



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 13, 2016

5:30 p.m. – 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.

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 (5:30 p.m.)

- **Conference with Legal Counsel – Existing Litigation pursuant to Section 54956.9(d)**
(Case Nos. BC 576587 and BS 159593)

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

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Giovanni Rodriguez**, Student Center Specialist (Student Life)
- **Eric Santos**, Parking Officer (Public Safety)

Management Employee (Newly Appointed)

- **Mauro Ivan Pena**, Director, Career and Transfer Services (Career and Transfer Services)

Classified Employee (Promoted)

- **Christine Santiago**, Financial Aid Specialist (Financial Aid)

- **Recognition:**

- Award Certificates of Service to the following Citizens Oversight Committee Members:
 - **Paul Breit**, 4 years of service
 - **Theadore (Ted) Ebenkamp**, 4 years of service
 - **Marilyn Peters**, 4 years of service
 - **Edward Walsh**, 2 years of service
 - **Michael Zhang**, 4 years of service
- Award a Certificate of Service to the following retiring employees:
 - **Elizabeth Delgadillo**, Administrative Specialist I (Business), 8 years of service
 - **Kathy Killiany**, Coordinator, Health Career Resource Center (Technology and Health), 10 years of service
 - **Linda Rodriguez**, Account Clerk II (Continuing Education), 22 years of service

APPROVAL OF MINUTES

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

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

9. President's Report – Bill Scroggins, President & CEO
10. Informational Report
 - Mt. SAC Bond Audit Report, presented by Mike Gregoryk, Vice President, Administrative Services (see Action Item No. 1).

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 12 through 16.)
2. Consideration of ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 17 and 18.)
3. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Page 19.)
4. Consideration of approval of a contract amendment with Accountemps, a division of Robert Half International, Inc., to provide higher level temporary staffing services for the Fiscal Services Department. (See backup packet Page 20.)
5. Consideration of approval of the 2016-17 Nonresident Tuition Fees. (See backup packet Pages 21 and 22.)
6. Consideration of approval of an agreement with M. G. Andrews, Inc. to provide background investigation services for the Public Safety Department. (See backup packet Page 23.)
7. Consideration of approval of a proposal to rebuild the Central Plant electrical generators. (See backup packet Page 24.)
8. Consideration of approval of agreements to provide professional design and consulting services with H2 Environmental Consulting Services, Inc. for the Former Campus Café Demolition; Hill Partnership, Inc. for the Humanities Air Handling Unit Replacement; Psomas for the West Parcel Solar Project; and Ridge Landscape Architects for Campus Interior Site Improvements. (See backup packet Pages 25 and 26.)
9. Consideration of approval of the following Contract Amendment: (See backup packet Page 27.)
 - Contract Modular Buildings Installation – Steve Fader Architects - Amendment No. 4.
10. Consideration of approval of the following Change Order for the Professional and Organizational Development Remodel. (See backup packet Page 28.)
 - Contract GDL Best Contractors, Inc. (Utility Contractor) – Change Order No. 2.

HUMAN RESOURCES

11. Consideration of approval of Personnel Transactions. (See backup packet Pages 29 through 36.)
12. Consideration of approval of an Addendum to the Agreement with QCERA Inc. for LeaveSource Enterprise. (See backup packet Page 37.)

INSTRUCTION

13. Consideration of approval of Continuing Education Division additions. (See backup packet Pages 38 and 39.)
14. Consideration of approval of a survey agreement with Los Rios Community College District and Rio Hondo Community College District. (See backup packet Page 40.)
15. Consideration of approval of a contract with Davis Research, LLC. (See backup packet Page 41.)
16. Consideration of approval of Parachutes and Ladders Conference XV expenditures. (See backup packet Page 42.)
17. Consideration of approval of a renewal contract with Qualtrics. (See backup packet Page 43.)
18. Consideration of approval of an agreement with In-N-Out Burger for the Dr. Deborah Boroch Science Discovery Day. (See backup packet Page 44.)
19. Consideration of ratification of a contract renewal with Evans & Sutherland Computer Corporation for the Digistar Encore Maintenance Service Agreement. (See backup packet Page 45.)
20. Consideration of approval of modified courses and modified certificates and degrees effective with the 2016-17 academic year. (See backup packet Pages 46 and 47.)
21. Consideration of approval of a Career Technical Education Employment Outcomes Survey. (See backup packet Page 48.)
22. Consideration of approval of a Course Identification Program Grant amendment. (See backup packet Page 49.)
23. Consideration of approval of Child Development Workforce Initiative Grant approval of activities. (See backup packet Pages 50 and 51.)

PRESIDENT'S OFFICE

24. Consideration of approval of the proposed revised Board of Trustees 2015-16 Regular Meeting Calendar, adding the March 12, 2016, Board Study Session date. (See backup packet Page 52.)

ACTION ITEMS

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

1. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2015, relating to books and records of the Mt. San Antonio Community College District Proposition 39, General Obligation Bonds (Measure R, November 2001; Measure RR, November 2008; Lease Revenue Bonds, 2007; and Bond Anticipation Notes, 2009) Performance and Financial Audits. (Distributed as separate documents).
2. Consideration of approval of the Environmental Impact Report (EIR) Addendum and to adopt the revised and mitigation measures for the West Parcel Solar Project. (See backup packet Pages 53 through 58.)
3. Consideration of approval to appoint Judy Nieh (Business/Community Representative) to the Citizens Oversight Committee, effective January 14, 2016, through December 31, 2017. (See backup packet Pages 59 and 60.)
4. Consideration of approval of an Equal Employment Opportunity Plan. (See backup packet Pages 61 through 84.)
5. Consideration of approval of a Proposal to Initiate Faculty Negotiations: Year Three of a Three-Year Contract, effective July 1, 2014, through June 30, 2017. (See backup packet Pages 85 and 86.)
6. Consideration of nominations for the 2016 CCCT Board of Directors. (See backup packet Pages 87 and 88.)

ADJOURNMENT

Future Board Meetings

February 17, 2016

March 9, 2016

March 12, 2016 (Board Study Session) (if approved)

Upcoming Events

January 13, 2016

Board of Trustees Meeting, 6:30 p.m., Founders Hall

January 18, 2016

Martin Luther King, Jr. Day – CAMPUS CLOSED

January 20-21, 2016

Blood Drive, 9:00 a.m.-7:00 p.m., Student Life Building (9C)

Upcoming Events (continued)

January 22, 2016	One World, One Sky: Big Bird's Adventure , 4:30-5:00 p.m., Planetarium Rockin' Under the Stars , 6:00-6:30 p.m. and 7:30-8:00 p.m., Planetarium
January 23, 2016	Secret of the Cardboard Rocket , 4:30-5:00 p.m., Planetarium Cosmic Comets , 6:00-6:40 p.m., and 7:30-8:10 p.m., Planetarium
January 30, 2016	Mt. SAC Honor Band Concert , 7:30 p.m., Clarke Theater
February 2016	Black History Month , Activities, Times, and Locations TBD
February 3-4, 2016	Blood Drive , 9:00 a.m.-7:00 p.m., Student Life Building (9C)
February 5, 2016	Secret of the Cardboard Rocket , 4:30-5:00 p.m., Planetarium Star Tales , 6:00-6:50 p.m. and 7:30-8:20 p.m., Planetarium
February 6, 2016	One World, One Sky: Big Bird's Adventure , 4:30-5:00 p.m., Planetarium Romance in the Stars , 6:00-6:40 p.m. and 7:30-8:10 p.m., Planetarium
February 12, 2016	President's Day – CAMPUS CLOSED
February 13, 2016	2016 Winter Intersession Ends
February 15, 2016	President's Day – CAMPUS CLOSED

Upcoming Athletic Events

January 8, 2016	Women's Basketball vs. Cerritos College , 5:00 p.m., Gymnasium Men's Basketball vs. Cerritos College , 7:00 p.m., Gymnasium
January 15, 2016	Women's Basketball vs. Long Beach City College , 5:00 p.m., Gymnasium Men's Basketball vs. Long Beach City College , 7:00 p.m., Gymnasium
January 27, 2016	Women's Basketball vs. L. A. Harbor College , 5:00 p.m., Gymnasium
January 29, 2016	Women's Basketball vs. Los Angeles Trade Technical College , 5:00 p.m., Gymnasium Men's Basketball vs. Los Angeles Trade Technical College , 7:00 p.m., Gymnasium
January 30, 2016	Baseball vs. Rio Hondo College , 4:00 p.m., Baseball Field

Upcoming Athletic Events (continued)

- February 2, 2016 **Softball vs. Riverside City College**, 4:00 p.m., Softball Field
Women's Basketball vs. Pasadena City College, 5:00 p.m.,
Gymnasium
Men's Basketball vs. Pasadena City College, 7:00 p.m.,
Gymnasium
- February 4, 2016 **Baseball vs. Victory Valley College**, 2:00 p.m., Baseball Field
- February 5, 2016 **Baseball vs. College of the Canyons**, 2:00 p.m., Baseball Field
Women's Basketball vs. Compton College, 5:00 p.m.,
Gymnasium
Men's Basketball vs. Compton College, 7:00 p.m., Gymnasium
- February 6, 2016 **Baseball vs. Glendale College**, 2:00 p.m., Baseball Field
- February 9, 2016 **Baseball vs. Irvine Valley College**, 2:00 p.m., Baseball Field
Softball vs. Citrus College, 3:00 p.m., Softball Field
Women's Basketball vs. East Los Angeles City College,
5:00 p.m., Gymnasium
Men's Basketball vs. East Los Angeles City College, 7:00 p.m.,
Gymnasium
- February 11, 2016 **Men's Tennis vs. Saddleback College**, 2:00 p.m., Tennis Courts
Softball vs. San Bernardino City College, 6:00 p.m., Softball Field

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR THE
REGULAR MEETING**

OF

January 13, 2016





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 9, 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 5:03 p.m. on Wednesday, December 9, 2015. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos 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. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session at 5:04 p.m. to discuss the following item:

- **Conference with Legal Counsel – Existing Litigation pursuant to Section 54956.9(d)**
(Case No. BC 576587)

3. RECEPTION FOR ELECTED AND RE-ELECTED BOARD MEMBERS

The meeting adjourned at 5:55 p.m. to join a reception to congratulate re-elected Trustees Manuel Baca and Rosanne Bader and newly elected Trustee Jay Chen.

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

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

4. PUBLIC SESSION

Note: The entire dialogue may be heard beginning at 0:00:00 on the attached meeting audio.

The public meeting reconvened at 6:33 p.m., and the Pledge of Allegiance was led by Academic Senate President Dan Smith.

5. MOMENT OF SILENCE

Note: The entire dialogue may be heard beginning at 0:00:58 on the attached meeting audio.

A moment of silence was observed in honor of the employees who lost their lives or were injured during the mass shooting at the Inland Regional Center in San Bernardino, on December 2, 2015.

6. ADMINISTER OATH OF OFFICE

Note: The entire dialogue may be heard beginning at 0:02:00 on the attached meeting audio.

The oath of office was administered to re-elected Trustees Manuel Baca and Rosanne Bader by College President Bill Scroggins.

The oath of office was administered to elected Trustee Jay Chen by State Treasurer John Cheung.

7. ELECTION OF BOARD OF TRUSTEES OFFICERS

Note: The entire dialogue may be heard beginning at 0:14:41 on the attached meeting audio.

It was moved by Trustee Bader and seconded by Trustee Chen Haggerty that Trustee Baca serve as Clerk of the Board.

It was moved by Trustee Chen Haggerty and seconded by Trustee Hidalgo that Trustee Bader serve as Vice President of the Board.

It was moved by Trustee Baca and seconded by Trustee Hidalgo that Trustee Chen Haggerty serve as President of the Board. Trustee Chen Haggerty assumed the office of Board President.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

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

8. REPORTING OF ACTION TAKEN IN CLOSED SESSION

Note: The entire dialogue may be heard beginning at 0:20:19 on the attached meeting audio.

None.

9. INTRODUCTIONS AND RECOGNITION

Note: The entire dialogue may be heard beginning at 0:20:27 on the attached meeting audio.

- The following newly appointed and promoted employees were introduced:

Classified Employee (Newly Appointed)

- **Nolan Catingub**, Technician, Performing Arts Operations – Master Electrician (Technical Services) (present)

Management Employee (Newly Appointed)

- **Mauro Ivan Pena**, Director, Career and Transfer Services (Student Services) (absent)

Classified Employee (Promoted)

- **Wilton Tan**, Senior Systems Analyst/Programmer (Information Technology) (absent)
- **The following Classified retiree was recognized:**
 - **Jean De Vito**, Administrative Specialist III (Arts Division), 25½ years of service. Ms. De Vito was not able to attend; therefore, her certificate will be mailed to her home.

10. APPROVAL OF MINUTES

Note: The entire dialogue may be heard beginning at 0:22:22 on the attached meeting audio.

It was moved by Trustee Baca, seconded by Trustee Hidalgo, and passed to approve the minutes of the regular meeting of November 18, 2015.

Ayes: Baca, Bader, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: Chen

Absent: None

Student Trustee concurred.

11. PUBLIC COMMUNICATION

Note: The entire dialogue may be heard beginning at 0:23:05 on the attached meeting audio.

- Resident Mansfield Collins spoke in opposition to the proposed Solar Energy project and tonight's Consent Item No. 4.
- Resident Layla Abou-Taleb spoke in opposition of tonight's Consent Item No. 4.
- Mt. SAC Math Professor spoke regarding the College's adjunct faculty.
- Mt. SAC student Alejandro Juarez spoke in support of Associated Students Resolution No. 2 – Change the name of Columbus Day to Indigenous Peoples' Day.

12. REPORTS

Note: The entire dialogue may be heard beginning at 0:41:29 on the attached meeting audio.

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

- **Rene Jimenez**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Bill Rawlings**, President, CSEA 262
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

13. BOARD COMMUNICATION

Note: The entire dialogue may be heard beginning at 1:06:19 on the attached meeting audio.

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 Nolan Catingub, Maruo Ivan Pena, and Wilton Tan.
- They congratulated Jean De Vito on her retirement.
- They attended the Mt. SAC's annual Wassail.
- They wished everyone a very happy holiday season.

C. Trustee Chen reported the following:

- He attended the La Puente Christmas parade.
- He enjoyed touring the Mt. SAC campus with its deans.

D. Trustee Baca reported the following:

- He congratulated Rosanne Bader for being re-elected and Jay Chen for being elected to the Board.
- He will be at Pomona parade this weekend with Trustee Bader and Student Trustee Betty Santos.
- He enjoyed working with the Mt. SAC Foundation and the State Foundation on Kepler.
- He attended the Statewide Higher Education Summit for Veterans at Pacific Palms Resort and Conference Center.

E. Trustee Hall reported the following:

- He congratulated Manuel Baca and Rosanne Bader for being re-elected and Jay Chen for being elected to the Board.
- He rode in the Covina Christmas parade with Student Trustee Santos last weekend.
- He announced that Mt. SAC's football team won in the Patriot Bowl; wrestling placed second in southern California and advanced to the state championship; and the women's basketball team is ranked No. 1 in California.

F. Trustee Bader reported the following:

- She congratulated Manuel Baca for being re-elected and Jay Chen for being elected to the Board.
- She will be attending the CalWorks and Care event on Friday.
- She will be attending the Pomona Christmas parade on Saturday.

G. Trustee Hidalgo reported the following:

- He congratulated Manuel Baca and Rosanne Bader for being re-elected and Jay Chen for being elected to the Board.
- He congratulated Trustee Chen Haggerty for being elected to the ACCT Diversity Committee.
- He attended the West Covina City Council meeting.
- He attended the Industry Manufacturers Council holiday luncheon.

H. Trustee Santos reported the following:

- She congratulated Manuel Baca and Rosanne Bader for being re-elected and Jay Chen for being elected to the Board.
- She attended the LACSTA Christmas event.
- She attended Assemblyman Hernandez's turkey event.
- She attended the Covina and La Puente parades.
- She talked about the bike paths along the waterways, some running through the Mt. SAC District.
- She talked about the multi means of transportation.

I. Student Trustee Santos reported the following:

- She congratulated Manuel Baca and Rosanne Bader for being re-elected and Jay Chen for being elected to the Board.
- She congratulated Trustee Chen Haggerty for being elected to the ACCT Diversity Committee.
- She attended the Covina parade.
- She thanked the Board for being so welcoming, along with Dr. Scroggins, Carol Nelson, and Denise Lindholm for helping her get through her first semester.

J. Trustee Chen Haggerty reported the following:

- She congratulated Manuel Baca and Rosanne Bader for being re-elected and Jay Chen for being elected to the Board.
- She thanked Trustee Hall for his service as Board President this past year.
- She said that she missed last month's meeting to attend the ACES and CCLC Convention.
- She attended the Writers' Square scholarship award event.

14. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

Note: The entire dialogue may be heard beginning at 1:29:00 on the attached meeting audio.

- He congratulated Trustees Baca and Bader for being re-elected.
- He congratulated Trustee Chen for being elected to his first term on the Mt. SAC Board.
- He congratulated Judy Chen Haggerty for being elected as the next President of the Board of Trustees.

- He welcomed and congratulated newly appointed and promoted employees Nolan Catingub, Maruo Ivan Pena, and Wilton Tan.
- He congratulated Jean De Vito on her retirement.
- Mt. SAC will be hiring 40 tenure-track faculty this Spring.
- He urged the trustees to get out there in the community and share their life experiences and told them that he appreciates all they do for Mt. SAC.
- He asked Mike Gregoryk, Vice President, Administrative Services, to introduce Gema Ptasinski, a partner of Vicenti, Lloyd & Stutzman, who then gave an oral report on the audit for the fiscal year ending June 30, 2015, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation (Action #1).

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

- Dr. Scroggins asked Dr. Audrey Yamagata-Noji, Vice President, Student Services, to introduce Carolyn Keys, Dean, Student Services; and Corey Case, a Mt. SAC student, who presented an informational report on the 2015 Student Equity Plan. Dr. Irene Malmgren, Vice President, Instruction, also contributed to the presentation. The Plan will be brought back to the January 13, 2016, meeting for approval.

The 2015 Student Equity Plan may be found with these minutes on the College website.

15. **CONSENT CALENDAR**

Note: The entire dialogue may be heard beginning at 2:18:58 on the attached meeting audio.

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

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. This item was pulled and acted upon separately (see paragraph No. 16).
3. Ratification of an agreement with Hot Doggers, Inc. dba Gold Coast Tours to provide charter bus services.
4. This item was removed from the agenda.
5. Approval of the purchase of instructional classroom and modular systems furniture, seating, freestanding tables, ergonomic, and visual display accessories for the Temporary Classroom Building – Phase I.
6. This item was pulled and acted upon separately (see paragraph No. 17).
7. Approval of the purchase of milling and lathe equipment for the following Bid.
 - Bid No. 3060 Purchase of Milling and Lathe Equipment – GTS Sales Company of Downey, CA

8. Approval of the purchase of a mobile television production trailer for the following Bid.
 - Bid No. 3061 Purchase of a Mobile Television Production Trailer – Gerling and Associates, Inc. of Sunbury, OH
9. This item was pulled and acted upon separately (see paragraph No. 18).
10. Approval of the following Contract Amendment.
 - Contract Temporary Space Building Infrastructure and Central Plant Connection – P2S Engineering, Inc. - Amendment No. 1.
11. This item was pulled and acted upon separately (see paragraph No. 19).
12. This item was pulled and acted upon separately (see paragraph No. 20).
13. Approval of the following Proposed Gifts and Donations to the College:
 - Susan and Gene Spiritus – Artist Neil Chapman photographs (nine total) (eight from the 'Mannequin Series' and one from the 'Broadway Series'), valued by donor at \$4,750, to be added to the permanent collection in the Art Gallery.

HUMAN RESOURCES

14. Approval of Personnel Transactions.
15. Approval of the Renewal of Management Contracts.
16. Approval of the revised Alternate Media Specialist job classification description.

INSTRUCTION

17. Approval of Continuing Education Division additions and changes.
18. Approval of an affiliation agreement with the City of Long Beach/Long Beach Fire Department.
19. Approval of an addendum to the Carl D. Perkins Career and Technical Education Act of 2006 Title 1C Grant; and CTE Transitions.
20. Approval of a contract with UCLA Conference Center and advance payment for the Great Staff Retreat.
21. Approval of the Communication Department to host 'Close to the Coast Swing' Tournament.
22. Approval of acceptance of funds for Course Identification (C-ID) Grant.
23. Approval of acceptance of funds for LA84 Foundation/Mt. SAC Relays Youth Days Track and Field Program Grant.

PRESIDENT'S OFFICE

24. Approval of the proposed revised Board of Trustees 2015-16 Regular Meeting Calendar, changing the February 2016 meeting date from February 10 to February 17 and adding the February 27 Board Study Session date. (Note: Trustee Chen asked to discuss the Board Study Session date after the Consent Agenda was passed. Therefore, a new proposed 2015-16 Regular and Special Meeting Calendar will be brought back to the January 13, 2016, meeting for approval.)

STUDENT SERVICES

25. Approval to hire Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines.

26. Approval of a contract with XAP Corporation for eTranscript California.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

16. CONSENT ITEM NO. 2 – RESOLUTION NO. 15-07 – RENAMING EXISTING BANK ACCOUNT

Note: The entire dialogue may be heard beginning at 2:20:00 on the attached meeting audio.

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

Discussion: Trustee Hall had questions, and Mike Gregoryk, Vice President, Administrative Services, answered them.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

17. CONSENT ITEM NO. 6 – PURCHASE OF PHASE III FURNITURE FOR THE STUDENT SUCCESS CENTER

Note: The entire dialogue may be heard beginning at 2:22:00 on the attached meeting audio.

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

Discussion: Trustee Hall had questions, and Teresa Patterson, Purchasing Director, answered them.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

18. CONSENT ITEM NO. 9 – PURCHASE OF USED TELEVISION PRODUCTION EQUIPMENT FROM BEXEL TSS GLOBAL BROADCAST SOLUTIONS, A DIVISION OF THE VITEC GROUP, P.L.C.

Note: The entire dialogue may be heard beginning at 2:29:47 on the attached meeting audio.

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

Discussion: Trustee Chen had questions, and Teresa Patterson, Purchasing Director, answered them.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

19. CONSENT ITEM NO. 11 – BUILDING 23 RENOVATION [CONTRACT – HARIK CONSTRUCTION, INC. (GENERAL CONTRACTOR) – CHANGE ORDER NO. 1]

Note: The entire dialogue may be heard beginning at 2:34:00 on the attached meeting audio.

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

Discussion: Trustee Chen had questions, and Gary Nellesen, Director, Facilities Planning and Management, answered them.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

20. CONSENT ITEM NO. 12 – AGRICULTURAL SCIENCES UTILITY INFRASTRUCTURE IMPROVEMENTS [CONTRACT – KINCAID INDUSTRIES, INC. (UTILITY CONTRACTOR) – CHANGE ORDER NO. 1]

Note: The entire dialogue may be heard beginning at 2:39:00 on the attached meeting audio.

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

Discussion: Trustee Chen had questions, and Gary Nellesen, Director, Facilities Planning and Management, answered them.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

21. ACTION ITEM #1 – AUDIT REPORTS FROM VICENTI, LLOYD & STUTZMAN, CERTIFIED PUBLIC ACCOUNTANTS, FOR THE FISCAL YEAR ENDING JUNE 30, 2015, RELATING TO BOOKS AND RECORDS OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT, FINANCIAL AID, AND MT. SAN ANTONIO COLLEGE AUXILIARY SERVICES CORPORATION

Note: The entire dialogue may be heard beginning at 2:42:39 on the attached meeting audio.

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

Discussion: None.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

22. ACTION ITEM #2 – RE-APPOINT ANDREW JARED, JOSHUA ACEVEDO, CHESTER SASAKI (BUSINESS/COMMUNITY REPRESENTATIVES), SUZANNE GOMEZ (SENIOR CITIZENS’ ORGANIZATION REPRESENTATIVE), PAUL MASELBAS (TAXPAYER ASSOCIATION REPRESENTATIVE), AND JONNATTHAN ORTEZ (STUDENT ORGANIZATION REPRESENTATIVE) TO THE CITIZENS OVERSIGHT COMMITTEE FOR A SECOND TWO-YEAR TERM, EFFECTIVE JANUARY 1, 2016, THROUGH DECEMBER 31, 2017; AND APPOINT EMMETT BADAR AND ALTA SKINNER (BUSINESS/COMMUNITY REPRESENTATIVES) FOR AN INITIAL TWO-YEAR TERM, EFFECTIVE JANUARY 1, 2016, THROUGH DECEMBER 31, 2017

Note: The entire dialogue may be heard beginning at 2:44:05 on the attached meeting audio.

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

Discussion: Trustee Chen had questions, and Dr. Scroggins answered them.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

23. ACTION ITEM #3 – PROPOSAL TO INITIATE CSEA, CHAPTER 651 NEGOTIATIONS FOR SECOND-YEAR REOPENER AGREEMENT, DATED JULY 1, 2014, THROUGH JUNE 30, 2017

Note: The entire dialogue may be heard beginning at 2:46:46 on the attached meeting audio.

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

Discussion: None.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

24. ACTION ITEM #4 –CONTINUING EDUCATION (BUILDING 40) UPGRADES (BID NOS. 3064-3066)

Note: The entire dialogue may be heard beginning at 2:47:40 on the attached meeting audio.

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

Discussion: Trustee Hall had questions, and Gary Nellesen, Director, Facilities Planning and Management, answered them.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

25. ACTION ITEM #5 – APPOINT A REPRESENTATIVE TO THE 2015-16 LOS ANGELES COUNTY SCHOOL TRUSTEES ASSOCIATION

Note: The entire dialogue may be heard beginning at 2:52:30 on the attached meeting audio.

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

Discussion: The Board nominated Trustee Laura Santos.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

26. ADJOURNMENT

The meeting adjourned at 9:29 p.m.

WTS:dl

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 11/3/15 - 12/7/15**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 4,350
4000 Supplies/Materials	22,844
7000 Other Outgo	100,000
7950 Unassigned Fund Balance	72,267
Total	\$ 199,461

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 150
5000 Other Operating Expenses/Services	127,693
6000 Capital Outlay	71,618
Total	\$ 199,461

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: January 13, 2016

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 11,299
5000 Other Operating Expenses/Services	39,950
6000 Capital Outlay	15,031
7000 Other Outgo	67,138
Total	\$ 133,418

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 102,522
3000 Employee Benefits	22,452
4000 Supplies/Materials	8,444
Total	\$ 133,418

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 483
Total	\$ 483

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 483
Total	\$ 483

Farm Operations Fund - 34

From:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 39,000
Total	\$ 39,000

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 25,500
6000 Capital Outlay	13,500
Total	\$ 39,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 13, 2016

Health Services Fund - 39

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 7,000
Total	\$ 7,000

To:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 7,000
Total	\$ 7,000

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 17,099
Total	\$ 17,099

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 17,099
Total	\$ 17,099

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 464,357
Total	\$ 464,357

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 820
5000 Other Operating Expenses/Services	463,537
Total	\$ 464,357

Bond Construction Fund No 2 - 45

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 841,492
Total	\$ 841,492

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 13, 2016

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	140,497
5000	Other Operating Expenses/Services		700,995
Total		\$	841,492

Associated Students Trust Fund - 71

From:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	100
Total		\$	100

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	100
Total		\$	100

BUDGET REVISIONS
For the period 11/3/15 - 12/7/15

Unrestricted General Fund - 13

Revenue:			
	<u>Budget Classification</u>		<u>Amount</u>
887730	Ceramics, Clay Fees	\$	5,943
Total		\$	5,943

Expenditures:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	5,943
Total		\$	5,943

Bond Construction Fund No. 3 - 46

Revenue:			
	<u>Budget Classification</u>		<u>Amount</u>
894001	2008 General Obligation Bond Projects Series 2013C - Business and Computer Technology	\$	19,898,640
Total		\$	19,898,640

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 13, 2016

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 19,898,640
Total	\$ 19,898,640

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$199,461), Restricted General Fund (\$133,418), Child Development Fund (\$483), Farm Operations Fund (\$39,000), Health Services Fund (\$7,000), Capital Outlay Projects Fund (\$17,099), BAN Construction Fund (\$464,357), Bond Construction Fund No. 2 (\$841,492) and Associated Students Trust Fund (\$100) 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 (\$5,943) and Bond Construction Fund No. 3 (\$19,898,640) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>January 13, 2016</u>	CONSENT
SUBJECT: <u>Independent Contractors</u>	

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Barbour, Mark	Instruction – Fine Arts	Delivery of printing press from Saddleback College	12/1/15– 12/30/15	\$650
Chow, Robert	Student Services/ Student Life – Upward Bound Program	Instructor - Upward Bound Program Saturday Math Academy	1/14/16– 6/30/16	\$3,000
Parra, Peter	Human Resources/EEO	Human Resources EEO Management Assistance	1/14/16– 6/30/16	\$40,321
Prehn, Gary	Student Services/ Student Life – Upward Bound Program	Instructor - Upward Bound Program Saturday Math Academy	1/14/16– 6/30/16	\$3,000
Ruh, Don	Instruction – LA 84 Foundation Youth Days Grant	Coordinator – Mt. SAC Relays Youth Days	1/14/16– 11/18/16	\$10,000
Spoon, Douglas	Instruction – English, Literature and Journalism	Instructor - two Sports Writing Workshops for Journalism students	1/15/16	\$150
Turner, Dr. A. Franklin	Instruction – Radiologic Technology	Director - Radiologic Technology Program	7/1/15– 6/30/16	\$1,000

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

SUBJECT: Independent Contractors

DATE: January 13, 2016

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Young, Dr. Earl	Instruction – Respiratory Therapy	Director – Respiratory Therapy Medical Program	7/1/15– 6/30/16	\$7,500

Funding Sources

Unrestricted General Fund – Instruction – Fine Arts; English, Literature and Journalism; Radiologic Technology; Medical Services; Respiratory Therapy; Human Resources/EEO.

Restricted Fund – Student Services/Student Life – Upward Bound Program, Instruction – LA 84 Foundation Youth Days Grant.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>January 13, 2016</u>	CONSENT
SUBJECT: <u>Re-issuance of Stale-Dated Warrants</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Warrant No.	Original Issue Date	Payee	Amount
07168319	08/20/12	Emma B. Martinez	\$50.00
H0046870	09/11/12	William Hoang	\$259.50
H0080501	03/12/13	Christopher Regalado	\$138.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>Contract Amendment: Temporary Staffing Services - Accountemps</u>	

BACKGROUND

The College currently contracts with Accountemps, a division of Robert Half International, Inc., to provide temporary staffing services on an as-needed basis in support of its fiscal operations needs. As a result of the recent reassignment of the Director, Fiscal Services, the Fiscal Services Department has an urgent need to temporarily contract for a higher professional level. Temporary positions of this nature are occasionally needed in order to continue providing critical services to the campus community. Therefore, it is necessary to amend the current contract to include a higher billing range with rates from \$37-\$80 per hour.

ANALYSIS AND FISCAL IMPACT

California Education Code §88003 (b)(7) "...allows for personal services contracting when the services needed are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district's regular or ordinary hiring process would frustrate their very purpose."

Accountemps is one of the two largest specialized firms providing professionals in accounting and finance. Fiscal Services has previously used this firm with excellent results. In addition, Accountemps currently serves well-known reputable schools and non-profit organizations such as University of La Verne, Claremont Graduate School, California State University, City of Hope, and Kaiser Permanente.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves amending the contract with Accountemps, a division of Robert Half International, Inc., to provide higher level temporary staffing services for the Fiscal Services Department.

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>2016-17 Nonresident Tuition Fees</u>	

BACKGROUND

Education Code Section 76140 requires each district’s governing board to establish its nonresident tuition fee no later than February 1 for the succeeding fiscal year. Education Code Section 76140(e) enumerates options for a district to choose in setting its nonresident tuition fee. These options are: allowing a college to charge its actual computed cost, using a statewide average amount provided by the Chancellor’s Office, or charging up to the level of any contiguous district. According to these options, we are recommending a fee of \$211 per unit, which is the statewide average cost.

In addition to the nonresident tuition fee, as specified above, Education Code Section 76141 authorizes community college districts to charge nonresident students an amount not to exceed the amount that was expended by the College for capital outlay in the preceding year divided by the total full-time equivalent students. The capital outlay fee has been calculated by a formula that would allow us to charge up to an additional \$41 per unit. The College is recommending that we charge a fee of \$30 per unit for fiscal year 2016-17, which is the same fee charged in the fiscal year 2015-16.

ANALYSIS AND FISCAL IMPACT

State law allows the College to charge either the actual cost (which for Mt. San Antonio College is \$203), the Statewide average (which is \$211), or a rate up to any contiguous district for nonresident tuition fee. The College is recommending we use the statewide average cost of \$211 for the fiscal year 2016-17. This results in an increase of \$14 over the 2015-16 fee.

The total nonresident tuition fee proposed for 2016-17 would increase from \$227 per unit to \$241 per unit as follows:

Description	2015-16 Nonresident fees	Proposed 2016-17 Nonresident fees
Tuition Fee	\$197	\$211
Capital Outlay Fee	30	30
Total Nonresident Tuition	\$227	\$241

Funding Source

Not applicable.

Prepared by: <u>Rosa M. Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #5</u>

SUBJECT: 2016-17 Nonresident Tuition Fees

DATE: January 13, 2016

RECOMMENDATION

It is recommended that the Board of Trustees approves Mt. San Antonio College to charge the statewide average cost of \$211 per unit for nonresident tuition fee and a \$30 nonresident capital outlay fee, for a total nonresident tuition fee of \$241 per unit, effective for the 2016 Fall Semester.

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

DATE: January 13, 2016

CONSENT

SUBJECT: Background Investigations Agreement with M. G. Andrews, Inc.

BACKGROUND

M.G. Andrews, Inc. is a provider of employment background investigation services specializing in public safety and law enforcement applicants. M. G. Andrews, Inc. possesses 25 years of professional law enforcement service, which includes 15 years as a manager, executive, and senior-executive in the third largest sheriff's department in the State of California.

Services to be rendered by M. G. Andrews, Inc. include:

- a thorough background investigation specific to all candidates in application for a position within the Mt. San Antonio College Police Department;
- submission of a written report to include facts and findings of the background investigation of each candidate; and
- all employment background investigations will be in compliance with the California Peace Officer Standards and Training guidelines.

ANALYSIS AND FISCAL IMPACT

Services are compensated at \$55 per workable hour based upon a complete or incomplete background investigation (not to exceed a maximum of \$1,350 per applicant). Mileage will be compensated at a rate of \$.54 per mile. All travel and miscellaneous expenses will be compensated at actual expense. Invoices will be submitted at the conclusion of any completed or partial background investigation, detailing all expenses including receipts.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with M. G. Andrews, Inc., as presented.

Prepared by: W. David Wilson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>Re-build Central Plant Generators</u>	

BACKGROUND

In 2005, the College completed construction of the Central Plant, which includes two 750-kilowatt Caterpillar generators which provide approximately 30% of the campus’s energy demand. Those generators have now reached a point in their life requiring a complete re-build.

ANALYSIS AND FISCAL IMPACT

In accordance with State requirements (California Education Code Section 81640 for Procurement Purchases and Public Contract 20651) all orders over \$1,000 must be competitively bid, unless the order is justified as “Sole-Source,” as described in Public Contract Code Section 3400.

Since Quinn Power Systems is the only authorized Caterpillar dealer in Southern and Central California, this procurement is justified as a Sole-Source purchase. Quinn has been contracted by the College to maintain the generators and engines since their commissioning in 2005.

The required repair work includes disconnecting the two electric power generators, disassembly, inspection, testing, and a complete re-build.

The repair cost for re-building the generators is estimated to be \$311,289.50. Because it is not possible to determine the exact condition of the generators until they have been disassembled, an additional allowance of \$25,000.00 is requested, for a total cost not to exceed \$336,289.50.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the proposal for re-building the Central Plant electrical generators, 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 #7</u>

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

DATE: January 13, 2016

CONSENT

SUBJECT: Professional Design and Consulting Services

BACKGROUND

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	H2 Environmental Consulting Services, Inc.	
	Project:	Former Campus Café Demolition	
Item	Description:	Amount	
	Professional environmental consulting services for the asbestos and lead air monitoring for the demolition of the former Campus Café. Services include project oversight and project documentation.	\$20,200.00	
	Contract Amount:	\$20,200.00	

#2	Consultant:	Hill Partnership, Inc.	
	Project:	Humanities Air Handling Unit Replacement	
Item	Description:	Amount	
	Professional architectural and mechanical engineering consulting services for the HVAC system upgrade to the Humanities Buildings 26A and 26D air handler units.	\$297,600.00	
	Reimbursable expenses:	\$6,000.00	
	Contract Amount:	\$303,600.00	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

SUBJECT: Professional Design and Consulting Services

DATE: January 13, 2016

#3	Consultant:	Psomas	
	Project:	West Parcel Solar Project	
Item	Description:	Amount	
	Professional engineering consulting services related to the environmental permitting and development for the West Parcel Solar Project. The project scope includes preparation of a legal description of agency-required habitat mitigation areas and an accompanying exhibit map for the restrictive covenant.	\$15,000.00	
	Contract Amount:	\$15,000.00	

#4	Consultant:	Ridge Landscape Architects	
	Project:	Campus Interior Site Improvements	
Item	Description:	Amount	
	Professional landscape architectural consulting services for the campus interior site improvements project.	\$11,750.00	
	Reimbursable expenses:	\$550.00	
	Contract Amount:	\$12,300.00	

Funding Sources

#s1, 2, and 4 - Measure RR Bond (Series A) funds.

#3 - Unrestricted General Fund.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE: <u>January 13, 2016</u>		CONSENT
SUBJECT: <u>Professional Design and Consulting Services (Contract Amendment)</u>		

BACKGROUND

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contract amendment is presented for approval:

	Consultant: Steven Fader Architects	No.	4
	Project: Modular Buildings Installation		
Item	Description:	Amount	
	Provide professional architectural and engineering services for modular Building 16E expanded site development, electrical site power distribution, lighting, ADA automatic door, wiring, and hardware coordination; additional construction management for modular Buildings 18CD and 46A.	\$30,420.00	
	Total	\$30,420.00	
	Original Contract Amount	\$77,450.00	
	Net Change by Previous Amendments	\$54,250.00	
	Net Sum Prior to This Amendment	\$131,700.00	
	Amount of Amendment No. 4	\$30,420.00	
	New Contract Sum	\$162,120.00	
	Percentage of this Change to the Total Project Budget	2.3%	

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 #9</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>Professional and Organizational Development Remodel (Change Order)</u>	

BACKGROUND

Professional and Organizational Development Remodel (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	3001	Contractor:	GDL Best Contractors, Inc. (Utility Contractor)	CO No.	2
Item	Change and Justification:			Amount	Time
1	Provide temporary lighting in the suspended ceiling during the construction phase.			\$5,692.00	0 days
2	Provide and install updated electrical breaker.			\$402.00	0 days
3	Provide and install three new data cables.			\$938.00	0 days
4	Provide and install one new wood door.			\$747.00	0 days
5	Provide and install new suspended ceiling hanging wires, as requested by the Inspector of Record.			\$1,541.00	0 days
6	Revise the existing suspended ceiling to comply with current California building code requirements.			\$3,277.00	0 days
	Total			\$12,597.00	0 days
	Original Contract Amount			\$175,000.00	
	Net Change by Previous Change Orders			\$16,793.00	
	Net Sum Prior to This Change Order			\$191,793.00	
	Amount of Change Order No. 2			\$12,597.00	
	New Contract Sum			\$204,390.00	
	Percentage of Change to Contract, to Date				16.79%

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

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

DATE: January 13, 2016

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Cruz-Nguyen, Jennifer
 Position: Tutorial Services Assistant New: Yes
 Department: Adult Basic Education
 Range/Step: A-52, Step 1 Salary: \$1,462.34/month
 Job FTE: 0.475/12 months
 Effective: 1/14/16

Name: Mascarenas, Cynthia
 Position: Horticulture Production Assistant New: No
 Department: Agriculture
 Range/Step: B-51, Step 1 Salary: \$3,713.51/month
 Job FTE: 1.00/12 months
 Effective: 1/14/16

Promotion

Name: Estrada, Christina
 Position: Coordinator, Project/Program New: Yes
 Department: Instruction
 Range/Step: A-95, Step 5 Salary: \$5,740.33/month
 Job FTE: 1.00/12 months
 Effective: 1/14/16
 Remarks: Previously Administrative Specialist IV

Date Corrections to Permanent Changes in Salary Due to Reclassification Study

Name: Anderson, Julie
 Position: Senior Systems Programmer
 Department: Information Technology
 Range/Step: A-128, Step 6 Salary: \$8,370.09/month
 Job FTE: 1.00/12 months
 Effective: 7/1/15
 Remarks: Previously Approved Effective Date was 10/22/15

Prepared by: Human Resources Staff

Reviewed by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #11

SUBJECT: Personnel Transactions

DATE: January 13, 2016

Date Corrections to Permanent Changes in Salary Due to Reclassification Study
(continued)

Name: Baas, Lisa
Position: Senior Systems Programmer
Department: Information Technology
Range/Step: A-128, Step + L25 Salary: \$9,744.07/month
Job FTE: 1.00/12 months
Effective: 7/1/15
Remarks: Previously Approved Effective Date was 10/22/15

Temporary Changes of Assignment

Name: Brown, Rachael
Position: Coordinator, Special Projects – Technology & Health
Department: Technology and Health Division
Range/Step: A-118, Step 4 Salary: \$6,872.88/month
Job FTE: 1.00/12 months
Effective: 1/18/16
End Date: 6/30/16
Remarks: Previously 0.600 Job FTE

Name: Douangchampa, Famm
Position: Laboratory Technician, Welding
Department: Technology and Health Division
Range/Step: A-79, Step 6 Salary: \$5,140.25/month
Job FTE: 1.00/12 months
Effective: 11/18/15
End Date: 6/30/16
Remarks: Previously 11 months

Reclassification

Name: Monegan, Vickie
From: Administrative Specialist III
To: Administrative Specialist IV
Department: Technical Services
Range/Step: A-88, Step 6 + L10 Salary: \$5,818.58/month
Job FTE: 1.00
Effective: 1/16/16

SUBJECT: Personnel Transactions

DATE: January 13, 2016

Temporary Out-of-Class Assignment

Name: Madero-Fernandez, Maria Nayeli
 From: Student Services Outreach Specialist
 To: Educational Advisor
 Department: TRIO Program – Upward Bound
 Range/Step: A-95, Step 1 Salary: \$4,722.58/month
 Job FTE: 1.00
 Effective: 12/14/15
 End Date: 4/1/16

Retirements

Elizabeth Delgadillo, Administrative Specialist I, Business, effective 12/31/15
 Kathy Killiany, Coordinator, Health Careers Resource Center, Technology and Health, effective 12/31/15
 Linda Rodriguez, Account Clerk II, Continuing Education, effective 12/30/15

CONFIDENTIAL EMPLOYMENT

Temporary Out-of-Class Assignment

Name: Villegas, Virginia
 From: Administrative Specialist IV
 To: Executive Assistant I
 Department: Technology and Health Division
 Range/Step: C-73, Step 4 + L20 Salary: \$6,707.10/month
 Job FTE: 1.00
 Effective: 1/14/16
 End Date: 6/30/16

SUPERVISORY EMPLOYMENT

Extension of Interim Assignment

Name: Jauregui, Juan
 From: Lead Landscape/Chemical Specialist (Campus Grounds & Sports Fields)
 To: Supervisor, Grounds
 Department: Grounds
 Range/Step: S-5, Step 1 + L30 Salary: \$84,766.20/month
 Job FTE: 1.00
 Effective: 1/1/16
 End Date: 6/30/16

SUBJECT: Personnel Transactions**DATE:** January 13, 2016**ACADEMIC EMPLOYMENT****Correction to Salary Advancement for Full-time Faculty Column Crossover, 2015-16**

Coursework and/or Degree earned

Name: Hart, Jeremy
 Position: Professor, Counseling
 Department: Counseling
 Range/Step: III-11 Salary: \$113,794.20/annual
 Job FTE: 1.00/11 months
 Effective: 7/1/15
 Remarks: Previously approved at Step 12

Banking Leave of Absence with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
McGowan, Richard	Accounting/Management	15	Spring 2016

Retirement

McPhail, Yukiko, Professor, Foreign Languages (Humanities and Social Sciences), effective 6/29/16

Additional Assignments

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Carlisle, Ward	Instruction – Theater	Lighting Coordinator for winter 2016 production of “No Exit”	1/4/16–2/29/16	\$40.28/hour Not to exceed \$3,000
Hannon, Laura	Student Services – Assessment Center	Faculty AWE Readers	1/14/16–6/30/16	Not to exceed \$47.42/hour
Ogden, Beckette	Instruction – Theater	Maintenance of the Theater Costume Shop and Costume Coordinator for Winter 2016 production of “No Exit”	1/4/16–2/29/16	\$50.79/hour Not to exceed \$3,000
Shiao, Ying Ying	Instruction – Music	Coach Chamber Ensembles	8/24/15–12/30/15	\$47.42/hour Not to exceed \$600
Vincent, Dr. Nedra	Instruction – Medical Services	Paramedic Program Medical Director	7/1/15–6/30/16	\$47.42/hour Not to exceed \$5,000

SUBJECT: Personnel Transactions**DATE:** January 13, 2016**TEMPORARY EMPLOYMENT****Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Hourly Pay Rate</u>	<u>Hire Date</u>
Bloom, Danielle	Administrative Specialist I	Vacancy	Continuing Education	21.04	01/04/16-03/31/16
Corado, Fergie	Administrative Specialist II	Vacancy	EOPS	22.33	01/04/16-02/21/16
Granados, Cristal	Human Resources Tech.	Vacancy	Human Resources	25.85	01/04/16-06/30/16

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Hourly Pay Rate</u>	<u>Hire Date</u>
Alvarez, Jessica	Outreach Specialist	High School Outreach	12.50	01/04/16-02/19/16
Bertadillo-Rodriguez, Luz	Student Intern	Counseling	15.00	01/04/16-02/19/16
Brambila, Alexander	Administrative Aide	EOPS	13.00	01/04/16-02/19/16
Campos, Roberto	Outreach Specialist	High School Outreach	12.50	01/04/16-02/19/16
Contreras, Teresa	Student Intern	Counseling	15.00	01/04/16-02/19/16
Cuevas-Arella, Arabelle	Student Intern	Counseling	15.00	01/04/16-02/21/16
Dashiell, Raymone	Caseworker Aide	CalWORKs	11.88	12/10/15-12/31/15
Dashiell, Raymone	Caseworker Aide	CalWORKs	12.00	01/01/16-06/30/16
Estrada, Alejandra	Student Intern	Counseling	15.00	01/04/16-06/19/16
Gamez, Michael	Outreach Specialist	High School Outreach	12.50	01/04/16-02/19/16
Hunt, James	Administrative Aide	High School Outreach	13.00	01/04/16-02/19/16
Ko, James	Student Intern	ACUPCC	15.00	11/30/15-01/15/16
Letizio, Nellie	Financial Aid Assistant	Financial Aid	13.00	01/04/16-02/19/16
Miller, Emily	Model	Fine Arts	25.00	01/14/16-06/30/16
Molla, Meklit	Student Intern	Counseling	15.00	01/04/16-02/21/16
Roldan, Cesar	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	10/01/15-06/30/16
Thompson, Marvin	Administrative Aide	High School Outreach	13.00	01/04/16-02/19/16

Professional Expert Employees – Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Hourly Pay Rate</u>	<u>Hire Date</u>
Andrade Calderon, Victor	Comp. Svcs. Trng. Spec.	ESL	14.56	11/09/15-12/31/15
Andrade Calderon, Victor	Comp. Svcs. Trng. Spec.	ESL	14.75	01/01/16-06/30/16
Boon, Lorina	Project/Program Aide	Human Resources	19.76	12/10/15-12/31/15
Boon, Lorina	Project/Program Aide	Human Resources	20.00	01/01/16-06/30/16
Daly, Shelby	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	10/01/15-06/30/16
Dorough, Darlene	Interpreter II	Continuing Education	30.00	11/04/15-06/30/16
Fendors, Frances	Web Designer Spec. II	ESL	24.00	11/01/15-06/30/16
Giffin, Alex	Lecturer - Fire Tech.	Fire Technology	37.26	11/23/15-12/31/15
Giffin, Alex	Lecturer - Fire Tech.	Fire Technology	37.50	01/01/16-06/30/16
Gonzalez, Lauren	Project/Program Aide	Child Development Ctr.	19.76	10/27/15-12/31/15
Gonzalez, Lauren	Project/Program Aide	Child Development Ctr.	20.00	01/01/16-06/30/16
Grove, Monica	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	09/19/15-06/30/16

SUBJECT: Personnel Transactions**DATE:** January 13, 2016**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	Hourly <u>Pay</u> <u>Rate</u>	<u>Hire Date</u>
Hernandez, Amelia	Technical Expert II	Nursing	45.00	12/03/15-06/30/16
Hodgson, Kevin	Project Administrator	Adult Basic Education	60.00	11/18/15-06/30/16
Hubbard, Raymond	Project Manager	Facilities Plng. & Mgmt.	55.00	11/30/15-06/30/16
Jeckell, Andrew	Paramedic Specialist	Medical Services	27.00	11/19/15-06/30/16
Kinkaid, Alan	Project Manager	Facilities Plng. & Mgmt.	55.00	12/07/15-06/30/16
Pulford, Kourie	Paramedic Specialist	Medical Services	27.00	11/16/15-06/30/16
Runley, Josh	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	10/01/15-06/30/16
Ryan, Maureen	Project Expert/Specialist	Human Resources	25.00	01/04/16-06/30/16
Smith, Lamar	Lic. Clinical Psychologist	Student Health Svcs.	48.83	10/01/15-12/31/15
Smith, Lamar	Lic. Clinical Psychologist	Student Health Svcs.	49.00	01/01/16-06/30/16
Wilson, Kelly	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	10/01/15-06/30/16

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	Hourly <u>Pay</u> <u>Rate</u>	<u>Hire Date</u>
Altansukh, Oyundari	Student Assistant II	Admissions & Records	9.75	12/01/15-12/31/15
Altansukh, Oyundari	Student Assistant II	Admissions & Records	10.75	01/01/16-02/21/16
Chun, Nuri	Student Assistant II	Admissions & Records	9.75	12/01/15-12/31/15
Chun, Nuri	Student Assistant II	Admissions & Records	10.75	01/01/16-02/21/16
Coronado, Andrew	Student Assistant I	Technical Services	9.00	11/30/15-12/31/15
Cortes H, Angela	Student Assistant II	Admissions & Records	9.75	12/01/15-12/31/15
Cortes H, Angela	Student Assistant II	Admissions & Records	10.75	01/01/16-02/21/16
Cuellar, Monique	Student Assistant II	Child Development Ctr.	9.75	11/06/15-12/31/15
Cuellar, Monique	Student Assistant II	Child Development Ctr.	10.75	01/01/16-02/19/16
Elmassian, Erin	Student Assistant III	Theater	10.50	08/24/15-12/18/15
Figuroa, Mario	Student Assistant V	Natural Sciences	12.50	10/01/15-12/31/15
Figuroa, Mario	Student Assistant V	Natural Sciences	13.00	01/01/16-02/21/16
Fisher, Ian	Student Assistant V	Music	12.50	11/01/15-12/18/15
Flores, Pedro	Student Assistant I	Sodexo	9.00	12/02/15-12/22/15
Hickman, Travon	Student Assistant IV	Kinesiology, Ath. & Dance	11.25	11/16/15-12/22/15
Huynh, Stanley	Student Assistant I	Kinesiology, Ath. & Dance	9.00	11/01/15-12/31/15
Huynh, Stanley	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/01/16-02/21/16
Irigoyen, Andres	Student Assistant I	Biological Sciences	9.00	11/05/15-12/31/15
Irigoyen, Andres	Student Assistant I	Biological Sciences	10.00	01/01/16-02/21/16
Lamson, Joseph	Student Assistant I	Kinesiology, Ath. & Dance	9.00	11/01/15-12/31/15
Lamson, Joseph	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/01/16-02/21/16
Le, Khan	Student Assistant II	Information Technology	9.75	11/13/15-12/22/15
Leinz, Caleb	Student Assistant IV	Upward Bound	11.25	12/07/15-12/31/15
Leinz, Caleb	Student Assistant IV	Upward Bound	12.25	01/01/16-02/19/16
Lundberg-Mello, Sarah	Student Assistant I	Music	9.00	08/24/15-12/19/15
Martinez, Adriana	Student Assistant II	Public Safety	9.75	08/24/15-12/31/15
Martinez, Adriana	Student Assistant II	Public Safety	10.75	01/01/16-02/14/16
Martinez, Yesenia	Student Assistant IV	Upward Bound	11.25	12/07/15-12/31/15

SUBJECT: Personnel Transactions**DATE:** January 13, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Hourly Pay Rate</u>	<u>Hire Date</u>
Martinez, Yesenia	Student Assistant IV	Upward Bound	12.25	01/01/16-02/19/16
McDonald, Richard	Student Assistant I	Agricultural Sciences	9.00	10/23/15-12/31/15
McDonald, Richard	Student Assistant I	Agricultural Sciences	10.00	01/01/16-02/21/16
Medina-Espinoza, Evann	Student Assistant III	Continuing Education	10.50	10/28/15-12/31/15
Medina-Espinoza, Evann	Student Assistant III	Continuing Education	11.50	01/01/16-02/21/16
Misheva, Yoana	Student Assistant II	Admissions & Records	9.75	12/01/15-12/31/15
Misheva, Yoana	Student Assistant II	Admissions & Records	10.75	01/01/16-02/21/16
Montrel, Johnny	Student Assistant III	Child Development Ctr.	10.50	12/01/15-12/22/15
Moon, So Jung (Esther)	Student Assistant III	Agricultural Sciences	10.50	11/23/15-12/31/15
Moon, So Jung (Esther)	Student Assistant III	Agricultural Sciences	10.50	01/01/16-02/19/16
Nguyen, Thi	Student Assistant II	Admissions & Records	9.75	12/01/15-12/31/15
Nguyen, Thi	Student Assistant II	Admissions & Records	10.75	01/01/16-02/21/16
Pepe, Enio	Student Assistant II	Admissions & Records	9.75	12/01/15-12/31/15
Pepe, Enio	Student Assistant II	Admissions & Records	10.75	01/01/16-02/21/16
Perez, Robert	Student Assistant I	Agricultural Sciences	9.00	10/23/15-12/31/15
Perez, Robert	Student Assistant I	Agricultural Sciences	10.00	01/01/16-02/21/16
Pervez, Zohra	Student Assistant V	DSP&S	12.50	10/02/15-12/11/15
Romero, Jose	Student Assistant I	Humanities & Social Sci.	9.00	08/24/15-12/31/15
Romero, Jose	Student Assistant I	Humanities & Social Sci.	10.00	01/01/16-02/19/16
Rose, Jasmine	Student Assistant I	Child Development Ctr.	9.00	11/01/15-12/31/15
Rose, Jasmine	Student Assistant I	Child Development Ctr.	10.00	01/01/16-02/19/16
Snyder, Diana	Student Assistant I	Agricultural Sciences	9.00	08/24/15-12/31/15
Snyder, Diana	Student Assistant I	Agricultural Sciences	10.00	01/01/16-02/21/16
So, Anthony	Student Assistant I	The Writing Center	9.00	10/23/15-12/31/15
So, Anthony	Student Assistant I	The Writing Center	10.00	01/01/16-02/21/16
Ta'amilo, Sapule	Student Assistant IV	Student Services	11.25	12/01/15-12/22/15
Tabuena, Vincent	Student Assistant I	Biological Sciences	9.00	10/01/15-12/31/15
Tabuena, Vincent	Student Assistant I	Biological Sciences	10.00	01/01/16-02/21/16
Vargas, Erica	Student Assistant I	Child Development Ctr.	9.00	12/08/15-12/31/15
Vargas, Erica	Student Assistant I	Child Development Ctr.	10.00	01/01/16-02/19/16
Villegas, Amanda	Student Assistant IV	Technology & Health	11.25	12/14/15-12/31/15
Villegas, Amanda	Student Assistant IV	Technology & Health	11.25	01/01/16-02/21/16
Zhang, Ning	Student Assistant III	Business	10.50	11/23/15-12/31/15
Zhang, Ning	Student Assistant III	Business	11.50	01/01/16-02/19/16
Zuniga, Adrian	Student Assistant III	Kinesiology, Ath. & Dance	10.50	11/16/15-12/22/15

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>Addendum to the Agreement with QCERA, Inc. for LeaveSource Enterprise</u>	

BACKGROUND

LeaveSource, a service offered by QCERA, Inc. provides a web-hosted software service that assists in the administration of employee leave of absence and related tasks. The College has a need to develop an additional file interface that will feed data from the payroll system to QCERA (LeaveSource) in order to capture the intermittent Family and Medical Leave Act dates for employees who fall into this medical leave category.

ANALYSIS AND FISCAL IMPACT

QCERA is proposing an addendum to the previously approved one-year agreement, for a one-time set up fee of \$2,000 to cover this expense.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the addendum to the agreement with QCERA, Inc. for LeaveSource Enterprise.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #12

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>January 13, 2016</u>	CONSENT
SUBJECT: <u>Continuing Education Division Additions</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

Course Title/Program	Presenter	Payment	Fee
Brazilian Jiu-Jitsu (One-Day Course)	DelCastillo, Steve	40%	\$25.00

2. New Contracts

Agency (Description of Services)	Expenses	Fee
<u>Contract #1516-007</u> Montclair Fire Department 8901 Monte Vista Montclair, California 91763 Fitness Evaluation and Exercise Training/Lecture Program January 15–June 30, 2016	Hourly Staff - \$750.00 Mileage - \$150.00 Supplies - \$100.00	\$1,988.00

3. Contract Renewals

Contract	Amount
Early Childhood Mentor Program 2015-16	
<ul style="list-style-type: none"> • Supplemental Support, Carryover from 2014-15 - \$403.53 plus \$593.47 additional funding • Supplemental Support for Large Area Programs <ul style="list-style-type: none"> ○ Includes mileage reimbursement to non-employees ○ Carryover from 2014-15 - \$270.00 plus \$374.00 additional funding 	\$997.00
	\$644.00

Prepared by: Madelyn A. Arballo Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #13

SUBJECT: Continuing Education Division Additions

DATE: January 13, 2016

4. Curriculum

New Courses

The new noncredit course below has been approved through the curriculum approval process since the last Board meeting and will be effective beginning Summer 2016.

COURSE ID	Course Title
BSHS INMA2	Integrated Math 2

Funding Sources

- Community Services - Student Registration Fees.
- New Contracts - Contracting Agency.
- Contract Renewal – Restricted Funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>Centers of Excellence Service Agreements with Los Rios and Rio Hondo Community College Districts</u>	

BACKGROUND

The Centers of Excellence (COE) for Labor Market Research is funded by the California Community Colleges Chancellor’s Office, Division of Workforce and Economic Development, to conduct workforce research in Los Angeles and Orange Counties. In partnership with business and industry, the COE researches, analyzes, and presents regional labor market information to community colleges.

ANALYSIS AND FISCAL IMPACT

Mt. SAC’s COE will be contracted by Los Rios and Rio Hondo Community College Districts (CCD) to conduct primary research, compile labor market information, and produce written reports for the following projects:

- Revise Statewide Industry Sector Profiles and Emerging Trends in Manufacturing Industry. Los Rios CCD will reimburse Mt. SAC a sum not to exceed \$13,000 for staff time and related expenses. The effective dates of this contract are January 14, 2016, through June 30, 2016.
- Conduct primary research and produce written findings for Facilities Management Research Study. Rio Hondo CCD will reimburse Mt. SAC a sum not to exceed \$39,950 for primary research and report writing. The effective dates of this contract are January 14, through June 30, 2016.

Funding Source

Los Rios CCD’s Center of Excellence Statewide Lead Grant, and Rio Hondo CCD.

RECOMMENDATION

It is recommended that the Board of Trustees approves the COE’s service agreements with Los Rios and Rio Hondo Community College Districts, as presented.

Prepared by: <u>Lori Sanchez/Jennifer Galbraith</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #14</u>

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

DATE: January 13, 2016

CONSENT

SUBJECT: Centers of Excellence Contract with Davis Research, LLC

BACKGROUND

The Centers of Excellence (COE) for Labor Market Research is funded by the California Community Colleges Chancellor's Office, Division of Workforce and Economic Development, to conduct workforce research in Los Angeles and Orange Counties. In partnership with business and industry, the COE researches, analyzes, and presents regional labor market information to community colleges.

ANALYSIS AND FISCAL IMPACT

Mt. SAC's COE will be contracting with Davis Research, LLC, for primary data collection services including survey design assistance and feedback, telephone and web survey hosting, and data processing. The effective dates of this contract are January 14, 2016, through June 30, 2016. The cost will not exceed \$33,650.

There will be no cost to the District.

Funding Source

Mt. SAC Centers of Excellence Income Account.

RECOMMENDATION

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

Prepared by: Lori Sanchez/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #15

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>Parachutes and Ladders Conference XV Expenditures</u>	

BACKGROUND

The Mt. San Antonio College Developmental Education Study team has hosted a spring conference for the past several years to help educate professors about theories of learning, current research, and teaching techniques. Authorization is requested to continue this tradition with "Parachutes and Ladders XV – *Teaching Upside Down*," scheduled for April 15, 2016, in the Feddersen Recital Hall from 8:30 a.m.-3:00 p.m.

ANALYSIS AND FISCAL IMPACT

This year's conference will explore effective teaching practices and how best to connect with students to increase learning and will feature Keynote Speaker Dr. Michael Wesch. Authorization is requested to provide Dr. Wesch a speaker fee, not to exceed \$8,000, and travel expenses, not to exceed \$2,000. Additional authorization is sought for expenditures associated with promotional items, not to exceed \$1,000, and food items, not to exceed \$2,000. This amount is based on 130 attendees.

Funding Sources

Faculty Professional Development Budget - Unrestricted General Fund (\$13,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenditures associated with Parachutes and Ladders XV, as presented.

Prepared by: <u>Stacey Gutierrez</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #16</u>

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

DATE: January 13, 2016

CONSENT

SUBJECT: Qualtrics Campus-Wide License Renewal

BACKGROUND

Professional & Organizational Development has a current contract with Qualtrics, which will expire on January 14, 2016. Qualtrics is a web-based survey tool used to conduct survey research, evaluations, and other data collection activities. Approximately 63 Mt. SAC faculty, staff, and students utilize this survey tool, with primary use by Research and Institutional Effectiveness, Information Technology, Student Services, and Professional & Organizational Development. This is an ADA-compliant software tool that also includes training and support, translation tools in multiple languages, survey mailer components, a branded login, special reporting tools, etc.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to renew the agreement with Qualtrics. To align with our fiscal year, this renewal will cover the period of February 1, 2016, through June 14, 2016, at a cost not to exceed \$2,100. The previous agreement cost was \$5,000 for the period of February 1, 2015, through January 31, 2016.

Funding Source

Unrestricted General Fund (\$2,100).

RECOMMENDATION

It is recommended that the Board of Trustees approves the license renewal with Qualtrics, as presented.

Prepared by: Stacey Gutierrez

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #17

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>Agreement with In-N-Out Burger for the Dr. Deborah Boroch Science Discovery Day</u>	

BACKGROUND

The Natural Sciences Division requests authorization to enter into an agreement with In-N-Out Burger for the “Dr. Deborah Boroch Science Discovery Day,” not to exceed \$3,000. The event will be held on Saturday, May 14, 2016. This is an exciting, popular, well-attended community outreach event where 5th, 6th, and 7th grade students are invited to the campus to explore areas of math and science. There will also be Planetarium shows, speakers, tours of the Wildlife Sanctuary, and access to the Exploration Center. Parents are encouraged to accompany their children in attendance.

ANALYSIS AND FISCAL IMPACT

Lunch for the event will be funded through the Natural Sciences Division. Authorization is requested to make an advance payment (deposit) in the amount of \$500. In-N-Out will provide a combination of approximately 300 hamburgers, cheeseburgers, chips, and drinks in a serving time of 2.5 hours.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is requested that the Board of Trustees approves the agreement with In-N-Out Burgers and the advance payment, as presented.

Prepared by: <u>Matthew Judd</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #18</u>

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

DATE: January 13, 2016

CONSENT

SUBJECT: Contract Renewal: Evans & Sutherland Computer Corporation for the
Digistar Encore Maintenance Service Agreement

BACKGROUND

The annual maintenance and service contract between Evans & Sutherland Computer Corporation and Mt. SAC requires renewal. The contract provides on-site inspection, instrument adjustment, projection alignment, and special software upgrades to assure optimum operation of the Digistar 5 computer hardware, software, and planetarium projection system. This service agreement contract also provides a technical support service hotline and the continuation of equipment warranties. The contract will be effective September 1, 2015, to August 31, 2016. A portion of the maintenance agreement was included in the purchase of the software/equipment upgrade that had Board of Trustee approval on May 27, 2015.

ANALYSIS AND FISCAL IMPACT

The contract is essential for the effective operation of the Randall Planetarium projection system. The cost of this maintenance agreement extension is \$2,500 and will be paid through the Natural Sciences Division. The previous contract cost was \$4,000 for the period of September 1, 2014, through August 31, 2015, and was approved at the October 8, 2014, Board meeting.

Funding Source

Unrestricted General Fund (\$2,500).

RECOMMENDATION

It is requested that the Board of Trustees ratifies the maintenance and service contract with Evans & Sutherland Computer Corporation, as presented.

Prepared by: Matthew Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>Modified Courses and Modified Degrees and Certificates, Effective with the 2016-17 Academic Year</u>	

BACKGROUND

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

Modified Courses

- AGOR 63 Irrigation Systems Management
- ARTD 26A* Painting Intermediate
- ARTD 26B* Painting Intermediate II
- CNET 60* A+ Certification Preparation
- FIRE 102 Company Officer 2B General Administrative Functions
- FIRE 103 Company Officer 2E : Wildland Incident Operations
- FIRE 104 Instructional Methodology
- FIRE 107 Company Officer 2A: Human Resource Management for Company Officers
- HT 12 Beginning Histotechniques
- HT 14* Advance Histotechniques

Modified Certificates

Electronics Communications**

Modified Degrees

Radiologic Technology
Respiratory Therapy

*A mistake that was made when the course was originally submitted to the Chancellor’s Office is being corrected.

ANALYSIS AND FISCAL IMPACT

Modified courses as well as modified certificates and degrees were developed and approved by their respective department committees and approved by the Curriculum and Instructions Council and the Academic Senate.

Prepared by: <u>Joumana McGowan</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #20</u>

SUBJECT: Modified Courses and Modified Degrees and Certificates, Effective with the
2016-17 Academic Year

DATE: January 13, 2016

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above modified courses and modified certificates and degrees with the 2016-17 academic year, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2015</u>	CONSENT
SUBJECT:	<u>Career Technical Education Employment Outcomes Survey</u>	

BACKGROUND

For years, the College has administered its homegrown employment survey asking alumni to respond to surveys about their employment status some one and a half years after they graduate. The outcomes have been disappointing because not many respond to the survey. In working with the Mt. San Antonio College Career Technical Education (CTE) Deans, the group found that its survey mirrors somewhat closely that of the CTE Outcomes Survey (CTEOS).

The CTE Outcomes Survey has grown to include over 40 colleges participating in 2014-15. Results are being used by practitioners to improve CTE programs locally. Results are being posted on the CTE Launchboard (a collaborative effort between Cal-PASS+ and the Chancellor's Office Doing What Matters for Jobs and the Economy).

ANALYSIS AND FISCAL IMPACT

CTEOS has more complete questions and a higher return rate. Given that the College needs to improve its understanding of employment outcomes for both its alumni and those who have left part way through a program (aka leavers), it is recommended that this survey be executed this year. The cost of the survey will not exceed \$27,000. Funding was approved as a one-time immediate need by President’s Cabinet on November 24, 2015.

Funding Source

Unrestricted General Fund – Phase IV (\$27,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the Career Technical Education Employment Outcomes Survey, as presented.

Prepared by: <u>Barbara McNeice-Stallard</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #21</u>

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

DATE: January 13, 2016

CONSENT

SUBJECT: Course Identification Program Grant: Contract with Academic Senate
for California Community Colleges

BACKGROUND

Mt. San Antonio College has a grant titled "Course Identification (C-ID) Program," funded by the California Community Colleges Chancellor's Office. The purpose of the grant is to continue to provide for a course identification numbering system to maximize the effective and efficient transfer of students within and among California's higher education segments and expand activities to include curriculum that supports a variety of new initiatives including the Associate Degrees for Transfer program, transfer-level Career Technical Education curriculum, lateral transfer among California community colleges (including basic skills), and continual review of the top 20 transfer majors. As part of the grant activities, authorization is requested to amend an existing contract with the Academic Senate for California Community Colleges (ASCCC).

ANALYSIS AND FISCAL IMPACT

The College will amend an existing subcontract with ASCCC to oversee the curriculum-related responsibilities of the C-ID Program and collaborate on the transition of C-ID operations to the College. This amendment will increase the contract amount by an amount not to exceed \$176,840, for a new total not-to-exceed amount of \$291,689. The amendment will also extend the project period from July 1, 2015, through January 31, 2016.

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	CONSENT
SUBJECT:	<u>Child Development Workforce Initiative Grant: Approval of Activities</u>	

BACKGROUND

Mt. San Antonio College received an award notification for a grant titled “Child Development Workforce Initiative,” funded by the Los Angeles Universal Preschool. The purpose of the grant is to meet significant challenges that the early child care and education field has faced in attracting and maintaining a workforce that is adequately skilled, well prepared, and culturally and linguistically reflective of the children and families being served. The project will include a three-tier process that includes recruitment from high school, completion of Mt. SAC Child Development certificates and degrees, and transfer to four-year university to complete a Bachelor of Arts in Child Development or Early Childhood Education. This grant will support students’ completion of Child Development permits, certificates, transfer and degree requirements through dedicated advisement, workshops, coursework, and stipends for core members.

As part of the grant activities, authorization is requested to issue grants, in the amount of \$500 per semester, to participating four-year college/university students who qualify for the program.

ANALYSIS AND FISCAL IMPACT

The following students will be issued \$500 per semester upon verification that they have maintained eligibility for the program:

- | | |
|-----------------------|--|
| Gabriela Amel Peralta | California State University, Los Angeles |
| Christina Attrill | University of La Verne |
| Monica Avendano | California State University, Los Angeles |
| Daisy Barrera | California State University, Fullerton |
| Sunshine Baylosis | California State University, Fullerton |
| Mario Bonilla | California State University, Los Angeles |
| Kimberly Cabot | California State University, Los Angeles |
| Jennifer Calvillo | California State University, Fullerton |
| Angela Dalman | University of La Verne |
| Mariela Diaz Aguire | California State University, Los Angeles |
| Crystal Garcia | University of La Verne |
| Laura Garcia | California State University, Fullerton |

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

SUBJECT: Child Development Workforce Initiative Grant: Approval of Activities

DATE: January 13, 2016

Shirley Gavidia-Villegas	California State University, Los Angeles
Adriana Gonzalez	California State University, Los Angeles
Katherine Green	California State University, Fullerton
Christy Harris	Pacific Oaks College
Zhi Tong (Kelly) Huang	California State University, Fullerton
Zulema Lopez	California State University, Los Angeles
Leidy Machaen	California State University, Fullerton
Cassie Mancilla	University of La Verne
Annais Mandujano	California State University, Los Angeles
Guadalupe Medina	Pacific Oaks College
Rick Montoya	California State University, Fullerton
Anita Mousseau	California State University, Los Angeles
Jawariyah Mustafa	California State University, Fullerton
Griselda Nevarez	Pacific Oaks College
Yvette Parra	University of La Verne
Monica Quinteros	California State University, Fullerton
Sirui Ren	California State University, Los Angeles
Bibiana Rosa	California State University, Los Angeles
Lillian Salgado	University of La Verne
Guadalupe Sanchez	California State University, Los Angeles
Ashley Sciolini	California State University, Los Angeles
Shoko Shiroma	Pacific Oaks College
Emelin Tahhan	California State University, Fullerton
Malinh Tran	California State University, Fullerton

Funding Source

Los Angeles Universal Preschool.

RECOMMENDATION

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



MT. SAN ANTONIO COLLEGE

BOARD OF TRUSTEES

2015-16 REGULAR AND SPECIAL MEETING CALENDAR

The Mt. San Antonio College Board of Trustees normally meets the second Wednesday of each month at 1100 North Grand Avenue, Walnut, CA, in Founders Hall. The closed session portion of the meeting begins at 6:00 p.m. (unless otherwise noted), with the public session beginning at 6:30 p.m. The Board Study Session is scheduled to begin at 8:30 a.m. and conclude at 5:00 p.m., and the venue is to be determined.

Special meetings may be called, as needed.

The Board will meet on the following dates during 2015-16:

- July 8, 2015
- August 5, 2015
- August 5, 2015 (Special Meeting)
- September 9, 2015
- September 16, 2015 (Special Meeting)
- October 21, 2015
- November 18, 2015
- December 9, 2015
- January 13, 2016
- February 17, 2016
- March 12, 2016 (Board Study Session)**
- March 9, 2016
- April 13, 2016
- May 11, 2016
- June 22, 2016

WTS:dl

Recommended by: Bill Scroggins Agenda Item: Consent #24

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

DATE: January 13, 2016

ACTION

SUBJECT: Environmental Impact Report Addendum and Revised Mitigation for the
West Parcel Solar Project

BACKGROUND

On September 16, 2015, the Board of Trustees awarded to Borrego Solar Systems, Inc. the design-build agreement for the purchase and installation of a ground-mount solar photovoltaic system which will provide approximately 2.2 megawatts of clean power for the campus, and a multi-year agreement for the operation, maintenance, and repair of the system (the Solar Project). The new solar array will be located on the West Parcel, which is located southwest of Grand and Temple Avenues adjacent to the main campus.

On November 18, 2015, the Board of Trustees awarded five prime contracts for the South Campus Site Improvements – East and West - Bid Nos. 3055-3059. This work is required to prepare the West Parcel site for the Solar Project.

The Solar Project was originally approved as part of the Mt. San Antonio College Facility Master Plan 2012, dated February 18, 2013, and received California Environmental Quality Act (CEQA) lead agency clearance by the Board of Trustees' certification of the 2012 Master Plan's Subsequent Environmental Impact Report (EIR) on December 11, 2013, under Agenda Item No. 18. The Solar Project, as currently designed, could have significant effects on the environment; however, all potentially significant effects have been analyzed in the Facility Master Plan 2012 EIR (SCH 2002041161) pursuant to applicable standards and have been mitigated pursuant to the Facility Master Plan 2012 EIR including mitigation measures that were adopted in the 2012 Mitigation Monitoring Program that are applicable to the Solar Project.

The 2012 Mitigation Monitoring Program includes 105 mitigation measures in 21 categories. The proposed addendum to the 2012 Mitigation Monitoring Program will revise four of the existing measures and add six new measures to best address the potential environmental impacts associated with the West Parcel Solar Project.

ANALYSIS AND FISCAL IMPACT

After completion of further environmental review and analysis, Sid Lindmark, AICP, prepared an "Addendum" to the Facility Master Plan 2012 Final EIR, which is posted on the College website at: <http://www.mtsac.edu/construction/reports-and-publications/environmental-impact-reports.html> and is summarized below.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #2

SUBJECT: Environmental Impact Report Addendum and Revised Mitigation for the West Parcel Solar Project

DATE: January 13, 2016

MITIGATION MEASURE MM-2c:

Mitigation Measure MM-2c of the 2012 Mitigation Monitoring Program currently reads:

“Prior to issuance of a grading permit, Facilities Planning and Management shall consult with the City of Walnut on a Truck Route Plan for truck hauling activities with more than fifty (50) trucks per day. Hauling of earth materials shall only occur between 9:00 a.m. and 2:00 p.m., Monday through Friday; and between 8:00 a.m. and 5:00 p.m. on Saturdays to avoid peak-hour traffic. Light duty trucks with a weight of no more than 8,500 pounds are exempted from this restriction. Facilities Planning and Management shall ensure compliance.”

Further restrictions on construction hours are set forth in Mitigation Measure MM-5c of the 2012 Mitigation Monitoring Program. As a result of the minor change to increase the hauling duration for construction of the Solar Project, the District commissioned the consultant Sid Lindmark, AICP to conduct further environmental review. This analysis shows that the hauling period increase will not create a new significant environmental impact if Mitigation Measure 2c is revised as follows:

“For hauling operations of more than 15 trucks per hour and more than 100,000 cubic yards, a Truck Haul Plan (THP) approved by the Director of Facilities Planning & Management, shall be implemented. The THP shall consider traffic counts, haul routes, hours/days of hauling, avoidance of peak hours, intersection geometrics, access/egress constraints, truck load capacity, and pieces of construction equipment on-site and shall specify requirements to minimize traffic and pedestrian congestion on-campus and off-campus. The THP shall be required in all applicable construction logistics plans. If necessary, all haul trucks shall utilize radio communication to improve traffic flow and minimize congestion. Light duty trucks with a weight of no more than 8,500 pounds are exempted from a THP. Facilities Planning & Management shall ensure compliance.”

MITIGATION MEASURE MM-2k:

Mitigation Measure MM-2k currently reads:

“The college shall provide approximately 8,825 parking spaces by 2020, and approximately 11,025 spaces by 2025. The parking totals exclude the 50 on-street metered spaces along Temple Avenue. 2025 Student projections and parking requirements shall be updated by 2020. The Public Safety Department shall monitor compliance.”

SUBJECT: Environmental Impact Report Addendum and Revised Mitigation for the
West Parcel Solar Project

DATE: January 13, 2016

Mitigation Measure MM-2k must be revised as follows:

“Beginning in 2015, whenever a traffic/parking study for a Facilities Master Plan has not been completed in five (5) years, a new parking study shall be completed. The parking study shall specify the total parking supply required and a timeframe for providing the required number of campus parking spaces. Facilities Planning & Management shall ensure compliance.”

The recommended change to Mitigation Measure MM-2k shifts the time for providing planning studies to when they are actually needed and requires parking supply studies on regular intervals. Since the parking supply mitigation shall be provided before the impact, no new impact will occur.

MITIGATION MEASURE MM-3a:

Mitigation Measure MM-3a currently reads:

“All contractors shall comply with all feasible Best Available Control Measures (BACM) included in Rule 403 included in Table 1: Best Available Control Measures Applicable to All Construction Activity Sources. In addition, the project shall comply with at least one of the following Track-Out Control Options: (a) Install a pad consisting of washed gravel (minimum-size: one inch) maintained in a clean condition to a depth of at least six inches and extending at least 20 feet wide and 50 feet long, (b) Pave the surface extending at least 100 feet and a width of at least 20 feet wide, (c) Utilize a wheel shaker/wheel spreading device consisting of raised dividers (rails, pipe, or grates) at least 24 feet long and 10 feet wide to remove bulk material from tires and vehicle under carriages before vehicles exit the site, (d) Install and utilize a wheel washing system to remove bulk material from tires and vehicle undercarriages before vehicles exit the site, (e) Any other control measures approved by the Executive Officer and the U.S. EPA as equivalent to the methods specified items (a) through (d) above. Individual BACM in Table 1 that are not applicable to the project or infeasible, based on additional new project information, may be omitted only if Planning Facilities Planning & Management specifies in a written agreement with the applicant that specific BACM measures may be omitted. Any clarifications, additions, selections of alternative measures, or specificity required to implement the required BACM for the project shall be included in the written agreement. The written agreement shall be completed prior to issuance of a demolition and/or grading permit for a project. The Planning Facilities Planning & Management shall include the written agreement within the Mitigation Monitoring Program for the project and Facilities Planning & Management shall ensure compliance.”

SUBJECT: Environmental Impact Report Addendum and Revised Mitigation for the West Parcel Solar Project

DATE: January 13, 2016

The first sentence of Mitigation Measure MM-3a must be revised to read, "All contractors shall comply with all feasible Best Available Control Measures (BACM) included in South Coast Air Quality Management District (SCAQMD) Rule 403: Fugitive Dust included in Table 1: Best Available Control Measures Applicable to All Construction Activity Sources." The second to the last sentence of Mitigation Measure MM-3a must be revised to read, "The written agreement shall be completed prior to demolition and/or grading for a project."

These changes clarify the source for Rule 403 and remove the confusion over the requirement for grading permits, since the District does not require them.

MITIGATION MEASURE MM-3i:

Mitigation Measure MM-3i currently reads:

"To reduce VOC emissions, all construction contracts shall specify the use of paint with low VOC emissions (ROG emission rate of less than 0.80 pounds per gallon), limit painting to eight hours per day, use paint thickness of 0.75 millimeters or less, use water-based and low-VOC coatings with ROG/VOC emissions of less than 8.0 pounds per 1,000 square feet of painted surface, and use high-volume, low pressure sprayers. Facilities Planning & Management shall ensure compliance."

Mitigation Measure MM-3i must be revised as follows:

"To reduce Volatile Organic Compounds (VOC) emissions, all construction contracts shall limit painting to eight hours per day and specify the use of paints and coatings with a VOC content of 80 grams per liter (g/l) or less. Facilities Planning & Management shall ensure compliance."

This revision aligns the mitigation with current industry practices and California Emissions Estimator Model (CalEEMod) inputs.

NEW SOLAR PROJECT SITE-SPECIFIC MITIGATION MEASURES:

For truck hauling for earth import to the West Parcel, the following six new Solar Project site-specific mitigation measures are proposed:

1. All truck hauling from the borrow site to the West Parcel shall have radio communication to assure that trucks do not create traffic congestion at area intersections, in the left-turn pocket at Grand Avenue and Temple Avenue and at the West Parcel driveway. In addition, haul trucks on the designated truck haul route shall be spaced to assure that trucks do not impede traffic flow along the truck haul route. Facilities Planning & Management shall ensure compliance.

SUBJECT: Environmental Impact Report Addendum and Revised Mitigation for the
West Parcel Solar Project

DATE: January 13, 2016

2. All construction hauling for the Solar Project shall occur between the hours of 8:30 am to 4:30 pm Monday through Saturday to avoid the am and pm peak hour traffic along the truck haul route. Facilities Planning & Management shall ensure compliance.
3. The hauling contractor shall maintain radio communication with all trucks at all times, and have a designated person at both the West Parcel and at the borrow site who can inform truck drivers at the borrow site if the truck spacing needs to be adjusted. All truck drivers shall be oriented to the hauling and communication procedures prior to initiating haul activities. The project manager(s) shall monitor truck hauling to assure spacing requirements and hauling activities do not exceed the requirements. Facilities Planning & Management shall ensure compliance.
4. Haul truck drivers shall be instructed to maintain proper spacing along the entire return route from the West Parcel to the borrow site. When needed, the drivers should be in radio communication along the return route to prevent congestion. However, visual contact between trucks may be sufficient to provide spacing without significant radio communication on the return truck haul route. Facilities Planning & Management shall ensure compliance.
5. For 95% of the time, drivers shall maintain a minimum of 80 feet separation between trucks on the return route from the West Parcel to the borrow site on roadway links. This restriction does not apply to intersections, where signalization may cause delays. Facilities Planning & Management shall ensure compliance.
6. The revised Mitigation Measure 2c (MM-2c) and the five mitigation measures listed above shall be included in the site-specific Mitigation Monitoring Program (MMP) for the Solar Project. Facilities Planning & Management shall ensure compliance.

Section 15164(b) of the "CEQA Guidelines" (Title 14, Cal. Code of Regs., § 15000 et seq.) authorizes a lead agency to prepare an addendum to an EIR "if only minor technical changes or additions are necessary or none of the conditions described in Section 15162 calling for preparation of a subsequent EIR or negative declaration have occurred." Section 15162 does not require a subsequent EIR or negative declaration where the proposed changes will not create a new significant environmental impact or substantially increase the severity of a significant environmental impact disclosed in a previous EIR.

The College's consultant, Sid Lindmark, AICP, has determined that the revised Solar Project and revised and mitigation measures will result in similar or lesser effects than the original project and will not cause any new significant environmental impacts or substantially exacerbate the significant and unavoidable impacts disclosed in the Facility Master Plan 2012 Final EIR. Thus, the revised mitigated Solar Project does not cause any of the conditions in CEQA Guidelines Section 15162 calling for the preparation of a subsequent EIR

SUBJECT: Environmental Impact Report Addendum and Revised Mitigation for the
West Parcel Solar Project

DATE: January 13, 2016

or negative declaration. The appropriate environmental document as authorized by CEQA Guidelines Section 15164(b) is an addendum.

The Addendum describes the changes to the Solar Project in detail, analyzes impact changes, and demonstrates that the revised mitigated Solar Project will not create any new significant environmental impacts or substantially exacerbate the significant and unavoidable impacts disclosed in the Facility Master Plan 2012 Final EIR. The consulting agreements necessary to prepare the addendum have been approved at prior meetings.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Addendum to the Facility Master Plan 2012 Subsequent Environmental Impact Report, adopts the revised and mitigation measures, and finds that the Solar Project, as designed and planned, will not create a new significant environmental impact or substantially exacerbate an unavoidable significant environmental impact already disclosed in the Facility Master Plan 2012 EIRs.

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

DATE: January 13, 2016

ACTION

SUBJECT: Appointment of Member to the Citizens Oversight Committee

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

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

Currently, the Citizens Oversight Committee is made up of the following representatives:

- Business/Community Representatives:
 - Joshua Acevedo (Bassett)
 - Emmett Badar (San Dimas)
 - Robert Carter (Walnut)
 - Theodore (Ted) Ebenkamp (Rowland Heights)
 - Andrew L. Jared (Glendora)
 - Chester Sasaki (San Dimas)
 - Alta Skinner (San Dimas)
- Senior Citizen's Group Representative:
 - Suzanne Gomez (San Dimas)

Recommended by: Bill Scroggins Agenda Item: Action #3

SUBJECT: Appointment of Member to the Citizens Oversight Committee

DATE: January 13, 2016

- Taxpayer Association Group Representative:
 - Paul H. Maselbas (West Covina)

- Student Organization Group Representative:
 - Jonnatthan Ortez (La Puente)

- College Advisory Council or Foundation Group Representative:
 - Mike Shay (Walnut)

Judy Nieh, of Rowland Heights, has submitted an application (under separate cover) to fill one of the Business/Community Representative positions.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees appoints Judy Nieh (Business/Community Representative) to the Citizens Oversight Committee, effective January 14, 2016, through December 31, 2017.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 13, 2016</u>	ACTION
SUBJECT:	<u>Equal Employment Opportunity Plan</u>	

BACKGROUND

The current version of the Equal Employment Opportunity (EEO) Plan was initially adopted by the Board of Trustees on September 14, 2011. These revisions provide equal employment opportunity in recruitment, hiring policies, and practices pursuant to the applicable Title 5 regulations (Section 53000 et. seq.), and which reflect the District’s programmatic commitment to diversity.

ANALYSIS AND FISCAL IMPACT

To properly serve a growing diverse population, the District will endeavor to hire and retain faculty, management, and staff who are sensitive to, and knowledgeable of, the value of diversity and equity in the workplace and in the District’s academic and vocational programs.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts and approves the revisions to the Equal Employment Opportunity Plan.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #4

SUBJECT: Equal Employment Opportunity Plan

DATE: January 13, 2016

Equal Employment Opportunity Plan

I. Introduction

The current version of the Mt. San Antonio Community College District Equal Employment Opportunity Plan (Plan) was initially adopted by the Board of Trustees on September 14, 2011. The Plan reflects the District's commitment to equal employment opportunity and outlines the steps the District will employ to ensure non-discriminatory employment practices and the elimination of bias in hiring.

The Plan's immediate focus provides equal employment opportunity in recruitment, hiring policies, and practices pursuant to the applicable Title 5 regulations (Section 53000 et. seq.), and which reflect the District's programmatic commitment to diversity. The Plan includes the requirements for a variety of steps including complaint procedures for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; the establishment of a Campus Equity and Diversity Committee; methods to support equal employment opportunity; review processes to modify and/or encourage diversity education and allied programs; and procedures for dissemination of the Plan.

To properly serve a growing diverse population, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the value of diversity and equity in the workplace and in the District's academic and vocational programs.

II. Definitions

Adverse Impact: A statistical measure (such as those outlined in the EEO Commission's Uniform Guidelines on Employee Selection Procedures) is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

Board of Governors: The California Community Colleges Board of Governors sets policy and provides guidance for the 72 districts and 112 colleges that constitute the system.

Chancellor's Office: The California Community Colleges Chancellor's Office oversees matters pertaining to the Board of Governors, Consultation Council, the annual budget and legislative process, and communications to the general public and media.

SUBJECT: Equal Employment Opportunity Plan

DATE: January 13, 2016

Diversity: A condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence and the respectful treatment of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability, and socio-economic backgrounds.

Equal Employment Opportunity: All qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels in the seven job categories that include executive/administrative/managerial, faculty and other instructional staff, professional non-faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, service, and maintenance. Equal employment opportunity also involves:

- A. identifying and eliminating barriers to employment that are not job related; and
- B. creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all persons, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to Government Code Section 12940.

Equal Employment Opportunity Plan: A written document in which a district's workforce is analyzed, and specific plans and procedures are set forth for ensuring equal employment opportunity.

Equal Employment Opportunity Programs: The various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring, and taking additional steps consistent with the requirements of Title 5, Section 53006.

EEO Representatives: District employees are trained by Human Resources to assist screening and selection committees in ensuring that all applicants receive fair and equitable treatment and to advise on matters related to compliance with Title 5 EEO Regulations. EEO Representatives provide guidelines and instructions regarding equal employment opportunity, and they attend meetings of the screening and selection committee to ensure that equal employment opportunity principles are applied at each step in the screening and selection processes. EEO Representatives should be individuals who will most likely be viewed by all committee members and applicants as neutral, free of personal motivations and conflicts of interests, and reasonably free from influence in relation to the particular vacant position. EEO Representatives are non-voting members of the Screening and Selection Committees and are appointed by Human Resources.

SUBJECT: Equal Employment Opportunity Plan

DATE: January 13, 2016

Ethnic Group Identification: An individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to Title 5, Section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

In-House or Promotional-Only Hiring: Only existing District employees are allowed to apply for a position.

Job-Related Measure: Measures used during the screening and selection process to assess individual applicant's possession of knowledge, skills, and/or abilities that are 1) listed on the job posting; 2) directly related to position being filled; and 3) are necessary to perform the essential functions of the position being filled. Job-related measures are used by the Screening and Selection Committee to develop screening and selection criteria and interview questions and may also be used to develop job-related employment tests/examinations. For example, to measure a potential candidate's abilities to perform a job duty, selection criteria, questions, and an in-person demonstration may be used to assess an applicant's knowledge, skills, and abilities related to the performance of the duty in the job. Criteria related to a prospective candidate's grade point average, specific type of institution from which the candidate received their undergraduate or graduate education, and grades earned in courses that are not related to the subject areas of the work assignment would not be job-related and could not be used as part of the screening or selection process.

Monitored Group: Groups identified in Title 5, Section 53004(b), for which monitoring and reporting is required pursuant to Section 53004(a).

Person with a Disability: Any person who 1) has a physical or mental impairment as defined in Government Code, Section 12926, which limits one or more of such person's major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

III. Policy Statement

The Mt. San Antonio Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive plan to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, transgender, parental status, marital status, economic status, military and veteran status, medical condition, or

SUBJECT: Equal Employment Opportunity Plan

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on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.¹

The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas. An Equal Employment Opportunity Plan will be maintained and reviewed on a regular basis to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

IV. Delegation of Responsibility, Authority, and Compliance

It is the goal of the Mt. San Antonio Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

A. Governing Board

The Board of Trustees is ultimately responsible for oversight and proper implementation of the District's Plan at all levels of District operation and for ensuring equal employment opportunity as described in the Plan.

B. President & CEO

The Board of Trustees delegates to the President & CEO, William T. Scroggins, the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The President & CEO shall advise the governing board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The President & CEO shall evaluate the performance of all administrative personnel who report directly to him/her on their ability to follow and implement the Plan.

¹The protected categories bolded above are described in the Board of Governors' regulations and nondiscrimination regulations. Individual districts may broaden the scope of protected categories and, in some cases, may be required to do so by other law or local ordinance. Although districts may broaden who is protected under their nondiscrimination statement, these additional groups will not be entitled to the safeguards under the Title 5 regulations regarding appeal and/or review by the Chancellor's Office.

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C. Equal Employment Opportunity Officer

The District has designated the Vice President, Human Resources, James P. Czaja, as its equal employment opportunity officer, who is responsible for the day-to-day implementation of the Plan. If the designation of the equal employment opportunity officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing, and monitoring the Plan and for assuring compliance with the requirements of Title 5, Sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in Section VI of the Plan and for ensuring that applicant pools and selection procedures are properly monitored.²

D. Campus Equity and Diversity Committee

The Campus Equity and Diversity Committee will act as an advisory body to the equal employment opportunity officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures.³ The committee assists in the development and implementation of the Plan in compliance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for Plan revisions as appropriate.

E. Agents of the District

Any organization or individual acting on behalf of the District with regard to the recruitment and screening of personnel is an agent of the District and thereby subject to the requirements, stipulations, and provisions of this Plan.

F. Good Faith Effort

The District shall make a continuous good faith effort to comply with all the requirements of its Plan.

²Section 53026 requires districts to develop a process permitting “any person” to file a complaint alleging that the EEO requirements (Title 5, § 53000 et seq.) have been violated. Complaints that also allege discrimination are to be processed according to the discrimination complaint procedures that commence at Section 59300 of Title 5. Title 5 does not require to be processed according to the discrimination procedures that commence at Section 59300 of Title 5. Title 5 does not require, nor does it prohibit, that the officer who receives Section 53026 complaints be the officer who receives Section 59300 complaints. In this *Plan*, the same officer receives both *Plan* complaints and discrimination complaints; but, that arrangement is not required by the regulations.

³Many districts continue to call these advisory committees Diversity Advisory Committees, as they were called in the prior Title 5 language. This is acceptable, although the current Title 5 language refers to them as Equal Employment Opportunity Advisory Committees. The committee name is not critical; the important thing is for the committee to carry out the duties described in Section 53005 of Title 5.

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V. Advisory Committee

The District has established a Campus Equity and Diversity Committee to assist with the development and implementation of its Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention, and diversity. The equal employment opportunity officer shall train the advisory committee on equal employment compliance and the Plan itself.

The committee shall receive training in all of the following areas, as required in Title 5, Section 53005:

- A. the requirements of Section 53005 of Article 1 of Chapter 4 of Division 6 of Title 5 of the California Code of Regulations and of state and federal nondiscrimination laws;
- B. identification and elimination of bias in hiring;
- C. the educational benefits of workforce diversity; and
- D. the role of the advisory committee in carrying out the District's EEO plan.

The committee shall include a diverse membership, whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District is unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who represent the multiple facets of diversity.

The committee will be composed of the following members:

- A. Director, Equal Employment Opportunity Programs (Co-chairperson);
- B. Faculty Co-chairperson (Appointed by Academic Senate);
- C. Vice President, Human Resources (ex-officio);
- D. Five Faculty (Appointed by Academic Senate);
- E. Two Classified Representatives (One appointed by CSEA Chapter 262 and one appointed by CSEA Chapter 651);
- F. One Disabled Students Programs & Services Representative;
- G. One Continuing Education Representative; and

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H. One Student Representative (Appointed by Associated Students President)⁴

The committee shall hold a minimum of four (4) meetings per academic year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the committee shall make recommendations to the Board of Trustees, the President / CEO, and the equal employment opportunity officer.

VI. Complaints

A. Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026)

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations⁵ have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation.

Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60)-day limitation. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the District's determination pursuant to Section 53026 to the Chancellor's Office; but, under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office; but, the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the College and/or District level using the process provided by Section 53026. (See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaint) at:

http://extranet.cccco.edu/Portals/1/Legal/Guidelines/Min_Cond_Complaints.pdf

⁴Title 5 does not require any specific composition for the advisory committee. It is recommended that advisory committees include representatives from all constituency groups: Students, faculty, classified staff, and administrators.

⁵The equal employment opportunity regulations are found in California Code of Regulations, Title 5, Section 53000 et seq.

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and

<http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx#complaintForm>

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

The complaint shall be filed with the District's equal employment opportunity officer or designee. If the complaint involves the equal employment opportunity officer or designee, the complaint may be filed with the President & CEO. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The equal employment opportunity officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under Section 53026 alleges unlawful discrimination, it will be processed according to the requirements of Section 59300 et seq.

B. Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)

The District has established policies which outline the prohibition of unlawful discrimination, harassment, and retaliation [Board Policy (BP) 3410 - Non Discrimination and BP 3430 - Prohibition of Harassment] and procedures which set forth a process for the investigation and resolution of complaints by or against any employee, student or third party within the District [Administrative Procedure (AP) 3410 - Nondiscrimination, AP 3430 - Prohibition of Harassment, and AP 3435 - Discrimination and Harassment Investigations]. The Director of Equal Employment Opportunity Programs is responsible for receiving such complaints and for coordinating their investigation. Campus complaint officers may be assigned investigation responsibilities. (The District's policies and procedures related to unlawful discrimination and harassment are attached to this Plan).

VII. Notification to District Employees

The commitment of the Board of Trustees and the President & CEO to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan. The policy statement is printed in the Mt. San Antonio College Catalog and Schedule of Classes. The Plan and subsequent revisions will be distributed to the Board of Trustees, the President & CEO, administrators, the Academic Senate leadership, union representatives, and members of the Campus Equity and Diversity Committee.

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The Plan is available on the District's website and, when appropriate, may be distributed by e-mail. Each year, the District will provide all employees with a copy of the Equal Employment Opportunity Policy Statement (located in Section III of this Plan) and written notice summarizing the provisions of the District's Equal Employment Opportunity Plan. Human Resources will provide all new employees with a copy of the written notice, described above, when they commence their employment with the District. The annual notice will contain the following provisions:

- A. the importance of the employee's participation and responsibility in ensuring the Plan's implementation; and
- B. The campus locations of complete copies of the Plan including in the campus library, in the District's public folders, on the District internet/intranet site, the office of the President & CEO, Human Resources, and each department office.

VIII. Training for Screening and Selection Committee

Any organization or individual who is involved in the recruitment and screening/selection of applicants shall receive appropriate training on the requirements of the Title 5 regulations regarding equal employment opportunity (Section 53000 et seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency⁶; the educational benefits of a diverse workforce; and identification and elimination of bias in hiring.

Screening and Selection Committees

Persons serving on a screening and selection committee will be required to participate in an EEO training session within two calendar years of the appointment on a committee. Individuals who have not received this training will not be allowed to serve on screening and selection committees. The Director of Equal Employment Opportunity Programs is responsible for providing the required training.

⁶"Cultural proficiency" involves successful teaching and other interactions with both students and colleagues from a variety of cultures. It requires a contextual understanding that numerous social and institutional dynamics, including the effects of inequities, affect how students have been taught and treated and translates that understanding to the removal of barriers to student success. "Culture" refers to those things that are shared within a group or society: shared knowledge and beliefs, shared values, shared behavior expectations, and principles that are widely used or recognized. "Culture," therefore, refers to more than simply race and ethnicity.

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Screening and Selection Committee EEO Representative

EEO Representatives are required to have received specific training in the role of an EEO Representative on an annual basis. An EEO Representative must receive both the general committee training described above and separate training in the roles and responsibilities of an EEO Representative serving on a Screening and Selection Committee. The Director of Equal Employment Opportunity Programs is responsible for providing the required training.

Persons serving the first time in the above capacities will be required to receive training prior to serving. Individuals who have not received the EEO Representative training will not be allowed to serve as an EEO representative.

Human Resources is responsible for the training process. The Campus Equity and Diversity Committee will conduct periodic reviews of the training programs.

Any organization or individual acting on behalf of the District, with regard to the recruitment and screening of personnel, is an agent of the District and, thereby, subject to the requirements, stipulations, and provisions of this Plan.

IX. Annual Written Notice to Community Organizations and Professional Groups

The Equal Employment Opportunity Officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan from the District; further, the annual notice shall solicit their assistance in identifying a diverse pool of qualified applicants. The notice will include a summary of the Plan.

The notice will also include the internet address where the District advertises its employment opportunities and the names, departments, and phone numbers of individuals to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. A list of organizations that will receive this notice is attached to this Plan. This list may be revised by the Campus Equity and Diversity Committee from time to time, as necessary.

X. Analysis of District Workforce and Applicant Pool

Human Resources will annually review the District's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the Plan, to provide data needed for the reports required by this Plan, and to determine whether any monitored group is underrepresented. Human Resources will provide a workforce analysis to the Campus Equity and Diversity Committee, on an annual basis.

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For purposes of the data collection and report, all applicants and employees will be afforded the opportunity to voluntarily identify his or her gender, ethnic group identification and, if applicable, his or her disability. The composition of each initial applicant pool is recorded and reviewed by the Director, Equal Employment Opportunity Programs. Persons may designate as many ethnicities as they wish, but shall be counted in only one ethnic group for reporting purposes. Chinese, Japanese, Filipinos, Koreans, Vietnamese, Asian Indians, Hawaiians, Guamanians, Samoans, Laotians, and Cambodians are to be counted and reported as part of the Asian/Pacific Islander group as well as in separate subcategories. This information will be kept confidential and will be separated from the applications that are forwarded to the Screening and Selection Committee and hiring administrator(s). The District will annually report to the Chancellor the result of its annual survey of employees.

At least every three years, the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

A. Executive/Administrative/Managerial

B. Faculty and other Instructional Staff

1. Business
2. Arts
3. Continuing & Noncredit Education
4. Humanities
5. Library & Learning Resources
6. Natural Sciences
7. Physical Education
8. Student Services
9. Technology & Health

C. Secretarial/Clerical

D. Technical and Paraprofessional

E. Skilled Trades

F. Service and Maintenance

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XI. Recruitment and Hiring Procedures to Ensure Equal Employment Opportunity

The District will ensure equal employment opportunity, which involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all persons, persons with disabilities, and individuals from all ethnic and other groups that are protected from discrimination. In so doing, the District places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire. Human Resources, in coordination with the Screening and Selection Committee, shall ensure that the selection process (inclusive of any employment examinations, demonstrations and interviews) is accessible, free of bias, and allows for the hiring of candidates who can contribute to and effectively communicate in a diverse community. The equal employment opportunity provisions below are applicable to all full-time and part-time vacancies including recruitment meant to address the ratio of full-time to part-time faculty that may be required by Education Code Section 87482.6⁷

To address any identified under-representation of monitored groups, the District will revise its recruitment and hiring policies and procedures in accordance with the following provisions. These provisions will be in place henceforth to ensure that equal employment opportunity is properly integrated into the District's strategic planning. The District's Recruitment and Hiring Procedures include the following provisions:

A. Recruitment

It is the policy of the District to aggressively pursue a program of verifiable recruitment that is inclusive and open to all individuals.

Efforts will be undertaken on a regular basis to develop and contact new recruitment sources that ensure diverse pools of candidates. Diverse pools should include, but not be limited to, men, women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. The Campus Equity and Diversity Committee is encouraged to utilize and notify the District of additional recruitment options that may enable the District to obtain a diverse pool of applicants. All recruitment announcements will state that the District is an "Equal Opportunity Employer."⁸

⁷Education Code Section 87102 requires each district's Plan to address how progress will be made in achieving the ratio of full-time to part-time faculty hiring as required by Education Code Section 87482.6, while still ensuring equal employment opportunity.

⁸The District may be awarded a federal contract that may require the use of the term "affirmative action." Proposition 209 permits affirmative action programs that are required by federal law. Technically, Proposition 209 did not make all other affirmative action programs unlawful.

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For any employment category where under-representation exists, the District will apply the recruitment procedures set forth in Title 5, Section 53201, to conduct full and open recruitment for all new openings and will not invoke the provisions for in-house interim appointments or the exception under 53201(c)(7) for engaging an administrator through a professional services contract unless the President & CEO or his/her designee first notifies the Board of Trustees and the Campus Equity and Diversity Committee in writing of the compelling reasons to limit the persons who may be considered for a vacancy in a job category where under-representation persists.

Recruitment for all open positions shall include, but not be limited to, placement of employment announcements in the following instruments:

1. general circulation publications including electronic media;
2. local and regional community newspapers;
3. newspapers and other publications that provide information in languages other than English and to low-income communities;
4. publications including electronic media that are distributed to the general market and to newspapers and publications whose primary audience is comprised of groups found to be underrepresented in the District's workforce;
5. recruitment booths at job fairs or conferences oriented to both the public and the economically disadvantaged as well as those events drawing significant participation by groups found to be underrepresented in the District's workforce; and
6. Human Resources will survey District employees on a regular basis and request resources and locations where open positions may be advertised to ensure that recruitment of a diverse workforce is as inclusive and broad as possible. Human resources will compile, store, and update this list.

A. Job Announcements

The District's Employment Announcements for all positions will:

1. state job specifications setting forth the knowledge, skills, and abilities necessary to job performance;
2. include a statement requiring a "demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees";

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3. identify employment specification including any “required,” “desired,” or “preferred” qualifications beyond the state minimum qualifications, which the District wishes to utilize, will be reviewed by the Equal Employment Opportunity Officer before the position is announced to ensure conformity with equal employment regulations and state and federal nondiscrimination laws;⁹
4. state that the District is an “Equal Opportunity Employer”;¹⁰
5. stipulate, for identified public contact or community liaison positions, that bilingual ability in the language spoken by a significant number of students may be a required qualification. However, before bilingual ability in the identified languages can be made a required qualification, the District will conduct an analysis to ensure that such a requirement meets the standard for a bona fide occupational requirement. The District will identify the specific positions that may require bilingual ability and the language(s) needed and in which positions bilingual ability in a particular language may be listed as a required, preferred, or desired qualification.

B. Review of Initial and Qualified Applicant Pools¹¹

Initial applicant pools¹² will be recorded and reviewed by the Director, Equal Employment Opportunity Programs. Human Resources will screen all initial applicants to determine which applicants satisfy minimum qualifications set forth in the job announcement. The pool of candidates that meets the minimum qualifications shall constitute the “qualified applicant pool.” The Director, Equal Employment Opportunity Programs will review the composition of the qualified applicant pool and compare it to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified applicant pool may have been influenced by factors that are not job-related, appropriate action will be taken. The District’s Recruitment and Hiring Procedures include the following provisions:

1. The application for employment will afford each applicant an opportunity to voluntarily identify his or her gender, ethnic group and, if applicable, his or her disability.

⁹Title 5, Section 53022.

¹⁰See Title 5, Section 53023 for general authority for this section.

¹¹See Title 5, Section 53024 for general authority for this section.

¹²Initial Applicant Pool: The initial applicant pool is composed of all applications received by the application deadline.

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C. Screening/Selection Committee Procedures

The District seeks to employ qualified persons with a broad range of backgrounds and abilities who have the knowledge and experience to work effectively in a diverse environment. The selection process is based on merit and will extend to all candidates a fair, impartial examination of qualifications based on job-related criteria. The District's Recruitment and Hiring Procedures will include in its section on applicant screening by Screening and Selection Committees the following provisions:

1. All screening or selection techniques including the procedure for developing interview questions and the selection process as a whole, will:
 - a. ensure that for all positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students;
 - b. ensure that for all faculty and administrative positions, meaningful consideration is given to the extent to which applicants demonstrate knowledge of multi-culturalism, of training in cultural proficiency, and knowledge of the history and culture of underrepresented groups and groups that have experienced discrimination in ways relevant to the specific position;
 - c. be based solely on job-related criteria; and
 - d. be designated to avoid an adverse impact and monitored by means consistent with this section to detect and address adverse impact which does occur for any monitored group.
2. When possible, every effort will be made, within the limits allowed by federal and state law, to ensure selection and screening committees include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications. Screening and selection committees will be encouraged to include members from monitored groups.
3. The Director, Equal Employment Opportunity will approve the makeup of each Screening and Selection Committee. In cases where the Director has not affirmed the initially proposed composition of the Screening and Selection Committee, the Director shall work with the applicable constituent group/groups to remedy the composition of the committee in accordance with EEO guidelines and applicable provisions of the District's administrative procedures.

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4. The EEO Representative, as defined in Section II Definitions, will assist the Screening and Selection Committees to ensure all applicants receive fair and equitable treatment and advise committees on matters related to compliance with this EEO Plan. Under this plan, EEO Representatives are authorized to request that the recruitment and selection process be paused temporarily in order to report to the Vice President, Human Resources or designee issues or concerns related to a potential violation of Title 5 EEO Regulations, as set forth in this Plan. The EEO Representative retains his/her obligation to end or intervene in a meeting of a Screening and Selection Committee to bring the activities of the Committee in to compliance with the EEO Plan.
5. As described in Section VIII - Training for Screening and Selection Committees, before a person can serve on a Screening and Selection Committee, he or she must receive equal employment opportunity and diversity training within two calendar years of the appointment to the Screening and Selection Committee.
6. Interviews must include at least one question that assesses the candidate's understanding of and commitment to equal employment opportunity and his or her level of cultural proficiency. Reference checks must include at least one question addressing such issues.
7. All screening materials must be approved by the Chief Human Resources Officer or designee for compliance with equal employment opportunity laws and principles.

The District will not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, ancestry, national origin, age, sex, religion, sexual orientation, marital status, disability, or medical condition, or engage in any other practice which would result in discriminatory or preferential treatment prohibited by state or federal law.

8. The District will review all of its current and future employment specifications to ensure that seniority or length of service is taken into consideration only to the extent it is job-related, is not the sole criterion, and is included in the job announcement consistent with the requirements of Section III , Section 2) a) [see Title 5, §§53022 and 53024(d)].

Service will be considered job-related for purposes of taking seniority or length of service into account if it is closely related to the teaching or other assignments. Service in the same department will not automatically be considered closely related unless the actual assignments within the department are similar. The use of seniority or length of service will be assessed for adverse impact in each selection process where it is taken into account. If adverse impact results from the use of seniority or length of service as a job-related factor, the process will continue only if applicants who were eliminated by the use of seniority or length of

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service considerations are placed back in the pool and continue to be considered during the hiring process.

9. Selected testing employees will follow procedures as outlined in the Equal Employment Opportunity Commission's Uniform Guidelines on Employee Selection Procedures.
10. The Board of Trustees or its designee shall make all final hiring decisions based upon careful review of the candidate or candidates recommended through the Screening and Selection Committee. This includes the right to reject all candidates and to order further review or to re-open the position where necessary to achieve the objective of the Plan or to ensure equal employment opportunity.
11. The District will review the pattern of its hiring decisions over time and, if it determines that those patterns do not meet the objectives of the Plan, the District will request the Campus Equity and Diversity Committee to recommend new methods to meet the Plan objectives or, if necessary, to modify the Plan itself to ensure equal employment opportunity.

XII. Institutional Commitment to Diversity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to all persons, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination.

Having a campus that has accepted principles of diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a diversity program that is well-planned, well-funded, and supported by the leadership of the District is necessary. The District will sponsor cultural events and speakers on issues dealing with diversity and explore how to infuse diversity into the classroom and curriculum. The District will promote the concept of cultural proficiency, and it will develop an evaluation form that integrates diversity into the evaluation of employees. The District will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations.

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The Campus Equity and Diversity Committee will annually review indicators of the District's commitment to diversity such as, but not limited to, the following:

- A. a visible, valued, and adequately funded diversity program that is part of the structure of the District and is supported by the District leadership;
- B. surveys of campus climate to identify barriers to inclusion. Recommendations will be made to implement concrete measures that utilize the information drawn from the surveys;
- C. cultural events, diversity dialogues, forums, and cross-cultural workshops conducted on campus or in the community. Speakers on issues dealing with diversity should include those from underrepresented groups who are in leadership positions and who may inspire students and employees alike;
- D. exit interviews conducted by Human Resources with employees who voluntarily leave the District if the results of those interviews indicate patterns impacted particular monitored group(s);
- E. training conducted by Human Resources for members of screening and selection committees on elimination of bias in hiring and employment and job-related selection techniques;
- F. programs to support employees such as mentoring, professional development, and leadership opportunities;
- G. numbers of harassment and discrimination complaints in order to identify patterns and ameliorative actions to address such patterns;
- H. records related to the District's compliance with the requirements for harassment and discrimination training. (Government Code Section 12950.1 (Stats. 2004, Ch. 933 [AB1825]));
- I. District's publications, marketing tools, and website to ensure they reflect diversity in pictures, graphics, and text to project an inclusive image;
- J. recognition of employees who have promoted diversity and equal employment opportunity principles;
- K. District's curricula, texts, and/or course descriptions that encourage the inclusion of global perspectives of a particular course, readings, or discipline;
- L. collaboration with the Student Equity and Diversity Committee on common initiatives;

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M. analysis of various employment events such as hiring, promotion, retention, voluntary resignation, termination, and discipline in order to determine if there is an adverse impact upon monitored groups; and

N. other activities as determined by the Committee, on an annual basis.

XIII. Annual Certification to the Chancellor's Office

Annually, the District shall certify to the State Chancellor's Office that it has complied in a timely fashion with each of the following requirements of Title 5:

A. recorded, reviewed, and reported the data required regarding qualified applicant pools;

B. reviewed and updated, as needed, the strategies component of the District's EEO Plan (Section XII); and

C. investigated and appropriately responded to formal harassment and discrimination complaints filed pursuant to Title 5 (commencing with Section 59300).

XIV. Persons with Disabilities: Accommodations

Reasonable Accommodations:

Applicants and employees with disabilities¹³ shall receive reasonable accommodations consistent with the requirements of Government Code Sections 11135 et seq. and 12940(m); Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note-takers as appropriate unless an accommodation is unreasonable or would create an undue hardship for the District.

The Director Equal Employment Opportunity Programs is responsible for handling requests for accommodations from current employees and applicants seeking such accommodations during the application process. Requests can be made on the "Request for Reasonable Accommodations" form.

¹³See the definition of "person with a disability" in the definitions section of the *Plan*. A more detailed definition of physical and mental disability is found in Government Code, Section 12926. California has a broader definition of disability than the ADA. California also requires accommodations to be made under circumstances where accommodations might not be necessary under federal law.

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XV. Graduate Assumption Program of Loans for Education

As federal and/or state funding permits, the District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the campus concerning such programs and make information available in student newspapers, the Catalog, and in locations accessible to students including, but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Services Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

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Appendix A: The District's Policies and Procedures Which Outline the Prohibition of Unlawful Discrimination, Harassment, and Retaliation

BP 3410 - Non Discrimination

BP 3430 - Prohibition of Harassment

AP 3410 - Nondiscrimination

AP 3430 - Prohibition of Harassment

AP 3435 - Discrimination and Harassment Investigations

Appendix B: List of Community Organizations and Professional Groups for Annual Written Notice of the District's EEO Plan

Publications and Websites:

Academic Diversity Search, Inc. (ADS): A national employment resource specializing in connecting women and minorities with academic institutions that truly value diversity.

American Indian Higher Education Consortium: A national organization that serves as the collective spirit and unifying voice of our nation's 37 Tribal Colleges and Universities. Issues a quarterly publication that provides journalistic and scholarly articles that highlight issues critical to American and Alaska Native communities. The publication has job posting opportunities.

The Chronicle of Higher Education: The No. 1 source of news, information, and jobs for college and university faculty members and administrators.

California Community Colleges Registry: A large-scale database containing the names, qualifications, and desired position(s) of potential California Community College faculty, support staff, and management job applicants.

disABLEDperson: A public charity organization focused on increasing employment opportunities for individuals with disabilities. The organization hosts a job fair for people with disabilities and provides a resume databank for employers to identify candidates. For a small fee, employers can post job advertisements.

Diverse Issues in Higher Education: This publication, previously known as Black Issues in Higher Education, considers itself the portal for diversity information in higher education. Annually, the magazine provides a listing of top degree producers that shows which institutions are producing the most diverse undergraduate and graduates. The publication has a job posting service in print and on its website.

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Diversity Web: An interactive resource hub for higher education sponsored by the Association of American Colleges and Universities (AAC&U). In addition to serving as a clearinghouse for diversity innovations and research, they maintain a job posting site to advertise executive, faculty, or postdoctoral positions that have a diversity focus.

Edjoin: A national public education job search website.

Faculty for the Future: A nationwide resource to connect female and underrepresented candidates in science, business, and engineering to faculty and research positions.

Hispanic Outlook in Higher Education: A nationwide resource that publishes a bi-weekly publication on issues pertaining to Hispanics in higher education. The publication has job posting services in print and on its website.

Inside Higher Ed: The online source for news, opinion, and jobs for all higher education.

Women in Higher Education: A national monthly publication that focuses on issues specific to women in higher education. The publication reaches thousands of women in higher education. Job posting services are available in print or on the website.

Professional Groups:

American Association of Community Colleges: Nonprofit association that is a primary advocacy organization for community colleges at the national level and works closely with directors of state offices to inform and affect state policy.

American Association of University Women: Nonprofit association that advances equity for women and girls through advocacy, education, and research. The organization has over 1,000 branches and 500 college/university partners across the U.S. Their online career center reaches 100,000 members.

The Association of Black Psychologists: The Association has over 1,400 members. They publish a news journal, Psych Discourse, which is the primary source for communication among the membership. The publication allows for online posting of job advertisements.

Association of Latino Professionals in Finance and Accounting: With 37 chapters and 9,000 members, ALPFA is one of the leading professional organizations for Latinos in accounting and finance-related professions. The organization's website has a career center where employers can post positions.

Association for Women in Science: A nationwide advocacy organization dedicated to achieving equity and full participation for women in science, mathematics, engineering, and technology. Their website allows organizations to post job advertisements.

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Minorities in Agriculture and Natural Resources and Related Sciences: Promotes academic and professional advancement by empowering minorities in agriculture, natural resources, and related sciences. Their website includes contact information for student chapter advisors and lists job opportunities.

National Association for Equal Opportunity in Higher Education: Professional association to further the causes of historically Black colleges and universities and predominately Black institutions.

National Indian Education Association: Focuses on improving educational equity and access for American Indian, Alaska Native, and Native Hawaiian populations. It is the largest and oldest Indian educational organization.

National Society of Hispanic MBAs (NSHMBA): NSHMBA serves 32 chapters and 8,000 members. The organization works to prepare Hispanics for leadership positions throughout the U.S., so that they can provide the cultural awareness and sensitivity vital in the management of the nation's diverse workforce. Organizations can post position advertisements and search the resume database for potential candidates.

National Society for Hispanic Professionals: With over 10,000 members, this organization is one of the primary resources to reach Hispanic professionals. Their website allows employers to post jobs and search a resume database for candidates.

Society for the Advancement of Hispanics/Chicanos and Native Americans in Science (SACNAS): The mission of SACNAS is to encourage Chicano/Latino and Native American students to pursue graduate education and obtain the advanced degrees necessary for science research, leadership, and teaching careers at all levels. Their website allows employers to post jobs.

Adopted: September 14, 2011

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

DATE: January 13, 2016

ACTION

SUBJECT: Proposal to Initiate Faculty Negotiations: Year Three of a Three-Year Contract

BACKGROUND

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to re-open negotiations for 2014-17 must first be identified by both parties and be presented in advance to the Board, prior to the start of negotiations.

ANALYSIS AND FISCAL IMPACT

The District and the Faculty Association of the Mt. San Antonio Community College District have agreed to begin negotiations for re-opener items, year three of a three-year contract, during the Winter Intersession of 2016. Negotiations are expected to begin during February 2016. The agreement for year three of a three-year contract is proposed to begin on July 1, 2016, and end June 30, 2017. The District and the Faculty Association have submitted the attached initial proposals.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts and approves the initial proposals submitted by the District and the Faculty Association.

Prepared by: Jennifer Galbraith

James Czaja

Recommended by: Bill Scroggins

Agenda Item:

Action #5

SUBJECT: Proposal to Initiate Faculty Negotiations: Year Three of a Three-Year Contract

DATE: January 13, 2016

Proposals for Faculty Agreement, Year Three of Three

From the District:

The Mt. San Antonio Community College District submits the following topical proposal to the Mt. San Antonio College Faculty Association for the purpose of opening negotiations on year three of a three-year contract, for July 1, 2016, through June 30, 2017:

Article 10.B	Office Hours (Faculty Advising)
Article 13:	Distance Learning
Article 16	Leaves of Absence (Personal Necessity/Notification)
Article 20:	Grievance Procedure
Appendix H:	Evaluation Forms

From the Faculty Association:

The Mt. San Antonio College Faculty Association submits the following topical proposal to the Mt. San Antonio Community College District for the purpose of opening negotiations, year three of a three-year contract, for July 1, 2016, through June 30, 2017:

Article 5:	Rights of Association and Members (Manager Evaluations)
Article 7.B.	Adjunct Faculty Office Hours
Article 10:	Workload (Stipends for Faculty)
Article 10.G	Workload (Lab Parity)
Article 16.E	Leaves of Absence: Maternity Leave

Mutually Agreed-to Items for Negotiations:

Article 8:	Benefits
Article 8.H:	Faculty Inquiry
Appendix B:	Department Chair Remuneration
Appendix E:	Reassigned Time for Special Assignments
Article 18:	Student Evaluations

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

DATE: January 13, 2016

ACTION

SUBJECT: Nominations for California Community College Trustees Board of Directors

BACKGROUND

In accordance with the California Community College Trustees (CCCT) Board of Directors election process, community college district board nominations for vacancies on the CCCT Board of Directors are to be received by the League Office from January 1 through February 16, 2016. Community College Boards which are members of CCCT are eligible to nominate. The election of members of the Board of Directors will take place between March 10 and April 25, 2016. The CCCT Board of Directors is a 21-member Board and generally meets five times per year. Each year the Board of Trustees discusses this process and decides whether or not it wishes to nominate a Trustee.

ANALYSIS AND FISCAL IMPACT

1. Nominations are to be made by a member district Board of Trustees; and each district may nominate only members of its Board. Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the Board. Eight persons will be elected to the Board this year. There are six incumbants eligible to run for re-election; one seat is open due to a board member who will resign from the CCCT board in the Spring; and one seat is being vacated by a board member who did not win re-election at the district level in November. Election results will be announced at the CCCT annual conference in May. The newly elected members will assume office at the conclusion of the annual conference (May 1, 2016), and the President of the CCCT board will administer the Oath of Office at the June 17-18, 2016, meeting in Sacramento.
2. The information regarding the nomination and election process has been mailed to the Board by the Community College League of California.
3. The list of current CCCT Board members is on the following page.

Funding Source

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

RECOMMENDATION

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

Recommended by: Bill Scroggins Agenda Item: Action #6

**CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2015-16 BOARD ROSTER**

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