



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, April 15, 2015**

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

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

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

## AGENDA

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

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

## PUBLIC COMMUNICATION

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

## CLOSED SESSION

- Conference with Legal Counsel – Litigation (one case)
- Conference with Legal Counsel – Settlement Agreement (two cases)

---

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

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

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

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

### **INTRODUCTIONS AND RECOGNITIONS**

- Introduction of the following newly appointed Classified employees:
  - **Amanda James**, Clerical Specialist (Counseling/High School Outreach Program)
  - **Manoj Jayagoda**, Student Services Program Specialist (Disabled Student Programs and Services)
  - **Irma Marin**, Secretary (Student Services)
- Award a Certificate of Service to the following retiring staff member:
  - **Patricia Boyer**, Administrative Secretary (Natural Sciences), 22 years of service
  - **Charles Porter II**, Parking Officer (Public Safety), nine years of service

### **APPROVAL OF MINUTES**

- Approval of minutes of the special meeting of February 7, 2015. (See backup packet Pages 1 through 9.)
- Approval of minutes of the regular meeting of March 25, 2015. (See backup packet Pages 10 through 20.)

## **PUBLIC COMMUNICATION**

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

## **REPORTS**

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

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

## BOARD COMMUNICATION

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

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

- Water Conservation Report

10. Informational Report

Navigating Compliance: Prevention of Sexual Misconduct, presented by Lorraine Y. Jones, Equal Employment Opportunity Director and Title IX Coordinator; Marti Whitford, Director of Student Health Services; Carolyn Keys, Dean of Student Life; and Dave Wilson, Chief of Police and Public Safety. (See backup packet Page 21.)

## 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 22 through 26.)

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 27 through 30.)
3. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Page 31.)
4. Consideration of approval of a five-year agreement with Lexipol, LLC, for law enforcement subscription materials. (See backup packet Page 32.)
5. Consideration of approval of a three-year agreement with Sirius Computer Solutions for VMWare maintenance. (See backup packet Page 33.)
6. Consideration of approval of additional on-site visits for the Hyland consulting team for the implementation of OnBase. (See backup packet Page 34.)
7. Consideration of approval of RFP No. 2995 – Collection Services, and award the primary contract to Continental Service Group, Inc. dba ConServe, and the secondary contract to Enterprise Recovery Systems. (See backup packet Pages 35 and 36.)
8. Consideration of approval of the single-source purchase of Haas automation equipment from the Haas Factory Outlet. (See backup packet Pages 37 and 38.)
9. Consideration of approval of the Final Reconciliation and Notice of Completion of a contract using the Lease/Leaseback Construction Delivery Method for Building 12 Renovation. (See backup packet Pages 39 and 40.)
10. Consideration of approval of the Final Reconciliation and Notice of Completion of a contract using the Lease/Leaseback Construction Delivery Method for North Campus Infrastructure Improvements. (See backup packet Pages 41 and 42.)
11. Consideration of approval of the Final Reconciliation and Notice of Completion of a contract using the Lease/Leaseback Construction Delivery Method for Campus-wide Audiovisual Improvements. (See backup packet Pages 43 and 44.)
12. Consideration of approval of the Final Reconciliation and Notice of Completion of a contract using the Lease/Leaseback Construction Delivery Method for Campus-wide Door Hardware Improvements. (See backup packet Pages 45 and 46.)
13. Consideration of approval of agreements to provide professional design and consulting services with Pal ID Studio for the Equity Center Modular Building, Miscellaneous Interior Improvements, and the Document Storage Modular Building; with Southland Industries for the Food Services Building and the Student Success Center; with P2S Engineering, Inc. for the Thermal Energy Storage Tank and Central Plant Expansion; with Psomas for the Equity Center Modular Building; and with DLM Engineering, Inc. for the Water Conservation Master Plan – Phase 1. (See backup packet Pages 47 through 49.)
14. Consideration of approval of the following Bid for the Sophia B. Clarke Theater Motorized Rigging Equipment. (See backup packet Page 50.)
  - Bid No. 3012      Barbizon Lighting Company, Los Angeles, CA

15. Consideration of approval of the following Contract Amendment. (See backup packet Page 51.)
  - Contract                      Modular Buildings Site Installation – Steve Fader Architects - Amendment No. 2.
16. Consideration of approval of the following Proposed Gifts and Donations to the College:
  - Adam Taylor – Canon SDMKiii camera body, Canon EOS-1 film body, Canon IOD camera body, and Manfrotto monopod, valued by donor at \$5,099, to be used in the Photography Department.
  - Jesus Ramirez – Utility trailer, 1993 – 5' x 6' single-axle, valued by donor at \$1,000, to be used in the Agriculture Department.
  - Martha and John Goss – Two saddle racks that hold three saddles each, valued by donor at \$450, to be used in the Equine Unit for saddles.
  - Santos Montano – One saddle and two-tack, valued by donor at \$500, to be used for lab classes and unit activities in the Equine Unit.

## **HUMAN RESOURCES**

17. Consideration of approval of Personnel Transactions. (See backup packet Pages 52 through 57.)
18. Consideration of approval of a contract for consultation services with American Fidelity Administrative Services, LLC. (See backup packet Page 58.)
19. Consideration of approval of mediation training with American Arbitration Association. (See backup packet Page 59.)

## **INSTRUCTION**

20. Consideration of approval of program fees for students in the Technology and Health Division. (See backup packet Pages 60 and 61.)
21. Consideration of approval of advance payment of fees for Radiologic Technology Pinning Ceremony Luncheon. (See backup packet Page 62.)
22. Consideration of approval of an affiliation agreement with the City of Upland/Upland Fire Department. (See backup packet Page 63.)
23. Consideration of approval of a Child Development Center contract amendment with the California Department of Education. (See backup packet Page 64.)
24. Consideration of approval of a Child Development Center field trip to Kidspace Children's Museum. (See backup packet Page 65.)
25. Consideration of approval of an Adult Education Consortium Planning Grant Extension and approval of activities. (See backup packet Pages 66 and 67.)

26. Consideration of approval of additions and changes in the Continuing Education Division. (See backup packet Pages 68 through 71.)
27. Consideration of approval of a 2015 High School Summer School Program. (See backup packet Pages 72 and 73.)
28. Consideration of approval of the American Readers' Theater Association Championship Tournament. (See backup packet Page 74.)
29. Consideration of approval of the Honors Program Annual Recognition Celebration. (See backup packet Page 75.)
30. Consideration of approval of a Geology Summer Field Experience Class (GEOL 29). (See backup packet Page 76.)
31. Consideration of approval of a new degree effective with the 2015-16 academic year. (See backup packet Page 77.)
32. Consideration of approval of Dorothy Rupe Caregiver Program Acceptance of Funds. (See backup packet Page 78.)

#### **PRESIDENT'S OFFICE**

33. Consideration of approval of an Online Enrollment Marketing Proposal with AdTaxi Networks. (See backup packet Pages 79 and 80.)
34. Consideration of approval of a contract to provide temporary staffing services with Robert Half International, Inc. (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 Resolution No. 14-08 – Declaring May 17-23, 2015, as Classified School Employees Week at Mt. San Antonio College. (See backup packet Pages 82 and 83.)
2. Consideration of approval of Resolution No. 14-09 - Order of Election of the Mt. San Antonio Community College District of Los Angeles County. (See backup packet Page 84.)
3. Consideration of approval of Resolution No. 14-10 - Supporting the Acquisition and Operation of Los Angeles Metro Bus Line 190 by Foothill Transit. (See backup packet Pages 85 and 86.)
4. Annual Review of Board Policy 2015 – Student Member. (See backup packet Pages 87 and 88.)

# ADJOURNMENT

## Future Board Meetings

May 27, 2015

June 24, 2015

July 8, 2015

## Upcoming Events

- April 11            **Sixth Annual Kepler Distinguished Lecture and Scholarship Dinner,**  
5:00 p.m., Dance Studio
- April 14-16        **Blood Drive,** 9:00 a.m.-7:00 p.m., Student Life Center (Building 9C)
- April 15            **Board of Trustees Meeting,** 6:30 p.m., Founders Hall
- April 17-18        **The Portrait,** 8:00 p.m., Sophia B. Clarke Theater
- April 18            **Salute to Veterans,** 12:00-3:00 p.m., Baseball Field  
**Music Faculty Showcase,** 7:30 p.m., Feddersen Recital Hall
- April 19            **The Portrait,** 2:00 p.m., Sophia B. Clarke Theater
- April 20-24        **It's Not Too Late to Apply for Financial Aid!,** 11:00 a.m.-1:00 p.m.,  
Miracle Mile
- April 23            **Theodore Von Karman Lecture Series,** 6:30 p.m., Planetarium
- April 24            **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  
**17<sup>th</sup> Annual Puttin' on the Hits,** 7:30 p.m., Sophia B. Clarke Theater
- April 25            **17<sup>th</sup> Annual Puttin' on the Hits,** 3:00 and 7:30 p.m., Sophia B. Clarke  
Theater  
**Secret of the Cardboard Rocket,** 4:30 p.m., Planetarium  
**Stars of the Pharaohs,** 6:00 and 7:30 p.m., Planetarium
- April 28            **Self-Defense Workshop,** 1:30 p.m., Student Life Center (Building 9C Stage  
Area)
- April 29            **Culture Fair,** 3:00-6:00 p.m., Student Life Center (Building 9C Patio Area)  
**Unzipped: The Real Deal on STDs,** 1:30 p.m., Student Life Center  
(Building 9C Stage Area)

## **Upcoming Events** (continued)

- May 1           **Mt. SAC's Caduceus Club Presents 9<sup>th</sup> Annual Health Professions Conference**, 8:00 a.m., Design Technology Auditorium (Building 13)  
**Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium  
**Star Tales**, 6:00 and 7:30 p.m., Planetarium  
**Spring Jazz Band Concert**, 7:30 p.m., Sophia B. Clarke Theater  
**Telescope Night**, 9:00 p.m., Building 60 Dome
- May 2           **Mt. SAC Agricultural Sciences Annual Farm Day**, 9:00 a.m.-2:00 p.m., Farm  
**One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium  
**Back to the Moon for Good**, 6:00 and 7:30 p.m., Planetarium
- May 7           **EOPS/CARE & CalWORKs Student Recognition Ceremony**, 5:00 p.m., Design Technology Building (Building 13)
- May 8           **Spring Wind Ensemble Concert**, 7:30 p.m., Sophia B. Clarke Theater
- May 12          **The Buzz That Takes Your Breath Away**, 1:30 p.m., Student Life Center (Building 9C Stage Area)
- May 13          **Registration begins for 2015 Summer Intersession Credit and Continuing Education**
- May 13-14       **Blood Drive**, 9:00 a.m.-7:00 p.m., Student Life Center (Building 9C)
- May 14-June 4   **67<sup>th</sup> Annual Student Art Exhibition**, Reception: Thursday, May 14, 4:00-6:00 p.m.
- May 15          **Last day to petition for 2015 Spring Commencement**  
**One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium  
**Secrets of the Sun**, 6:00 and 7:30 p.m., Planetarium  
**Music Department Student Showcase**, 7:30 p.m., Feddersen Recital Hall
- May 15-16       **Spring Dance Concert**, 8:00 p.m., Sophia B. Clarke Theater
- May 16          **Summer Bridge Welcome and Registration Event**, 8:00 a.m.-2:00 p.m., Design Technology Building (Building 13), Student Life Center (Building 9C), and Sophia B. Clark Theater  
**Students & Educators of Distinction Ceremony**, 11:30 a.m., Pacific Palms Conference Center  
**Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium  
**Two Small Pieces of Glass: The Amazing Telescope**, 6:00 and 7:30 p.m., Planetarium
- May 17          **Music Faculty Showcase**, 2:00 p.m., Feddersen Recital Hall  
**Spring Dance Concert**, 3:00 p.m., Sophia B. Clarke Theater

### **Upcoming Events** (continued)

- May 20           **Speak Up...Reach Out**, 1:30 p.m., Student Life Center (Building 9C Stage Area)
- May 21           **Parallel Existence – How Smoking Ultimately Wins**, 1:30 p.m., Student Life Center (Building 9C Stage Area)  
**Theodore Von Karman Lecture Series**, 6:30 p.m., Planetarium

### **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
- April 9          **Softball vs. Pasadena City College**, 3:00 p.m., Softball Field
- April 11        **Mt. SAC Track and Field Relays**, All Day, Hilmer Lodge Stadium  
**Baseball vs. Long Beach City College**, 12:00 p.m., Baseball Field
- April 14        **Baseball vs. Compton College**, 6:00 p.m., Baseball Field
- April 16        **Mt. SAC Track and Field Relays**, All Day, Hilmer Lodge Stadium  
**Baseball vs. Compton College**, 2:30 p.m., Baseball Field  
**Softball vs. Compton College**, 3:00 p.m., Softball Field
- April 17        **Mt. SAC Track and Field Relays**, All Day, Hilmer Lodge Stadium
- April 18        **Baseball vs. Compton College**, 12:00 p.m., Baseball Field
- April 18        **Mt. SAC Track and Field Relays**, All Day, Hilmer Lodge Stadium  
**Baseball vs. Compton College**, 12:00 p.m., Baseball Field
- April 21        **Softball vs. Cerritos College**, 3:00 p.m., Softball Field
- April 23        **Baseball vs. Pasadena City College**, 6:00 p.m., Baseball Field
- May 1           **Baseball Regionals**, Time and Place TBD
- May 2           **Baseball Regionals**, Time and Place TBD  
**Softball Regionals**, Time and Place TBD
- May 3           **Softball Regionals**, Time and Place TBD

**Upcoming Sports Events** (continued)

- May 8            **Baseball Super Regionals**, Time and Place TBD  
                     **Softball Super Regionals**, Time and Place TBD
- May 9            **Baseball Super Regionals**, Time and Place TBD  
                     **Softball Super Regionals**, Time and Place TBD
- May 10           **Baseball Super Regionals**, Time and Place TBD  
                     **Softball Super Regionals**, Time and Place TBD
- May 15           **Baseball Southern California Finals**, Time and Place TBD  
                     **Softball State Championship**, Time and Place TBD
- May 16           **Baseball Southern California Finals**, Time and Place TBD  
                     **Softball State Championship**, Time and Place TBD
- May 17           **Baseball Southern California Finals**, Time and Place TBD  
                     **Softball State Championship**, Time and Place TBD

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**

**April 15, 2015**





# MT. SAN ANTONIO COLLEGE

## SPECIAL MEETING OF THE BOARD OF TRUSTEES

**Saturday, February 7, 2015**

### MINUTES

#### CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Hall at 8:28 a.m. on Saturday, February 7, 2015. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, and Santos were present. Student Trustee Mendoza was absent.

#### STAFF PRESENT

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

#### 1. CHANGES IN ENROLLMENT

Audrey Yamagata Noji, Vice President, Student Services; Irene Malmgren, Vice President, Instruction; Uyen Mai, Director, Marketing and Communication; and Eric Turner, Supervisor, Web and Portal Services, gave a presentation entitled "Instruction, Student Services, and Marketing and Web Design – Pathways to Collaboration, Integration, and Success."

Trustee Chen Haggerty: Is there a web design team in-house?

*Answer: Yes, there are about 40 people involved, and they include various levels of involvement including thousands of users' input.*

Trustee Chyr: You have Elucian and the Portal for students to access their information. Do you still anticipate that students will be going to the Portal more often?

*Answer: Yes. We want to improve the portal to make it more user-friendly for students.*

Trustee Bader: Do you wait for prospective high school students to reach out, or are you reaching out to them?

*Answer: When we talk about how they're interested in Mt. SAC, that's in our e-brochures; they're providing their e-mail addresses and information. We can then reach out to them, through advising. We're also looking at purchasing information on prospective students. We won't know what college they're interested in, but that they are interested in college. We are*

---

*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.*

also looking at reaching out to high schools to see if they're interested in partnering with Mt. SAC in order to provide information on students who are interested in attending college. There is also social media and marketing.

Trustee Chyr: Are you considering targeting people who visit the website in order to build a database of prospective students?

*Answer: We're just getting started on that; building pixels to make that happen.*

Trustee Chyr: Is there a way to tie in Banner on how many student slots are available?

*Answer: Yes, we do; it's called the Open Class List, and it updates every five minutes. Not only is that available, but e-mails are sent to students on the waitlist when spots open, to see if they're interested. It will take time for students to become comfortable using the new system.*

President Scroggins: Who monitors and responds to the social media?

*Answer: We're using a program called Hootswink and assigning those to marketing employees to answer. Unfortunately, on Facebook, students tend to think they know the answers, but sometimes they're wrong. Therefore, we really do need to depend on the professionals to look for questions and answer them.*

Trustee Santos: Mt. SAC is such a wonderful college, but the word isn't out in the community and, somehow, the word needs to get out to high school students to attract them.

Trustee Hall: Would some classes be offered at the high schools?

*Answer: We're working on that.*

Trustee Baca: We hear about a lot of students who live in Ontario, one in particular who is taking buses to Mt. SAC because he thinks it's such a great college. Other students who have attended Mt. SAC say that it's really difficult to get classes, and they would rather go to a smaller college because they feel more comfortable. Because it's such a large college, some students are overwhelmed.

Trustee Hidalgo: He's had people approaching him about nursing, and his response is that the waitlist has gone away. We need to get the message out, whether it be through social media or some other way.

Trustee Bader: Mt. SAC is such a positive place, but it's difficult to get classes.

Trustee Chen Haggerty: She hears that students would rather go to Rio Hondo because the bar is set higher at Mt. SAC. She also asked why Mt. SAC isn't involved in the pilot program for a four-year degree.

Trustee Baca: The bar is set high at Mt. SAC, and it might be more difficult to get better grades.

Trustee Chyr: Overall, the comments he hears are overall very favorable about Mt. SAC. We've built a community of people who really want to help. One of the dangers that we'll have if we start pushing that we have classes available will lead to a rush to register for classes, and then more complaints will be happen because they'll say we don't have enough classes.

Trustee Santos: Students know how great Mt. SAC is. Because of our reputation, some students won't even look at Mt. SAC, because they're under the impression that classes won't be available.

Trustee Chen Haggerty: In the Asian community, we need to let them know that we chose not to go for four-year degrees.

Trustee Hall: He'd like to see more partnerships developed with other four-year colleges. We need to emphasize that we're pursuing a different model.

Trustee Baca: He thinks that we're wise not to get into the four-year degree model.

Trustee Hall: He said that the Asian community is always asking him how to apply, and he's not always sure what to tell them. He said that we need information on who to contact, and there are plenty of community colleges that have never won an academic national championship and the bar may be higher, but emphasizing that image – that when you go to Mt. SAC, you can be on the cover of the news as a national champion. He said that will set Mt. SAC apart and will increase the quality of people who will be the next members of those championship teams. The message that you have the chance to be on the national cyber security, athletic, dance, etc. teams will go a long way.

Trustee Chyr commended Ms. Mai and Mr. Turner for their hard work and expertise.

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

## 2. ACCREDITATION

Irene Malmgren, Vice President, Instruction; and Kristina Allende, English, Literature & Journalism Professor and Department Chair, gave a presentation entitled "Accreditation Training."

Board members were asked to write down what they do as Board members. Afterwards, their responses were aligned with the specific Accreditation Standard that they affected.

The results of the written assignment may be found on the College website with these minutes.

Trustee Baca: It's important to remind ourselves that the number-one reason we get in trouble is shared governance and lack of evidence.

*Answer: We have had tremendous support from IT to gather evidence.*

Trustee Hall: What's new about this go-round in accreditation standards?

*Answer: There used to be 10 standards, and now there are four. They are now long and in more detail. The Board's role is articulated more clearly and why you need to be ready to speak to your role in accreditation. The biggest change in Standard IV has to do with multi-college districts, which isn't pertinent to Mt. SAC.*

Trustee Hall: The irony is that the standards are predominantly focused internally. It doesn't talk about our role outside of the College; the things that go on outside of the Boardroom. It's all about governance. A lot of the members perceive it as one of the most important roles.

Trustee Baca: Because of accreditation, we have to be able to articulate what we do in internally. Accreditation narrows it that way because it's about the internal operations of the College, rather than what we do.

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

The Board recessed for a break at 10:24 a.m.

The Board reconvened at 10:41 a.m.

### 3. LOOKING AHEAD AT FUTURE FACILITY NEEDS

- a. Measure RR Projects – Gary Nellesen, Director, Facilities Planning and Management, and his staff gave a presentation entitled “Beyond Measure RR Project List”. He distributed a handout entitled “Progress Report on Measure RR Projects”.

President Scroggins: How does this work help with AB 32 compliance?

*Answer: The thermal energy storage doesn't help with greenhouse gases. There is a small savings because, with our co-generation plant, we can make the cold water more efficiently than Edison can. We're capturing the heat energy from generating our own power to make more chilled water through a reverse-absorption chiller. The big help with the AB 35 compliance is solar power. Whatever power we generate by solar takes it right off the top of our greenhouse gas emissions. That will almost meet our 50% reduction in greenhouse gases.*

President Scroggins: What do you estimate our savings to be with these two new energy projects?

*Answer: Conservatively, a \$1M a year. Currently, we spend approximately \$3M a year on energy, so we will be saving approximately one-third.*

President Scroggins: How long is the payback on the loans?

*Answer: Twenty years, at zero interest.*

Trustee Hall: In terms of parking, what kind of light will be used?

*Answer: I can't think of what it is, but I'll remember it. It's a new lighting that should last for 25-30 years.*

President Scroggins: When we've done an initial project replacement of Building 28, does it reflect the modernization of the existing building, or does it need to be a separate project?

*Answer: We haven't done a plan. It would be a separate project. We have the bones of modernizing the building, but would have to update it.*

Trustee Hidalgo: A lot of the construction includes modular buildings, and they're not very cheap. He asked if another school off-site has been considered.

*Answer: We haven't looked at that. Most of the time, when it's instruction space, we shift schedules around, and we really don't need a lot of general space.*

Trustee Santos: At the COC meeting, Lease/Leaseback was discussed quite extensively.

- b. 2017 Facilities Master Plan and Measure RRR - Gary Nellesen, Director, Facilities Planning and Management, gave a presentation entitled Beyond Measure RR Projects.

President Scroggins: Regarding the hydrology study for the agricultural zone, it will be reviewed in the Facilities Master Plan in 2017 and possibly go out for a bond measure in 2018. Don't know if there will be a 2020 State school education bond measure.

Trustee Santos: In terms of the storm water capture and cleanup, those are expensive systems; but, you say that we might be bound by compliance requirements. Even though they're expensive, isn't it better to do them now and we'll be ahead of the game? Different communities in the Mt. SAC District are pushing for the satellite campuses – what about that?

Trustee Baca: He agreed that there should be a discussion about satellite campuses. Those are great ideas; but, whether we work in partnership with the school districts in the cities, that's an ongoing discussion.

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

The Board recessed for lunch at 11:48 a.m.

The Board reconvened at 12:27 p.m.

#### **4. SERIES C 2008 ISSUANCE, REFUNDING OF CURRENT BONDS, AND FUTURE BOND ISSUES**

Rod Carter, Managing Director, RBC Capital Markets, gave a presentation entitled “General Obligation Bonds – Assessed Value and Tax Rate Update.”

Trustee Santos: On Page 14, is all of this Measure RR?

*Answer: Yes.*

Trustee Chyr: What is the effective interest rate?

*Answer: Around 4%, all-in.*

Trustee Chyr: Compared to other institutions, how do we compare interest-rate wise?

*Answer: If we sell general obligation (GO) bonds, then it will be favorable. Bonds were sold for Long Beach Unified that had some CABs in it (CABs are more expensive than general interest bonds); they were 175 points over interest rates. Mt. SAC is highly rated, so the interest rates would compare favorable against others selling bonds.*

Trustee Hall: His concern was that the BAN has to be paid off in five years and, what if we can't sell bonds?

*Answer: A Certificate of Participation (COP) would be a possibility until bonds could be sold.*

Trustee Chyr: What are the financial risks if the interest rates skyrocket?

*Answer: If rates skyrocket, we could get to 2022 and not be able to sell all of that to pay off the COP or BAN – that can happen. Interest rates are a very important part to the equation, but more important are appraised value.*

Trustee Hall: It looks like all of these agreements would add \$25 on top of the already amount of \$25. Is it possible to add less?

*Answer: Yes.*

Trustee Chyr: In the San Diego example, did the taxpayers association publicly endorse the bond election? How was it sold to the taxpayers to raise the rate of \$ vs. assessed valuation.

*Answer: I believe they did, and I can double-check on that.*

Trustee Baca: Especially dealing with the San Diego conservative district, was there any sense of a bait-and-switch to go above \$25?

*Answer: They presented the information and explained that, when the bond was presented, there had never been a year that California assessed valuations had ever gone down. The Taxpayers Association and the Citizens Oversight Committee were very understanding. They understood that the money was going into the local economy, and there were jobs being created. The difference between Mt. SAC and San Diego is that the San Diego district didn't have another bond in the foreseeable future.*

President Scroggins: He recommended that we go with Option 1 that was presented (see page 14), and then go out for another bond measure in 2018.

Trustee Hall: Is there any reason why we wouldn't wait until 2019 to go out for a bond measure?

*Answer: Yes; history shows that turnout is better in a presidential election year.*

Trustee Hall: Do capital appreciation bonds have a bad reputation because the interest rate is higher?

*Answer: Yes, it could be as high as 10:1.*

Trustee Hidalgo: Are we at our bonding capacity?

*Answer: We're a long way from our bonding capacity.*

Trustee Hall: He's never had a taxpayer tell him that we're putting them out of their house because of their property taxes.

President Scroggins: We're anticipating the sale of the \$14M bond later this year.

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

## **5. FUTURE BUDGET ISSUES AND IMPACTS**

Mike Gregoryk, Vice President, Administrative Services, and his staff gave a presentation entitled "Budget Issues and Impacts: Ongoing and One-Time."

President Scroggins: For categorical funds, the match for 2015-16 will be 1:1.

Trustee Baca: What part of the budget are community colleges going to be cut for 2016-17?

*Answer: It could be about \$21M if Proposition 98 doesn't go up like it's supposed to; but, we really don't know for sure.*

Trustee Baca: Where is this driving to in terms of student success or EOPS?

*Answer: The fear is that categorical funds will be cut first, like last time.*

Trustee Santos: What is the reclassification?

*Answer: Four years ago, the Board authorized a reclassification study of all non-academic classifications.*

Vice President Czaja: For three years, we've been conducting a reclassification study and it will go to the Board in either March or April for approval of the recommendations.

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

## **6. STUDENT SUCCESS AND STUDENT EQUITY**

Audrey Yamagata-Noji, Vice President, Student Services; and Irene Malmgren, Vice President, Instruction, gave a presentation entitled "Update and Future Directions: Student Success and Equity."

President Scroggins: The Board improved the plans and now we're ready to implement them.

Trustee Baca: Does the Dream.US scholarship accept applications and then make the decisions, or how does it work?

*Answer: They have criteria, and we have told them that some of their criteria are backward; but, you have to be invited into the circle; you submit, and then they decide to whom to award scholarships.*

Trustee Santos: Sometimes, when she looks at the great number of students we have in the community, some of the struggling students have a problem making a connection. She wondered if we get men of color to work with men of color so they would be more receptive to what we have to offer.

*Answer: Yes, we're using men of color to work with the students, and we're learning a lot from the work that's being done. One of the things from Student Success is that we need to*

*have follow-up, and we need to continue to work on that and find ways to personalize a very large campus.*

Trustee Baca: Student Success and Equity have been an evolution. The force that is there right now is very positive. AB 540 has been short-term and, when you commit to something like that, you have someone that comes in from the outside and contributes a large sum of money.

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

The Board recessed for a break at 2:15 p.m.

The Board reconvened at 2:27 p.m.

## **7. PRESIDENT OBAMA'S AMERICAN PROMISE PROPOSAL**

Uyen Mai, Director, Marketing and Communication gave a presentation entitled "President Obama - America's Promise Proposal."

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

## **8. DISCUSSION ON WHAT'S ON THE HORIZON**

Bill Scroggins, President & CEO, discussed what's going to happen with community colleges in the future, but, first a bit of history: Community colleges have been around for over 100 years and were largely an outgrowth of high school. They were a way to provide a means of education between high school and the university when there weren't enough universities. In 1967, there was a separate part of the Education Code set for community colleges, and the Chancellor and the Board of Governors (BOG) were established. There were a lot of politics at that time with the alignment of cities in each district. In the 1970s, collective bargaining came to community colleges. Prior to 1980, there was no system-wide support of the intake of students. Proposition 13 ended that and moved to state control of taxation and community college budgets. One of the biggest changes in community colleges was AB 1875, which made community colleges more independent. At that time, the board set the assignments of faculty. It used to be that a student in a district could only attend that college. If a student wanted to go to a college in another district, they had to apply. Also, in the 1980s, matriculation came about. Technology also had an impact. In the 1990s, online education was introduced. In the late 1980s, AB 1725 was passed, which moved the system towards more independence than K-12s and financial support for professional development. There was a lot of empowerment with faculty setting standards. What we see now is a more shared responsibility for qualifications, going forward. The Community College Chancellor's Office was created and was set up as a state agency. Consequently, the employees are State civil service employees, and most of the senior managers are either appointed or confirmed by the governor. In recent years, more of a movement toward state uniformity in community colleges has happened, with a refinement of the community college mission. The mission was originally defined in AB 1725, to empower the state in certain areas, and empower community colleges in other areas. Recently, through the BOG, there have been a lot of changes. The eligibility for students to have priority registration is one of them. There are now increased guidelines in Title V to propose new courses. For course and program approvals, there used to be no control by any entity outside the community college. Now, if

we want to offer an AA-T degree, first the courses must be approved by a joint Cal State and Community College Faculty team, which is a loss of local control. What's likely to happen in the future? One of the areas that is working with this State mandate is the AA-T degree. There were a lot of inefficiencies because students were taking courses that they didn't need. That problem is gone. We are more efficient with the AA-T degree. The initiative in workforce tradeoff may be the same. In many cases, the trade-off for mandates, giving up local freedom for efficiencies, is worth it. The plan to centralize community colleges is more of a push now than ever. The role of the Board of Trustees may also change. In the area of collective bargaining, EEO has provided mandates in our hiring process, and there could be additional requirements on colleges that lessen the authority of the Board of Trustees in collective bargaining. Some of the responsibility of the State is being shifted to the local government for things like retirement systems. What is likely to happen is the funding we are seeing now is going to level off, and there will be more debate on attaching requirements to funding, going forward. Community colleges have been effective and efficient in past years and are gaining more clout as they go forward. As leaders, our responsibility is to identify that this trend has an inertia that is at least five decades old and will continue. A more structured environment is to the good.

Trustee Hall: There will be State money for schools who do well, and there is some tendency to award success to those who meet the standards. So, it would seem, over time, to the extent that you run an organization well internally, you'll get more money and you will grow, and those schools that don't will shrink?

President Scroggins: Not necessarily...look at Glendale College. They've done a great job; but, their growth formula is likely to undermine their institution. The definition of success is unclear.

Trustee Baca: We don't have incentive-based funding, so if we fail at a certain level, we all fail. Regarding centralization vs. decentralization, the federal government has worked pretty well. We need to determine what needs to be centralized and what doesn't. There's too much diversity in this state to centralize. There are some measures that we can take to take advantage of the size and efficiency of our buying power. He was concerned that we're beginning to move away from our mission. Regarding the bachelor's degree, there was no real strong evidence of a need for community colleges to offer it; but, now we're piloting 15 bachelor degree programs, and there's still no evidence of a need for it.

President Scroggins: You trade freedom for efficiency and effectiveness when you try to choose between centralization and decentralization.

## **9. BOARD SELF-EVALUATION AND PRIORITY SETTING**

President Scroggins distributed a compilation of survey responses from Board Members to questions regarding the Board's areas of strengths and those areas they thought needed improvement.

The first part of the self-evaluation required Board members to give themselves a letter grade (A through F).

The responses of Board members to each of the open-ended questions were reviewed. Trustees generally felt that the Board works very well together and with the CEO. They also believed that they should speak more directly, in a public forum, on sensitive issues affecting the College.

The second part of the self-evaluation asked Board members to respond to particular open-ended questions.

The Board suggested updating the self-evaluation process with the new accreditation standards.

The Board of Trustees Self-Evaluation compilation for 2015 is posted on the College website with these minutes.

**10. ADJOURNMENT**

The meeting adjourned at 4:02 p.m.

WTS:dl



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 25, 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 5:36 p.m. on Wednesday, March 25, 2015. Trustees, Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Mendoza were present.

#### STAFF PRESENT

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

#### 1. RECEPTION FOR TENURED FACULTY

Prior to the meeting, a reception was held to celebrate the newly tenured faculty.

#### 2. PUBLIC SESSION

The public meeting reconvened at 6:40 p.m., and the Pledge of Allegiance was led by Trustee Robert Hidalgo.

#### 3. INTRODUCTIONS

The following employees were introduced:

##### Classified Employees (Newly Appointed)

- **Patiste Marcell Gilmore**, Research Assistant (Research and Institutional Effectiveness) (present)
- **Nicee Gonzalez**, Project/Program Specialist (Learning Assistant Center) (absent)
- **Amanda James**, Clerical Specialist (Counseling/High School Outreach Program) (absent)

---

*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.*

Management Employees (Newly Appointed)

- **Richard Cortes**, Director, Career and Transfer Services (Counseling) (present)
- **Zolita Fisher**, Director, TRiO Programs (Counseling) (present)

Classified Employee (Newly Promoted)

- **Rondell Schroeder**, Senior Buyer (Purchasing) (present)
- **Recognitions:**
- The following professors who received tenure at last month's Board meeting were introduced:
  - **David Beydler**, Mathematics, Computer Sciences (present)
  - **Thomas Butler**, Fine Arts (absent)
  - **Daniel Cantrell**, Communication (present)
  - **Francisco Gomez**, English, Literature, Journalism (present)
  - **Corie Hernandez**, Mental Health (present)
  - **James Hutchinson**, Respiratory Therapy (present)
  - **Martin Jones-Ramey**, Business Administration (present)
  - **Tiffany Kuo**, Music (present)
  - **Stephen Lancaster**, Mathematics, Computer Sciences (present)
  - **Kenneth Miller**, Electronics (absent)
  - **David Mrofka**, Earth Sciences & Astronomy (present)
  - **Richard Myers**, English, Literature, Journalism (absent)
  - **Maya Padilla**, Agricultural Sciences (present)
  - **Robert Purcell**, Kinesiology, Athletics and Dance (absent)
  - **Aaron Salinger**, Foreign Languages (present)
  - **Niki Tran**, Consumer & Design Technologies (present)
  - **Shari Wasson**, Fine Arts (absent)
  - **Daniel Wheeler**, Learning Assistance (present)
- The following retiring employee was recognized for his years of service to Mt. SAC:
  - **Kent Taylor**, Laboratory Technician, Physical Science & Engineering (Natural Sciences), seven years of service. (absent)

Mr. Taylor's Certificate of Service will be mailed to his home.

#### 4. RECOGNITION

- The Board recognized 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 the College 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.

- The Board congratulated 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, Mt. SAC 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.** Mr. Scott was named Educator of the Year, the first time an educator from a two-year college was named.

## 5. APPROVAL OF MINUTES

It was moved by Trustee Baca and seconded by Trustee Bader to approve the minutes of the regular meeting of February 11, 2015. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Absent: None. Student Trustee concurred.

## 6. REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

## 7. PUBLIC COMMUNICATION

None.

## 8. REPORTS

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

- **Chris Nguyen,** President, Associated Students
- **Dan Smith,** President, Academic Senate
- **Eric Kaljumagi,** President, Faculty Association
- **Bill Rawlings,** Acting President, CSEA 262 (no written report)
- **Johnny Jauregui,** President, CSEA 651 (no written report)
- **Bill Lambert,** Executive Director, Mt. SAC Foundation

## 9. 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 Patiste Gilmore, Nicee Gonzalez, Amanda James, Richard Cortes, Zolita Fisher, and Rondell Schroeder.
  - They congratulated tenured faculty David Beydler, Thomas Butler, Daniel Cantrell, Francisco Gomez, Corie Hernandez, James Hutchinson, Martin Jones-Ramey, Tiffany Kuo, Stephen Lancaster, Kenneth Miller, David Mrofka, Richard Myers, Maya Padilla, Robert Purcell, Aaron Salinger, Niki Tran, Shari Wasson, and Daniel Wheeler.
- C. Student Trustee Mendoza reported the following:
- She is collaborating with Ideas Club, which is a political organization that advocates for legislation that empowers immigrant communities. They’re hosting a four-day event that will include workshops on Health Care, Dream Act Applications, and Attention Centers.
  - She’s working on a resolution that will voice support for the parking structure, which will help ease students’ top complaint on campus.
  - She’s working with the Dreamers Resource Center Coalition that advocates and encourages community colleges to provide resource centers for AB 45 students and dreamers.
- D. Trustee Santos reported the following:
- She attended several events on campus: Cash for College, Robotics, swim meets, and a lot of great basketball games.
  - She attended the Women’s State Championship basketball game.
- E. Trustee Hidalgo reported the following:
- He attended the Ladies State Championship basketball game.
  - He attended a Principal for a Day event today, where he advocated and promoted Mt. SAC.
  - He’s making a debut at Puttin’ on the Hits.
- F. Trustee Chen Haggerty reported the following:
- She’s going to attend the ACES Committee Planning meeting at the annual Trustees Conference, where they’re requesting a presentation from Mt. SAC.
  - She attended the Los Angeles County School Trustees Association meeting, where the keynote speaker was Assemblyman Chris Holden.
  - She attended the Cash for College event.
  - She is on an ACCJC accreditation project at Santa Rosa College, where she finds it much easier this time since her first project was City College of San Francisco.

- She'll be kicking off her first Rowland Community Education Forum with Rowland Unified School District's Board Member Judy Nieh. In attendance will be approximately 35 parents with 10-15 students, and the most requested topic is Financial Aid.
- She talked about a Chinese-born lawyer, Hong Yen Chang, who was denied by California and New York states his admission to the Bar because he was not a U.S. citizen. The Asian Pacific American Law Students Association at the University of California, Davis School of Law sought to have him admitted to the California Bar. Ultimately, he was admitted to the Bar and became the first lawyer of Chinese nationality in the United States.

G. Trustee Bader reported the following:

- She congratulated Dr. Nelson for all of his contributions to Mt. SAC and its students.
- She congratulated the Turf Team for their win, especially when they beat four-year colleges.
- She attended the Cash for College event.
- She reported that Pomona Valley Hospital has a new out-patient clinic that was dedicated, and she invited Jemma Blake-Judd to be her guest.
- She said that Jill Dolan recruited Mt. SAC employees Jim Jenkins and Mike Taylor to be judges for a music program at the last Rotary Club meeting.
- She will be attending the Cesar Chavez Breakfast on Friday morning.

H. Trustee Baca reported the following:

- He attended the Cash for College event.
- He talked about a transfer agreement with black-serving institutions. He said that a lot of four-year universities are going to be accepting our students at the junior level. Many of the federal judges trained at Historically Black Colleges and Universities.
- He was a judge for the San Gabriel Valley Spelling Bee contest.
- He will be attending the Academic Senate Plenary.
- He congratulated both the men's and women's basketball teams for getting as far as they did in the playoffs.
- He will be participating in Puttin' on the Hits.
- He encouraged everyone to attend the Kepler scholarship lecture on April 11.

I. Trustee Chyr reported the following:

- He attended the Cash for College event.
- He watched the Women's Basketball State Championship game on the internet.
- He will be attending the Joint Board Dinner on March 31.
- He will be attending Puttin' on the Hits.

J. Trustee Hall reported the following:

- President Scroggins was invited to a ceremony on March 4, at which Mt. SAC was given an award by the *Los Angeles Business Journal* for being the best community college in the Los Angeles region, for the second year in a row.
- He attended the L. A. County Sheriff Jim McDonald event in La Verne, and Sheriff McDonald had great accolades for Mt. SAC. Trustee Hall suggested that Sheriff McDonald be invited to Mt. SAC for a tour.
- He attended the San Gabriel Valley Regional Chamber of Commerce Prayer Breakfast, where Mt. SAC was one of the sponsors. He said that the nurse who was honored with the Hero's Award received her Associate's Degree from Mt. SAC.
- He was a judge for the local rotary club district 5,300 Four-Way Test speech contest.
- He was asked to recruit drummers for the Hacienda Heights Lunar Festival, and Jim Friessen, from Mt. SAC's Technical Services Department, recruited seven drummers for the evening's program.
- He was in Sacramento yesterday and had dinner with Assemblymember Ian Calderon, who mentioned that he was having breakfast today with Assemblymember Chris Holden; so, Trustee Hall gave Assemblymember Calderon Mt. SAC's resolution regarding the Pathways bill to give to Assemblymember Holden.
- While he was in Sacramento, he called former Mt. SAC Associated Students President, Rene Kouassi, who is now a budget analyst in the Department of Finance for the State of California and doing great at the State level.
- Tomorrow is the San Gabriel Valley Civic Alliance Awards Ceremony. Mike Eng will receive the Outstanding Educator award.
- He'll be attending the Cesar Chavez Breakfast on Friday.

## 10. CONSENT CALENDAR

The following changes were made to the Consent Calendar:

Page 43, Personnel Transactions – under Approval of Stipend, for Daniel Garcia, the dollar amount should read “**\$1,539.**”

Page 75 – New and Modified Courses and New Degree with the 2015-16 Academic Year – delete **New Degree – Kinesiology AA-T.**

Page 77 – Board of Trustees 2015-16 Regular Meeting Calendar – the November meeting date should read “**November 18, 2015.**”

It was moved by Trustee Bader and seconded by Trustee Chen Haggerty 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 the Quarterly Investment Report ending December 31, 2014.
5. Approval of the Quarterly Financial Status Report ending December 31, 2014.
6. Approval of a five-year Tie-Down Agreement at Chino Airport with Threshold Aviation Group.
7. Approval of an agreement with Vicenti, Lloyd & Stutzman LLP to provide Internal Controls workshops.
8. Approval of the donation of six pottery wheels to Wallis Annenberg High School.
9. Approval to purchase furniture and equipment for the Technology Education Resource Center (TERC), Modular Buildings 18B/C.
10. 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.
11. 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.
12. Approval of the Final Reconciliation and Notice of Completion of a contract using the Lease/Leaseback Construction Delivery Method for the Foundation Offices Project.
13. 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.
14. Approval of the Professional and Organizational Development (POD) Remodel for the following Bid.
  - Bid No. 3001                      GDL Best Contractors, Inc., Whittier, CA
15. Approval of the Non-Classroom Building 23 Renovation for the following Bid.
  - Bid No. 3091                      Harik Construction, Inc., Glendora, CA
16. 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. Approval of Personnel Transactions.

## **INSTRUCTION**

18. Approval of additions and changes in Continuing Education Division.

19. Approval of a contract with OUTFRONT Media for their work with the Interior Design Program.
20. Approval of participation and travel of one Honors student and one faculty advisor to the National Conference on Undergraduate Research in Spokane, Washington.
21. Approval of a contract amendment with Pacific Palms Hotel and Conference Center for the Athletics Hall of Fame Dinner.
22. The item was pulled and acted upon separately (see paragraph No. 11).
23. Approval of a contract with Flash Results West for their work at the 2015 Mt. SAC Relays.
24. Approval of participation and travel of five Robotics Team members and one faculty member to Vex Robotics World Championship 2015 in Louisville, Kentucky.
25. Approval of participation and travel of Vocal Jazz Ensemble students, one faculty, and one staff member to Next Generation Jazz Festival in Monterey, California.
26. Approval of new and modified courses and modified degrees and certificates effective with the 2015-16 academic year.
27. Ratification of a contract with Kellogg West Conference Center and Lodge for Title V Faculty in the Career Technical Education Programs.

#### **PRESIDENT'S OFFICE**

28. Approval of the 2015-16 Meeting Calendar for the Mt. San Antonio College Board of Trustees.
29. Approval of a contract amendment with P & R Business Services.
30. Approval of a facility rental for the 2015 Scholarship Awards Ceremony.
31. Approval of a contract with KPS3 to perform Web Writing Services.

#### **STUDENT SERVICES**

32. Ratification of a contract with KyJay LLC for guest speaker, Diego Navarro, to provide a presentation and workshop.

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

#### **11. CONSENT ITEM #22 - CONTRACT AMENDMENT WITH PACIFIC PALMS HOTEL AND CONFERENCE CENTER FOR THE 2015 MT. SAC RELAYS BANQUET**

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

Discussion: Trustee Baca indicated that Don Ruh, a retired Mt. SAC coach, has been appointed as a coach for the LA84 Youth Relays, and he said that it's a great event, where several thousand students participate.

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

**12. ACTION ITEM #1 – CLASSIFICATION AND COMPENSATION STUDY DESCRIPTIONS FOR CSEA, CHAPTER 262-REPRESENTED EMPLOYEES**

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

Changes were noted on this item and may be found on the College website with these minutes.

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

**13. ACTION ITEM #2 – CLASSIFICATION AND COMPENSATION STUDY AND RANGE PLACEMENT FOR CSEA, CHAPTER 262-REPRESENTED EMPLOYEES**

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

Discussion: None.

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

**14. ACTION ITEM #3 – CLASSIFICATION AND COMPENSATION STUDY AND RANGE PLACEMENT FOR CSEA, CHAPTER 651-REPRESENTED EMPLOYEES**

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

Discussion: None.

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

**15. ACTION ITEM #4 – CLASSIFICATION AND COMPENSATION STUDY AND RANGE PLACEMENT FOR SUPERVISORY EMPLOYEES**

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

Changes were noted on this item and may be found on the College website with these minutes.

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

**16. ACTION ITEM #5 – CLASSIFICATION AND COMPENSATION STUDY AND RANGE PLACEMENT FOR CONFIDENTIAL EMPLOYEES**

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

Discussion: None.

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

**17. ACTION ITEM #6 – CLASSIFICATION AND COMPENSATION STUDY AND RANGE PLACEMENT FOR MANAGEMENT EMPLOYEES**

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

Changes were noted on this item and may be found on the College website with these minutes.

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

**18. ACTION ITEM #7 – 2015 CCCT BOARD OF DIRECTORS ELECTION**

It was moved by Trustee Bader and seconded by Trustee Chen Haggerty to cast votes for the following six candidates for the 2015 CCCT Board of Directors:

1. Ann H. Ransford, Glendale CCD (incumbent)
2. Janet Chaniot, Mendocino-Lake CCD (incumbent)
3. Bernard “Bee Jay” Jones, Allan Hancock CCD (incumbent)
4. Janet Green, Riverside CCD
5. Doug Otto, Long Beach CCD (incumbent)
6. M. Tony Ontiveros, North Orange County CCD (incumbent)

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

**19. ACTION ITEM #8 – APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE**

It was moved by Trustee Baca and seconded by Trustee Bader to appoint Robert Carter as an At-Large Community Member to the Citizens Oversight Committee, effective March 26, 2015, through December 31, 2016.

Discussion: Trustee Hall received recommendations for Mr. Carter, who is a resident of Walnut and is an architect.

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

**20. ACTION ITEM #9 – 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)**

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

Discussion: None.

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

**21. DISCUSSION ITEM #1 – ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER**

Discussion: This item will be brought back to the April meeting for action.

**22. INFORMATION ITEM #1 – CLASSIFICATION DESCRIPTIONS UPDATE FOR CSEA, CHAPTER 262**

The Board received for information the classification descriptions update for CSEA, Chapter 262. A change was noted on this item and may be found on the College website with these minutes.

**23. INFORMATION ITEM #2 – ADMINISTRATIVE PROCEDURE 3440 – SERVICE ANIMALS (NEW)**

The Board received for information new Administrative Procedure 3440 – Service Animals.

The following correction was made to Page 120 – under Analysis and Fiscal Impact, the paragraph should read, “**Administrative Procedure 3440 has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.**”

**24. ADJOURNMENT**

The meeting adjourned at 8:56 p.m.

WTS:dl

**Navigating Compliance: Prevention of Sexual Misconduct**  
**Lorraine Y. Jones, Carolyn Keys, Marti Whitford, and Dave Wilson**  
**April 15, 2015**

**Background**

Federal and State laws regarding the prevention of and response to instances of sexual misconduct on college and university campuses have undergone unprecedented changes in recent years. The initial wave of change came in fall 2011, just a little more than six months following the issuance of guidance on Title IX from the United States Department of Education's Office for Civil Rights with public accounts of the actions of Jerry Sandusky and the subsequent criminal prosecution of campus administrators for failing to report suspected child abuse.

The public discourse about predatory child sexual abuse and institutional failures in preventing and responding to it opened the floodgates of conversations to chip away at the culture of silence shrouding other forms of sexual misconduct in a campus setting. In recent years, we have been privy to compelling and harrowing accounts by victims across the nation, not just about underlying assaults and harassment but about perceived maltreatment by campus administration.

These accounts have served as a catalyst for change and leading institutions across the nation to take a hard look at existing practices-to look beyond compliance and identify ways to implement effective practices that treat our community members with compassion and care; practices which are rooted in an informed and educated perspective, that engenders trust in our processes.

Recent and pending legislation in this area has highlighted awareness of the prevalence of sexual misconduct on university and college campuses and has resulted in numerous unfunded mandates and increased oversight from Federal and State agencies.

**Mt. SAC's Policies and Procedures Related to Sexual Misconduct Response and Prevention**

A focused review of existing policies and procedures has been on-going for the past year. We have made a concerted effort to assess the effectiveness of our policies and procedures, taking into consideration the legal mandates at the Federal and State levels; the dynamics of sexual misconduct and Mt. SAC's unique culture, climate, and staffing resources. The following policies and procedures require revisions:

- ***BP 3410-Nondiscrimination***
- ***BP 3430-Prohibition of Harassment***
- ***BP3500-Campus Safety/Emergency Plan***
- ***BP 3510-Workplace Violence Plan***
- ***BP 3515-Reporting of Crimes***
- ***BP 3518-Child Abuse Reporting***
- ***BP 3530-Weapons on Campus***
- ***BP 3540-Sexual and Other Assaults on Campus***
- ***BP 3560-Alcoholic Beverages***
- ***BP 5500-Standards of Conduct***
- ***AP 3435-Discrimination and Harassment Investigations***
- ***AP 3510-Workplace Violence Plan***
- ***AP 3515-Reporting of Crimes***
- ***AP 3518-Child Abuse Reporting***
- ***AP 3530-Weapons on Campus***
- ***AP 3540-Sexual Assaults on Campus***
- ***AP 3560-Alcoholic Beverages***
- ***AP 5520 Student Discipline Procedures***
- ***AP 5530 Student Rights and Grievances***

**Projected Impact on Mt. SAC**

The College has taken a multi-disciplinary integrative approach to addressing these issues, which require participation from Student Services, Instruction, Administrative Services, and Human Resources. Specifically, this presentation is being provided by Lorraine Y. Jones, Equal Employment Opportunity Director and Title IX Coordinator; Marti Whitford, Director of Student Health Services; Carolyn Keys, Dean of Student Life; and Dave Wilson, Chief of Police and Public Safety.

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>                                       | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Appropriation Transfers and Budget Revisions Summary</u> |                |

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

**APPROPRIATION TRANSFERS  
For the period 2/27/15 - 3/22/15**

**Unrestricted General Fund - 11 and 13**

From:

| <u>Budget Classification</u>               | <u>Amount</u>     |
|--|-------------------|
| 2000 Classified/Other Nonacademic Salaries | \$ 68,635         |
| 5000 Other Operating Expenses/Services     | 162,356           |
| 7950 Unassigned Fund Balance               | 6,199             |
| <b>Total</b>                               | <b>\$ 237,190</b> |

To:

| <u>Budget Classification</u> | <u>Amount</u>     |
|------------------------------|-------------------|
| 1000 Academic Salaries       | \$ 170            |
| 4000 Supplies/Materials      | 10,171            |
| 6000 Capital Outlay          | 222,849           |
| 7000 Other Outgo             | 4,000             |
| <b>Total</b>                 | <b>\$ 237,190</b> |

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

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

**DATE:** April 15, 2015

**Restricted General Fund - 17**

From:

| <u>Budget Classification</u> |                                   | <u>Amount</u>    |
|------------------------------|-----------------------------------|------------------|
| 5000                         | Other Operating Expenses/Services | \$ 66,320        |
| 6000                         | Capital Outlay                    | 2,149            |
| <b>Total</b>                 |                                   | <b>\$ 68,469</b> |

To:

| <u>Budget Classification</u> |                                       | <u>Amount</u>    |
|------------------------------|---------------------------------------|------------------|
| 2000                         | Classified/Other Nonacademic Salaries | \$ 49,050        |
| 3000                         | Employee Benefits                     | 18,382           |
| 4000                         | Supplies/Materials                    | 1,037            |
| <b>Total</b>                 |                                       | <b>\$ 68,469</b> |

**Child Development Fund - 33**

From:

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

To:

| <u>Budget Classification</u> |                    | <u>Amount</u>   |
|------------------------------|--------------------|-----------------|
| 4000                         | Supplies/Materials | \$ 5,838        |
| <b>Total</b>                 |                    | <b>\$ 5,838</b> |

**Farm Operations Fund - 34**

From:

| <u>Budget Classification</u> |                                   | <u>Amount</u> |
|------------------------------|-----------------------------------|---------------|
| 5000                         | Other Operating Expenses/Services | \$ 275        |
| 6000                         | Capital Outlay                    | 225           |
| <b>Total</b>                 |                                   | <b>\$ 500</b> |

To:

| <u>Budget Classification</u> |                    | <u>Amount</u> |
|------------------------------|--------------------|---------------|
| 4000                         | Supplies/Materials | \$ 500        |
| <b>Total</b>                 |                    | <b>\$ 500</b> |

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

**DATE:** April 15, 2015

**BAN Construction Fund - 44**

From:

| <u>Budget Classification</u> | <u>Amount</u> |
|------------------------------|---------------|
| 6000 Capital Outlay          | \$ 766        |
| <b>Total</b>                 | <b>\$ 766</b> |

To:

| <u>Budget Classification</u> | <u>Amount</u> |
|------------------------------|---------------|
| 4000 Supplies/Materials      | \$ 766        |
| <b>Total</b>                 | <b>\$ 766</b> |

**Bond Construction Fund No. 2 - 45**

From:

| <u>Budget Classification</u> | <u>Amount</u>     |
|------------------------------|-------------------|
| 6000 Capital Outlay          | \$ 393            |
| 7920 Restricted Fund Balance | 124,823           |
| <b>Total</b>                 | <b>\$ 125,216</b> |

To:

| <u>Budget Classification</u>               | <u>Amount</u>     |
|--|-------------------|
| 2000 Classified/Other Nonacademic Salaries | \$ 124,823        |
| 4000 Supplies/Materials                    | 393               |
| <b>Total</b>                               | <b>\$ 125,216</b> |

**Associated Student Trust Fund - 71**

From:

| <u>Budget Classification</u> | <u>Amount</u>   |
|------------------------------|-----------------|
| 6000 Capital Outlay          | \$ 650          |
| 7920 Restricted Fund Balance | 5,000           |
| <b>Total</b>                 | <b>\$ 5,650</b> |

To:

| <u>Budget Classification</u>           | <u>Amount</u>   |
|--|-----------------|
| 4000 Supplies/Materials                | \$ 650          |
| 5000 Other Operating Expenses/Services | 5,000           |
| <b>Total</b>                           | <b>\$ 5,650</b> |

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

**DATE:** April 15, 2015

**BUDGET REVISIONS**  
**For the period 2/27/15 - 3/22/15**

**Unrestricted General Fund - 13**

Revenue:

| <u>Budget Classification</u>                                 | <u>Amount</u>     |
|--|-------------------|
| 882001 Mt. SAC Foundation - Basic Skills Pathways            | \$ 25,000         |
| 882001 Mt. SAC Foundation - Registered Veterinary Technician | 480               |
| 887714 Fire Academy, Instructional Material Fees             | 49,067            |
| 887900 Expedited Transcript Fee                              | 68,697            |
| 889000 Risk Management - Safety Credits                      | 1,488             |
| 898002 Student Financial Literacy                            | 4,000             |
| <b>Total</b>   | <b>\$ 148,732</b> |

Expenditures:

| <u>Budget Classification</u>               | <u>Amount</u>     |
|--|-------------------|
| 2000 Classified/Other Nonacademic Salaries | \$ 23,580         |
| 3000 Employee Benefits                     | 1,420             |
| 4000 Supplies/Materials                    | 49,767            |
| 5000 Other Operating Expenses/Services     | 75,191            |
| 6000 Capital Outlay                        | (1,226)           |
| <b>Total</b>                               | <b>\$ 148,732</b> |

**Restricted General Fund - 17**

Revenue:

| <u>Budget Classification</u>                            | <u>Amount</u>     |
|---|-------------------|
| 862900 Prop 39 Clean Energy Workforce                   | \$ 51,511         |
| 865900 CTE Enhancement Funds Local Share                | 634,776           |
| 889000 Mt. SAC Health Professions Student Success Coach | 5,000             |
| <b>Total</b>  | <b>\$ 691,287</b> |

Expenditures:

| <u>Budget Classification</u>               | <u>Amount</u>     |
|--|-------------------|
| 1000 Academic Salaries                     | \$ 63,971         |
| 2000 Classified/Other Nonacademic Salaries | 15,379            |
| 3000 Employee Benefits                     | 9,222             |
| 4000 Supplies/Materials                    | 42,350            |
| 5000 Other Operating Expenses/Services     | 198,051           |
| 6000 Capital Outlay                        | 362,314           |
| <b>Total</b>                               | <b>\$ 691,287</b> |

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

**DATE:** April 15, 2015

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$237,190), Restricted General Fund (\$68,469), Child Development Fund (\$5,838), Farm Operations Fund (\$500), BAN Construction Fund (\$766), Bond Construction Fund No. 2 (\$125,216) and Associated Students Trust Fund (\$5,650) 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 (\$148,732) and Restricted General Fund (\$691,287) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** April 15, 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:

| <b>Provider</b>         | <b>Area/Department</b>                                | <b>Service/<br/>Assignment</b>                                   | <b>Date(s)</b>      | <b>Amount<br/>Not to<br/>Exceed</b> |
|-------------------------|---|--|---------------------|-------------------------------------|
| Adams, James            | Student Services –<br>Student Life/Assoc.<br>Students | Speaker – Earth Day<br>Event                                     | 4/22/15             | \$300                               |
| Alviso, Ric             | Student Services –<br>Student Life/Assoc.<br>Students | Performer – Cross<br>Cultural Fair, Masanga<br>Marimba           | 4/29/15             | \$730                               |
| Benedict, Jeff          | Instruction – Music                                   | Judge – Instrumental<br>Jazz Festival                            | 5/2/15              | \$425                               |
| Berghoffer,<br>Charles  | Instruction – Music                                   | Bass Player – Faculty<br>Showcase                                | 4/8/15              | \$400                               |
| Blanchard, Vena         | Instruction – Biology                                 | Speaker – Bio 15H class<br>(sex therapy)                         | 5/12/15–<br>5/14/15 | \$75                                |
| Brown, Clarence         | Instruction –<br>Kinesiology                          | Designer – Photobook<br>for Mt. SAC Athletics<br>Hall of Fame    | 1/26/15–<br>3/10/15 | \$1,500                             |
| Burton, Alana           | Student Services –<br>Student Life/Assoc.<br>Students | Performer – Cross<br>Cultural Fair, Brazilian<br>Cultural dances | 4/29/15             | \$275                               |
| Carter, Tim             | Instruction – Political<br>Science, Geography         | Presenter – Earth Day<br>Event                                   | 4/23/15             | \$1,000                             |
| Castellanos,<br>Michael | Student Services –<br>DSPS                            | Note Taker – Winter<br>2015                                      | 1/5/15–<br>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:** April 15, 2015

| <b>Provider</b>          | <b>Area/Department</b>                                 | <b>Service/<br/>Assignment</b>                           | <b>Date(s)</b>      | <b>Amount<br/>Not to<br/>Exceed</b> |
|--------------------------|--|--|---------------------|-------------------------------------|
| Chandran,<br>Robert John | Student Services –<br>Student Life/Assoc.<br>Students  | Speaker – Earth Day<br>Event                             | 4/22/15             | \$300                               |
| Creley, Scott<br>Noon    | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                          | 4/24/15–<br>4/26/15 | \$400                               |
| Duenas,<br>Armando       | Instruction – Music                                    | Tabulator – Jazz<br>Festival                             | 5/2/15              | \$200                               |
| Eselun, Michael          | Instruction – Biology                                  | Speaker – Bio 15 class<br>(sexual orientation)           | 5/27/15–<br>5/28/15 | \$50                                |
| Fouquette,<br>Danielle   | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                          | 4/24/15–<br>4/26/15 | \$100                               |
| Galegos, Francie         | Instruction – Music                                    | Judges Runner –<br>Instrumental Jazz<br>Festival         | 5/2/15              | \$200                               |
| Hales, Corrine           | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                          | 4/24/15–<br>4/26/15 | \$800                               |
| Hammer,<br>Stephanie     | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                          | 4/24/15–<br>4/26/15 | \$100                               |
| Hearn Hill,<br>Bonnie    | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                          | 4/24/15–<br>4/26/15 | \$500                               |
| Hier, Grant              | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                          | 4/24/15–<br>4/26/15 | \$100                               |
| Jones, Lee               | Student Services –<br>DSPS                             | Note Taker – Winter<br>2015                              | 1/5/15–<br>2/15/15  | \$96                                |
| Knapp,<br>Michaelsun     | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                          | 4/24/15–<br>4/26/15 | \$100                               |
| LeVay, Dr.<br>Simon      | Instruction – Biology                                  | Speaker – Bio 15H class<br>(sexual orientation)          | 5/26/15             | \$25                                |
| Marsh, Kerry             | Instruction – Music                                    | Create Vocal Jazz<br>Chart – Frontline Vocal<br>Ensemble | 3/19/15             | \$75                                |

**SUBJECT:** Independent Contractors**DATE:** April 15, 2015

| <b>Provider</b>                  | <b>Area/Department</b>                                 | <b>Service/<br/>Assignment</b>                                    | <b>Date(s)</b>      | <b>Amount<br/>Not to<br/>Exceed</b> |
|----------------------------------|--|---|---------------------|-------------------------------------|
| Meader, Darmon                   | Instruction – Music                                    | Create Vocal Jazz<br>Chart – Frontline Vocal<br>Ensemble          | 4/16/15             | \$75                                |
| Ngo, Trung                       | Student Services –<br>Student Life/Assoc.<br>Students  | Performer – Cross<br>Cultural Fair, Chinese<br>Lion dance         | 4/29/15             | \$380                               |
| Nguyen, Lisa<br>dba Carbon Grill | Instruction – Music                                    | Caterer – Meals for<br>Adjudicators & Directors,<br>Jazz Festival | 5/2/15              | \$250                               |
| Nyerges,<br>Christopher          | Student Services –<br>Student Life/Assoc.<br>Students  | Speaker – Earth Day<br>Event                                      | 4/22/15             | \$300                               |
| Peo, Christopher<br>Allan        | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                                   | 4/24/15–<br>4/26/15 | \$300                               |
| Parker, Jennifer                 | Student Services –<br>Student Life/Assoc.<br>Students  | Performer – Cross<br>Cultural Fair, Brazilian<br>Cultural dances  | 4/29/15             | \$525                               |
| Rocha, Patricia                  | Student Services –<br>Student Life/Assoc.<br>Students  | Performer – Cross<br>Cultural Fair, Brazilian<br>Cultural dances  | 4/29/15             | \$150                               |
| Scott-Coe, Jo                    | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                                   | 4/24/15–<br>4/26/15 | \$500                               |
| Smith, Shawn                     | Instruction – Biology                                  | Speaker – Bio 5 class<br>(substance abuse)                        | 5/5/15–<br>5/6/15   | \$50                                |
| Smythe, Sylvia                   | Instruction – Faculty<br>Professional<br>Development   | Facilitator – Faculty<br>Inquiry Group<br>Discussions             | 4/3/15–<br>6/30/15  | \$7,000                             |
| Spagna,<br>Anamaria              | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                                   | 4/24/15–<br>4/26/15 | \$500                               |
| Tayyar, Paul                     | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                                   | 4/24/15–<br>4/26/15 | \$100                               |
| Therese,<br>Shannon              | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                                   | 4/24/15–<br>4/26/15 | \$100                               |

**SUBJECT:** Independent Contractors**DATE:** April 15, 2015

| <b>Provider</b>          | <b>Area/Department</b>                                 | <b>Service/<br/>Assignment</b>                             | <b>Date(s)</b>      | <b>Amount<br/>Not to<br/>Exceed</b>                           |
|--------------------------|--|--|---------------------|---|
| Turner, Kenneth          | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                            | 4/24/15–<br>4/26/15 | \$200   |
| White, Dean              | Instruction – Fine Arts                                | Lecturer and<br>Demonstrator – Writer’s<br>Weekend         | 4/24/15–<br>4/26/15 | \$200   |
| Zamora, Elder            | Instruction – English,<br>Literature and<br>Journalism | Presenter – Writer’s<br>Weekend                            | 4/24/15–<br>4/26/15 | \$200   |
| Wren, Roberts<br>William | Administrative<br>Services – Public<br>Safety          | Public Safety<br>management consultant<br>(Post Certified) | 2/17/15–<br>6/30/15 | \$36,000<br>(Contract<br>Amendment<br>Increase of<br>\$4,000) |

**Funding Sources**

Unrestricted General Fund – Instruction – Music; Biology; Kinesiology; English, Literature and Journalism; Fine Arts; Political Science, Geography; Administrative Services – Public Safety; Student Services – Student Life/Associated Students.

Restricted General Fund – Instruction – Music; Student Services – DSPS.

**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:** April 15, 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   |
|-------------|---------------------|----------------------|----------|
| 07086158    | 11/01/10            | Shawn R. Nicholson   | \$78.00  |
| 07090125    | 12/01/10            | Xin Shao             | \$293.64 |
| 07091623    | 12/16/10            | Hector A. Cisneros   | \$12.00  |
| 07103991    | 03/08/11            | Karina M. Castro     | \$170.00 |
| 07105145    | 03/16/11            | Karina M. Castro     | \$20.00  |
| 07105354    | 03/16/11            | Abbas C. Darwiche    | \$78.00  |
| 07106585    | 03/16/11            | Viviana L. Montiel   | \$78.00  |
| 07106903    | 03/16/11            | Joseph J. Placencio  | \$78.00  |
| 07107167    | 03/16/11            | Esther Sanchez       | \$317.00 |
| H0047115    | 09/11/12            | Connie Kwan          | \$230.00 |
| H0047639    | 09/11/12            | Nathan M. Montgomery | \$121.50 |

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Agreement with Lexipol, LLC - Law Enforcement Subscription Materials</u> |                |

**BACKGROUND**

Lexipol, LLC is an online, web-based policy and procedure manual used by nearly 2,000 agencies, in more than 20 states including 22 community college campuses and 26 public universities in California. Since 2003, Lexipol’s proven policy and training solutions have helped public safety agencies across the country reduce risk and avoid litigation. Lexipol provides regular policy updates in response to legislative mandates, case law decisions, and evolution in best practices.

The integrated Daily Training Bulletin component is a customized, scenario-based daily training program that links directly to the policy manuals. Archiving of training records provides verifiable evidence of achieving specific learning objects. Lexipol is a valuable resource in defense litigation or personnel matters that call for authenticated copies of policy or training records years after an incident. On-going system support and training is included in all subscriptions.

**ANALYSIS AND FISCAL IMPACT**

Funds are available for the current year’s subscription. The College wishes to automatically renew the annual subscription for four years with the possibility of an increased fee to \$7,300 if Public Safety staffing increases. Either party may terminate the agreement with 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 Lexipol, LLC, as presented.

|                                       |   |
|---------------------------------------|---|
| Prepared by: <u>W. David Wilson</u>   | Reviewed by: <u>Michael D. Gregoryk</u> |
| Recommended by: <u>Bill Scroggins</u> | Agenda Item: <u>Consent #4</u>          |

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>                                      | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Three-Year Agreement with Sirius Computer Solutions</u> |                |

**BACKGROUND**

Mt. SAC has numerous enterprise applications and over 140 servers that are used across the campus for assisting students or coordinating College business. These applications ‘live’ on servers in the Data Center. To reduce the number of physical servers required to support the applications, Information Technology utilizes VMWare virtualization software called vSphere. This software allows a server to be electronically divided into separate systems so more than one server or application can ‘live’ on each server. Virtualization is also the primary tool for organizing applications in preparation for off-site hosting in cloud environments and for disaster recovery. Additionally, all virtualized servers are administered by a single management console called vCenter. This allows a server administrator to remotely control all hardware and software via a single interface.

**ANALYSIS AND FISCAL IMPACT**

Maintenance on the College’s existing 44 vSphere licenses and one vCenter license expire on May 6, 2015. Information Technology is seeking approval to enter into a three-year agreement with Sirius Computer Solutions for VMWare maintenance at a total cost of \$79,800. The three-year agreement includes a 12% discount versus an annual agreement.

The maintenance agreement includes access to technical support and software upgrades.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

|  |   |
|--|---|
| Prepared by: <u>Victor A. Belinski</u> | Reviewed by: <u>Michael D. Gregoryk</u> |
| Recommended by: <u>Bill Scroggins</u>  | Agenda Item: <u>Consent #5</u>          |

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Additional On-Site Visits for Implementation of OnBase</u> |                |

**BACKGROUND**

The Board of Trustees approved the purchase of OnBase, a document management system from Hyland, in September 2014. Information Technology (IT) has moved forward with an aggressive implementation schedule, and the campus is on schedule to go live with OnBase on May 26, 2015.

**ANALYSIS AND FISCAL IMPACT**

During on-site visits, Hyland completed the technical system installation and met with all departments that are participating in the conversion from the old system to OnBase. As the project progresses, it has been determined that at least four additional consulting visits are necessary to support training efforts and the full implementation of the various OnBase modules. These additional visits will be used to provide hands-on training for all departments using OnBase, review the Transcript Capture solution with Admissions and Records, and train Financial Aid staff on the checklist process.

The initial project plan included \$9,000 for on-site visits by the Hyland consulting team. To date, approximately \$3,500 of the on-site budget has been invoiced for Hyland's consulting visits to Mt. SAC. IT is requesting approval for an additional \$12,000 for on-site visitation.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the additional funds for on-site visitation for Hyland, as presented.

|  |   |
|--|---|
| Prepared by: <u>Victor A. Belinski</u> | Reviewed by: <u>Michael D. Gregoryk</u> |
| Recommended by: <u>Bill Scroggins</u>  | Agenda Item: <u>Consent #6</u>          |

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

**DATE:** April 15, 2015

**CONSENT**

**SUBJECT:** Collection Services (RFP No. 2995)

**BACKGROUND**

The College currently uses the Chancellor's Office Tax Offset Program for the collection of unpaid student loan debt. In addition, the College is in need of contracting with an agency to provide collection services for unpaid accounts such as Federal Perkins loans, nursing loans, institutional loans, tuition/fees, and other accounts receivable.

A requirement of the Federal Perkins Loan is that, if an account cannot be converted to a regular repayment status by the end of 12 months, or if the borrower does not qualify for forbearance, deferment, or cancellation, then the College has the option to either litigate, or make a second effort to collect. A second effort to collect requires the use of a different collection firm. Therefore, the College will enter into a secondary contract with an agency to perform collection services for the Federal Perkins loans.

**ANALYSIS AND FISCAL IMPACT**

In October 2014, the College issued a Request for Proposal (RFP No. 2995) for collection services along with a selection process that allowed for maximum participation of qualified firms in an open and transparent environment.

Members of the Review Committee who participated in the review of proposal contents were: Rosa Royce, Associate Vice President, Administrative Services; Chau Dao, Director, Financial Aid; Monica Cantu, Assistant Director, Fiscal Services; Shelly Zahrt-Egbert, Manager, Accounting; Sheree Culross, Manager, Bursar's Office; and Maria Correia, Budget & Accounting Technician.

A pre-proposal conference was held on November 20, 2014. Eight firms were represented at the conference. Five proposals were received prior to the submittal deadline and deemed responsive by Purchasing in accordance with instructions in the RFP.

The firms who submitted responses were:

| <u>Firm</u>                                  | <u>Location</u>    |
|--|--------------------|
| General Revenue                              | Mason, OH          |
| Collection Technology, Inc.                  | Monterey Park, CA  |
| Enterprise Recovery Systems                  | Oak Brook, IL      |
| Continental Service Group, Inc. dba ConServe | Fairport, NY       |
| Account Control Technology                   | Woodland Hills, CA |

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #7

**SUBJECT:** Collection Services (RFP No. 2995)

**DATE:** April 15, 2015

Proposal contents were independently reviewed by the evaluation committee and uniformly scored using a common evaluation form. Based on these scores, the committee invited the three highest ranked firms to conduct presentations. The three finalists were Account Control Technology, Inc., ConServe, and Enterprise Recovery Systems. Upon completion of the presentations and a review of pricing, the evaluation team was unanimous in recommending award of the contracts to the two highest-scoring, lowest-cost proposers; ConServe, as the primary contract and Enterprise Recovery Systems as the secondary contract for collection of Perkins loans. Each firm has over 25 years of collection experience with an emphasis in serving the higher education sector. Both firms also received high remarks from the references contacted during the review process.

The term of these contracts will be for one year, commencing July 1, 2015, with the option to renew for up to four additional one-year periods, not to exceed five years. Either contract may be terminated with a 30-day written notice.

The collection agencies will remit the net account receivables less any fees along with an itemized detailed report to the College. No fees will be paid on uncollected accounts. Collection fees are as follows:

|                     | Conserve |         | Enterprise Recovery Systems |
|---------------------|----------|---------|-----------------------------|
|                     | Tuition  | Perkins | Tuition & Perkins           |
| Primary Placement   | 20%      | 22%     | 20%                         |
| Second Placement    | 25%      | 25%     | 22%                         |
| Litigation Accounts | 25%      | 25%     | 24%                         |

**Funding Source**

Not Applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves RFP No. 2995 – Collection Services, and awards the primary contract to Continental Service Group, Inc. dba ConServe, and the secondary contract to Enterprise Recovery Systems, as presented.

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

**DATE:** April 15, 2015

**CONSENT**

**SUBJECT:** Purchase of Haas Automation Equipment

**BACKGROUND**

Mt. San Antonio College has received one-time Career Technical Education (CTE) Enhancement funds, which are provided to California community colleges as an incentive to develop, enhance, retool, and expand quality career technical education offerings that build upon existing community college regional capacity to respond to regional labor market needs.

In the past year, Manufacturing Technology and Industrial Design Engineering faculty have worked with industry advisors to revamp the outdated Manufacturing curriculum. The CTE Enhancement funds will allow the program to complete its revitalization by replacing 30+-year-old mills with new state-of-the-art equipment, increasing the relevance of both the Manufacturing Technology and Industrial Design Engineering programs. The Manufacturing program's new equipment will attract additional students and position the program to partner with Glendale Community College to engage students in "real world" manufacturing scenarios including the use of sketching and rapid visualization techniques for product design, working within established design and manufacturing constraints, and developing refined working prototypes.

**ANALYSIS AND FISCAL IMPACT**

Staff performed an extensive evaluation of technical, service, and financial considerations and found the Haas Automation equipment to be the single source that best meets the College's needs.

During the evaluation process, it was found that the Haas machines are widely recognized as the industry standard by industry professionals. Haas machines are synonymous with CNC machining. Haas controls approximately 70% of the market for this size and type of vertical machining center equipment, and 40-50% of the market for machining centers, in general. Therefore, students will be better prepared as they are most likely to encounter Haas machines in the workplace. In addition, several Mt. SAC faculty, who currently teach related subjects, already know the standardized Haas machine interface, so they could begin teaching this subject immediately compared to other similar, less common machines.

Prepared by: Teresa Patterson/Jemma Blake-Judd

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

Recommended by: Bill Scroggins

Agenda Item: Consent #8

**SUBJECT:** Purchase of Haas Automation Equipment

**DATE:** April 15, 2015

A unique situation arising from the ongoing Mt. SAC/Glendale Community College (GCC) collaboration has resulted in one of GCC's expert CNC faculty (who operates 13 Haas machines) to use his contacts at Haas to negotiate an unusually generous offer on behalf of Mt. SAC. This offer includes additional tooling and machine training simulators at no additional cost. These are high-value items that we would not receive from other vendors.

Public Contract Code (PCC) Section 20651 requires that all purchases valued over \$86,000 be formally bid and awarded by the governing board. The cost of purchasing the Haas Automation equipment exceeds the formal bid threshold, however, the District has determined that there is no practical value in advertising for and receiving of bids because the Haas Factory Outlet located in Torrance, California, is the only factory authorized dealer for Haas Automation machine tools and equipment in the Los Angeles and Ventura Counties.

The not-to-exceed price of \$175,332.23 includes the purchase of:

- (2) Haas Vertical Machining Centers
- (2) Haas CNC Lathes
- (4) Haas Control Simulator Modules with dual software (mill and lathe)

In addition to the above listed equipment, the College will receive Kennametal Tooling Certificates worth \$10,000 that can be used to purchase any standard Kennametal products.

#### Funding Source

Restricted General Fund – Career Technical Education Enhancement Fund.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the single-source purchase of Haas Automation Equipment from the Haas Factory Outlet, located in Torrance, California, as presented.

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

**DATE:** April 15, 2015

**CONSENT**

**SUBJECT:** Lease/Leaseback Construction – Final Reconciliation and Notice of  
Completion – Building 12 Renovation

**BACKGROUND**

The Building 12 Renovation project was approved under the Lease/Leaseback Construction Delivery Method on May 22, 2013, with a Guaranteed Maximum Price (GMP) of \$8,783,317.00. The construction activities began on June 24, 2013, 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 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.

**Project Data for the Building 12 Renovation Project**

**Pre-Construction Phase**

- |   |     |
|---|-----|
| • Constructability Review Comments Incorporated Pre-Bid | 416 |
| • Code Compliance Review Comments Incorporated Pre-Bid  | 0   |
| • Average Bids per Trade                                | 5   |

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

**SUBJECT:** Lease/Leaseback Construction – Financial Reconciliation and Notice of Completion – Building 12 Renovation

**DATE:** April 15, 2015

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$360,131.34)
- Percent Cost Over/Under Guaranteed Maximum Price (4.10%)
- Working Days Over/Under Contract Schedule (14)
- Contract Change Orders 1

Post-Construction Phase

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

Funding Source

Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the reduction of \$360,131.34 to the contract amount, the reduction of the lease period to 35 days, and accepts the project as complete.

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>  | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – North Campus Infrastructure Improvements</u> |                |

**BACKGROUND**

The North Campus Infrastructure Improvements project was approved under the Lease/Leaseback Construction Delivery Method on May 22, 2013, with a Guaranteed Maximum Price (GMP) of \$1,121,181.00. The construction activities began on June 24, 2013, 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 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.

Project Data for the North Campus Infrastructure Improvements Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 416
- Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 5

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

**SUBJECT:** Lease/Leaseback Construction – Financial Reconciliation and Notice of Completion – North Campus Infrastructure Improvements

**DATE:** April 15, 2015

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$46,411.00)
- Percent Cost Over/Under Guaranteed Maximum Price (4.14%)
- Working Days Over/Under Contract Schedule (14)
- Contract Change Order 1

Post-Construction Phase

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

Funding Source

Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the reduction of \$46,411.00 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:** April 15, 2015

**CONSENT**

**SUBJECT:** Lease/Leaseback Construction – Final Reconciliation and Notice of  
Completion – Campus-wide Audiovisual Improvements

**BACKGROUND**

The Campus-wide Audiovisual Improvements Project was approved under the Lease/Leaseback Construction Delivery Method on August 28, 2013, with a Guaranteed Maximum Price (GMP) of \$251,938.00. The construction activities began on July 30, 2014, and all change orders will be substantially complete on March 10, 2015. The contractor's performance was evaluated throughout the pre-construction and construction periods and deemed by staff to be satisfactory in all respects.

**ANALYSIS AND FISCAL IMPACT**

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

| <b>Contractor</b>                         | Tilden-Coil Constructors (Contractor)   | <b>CO No.</b> | 1             |
|---|---|---------------|---------------|
| <b>Item</b>                               | <b>Change and Justification:</b>  | <b>Amount</b> | <b>Time</b>   |
|   | Provide credit back to the College for the final reconciliation of the project costs. | <\$27,044.44> | 0 days        |
|   | Original Contract Amount  |               | \$251,938.00  |
|   | Net Change by Previous Change Orders  |               | <\$0.00>      |
|   | Net Sum Prior to This Change Order  |               | \$251,938.00  |
|   | Amount of Change Order No. 1  |               | <\$27,044.44> |
|   | New Contract Sum  |               | \$224,893.56  |
| Percentage of Change to Contract, to Date |   |               | -10.73%       |

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

**SUBJECT:** Lease/Leaseback Construction – Financial Reconciliation and Notice of Completion – Campus-wide Audiovisual Improvements

**DATE:** April 15, 2015

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

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

Project Data for the Campus-wide Audiovisual Improvements Project

Pre-Construction Phase

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

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$27,044.44)
- Percent Cost Over/Under Guaranteed Maximum Price (10.73%)
- Working Days Over/Under Contract Schedule 0
- Contract Change Orders 1

Post-Construction Phase

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

Funding Source

Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the reduction of \$27,044.44 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:** April 15, 2015

**CONSENT**

**SUBJECT:** Lease/Leaseback Construction – Final Reconciliation and Notice of  
Completion – Campus-wide Door Hardware Improvements

**BACKGROUND**

The Campus-wide Door Hardware Improvements Project was approved under the Lease/Leaseback Construction Delivery Method on August 28, 2013, with a Guaranteed Maximum Price (GMP) of \$574,341.00. The construction activities began on May 27, 2014, and all change orders will be substantially complete on March 10, 2015. The contractor's performance was evaluated throughout the pre-construction and construction periods and deemed by staff to be satisfactory in all respects.

**ANALYSIS AND FISCAL IMPACT**

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

| <b>Contractor</b>                         | Tilden-Coil Constructors (Contractor)   | <b>CO No.</b>      | 1              |
|---|---|--------------------|----------------|
| <b>Item</b>                               | <b>Change and Justification:</b>  | <b>Amount</b>      | <b>Time</b>    |
|   | Provide credit back to the College for the final reconciliation of the project costs. | <\$147,954.56<br>> | 0 days         |
|   | Original Contract Amount  |                    | \$574,341.00   |
|   | Net Change by Previous Change Orders  |                    | <\$0.00>       |
|   | Net Sum Prior to This Change Order  |                    | \$574,341.00   |
|   | Amount of Change Order No. 1  |                    | <\$147,954.56> |
|   | New Contract Sum  |                    | \$426,386.44   |
| Percentage of Change to Contract, to Date |   |                    | -25.76%        |

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

**SUBJECT:** Lease/Leaseback Construction – Financial Reconciliation and Notice of Completion – Campus-wide Door Hardware Improvements

**DATE:** April 15, 2015

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

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

#### Project Data for the Campus-wide Door Hardware Improvements Project

##### Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 0
- Standards/Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 4

##### Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$147,954.56)
- Percent Cost Over/Under Guaranteed Maximum Price (25.76%)
- Working Days Over/Under Contract Schedule 0
- Contract Change Orders 1

##### Post-Construction Phase

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

##### Funding Source

Measure RR Bond Anticipated Note funds.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the reduction of \$147,954.56 to the contract amount, the reduction of the lease period to 35 days, and accepts the project as complete.

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>                              | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <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:

|             |  |                                    |  |
|-------------|--|------------------------------------|--|
| <b>#1</b>   | <b>Consultant:</b>   | Pal ID Studio                      |  |
|             | <b>Project:</b>  | The Equity Center Modular Building |  |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>                      |  |
|             | Provide professional interior design services for the new Equity Center Modular Building. The Equity Center will include the Arise, Aspire, and Dream programs. Services include specifications, product selection, design, and documentation for the bidding process and construction coordination. | \$26,750.00                        |  |
|             | Reimbursable expenses:   | \$802.50                           |  |
|             | Contract Amount:   | \$27,552.50                        |  |

|             |  |                                     |  |
|-------------|--|-------------------------------------|--|
| <b>#2</b>   | <b>Consultant:</b>   | Pal ID Studio                       |  |
|             | <b>Project:</b>  | Miscellaneous Interior Improvements |  |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>                       |  |
|             | Provide professional interior design services to reconfigure the Custodial Services (Building 48) offices, as needed, to provide additional workstations. Services include specifications, product selection, design, and installation coordination. | \$3,800.00                          |  |
|             | Reimbursable expenses:   | \$114.00                            |  |
|             | Contract Amount:   | \$3,914.00                          |  |

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:** April 15, 2015

|             |   |                                   |  |
|-------------|---|-----------------------------------|--|
| <b>#3</b>   | <b>Consultant:</b>  | Pal ID Studio                     |  |
|             | <b>Project:</b>   | Document Storage Modular Building |  |
| <b>Item</b> | <b>Description:</b>   | <b>Amount</b>                     |  |
|             | Provide professional interior design services for the Document Storage Modular Building. Services include specifications, product selection, design, and installation coordination. | \$10,800.00                       |  |
|             | Reimbursable expenses:  | \$540.00                          |  |
|             | Contract Amount:  | \$11,340.00                       |  |

|             |  |                        |  |
|-------------|--|------------------------|--|
| <b>#4</b>   | <b>Consultant:</b>   | Southland Industries   |  |
|             | <b>Project:</b>  | Food Services Building |  |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>          |  |
|             | Provide professional engineering peer review services for the HVAC and plumbing drawings for compliance with acceptable standards, to coordinate between the design disciplines and integrate BACnet capabilities for all mechanical systems related to commissioning. | \$15,000.00            |  |
|             | Contract Amount:   | \$15,000.00            |  |

|             |  |                        |  |
|-------------|--|------------------------|--|
| <b>#5</b>   | <b>Consultant:</b>   | Southland Industries   |  |
|             | <b>Project:</b>  | Student Success Center |  |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>          |  |
|             | Provide professional engineering peer review services for the HVAC and plumbing drawings for compliance with acceptable standards, to coordinate between the design disciplines and integrate BACnet capabilities for all mechanical systems related to commissioning. | \$15,000.00            |  |
|             | Contract Amount:   | \$15,000.00            |  |

|             |  |   |  |
|-------------|--|---|--|
| <b>#6</b>   | <b>Consultant:</b>   | P2S Engineering, Inc.                                   |  |
|             | <b>Project:</b>  | Thermal Energy Storage Tank and Central Plant Expansion |  |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>   |  |
|             | Provide professional civil, structural, mechanical, electrical, and plumbing engineering design services for the Central Plant expansion and associated piping to the Thermal Energy Storage project and the Athletics Complex East. | \$240,500.00  |  |
|             | Contract Amount:   | \$240,500.00  |  |

**SUBJECT:** Professional Design and Consulting Services

**DATE:** April 15, 2015

|             |   |                                    |  |
|-------------|---|------------------------------------|--|
| <b>#7</b>   | <b>Consultant:</b>  | Psomas                             |  |
|             | <b>Project:</b>   | The Equity Center Modular Building |  |
| <b>Item</b> | <b>Description:</b>   | <b>Amount</b>                      |  |
|             | Provide professional engineering services including construction documents, DSA review, and construction administration for the Equity Center modular building project. | \$34,000.00                        |  |
|             | Contract Amount:  | \$34,000.00                        |  |

|             |  |  |  |
|-------------|--|--|--|
| <b>#8</b>   | <b>Consultant:</b>   | DLM Engineering, Inc.                    |  |
|             | <b>Project:</b>  | Water Conservation Master Plan – Phase 1 |  |
| <b>Item</b> | <b>Description:</b>  | <b>Amount</b>                            |  |
|             | Provide professional engineering services to prepare a campus-wide water conservation master plan. Phase 1 includes the review of recycled water, groundwater, and water conservation. | \$8,500.00                               |  |
|             | Reimbursable expenses:   | \$500.00                                 |  |
|             | Contract Amount:   | \$9,000.00                               |  |

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>  | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Sophia B. Clarke Theater Motorized Rigging Equipment (Bid No. 3012)</u> |                |

**BACKGROUND**

At the time of its opening in 1996, the Sophia B. Clarke Theater contained the most current stage technology systems. Over the past 19 years, tremendous advances in technology have occurred across nearly every aspect of theatrical production. In an effort to maintain the most current, up-to-date facilities for our students, the College is upgrading a portion of the counterweight-based stage rigging system with new motorized systems. These new motorized systems will introduce current-day rigging technologies to the facility as well as significantly increase the safety of the most heavily used parts of the system. These new motorized systems integrate with the current control network in the building, manufactured by Electronic Theater Controls, a leader in lighting and stage control systems.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Four vendors were invited to participate in the bid process. Four bids were received and publicly opened on March 26, 2015. The successful low bidder was Barbizon Lighting Company, located in Los Angeles, California, for a total cost of \$401,560.50. A summary of bids is as follows:

| <u>Company/Location</u>                         | <u>Bid Amount</u> |
|---|-------------------|
| Barbizon Lighting Company, Los Angeles, CA      | \$401,560.50      |
| Entertainment Lighting Services, Sun Valley, CA | \$413,193.24      |
| LVH Entertainment Systems, Oxnard, CA           | \$416,858.46      |
| Production Resource Group, San Fernando, CA     | \$436,139.48      |

**Funding Source**

Capital Outlay Fund - 2014-15 State Scheduled Maintenance.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Bid No. 3012 - Sophia B. Clarke Theater Motorized Rigging Equipment, and awards the bid to Barbizon Lighting Company, in the amount of \$401,560.50.

Prepared by: Teresa Patterson/William Eastham      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins      Agenda Item: Consent #14

|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES<br/>MT. SAN ANTONIO COLLEGE</b>                                    |                |
| <b>DATE:</b> <u>April 15, 2015</u>  | <b>CONSENT</b> |
| <b>SUBJECT:</b> <u>Professional Design and Consulting Services (Contract Amendment)</u> |                |

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for approval:

|             |   |                                     |                |   |
|-------------|---|-------------------------------------|----------------|---|
|             | <b>Consultant:</b>  | Steven Fader Architects             | <b>No.</b>     | 2 |
|             | <b>Project:</b>   | Modular Buildings Site Installation |                |   |
| <b>Item</b> | <b>Description:</b>   |                                     | <b>Amount</b>  |   |
|             | Professional architectural and engineering services required to revise the Equity Center Modular Building documents due to the revised scope of work including relocation of the modular building and additional site work. |                                     | \$35,700.00    |   |
|             | Total   |                                     | \$35,700.00    |   |
|             | Original Contract Amount  |                                     | \$77,450.00    |   |
|             | Net Change by Previous Amendments   |                                     | \$12,350.00    |   |
|             | Net Sum Prior to This Amendment   |                                     | \$89,800.00    |   |
|             | Amount of Amendment No. 2   |                                     | \$35,700.00    |   |
|             | New Contract Sum  |                                     | \$125,500.00   |   |
|             | Total Project Budget  |                                     | \$2,479,018.00 |   |
|             | Percentage of Change to the Total Project Budget  |                                     | 0.51%          |   |

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

|                                       |   |
|---------------------------------------|---|
| Prepared by: <u>Gary L. Nellesen</u>  | Reviewed by: <u>Michael D. Gregoryk</u> |
| Recommended by: <u>Bill Scroggins</u> | Agenda Item: <u>Consent #15</u>         |

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

**DATE:** April 15, 2015

**CONSENT**

**SUBJECT** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: De La Cruz, Guadalupe  
 Position: Student Services Outreach Specialist New: No  
 Department: High School Outreach  
 Range/Step: A-59, Step 2 Salary: \$3,300.07/month  
 Job FTE: 1.00/12 months  
 Effective: 4/16/15  
 Remarks: Re-appointment to previous position

Name: Marin, Annmarie  
 Position: Clerical Specialist New: No  
 Department: Human Resources  
 Range/Step: A-69, Step 1 Salary: \$3,741.75/month  
 Job FTE: 1.00/12 months  
 Effective: 4/16/15

Name: Vazquez, Lourdes  
 Position: Admissions and Records Clerk I New: No  
 Department: Admissions and Records  
 Range/Step: A-59, Step 1 Salary: \$3,142.92/month  
 Job FTE: 1.00/12 months  
 Effective: 4/20/15

**Change of Assignment**

Name: Conrad, Mark  
 Position: Laboratory Technician, Business and Computer Information  
 Department: Business  
 Range/Step: A-79, Step 3 Salary: \$4,228.07/month  
 Job FTE: 1.00/12 months  
 Effective: 4/16/15  
 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:** April 15, 2015

**Temporary Out-of-Class Assignments**

Name: Estrada, Christina  
 Position: Administrative Secretary  
 Department: Natural Sciences  
 Range/Step: A-88, Step 5 Salary: \$5,098.18/month  
 Job FTE: 1.00/12 months  
 Effective: 5/12/15  
 End Date: 6/30/15  
 Remarks: Position currently being recruited

**Retirements**

Patricia Boyer, Administrative Secretary, Natural Sciences, effective 5/12/15  
 Charles Porter II, Parking Officer, Public Safety, effective 3/31/15

**ACADEMIC EMPLOYMENT**

**Banking Leave of Absence with Pay**

| <u>Faculty Name</u> | <u>Department</u> | <u>Number of LHEs</u> | <u>Semester</u> |
|---------------------|-------------------|-----------------------|-----------------|
| Brantingham, John   | English           | 15                    | Fall 2015       |
| Bro, Glenda         | American Language | 15                    | Fall 2015       |
| Di Mauro, Eileen    | Chemistry         | 15                    | Fall 2015       |
| Rickard, Malcolm    | Physics           | .75                   | Spring 2015     |

**Retirement**

Stephen Wilkerson, Professor, Music, effective 7/1/15

**Retirement (Effective Date Correction)**

Keith Wilson, Professor, Commercial and Entertainment Arts, effective 3/23/15 – Previously approved with an effective date of 3/31/15

**Additional Assignments**

| <u>Provider</u>  | <u>Area/Department</u> | <u>Service/Agreement</u>                  | <u>Dates</u>    | <u>Amount</u>                        |
|------------------|------------------------|---|-----------------|--------------------------------------|
| Altenau, Jane    | Adult Basic Education  | Curriculum Development and SLO Assessment | 4/16/15-6/14/15 | \$42.16/hr.<br>Not to exceed \$3,000 |
| Knighten, Stacey | Adult Basic Education  | Curriculum Development and SLO Assessment | 4/16/15-6/14/15 | \$42.16/hr.<br>Not to exceed \$200   |

**SUBJECT:** Personnel Transactions**DATE:** April 15, 2015**MANAGEMENT EMPLOYMENT****Promotion**

**Name:** Blake-Judd, Jemma  
**Position:** Dean, Technology and Health **New:** No  
**Department:** Technology and Health  
**Range/Step:** M-21, Step 4 + L20 **Salary:** \$169,624.32/annual  
**Job FTE:** 1.00/12 months  
**Effective:** 4/16/15  
**Remarks:** Formerly Associate Dean, Technology and Health

**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 | Lab. Tech.-Photography     | Vacancy          | Photography        | 22.13           | 02/23/15-04/30/15 |
| Billier, Valerie   | Secretary                  | Absence          | Technical Services | 22.57           | 03/25/15-04/03/15 |
| Carlos, Richard    | Clerical Assistant         | Vacancy          | Natural Sciences   | 16.91           | 03/01/15-06/30/15 |
| Csehy, Leslie      | Custodian                  | Absence          | Custodial Services | 17.42           | 03/27/15-06/30/15 |
| Hickey, Roch       | Skilled Trade Crafts Wrkr. | Vacancy          | Maintenance        | 25.20           | 02/05/15-06/30/15 |
| Kirkland, Stafford | Custodian                  | Pool             | Custodial Services | 17.42           | 07/01/14-06/30/15 |
| Marin, Annmarie    | Clerical Specialist        | Vacancy          | Human Resources    | 20.03           | 04/01/15-04/15/15 |
| Martinez, John     | Custodian                  | Absence          | Custodial Services | 17.42           | 03/12/15-06/30/15 |
| Morales, Raquel    | HR Technician              | Vacancy          | Human Resources    | 24.62           | 03/25/15-04/03/15 |
| 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>  |
|-----------------------|----------------------------|-----------------------------|-----------------|-------------------|
| Aguilar, Obdulia      | Secretarial Aide           | Adult Basic Education       | 11.88           | 05/26/15-06/30/15 |
| Chua, Brian           | Study Skills Assistant I   | Learning Assistance Center  | 10.27           | 04/16/15-06/30/15 |
| Gonzales, Stephanie   | Tutor IV                   | Upward Bound                | 11.75           | 03/01/15-05/31/15 |
| Hamlin, Andrew        | Study Skills Assistant III | The Writing Center          | 12.48           | 04/01/15-06/30/15 |
| Maya, Maria De Montse | Clerical Typist I          | Study Abroad                | 9.55            | 03/02/15-06/30/15 |
| Nissenson, Lenard     | Model                      | Fine Arts                   | 25.00           | 03/26/15-06/30/15 |
| Tackett, Jason        | HVAC Aide                  | Facilities Planning & Mgmt. | 15.09           | 03/26/15-06/30/15 |
| Vizcarra, Norma       | HR Aide                    | Human Resources             | 16.24           | 03/25/15-06/30/15 |

**Professional Expert Employees – Extended Assignments**

| <u>Name</u>        | <u>Title</u>              | <u>Department</u>          | <u>Pay Rate</u> | <u>Hire Date</u>  |
|--------------------|---------------------------|----------------------------|-----------------|-------------------|
| Baeza, Veronica    | Project Expert/Specialist | Teacher Prep. Institute    | 25.00           | 03/23/15-06/30/15 |
| Bollier, James     | Sports Publicist          | Kinesiology, Athl. & Dance | 16.00           | 01/27/15-06/30/15 |
| Cantwell, Kimberly | Interpreter I             | DSP&S                      | 25.00           | 03/06/15-06/30/15 |
| Davis, Gerald      | Lecturer-Fire Technology  | Kinesiology, Athl. & Dance | 37.26           | 03/02/15-06/30/15 |

**SUBJECT:** Personnel Transactions**DATE:** April 15, 2015**Professional Expert Employees – Extended Assignments** (continued)

| <u>Name</u>              | <u>Title</u>              | <u>Department</u>          | <u>Pay Rate</u> | <u>Hire Date</u>  |
|--------------------------|---------------------------|----------------------------|-----------------|-------------------|
| Esperanza, Mike          | Master Class Instr.-Dance | Kinesiology, Athl. & Dance | 25.00           | 03/01/15-06/30/15 |
| Evans, Sara              | Technical Expert II       | Nursing                    | 45.00           | 03/16/15-06/30/15 |
| Garcia, Mary             | Project Expert/Specialist | Business                   | 25.00           | 03/09/15-06/30/15 |
| Hartnett, Catherine      | Project/Program Aide      | Adult Basic Education      | 19.76           | 03/10/15-06/30/15 |
| Noboa, Christian         | EMT Specialist            | Medical Services           | 21.00           | 01/05/15-06/30/15 |
| Osato, Marissa           | Master Class Instr.-Dance | Kinesiology, Athl. & Dance | 25.00           | 03/01/15-06/30/15 |
| Osterman Fructuoso, Lori | Teaching Aide             | Adult Basic Education      | 13.27           | 04/07/15-05/31/15 |
| Peng, Peter              | Paramedic Specialist      | Medical Services           | 27.00           | 03/13/15-06/30/15 |

**Student Employees**

| <u>Name</u>                 | <u>Title</u>          | <u>Department</u>        | <u>Pay Rate</u> | <u>Hire Date</u>  |
|-----------------------------|-----------------------|--------------------------|-----------------|-------------------|
| Aghkoochek, Bahador         | Student Assistant III | Learning Assistance Ctr. | 10.50           | 02/23/15-06/30/15 |
| Albertson, Catalina         | Student Assistant III | Tutorial Services        | 10.50           | 02/23/15-06/30/15 |
| Alcantara, Henry            | Student Assistant III | Architectural Sciences   | 10.50           | 03/11/15-06/30/15 |
| Aldana, Carlos              | Student Assistant III | Tutorial Services        | 10.50           | 02/23/15-06/30/15 |
| Alkasas, Marina             | Student Assistant IV  | Comp. Info. Sci.         | 11.25           | 03/18/15-06/30/15 |
| Anchondo, Arturo            | Student Assistant II  | Tutorial Services        | 9.75            | 03/02/15-06/30/15 |
| Anderson-Hernandez, Krysten | Student Assistant I   | Agricultural Sciences    | 9.00            | 02/23/15-06/30/15 |
| Aneke, Eric                 | Student Assistant III | The Writing Center       | 10.50           | 02/23/15-06/30/15 |
| Antonios, Michael           | Student Assistant I   | Tutorial Services        | 9.00            | 03/02/15-03/30/15 |
| Arteaga, Martin             | Student Assistant I   | Biological Science       | 9.00            | 03/04/15-06/30/15 |
| Avila, John                 | Student Assistant II  | Technology & Health      | 9.75            | 03/09/15-06/12/15 |
| Avila, Katie                | Student Assistant II  | Assess. & Matriculation  | 9.75            | 03/09/15-06/30/15 |
| Azabache, Samantha          | Student Assistant II  | The Writing Center       | 9.75            | 02/23/15-06/30/15 |
| Bautista, Ariel             | Student Assistant III | Tutorial Services        | 10.50           | 02/23/15-06/30/15 |
| Baydoun, Nawal              | Student Assistant II  | Tutorial Services        | 9.75            | 03/10/15-06/30/15 |
| Bera, Usha                  | Student Assistant III | The Writing Center       | 10.50           | 02/23/15-06/30/15 |
| Berdin, Victoria            | Student Assistant III | Career & Transfer Svcs.  | 10.50           | 03/10/15-06/30/15 |
| Biota, Kaldeep              | Student Assistant III | Tutorial Services        | 10.50           | 02/23/15-06/30/15 |
| Briggs, Charles             | Student Assistant V   | Tutorial Services        | 12.50           | 02/23/15-06/30/15 |
| Brown, Chester              | Student Assistant V   | Tutorial Services        | 12.50           | 02/23/15-06/30/15 |
| Bruston, Brianna            | Student Assistant III | Bridge Program           | 10.50           | 02/23/15-06/30/15 |
| Buttler-Ponce, Jazzmine     | Student Assistant I   | Agricultural Sciences    | 9.00            | 03/01/15-06/30/15 |
| Caballero, Jessica          | Student Assistant III | Comp. Info. Sci.         | 10.50           | 03/23/15-06/30/15 |
| Calderon, Nathalie          | Student Assistant I   | DSP&S                    | 9.00            | 03/13/15-06/30/15 |
| Cao, Krystal                | Student Assistant I   | Biological Sciences      | 9.00            | 03/09/15-06/30/15 |
| Carpenter, Jenna            | Student Assistant I   | Biological Sciences      | 9.00            | 03/01/15-06/30/15 |
| Chen, Olive                 | Student Assistant I   | Interior Design          | 9.00            | 03/16/15-06/30/15 |
| Cheng, Jonathan             | Student Assistant I   | Biological Sciences      | 9.00            | 03/01/15-06/30/15 |
| Choe, Gyuhyun               | Student Assistant I   | Biological Sciences      | 9.00            | 03/01/15-06/20/15 |
| Coronado, Leila             | Student Assistant V   | Tutorial Services        | 12.50           | 03/02/15-06/30/15 |
| Covarrubias, Susana         | Student Assistant II  | Assess. & Matriculation  | 9.75            | 03/09/15-06/30/15 |
| Diaz, Jessica               | Student Assistant II  | DSP&S                    | 9.75            | 03/20/15-06/30/15 |
| Duenas, David               | Student Assistant V   | The Writing Center       | 12.50           | 02/23/15-06/30/15 |

**SUBJECT:** Personnel Transactions**DATE:** April 15, 2015**Student Employees** (continued)

| <u>Name</u>                 | <u>Title</u>          | <u>Department</u>        | <u>Pay Rate</u> | <u>Hire Date</u>  |
|-----------------------------|-----------------------|--------------------------|-----------------|-------------------|
| Duong, Tin                  | Student Assistant IV  | EOPS/CARE/CalWORKs       | 11.25           | 03/02/15-06/19/15 |
| Espiritu Torralba, Anahi    | Student Assistant I   | DSP&S                    | 9.00            | 03/13/15-06/30/15 |
| Fallon, Madison             | Student Assistant V   | Tutorial Services        | 12.50           | 02/23/15-06/30/15 |
| Farias, Angelica            | Student Assistant I   | Earth Sci. & Astro.      | 9.00            | 03/21/15-06/14/15 |
| Farias, Elisa               | Student Assistant II  | Business                 | 9.75            | 03/12/15-06/30/15 |
| Figueroa, Adrian            | Student Assistant III | Career Transfer Services | 10.50           | 03/23/15-06/30/15 |
| Flores, Anthony             | Student Assistant III | Technical Services       | 10.50           | 03/16/15-06/30/15 |
| Fuentes, Jordan             | Student Assistant III | Tutorial Services        | 10.50           | 03/06/15-06/30/15 |
| Garcia, Raul                | Student Assistant II  | Public Safety            | 9.75            | 03/14/15-06/14/15 |
| Garcia-Torres, Andrea       | Student Assistant II  | Agricultural Sciences    | 9.75            | 02/23/15-06/30/15 |
| Garrido, Jr., Arturo II     | Student Assistant III | Consumer Sci. & Design   | 10.50           | 03/19/15-06/30/15 |
| Gayle, Jr., Casey-Ren Edson | Student Assistant V   | Student Health Services  | 12.50           | 03/26/15-06/30/15 |
| Gilbreath, Katherine        | Student Assistant II  | Tutorial Services        | 9.75            | 03/02/15-06/30/15 |
| Gladnikov, Maxim            | Student Assistant III | Aviation                 | 10.50           | 03/23/15-06/30/15 |
| Gonzalez, Catalina          | Student Assistant II  | Assess. & Matriculation  | 9.75            | 03/09/15-06/30/15 |
| Gray, Liane                 | Student Assistant II  | Continuing Education     | 9.75            | 02/17/15-02/22/15 |
| Gray, Liane                 | Student Assistant II  | Continuing Education     | 9.75            | 02/23/15-06/30/15 |
| Gutierrez, Andrea           | Student Assistant V   | The Writing Center       | 12.50           | 03/01/15-06/30/15 |
| Hagen, Rebecca              | Student Assistant II  | Interior Design          | 9.75            | 03/23/15-06/30/15 |
| Hamilton, Tavita            | Student Assistant II  | High School Outreach     | 9.75            | 04/01/15-06/30/15 |
| Harris, Ashley              | Student Assistant I   | Child Development        | 9.00            | 02/23/15-06/30/15 |
| Hickman, Travon             | Student Assistant I   | Technical Services       | 9.00            | 03/18/15-06/30/15 |
| Hill, Jared                 | Student Assistant III | Technical Services       | 10.50           | 03/16/15-06/30/15 |
| Hinrichs, Kelly             | Student Assistant III | Tutorial Services        | 10.50           | 02/23/15-06/30/15 |
| Huynh, Tin                  | Student Assistant IV  | EOPS/CARE/CalWORKs       | 11.25           | 03/02/15-06/19/15 |
| Islander, Miriam            | Student Assistant II  | Tutorial Services        | 9.75            | 03/10/15-06/30/15 |
| Jones, Lee                  | Student Assistant I   | EOPS/CARE                | 9.00            | 03/09/15-06/30/15 |
| Juarez, Jason               | Student Assistant III | Theater                  | 10.50           | 02/23/15-06/30/15 |
| Kawamoto, Emily             | Student Assistant II  | Animation and Gaming     | 9.75            | 03/04/15-06/30/15 |
| Krishnan, Srividya          | Student Assistant I   | Agricultural Sciences    | 9.00            | 02/23/15-06/30/15 |
| Landin, April               | Student Assistant III | Tutorial Services        | 10.50           | 03/02/15-06/30/15 |
| Lasko, Hoby                 | Student Assistant III | Technical Services       | 10.50           | 03/16/15-06/30/15 |
| Lee, Kyuhee                 | Student Assistant II  | Tutorial Services        | 9.75            | 03/12/15-06/30/15 |
| Leinz, Trevor               | Student Assistant III | Tutorial Services        | 10.50           | 03/06/15-06/30/15 |
| Lennear, Claudia            | Student Assistant V   | Tutorial Services        | 12.50           | 03/12/15-06/30/15 |
| Lewis, John                 | Student Assistant IV  | The Writing Center       | 11.25           | 02/23/15-06/30/15 |
| Li, Jiyang                  | Student Assistant III | Tutorial Services        | 10.50           | 03/17/15-06/30/15 |
| Liu, Jennie                 | Student Assistant II  | Assess. & Matriculation  | 9.75            | 03/09/15-06/30/15 |
| Long, Tony                  | Student Assistant I   | DSP&S                    | 9.00            | 03/13/15-06/30/15 |
| Lopez, Mark                 | Student Assistant III | DSP&S                    | 10.50           | 03/13/15-06/30/15 |
| Macias, Rhianna             | Student Assistant III | The Writing Center       | 10.50           | 02/23/15-06/30/15 |
| Madrigal-Avina, Mauricio    | Student Assistant II  | The Writing Center       | 9.75            | 02/23/15-06/30/15 |
| Manahan, Justinne           | Student Assistant I   | Biological Sciences      | 9.00            | 03/01/15-06/30/15 |
| Mansour, Emil               | Student Assistant III | Animal Science           | 10.50           | 02/23/15-06/30/15 |
| Marsh, Lia                  | Student Assistant II  | Financial Aid            | 9.75            | 02/21/15-02/22/15 |

**SUBJECT:** Personnel Transactions**DATE:** April 15, 2015**Student Employees** (continued)

| <u>Name</u>                 | <u>Title</u>          | <u>Department</u>       | <u>Pay<br/>Rate</u> | <u>Hire Date</u>  |
|-----------------------------|-----------------------|-------------------------|---------------------|-------------------|
| Martinez, Dominique         | Student Assistant II  | DSP&S                   | 9.75                | 03/09/15-06/30/15 |
| Matavaio, Cassandra         | Student Assistant V   | Radiology               | 12.50               | 02/23/15-06/30/15 |
| Medina-Espinoza, Evann      | Student Assistant I   | Earth Sci. & Astro.     | 9.00                | 03/20/15-06/14/15 |
| Mendez, Ronald              | Student Assistant III | Technical Services      | 10.50               | 03/16/15-06/30/15 |
| Moline, Jordan              | Student Assistant II  | The Writing Center      | 9.75                | 02/23/15-06/30/15 |
| Moore, Kameron              | Student Assistant V   | Adult Basic Education   | 12.50               | 04/01/15-06/30/15 |
| Moreira, Rudy               | Student Assistant I   | Horticulture            | 9.00                | 02/23/15-06/30/15 |
| Morton, Rosalind            | Student Assistant III | Consumer Sci. & Design  | 10.50               | 03/19/15-06/30/15 |
| Murguia, Emilie             | Student Assistant II  | The Writing Center      | 9.75                | 02/23/15-06/30/15 |
| Nakata, David               | Student Assistant IV  | Fine Arts               | 11.25               | 03/04/15-06/30/15 |
| Navarro, Jose               | Student Assistant II  | Biological Sciences     | 9.75                | 02/23/15-06/21/15 |
| Nevarez, Isaac              | Student Assistant III | Aviation                | 10.50               | 03/23/15-06/30/15 |
| O'Brien, Sophia             | Student Assistant II  | The Writing Center      | 9.75                | 02/23/15-06/30/15 |
| Olomaalii, Tutuila          | Student Assistant III | Student Life            | 10.50               | 03/09/15-06/30/15 |
| Ong, Nathan                 | Student Assistant II  | Tutorial Services       | 9.75                | 03/10/15-06/30/15 |
| Ortega, Robert              | Student Assistant IV  | EOPS/CARE/CalWORKs      | 11.25               | 03/02/15-06/19/15 |
| Parra, Rosa                 | Student Assistant II  | Assess. & Matriculation | 9.75                | 03/09/15-06/30/15 |
| Pham, Christopher           | Student Assistant IV  | Comp. Info. Sci.        | 11.25               | 03/02/15-06/30/15 |
| Plaister Tome, Sebastian    | Student Assistant V   | Aeronautics             | 12.50               | 03/05/15-06/30/15 |
| Quintero, Bryan             | Student Assistant II  | Biological Sciences     | 9.75                | 02/23/15-06/21/15 |
| Quiocho, Leau               | Student Assistant III | Financial Aid           | 10.50               | 03/06/15-06/30/15 |
| Tabuena, Vincent            | Student Assistant III | Adult Basic Education   | 10.50               | 03/11/15-06/30/15 |
| Tam, Rita                   | Student Assistant I   | Biological Sciences     | 9.00                | 03/12/15-06/30/15 |
| Thompson, Richard           | Student Assistant III | Architecture            | 10.50               | 03/11/15-06/30/15 |
| Tu, Jimmy                   | Student Assistant IV  | Comp. Info. Sci.        | 11.25               | 03/18/15-06/30/15 |
| Vaquera, Patsy              | Student Assistant IV  | Arts Division           | 11.25               | 03/02/15-06/30/15 |
| Venegas, Edward             | Student Assistant I   | The Writing Center      | 9.00                | 02/23/15-06/30/15 |
| Villaverde, Kristelle Marie | Student Assistant III | The Writing Center      | 10.50               | 02/23/15-06/30/15 |
| Viste, Xavier               | Student Assistant III | Tutorial Services       | 10.50               | 02/23/15-06/30/15 |
| Vossburg, Mercedes          | Student Assistant IV  | The Writing Center      | 11.25               | 02/23/15-06/30/15 |
| Witt, Andrew                | Student Assistant I   | Animal Science          | 9.00                | 02/23/15-06/30/15 |
| Wolde-Yohannes, Heruy       | Student Assistant III | DSP&S                   | 10.50               | 03/09/15-06/30/15 |
| Wolde-Yohannes, Heruy       | Student Assistant II  | The Writing Center      | 9.75                | 03/11/15-06/30/15 |
| Woolvett, Mackenzie         | Student Assistant III | Agricultural Sciences   | 10.50               | 03/02/15-06/30/15 |
| Zehfuss, Drisana            | Student Assistant II  | Tutorial Services       | 9.75                | 03/12/15-06/30/15 |

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Contract for Consultation Services with American Fidelity Administrative Services, LLC</u> |                |

**BACKGROUND**

The Human Resources Department requires the services of a firm that specializes in employee benefit plans, specifically in regards to the Health Care Reform. American Fidelity Administrative Services, LLC can provide such consultation services.

**ANALYSIS AND FISCAL IMPACT**

The intent is to use the services of American Fidelity Administrative Services, LLC on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to provide yearly meetings to review and refine strategy and compliance plans, provide availability on a monthly basis to answer questions regarding the Health Care Reform, and to provide access to the Consultant’s Educational Webinars on timely benefits topics, such as Health Care Reform developments.

The proposed rate is \$3,600 annually, for the first year, plus mileage and travel expenses. The fees may be nominally adjusted in subsequent years, with prior notification. The term of the contract is April 16, 2015, through March 15, 2016.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of a contract for consultation services with American Fidelity Administrative Services, LLC.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #18

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

**DATE:** April 15, 2015

**CONSENT**

**SUBJECT:** Mediation Training with American Arbitration Association

**BACKGROUND**

The Faculty Association Agreement includes a mediation step in the grievance process, in an effort to train the Faculty Association and District in the mediation process, the District and the Faculty Association require the services of a firm that specializes in mediation training. American Arbitration Association can provide such services. This training will provide insight and discussion on such issues as examining conflict and its impact on people and organizations from the managerial perspective, Explore the “ADR” continuum in terms of benefits, costs, and risks underlying each alternative, identifying basic “interest-based” communication and negotiation techniques in managing conflict, and applying mediation principles in the context of Level II (20.B.2) of the grievance process set forth in the District/Faculty Association Collective Bargaining Agreement.

**ANALYSIS AND FISCAL IMPACT**

The intent is to use the services of the American Arbitration Association for mediation training on May 22, 2015, for a total cost of \$4,500, to be split between the District and the Faculty Association.

**Funding Sources**

Unrestricted General Fund and the Faculty Association.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the mediation training with American Arbitration Association.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #19

|   |                |
|---|----------------|
| <b>BOARD OF TRUSTEES</b>  |                |
| <b>MT. SAN ANTONIO COLLEGE</b>  |                |
| DATE: <u>April 15, 2015</u>   | <b>CONSENT</b> |
| SUBJECT: <u>Program Fees for Students in the Technology and Health Division</u> |                |

**BACKGROUND**

Students in various programs incur charges associated with their course of study. A Board item covering these fees was approved in June 2014. Due to recent changes in fee costs for Respiratory Therapy and Air Conditioning and Refrigeration, the following updated fees are being submitted to the Board of Trustees for review:

| Program                            | Explanation  | Cost  |
|------------------------------------|--|---|
| Air Conditioning and Refrigeration | Students take an examination at the completion of the program, the Environmental Protection Agency 608 Test. Successful completion is required by industry to handle and manipulate refrigerants. The cost of the exam includes study material for the students. The examination is computer-based and is proctored by program staff.  | \$27<br>(represents a \$2 increase since June 2014 Board-approved item.)<br><br>No fee for retest.                        |
| Respiratory Therapy                | Students in the Respiratory Therapy Program are required to take and pass two examinations prior to completing the program. These examinations verify student achievement and preparation for the National and State licensure examinations that are required for employment in the field. The program's accrediting agency, the Commission on the Accreditation of Respiratory Care Programs, strongly encourages programs to require these examinations. | \$82 for two exams<br>(represents a \$43 decrease in fees since June 2014 Board-approved item.)<br><br>No fee for retest. |

**ANALYSIS AND FISCAL IMPACT**

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

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Prepared by: <u>Jemma Blake-Judd</u>  | Reviewed by: <u>Irene M. Malmgren</u> |
| Recommended by: <u>Bill Scroggins</u> | Agenda Item: <u>Consent #20</u>       |

**SUBJECT:** Program Fees for Students in the Technology and Health Division

**DATE:** April 15, 2015

Funding Source

Not applicable.

**RECOMMENDATION**

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

|  |                |
|--|----------------|
| <b>BOARD OF TRUSTEES<br/>MT. SAN ANTONIO COLLEGE</b>                           |                |
| <b>DATE:</b> <u>April 15, 2015</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b> <u>Radiologic Technology Student Pinning Ceremony Luncheon</u> |                |

**BACKGROUND**

Each year, the Radiologic Technology Program hosts a Pinning Ceremony Luncheon for Radiologic Technology students who are completing the Radiologic Technology Program, using funds donated to the Program for this purpose. This year, the luncheon will take place at Papachino’s Grill & Greens in the city of Chino on June 26, 2015, at a cost of \$1,154. The restaurant requires full payment on the day of the event; therefore, advance payment for this event is being requested.

**ANALYSIS AND FISCAL IMPACT**

The cost is covered by donations provided to the Radiologic Technology Program for the Pinning Ceremony. There is no residual cost to the District.

**Funding Source**

Donations.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves advance payment to Papachino’s Grill & Greens for the Radiologic Technology Pinning Ceremony Luncheon, as presented.

Prepared by: Jemma Blake-Judd Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #21

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

**DATE:** April 15, 2015

**CONSENT**

**SUBJECT:** Affiliation Agreement with the City of Upland/Upland Fire Department

**BACKGROUND**

Students enrolled in the Paramedic Program require use of clinical facilities for training. The City of Upland/Upland Fire Department, located in Upland, California, has agreed to accept Paramedic students and will provide our students with excellent training opportunities.

**ANALYSIS AND FISCAL IMPACT**

The new affiliation agreement between Mt. SAC and the City of Upland/Upland Fire Department is the standard Mt. SAC Paramedic agreement. No changes or amendments have been made.

The agreement shall be effective April 16, 2015, through April 16, 2020.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the affiliation agreement with City of Upland/Upland Fire Department, as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

|  |                |
|--|----------------|
| <b>BOARD OF TRUSTEES<br/>MT. SAN ANTONIO COLLEGE</b>   |                |
| <b>DATE:</b> <u>April 15, 2015</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b> <u>Child Development Center Contract Amendment with the California<br/>Department of Education</u> |                |

**BACKGROUND**

The Child Development Center’s agreement with the State of California, dated July 1, 2014, designated as number CCTR-4018, Amendment #01, has been amended to reflect a funding increase. The increase is the result of both a Standard Reimbursement Rate increase and Priority One-Restoration Funding.

**ANALYSIS AND FISCAL IMPACT**

Agreement CCTR-4108 has been increased from \$299,261 to \$445,898, which increased the funding by \$146,637. The contract period is July 1, 2014, through June 30, 2015.

**FUNDING SOURCE**

California Department of Education, Early Education Support Division (formerly the Child Development Division).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves and accepts the contract amendment with the California Department of Education, Early Education Support Division, as presented.

Prepared by: Tamika Addison/Virginia Burley Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #23

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

**DATE:** April 15, 2015

**CONSENT**

**SUBJECT:** Child Development Center Pre-K Students Fieldtrip to Kidspace  
Children's Museum

**BACKGROUND**

The Mt. San Antonio College Child Development Center (CDC) requests authorization for 75 Pre-K students along with CDC Director Tamika Addison, three full-time classified CDC Specialists, 15 student workers (Teacher Assistants), and 20 parent chaperones to travel by school bus to visit the Kidspace Children's Museum in Pasadena, California, on May 15, and 29, 2015. The large preschool group will be divided on the two dates. Thirty students with chaperones will attend on May 15, 2015, and 45 students with chaperones will attend on May 29, 2015. The required ratios of students/children per adult will be maintained throughout each trip. Additionally, authorization is requested to provide a prepayment of \$750 for this field trip.

The Child Development Center uses concepts from the Preschool Pathways to Science curriculum, which emphasizes scientific exploration, investigation, and thinking within the children's indoor/outdoor environment. This field trip is the culmination of educational plans (lesson plans) implemented throughout the year in our preschool classrooms. The interactive nature of the Kidspace Museum exhibits will allow the preschool children to further investigate topics introduced to them during class instruction.

**ANALYSIS AND FISCAL IMPACT**

Prepayment to the Children's museum is required by May 15, 2015. The anticipated cost of attendance is \$750, which covers 75 children and required teachers, per State licensing requirements. No District general funds will be used.

**Funding Source**

Parent Fees and Child Development Center Fee Account.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the planned field trip of the Child Development Center's preschool students, the CDC Director, chaperones, and CDC Specialists to Kidspace Children's Museum, as presented.

Prepared by: Tamika Addison/Virginia Burley

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Grant Extension: Assembly Bill 86, Section 76, Article 3</u> |                |
|                                | <u>Adult Education Consortium Planning Grant</u>                |                |

**BACKGROUND**

Mt. San Antonio College received an award notification for a Consortium Planning Grant funded by the Budget Act per Assembly Bill 86 (AB 86), Section 76, Article 3. According to this Assembly Bill, the Chancellor of the California Community Colleges and the State Department of Education shall, pursuant to funding made available in the annual Budget Act, jointly provide planning and implementation grants to regional consortia of community college districts and school districts for the purpose of developing regional plans to better serve the educational needs of adults. Regional consortia membership is defined by the geographic boundary of each community college district.

The Mt. SAC and School Districts Regional Consortium is comprised of the following districts: Baldwin Park Unified School District (USD), Bassett USD, Charter Oak USD, Covina-Valley USD, Hacienda La Puente USD, Mt. San Antonio Community College District, Pomona USD, Rowland USD, and Walnut Valley USD. Mt. SAC is the fiscal agent.

The Board of Trustees accepted the grant funds on March 19, 2014. As part of the grant activities, authorization was granted to: (a) purchase supplies for grant-related meetings that occur throughout the year; (b) purchase promotional items for meetings that occur throughout the year; (c) reimburse non-Mt. SAC employees for travel costs associated with participating in grant-sponsored events; (d) provide advance payment (deposits) to vendors or hotels for grant-related activities; and (e) enter into contracts with the school districts named above.

The Chancellor’s Office and the California Department of Education have extended the grant through December 31, 2015.

**ANALYSIS AND FISCAL IMPACT**

Funding for the grant award is \$374,205. The grant performance period began March 5, 2014, and has been extended through December 31, 2015. Mt. SAC will extend the subcontracts to each of the school districts to jointly carry out the grant objectives.

|                       |                |                    |                   |
|-----------------------|----------------|--------------------|-------------------|
| Prepared by: _____    | Donna Burns    | Reviewed by: _____ | Irene M. Malmgren |
| Recommended by: _____ | Bill Scroggins | Agenda Item: _____ | Consent #25       |

**SUBJECT:** Grant Extension: Assembly Bill 86, Section 76, Article 3, Adult Education Consortium Planning Grant

**DATE:** April 15, 2015

The Chancellor of the California Community Colleges and the State Department of Education have approved the expenditure of grant funds to support the following: instructional and non-instructional salaries; employee benefits; travel and professional development for all consortium members; non-instructional supplies; printing/publication costs; and indirect costs. All members of the consortium must determine regional consortium grant budgets collaboratively.

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

Funding Source

Budget Act per AB 86, Section 76, Article 3.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the AB 86 Consortium Planning Grant extension and approves the activities, as presented.

|  |                |  |
|--|----------------|--|
| <b>BOARD OF TRUSTEES</b>   |                |  |
| <b>MT. SAN ANTONIO COLLEGE</b>   |                |  |
| <b>DATE:</b> <u>April 15, 2015</u>   | <b>CONSENT</b> |  |
| <b>SUBJECT:</b> <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 materials fees are paid directly to the instructor.

**ANALYSIS AND FISCAL IMPACT**

1. Community Services: Additional Offerings

| <b>Course Title/Program</b>      | <b>Presenter</b>   | <b>Payment</b>                                  | <b>Fee</b>                        |
|----------------------------------|--|---|-----------------------------------|
| College for Kids Summer Program: | Mason, Caryn   |   | <u>All Classes</u>                |
| College for Kids Classes         | Kaljumagi, Diana<br>Alexander, Priscilla<br>Hy, Linda<br>Madrigal, Yahaira<br>Manus, Karen<br>Monges, Debra Key<br>Ortiz, Calixto<br>Pasa, Paul<br>Pena, Kathleen<br>Proctor, Michael "Andy"<br>Rivera, Edith Janet<br>Tat-Chung, Kathy<br>Underwood, Eric | 10 or more students<br>\$30/hour                | Sessions I and II:<br>\$154/class |
|                                  | Program Coordinator:<br>Cazares, Guadalupe   | 9 or fewer students<br>\$20/hour<br><br>\$2,800 |                                   |
| Swim Programs for Summer:        | Coordinator:<br>Ruh, Mark  | \$4,000   | Group:<br>\$50-\$60               |
| Group and Private Lessons        | Supervisor:<br>Rieben, Mike  | \$6,500   | Private:<br>\$75-\$85             |

Prepared by: Donna Burns Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins Agenda Item: Consent #26

**SUBJECT:** Continuing Education Additions and Changes

**DATE:** April 15, 2015

| <b>Course Title/Program</b> | <b>Presenter</b>                      | <b>Payment</b>   | <b>Fee</b> |
|-----------------------------|---------------------------------------|--|------------|
| Applied Science Camp        | Pasa, Paul<br>Proctor, Michael "Andy" | 10 or more students<br>\$30/hour<br><br>9 or fewer students<br>\$20/hour | \$90       |

2. AB 86 Districts Contract Extensions

| <b>Agency<br/>(Description of Services)</b> | <b>Performance Period From</b> | <b>Performance Period To</b> |
|---|--------------------------------|------------------------------|
| Baldwin Park Unified School District (USD)  | 3/5/14-6/30/15                 | 3/5/14-12/31/15              |
| Basset USD                                  | 3/5/14-6/30/15                 | 3/5/14-12/31/15              |
| Bonita USD                                  | 3/5/14-6/30/15                 | Canceled                     |
| Charter Oak USD                             | 3/5/14-6/30/15                 | 3/5/14-12/31/15              |
| Covina-Valley USD                           | 3/5/14-6/30/15                 | 3/5/14-12/31/15              |
| Hacienda La Puente USD                      | 3/5/14-6/30/15                 | 3/5/14-12/31/15              |
| Pomona USD                                  | 3/5/14-6/30/15                 | 3/5/14-12/31/15              |
| Rowland USD                                 | 3/5/14-6/30/15                 | 3/5/14-12/31/15              |
| Walnut Valley USD                           | 3/5/14-6/30/15                 | 3/5/14-12/31/15              |

3. New TAP Grant Contracts

Participants in the following workshops are California Community College practitioners.

| <b>Agency (Description of Services)</b>   | <b>Expenses</b>   |
|---|---|
| McNellis & Associates<br>715 15 <sup>th</sup> Avenue<br>Beaver Falls, Pennsylvania 15010<br><br>"Compression Planning"<br>April 22-24, 2015                     | Fee for Service, not to exceed \$30,000.  |
| Contract Training Edge<br>27240 Lynde Drive<br>Olmsted Township, Ohio 44138<br><br>"Maximizing Your Impact in Contract Education"<br>May 2015 (exact dates TBD) | Fee for Service:<br>\$6,500 minimum with an optional second workshop to accommodate additional participants. Both workshops not to exceed \$13,500.<br><br>Travel and expenses not to exceed \$2,000. |

**SUBJECT:** Continuing Education Additions and Changes**DATE:** April 15, 2015

| <b>Agency (Description of Services)</b>  | <b>Expenses</b>   |                    |
|--|---|--------------------|
| Jonae Pistorosi<br>1252 Billie Court<br>Merced, California 95340<br><br>"Customer Service Academy"<br>June 1 and 2, 2015 – 25-student max<br><br>"Generational Diversity"<br>June 3, 2015 – 25-student max | \$1,750/day<br><br>Travel and related expenses not to exceed \$1,000.   |                    |
| Contract Education Summit<br>Hotel:<br>Wyndham Garden<br>1355 N. Fourth Street<br>San Jose, California 95112<br>May 12-14, 2015  | Expenses not to exceed \$15,000.<br><br>Deposit required 30 days prior. | Fee: \$100/person. |

4. New Contracts

| <b>Agency (Description of Services)</b>  | <b>Expenses</b>   |
|--|---|
| CourseHorse, Inc.<br>57 East 11th Street, Suite #800<br>New York, New York 10003<br><br>CourseHorse will provide Community Education marketing support by promoting select Community Education classes on their website www.coursehorse.com and registering students directly within the Community Education Department's existing online registration system (Augusoft Lumens). Other institutions also using this service include LA City College, El Camino College, and LACMA. | This service is no cost to the district; CourseHorse keeps a 20% referral fee that will be applied by providing CourseHorse a "20% off promotion" code to apply when registering a student via Community Education's registration system. |

5. Contract Changes

| <b>Agency</b>             | <b>From</b>                    | <b>To</b>                                     |
|---------------------------|--------------------------------|---|
| Motorcycle Safety Program | Effective<br>01/01/15-01/01/16 | Effective<br>02/01/15-07/15/15<br><br>\$4,608 |

**SUBJECT:** Continuing Education Additions and Changes

**DATE:** April 15, 2015

| <b>Agency</b>   | <b>From</b>     | <b>To</b>   |
|---|-----------------|---|
| Contract #ET14-0324<br>State of California<br>Employment Training Panel<br>(EPT)                            | Instructors TBA | Sunnaa, Andrea<br>18 hours @ \$50/hour<br><br>Leadership Build, LLC<br>Additional 14 hours @<br>\$60/hour |
| Contract #1415-06<br>Tawa Supermarket,<br>Incorporated<br>6281 Regio Avenue<br>Buena Park, California 90620 | Instructors TBA | Leadership Build, LLC   |

Funding Sources

Community Services - Student Registration Fees.  
Technical Assistance Provider (TAP) for Contract Education Grant #14-320-002.  
Contract Changes – Contracting Agency.

**RECOMMENDATION**

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

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Continuing Education Division – 2015 High School Summer School Program</u> |                |

**BACKGROUND**

As an Adult Education provider for the Baldwin Park, Bassett, Bonita, Charter Oak, Covina Valley, Hacienda-La Puente, Pomona, Rowland, Walnut Valley, and West Covina Unified School Districts (USD), the College sponsors the High School Summer School Program for high school credit at each of these districts.

**ANALYSIS AND FISCAL IMPACT**

1. Instruction Dates:

| USD                | Dates             |
|--------------------|-------------------|
| Baldwin Park       | 06/01/15–07/02/15 |
| Bassett            | 06/08/15–07/16/15 |
| Bonita             | 06/08/15–07/10/15 |
| Charter Oak        | 06/08/15–07/17/15 |
| Covina Valley      | 06/15/15–07/17/15 |
| Hacienda/La Puente | 05/26/15–07/02/15 |
| Pomona             | 06/08/15–07/10/15 |
| Rowland            | 06/08/15–07/10/15 |
| Walnut Valley      | 06/08/15–07/16/15 |
| West Covina        | 06/08/15–07/10/15 |

2. Program Administrators will be paid as follows:

| USD          | High School  | Site Coordinator   | Payment |
|--------------|--------------|--------------------|---------|
| Baldwin Park | Baldwin Park | Francine Urias     | \$7,000 |
|              | Sierra Vista | Magdalena Santiago | \$7,000 |
| Bassett      | Bassett      | Patricia Rosales   | \$6,000 |
| Bonita       | Bonita       | Eric Podley        | \$6,000 |
|              | San Dimas    | Cassandra Morton   | \$6,000 |
| Charter Oak  | Charter Oak  | Jeffrey Stephanik  | \$6,000 |
| Covina       | Covina       | Erin Dominguez     | \$6,000 |
|              | South Hills  | Erin Lippert       | \$6,000 |
|              | Northview    | Ryan Rienstra      | \$6,000 |

Prepared by: Madelyn Arballo/Donna Burns      Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins      Agenda Item: Consent #27

**SUBJECT:** Continuing Education Division – 2015 High School Summer School Program

**DATE:** April 15, 2015

| <b>USD</b>         | <b>High School</b> | <b>Site Coordinator</b> | <b>Payment</b> |
|--------------------|--------------------|-------------------------|----------------|
| Hacienda-La Puente | La Puente          | Angeles Martinez        | \$7,000        |
|                    | Los Altos          | Patricia Higgins        | \$7,000        |
|                    | Wilson             | Michelle Mabrie         | \$7,000        |
|                    | Workman            | Karla Garcia            | \$7,000        |
| Pomona             | Diamond Ranch      | Roddy Layton            | \$6,000        |
|                    | Ganeshha           | Martin Telles           | \$7,000        |
|                    | Garey              | Dayna McCall            | \$7,000        |
|                    | Pomona             | Debra Kniesley-Watnik   | \$7,000        |
|                    | Village Academy    | Elida Lopez             | \$4,000        |
|                    | Fremont Academy    | Megan Wilson            | \$4,000        |
|                    | Palomares Academy  | Acquillahs Mutie        | \$4,000        |
| Rowland            | Nogales            | Victoria Dayton         | \$6,000        |
|                    | Rowland            | Steven Elder            | \$7,000        |
| Walnut Valley      | Diamond Bar        | David Desmond           | \$7,000        |
|                    | Walnut             | Daniel Daher            | \$7,000        |
| West Covina        | West Covina        | Joseph Prestella        | \$7,000        |
|                    | Edgewood           | Laurette Sauter-Gaona   | \$6,000        |

3. Instructional supplies will be supplied by the College, as needed, by each USD and, as agreed upon, between the USD and the College.
4. Instructors, security, and clerical staff will be provided by the College, as agreed upon, between the USD and the College and will be paid hourly.
5. Cooperative Agreements are in effect until March 2017, with minor modifications for some Districts' Agreement (change in district contact).

Funding Source

Revenue-Generated Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the 2015 High School Summer School Program, as presented.

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>   | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Communication Department to Host American Readers' Theater Association Championship Tournament</u> |                |

**BACKGROUND**

The Communication Department is requesting approval of costs associated hosting the 15<sup>th</sup> annual forensics tournament event called the "American Readers' Theater Association Championship Tournament." The Tournament is to be held at Mt. San Antonio College on May 2-3, 2015.

**ANALYSIS AND FISCAL IMPACT**

Costs of hosting the tournament will not exceed \$5,700; it is expected that the costs will be covered by entry fees charged to participants. Costs will include purchasing trophies/awards at an approximate cost of \$1,500; food for participants at an approximate cost of \$3,200; supplies at an approximate cost of \$200; and payment of independent contractors to serve as impartial judges at an approximate cost of \$800.

**Funding Sources**

Unrestricted General Fund – Revenue-Generated Account.  
Participant entry fees.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the costs associated with the Communication Department's hosting of the American Readers' Theater Association Championship Tournament, as presented.

|                       |                |                    |                   |
|-----------------------|----------------|--------------------|-------------------|
| Prepared by: _____    | James Jenkins  | Reviewed by: _____ | Irene M. Malmgren |
| Recommended by: _____ | Bill Scroggins | Agenda Item: _____ | Consent #28       |

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>  | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Honors Program to Host Annual Recognition Celebration</u> |                |

**BACKGROUND**

The Honors Program requests approval for costs associated with hosting the annual Honors Recognition Celebration, to be held on May 21, 2015, in Founders Hall. This is a recognition celebration that honors transferring and/or graduating students in the Honors Program, celebrating their achievements and transfers to prestigious universities. The Program will be honoring nearly 200 Honors graduates who bring prestige to Mt. SAC.

Attendees include honors faculty, honors staff, administrators, members of the Board of Trustees, honors students, and their guests.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost is \$1,700.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the costs associated with the Honors Program’s hosting of the Recognition Celebration, as presented.

|  |                                       |
|--|---------------------------------------|
| Prepared by: <u>Maryann Tolano-Leveque/James Jenkins</u> | Reviewed by: <u>Irene M. Malmgren</u> |
| Recommended by: <u>Bill Scroggins</u>                    | Agenda Item: <u>Consent #29</u>       |

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>                                  | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Geology Summer Field Experience Class (GEOL 29)</u> |                |

**BACKGROUND**

This spring and summer, the Earth Sciences and Astronomy Department is offering a unique geology field experience to introduce students to geologic content and skills beneficial for transfer and employment in the geosciences. The course, entitled GEOL 29 (Special Topics in Field Geology), will meet for lecture during spring 2015 to prepare for 18 days of field instruction from June 15-July 2, 2015. The field component of the course will expose students to a variety of geologic environments—not available locally—across the western United States, with field sites in Idaho (geologic mapping at Craters of the Moon and Leslie Butte), Wyoming (Yellowstone Caldera and Grand Tetons), Montana, and Utah (geology of Capitol Reef, Bryce, and Zion areas). Student learning outcomes include outcrop analysis, rock and mineral identification, geologic interpretations, field mapping, and topographic and geologic map interpretation to understand the tectonic and geologic evolution of western North America. Earth Science faculty David Mrofka, Becca Walker, and Mark Boryta, will lead the cohort of 19 students.

**ANALYSIS AND FISCAL IMPACT**

The anticipated costs to the College include \$400 in campground fees, and four College vans with fuel for 2,600 miles: approximately \$2,000. Student participants will pay \$210 each to cover field station lodging and park entrance fees. Students will also cover the costs for their own meals. Total cost to the College is anticipated at \$2,400, and total cost to each student is approximately \$450.

**Funding Sources**

Unrestricted General Fund (\$2,400).  
Student participant fees (\$8,550).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves this summer field experience class, as presented.

|                       |                |                    |                   |
|-----------------------|----------------|--------------------|-------------------|
| Prepared by: _____    | Matthew Judd   | Reviewed by: _____ | Irene M. Malmgren |
| Recommended by: _____ | Bill Scroggins | Agenda Item: _____ | Consent #30       |

|                                |   |                |
|--------------------------------|---|----------------|
| <b>BOARD OF TRUSTEES</b>       |   |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>                           | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>New Degree for the 2015-16 Academic Year</u> |                |

**BACKGROUND**

The following degree has been created to meet Title 5 requirements and to provide additional general education or program options.

New Degree  
Kinesiology AA-T

**ANALYSIS AND FISCAL IMPACT**

This new degree was developed and approved by its respective College Department and Division. 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 new degree for the 2015-16 academic year, as presented.

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Prepared by: <u>Joumana McGowan</u>   | Reviewed by: <u>Irene M. Malmgren</u> |
| Recommended by: <u>Bill Scroggins</u> | Agenda Item: <u>Consent #31</u>       |

|                                |  |                |
|--------------------------------|--|----------------|
| <b>BOARD OF TRUSTEES</b>       |  |                |
| <b>MT. SAN ANTONIO COLLEGE</b> |  |                |
| <b>DATE:</b>                   | <u>April 15, 2015</u>                                      | <b>CONSENT</b> |
| <b>SUBJECT:</b>                | <u>Dorothy Rupe Caregiver Program: Acceptance of Funds</u> |                |

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled “Dorothy Rupe Caregiver Program,” funded by the Arthur N. Rupe Foundation. The purpose of the grant is to expand the number of students served in the Certified Nursing Assistant (CNA) Program through the creation of two additional cohorts of CNA students, support services, and enhanced instructional supplies and materials.

**ANALYSIS AND FISCAL IMPACT**

This grant award totals \$35,000. The performance period for the grant is July 1, 2015, through June 30, 2016.

The funding agency has approved the expenditure of grant funds to support the following: instructional salaries; non-instructional salaries; employee benefits; supplies and materials; and book/uniform scholarships, to be awarded to 16 students.

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

**Funding Source**

Arthur N. Rupe Foundation.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Dorothy Rupe Caregiver Program grant funds, as presented.

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Prepared by: <u>Adrienne J. Price</u> | Reviewed by: <u>Irene M. Malmgren</u> |
| Recommended by: <u>Bill Scroggins</u> | Agenda Item: <u>Consent #32</u>       |

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

**DATE:** April 15, 2015

**CONSENT**

**SUBJECT:** Online Enrollment Marketing Proposal with AdTaxi Networks

**BACKGROUND**

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

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

The College contracted with Digital First Media for \$3,600 per month for six months. During this period, the College launched a branding campaign as well as enrollment campaigns utilizing search engine marketing and display advertising. In November, the College renewed the contract for another six months and made adjustments to ensure ads were delivered to the right audiences. Since the online marketing campaign began, Mt. SAC has also become more discoverable online, rising in search engine ranking to the first two results and increasing visibility.

**ANALYSIS AND FISCAL IMPACT**

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

Prepared by: Uyen Mai

Reviewed by: Bill Scroggins

Recommended by: Bill Scroggins

Agenda Item: Consent #33

**SUBJECT:** Online Enrollment Marketing Proposal with AdTaxi Networks

**DATE:** April 15, 2015

The AdTaxi online campaign is transparent in how the target audiences interact and engage with the online marketing media. Views/impressions will be quantified, engagement/interactions will be measured, and conversions and ultimately applications will be quantified. The key measure of success will be the increased traffic to the Mt. SAC website, where all the engagement and interaction with the College and the related programs begin. Our internal Marketing and IT Web Team will be working concertedly to ensure that the content sought by the target audiences is fresh, useful, easily accessible, and attractively formatted. Google's ad advisers recommend increasing advertising to \$5,400 per month due to lost ad deliveries to people using Mt. SAC keywords. The cost of the six-month campaign reflects a more modest increase to \$3,900 per month, or \$23,600 over six months —the equivalent of a two-month flight of billboard advertising.

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

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

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

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

**DATE:** April 15, 2015

**CONSENT**

**SUBJECT:** Contract to Provide Temporary Staffing Services with Robert Half International, Inc.

**BACKGROUND**

The Foundation seeks to contract with a firm that can provide temporary staffing services on an as-needed basis in support of its operational needs.

**ANALYSIS AND FISCAL IMPACT**

California Education Code §88033 (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." The Foundation currently has over 15,000 pieces of returned mail from a 150,000-piece alumni solicitation mailing that was completed in November 2014. The temporary staff member will be updating the alumni database, a project that is essential for future mailings. One of the world's largest temporary staffing firms, Robert Half International, Inc., has been identified as qualified to provide temporary staffing services on an as-needed basis. This firm serves well-known reputable schools and non-profit organizations such as the University of La Verne, Claremont Graduate School, California State University, City of Hope, and Kaiser Permanente.

The initial term of this contract shall expire 24 months after the date of ratification of this Agreement. The Agreement may be renewed bi-annually at the sole option and discretion of the District. The District shall have the right to renew the term for two consecutive two-year periods, following the initial term. The hourly billing rate for such positions is in the range of \$21 to \$33 per hour. These are reasonable rates, within current market conditions, and comparable to in-house salary schedules.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of a contract to Robert Half International, Inc. to provide temporary staffing services on an as-needed basis in support of Foundation operations.

Prepared by: William Lambert

Recommended by: Bill Scroggins Agenda Item: Consent #34

|                                |   |               |
|--------------------------------|---|---------------|
| <b>BOARD OF TRUSTEES</b>       |   |               |
| <b>MT. SAN ANTONIO COLLEGE</b> |   |               |
| <b>DATE:</b>                   | <u>April 15, 2015</u>   | <b>ACTION</b> |
| <b>SUBJECT:</b>                | <u>Resolution No. 14-08 – Declaring May 17-23, 2015, as Classified School Employees Week at Mt. San Antonio College</u> |               |

**BACKGROUND**

Classified employees perform a wide range of essential work for the College in furtherance of its Mission, Vision, and Goals. CSEA, Chapter 262 at Mt. San Antonio College was chartered in 1964.

The week of May 17–23, 2015, will be celebrated by school districts and school workers across the state in recognition of the many contributions classified professionals make to the educational community. Nearly 220,000 classified employees are represented by the California School Employees Association.

**ANALYSIS AND FISCAL IMPACT**

There is no fiscal impact by approving the resolution.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopts Resolution No. 14-08, as presented.

Prepared by: Jill Dolan

Recommended by: Bill Scroggins

Agenda Item: Action #1

**RESOLUTION NO. 14-08  
DECLARING MAY 17-23, 2015,  
AS CLASSIFIED SCHOOL EMPLOYEES WEEK  
AT MT. SAN ANTONIO COLLEGE**

**WHEREAS**, May 17-23, 2015, has been designated as Classified School Employee Week in California by the California School Employees Association and the California State Legislature; and

**WHEREAS**, classified professionals provide valuable service to the students, staff, and faculty of Mt. San Antonio College; and

**WHEREAS**, classified professionals contribute to the establishment and promotion of a positive learning environment; and

**WHEREAS**, classified professionals serve a vital role in providing for the welfare and safety of Mt. San Antonio College students, staff, and faculty; and

**WHEREAS**, classified professionals employed by Mt. San Antonio College strive for excellence in all areas relative to the educational community; and

**WHEREAS**, classified professionals of CSEA, Chapter 262 have been active and dedicated partners in education with Mt. San Antonio College since 1964; and

**WHEREAS**, classified professionals of CSEA, Chapter 651 have been active and dedicated partners in education with Mt. San Antonio College since 1979; and

**THEREFORE, BE IT RESOLVED**, that the Mt. San Antonio Community College District hereby recognizes and wishes to honor the contributions of classified professionals to quality education in the state of California and Mt. San Antonio College and declares the week of May 17–23, 2015, as Classified School Employees Week at Mt. San Antonio College.

Passed and adopted by the Board of Trustees of the Mt. San Antonio Community College District this 15<sup>th</sup> day of April 2015 by the following votes:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

---

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

**Mt. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION NO. 14-09**

**Order of Election of the Mt. San Antonio Community College District of Los Angeles County, California.**

**RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION**

RESOLVED that pursuant to Education Code (EC) Sections 5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC Sections 5302, 5304, and 5322.

**SPECIFICATIONS OF THE ELECTION ORDER**

The election shall be held on Tuesday, November 3, 2015. The polling hours shall be from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to submit to the voters of the District the question of whether three members shall be elected to the Governing Board of the Mt. San Antonio Community College District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Mt. San Antonio Community College District will pay the costs of the election. If any agency holds an election on November 3, 2015, the Mt. San Antonio Community College District shall pay its pro rata share pertaining to the conduct of this election shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the District is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the Mt. San Antonio Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal vote as follows:

AYES, and in favor of, Board members:

NOES, Board members:

ABSENT, Board members:

\_\_\_\_\_  
Clerk of the Governing Board

*I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Governing Board named therein at a duly constituted meeting of the said Governing Board, held on April 15, 2015, as it appears upon the minutes of the said meeting on April 15, 2015.*

\_\_\_\_\_  
*Clerk of the Governing Board*

Recommended by: Bill Scroggins Agenda Item: Action #2

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

**ACTION**

**DATE:** April 15, 2015

**SUBJECT:** Resolution No. 14-10 – Supporting the Acquisition and Operation of  
Los Angeles Metro Bus Line 190 by Foothill Transit

**BACKGROUND**

The Mt. San Antonio College campus is served by two different public transportation agencies. One of these is Foothill Transit, with whom the College has a collaborative relationship and has been working closely on the Class Pass program set to begin officially in fall 2015.

While Foothill Transit has many bus lines that serve our students throughout the District, Foothill Transit does not offer a direct trip from the city of Baldwin Park to Mt. SAC. For example, a student from Baldwin Park wishing to travel by bus to campus would be required to board Foothill Transit Line 178 and then transfer to Line 486, a total ride of about an hour. Line 486 is a direct route from the Hacienda Heights, La Puente, and Bassett communities. It is by far the most used line by Mt. SAC students, according to transit officials.

**ANALYSIS AND FISCAL IMPACT**

Were Foothill Transit to acquire Line 190 from Los Angeles Metro, Mt. SAC students' travel time will be about 50 minutes, there would be no need to transfer, and students could use their Foothill Transit Class Pass to board the bus.

**Funding Source**

There is no fiscal impact by approving this resolution.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Resolution No. 14-10 – Supporting the Acquisition and Operation of Los Angeles Metro Bus Line 190 by Foothill Transit, thus resulting in decreased travel time for Mt. San Antonio College students.

Prepared by: Jill Dolan

Recommended by: Bill Scroggins

Agenda Item: Action #3

**RESOLUTION NO. 14-10**  
**RESOLUTION OF THE GOVERNING BOARD OF THE MT. SAN ANTONIO**  
**COMMUNITY COLLEGE DISTRICT SUPPORTING THE ACQUISITION AND**  
**OPERATION OF LOS ANGELES METRO BUS LINE 190 BY FOOTHILL TRANSIT;**  
**THUS, RESULTING IN DECREASED TRAVEL TIMES FOR**  
**MT. SAN ANTONIO COLLEGE STUDENTS**

**WHEREAS**, Mt. San Antonio College and Foothill Transit have a cooperative and collaborative working relationship in the best interest of students; and

**WHEREAS**, many students ride Foothill Transit buses to travel to and from the Mt. San Antonio College campus; and

**WHEREAS**, Mt. San Antonio College students overwhelmingly approved a transportation fee to subsidize the Class Pass program, making bus passes available to all credit students at an affordable rate; and

**WHEREAS**, the College supports the use of public transportation as an effective way to reduce traffic congestion on campus and the surrounding areas;

**WHEREAS**, riding public transportation reduces carbon emissions and supports in the protection of our environment; and

**WHEREAS**, Mt. San Antonio College students living in Baldwin Park and other areas west of the Walnut campus would have to take two buses and transfer to travel nearly an hour to campus; and

**NOW, THEREFORE, BE IT RESOLVED** that Foothill Transit should be given the opportunity to acquire and operate Los Angeles Metro Bus Line 190; and

**BE IT FURTHER RESOLVED** that the Mt. San Antonio Community College District Board of Trustees supports such acquisition and operation by Foothill Transit; thus, resulting in decreased travel times for Mt. San Antonio College students.

**Passed and adopted** by the Board of Trustees of the Mt. San Antonio Community College District this 15<sup>th</sup> day of April 2015 by the following votes:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

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

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

**DATE:** April 15, 2015

**ACTION**

**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 approves the current privileges granted to the Student Trustee and reaffirm existing policy Board Policy 2015 - Student Member.

Recommended by: Bill Scroggins Agenda Item: Action #4

**SUBJECT:** Annual Review of Board Policy 2015 - Student Member

**DATE:** April 15, 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 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