have been individually trained to do work or perform tasks for persons with disabilities.

Partner/Handler: A person with a disability who has a service animal is called a partner; a person who accompanies the individual with a disability for the purpose of directing and controlling the animal is called a handler. In many instances, the person with a disability is both the partner and the handler.

Team: A partner or a handler and his or her service animal. The two work as a cohesive team in accomplishing the tasks of everyday living.

Trainee: An animal being trained to become a service animal. A trainee has the same rights and responsibilities as a fully trained service animal when accompanied by a partner/handler.

Therapy/Comfort Animal: An animal with good temperament and disposition, and who has reliable, predictable behavior, selected as a therapy tool to achieve specific physical, social, cognitive, and emotional goals with patients. The therapy/comfort animal is incorporated as an integral part of a treatment process under the direction of a health professional. Therapy/comfort animals are NOT service animals and are NOT entitled to the same benefits as service animals. Therefore, persons requiring the use of a therapy/comfort animal must provide documentation of their medical condition describing the need for the therapy/comfort animal to the Human Resources Office or Disabled Student Programs & Services for authorization of the accommodation.

Pets/Companion Animal: A domestic animal kept for pleasure or companionship. Mt. San Antonio College has a “no-pets-on-campus policy.” (See Board Policy 3940 - Animals on Campus.)

Functions of Service Animals

Assistance: A dog or miniature horse that has been trained to assist a person who has mobility, sensory, or health impairment. Types of duties the dog or miniature horse may perform include carrying, fetching, opening doors, and ringing doorbells.

SUBJECT: Administrative Procedure 3440 – Service Animals (NEW)

DATE: March 25, 2015

Guide: A dog or miniature horse that is carefully trained and serves as a travel tool by individuals who are blind or have low vision.

Hearing: A dog that has been trained to alert a person with a significant hearing loss or who is deaf when a sound occurs (e.g., a knock on the door, a fire alarm, a ringing phone).

Ssig: A dog trained to assist a person with autism. Ssig stands for “Sensory signal.” The dog alerts the autistic individual to distracting repetitive movements common among those with autism, allowing the person to stop the movement, such as hand flapping. A person with autism may have deficits in sensory input and may need the same support services from a dog that one might provide for a person who is blind or deaf.

Seizure Response: A dog trained to assist a person with a seizure disorder. The method in which the dog serves the person depends on the individual’s need. Some dogs have learned to predict a seizure and warn the person in advance.

Inquiries

On the occasion that it is not immediately obvious what service an animal provides, only limited inquiries are allowed. Under the ADA, College personnel are permitted to ask only the following two questions regarding the need for a service animal:

1. Is the service animal required because of a disability?
2. What work or tasks is the animal trained to perform?

The College will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

SUBJECT: Administrative Procedure 3440 – Service Animals (NEW)

DATE: March 25, 2015

Requirements of Service Animals and Partner/Handlers

Grooming: The animal must be well groomed, and measures should be taken at all times for flea, tick, and odor control. Animals should be bathed and groomed outside of the campus. Campus facilities and restrooms cannot be used for animal bathing or grooming. Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals.

Physical Control: Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. The handler/partner must be in full control of the animal at all times, and the animal must be as unobtrusive as possible (U.S. Department of Justice, Civil Rights Division, Disability Rights Office. *ADA 2010 Revised Requirement*, July 6, 2011, 2).

Toileting: Toileting areas are designated as the grassy areas on campus. Upon request, designated toileting areas can be included in mobility training and orientation of students, employees, and animals that are new to the campus. It is the service animal handler's responsibility to be aware of the animal's need to relieve itself and act accordingly.

Clean Up: The County of Los Angeles ordinance requiring cleaning up after the animal must be followed. The ordinance requires the partner/handler to pick up feces and wrap in plastic bag and dispose of same using trash cans provided on campus grounds. Individuals who physically cannot clean up after the animal may be required to make personal arrangements for a handler to provide that service.

Conduct: The service animal and the individual with the disability (or handler when applicable) must abide by the standards of conduct outlined in Mt. SAC Board Policy 5500 - Standards of Conduct - and in this Service Animal Procedure.

Assessment Factors for Miniature Horses

When determining if a miniature horse meets the criteria of a service animal, the College shall consider the following factors:

- whether the facility can accommodate the type, size, and weight of the miniature horse;
- whether the handler has sufficient control of the miniature horse;
- whether the miniature horse is housebroken; and
- whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

SUBJECT: Administrative Procedure 3440 – Service Animals (NEW)

DATE: March 25, 2015

Public Behavior Requirements by the Animal

- Must not be allowed to sniff people, shelves, tables in eating areas, or personal belongings of others;
- Must not initiate contact with someone without the partner/handler's direct permission;
- Must not display any behaviors or noises that are disruptive to others, such as barking, whining, or growling;
- Must avoid excessive personal grooming in public settings;
- Must not block an aisle or passageway; and
- Must be trained not to be attracted to food that may be in common areas.

Public Behavior Requirements by Students/Staff/Faculty/Administration and Visitors on Campus

The College will provide notification and training to employees to assure compliance with the following legal requirements:

- Must allow a service animal to accompany the partner/handler at all times except where service animals are specifically forbidden. Under the ADA, Mt. SAC must allow service animals to accompany persons with disabilities in all areas of the campus where the public is normally allowed to go (see Areas Off Limits to Service Animals);
- Should ask the person if he/she would like assistance if the team seems confused about a direction to turn, an accessible entrance, the location of an elevator, etc.;
- Should never pet a service animal while it is working. Petting distracts service animals from their responsibilities;
- Should never feed a working service animal. Do not offer any beverages to a service animal;
- Should never deliberately startle, tease, or taunt a service animal; and
- Should never separate or attempt to separate an animal from the handler.

Conflicting Disabilities and Other Medical Conditions

Individuals may have a disability that precipitates an allergic reaction to dogs or miniature horses. Persons who have allergic reactions or other medical issues with a service animal in the academic setting are required to make a complaint to the ADA/504 Compliance Officer who is the Director of Equal Employment Opportunity Programs located in the Office of Human Resources on the lower level of the Administration Building (Building 4 on the Campus Map) and accessible by phone at 909.274.4225. The individual making the complaint must provide verifiable medical documentation citing the nature of the medical

SUBJECT: Administrative Procedure 3440 – Service Animals (NEW)

DATE: March 25, 2015

condition or disability, seriousness of the condition or disability, and the nature of the conflict. Action will be taken to consider the needs of both individuals to resolve the problem as efficiently and effectively as possible.

Exclusions

While legal access rights are granted to individuals with disabilities and service animals, certain circumstances may occur where a service animal and partner/handler can be asked to leave the campus.

1. interfering with the work of another service animal;
2. causing a “fundamental alteration” of curricula, services, activities, or programs due to the presence of an animal;
3. failing to maintain appropriate behavioral standards (as stated above);
4. abridging the rights of others with disabilities under the ADA;
5. damaging College property;
6. presenting a “direct threat” to the health and safety of any member of the public including an employee or student;
7. exhibiting poor hygiene (e.g., visibly dirty, has a strong odor, not groomed, evidence of having fleas, ticks, etc.);
8. aggressive behavior;
9. causing a disruption to the learning environment (as defined in Standards of Conduct, Board Policy 5500); and
10. an animal that is ill.

Areas Off Limits to Service Animals

The College may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger or where their use may compromise the integrity of the curriculum. Such restricted locations include, but are not limited to: food preparation areas, certain laboratories, mechanical rooms/custodial closets, classrooms with demonstrations/research animals, areas where protective clothing is necessary, areas where a sterile environment might be compromised and other areas where the animal’s presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area. Access to restricted areas may be granted on a case-by-case basis by contacting the appropriate department, the ADA/504 Compliance Officer, who is the Director of Equal Employment Opportunity Programs, located in the Office of Human Resources on the lower level of the Administration Building (Building 4 on the Campus Map), and accessible by phone at 909.274.4225, or Disabled Student Programs & Services, Student Services Building (9B), lower level, 909.274.4290.

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No Surcharge

The College will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the College normally charges individuals for damage caused by pets, an individual with a disability may be charged for damages caused by his or her service animal.

Campus Coordination

Students with disabilities planning to use a service animal on campus are strongly encouraged to register with Disabled Student Programs & Services (DSPS) for evaluation as a student with a disability at Mt. San Antonio College. The Director of DSPS or designee will evaluate the need for additional appropriate accommodations based on the educational limitations of the disability. DSPS is located in the Student Services Building (9B), lower level. Telephone inquiries can be made by contacting DSPS at 909.274.4290.

Faculty or staff desiring the use of a service animal on campus should contact the College's ADA/504 Compliance Officer, who is the Director of Equal Employment Opportunity Programs, located in the Office of Human Resources on the lower level of the Administration Building (Building 4 on the Campus Map), and accessible by phone at 9909.274.4225. The ADA/504 Compliance Officer or designee will evaluate the need for additional appropriate accommodations based on the functional limitations of the disability.

Visitors with service animals must adhere to the same service animal control, behavior, and safety guidelines as students and employees of the College.

Complaints and Grievances

Anyone dissatisfied with a decision made concerning a service animal should refer to Mt. SAC's Discrimination and Harassment Investigations (Administrative Procedure 3435) and Student Rights and Grievances (Administrative Procedure 5530), and Students with Disabilities (Administrative Procedure 5140).

Students, employees, or members of the public wishing to file complaints or grievances, based upon discrimination on the basis of physical or mental disability, should contact the College's ADA/504 Compliance Officer, who is the Director of Equal Employment Opportunity Programs, located in the Office of Human Resources on the lower level of the Administration Building (Building 4 on the Campus Map) and reachable by phone at 909.274.4225.

Alternately, students may contact the Office for Civil Rights regarding their complaint resolution processes:

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United States Department of Education
Office for Civil Rights
Region IX
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102
1-800-421-3481 or 1-415-486-5555
www2.ed.gov

or The California Community College Chancellor's Office:

Chancellor's Office, California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549
Attention: Legal Affairs Division
www.cccco.edu

A College employee may file an employment-related discrimination complaint with the Equal Employment Opportunity Commission (EEOC)

Los Angeles District Office
Equal Employment Opportunity Commission
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
1-800-669-4000
www.eeoc.gov

or the California Department of Fair Employment and Housing

California Department of Fair Employment and Housing
Los Angeles Regional Office
1055 West 7th Street, Suite 1400
Los Angeles, CA 90017
1-800-884-1684
www.dfeh.ca.gov

All others may contact the U.S. Office for Equal Opportunity or the California Department of Fair Employment and Housing, as listed above, to file a complaint.

Approved: December 10, 2014