



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 12, 2016

6:00 p.m. – Open and Adjourn to Closed Session

6:30 p.m. – Public Session

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

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

AGENDA

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

CALL TO ORDER (6:00 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

1. **Public Employee Performance Evaluation, President & CEO**

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.

2. **Conference with Legal Counsel** – Existing Litigation Pursuant to Section 54956.9(d) – one case:
- Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

MOMENT OF SILENCE

Observe a moment of silence in memory of retired professor **D. Arthur (Art) Boster**, who passed away on September 3, 2016, at the age of 73 years. Art proudly served the College from 1972 until his retirement in 2001. Prior to employment at Mt. SAC, he was a high school agriculture instructor in Fullerton. After his retirement, he was an adjunct professor at Cal Poly Pomona and a substitute teacher at Norco and Chino High School. Art was actively involved with Future Farmers of America and 4-H students across southern California. In 2000, he was honored with the Distinguished Service Award by the Future Farmers of America. He will be missed by many people including his family, friends, teachers, FFA advisors, and FFA and 4-H youth and families throughout California.

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Michelle Ravel**, Administrative Specialist I (Instruction)
- **David Ritter**, Laboratory Technician, Digital Arts (Commercial and Entertainment Arts)

Classified Employee (Promoted)

- **Maria Madero Fernandez**, Coordinator, Project/Program (TRiO Program)

Confidential Employee (Newly Appointed)

- **Eugenia Scott**, Human Resources Technician (Human Resources)

Management Employee (Newly Appointed)

- **Kevin Owen**, Assistant Director, Technical Services (Technical Services)

- **Recognition:**

- Award a Certificate of Service to the following retiring employees:
 - **Ronald McGregor**, Custodian (Custodial Services) (18 years of service)

APPROVAL OF MINUTES

1. Approval of minutes of the regular meeting of September 14, 2016 (Pages 1 through 12);
and
2. Approval of minutes of the special meeting of September 28, 2016 (Pages 13 and 14).

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
 - Informational Report – Grants Office Report, prepared by Adrienne Price, Director, Grants (Page 15); and
 - November Ballot Propositions, prepared by Jill Dolan, Director of Public Affairs (Page 16).

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.

Consideration of approval is requested for the following:

ADMINISTRATIVE SERVICES:

1. Appropriation Transfers and Budget Revisions Summary (Pages 17 and 18);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 19 and 20);
3. Purchase campus master scheduling system from CollegeNET, (RFP No. 3081) (Pages 21 and 22);
4. Memorandum of Understanding with GovDeals, Inc., an online auction system, to dispose of surplus property (Page 23 and 24);
5. Renewal agreements for Architectural/Engineering services for the Measure RR Construction Program (Pages 25 and 26);
6. Contract with Helix Environmental Planning, Inc. to provide biological consulting services for the Solar Photovoltaic Project (Pages 27 and 28);
7. Agreement with Tilden Coil Constructors for Construction Management Services – Athletics Complex East (Page 29);
8. Modification of Agreement with Tilden Coil Constructors for Preconstruction Services – Athletics Complex East (Page 30);
9. Contract with Psomas to provide professional consulting services for the Parking and Circulation Master Plan (Page 31);
10. Approval of agreements to provide professional design and consulting services with H2 Environmental Consulting Services, Inc. for the Athletics Complex East, Psomas for the Athletics Complex East, and Ridge Landscape Architects for the Student Center Temporary Space Project (Pages 32 and 33);

11. Rejection of all bids received for Bid No. 3095 – Continuing Education Building 40 Upgrades – Phase II, General Construction (Pages 34 and 35):
 - Bid No. 3095 Continuing Education Building 40 Upgrades – Phase II, General Construction;
12. Contract Amendments (Pages 36 through 38):
 - Contract Professional Design and Consulting services – Added Services – Solar Photovoltaic Project – Helix Environmental Planning, Inc. – Amendment No. 2
 - Contract Professional Design and Consulting services – Added Services – Solar Photovoltaic Project – P2S Engineering – Amendment No. 1
 - Contract Professional Design and Consulting services – Added Services – Modular Buildings Installation – Steven Fader Architects – Amendment No. 5
 - Contract Professional Design and Consulting services – Added Services – Athletics Complex – HMC Architects – Amendment No. 3
 - Contract Professional Design and Consulting services – Time and Materials Agreements – Solar Photovoltaic Project – Psomas – Amendment No. 1;
13. Change Order for the Athletics Modular Structure (Pages 39 and 40):
 - Contract American Modular Systems (General Contractor) – Change Order No. 4; and
14. Proposed Gifts and Donations to the College:
 - Dee Falasco – Yamaha upright piano, P2, Serial #R3901366, valued by donor at \$2,000, to be used in the Music Department
 - Adam Taylor – Jacobson Sound Bumps, customized (2), 24-70 Lens Tube (1), 70-200 Lens Tube (1), and Series 9 Filters (4), valued by donor at \$3,000, to be used in the Arts Division, Photography Program
 - Keysight Technologies – Five network performance analyzer test instruments: Wirescope 15S system (1), Wirescope 350 system (1), Wirescope Pro system (1), Agilent Framescope 350 (1), and Agilent Framescope Pro (1), all with accessories and manuals, valued by donor at \$8,900, to be used in Electronics and Computer Technology
 - XL Specialty Insurance Company – 1980 Beechcraft C-23 aircraft salvage, valued by donor at \$2,500, to be used in Aircraft Maintenance.

HUMAN RESOURCES:

15. Personnel Transactions (Pages 41 through 57);
16. Master Pay Schedule for 2013-14, 2014-15, and 2015-16 (Pages 58); and
17. New and/or Revised Management Job Classification Descriptions (Pages 59 through 70).

INSTRUCTION:

18. School of Continuing Education Additions and Changes (Pages 71 and 72);
19. Updated Adult Education Block Grant Allocation, AB104, Section 39, Article 9 (Page 73);
20. In-House Repair Center Agreement with Scott Technologies, Inc. (Page 74);
21. Contract Agreement with Global Perspective Speakers and Events (Page 75);
22. Contract Agreement with Volt Athletics (Page 76);
23. Asian American and Native American Pacific Islander-Serving Institutions Grant: Acceptance of Funds and Approval of Purchases (Pages 77 and 78);
24. Child Development Training Consortium Grant: Acceptance of Funds (Page 79);
25. Student Support Services Grant: Acceptance of Funds and Approval of Purchases (Pages 80 and 81);
26. Upward Bound Grant: Acceptance of Funds and Approval of Purchases (Pages 82 and 83); and
27. 4-Year Review, Modified Courses, and New Certificate Effective with the 2017-18 Academic Year (Pages 84 and 85).

PRESIDENT'S OFFICE:

28. Community Carnival and Open House Rental (Page 86).

STUDENT SERVICES:

29. Contract with Cal Poly Pomona Foundation, Inc. (Page 87);
30. Contract with Strata Information Group for Financial Aid Consulting (Page 88);
31. Honors Ambassadors Club Fund-raisers for Scholarships (Page 89); and
32. 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 (Pages 90 and 91).

Consideration of ratification is requested for the following:

33. Contract with Cal Poly Pomona Foundation, Inc. for the Counseling Department's Annual Training (Page 92).

ACTION ITEMS

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

1. Public Hearing on the Mt. San Antonio College 2015 Facilities Master Plan Update and Physical Education Projects Subsequent Project and Program Final Environmental Impact Report (SCH 2002041161);
2. Resolution No. 16-02 – A Resolution of the Board of Trustees of Mt. San Antonio College Certifying the Mt. San Antonio College 2015 Facilities Master Plan Update and Physical education Projects; and Program Final Environmental Impact Report (SCH 2002041161), Adopting a Statement of Overriding Considerations, and Adopting a Mitigation Monitoring Program (Pages 93 through 100);
3. Resolution No. 16-03 – A Resolution of the Board of Trustees of Mt. San Antonio College Authorizing Exemption from Local Zoning Ordinances for the Physical Education Projects, and Authorization of Measure RR Bond Funds for the Ordering of Improvements to the Physical Education Projects (Pages 101 through 106);
4. Resolution No. 16-04 – Resolution to Consolidate Mt. San Antonio Community College District Board of Trustees Elections with Statewide Elections per the California Voter Participation Act (Pages 107 through 110);
5. Meet-and-Confer Agreement Between the Management Employees and the District for 2016-17 (Pages 111 and 112);
6. Year Three-of-Three Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17 (Pages 113 through 130);
7. Event license agreement with SMG, Inc. – Citizens Business Bank Arena, including advance payments (Page 131); and
8. Proposed Board Policy 3225 – Institutional Effectiveness (NEW) (Pages 132 and 133).

DISCUSSION ITEM

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

1. Mt. San Antonio College’s Investment Strategies (Pages 134).

INFORMATION ITEMS

No action will be taken on the item listed. It is being provided to the Board of Trustees for information only.

1. Revisions to Administrative Policy 5520 – Student Discipline Procedures (Pages 135 through 151).

ADJOURNMENT

Future Board Meetings

November 9, 2016
December 14, 2016
January 11, 2016

Upcoming Events

- October 11-13 **American Red Cross Blood Drive**, 9:00 a.m.-2:00 p.m., North of Building 6
Night Student Appreciation, 5:00-6:30 p.m., 26 Quad and 60 Quad
- October 15 **Jazz Faculty Recital with Guest Trombonist Bob McChesney**, 7:30 p.m., Feddersen Recital Hall
- October 19 **Lost & Found Silent Auction**, 10:00 a.m.-7:00 p.m., Building 9C
- October 21-23 **Anna in the Tropics**, October 21-22, 8:00 p.m.; October 23, 2:00 p.m., Clarke Theater
- October 26 **Transfer Day University Fair**, 10:00 a.m.-1:00 p.m., Between Building 4 and 61
Free Health Screening and Flu Vaccines, 10:00 a.m.-2:00 p.m., Building 9C-Stage
Arise: Fale Fono, 5:00-7:00 p.m., Building 9B, Ragan Room
- October 27 **Student Health Services Fair**, 10:00 a.m.-2:00 p.m., Building 9C Stage
Fall Career Fair, 10:00 a.m.-1:00 p.m., Between Buildings 4 and 61
- October 28-30 **Associated Students Fall Leadership Conference**, Lake Arrowhead UCLA Conference Center
Fall Repertory Dance Concert, October 28-29, 8:00 p.m., October 30, 2:00 p.m., Clarke Theater
- November 2 **Fall Wind Ensemble Concert**, 7:30 p.m., Clarke Theater

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

October 12, 2016





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 14, 2016

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chen Haggerty at 5:30 p.m. on Wednesday, September 14, 2016. Trustees Baca, Bader, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

Bill Scroggins, President & CEO; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Peter Parra, Interim Vice President, Human Resources were present.

PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

CLOSED SESSION

The Board adjourned to Closed Session at 5:33 p.m. p.m. to discuss the following items:

- **Public Employee Discipline/Dismissal/Release**, per California Government Code Section 54957 – Non-Re-employment, Classified, Employee No. ...5645

PUBLIC SESSION

The meeting reconvened at 6:34 p.m., and the Pledge of Allegiance was led by Joan Sholars.

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

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

- The Board unanimously voted to accept the findings and recommended decision of the President to not retain Employee No. ...5645.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Mauricio Fuentes**, Laboratory Technician, Digital Arts (Communication and Entertainment Arts) (absent)
- **Jane Ho**, Laboratory Technician I, Chemistry (Chemistry) (absent)
- **Allison Olalia**, Laboratory Technician, Arts (Arts) (absent)
- **Monica Orozco**, Laboratory Technician, Digital Arts (Communication and Entertainment Arts) (absent)
- **Kathy Goodson**, Lead Interpreter (Disabled Students Programs and Services) (present)

Classified Employee (Promoted)

- **Guadalupe De La Cruz**, Transfer Specialist (Career and Transfer Services) (present)

Management Employees (Newly Appointed)

- **Abe Ali**, Vice President, Human Resources (Human Resources) (present)
- **Eric Lara**, Associate Dean, Student Success and Equity (Student Services) (present)
- **Ryan Whetstone**, Special Projects Director, Regional Consortium for Adult Education (School of Continuing Education) (present)

Faculty (Newly Appointed)

Arts Division

- **Karen Marston**, Professor, Music (Music) (present)
- **Nathan Tharp**, Professor, Music (Music) (present)

Business Division

- **Bobby Bates**, Professor, Accounting (Accounting and Management) (present)
- **Ivet Bazikyan**, Professor, Child Development (Child Development) (present)
- **Christina Cammayo**, Professor, Nutrition (Consumer & Design Technologies) (present)
- **Susan Chavez**, Professor, Restaurant Management (Consumer & Design Technologies) (present)
- **Steven Valdes**, Professor, Accounting (Accounting and Management) (present)
- **Stephen Villasenor**, Professor, Economics (Business Administration) (present)

Counseling

- **Mary Barrios**, Professor, Counseling (Counseling) (present)
- **Dalia Chavez**, Professor, Counseling (Adult Basic Education) (present)
- **Bernadette Flameno**, Professor, Counseling (Counseling) (present)
- **Vanessa Garcia**, Professor, Counseling (English as a Second Language) (present)
- **Daisy Gutierrez**, Professor, Counseling (Counseling) (absent)
- **Jason Hayward**, Professor, Counseling (Counseling) (present)
- **Evelyn Heredia**, Professor, Counseling (Short Term Vocational) (present)
- **Elizabeth Hernandez**, Professor, Counseling (Counseling) (absent)

- **Jesse Lopez**, Professor, Counseling (Counseling) (present)
- **Sara Mestas**, Professor, Counseling (Counseling) (present)
- **Donna Necke**, Professor, Counseling (Adult Basic Education) (present)
- **Michael Ngo**, Professor, Counseling (English as a Second Language) (present)
- **Natalie Paredes**, Professor, Counseling (EOPS) (present)
- **Rudy Santacruz**, Professor Counseling (Counseling) (present)
- **Bernard Somers**, Professor, Counseling (Counseling) (absent)
- **Ana Turcios**, Professor, Counseling (CalWORKS) (absent)
- **Allen Wang**, Professor, Counseling (International Student Program) (absent)

Humanities and Social Sciences Division

- **Errol Browne**, Professor, History (History, Art History) (absent)
- **Ellen Caldwell**, Professor, Art History (History, Art History) (absent)
- **Ann Lee Grimstad**, Professor, History (Humanities and Social Sciences) (present)
- **Sandon Larson**, Professor, American Sign Language (Sign Language) (absent)
- **Robert Piluso**, Professor, English (English, Literature & Journalism) (present)
- **Elvinet Piard**, Professor, Communication (Communication) (present)
- **Sierra Powell**, Professor, Political Sciences (Geography & Political Science) (present)
- **Kelly Rivera**, Professor, Political Science (Geography & Political Science) (present)
- **Ned Weidner**, Professor, English (English, Literature & Journalism) (present)

Kinesiology, Athletics, and Dance Division

- **Allison Carey-Oliver**, Professor, Kinesiology/Women's Volleyball Coach (Kinesiology) (present)
- **John Knott**, Professor, Kinesiology/Baseball Head Coach (Kinesiology) (present)
- **David Rivera**, Professor, Kinesiology/Men's Wrestling Coach (Kinesiology) (present)
- **Michelle Shear**, Professor, Dance (Dance) (present)

Library and Learning Resources Division

- **Eva Rios-Alvarado**, Professor, Library (Library) (present)

Natural Sciences Division

- **Marissa Case**, Professor, Mathematics (Mathematics, Computer Science) (present)
- **Kwun Cheung**, Professor, Physics (Physics, Engineering) (absent)
- **Tyler Flisik**, Professor, Biology (Biology Sciences) (present)
- **Stephanie Lee**, Professor, Biology (Biological Sciences) (present)
- **Parisa Mahjoor**, Professor, Chemistry (Chemistry) (absent)
- **Lisa Morales**, Professor, Mathematics (Mathematics, Computer Science) (present)
- **John Norvell**, Professor, Anthropology (Biological Sciences) (present)
- **Chaz Perea**, Professor, Horticulture (Agricultural Sciences) (absent)
- **Masoud Roueintan**, Professor, Chemistry (Chemistry) (present)
- **Naluce Santana**, Professor, Health (Biological Sciences) (present)

School of Continuing Education Division

- **Naomi Avila**, Professor, Counseling (Adult Basic Education) (present)

Technology and Health Division

- **Sophie Boquiren**, Professor, Nursing (Nursing) (absent)
- **Hirohito Kuroki**, Professor, Architecture (Architecture, Industrial Design Engineering, and Manufacturing) (present)

- **David Mah**, Professor, Emergency Medical Technology (Medical Services) (present)
- **Garett Staley**, Professor, Alcohol & Drug Counseling (Mental Health) (absent)
- **Amy Tull**, Professor, Psychiatric Technician (Mental Health) (present)
- A Certificate of Service was presented to the following retiring employees:
 - **Sally Fenton**, Administrative Secretary (Instruction) (8 years of service) (absent)
- Recognition:
 - 2016 Presidential Award for Excellence and Innovation in Teaching and Learning:
 - Outstanding Curriculum Efforts: Paralegal Department (Professors **Catherine McKee**, **Martin Ramey**, and **Abby Wood**)
 - Outstanding Basic Skills Efforts: Mt. San Antonio College Statway Implementation (Professors **Scott Guth**, **Paula Young**, and **Akira Nitta**)
 - 2016 VOICES College Champion Awards:
 - Torch Bearer Award: **Bruce Nixon**
 - Burning Bright Award: **John Lewallen**
 - Eternal Flame Award: **Liesel Reinhart**
 - Mt. SAC Head Athletic Trainer **Bill Ito** just returned from the Rio Olympic Summer Games, where he served as an Athletic Trainer for USA Track and Field medical staff. Bill has been an Athletic Trainer for 18 years and has been part of USA Track and Field for 10 years, almost the same amount of time he has been employed at Mt. San Antonio College. Prior to being chosen as a member of this Olympic Staff, Bill has worked many Track and Field World Championships, World Youth and Junior Track and Field championships, the USA Track and Field Olympic Trials as well as the USOC BMX Olympic Trials.

During his time in Rio, Bill had the opportunity to work with most of the USA medalists in Track and Field as well as medalists from the Women's Gymnastics squad. USA Track and Field earned 32 medals, which was one of the largest number of medals earned in a non-boycott Olympics since 1932. Bill was the only trainer from a community college on the entire medical staff. Being a part of the Olympics was not only a dream come true for Bill, but it was also a valuable opportunity for Mt. SAC as we position ourselves to potentially host the Olympic Track and Field trials in the near future. The USA medical staff is considered the most elite medical staff in the world, and we are so proud that he was chosen to be a contributing member of that team. Congratulations, Bill!

APPROVAL OF MINUTES

It was moved by Trustee Hall, seconded by Trustee Baca, and passed to approve the minutes of the regular meeting of August 17, 2016.

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

PUBLIC COMMUNICATION

None.

REPORTS

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

- **Aneca Nuyda**, President, Associated Students
- **Jeff Archibald**, President, Academic Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Bill Rawlings and Lee Jones**, President and Site Representative Coordinator, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

BOARD COMMUNICATION

- A. Trustee Chen Haggerty 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.
 - They congratulated Sally Fenton on her retirement.
 - They congratulated Bill Ito for serving as an Athletic Trainer for USA Track and Field at the 2016 Rio Olympic Summer Games.
 - They congratulated the recipients of the 2016 Presidential Award for Excellence and Innovation in Teaching and Learning and the 2016 VOICES College Champion Awards.
 - They thanked Peter Parra for his guidance and leadership as the Interim Director, Human Resources.
- C. Trustee Baca reported the following:
- commented on how many faculty have given up tenure at another college to come to Mt. SAC;
 - attended the Region 8 Veteran’s group meeting;
 - attended the San Gabriel Valley Economic Partnership Awards Gala;
 - visited the City College of San Francisco; and
 - attended the Faculty Opening Meeting.
- D. Trustee Bader reported the following:
- commented on how many Mt. SAC graduates were introduced as new faculty; and
 - attended the L.A County Fair Premiere Party.
- E. Trustee Santos reported the following:
- attended the Monterey Park Optimists dinner to support Mike Eng;
 - attended the Bike San Gabriel Valley Bike Train and bar-b-que;
 - attended the Los Angeles County Fair Premiere Party;
 - attended the County Labor Day picnic in Wilmington;

- attended Senator Connie Leyva's Labor Day picnic;
- attended Irwindale's Pepe Miranda Annual Scholarship Fundraiser Golf Tournament;
- attended the San Gabriel Valley Economic Partnership Awards Gala;
- attended the Community Facilities Advisory Committee meeting;
- toured the new thermal energy construction project;
- attended Speaker Anthony Rendon's meeting on a Proposition on a water bond; and
- attended Supervisor Solis's parks convening meeting.

F. Student Trustee Santos reported the following:

- commented that the new employees that were Mt. SAC alumni are inspiring;
- commented at how quickly our college reached out to ITT students, and she's glad that we're being supportive to those students;
- commented that it was very helpful for many students that the College cancelled the drop for non-payment because financial aid money for some students came in late;
- commented that parking has been difficult these last few weeks and she appreciates the shuttle from Lot M. She commented that students would like longer shuttle hours;
- is looking forward to attending orientation for her first CCCT Board Meeting in Sacramento;
- will be attending the ACCT Leadership Congress in October;
- commented that tomorrow is first success and inspiration booth sponsored by the Title V Program; and
- commented that Mt. SAC Day at L.A. County Fair is tomorrow.

G. Trustee Hidalgo reported the following:

- commented that he feels it speaks of our reputation that many students return to work here;
- attended the pancake breakfast fundraiser for football team;
- attended Los Angeles County Fair Premiere Party; and
- attended the IMC luncheon yesterday in which there was a Board of Equalization speaker that spoke about stimulating the economy.

H. Trustee Hall reported the following:

- struck by how many new faculty members used the phrase "being back home" and how some had begun in our Bridge Program;
- thanked Denise Lindholm for her service to the College and the Board;
- welcomed Carol Nelson to her interim position;
- attended the San Gabriel Valley Economic Partnership Awards Gala and acknowledged Bill Scroggins, who serves on the Board of Directors;
- attended the Community Facilities Advisory Committee; and
- wished everyone a Happy Moon Day.

I. Trustee Chen Haggerty reported the following:

- attended the Rowland Heights Chinese Coordinating Council bar-b-que;
- attended the ACES meeting in San Francisco;
- was invited to do a presentation with the Community College League of California CEO Larry Galizio and Program Director Elaine Reodica at the Association of Community College Trustees Leadership Conference in October on *Federally Compliant Policy Leadership for All Trustees*; and
- attended the Rowland Heights Chinese Coordinating Council meeting which honored Don Knabe.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees. He also acknowledged the Faculty Association and Academic Senate for their support of new faculty, and that he heard great feedback from new faculty orientation.
- He congratulated Sally Fenton on her retirement.
- He congratulated Bill Ito for serving as an Athletic Trainer for USA Track and Field at the 2016 Rio Olympic Summer Games.
- He congratulated the recipients of the 2016 Presidential Award for Excellence and Innovation in Teaching and Learning and the 2016 VOICES College Champion Awards.
- He welcomed Carol Nelson to her interim position of Executive Assistant to the President and Board of Trustees.
- He thanked Peter Parra for his leadership and hard work. Peter graciously accepted the comments and talked about what this College has meant to him, and gave his appreciation to the leadership. He thanked Bill Scroggins for his support, and appreciates the harmony and leadership of this Board.
- He distributed his self-evaluation to faculty, staff, the community, and the Board, and looks forward to receiving feedback.
- He commented on the hours of work that the Accreditation Steering Committee, Student Services, Instruction, and the Research staff have put into the draft report, and acknowledged how well-documented it is;
- He commented on SB 1415 and the legal opinion on moving trustee elections to even numbered years to coincide with presidential elections. We must adopt a plan before next January. He offered his thanks to Jill Dolan for getting the data from the Registrar's Office. In order to move from odd to even year elections, there will have to be two consecutive cycles in which terms are extended from 4 years to 5 years. It is his intention to bring two available SB 1415-compliant alternatives to the Board in October.
- He reminded the Board that on the Agenda tonight is approval of a Special Board Meeting on September 28, 2016, 6:30 p.m., to discuss Accreditation.
- He introduced Irene to talk about the Accreditation Response forms. Irene is asking for the Board to look at the Accreditation Standards that were given to Board Members and to provide feedback. The Accreditation team will be gathering all of the comments and finalizing the document. Response forms are due September 26. Irene also commented that the visiting team will be on campus the week of March 6, 2017.
- He introduced Audrey Yamagata-Noji, Vice President, Student Services; and Irene Malmgren, Vice President, Instruction, to present the Fall Enrollment report.
- He introduced Mike Gregoryk, Vice President, Administrative Services; and Rosa Royce, Associate Vice President, Fiscal Services, to present the Adopted Budget for 2016-17.

CONSENT CALENDAR

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

1. Appropriation Transfers and Budget Revisions Summary;
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
3. Resolution No. 16-01 - Appropriations Limit for Fiscal Year 2016-17;
4. Education Protection Account to fund Instructional Salaries and Benefits for the 2016-17 fiscal year;
5. Quarterly Financial Status Report for the period ending June 30, 2016;
6. Quarterly Investment Report for the quarter ending June 30, 2016;
7. Renewal agreement with The Liquidation Company to conduct auctions for equipment and miscellaneous items that are deemed surplus and/or salvage;
8. Agreement with Innotall for technical services to create a theme design for the Mt. SAC portal;
9. This item was pulled and acted upon separately;
10. This item was pulled and acted upon separately;
11. Change Order for the Business and Computer Technology Building - Demand Response Program:
 - Contract SJB&D Incorporated (General Contractor) – Change Order No. 1;
12. Change Order for the Child Development Center Corrective Measures (Page 39):
 - Contract Mariposa Landscapes, Inc. (Contractor) – Change Order No. 1;
13. Approval of the following Completion Notice:
 - Bid No. 3025 Child Development Center Corrective Measures – Site Improvements, Mariposa Landscapes, Inc. (Contractor);
14. Personnel Transactions;
15. This item was pulled from the Consent Calendar;
16. School of Continuing Education Additions and Changes;
17. Program Fees for Students in the Technology and Health Division;
18. Travel Expenses for American Bar Association Site Visit for Paralegal Program;
19. Athletics Special Events Expenditures and Contracts for the 2016-17 Academic Year;

20. Course Identification Program Grant Acceptance of Funds, Approval of Purchases, and Approval of Contract with Academic Senate for California Community Colleges;
21. Title V - Developing Hispanic-Serving Institutions, "Building Pathways of Persistence and Completion," Grant Acceptance of Funds and Approval of Purchases and Activities;
22. Change to the 2016-17 Regular Meeting Calendar for the Board of Trustees;
23. Associated Students expenditure funding for 2016-17;
24. Contract with Pacific Palms Resort and Conference Center;
25. Contract with UCLA Conference Center in Lake Arrowhead;
26. Contract with Kids That Code for the Upward Bound Program;
27. Contract with the Princeton Review Led-Classroom Course Agreement for the Upward Bound Program;
28. 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;
29. Memorandum of Understanding with Foothill Transit;
30. Five-year agreement with the Los Angeles County Sheriff's Department to provide law enforcement services and assistance at extracurricular school functions;
31. Contract Amendment:
 - Contract Professional design and consulting services – added services – Performing Arts Center Eaves – Independent Roofing Consultants – Amendment No. 1;
32. Contract Agreement with Athlete Assessment;
33. This item was pulled and acted upon separately; and
34. Extension of Agreement with the County of Los Angeles Department of Public Social Services.

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

CONSENT ITEM #9 - RENEWAL AGREEMENT WITH TURBO DATA SYSTEMS INC. FOR PROCESSING PARKING CITATIONS

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

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

CONSENT ITEM #10 – OMEGA BROADCAST GROUP OF AUSTIN, TX; BEXEL GLOBAL BROADCAST SOLUTIONS OF BURBANK, CA; PRO-SOUND, INC, OF MIAMI, FL; AND FULL COMPASS SYSTEMS OF MADISON, WI, BID NO. 3093, PURCHASE VIDEO PRODUCTION EQUIPMENT

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

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

CONSENT ITEM #33 – BASIC SKILLS AND STUDENT OUTCOMES TRANSFORMATION PROGRAM GRANT APPROVAL OF PURCHASES AND CONTRACT WITH CAREER LADDERS PROJECT

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

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

ACTION ITEM #1 – PUBLIC HEARING ON PROPOSED BUDGET TO BE ADOPTED FOR THE FISCAL YEAR 2016-17

A public hearing was held at 9:46 p.m. regarding the 2016-17 Adopted Budget and there was no public comment. The public hearing concluded at 9:46 p.m.

ACTION ITEM #2 – 2016-17 FISCAL YEAR ADOPTED BUDGET

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

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

ACTION ITEM #3 – CLASSIFICATION CHANGES AND RANGE PLACEMENT FOR CSEA, CHAPTER 262-REPRESENTED EMPLOYEES

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

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

ACTION ITEM #4 – PROPOSED REVISIONS TO BOARD POLICY 2310 – REGULAR MEETINGS OF THE BOARD

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

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

ACTION ITEM #5 – PROPOSED REVISIONS TO BOARD POLICY 4500 – ATHLETICS

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

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

ACTION ITEM #6 – ORGANIZATIONAL CHANGES IN ADMINISTRATIVE SERVICES

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

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

DISCUSSION ITEM #1 – PROPOSED BOARD POLICY 3225 – INSTITUTIONAL EFFECTIVENESS (NEW)

This item will be brought back to the October meeting for approval.

INFORMATION ITEM #1 – REVISIONS TO ADMINISTRATIVE PROCEDURE 3565 – SMOKING ON CAMPUS

This item was presented to the Board for information only.

INFORMATION ITEM #2 – REVISIONS TO ADMINISTRATIVE PROCEDURE 5015 – RESIDENCE DETERMINATION

This item was presented to the Board for information only.

ADJOURNMENT

The meeting adjourned at 9:54 p.m.

WTS:CN



MT. SAN ANTONIO COLLEGE

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 28, 2016

MINUTES

CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chen Haggerty at 6:31 p.m. on Wednesday, September 28, 2016. Trustees Baca, Bader, Chen Haggerty, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

Bill Scroggins, President & CEO; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; and Abe Ali, Vice President, Human Resources were present.

PUBLIC SESSION

The Pledge of Allegiance was led by Abe Ali.

PUBLIC COMMUNICATION

None.

DISCUSSION ITEM #1 – ACCREDITATION EVALUATION REPORT

The Accreditation Team introduced themselves:

Kristina Allende, Professor, English and Accreditation Steering Committee Co-Chair
Lianne Greenlee, Director, Professional and Organizational Development
Irene Malmgren, Vice President, Instruction
Eric Turner, Director, Web and Portal Services

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.

The Team presented, reviewed, and discussed the following with the Board:

- Accreditation Overview (Powerpoint attached)
- Institutional Self Evaluation Report with Board of Trustee edits (document attached)
- Accreditation Webpage Overview

Bill Scroggins provided an overview of the ACCJC's new accreditation process.

ADJOURNMENT

The meeting adjourned at 7:46 p.m.

WTS:CN

**Grants Office Report
Adrienne Price
October 12, 2016**

Background

The Grants Office's primary functions are: to assist faculty, staff, and managers in the development and submission of competitive grant applications; to assist project directors in grant start-up, management, and close-out; and to monitor grant projects to ensure compliance with funding agency guidelines and state and/or federal regulations. The Grants Office is currently staffed by a full-time Director of Grants and a full-time Grants Specialist, and the department is in the process of hiring a new Coordinator of Grants.

Program Overview

During the 2015-16 fiscal year, the Grants Office monitored 30 active grant projects, for a total funding level of \$15.86 million. Of these active projects, ten (33.3%) were federally-funded, 13 (43.3%) were state-funded, and seven (23.3%) were from private sources of funding.

The Grants Office coordinated the submission of 12 new grant applications. Of these new applications, one was a preliminary application invited to submit a full application and nine were funded, resulting in an 82% success rate. The Grants Office also assisted in the development of documents for two partner applications, one of which was funded. In addition, the Grants Office developed two non-grant applications; one was awarded and the other was selected as a finalist. The total funding level of these new grants is \$4.19 million.

Grant project highlights include:

- A \$1.43 million "Community Colleges Basic Skills and Student Outcomes Transformation Program" grant from the Chancellor's Office addresses the needs of students placing into basic skills courses through the implementation of the following activities: the development of both an English co-requisite model and an accelerated English course to move students through basic skills writing more quickly, the development of an onboarding process for incoming freshmen that clusters students into areas of interest, and embedding tutors in the co-requisite model, the accelerated model, and contextualized learning community cohorts.
- A \$1.75 million Asian American and Native American Pacific Islander-Serving Institutions grant from the U.S. Department of Education provides continued funding to the College's Arise Program, which offers a networked link of services and activities to improve the academic achievement and personal development of Asian American and Native American Pacific Islander students.
- Mt. SAC continues to be successful in receiving grants from the National Science Foundation, having been awarded a total of \$6.55 million throughout its history. College faculty are currently implementing two collaborative grants focused on geoscience curriculum and research, as well as one focused on preparing students to become science, technology, engineering, and mathematics teachers.

Impact on Mt. SAC

Grant funds enable the college to: implement innovative projects; develop new programs in response to identified needs; strengthen partnerships with K-12 districts, community colleges, public and private universities, local government, non-profit agencies, and industry; and provide critical support services that positively impact students, the campus, and the community at large.

November Ballot Propositions
Jill Dolan, Director of Public Affairs
October 12, 2016

On November 8, California voters will be asked to consider 17 different ballot measures, ranging from education funding and plastic bag bans to prescription drug pricing and criminal justice reform, as well as stricter gun laws, and marijuana legalization. Below is a synopsis of two ballot measures, which if passed, would benefit Mt. San Antonio College.

Proposition 51 School Bonds. Kindergarten through Community College Public Education Facilities Bond Act of 2016.

Authorizes \$9 billion in general obligation bonds for new construction and modernization of K–12 public school facilities; charter schools and vocational education facilities; and California Community Colleges facilities.

- Fiscal Impact: State costs of about \$17.6 billion to pay off both the principal (\$9 billion) and interest (\$8.6 billion) on the bonds. Payments of about \$500 million per year for 35 years.
- Voters have not passed a statewide bond measure in 10 years. Passage of this proposition would provide Mt. SAC with matching funds to build new instructional facilities and fund other critical upgrades.
- This proposition is unique in that both the California Democratic Party and California Republican Party support it. The Boards of Trustees at several community colleges, including Rio Hondo and the Los Angeles Community College District, have endorsed Proposition 51 through resolutions. Proposition 51 is also supported by the Community College League of California.

Proposition 55 Tax Extension to Fund Education and Healthcare

Extends by 12 years the temporary personal income tax increases enacted in 2012 as part of Proposition 30 on earnings over \$250,000, with revenues allocated to K–12 schools, California Community Colleges, and, in certain years, healthcare. Increased funding for schools, community colleges, health care for low-income people, budget reserves, and debt payments.

- Fiscal Impact: Increased state revenues—\$4 billion to \$9 billion annually from 2019 - 2030—depending on economy and stock market.
- Proposition 55 extends Proposition 30, the funds of which will decline after 2016 and will disappear completely after 2018.
- This proposition is endorsed by California School Boards Association, California School Employees Association and the Faculty Association of California Community Colleges as well as the Community College League of California
- Its passage is opposed by the Howard Jarvis Taxpayers Association.

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

DATE: October 12, 2016

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 7/1/16 - 9/19/16**

Unrestricted General Fund - 11

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 203,367
7950	Unassigned Fund Balance	68,875
Total		\$ 272,242

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 71,829
3000	Employee Benefits	24,053
6000	Capital Outlay	176,360
Total		\$ 272,242

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: October 12, 2016

Restricted General Fund - 17

From:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 1,587
3000	Employee Benefits	249
Total		\$ 1,836

To:

<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 1,836
Total		\$ 1,836

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 12,672
Total		\$ 12,672

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 12,672
Total		\$ 12,672

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$272,242), Restricted General Fund (\$1,836), and Bond Construction Fund No. 2 (\$12,672) pursuant to the California Code of Regulations, Title 5, Section 58307.

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

DATE: October 12, 2016

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Apigo, Mary-Jo	Instruction – Writing Center	Conduct Tutoring Workshop	10/21/16	\$750
Bentzin, Bonny	Instruction – Humanities and Social Sciences	Speaker – Climate Action Plan Drafting Conference	9/23/16	\$500
Fox, Jeremy	Instruction – Music	Guest Artist – Jazz Faculty Concert	10/15/16	\$1,000
Kondrath, Jessica	Administrative Services – Technical Services and Instruction – Kinesiology	Design lighting and choreograph the Repertory Dance Performance	10/13/16–10/30/16	\$3,100
McChesney, Robert	Instruction – Music	Jazz Chart Arrangements for Vocal Ensemble	10/15/16	\$500
Pohle, Richard	Administrative Services – Printing Services	Maintenance and repair of Print Shop equipment	8/4/16–6/30/17	\$1,500
Powers, Miguel	Instruction – Writing Center	Conduct Tutoring Workshop	10/21/16	\$750
Regus, Elaine	Instruction – Accreditation	Edit additional pages of Self-Evaluation	10/12/16–12/1/16	\$1,000

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: October 12, 2016

Funding Sources

Unrestricted General Fund – Instruction – Writing Center, Humanities and Social Sciences, Music, Accreditation; Administrative Services – Printing Services, Technical Services, and Instruction – Kinesiology.

Restricted Fund – Instruction – Music.

RECOMMENDATION

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

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

DATE: October 12, 2016

CONSENT

SUBJECT: Purchase of a Campus Master Scheduling System (RFP No. 3081)

BACKGROUND

As part of the Planning for Institutional Effectiveness, the Technical Services Division identified the need to modernize the work flow, tracking, and approval process for Campus Use of Facility Requests. In 2015-16, the Division processed a record number of 10,852 calendar requests requiring 7,109 labor shifts, and a total of 21,292 labor hours. All of this activity is currently scheduled using a manual system and multi-part paper forms.

During the research into scheduling software, the Division also determined that the use of this type of software could provide comprehensive calendars for the College website and a single database of all facility usage taking place on campus for both instructional and non-instructional purposes. By interfacing with Banner, the software would also allow us to examine room usage in order to provide scheduling efficiencies.

ANALYSIS AND FISCAL IMPACT

In order to acquire the best software available, the Division prepared a Request for Proposal (RFP No. 3081), which was issued to qualified vendors in May 2016. Three proposals were received by the established deadline from:

Company

Ad Astra Information Systems
CollegeNET
EMS

Location

Overland Park, KS
Portland, OR
Centennial, CO

Proposal responses were then reviewed and evaluated by a committee representing Technical Services, Instruction, Information Technology, and Marketing and Communications. The committee evaluated each proposal based on a specific set of criteria and functional requirements. Other areas considered were the product's ease of use, integration with other College systems, reporting and analytic capabilities, training, ongoing maintenance, support, enhancements, customer service assistance, and cost.

After review of all proposals, the committee invited the two highest ranked vendors, Ad Astra Information Systems and CollegeNET to demonstrate their solutions. Based on the RFP responses and ratings of the on-site demonstrations, the committee was unanimous in recommending the CollegeNET product as the solution that best meets the College's needs.

Prepared by: William Eastham/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Purchase of a Campus Master Scheduling System (RFP No. 3081)

DATE: October 12, 2016

The first-year costs for the software licenses, implementation, on-site training, and support will be \$174,600, plus reasonable travel and expenses estimated at approximately \$5,000.

Annual recurring costs for maintenance and support will be \$39,890, paid quarterly. The annual fee is fixed for years one and two, with an annual adjustment thereafter based on the Consumer Price Index (CPI), or 3% whichever is less.

In addition to the above, consulting services may be provided for additional training sessions on best practices for the configuration and deployment of web publishing/calendaring and how to build basic pricing formulas and generate event pricing summaries and invoices. The cost for these additional services, if elected, would be \$6,500.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of a campus master scheduling system from CollegeNET, as presented.

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

DATE: October 12, 2016

CONSENT

SUBJECT: Surplus Disposal Through GovDeals, Inc. - Online Auction System

BACKGROUND

From time to time, the College finds that certain personal property is no longer required for school purposes, or is deemed unsatisfactory or not suitable for school use, or it should be disposed of for the purpose of replacement. For several years, the College utilized the services of Interschola for the disposal of items exceeding \$5,000 in value through an eBay auction website. Interschola is no longer in business. Therefore, the College is seeking approval to enter into a Memorandum of Understanding with GovDeals, Inc. to sell assets through its online auction system.

ANALYSIS AND FISCAL IMPACT

Pursuant to Education Code 81450, the Board may sell for cash any personal property belonging to the District that is not required, suitable, or satisfactory for school purposes. Where the surplus property value exceeds \$5,000, and when there is no suitable exchange with another not-for-profit entity, the Board is directed to dispose of such property through public auction.

GovDeals, Inc. provides a means for the College to post assets for sale and for potential buyers to bid on these assets via an online auction system. In addition to maintaining and operating the online auction system; GovDeals will provide training and support services, marketing of assets posted to the online auction site, and promotion of the site to potential buyers. GovDeals will also collect the proceeds from the winning bidder(s) and remit those proceeds to the College less GovDeals fees.

GovDeals fees are 7.5% with a reduced fee schedule for assets that sell in excess of \$100,000. GovDeals has been providing online auction services since 1999, with a client base that includes many California schools, community colleges, cities, counties, and other public entities.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

SUBJECT: Surplus Disposal Through GovDeals, Inc. – Online Auction System

DATE: October 12, 2016

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Memorandum of Understanding with GovDeals, Inc. to dispose of surplus property, as presented.

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

DATE: October 12, 2016

CONSENT

SUBJECT: Renewal Agreements for Architectural/Engineering Services for the
Measure RR Construction Program

BACKGROUND

In 2008, the College issued a Request for Proposals (RFP) for Architectural/Engineering (A/E) Services for the Capital Facilities Improvement Program as part of Measure RR. Following an open and transparent process, the Board of Trustees approved the award of Master Agreements to several firms for both large and small projects as well as to specialty engineering firms. These Master Agreements were awarded as follows:

Large Projects: Hill Partnership, Inc.; HMC Architects; Marlene Imirzian and Associates; and tBP Architecture

Small Projects: Michael Merino Architecture; Steven Fader Architects; and Studio One Eleven

Specialty Engineering Firms: PSOMAS; P2S Engineering; RKA Engineering; Sally Swanson; and Ted Tanaka

ANALYSIS AND FISCAL IMPACT

In order to finish out the remaining projects under Measure RR, the College wishes to extend the Master Agreements with the selected firms for an additional five-year period commencing October 1, 2016. The terms and conditions of the renewed master agreements will remain the same as the originals.

Continuing with past practice, as specific project assignments are issued, Board approval will be requested to award each project assignment with specific fee amounts based upon the estimated cost of those individual assignments.

Funding Source

The funding sources for individual projects will be identified at the time the project assignments are presented for Board of Trustees' approval.

Prepared by: Gary L. Nellesen/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

SUBJECT: Renewal Agreements for Architectural/Engineering Services for the
Measure RR Construction Program

DATE: October 12, 2016

RECOMMENDATION

It is recommended that the Board of Trustees approves extending the Master Agreements for A/E Services with Hill Partnership, Inc.; HMC Architects; Marlene Imirzian and Associates; tBP Architecture; Michael Merino Architecture; Steven Fader Architects; Studio One Eleven; PSOMAS; P2S Engineering; RKA Engineering; Sally Swanson; and Ted Tanaka for architectural/engineering services for the Measure RR Construction Program.

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

DATE: October 12, 2016

CONSENT

SUBJECT: Biological Consulting Services - Solar Photovoltaic Project

BACKGROUND

As part of the construction of the new Solar Photovoltaic Project to be built at the parcel on the west side of Grand Avenue, it will be necessary to contract with an environmental consultant to ensure compliance with the biological permits required for the project, as well as to monitor the construction and development of the new habitat areas as required in the Environmental Impact Report and biological permits.

ANALYSIS AND FISCAL IMPACT

Helix Environmental Planning, Inc. has been involved with the Solar Project since the initial conception and has been instrumental in guiding the College through the process of applying for and receiving environmental permits in order to begin construction. The scope of services required during and after the construction process includes:

1. Permit Compliance - Helix will review biology-related permits and environmental documents and compile a checklist of conditions that includes the lead agency, permit number, expiration date, permit conditions, timing, and status. The checklist will be used by the compliance monitor and others working on the project to ensure that all permit conditions are adhered to.
2. Biological Construction Monitoring - As part of the permit conditions for the project, a qualified biologist is required to monitor construction to help ensure that the project remains in compliance. Helix will provide construction monitoring in accordance with the environmental conditions. Tasks include the preparation and distribution of notifications to agencies, documenting preconstruction conditions, help ensuring that all construction activities and staging areas are restricted to the approved limits of disturbance, and monitoring noise levels in the preserved habitat at the West Parcel during the 2017 bird breeding season (February 15 through August 30).

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

SUBJECT: Biological Consulting Services – Solar Photovoltaic Project

DATE: October 12, 2016

3. Biological Site Preparation and Installation Monitoring - Helix will provide oversight of the restoration work to ensure proper installation of the habitat, including approving seed and plant orders, ensuring contractor's personnel understand the project requirements and limitations, inspections for site preparation and plant/seed installation, monitoring the activities of the maintenance crew during the initial 120-day establishment period, and preparing a letter for submittal to the appropriate agencies stating that the installation is complete and the five-year maintenance and monitoring period has begun.
4. Reference Transect Data - Quantitative measurements will be made in the mule fat scrub and coastal sage scrub prior to the commencement of grading activities. This data will be used as part of the annual success monitoring.
5. Five-Year Biological Monitoring - Following completion of the installation of the habitat, Helix will monitor the development for five years. Monitoring visits will be conducted monthly during year one, eight visits during year two, and quarterly visits during years three through five. Also, Helix will conduct annual technical monitoring visits in the late spring during the five-year maintenance and monitoring period. Quantitative data will be collected each year. Helix will prepare an annual report which will include botanical observations and a summary of whether the restoration effort is progressing and meeting the required success standards. The reports also will recommend remedial measures that may be required.
6. Agency Sign-Off Coordination - Helix will coordinate the receipt of a final sign-off letter from the involved agencies.

The fee for these services is based on time and materials required, not to exceed \$245,725.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	CONSENT
SUBJECT:	<u>Agreement with Tilden Coil Constructors for Construction Management Services - Athletics Complex East</u>	

BACKGROUND

In September 2015, the Board of Trustees approved a Master Agreement with Tilden-Coil Constructors, Inc. to provide construction management services for College building projects. The Master Agreement provides for special awards to be submitted to the Board of Trustees for each project.

ANALYSIS AND FISCAL IMPACT

The Athletics Complex East project will soon be entering the bid and award phase and will require the support of a qualified construction management firm.

Tilden-Coil Constructors has submitted a fee proposal for construction management services for the project, in accordance with the terms of the Master Agreement. The fee consists of an overhead and profit component, and an actual cost component. The overhead and profit will be calculated as 3.8% of the total cost of construction plus the actual cost of general conditions and general requirements. The project construction costs are currently estimated at \$71,866,872, including contingency, allowances, and escalation.

The general requirements and general conditions will be billed at approved hourly rates and actual costs. General conditions and general requirements include on-campus project management, supervision, and administrative support as well as specific time-driven project elements such as temporary fencing, on-site office space, and sanitary facilities.

Funding Sources

Measure RR Bond (Series A) funds.
 Bond Anticipation Note (BAN) (Series 2) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Tilden Coil Constructors, Inc. for construction management services for the Athletics Complex East, as presented.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #7

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

DATE: October 12, 2016

CONSENT

SUBJECT: Modification of Agreement with Tilden Coil Constructors for
Preconstruction Services – Athletics Complex East

BACKGROUND

In September 2015, the Board of Trustees approved a Master Agreement with Tilden-Coil Constructors, Inc. to provide construction management services for College building projects. The Master Agreement provides for special awards to be submitted to the Board of Trustees for each project.

ANALYSIS AND FISCAL IMPACT

In July 2013, the Board of Trustees approved the agreement for preconstruction services for the Athletics Complex East Project. The original agreement was approved with a fee of 0.75% of an estimated preliminary construction budget of \$35,568,750, for a total of \$266,765.63.

Following completion of the design phase of the project, and in accordance with the terms of the Master Agreement, a modification to the existing agreement for preconstruction services is required due to an increase in the estimated construction budget. The revised construction budget currently is \$71,866,872 for a total preconstruction fee of \$539,000.87. Therefore, an increase to preconstruction agreement of \$272,235.24 is required.

Funding Sources

Measure RR Bond (Series A) funds.
Bond Anticipation Note (BAN) (Series 2) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the modification to the agreement for preconstruction services with Tilden Coil Constructors, Inc. for the Athletics Complex East, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

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

DATE: October 12, 2016

CONSENT

SUBJECT: Professional Consulting Services - Parking and Circulation Master Plan

BACKGROUND

As part of the Educational and Facilities Master Planning process, the College must evaluate the regional traffic circulation patterns and the existing parking and transportation network within the College, identify deficiencies or areas of improvement, determine needs to serve future growth, estimate the approximate cost of the recommended improvements, and prioritize the recommended improvements.

ANALYSIS AND FISCAL IMPACT

Psomas has presented a proposal to develop the Parking and Circulation Master Plan. Specific tasks in this study include a review of relevant technical documents and information; an inventory of existing conditions, a parking survey and summary of findings, evaluation of future needs through 2025, conceptual development of the transit center in coordination with the Foothill Transit Authority, and identification and prioritization of recommended improvements. A Traffic Impact Study will also be completed. There is also an option for evaluation of future needs beyond 2025.

Psomas's fee for the proposed work is \$197,900, plus reimbursable expenses not to exceed \$11,000, for a total of \$208,900. This fee includes an allowance of \$45,000 for the Traffic Impact Study, \$15,000 for optional stakeholder meetings/workshops, and \$18,000 for an optional evaluation of future needs beyond 2025.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

In order to complete the required facilities planning activities, to commence the design phase for construction and renovation projects, and provide ongoing maintenance for campus equipment and systems, 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:	Athletics Complex East	
Item	Description:	Amount	
	Survey, testing, and field inspection for asbestos and lead at the buildings to be demolished during the construction of the Athletics Complex East Project. Develop project specifications for bidding.	\$8,115.00	
	Contract Amount:	\$8,115.00	

#2	Consultant:	Psomas	
	Project:	Athletics Complex East	
Item	Description:	Amount	
	Professional services for the preparation of a Storm Water Pollution Prevention Plan (SWPPP) for the Athletics Complex East Project, and to provide a Qualified SWPPP practitioner to perform mandated inspections and reporting requirements.	\$60,000.00	
	Reimbursable expenses, not to exceed	\$4,000.00	
	Contract Amount:	\$64,000.00	

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

SUBJECT: Professional Design and Consulting Services

DATE: October 12, 2016

#3	Consultant:	Ridge Landscape Architects.
	Project:	Student Center Temporary Space
Item	Description:	Amount
	Professional landscape design services for the restoration of the landscaped area following the installation of the project infrastructure for the Student Center Temporary Space modular buildings.	\$7,740.00
	Contract Amount:	\$7,740.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	CONSENT
SUBJECT:	<u>Continuing Education Building 40 Upgrades – Phase II, General Construction (Bid No. 3095)</u>	

BACKGROUND

Phase I of the Continuing Education Building 40 renovation project was approved by the Board of Trustees in December 2015. The Phase I project provided for the renovation of 9,500 square feet of temporary space for classrooms, offices, and support spaces.

Phase II will be a continuation of the remodel in this building and include the remodel of 7,000 square feet with new full-height walls for sound privacy, ceilings, electrical, fire sprinklers, fire alarm, telecomm, and data for offices and classroom space to support the growth in Continuing Education. This project will also include extension of the new heating, ventilation, and air conditioning system; new LED lighting that will increase energy efficiency; and improved technology for all spaces.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Thirty-three contractors were invited to participate in the bid process with 23 contractors attending the job walk. Six bids were received and publicly opened on September 9, 2016. A summary of bids is as follows:

Company/Location	Base Bid Amount
Dalke & Sons Construction, Inc., Riverside, CA	\$1,142,680
Harik Construction, Inc., Glendora, CA	\$1,217,000
K.A.R. Construction, Inc., Ontario, CA	\$1,263,000
Inland Building Construction Companies, Inc., San Bernardino, CA	\$1,295,400
Two Brothers Construction Corp., Buena Park, CA	\$1,300,000
Spec Construction Co., Inc., Ontario, CA	\$1,482,999

During the final review of the bids received, it was determined that clarifications to the low voltage specifications were needed. Therefore, it is in the College’s best interest to reject all bids, revise the drawings and specifications, and re-bid the project.

Prepared by: Teresa Patterson Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #11

SUBJECT: Continuing Education Building 40 Upgrades – Phase II, General
Construction (Bid No. 3095)

DATE: October 12, 2016

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects all bids for Bid No. 3095 – Continuing Education Building 40 Upgrades – Phase II, General Construction.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services – Added Services</u> <u>(Contract Amendments)</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 Amendments are presented for approval:

West Parcel Solar Project - additional biological consulting related to the extended environmental permitting for the project.

#1	Consultant:	Helix Environmental Planning, Inc.	No.	2
	Project:	Solar Photovoltaic Project		
Item	Description:	Amount		
	Additional biological consulting services due to changes requested during the permit acquisition process by the California Department of Fish & Game and the U. S. Fish and Wildlife Service.	\$28,000.00		
	Total	\$28,000.00		
	Original Contract Amount	\$36,815.00		
	Net Change by Previous Amendments	\$23,800.00		
	Net Sum Prior to This Amendment	\$60,615.00		
	Amount of Amendment No. 2	\$28,000.00		
	New Contract Sum	\$88,615.00		
	Total Project Budget including Site Improvements and Earthwork	\$13,723,645.00		
	Percentage of Change to the Total Project Budget	0.20%		

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

SUBJECT: Professional Design and Consulting Services – Added Services
(Contract Amendments)

DATE: October 12, 2016

West Parcel Solar Project – electrical engineering services for the addition of conduits connecting to the campus electrical system.

#2	Consultant:	P2S Engineering	No.	1
	Project:	Solar Photovoltaic Project		
Item	Description:		Amount	
	Provide additional engineering services necessary for the installation of four new 4” conduits between two new manholes.		\$7,500.00	
	Total		\$7,500.00	
	Original Contract Amount		\$46,500.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$46,500.00	
	Amount of Amendment No. 1		\$7,500.00	
	New Contract Sum		\$54,000.00	
	Total Project Budget including Site Improvements and Earthwork		\$13,723,645.00	
	Percentage of Change to the Total Project Budget			0.05%

Modular Building Installation – additional programming and design development for the Student Equity Center, and additional architectural services to meet user requirements.

#3	Consultant:	Steven Fader Architects	No.	5
	Project:	Modular Buildings Installation		
Item	Description:		Amount	
	Design modifications for architectural, electrical, and structural scope, including revisions to the ceiling structure and layout, LED lighting system design, and incorporation of modular wall systems.		\$33,350.00	
	Total		\$33,350.00	
	Original Contract Amount		\$77,450.00	
	Net Change by Previous Amendments		\$84,670.00	
	Net Sum Prior to This Amendment		\$162,120.00	
	Amount of Amendment No. 5		\$33,350.00	
	New Contract Sum		\$195,470.00	
	Total Project Budget		\$3,245,043.00	
	Percentage of this Change to the Total Project Budget			1.03%

SUBJECT: Professional Design and Consulting Services – Added Services
(Contract Amendments)

DATE: October 12, 2016

Athletics Complex - Add scope for redesign of scoreboard structure, additional audiovisual systems within the fieldhouse, grading updates, and disabled parking additions.

#4	Consultant:	HMC Architects	No.	3
	Project:	Athletics Complex		
Item	Description:	Amount		
	Additional architectural and engineering services to significantly increase the size of the scoreboard, requiring reengineering and reconfiguration to accommodate the new display size and accompanying infrastructure; additional audiovisual systems including infrastructure in the fieldhouse; update the project earthwork calculations and develop interim grading plans to accommodate various possible scenarios for the bidding of the project; and development of an additional disabled parking area in the northwest corner of the project to meet Division of State Architect requirements.	\$83,200.00		
	Total	\$83,200.00		
	Original Contract Amount	\$2,533,446.00		
	Net Change by Previous Amendments	\$1,327,996.00		
	Net Sum Prior to This Amendment	\$3,861,442.00		
	Amount of Amendment No. 3	\$83,200.00		
	New Contract Sum	\$3,944,642.00		
	Total Project Budget	\$87,795,000.00		
	Percentage of this Change to the Total Project Budget			0.09%

Funding Sources

Item #1 — Proposition 39 Energy funds, Year 4.

Item #2 — Unrestricted General Fund.

Items #3 and #4 — Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: October 12, 2016

CONSENT

SUBJECT: Athletics Modular Structure (Change Order)

BACKGROUND

In November 2014, the Board of Trustees approved the purchase of modular buildings from American Modular Systems, Inc. This includes a facility for the Kinesiology, Athletics, and Dance Division to provide a temporary teaching facility and offices in advance of the demolition of Building 50G, as part of the construction of the new Athletics Complex East project. The existing Building 50G is 22,707 square feet. The temporary facility will be 11,232 square feet. Utilizing only the most needed programs and doubling the already stressed occupancy of other facilities, this temporary solution will meet student demands during construction. The space consists of a free-weight and machine-weight room, offices, classrooms, and training and rehab rooms.

ANALYSIS AND FISCAL IMPACT

During the construction and installation of the building, it was necessary to revise the design of the building foundation due to the depth at which the existing underground utilities were located.

Bid No.		Contractor: American Modular Systems	CO No.	4
Item	Change and Justification:		Amount	Time
1	Delete below grade concrete foundation system with 18" crawl space and, instead, install Division of State Architect approved concrete mat slab foundation. This change is required due to unforeseen underground conditions and code compliance.		\$60,000.00	0 days
	Total		\$60,000.00	0 days
	Original Contract Amount		\$1,434,740.00	
	Net Change by Previous Change Orders		\$107,726.51	
	Net Sum Prior to This Change Order		\$1,542,466.51	
	Amount of Change Order No. 4		\$60,000.00	
	New Contract Sum		\$1,602,466.51	
Percentage of Change to Contract, to Date			11.69%	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

SUBJECT: Athletics Modular Structure (Change Order)

DATE: October 12, 2016

Athletics Modular	Date	Amount	%	American Modular Systems
Contract Amount		\$1,434,740.00		
C. O. No. 1	February 2016	\$36,636.10	2.55%	Delete hardware and installation of door standard hardware; delete flooring; construct data room and fire riser room; add security shutter; DSA plan check fees; and in-plant inspection fees.
C. O. No. 2	March 2016	\$36,302.00	5.08%	Structural and foundation changes; split cooling system; upgrade electrical panels; upgrade data conduit; marker boards.
C. O. No. 3	July 2016	\$34,788.41	7.51%	Revisions to doors; revision to the design of the concrete foundation.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: October 12, 2016

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Casian, Abigail
 Position: English as a Second Language Instructional Support Assistant New: No
 Department: English as a Second Language
 Range/Step: A-45, Step 1 Salary: \$1,363.95/month
 Job FTE: 0.475/12 months
 Effective: 10/13/16

Name: Juarez, Blanca
 Position: Student Services Outreach Specialist New: No
 Department: High School Outreach
 Range/Step: A-81, Step 1 Salary: \$4,108.46/month
 Job FTE: 1.00/12 months
 Effective: 10/13/16

Name: Milliken, James
 Position: Driver New: No
 Department: Disabled Student Program & Services
 Range/Step: A-45, Step 1 Salary: \$1,722.89/month
 Job FTE: 0.60/11 months
 Effective: TBD

Name: Monroy, Joel
 Position: Student Services Outreach Specialist New: Yes
 Department: High School Outreach
 Range/Step: A-81, Step 3 Salary: \$4,529.59/month
 Job FTE: 1.00/12 months
 Effective: 10/13/16

Prepared by: Human Resources Staff

Reviewed by: Abe Ali

Recommended by: Bill Scroggins

Agenda Item: Consent #15

SUBJECT: Personnel Transactions

DATE: October 12, 2016

Permanent New Hires (continued)

Name: Reed, James
Position: Coordinator, Project/Program
Department: Natural Sciences
Range/Step: A-95, Step 3
Job FTE: 1.00/12 months
Effective: TBD
New: Yes
Salary: \$5,206.64/month

Name: Ross, Tarik
Position: Student Services Outreach Specialist
Department: High School Outreach
Range/Step: A-81, Step 1
Job FTE: 1.00/12 months
Effective: 10/13/16
New: No
Salary: \$4,108.46/month

Name: Wailase, Salote
Position: Student Services Outreach Specialist
Department: High School Outreach
Range/Step: A-81, Step 1
Job FTE: 1.00/12 months
Effective: TBD
New: No
Salary: \$4,108.46/month

Promotion

Name: Schroeder, Rondell
Position: Procurement Specialist
Department: Fiscal Services
Range/Step: A-95, Step 3 + L25
Job FTE: 1.00/12 months
Effective: 10/13/16
Remarks: Formerly Senior Buyer
New: No
Salary: \$6,061.57/month

Changes of Assignment

Name: Jimenez, Amy
Position: Administrative Specialist II
Department: Technology and Health Division
Range/Step: A-75, Step 5
Job FTE: 1.00/12 months
Effective: 10/13/16
Remarks: Formerly 0.475 Job FTE/12 months
New: No
Salary: \$4,704.45/month

SUBJECT: Personnel Transactions

DATE: October 12, 2016

Changes of Assignment (continued)

Name: Thaysangkram, Sangvan
 Position: Administrative Specialist I New: No
 Department: Humanities and Social Sciences
 Range/Step: A-69, Step 5 Salary: \$4,012.02/month
 Job FTE: 1.00/12 months
 Effective: 7/1/16
 Remarks: Formerly 0.475 Job FTE/12 months

Reclassifications

Name: Anol, Jennifer May
 From: Human Resources Technician
 Department: Human Resources
 Range/Step: C-59, Step 3 Salary: \$4,942.00/month
 Job FTE: 1.00/12 months
 To: Human Resources Technician
 Department: Human Resources
 Range/Step: A-90, Step 3 Salary: \$4,953.94/month
 Job FTE: 1.00/12 months
 Effective: 11/1/16

Name: Aparicio, Erika
 From: Human Resources Technician
 Department: Human Resources
 Range/Step: C-59, Step 6 + L10 Salary: \$5,919.17/month
 Job FTE: 1.00/12 months
 To: Human Resources Technician
 Department: Human Resources
 Range/Step: A-90, Step 6 + L10 Salary: \$5,935.55/month
 Job FTE: 1.00/12 months
 Effective: 11/1/16

Name: Cetina, Maria
 From: Human Resources Technician
 Department: Human Resources
 Range/Step: C-59, Step 6 + L25 Salary: \$6,647.80/month
 Job FTE: 1.00/12 months
 To: Human Resources Technician
 Department: Human Resources
 Range/Step: A-90, Step 6 + L25 Salary: \$6,676.22/month
 Job FTE: 1.00/12 months
 Effective: 11/1/16

SUBJECT: Personnel Transactions

DATE: October 12, 2016

Reclassifications (continued)

Name: Granados, Cristal
From: Human Resources Technician
Department: Human Resources
Range/Step: C-59, Step 1 Salary: \$4,481.00/month
Job FTE: 1.00/12 months
To: Human Resources Technician
Department: Human Resources
Range/Step: A-90, Step 1 Salary: \$4,493.38/month
Job FTE: 1.00/12 months
Effective: 11/1/16

Name: Hernandez, Leticia
From: Human Resources Technician
Department: Human Resources
Range/Step: C-59, Step 6 Salary: \$5,719.00/month
Job FTE: 1.00/12 months
To: Human Resources Technician
Department: Human Resources
Range/Step: A-90, Step 6 Salary: \$5,734.83/month
Job FTE: 1.00/12 months
Effective: 11/1/16

Name: Scott, Eugenia
From: Human Resources Technician
Department: Human Resources
Range/Step: C-59, Step 3 Salary: \$4,942.00/month
Job FTE: 1.00/12 months
To: Human Resources Technician
Department: Human Resources
Range/Step: A-90, Step 3 Salary: \$4,953.94/month
Job FTE: 1.00/12 months
Effective: 11/1/16

SUBJECT: Personnel Transactions

DATE: October 12, 2016

Temporary Out-of-Class Assignments

Name: Lanuza, Marlyn
 From: Administrative Specialist III
 Department: Instructional Services
 Range/Step: A-81, Step 1 Salary: \$4,108.46/month
 Job FTE: 1.00/12 months
 To: Administrative Specialist IV
 Department: Instructional Services
 Range/Step: A-88, Step 1 Salary: \$4,404.83/month
 Job FTE: 1.00/12 months
 Effective: 8/10/16
 End Date: 1/31/17

Name: Tayag, Peter
 From: Custodian
 Department: Custodial Services
 Range/Step: B-34, Step 6 + L20 Salary: \$4,722.06/month
 Job FTE: 1.00/12 months
 To: Lead Custodian
 Department: Custodial Services
 Range/Step: B-46, Step 5 Salary: \$5,009.15/month
 Job FTE: 1.00/12 months + L20
 Effective: 7/14/16
 End Date: 6/30/17

Retirement

Ronald Mc Gregor, Custodian (Custodial Services) effective 9/14/16

CONFIDENTIAL EMPLOYMENT

Reclassification

Name: Bass, LaToya
 From: Administrative Specialist IV
 Department: Human Resources
 Range/Step: A-88, Step 2 Salary: \$4,625.08/month
 Job FTE: 1.00/12 months
 To: Executive Assistant I
 Department: Human Resources
 Range/Step: C-73, Step 1 Salary: \$5,151.00/month
 Job FTE: 1.00/12 months
 Effective: 11/1/16

SUBJECT: Personnel Transactions**DATE:** October 12, 2016**ACADEMIC EMPLOYMENT****Banking Leaves of Absence with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Arvidson-Perkins, Genene	Nursing	15	Fall 2017
Arvidson-Perkins, Genene	Nursing	15	Spring 2018
Esslinger, Sandra	Art History	3	Spring 2017
Ferguson, Crystal Lane	Communication	15	Fall 2016
Ferguson, Crystal Lane	Communication	15	Spring 2017
Golestaneh, Kamran	Chemistry	6.88	Spring 2016
Howell, Luisa	Foreign Languages	15	Spring 2017
Jagodka, Ralph	Accounting & Management	15	Fall 2016
Johnson, Michelle	Mathematics & Computer Sci.	15	Spring 2017
Knapp, Joshua	Psychology	3	Spring 2017
Lee, Phebe	Mathematics & Computer Sci.	15	Spring 2017
Louie, Charis	Psychology	3	Spring 2017
Ma, Jannie	Learning Assistance	3	Fall 2016
Nazzal, Jane	Learning Assistance	6	Spring 2017
Nejad, Iraj	Chemistry	15	Spring 2017
Rillorta, Linda	Sociology & Philosophy	3	Fall 2016
Sun, Christine	Mathematics & Computer Sci.	15	Spring 2017
Whalen, Margaret	English, Literature & Journal.	.5	Spring 2017

Salary Advancement for Full-time Faculty Column Crossover – 2016-17

Coursework and/or Degree earned

Name:	Neel, Monique	
Position:	Professor, Radiologic Technology	
Department:	Radiologic Technology	
Column/Step:	III-12	Salary: \$130,296.67/annual
Job FTE:	1.00/12 months	
Effective:	7/1/16	
Remarks:	Previously on Column II, Step 11	

Retirement

Christine Tunstall, Instructional Specialist, (DSP&S), effective 7/7/17

SUBJECT: Personnel Transactions

DATE: October 12, 2016

MANAGEMENT EMPLOYMENT

Permanent New Hires

Name: Martinez-Saldaña, Jose
 Position: Director, TRiO Programs New: No
 Department: Student Services
 Range/Step: M-13, Step 3 Salary: \$115,512.00/annual
 Job FTE: 1.00/12 months
 Effective: 10/17/16

Name: Miller, Paul
 Position: Sergeant, Police/Public Safety New: Yes
 Department: Public Safety
 Range/Step: M-7, Step 2 Salary: \$82,932.00/annual
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Rodriguez Lupercio, Isaac
 Position: Judicial Affairs Officer New: Yes
 Department: Student Life
 Range/Step: M-9, Step 2 Salary: \$93,060.00/annual
 Job FTE: 1.00/12 months
 Effective: 12/1/16

Name: Toyer, Robert
 Position: Sergeant, Police/Public Safety New: Yes
 Department: Public Safety
 Range/Step: M-7, Step 2 Salary: \$82,932.00/annual
 Job FTE: 1.00/12 months
 Effective: TBD

Retirement

Shirley Carolyn Keys, Dean, Student Services (Student Services), effective 12/21/16

President's College Champion Award Recipients

Bruce Nixon (Technology and Health) - \$500
 John Lewallen (Marketing and Communication) - \$500
 Liesel Reinhart (Communications) - \$500

SUBJECT: Personnel Transactions**DATE:** October 12, 2016**TEMPORARY EMPLOYMENT****Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Hasegawa, Yvonne	Lead Library Technician	Absence	Library	23.24	08/29/16-10/31/16
Lamas, Martin	Administrative Specialist III	Absence	Instruction	23.70	09/14/16-06/30/17
Rebolledo, Stephen	Custodian	Absence	Custodial Services	18.07	09/23/16-06/30/17
Reynoso, Humberto	Lab Technician, Digital Arts	Vacancy	Fine Arts	23.24	08/19/16-12/23/16
Ritter, David	Lab Technician, Digital Arts	Vacancy	Fine Arts	23.24	08/29/16-09/14/16
Wailase, Salote	Administrative Specialist III	Pool	Student Services	23.70	08/29/16-12/30/16

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acosta, William	Tutor IV	The Writing Center	12.75	08/29/16-02/17/17
Alvarez, Raelyn	Administrative Aide	Upward Bound	13.00	10/13/16-02/24/17
Brambila, Alexander	Administrative Aide	EOPS/CARE	13.00	07/01/16-12/21/16
Contreras, Bianca	Study Skills Assistant III	Adult Basic Education	12.50	10/13/16-06/30/17
Corado, Fergie	Administrative Aide	EOPS/CARE	13.00	07/01/16-12/21/16
Garavito, Christine	Tutor IV	The Writing Center	12.75	08/29/16-02/24/17
Hernandez, Lidia	Administrative Aide	Bridge Program	13.00	08/29/16-02/24/17
Lopez, Krystal	Human Resources Aide	Human Resources	16.25	10/13/16-12/16/16
Marinelli, Ana-Lia	Study Skills Assistant III	The Writing Center	12.50	08/29/16-02/24/17
Orona, Cynthia	Library Aide III	Library	12.50	08/29/16-06/30/17
Paz, Genoveva	Tutor III	The Writing Center	11.50	08/29/16-02/24/17
Phillips, Donna	Tutor IV	The Writing Center	12.75	08/29/16-02/24/17
Sanchez-Camacho, Karla	Administrative Aide	EOPS/CARE	13.00	08/29/16-09/30/16
Sandoval, Maria	Tutor III	Tutorial Services	11.50	10/13/16-06/30/17
So, Katherine	Study Skills Assistant II	The Writing Center	11.50	08/29/16-02/17/17
Toledo, Anthony	Study Skills Assistant II	The Writing Center	11.50	08/29/16-02/17/17
Turner, Tracey	Model	Fine Arts	25.00	10/13/16-06/30/17

Professional Expert Employees-Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abrams, Kristina	Tutorial Specialist I	Paralegal	17.00	08/01/16-06/30/17
Adamiak, Ann	Interpreter III	DSP&S	35.00	08/29/16-06/30/17
Alirez, Janell	EMT Specialist	Medical Services	21.00	07/01/16-06/30/17
Anchondo, Arturo	Interpreter I	Humanities	25.00	09/02/16-06/30/17
Anchondo, Arturo	Interpreter I	Human Resources	25.00	08/01/16-06/30/17
Arnold, Jason	Project Specialist	Kinesiology, Ath. & Dance	25.00	09/01/16-06/30/17
Baeza, Veronica	Recruiting Coordinator	Natural Sciences	25.00	08/01/16-06/30/17
Baeza, Veronica	Recruiting Coordinator	Teacher's Prep. Institute	25.00	08/22/16-06/30/17
Banks, Twyla	Interpreter I	Sign Language	25.00	08/29/16-06/30/17
Banks, Twyla	Interpreter I	Human Resources	25.00	08/01/16-06/30/17

SUBJECT: Personnel Transactions**DATE:** October 12, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Barragan, Secily	Tutor Specialist I	The Writing Center	17.00	08/29/16-02/16/17
Bartling, Kathrine	Interpreter I	Human Resources	25.00	08/01/16-06/30/17
Bell, Glennon	Theatrical Rigger I	Technical Services	12.50	09/15/16-06/30/17
Bolton, John	Project Coordinator	Event Services	35.00	08/01/16-06/30/17
Briley, Faithe	Project Expert/Specialist	Continuing Education	25.00	07/01/16-06/30/17
Brown, Amber	Technical Expert I	Nursing	35.00	08/29/16-06/30/17
Budiman, Kartika	Technical Expert II	Nursing	45.00	08/22/16-06/30/17
Bulmer, Euan	Lecturer-Fire Technology	Public Safety	37.50	08/29/16-06/30/17
Cantwell, Kimberly	Interpreter I	DSP&S	25.00	08/29/16-06/30/17
Carr, Brian	Interpreter II	Sign Language	30.00	08/29/16-06/30/17
Castro, Candice	Teaching Aide	Adult Basic Ed	13.50	08/29/16-06/30/17
Cazares, Kyle	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	08/01/16-06/30/17
Chung, Christopher	Tutorial Specialist I	Paralegal	17.00	08/01/16-06/30/17
Corbel, Regina	Technical Expert I	Nursing Dept	35.00	09/19/16-06/30/17
Cordova, Jennifer	CDC Assistant I	Child Development Ctr.	10.00	09/12/16-06/30/17
Costales, Jeffrey	Project Expert/Specialist	Business Division	25.00	08/15/16-06/30/17
Cozart, Bryan	Teaching Aide	Natural Sciences	13.50	08/29/16-12/18/16
Cunningham, Courtney	Technical Expert I	Nursing	35.00	09/26/16-06/30/17
Delgadillo, Breana	Aquatics Assistant I	Continuing Education	10.00	09/01/16-06/30/17
Dinh, Ann	CDC Teacher II	Child Development Ctr.	11.25	09/08/16-06/30/17
Doran, Ryan	Program Supervisor II	Technical Services	16.75	08/15/16-06/30/17
Dorough, Darlene	Interpreter III	Sign Language	35.00	08/29/16-06/30/17
Duarte, Justin	Program Supervisor II	Technical Services	16.75	08/15/16-06/30/17
Escandon, Christina	Project/Program Aide	STEM Program	20.00	08/29/16-12/18/16
Fallon, Brian	Lecturer-Fire Technology	Public Safety	37.50	07/01/16-06/30/17
Foisia, L.E.	Project Administrator	School of Continuing Ed.	60.00	09/07/16-06/30/17
Froman, Vera	Project Coordinator	Research & Inst. Effect.	35.00	09/02/16-06/30/17
Garcia, Stephen	Fiscal Services Consultant	Fiscal Services	97.50	07/01/16-09/30/16
Garcia, Steven	Fiscal Services Consultant	Fiscal Services	83.50	09/15/16-06/30/17
Giffin, Alex	Lecturer-Fire Technology	Public Safety	37.50	09/22/16-06/30/17
Gonzalez, Elsa	Real Time Captioners IV	DSP&S	35.00	07/01/16-06/30/17
Gonzalez, Karely	ECD Master Teacher I	Child Development Ctr.	13.50	08/29/16-06/30/17
Hinds, Shawna	Technical Expert II	Nursing	45.00	09/12/16-06/30/17
Huang, Linda	ECD Master Teacher I	Child Development Ctr,	13.50	08/29/16-06/30/17
Hunter, Lorimar	Technical Expert I	Nursing	35.00	08/22/16-06/30/17
Hyatt, Amber	Project/Program Aide	Child Development Ctr.	20.00	07/01/16-06/30/17
Jacobs, Michael	Lecturer-Fire Technology	Public Safety	37.50	09/27/16-06/30/17
Jones, Jarend	Program Supervisor II	Technical Services	16.75	08/15/16-06/30/17
Jones, Peyton	Tutorial Specialist III	Paralegal	20.00	08/29/16-06/30/17
Kladouris, Jolene Marie	Tutoring Specialist IV	Learning Assistance Ctr.	23.25	07/01/16-06/30/17
Lamson, Joseph	Aquatics Assistant I	Continuing Education	10.00	08/29/16-06/30/17
Lara, Sharon	Tutorial Specialist IV	The Writing Center	23.25	07/01/16-06/30/17
Lee, Janella	Tutorial Specialist I	The Writing Center	17.00	08/29/16-02/16/17
Llamas, Alma	Program Supervisor II	Upward Bound	16.75	08/29/16-12/31/16
Lopez, Krystal	Project/Program Aide	Human Resources	20.00	09/14/16-10/31/16

SUBJECT: Personnel Transactions**DATE:** October 12, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Luna, Karol	CDC Assistant	Child Development Ctr.	10.00	08/26/16-06/30/17
Luna, Karol	CDC Teacher II	Child Development Ctr.	11.25	09/08/16-06/30/17
Manriquez-Castillo, Xochilt	Project/Program Aide	Continuing Education	20.00	08/01/16-06/30/17
McKinley, Jonathan	Lecturer-Fire Technology	Public Safety	37.50	08/29/16-06/30/17
Miller, Anthony	Lecturer-Fire Technology	Public Safety	37.50	08/29/16-06/30/17
Miramontes, Sandra	Technical Expert II	Nursing	45.00	08/29/16-06/30/17
Moron, Yendiz	Project/Program Aide	Instruction	20.00	08/01/16-06/30/17
Ortega, Sonia	Tutorial Specialist IV	The Writing Center	23.25	07/01/16-06/30/17
Ossner, Renee	Program Supervisor II	Teacher's Prep. Institute	16.75	08/22/16-06/30/17
Ossner, Renee	Program/Project Aide	Natural Sciences	20.00	08/25/16-06/30/17
Padilla, Lisette	CDC Assistant	Child Development Ctr.	10.00	08/29/16-06/30/17
Patel, Pratik	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	09/01/16-06/30/17
Perez, Mayra	Real Time Captioner IV	DSP&S	35.00	09/07/16-06/30/17
Razo, Angelica	Technical Expert II	Nursing	45.00	08/22/16-06/30/17
Rebensdorf, Chase	Interpreter II	Human Resources	30.00	08/01/16-06/30/17
Rider, Shannon	Technical Expert I	Nursing	35.00	09/06/16-06/30/17
Rodriguez, Guillermina	Technical Expert II	Nursing	45.00	08/29/16-06/30/17
Skibar, Carlos	Lecturer-Fire Technology	Public Safety	37.50	09/08/16-06/30/17
Vaniman, Barry	Sound Engineer II	Technical Services	20.00	08/22/16-06/30/17
Vaniman, Barry	Head Video Utility	Tech Services	50.00	08/22/16-06/30/17
Vasquez, Byron	Interpreter II	Humanities	30.00	08/29/16-06/30/17
Vazquez, Sabrina	Technical Expert II	Nursing	45.00	08/29/16-06/30/17
Villajin, Edna	Technical Expert II	Nursing	45.00	08/29/16-06/30/17
Wei, Carolyn	CDC Assistant	Child Development Ctr.	10.00	08/29/16-06/30/17

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abdelnour, Shady	Student Assistant II	Tutorial Services	10.75	08/29/16-02/19/17
Acevedo, Anna Virginia	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Adelman, Chelsea	Student Assistant I	Earth, Science & Astron.	10.00	08/31/16-02/26/17
Aguilar, Jesse	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Aguilera, Jessica	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Alexander, Julia	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/26/17
Allen, Brooke	Student Assistant III	Aquatics	11.50	08/24/16-12/18/16
Altamirano, Mayra	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Aluesi, Elisinoa	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Alvarez, Kahomy	Student Assistant I	Technical Services	10.00	09/16/16-02/26/17
Alvarez, Raelyn	Student Assistant V	Child Development	13.00	09/05/16-02/24/17
Amaya, Alexandra	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/26/17
Amezcuca, Liz	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Anaya, Sara	Student Assistant IV	Bridge Program	12.25	08/29/16-12/21/16
Ancira, Celia	Student Assistant III	Learning Assistance Ctr.	11.50	08/29/16-02/11/17
Anderson-Hernandez, Krysten	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Antillon, Brandon	Student Assistant III	Natural Sciences	11.50	08/30/16-12/22/16

SUBJECT: Personnel Transactions**DATE:** October 12, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Apolinario, Jackiemae	Student Assistant I	Interior Design	10.00	09/01/16-02/24/17
Arellano, Alexis	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Arellano, Esther	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Arteaga, Martin	Student Assistant V	Natural Sciences	13.00	08/29/16-12/18/16
Arteaga, Martin	Student Assistant I	Biological Sciences	10.00	08/31/16-12/30/16
Arvizu, Irma	Student Assistant V	Agricultural Sciences	13.00	08/29/16-02/25/17
Ashouri, Hassib	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Atchison, Felin	Student Assistant I	Technical Services	10.00	09/16/16-02/26/17
Atienza, Ryan Kevin	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Bailon, Stephanie	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Bailon, Stephanie	Student Assistant III	DSP&S	11.50	08/25/16-08/26/16
Balles, Mary	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Banuchi, Ryan	Student Assistant III	Agricultural Sciences	11.50	08/29/16-02/25/17
Barajas, Alex	Student Assistant IV	Bridge Program	12.25	08/29/16-12/21/16
Barron, Jazmin	Student Assistant III	Agricultural Sciences	11.50	08/29/16-02/25/17
Barron, Jazmin	Student Assistant III	Agricultural Sciences	11.50	09/19/16-02/24/17
Basto, Paula Lyn Quimson	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Batres, Josue	Student Assistant III	Learning Assistance Ctr.	11.50	08/29/16-02/11/17
Betancourt, Anthony	Student Assistant III	Natural Sciences	11.50	08/22/16-12/22/16
Biddle, Charles	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Bokelman, Cheyanne	Student Assistant III	Agricultural Sciences	11.50	09/05/16-02/24/17
Bonilla, Sergio	Student Assistant II	Admissions & Records	10.75	08/29/16-02/24/17
Bonilla, Stephanie	Student Assistant II	Assessment Center	10.75	08/29/16-02/17/17
Bordallo, Ana	Student Assistant IV	Arise Program	12.25	07/01/16-08/26/16
Briggs, Kaitlin	Student Assistant IV	Admissions & Records	12.25	09/15/16-02/17/17
Brillantes, Jeremy	Student Assistant I	DSP&S	10.00	08/25/16-08/26/16
Brillantes, Jeremy	Student Assistant I	DSP&S	10.00	08/29/16-02/24/17
Bush, Christopher	Student Assistant III	Perkins - Drafting/IDE	11.50	09/19/16-02/24/17
Caballero, Jessica	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Cabanillas-Camacho, Karen	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Cabrera, Jorge	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Cao, Jiaqi	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Caralde, Dionne	Student Assistant IV	Arise Program	12.25	08/29/16-12/16/16
Cardenas, Anna	Student Assistant V	EOPS/CARE	13.00	08/29/16-12/21/16
Cardenas, Lázaro	Student Assistant III	High School Outreach	11.50	08/29/16-12/16/16
Cardenas, Yarazet	Student Assistant III	High School Outreach	11.50	08/29/16-12/16/16
Carillo, Elsa G	Student Assistant V	Adult Basic Education	13.00	08/29/16-02/24/17
Carlos, Lindsey	Student Assistant I	Bursar's Office	10.00	08/08/16-08/26/16
Carlos, Lindsey	Student Assistant I	Bursar's Office	10.00	08/29/16-01/31/17
Carmona, Maegan	Student Assistant I	Bursar's Office	10.00	08/29/16-01/31/17
Carpenter, Jenna	Student Assistant I	Biological Sciences	10.00	09/07/16-12/15/16
Carranza, Franiel	Student Assistant I	Bursar's Office	10.00	08/29/16-01/31/17
Carreon, Sol	Student Assistant I	DSP&S	10.00	09/12/16-02/24/17
Carrillo, Elsa	Student Assistant V	Adult Basic Education	13.00	08/29/16-02/24/17
Castillo, Ashley	Student Assistant II	Assessment Center	10.75	08/29/16-02/17/17

SUBJECT: Personnel Transactions**DATE:** October 12, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Castillo, Ashley	Student Assistant II	Technical Services	10.75	09/01/16-02/26/17
Castillo, Mariel	Student Assistant I	Child Development Ctr.	10.00	09/06/16-02/24/17
Ceralde, Junnica	Student Assistant IV	Arise Program	12.25	07/01/16-08/26/16
Cesario, Garrett	Student Assistant II	Public Safety	10.75	08/29/16-02/26/17
Chaltron, Carlos	Student Assistant IV	Learning Assistance Ctr.	12.25	08/29/16-02/11/17
Chavez, Miranda	Student Assistant V	Natural Sciences	13.00	08/29/16-12/18/16
Chen, Haoyu	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Chen, Julian	Student Assistant IV	Admissions & Records	12.25	09/15/16-02/19/17
Chenet, Kevin	Student Assistant III	Bridge Program	11.50	08/29/16-12/21/16
Chenet, Kevin	Student Assistant III	Aspire Program	11.50	08/30/16-12/30/16
Cheng, Jonathan	Student Assistant I	Biological Sciences	10.00	08/31/16-12/30/16
Choi, Francisco	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Chung, Ky	Student Assistant II	ESL	10.75	08/29/16-01/08/17
Cisneros, Denise Bernice	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Cloutier, Joshua	Student Assistant IV	EOPS/CARE	12.25	08/29/16-12/16/16
Corcuera, Raul	Student Assistant III	Agricultural Sciences	11.50	08/29/16-02/25/17
Corona, Victoria	Student Assistant IV	Agricultural Sciences	12.25	08/29/16-02/25/17
Cortez, Danny	Student Assistant II	Public Safety	10.75	08/29/16-02/26/17
Covarrubias, Susana	Student Assistant V	Assessment Center	13.00	08/29/16-02/17/17
Crest, Justin	Student Assistant II	Tutorial Services-LAC	10.75	09/01/16-02/17/17
Cruz, Kaitlynn	Student Assistant V	DSP&S	13.00	08/29/16-02/24/17
Cuevas, Natalie	Student Assistant I	Child Development Ctr.	10.00	09/08/16-02/24/17
Cwiak, Daniel	Student Assistant IV	Technical Services	12.25	09/01/16-02/26/17
Dallas-Anderson, Valerie	Student Assistant V	Child Development Ctr.	13.00	09/21/16-02/24/17
Davis, Alexandria	Student Assistant IV	Financial Aid	12.25	08/29/16-12/23/16
Davis, Tina	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Dean, Danette	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Del Barrio, Maria	Student Assistant I	Bursar's Office	10.00	08/29/16-01/31/17
DeLara, Pablo	Student Assistant I	Technical Services	10.00	09/16/16-02/26/17
DeLeon, Ariel	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Desrochers, Justin	Student Assistant V	DSP&S	13.00	08/29/16-02/24/17
Deyan, Briana	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Duffin, Joshua	Student Assistant III	Agricultural Sciences	11.50	08/29/16-02/25/17
Dunlap, Dorian	Student Assistant III	Agricultural Sciences	11.50	08/29/16-02/25/17
Edwards, Angelina	Student Assistant V	Commercial & Ent. Arts	13.00	09/01/16-12/18/16
Ekerman, Ozgur	Student Assistant I	Child Development Ctr.	10.00	09/07/16-02/24/17
Espinoza, Victor	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Espinoza, Victor	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Espinoza, Victor	Student Assistant IV	Student Services	12.25	08/23/16-08/28/16
Espinoza-Ortega, Raquel	Student Assistant II	DSP&S	10.75	08/29/16-02/26/17
Esquivel, Pedro	Student Assistant V	Learning Assistance Ctr.	13.00	08/29/16-02/11/17
Estrada, Carmen J	Student Assistant IV	Financial Aid	12.25	08/29/16-12/23/16
Fernandez, Rudolph	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Fernandez, Silvia K	Student Assistant IV	Admissions & Records	12.25	09/15/16-02/19/17

SUBJECT: Personnel Transactions**DATE:** October 12, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Finau, Sateki	Student Assistant IV	Arise Program	12.25	08/29/16-12/16/16
Finau, Sateki	Student Assistant IV	Arise Program	12.25	07/01/16-08/26/16
Flores, Brenda M	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Fofrich, Joshua	Student Assistant III	Natural Sciences	11.50	08/22/16-12/22/16
Fortunati, Anthony	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Franco, Andrew	Student Assistant V	Transportation	13.00	08/29/16-02/26/17
Fuentes, Ernesto	Student Assistant V	DSP&S	13.00	09/09/16-12/18/16
Gabriel, Unique	Student Assistant II	Assessment & Matric.	10.75	08/29/16-02/17/17
Garcia, Cassandra	Student Assistant III	Psychiatric Technician	11.50	09/12/16-02/24/16
Garcia, Joel	Student Assistant I	Technical Services	10.00	09/16/16-02/26/17
Garcia, Karmin	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Garcia, Raul	Student Assistant II	Public Safety	10.75	08/29/16-02/26/17
Garcia, Raul	Student Assistant II	Public Safety	10.75	08/29/16-02/26/17
Garcia, Ricardo	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Garcia, Shelby	Student Assistant III	Aquatics	11.50	08/24/16-12/18/16
Garcia, Terumi	Student Assistant IV	Facilities Plan. & Mgmt.	12.25	08/18/16-08/28/16
Garcia, Terumi	Student Assistant III	Architecture	11.50	08/29/16-02/24/17
Gastelum, Bigdail	Student Assistant III	DSP&S	10.75	08/29/16-02/26/17
Gelert, John	Student Assistant II	Respiratory Therapy	10.75	08/29/16-06/30/17
Giannotti, Julia	Student Assistant IV	Agricultural Sciences	12.25	08/29/16-02/25/17
Gillett, Brandon	Student Assistant II	Business	10.75	08/01/16-08/28/16
Gillett, Brandon	Student Assistant II	Business	10.75	08/29/16-12/21/16
Gonzales, Vincent	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Gonzalez, Catalina	Student Assistant II	Assessment & Matric.	10.75	08/29/16-02/17/17
Gonzalez, Jahaira	Student Assistant III	DSP&S	11.50	08/29/16-12/18/16
Gonzalez, Michael	Student Assistant V	EOPS/CARE	13.00	08/29/16-12/21/16
Gonzalez, Saharra Natalie	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Gonzalez, Stephanie	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Greenspon, Rita Leigh	Student Assistant I	Earth Sci. & Astro.	10.00	08/29/16-02/21/17
Gudvangen, Kyle	Student Assistant I	Earth Sci. & Astro.	10.00	08/08/16-08/28/16
Gutierrez, Elizabeth	Student Assistant I	Child Development Ctr.	10.00	09/08/16-02/24/17
Guzman, Jersey	Student Assistant I	Technical Services	10.00	09/16/16-02/26/17
Hakim, Khadija	Student Assistant V	DSP&S	13.00	08/29/16-02/24/17
Hakopyan, Talin	Student Assistant II	Humanities	10.75	08/29/16-02/24/17
Haro, Christopher	Student Assistant I	Theater	10.00	09/01/16-02/26/17
Harris, Christopher	Student Assistant III	Drafting	11.50	09/08/16-02/24/17
Hernandez, Aaron	Student Assistant III	Radio Broadcast	11.50	09/01/16-02/26/17
Hernandez, Brianda	Student Assistant III	Financial Aid	11.50	08/22/16-08/28/16
Hernandez, Brianda	Student Assistant III	Financial Aid	11.50	08/29/16-12/23/16
Hernandez, Valentina	Student Assistant II	DSP&S	10.75	08/25/16-08/26/16
Hernandez, Velentina	Student Assistant V	DSP&S	13.00	08/29/16-02/24/17
Hill, Jared	Student Assistant III	Technical Services	11.50	09/15/16-02/19/17
Holmes, Anita	Student Assistant II	Assessment & Matric.	10.75	08/29/16-02/17/17

SUBJECT: Personnel Transactions**DATE:** October 12, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Huang, Linjun	Student Assistant II	Architecture	10.75	09/05/16-02/24/17
Huang, Terry	Student Assistant IV	Arise Program	12.25	08/29/16-12/16/16
Hughey, Joshua	Student Assistant V	Child Development Ctr.	13.00	09/05/16-02/24/17
Irigoyen, Andres	Student Assistant I	Biological Sciences	10.00	08/29/16-02/26/17
Jan, Osmond	Student Assistant II	Agriculture Sciences	10.75	08/29/16-02/25/17
Jim, Michael	Student Assistant III	Agricultural Sciences	11.50	08/29/16-02/25/17
Jimenez, Amanda	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Jimenez, Carlos	Student Assistant III	Agricultural Sciences	11.50	08/29/16-02/25/17
Jimenez, Sara	Student Assistant V	Natural Sciences	13.00	08/29/16-12/18/16
Jimenez-Larios, Itsel	Student Assistant IV	Child Development Ctr.	12.25	08/29/16-02/24/17
Joromat, Eric	Student Assistant V	Commercial & Ent. Arts	13.00	09/01/16-12/18/16
Juarez, Ashley	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Juarez-Ugalde, Alejandro	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Just Jones, Guenevere Zoe	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Khakheria, Brian	Student Assistant III	DSP&S	11.50	09/08/16-02/24/17
Khalil, Dalia	Student Assistant IV	Adult Basic Education	12.25	08/29/16-02/24/17
Kimes, Jerome	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Kohitolu, Finau	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Krishnan, Srividya	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Krolik, Hannah	Student Assistant III	Aquatics	11.50	08/24/16-08/28/16
Kynard, Ryan	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Lamelin, Dominique	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Laura, Genesis	Student Assistant III	Fashion	11.50	08/29/16-02/24/17
Lavaki, Mekemeke S	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Lee, Tao Yang Noel	Student Assistant IV	Commercial & Ent. Arts	13.00	09/01/16-12/18/16
Leinz, Caleb	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Leon Menjivar, Andrea	Student Assistant I	DSP&S	10.00	08/25/16-08/26/16
Leon Menjivar, Andrea	Student Assistant I	DSP&S	10.00	08/29/16-02/24/17
Liu, Jennie	Student Assistant II	Assessment Center	10.75	08/29/16-02/17/17
Lizama, Breanne	Student Assistant III	High School Outreach	11.50	08/29/16-12/16/16
Lokotul, Nefetalai	Student Assistant IV	Student Services	12.25	08/23/16-08/28/16
Lokotul, Nefetalai	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Lwanga, Peace	Student Assistant III	Technology & Health	11.50	09/12/16-02/24/17
Madero, Cassandra	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Manahan, Justinne	Student Assistant I	Biological Sciences	10.00	09/06/16-12/20/16
Mares, Octavio	Student Assistant IV	Agricultural Sciences	12.25	08/29/16-02/25/17
Martinez, Adriana	Student Assistant II	Public Safety	10.75	08/29/16-02/26/17
Martinez, Fabian	Student Assistant IV	EOPS/CARE	12.25	08/29/16-12/21/16
Martinez, Shawdae	Student Assistant II	Assessment Center	10.75	08/29/16-02/17/17
Matavao, Ruth	Student Assistant IV	Arise Program	12.25	08/29/16-12/16/16
Mathis-Thomas, Crystal	Student Assistant IV	Learning Assistance Ctr.	12.25	08/29/16-02/11/17
Mauro, Arielle	Student Assistant I	DSP&S	10.00	08/25/16-08/26/16
Mauro, Arielle	Student Assistant I	DSP&S	10.00	08/29/16-02/24/17
Medina, Odeth	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Mekhail, Mina Mourad	Student Assistant I	Learning Assistance Ctr.	10.00	08/29/16-02/17/17

SUBJECT: Personnel Transactions**DATE:** October 12, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Mendoza, Alejandra	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/26/17
Mendoza, Elizabeth	Student Assistant V	Agricultural Sciences	13.00	08/29/16-02/25/17
Misheva, Yoana	Student Assistant II	Assessment Center	10.75	08/29/16-02/17/17
Mo, William	Student Assistant V	Business	13.00	08/29/16-02/24/17
Montes, Daisy	Student Assistant II	Assessment Center	10.75	08/29/16-02/17/17
Moon, Brian	Student Assistant V	DSP&S	13.00	09/06/16-12/18/16
Muehlen, Brian	Student Assistant V	Agricultural Sciences	13.00	08/29/16-02/25/17
Murguia, Emilie	Student Assistant III	The Writing Center	11.50	08/29/16-02/16/17
Murphy, Tiana	Student Assistant V	Commercial & Ent. Arts	13.00	09/01/16-12/18/16
Naguít, Geralyn	Student Assistant IV	Nutrition	12.25	08/29/16-02/26/17
Nelson, Kelly	Student Assistant V	Graphic Design	13.00	08/29/16-02/24/17
Ng, Fiona	Student Assistant V	Commercial & Enter. Arts	13.00	09/01/16-12/18/16
Nguyen, Catherine	Student Assistant III	Career & Transfer Svcs.	11.50	09/05/16-02/24/17
Nguyen, My	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Osei-Akosa, Justinian	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Osorio, Karen	Student Assistant IV	Student Services	12.25	08/23/16-08/28/16
Osorio, Karen	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Osuna, Harlen	Student Assistant V	DSP&S	13.00	09/16-16-12/18/16
Otico, Divine	Student Assistant V	DSP&S	13.00	08/29/16-02/24/17
Panley, Joseph	Student Assistant I	Agriculture Sciences	10.00	08/29/16-02/22/17
Pedraza, Moses	Student Assistant IV	Technical Services	12.25	09/01/16-02/26/17
Pina, Melissa	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Pla, Tiffany	Student Assistant I	DSP&S	10.00	08/29/16-02/24/17
Pogosova, Elena	Student Assistant V	DSP&S	13.00	08/29/16-02/24/17
Porras, Victoria	Student Assistant V	Agricultural Sciences	13.00	08/29/16-02/25/17
Preciado, Veronica	Student Assistant V	DSP&S	13.00	08/29/16-12/18/16
Pringle, Kristen	Student Assistant V	The Writing Center	13.00	08/29/16-02/24/17
Quinones, Juan	Student Assistant I	Earth Sciences & Astron.	10.00	08/29/16-02/24/17
Quiroz, Miguel	Student Assistant V	Nutrition	13.00	09/13/16-12/16/16
Qureshi, Maryam	Student Assistant V	Assessment & Matric.	13.00	08/29/16-02/17/17
Ramirez, Rocio	Student Assistant II	DSP&S	10.75	08/29/16-09/02/16
Rancano, Mitzy	Student Assistant II	Assessment & Matric.	10.75	08/29/16-02/17/17
Repreza, Christopher	Student Assistant V	Instruction	13.00	08/29/16-02/26/17
Richard, Lena	Student Assistant V	Counseling	13.00	09/06/16-02/24/17
Rios, Brandon	Student Assistant V	Aeronautics	13.00	09/05/16-02/24/17
Rivera, Duran	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Roa, Isamar	Student Assistant III	DSP&S	11.50	08/25/16-08/26/16
Roa, Isamar	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Robinson, Jacob	Student Assistant I	Tutorial Services	10.00	09/15/16-02/17/17
Rodriguez, Abigail	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Rodriguez, Ashley	Student Assistant III	Business	11.50	08/29/16-02/24/17
Rodriguez, Laura	Student Assistant II	DSP&S	10.75	08/25/16-08/26/16
Rodriguez, Laura	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Roeske, Alison	Student Assistant V	The Writing Center	13.00	08/29/16-02/16/17
Roman, Ramon	Student Assistant IV	Student Services	12.25	08/23/16-08/28/16

SUBJECT: Personnel Transactions**DATE:** October 12, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Roman, Ramon	Student Assistant IV	Student Services	12.25	08/29/16-02/26/17
Romero, Yesenia	Student Assistant V	Commercial & Enter. Arts	13.00	09/01/16-12/18/16
Russo, Kristen	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Russo, Todd	Student Assistant I	Kinesiology, Ath. & Dance	10.00	09/01/16-12/18/16
Salas-Sanchez, Edgar	Student Assistant V	Natural Sciences	13.00	08/29/16-12/18/17
Salazar, Theresa	Student Assistant III	Agricultural Sciences	11.50	08/29/16-02/25/17
Sanchez, Alejandro	Student Assistant II	Architecture	10.75	09/05/16-02/24/17
Sanchez, Mayra	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Sanchez, Rosie	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Sandoval, Maria J	Student Assistant I	Earth, Science & Astron.	10.00	09/01/16-02/26/17
Santamaria, William	Student Assistant IV	Computer Info. Systems	12.25	08/29/16-02/24/17
Schneider, Eric G	Student Assistant IV	Learning Assistance Ctr.	12.25	08/29/16-02/11/17
Scott, Lindsey D	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Shamsi, Wajeeha	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Shen, Chris	Student Assistant V	DSP&S	13.00	08/29/16-02/24/17
Shen, Chris F	Student Assistant IV	Student Services	12.25	09/01/16-12/30/16
Sierra, Justin James	Student Assistant IV	Fine Arts	12.25	09/01/16-02/26/17
Smith, Elizabeth P	Student Assistant III	The Writing Center	11.50	08/29/16-02/22/17
So, Anthony	Student Assistant III	The Writing Center	11.50	08/29/16-02/16/17
Solis, Roberta	Student Assistant I	Bursar's Office	10.00	08/29/16-01/31/17
Stella, Michael R	Student Assistant V	DSP&S	13.00	08/29/16-02/24/17
Summers, Andrew	Student Assistant V	Electronics	13.00	09/06/16-02/24/17
Thomas, Oliana L	Student Assistant III	DSP&S	11.50	09/07/16-02/24/17
Thomas, Yasmin	Student Assistant I	DSP&S	10.00	08/25/16-08/26/16
Thomas, Yasmin	Student Assistant I	DSP&S	10.00	08/29/16-02/24/17
Tikande, Koto	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Ting, Carey	Student Assistant V	Commercial & Enter. Arts	13.00	09/19/16-12/16/16
Torres, Alejandro	Student Assistant IV	Financial Aid	12.25	08/23/16-12/23/16
Torres, Matthew	Student Assistant IV	Student Services	12.25	09/01/16-12/30/16
Tran, Nguyet	Student Assistant IV	EOPS/CARE	12.25	09/05/16-12/21/16
Trejo, Jonathan T	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Tse, Romand	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Tseng, Mercedes C	Student Assistant V	Humanities	13.00	08/29/16-02/24/17
Tseng, Mercedes C	Student Assistant III	Career & Transfer Svcs.	11.50	09/19/16-02/24/17
Urcino, Kathy	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Uribe, Leslie	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Van Pelt, Steven	Student Assistant II	Technical Services	10.75	09/15/16-02/26/17
Vazquez, Carmen	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Velasco, Diana	Student Assistant III	The Writing Center	11.50	08/29/16-02/16/17
Venegas, Jennifer	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Villanueva, Adrian	Student Assistant II	Animation	10.75	08/29/16-02/26/17
Villegas, Melissa	Student Assistant IV	Tech & Health	12.25	08/29/16-06/30/17
Villesca, Anisa F	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Wailase, Priscilla	Student Assistant III	International Program	11.50	08/29/16-12/21/16
Walker, Sydney M	Student Assistant V	Natural Sciences	13.00	08/29/16-12/18/16

SUBJECT: Personnel Transactions

DATE: October 12, 2016

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
White, Michael	Student Assistant V	Graphic Design	13.00	08/29/16-02/24/17
Williams, Courtney B	Student Assistant V	Agricultural Sciences	13.00	07/01/16-08/27/16
Zapata, Alexander	Student Assistant IV	Adult Basic Education	12.25	08/29/16-02/24/17
Zhang, Charloette	Student Assistant V	DSP&S	13.00	08/29/16-02/24/17

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

DATE: October 12, 2016

CONSENT

SUBJECT: Master Pay Schedule for 2013-14, 2014-15, and 2015-16

BACKGROUND

In an effort to correct the findings of a recent CalPERS Compensation Review and Analysis Audit, Mt. SAC is combining all salary schedules into a single "Master Pay Schedule" document for 2013-14, 2014-15, 2015-16 (distributed as a separate document).

This document requires that all job description titles and pay ranges be on one document; it must include CSEA Chapter 262, CSEA Chapter 651, Confidential employees, Supervisors, Managers, and Executive Management; and must be board approved annually.

In all cases, the Board of Trustees has already taken action to approve these salary schedules through approval of negotiated Agreements and Meet-and-Confer Agreements.

ANALYSIS AND FISCAL IMPACT

This directive is in accordance with Government Code Section 20636.1 and California Code of Regulations Section 570.5 requirements.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Master Pay Schedule for 2013-14, 2014-15, and 2015-16.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #16

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>October 12, 2016</u>	CONSENT
SUBJECT: <u>New and/or Revised Management Job Classification Descriptions</u>	

BACKGROUND

To reflect the current needs of the College, the following Management job classification descriptions are being submitted for additions and/or modifications. Please note additions are underlined and deletions stricken:

- Director, Equal Employment Opportunity (EEO) Programs; and
- Director, Safety and Risk Management.

ANALYSIS AND FISCAL IMPACT

This job classification description is being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the New and/or Revised Management Job Classification Description.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Abe Ali</u>
	Agenda Item: <u>Consent #17</u>

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

**DIRECTOR, EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAMS
FLSA: EXEMPT – M-17**

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional and analytical work related to both student and employee Equal Employment and Opportunity (EEO) and Diversity Programs; develops the District's EEO Plan, develops and implements programs for and promotes diversity in the District's workforce; investigates and/or coordinates investigations of discrimination, harassment, and retaliation ("DHR") complaints from employees and students; manages Americans with Disabilities Act issues and provides reasonable accommodations to employees and students, manages the effective use of District and department resources to improve programmatic productivity and customer service. Serves as the District's Title IX Administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Human Resources. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities related to student and employee EEO and diversity at the District. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Assistant Vice President, Human Resources in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating programmatic work with other functions, programs, and departments.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Serves as the District's diversity officer in all matters regarding compliance with State and Federal labor laws and Equal Employment Opportunity (EEO) guidelines including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), Age Discrimination in Employment Act, California Fair Employment and Housing Act (FEHA), Title IX of the Education Amendments Act of 1972, Title V, relevant sections of the Education Code, and other related laws and regulations.
- Compliance with the Americans with Disabilities Act and providing reasonable accommodations for employees and students.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

- Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned program(s); recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the selection of, trains, motivates and evaluates assigned personnel; works with employees on performance issues; recommends disciplinary action. Participates in the development, administration, and oversight of the programmatic budget(s).
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the ~~Assistant~~ Vice President, Human Resources.
- Serves as District contact for all complaints filed for discrimination, including sexual harassment.
- Conducts and/or coordinates internal investigations regarding unlawful discrimination, including sexual harassment, such as interviewing parties, preparing reports, and analyzing investigative reports of findings and making recommendations for resolution.
- Prepares reports on employment/staff diversity as required by the District, State Chancellor's Office, and Federal/State compliance agencies.
- Provides training for, and coordinates assignment of, employees to serve as EEO Representatives during selection processes.
- Develops and presents training for selection committees and other staff regarding laws, regulations, policies and procedures for EEO, staff diversity, unlawful discrimination, and sexual harassment.
- Manages the reasonable accommodation interactive process pursuant to the guidelines established in the FEHA and the ADA.
- Collaborates with other administrators and personnel in directing and monitoring EEO-related activities to assure compliance with non-discrimination laws, policies, codes, and regulations.
- Provides technical information and assistance to the Vice President, ~~and Assistant Vice President~~, Human Resources, as well as, the District's President's Office regarding EEO activities, needs, and issues.
- Assists in the implementation of collective bargaining agreement and selected negotiations processes.
- Participates in the development of bid specifications and requests for proposals and the selection of outside vendors for purposes of workplace investigations and other subject matter expert advice.
- Coordinates services with other District departments and divisions and with outside agencies; coordinates a cooperative EEO and diversity program.
- Provides information to departments requesting status of investigations, grievances, and complaints.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

- Provides highly complex staff assistance to the ~~Assistant~~ Vice President, Human Resources; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards; serves as HR representative and/or co-chair on District committees and councils.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of EEO.
- Monitors changes in laws and regulations that may affect assigned functions; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
Bargaining unit contracts and salary schedules.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functions.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, direct, manage, and oversee a comprehensive public agency EEO and diversity program.
- Provide consultation concerning human resources operations, standards, requirements, practices and procedures.
- Ensure proper and timely resolution of personnel issues and conflicts.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in human resources, organizational psychology, business or public administration, or a related field and five (5) years of experience with EEO, including three (3) years of supervisory experience.

OR

A Master's Degree from a regionally accredited college or university with major coursework in human resources, organizational psychology, business or public administration, or a related field and three (3) years of experience with EEO, including one (1) year of supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public and private representatives in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

**DIRECTOR, SAFETY AND RISK MANAGEMENT
FLSA: EXEMPT – M-17**

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all safety and risk management functions and activities, including property and liability, loss control, workers' compensation, employee health benefits and wellness, and safety compliance programs including emergency preparedness; coordinates assigned activities with other District departments, divisions, officials, and outside agencies; provides highly responsible and complex professional assistance to the Vice President, Administrative Services in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Administrative Services. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all safety and risk management functions and activities, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Vice President, Administrative Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of safety and risk management policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating departmental activities with those of other departments, divisions, and outside agencies and managing and overseeing the complex and varied functions of assigned programs. The incumbent is accountable for accomplishing programmatic planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

- Assumes full management responsibility for all safety and risk management programs, services, and activities, including property and liability, loss control, workers' compensation, employee health benefits and wellness, and safety compliance programs including emergency preparedness.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for assigned programs; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of assigned program budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of program services by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Collaborates and coordinates loss control activities with various District departments and divisions to identify and correct hazardous conditions and to develop and implement related programs and procedures.
- ~~Administers~~ Assists in the administration of the District's employee health benefit and wellness program; ensure compliance with local, State and Federal guidelines and requirements; participate in the review, evaluation and selection of vendors and brokers/consultants; coordinates and ~~directs~~ chairs activities of the District's Insurance and Wellness Committees.
- Administers the District's property and liability programs; coordinates legal aspects of contracts with vendors and contractors; reviews and evaluates proposed contracts to determine insurance requirements and liability exposure to the District; participates in the review, evaluation and selection of vendors and contractors; recommends appropriate insurance coverage according to identified risks.
- ~~Coordinate District's Emergency Preparedness program and ensure compliance with all federal (NIMS) and State (SEMS) regulations. Coordinate regular emergency preparedness training for the college Emergency Preparedness Team.~~
- Develops and implements strategies to minimize risk by projecting potential losses to the District and determining appropriate responses to identified risks; compiles and analyzes risk management data; oversees investigation of safety hazards and liability issues; implements corrective actions and preventative measures and methods to reduce or eliminate potential losses and risks.
- Coordinates, directs, and participates in the investigation and response to workers' compensation claims filed against the District; evaluates claims and approves or recommends settlement or litigation options based on interpretation and application of established laws and investigative results; develops and implements procedures for claim administration; attends related depositions and hearings.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

- Plans, organizes, controls, and directs the District's safety program to ensure compliance with local, State, and Federal guidelines and requirements; coordinates and directs activities of the District's Safety Committee; recommends and implements mandated safety compliance programs; function as the Safety Officer under mandated OSHA standards.
- Coordinates and conducts training sessions and in-services for staff concerning safety and risk management programs, issues, and related policies and procedures.
- Oversees the processing of forms and applications; ensures mandated records and reports are completed according to established guidelines.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to safety and risk management programs.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of safety, risk management, and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, theories, and methods of safety and risk management programs, including property and liability, loss control, workers' compensation, employee benefits and wellness, and safety compliance programs.
- Principles and practices of contract management and insurance policies.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

- Principles, practices, and techniques of exposure identification, safety inspection, and accident investigation and related corrective actions.
- Technical, legal, financial, and public relations problems associated with the management of safety and risk management programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to safety and risk management programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for assigned programs and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of safety and risk management programs, projects, and administrative activities.
- Effectively represent the District and assigned programs in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

~~Equivalent to graduation from a regionally accredited four-year college or university with major coursework in risk management, human resources management, business or public administration, or a related field, and five (5) years of increasingly responsible experience working with safety and risk management programs, including two (2) years of supervisory experience.~~

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in risk management, human resources management, business or public administration, or a related field, and five (5) years of increasingly responsible experience working with safety and risk management programs, including two (2) years of supervisory experience.

OR

Equivalent to an Associate's degree from a regionally accredited college in business administration or a related field, and seven (7) years of increasingly responsible experience working with safety and risk management programs, including two (2) years of supervisory experience.

Preferred Qualifications:

Bachelor's degree from a regionally accredited college or university

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 12, 2016

sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public and private representatives in interpreting and enforcing departmental policies and procedures.

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

DATE: October 12, 2016

CONSENT

SUBJECT: School of Continuing Education Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Community Services Program Changes

Course Title/Program		
<ul style="list-style-type: none"> • Basic Life Support Provider • Heartsaver CPR AED – Adult & Pediatric • Heartsaver First Aid CPR – Adult & Pediatric 	Additional Instructor	Diaz, Fernando

2. New Contracts

Agency (Description of Services)	Expenses	Fee
Yolanda Quintana 556 N. Diamond Bar Blvd. #101 Diamond Bar, CA 91765 Consulting Services August 1 – June 30, 2017	Fee for Service Not to exceed \$5,000	\$0

3. Curriculum

Course Title/Program
New Certificates: Financial and Database Management Armed Services Vocational Aptitude Battery Test Preparation (ASVAB) Physical Therapy Aide Electronic Systems Technology – Cable and Wiring

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #18

SUBJECT: School of Continuing Education Additions and Changes

DATE: October 12, 2016

4. Contract Changes

Contract	Change
<u>CE Advisory Group Meeting</u> September 27, 2016 Omni Rancho Las Palmas Resort & Spa 41000 Bob Hope Dr. Rancho Mirage, CA 92270	Facility Rental includes Catering Not to exceed \$2,500 Deposit of \$500 waived Meeting in Conjunction With (MICW) Agreement CCCAOE 1400 K Street Sacramento, California 95814 Facility Rental Fee: \$500

Funding Source

Community Services: Student Registration Fees.

New Contracts: Contracting Agency.

Contract Education Development Programs: Technical Assistance Provider (TAP) Grant Funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	CONSENT
SUBJECT:	<u>Updated Adult Education Block Grant Allocation, AB104, Section 39, Article 9</u>	

BACKGROUND

The Mt. San Antonio Regional Consortium for Adult Education received Year 2 funds from the Adult Education Block Grant (AEBG), Budget Act per AB104, Section 39, Article 9. The funds are provided to eligible consortia for the purpose of implementing regional plans for adult education. The updated 2016-17 AEBG allocation to the Mt. SAC Consortium is \$33,098,322.

The Mt. San Antonio Regional Consortium for Adult Education is comprised of the following member districts: Baldwin Park Unified School District (USD), Bassett USD, Charter Oak USD, Covina-Valley USD, East San Gabriel Valley ROP, Hacienda La Puente USD, Mt. San Antonio Community College District, Pomona USD, and Rowland USD. The Consortium Steering Committee, consisting of district leaders, collaboratively determined for 2016-17, a Year 2 funding structure and each member’s allocation.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College’s 2016-17 total allocation of \$720,843, which includes a member allocation of \$438,124, and regional/joint expenditures along with Consortium unallocated funds in the amount of \$282,719.

Activities will be carried out with 2016-17 AEBG funds. The project will not impact the College budget.

Funding Source

Restricted Funds - Budget Act per AB104, Section 39, Article 9.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the updated AB104 Adult Education Block Grant Consortia funds for 2016-17, as presented.

Prepared by: _____	Madelyn A. Arballo	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #19

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>October 12, 2016</u>	CONSENT
SUBJECT: <u>In-House Repair Center Agreement with Scott Technologies, Inc.</u>	

BACKGROUND

Mt. SAC’s Fire Technology Department is a Regionally Accredited Training Program. A component of the accreditation agreement is to teach students how to use and properly maintain self-contained breathing apparatus (SCBA). This equipment must be properly maintained and serviced on an annual basis. The program currently has 52 complete SCBA backpacks and masks and 75 high pressure air cylinders.

Scott Technologies, Inc. (dba Scott Safety) requires a signed agreement allowing the Fire Technology Department to become an In-House Repair Center. This allows the Fire Technology Tool Technician the ability to immediately test and repair SCBA equipment as needed to support instruction.

ANALYSIS AND FISCAL IMPACT

There is no cost to enter into an agreement with Scott Technologies, Inc. (dba Scott Safety).

Funding Source

Not Applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the In-House Repair Center agreement with Scott Technologies, Inc. (dba Scott Safety), as presented.

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

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

DATE: October 12, 2016

CONSENT

SUBJECT: Contract Agreement with Global Perspective Speakers and Events

BACKGROUND

Professional and Organizational Development is supporting training for student equity programs and will host two workshops presented by Dr. Cornel West and Nate Howard, of Global Perspective Speakers and Events. Authorization is requested to contract with Global Perspective Speakers and Events for the event to be held on December 7, 2016.

Dr. Cornel West is Professor Emeritus at Princeton University and has also taught at Union Theological Seminary, Yale, Harvard, and the University of Paris. Dr. West is a frequent guest on the Bill Maher Show, CNN, C-Span, and Democracy Now. He is the author of 20 books with his most recent book titled, *Black Prophetic Fire*, which offers an unflinching look at nineteenth and twentieth-century African American leaders and their visionary legacies.

Nate Howard is a graduate of the University of Southern California (USC) and a professional speaker, poet, educator, and social entrepreneur. In May 2013, Mr. Howard made the front page of the Los Angeles Times for sparking a movement against racial profiling after 79 Los Angeles Police Department officers shut down his event at USC. He later founded Movement BE, a non-profit organization that creates curriculum to help young people discover their story through poetry.

This event will include an afternoon workshop with Nate Howard for students and staff who work with equity populations. The evening lecture with Dr. West will be offered as part of a professional development workshop for Mt. SAC employees. Additional seats will be available for students and community members. In conjunction with this event, employees will be invited to engage in a collaborative learning activity using Dr. West's most recent book.

ANALYSIS AND FISCAL IMPACT

This event will not exceed \$20,000.

Funding Source

Restricted Student Equity Fund (\$20,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Global Perspective Speakers and Events, as presented.

Prepared by: Lianne Greenlee Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins Agenda Item: Consent #21

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

DATE: October 12, 2016

CONSENT

SUBJECT: Contract Agreement with Volt Athletics

BACKGROUND

The Track and Field Program is requesting approval to use Volt Athletics as an online Strength and Conditioning Program for our student athletes. Volt Athletics provides a custom, sport specific, web-based program. They provide an individualized training plan that can be accessed online, anywhere, and at any time. This program allows advanced use of technology in the classroom. Volt training is backed by the latest science and research, utilizing only the safest and most effective training methods.

ANALYSIS AND FISCAL IMPACT

The Volt training program will provide an individualized training program that can be accessed online. The costs will not exceed \$3,500 for the 2016-17 academic year.

Funding Source

Track and Field Fundraising account (\$3,500).

RECOMMENDATION

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

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

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

DATE: October 12, 2016

CONSENT

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

BACKGROUND

Mt. San Antonio College received an award notification for an Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) grant titled “Arise,” funded by the U.S. Department of Education. The purpose of the project is to provide a networked link of services and activities to improve the academic achievement and personal development of Asian American and Native American Pacific Islander (AANAPI) students. The project’s five main components are:

1. Instructional support: instructional strategies to improve students’ English and math skills; Math Up project to refresh students’ math skills, prepare for the placement test, and promote early enrollment in math; interventions for English language learners; development of a community of learners; peer study halls; and tutorial support.
2. Counseling intervention: Arise Guided Pathways and checklist; one-on-one and group activities to inform, advise, and counsel students about educational planning and career planning; development of term-to-term educational plans; AANAPI guest speakers; individual counseling sessions; financial literacy workshops; and other culturally-appropriate counseling interventions.
3. Student development: culturally-specific activities designed to enhance AANAPI students’ awareness and pride in their cultural heritage; efforts to enhance students’ sense of self, goal direction, and self-confidence; Fale Fono (culturally-relevant practice that creates a safe space for students to discuss ongoing issues); digital storytelling; and leadership development activities.
4. Professional development: exploration of instructional strategies to promote success among English language learners and basic skills math students; training on culturally relevant instructional strategies; and faculty/staff workshops regarding AANAPI students’ cultural orientation to education and learning.
5. Research and evaluation: development, tracking, and ongoing assessment of student learning outcomes; adjusting and improving strategies based on data analysis; focus groups to determine the unique needs of specific AANAPI sub-populations; and dissemination of findings and model strategies to other institutions of higher education.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

DATE: October 12, 2016

ANALYSIS AND FISCAL IMPACT

This grant award notification is for the first year of funding (\$350,000) of a projected five-year award. The performance period for this grant is October 1, 2016, through September 30, 2021. The budget period for the first year of this grant is October 1, 2016, through September 30, 2017.

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

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

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

Funding Source

U.S. Department of Education.

RECOMMENDATION

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

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

DATE: October 12, 2016

CONSENT

SUBJECT: Child Development Training Consortium Grant: Acceptance of Funds

BACKGROUND

Mt. San Antonio College received an award notification for a sub-grant titled "Child Development Training Consortium," funded by the California Department of Education and passed through Yosemite Community College District. The purpose of the project is to address critical shortages in the number of licensed childcare center workers in California. The primary objective of the grant is to offer classes that meet the needs of the California Department of Education Child Development Division (CDD) and employees in CDD-funded programs. The College is eligible to generate up to 400 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit.

ANALYSIS AND FISCAL IMPACT

This sub-grant award totals \$10,000. The performance period for the sub-grant is September 1, 2016, through June 30, 2017.

The funding agency has approved the expenditure of grant funds to support the following: personnel, employee benefits, supplies, postage, and direct student aid.

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

Funding Source

California Department of Education through Yosemite Community College District.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Child Development Training Consortium grant funds, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

SUBJECT: Student Support Services Grant: Acceptance of Funds and Approval of Purchases

DATE: October 12, 2016

Funding Source

U.S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Student Support Services grant funds and approves the purchases, as presented.

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

DATE: October 12, 2016

CONSENT

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

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

This grant award notification is for the fifth year of funding (\$237,438) of a five-year award. The total grant award is \$1,390,186.

The performance period for this grant is September 1, 2012, through August 31, 2017. The budget period for the fifth-year grant award is September 1, 2016, through August 31, 2017.

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

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

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

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

DATE: October 12, 2016

Funding Source

U.S. Department of Education.

RECOMMENDATION

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

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

DATE: October 12, 2016

CONSENT

SUBJECT: 4-Year Review, Modified Courses, and New Certificate Effective with
the 2017-18 Academic Year

BACKGROUND

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

<u>4-Year Review</u>	<u>Course Title</u>
ANIM 111A	Animal Drawing
ENGL 1A	Freshman Composition
ENGL 1AH	Freshman Composition – Honors
ENGL 8A	Creative Writing – Fiction
ENGL 8C	Creative Writing – Novel
ENGL 8E	Creative Writing - Memoir
ENGL 8F	Creative Writing - Non-Fiction
ENGL 65	Grammar Review
FIRE 96	Work Experience in Fire Science
FASH 8	Introduction to Fashion
FASH 22	Fashion Design By Draping
FASH 59	Fashion Retailing
HRM 52	Food Safety and Sanitation
KINS 24A	Volleyball – Beginning
LIT 6B	Survey of English Literature
LIT 14	Introduction to Modern Poetry
LIT 20	African American Literature
LIT 36	Introduction to Mythology
MUS 22	Conducting
MUS 25A	Jazz Improvisation
MUS 48	Men's Vocal Ensemble
PHOT 21	Exploring Color Photography
PLGL 31A	Legal Analysis and Writing
PSYC 10	Statistics for the Behavioral Sciences

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #27

SUBJECT: 4-Year Review, Modified Courses, and New Certificate Effective with
the 2017-18 Academic Year

DATE: October 12, 2016

<u>Modified Courses</u>	<u>Course Title</u>
AHIS 6	History of Modern Art
AHIS 6H	History of Modern Art - Honors
AHIS 9	History of Asian Art and Architecture
ARCH 101	Design I - Elements of Design
ARCH 121	CADD and Digital Media Level I
GEOG 1	Physical Geography
GEOG 1H	Physical Geography – Honors
POLI 1	Introduction to American Government and Politics
POLI 1H	Introduction to American Government and Politics - Honors

New Certificate

Photography Video Production

ANALYSIS AND FISCAL IMPACT

The 4-year review, modified courses, and new certificates were developed and approved by their respective College departments and divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council.

Each course offered at Mt. San Antonio College has varying costs. Every effort is made to offer courses in a cost-effective manner through prudent enrollment management.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above 4-year review, modified courses, and new certificates, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	CONSENT
SUBJECT:	<u>Community Carnival and Open House Rental</u>	

BACKGROUND

Mt. San Antonio College is celebrating its 70th anniversary this fall. To celebrate the major milestone, unite the campus community, and build relationships with our external community, we are hosting the Community Carnival and Open House. We will invite our district to our campus, where participants can enjoy free carnival rides and Mt. SAC entertainment. Student groups will provide games and prizes for a small fee, offering them a fund-raising and outreach opportunity. Most important, Mt. SAC can showcase the wonderful programs and resources we have to offer our community.

Aside from assistance from the event production company, which was approved in August, Mt. San Antonio College requires additional rentals for the event.

ANALYSIS AND FISCAL IMPACT

The College is requesting authorization for the rental of two video game trucks that would accommodate 60 people at a time. A quote from Mobile Game Theater, LLC has been received with a fee of \$1,600.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the rental of the video game trucks that the College requires to host a successful 70th Anniversary Community Carnival and Open House, as presented.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Uyen Mai</u>
		Agenda Item:	<u>Consent #28</u>

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

DATE: October 12, 2016

CONSENT

SUBJECT: Contract with Cal Poly Pomona Foundation, Inc.

BACKGROUND

Student Services Administrators participate in a semi-annual off campus training day to review current projects and to collaborate on activities related to continued planning and evaluation as it relates to the Student Success and Support Program and Student Equity. This year, the training will be held on October 20, 2016, at the Kellogg West Conference Center.

ANALYSIS AND FISCAL IMPACT

The contract covers parking, continental breakfast, lunch, refreshments, and use of a meeting room at the Kellogg West Conference Center. There will be 20 participants at the training. The total amount of the contract is not to exceed \$3,000.

Funding Source

Restricted Fund – Student Success and Support Program.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Cal Poly Pomona Foundation, Inc., as presented.

Recommended by: Bill Scroggins Reviewed by: Audrey Yamagata-Noji
Agenda Item: Consent #29

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	CONSENT
SUBJECT:	<u>Contract with Strata Information Group for Financial Aid Consulting</u>	

BACKGROUND

New changes to financial aid administrative rules such as the move from Quality Assurance verification to Federal verification and the 2017-2018 implementation of prior-prior year FAFSA processing requires the Financial Aid Department to revamp processes and timelines. Expert consultation is needed to maintain federal compliance. Based on the Information Technology Department’s ongoing consultant relationship with Strata Information Group (SIG) regarding Banner systems administration, along with SIG’s knowledge of Banner financial aid, SIG is recommended for this consulting agreement.

ANALYSIS AND FISCAL IMPACT

Agreement for 4 weeks of in-person consultation with Financial Aid staff:

Week 1 (9/12 to 9/15): Functional Consulting and Preparation/Management to develop plan for weeks 2 to 4. Cost not to exceed \$8,300; cost is covered through prior Board approval (April 2016, Consent #14).

Weeks 2-4: Implement plan to provide training and deliverables to Financial Aid staff as agreed in week 1 to cover federal verification, re-tracking students for additional requirements, and enhanced automation of routine financial aid processes such as ISIR loading, exit loan counseling, and new aid year set up. Week 2 (10/10 to 10/14); Week 3 (12/5 to 12/9); Week 4 (12/12 to 12/12/16). Cost not to exceed \$33,200.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Strata Information Group, as presented.

Prepared by: _____	<u>Chau Dao</u>	Reviewed by: _____	<u>Audrey Yamagata-Noji</u>
Recommended by: _____	<u>Bill Scroggins</u>	Agenda Item: _____	<u>Consent #30</u>

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

DATE: October 12, 2016

CONSENT

SUBJECT: Honors Ambassadors Club Fund-raisers for Scholarships

BACKGROUND

Education Code 51521 requires that all organizations that conduct fund-raising to benefit students require prior approval from the District's governing board. The Associated Student Body Accounting Manual, published by the Fiscal Crisis and Management Assistance Team (FCMAT), states that scholarships paid from student body fund-raisers rather than from outside donations are normally not allowed because they do not benefit a group of students. The Board of Trustees may approve student club's fund-raisers specifically to raise scholarships funds. The funds will be disbursed in accordance with the established selection criteria for all scholarships through the Financial Aid scholarship procedures.

ANALYSIS AND FISCAL IMPACT

The Honors Ambassadors Club is requesting authorization to hold fund-raisers for scholarships to be awarded during the annual Mt. SAC Scholarship Awards Ceremony held in May of each academic year. The scholarship awarded per individual student will not exceed \$500.

Funding Source

Honors Ambassadors Student Club Fund-raisers.

RECOMMENDATION

It is recommended that the Board of Trustees approves the fund-raisers to raise funds for scholarships for the Honors Ambassadors Club, as presented.

Prepared by: Heidi Lockhart/Andrea Fejeran Sims

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #31

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	CONSENT
SUBJECT:	<u>Independent Contractors: Note Takers for the Disabled Student Programs and Services</u>	

BACKGROUND

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services (DSP&S) for the Fall 2016 semester.

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:

Providers	Not to Exceed
Alvarez, Marilyn	\$96
Badillo, Anna	\$192
Barajas, Nathalia	\$96
Basulto, David	\$192
Calderon Mondragon, Sandra	\$96
Campos, Yesenia	\$192
Carpenter, Heather	\$96
Chagolla, Janeane	\$96
Chi, Marilyn	\$96
Cruz, Maureen	\$288
Delgado, Haley	\$192
Dvorak, Kristen	\$96
Falcetti, Madelyn	\$96
Flores, Fernando	\$96
Gama, Ivette	\$96
Garcia, Matthew	\$192
Garcia, Talia	\$96
Gednov, Alexander	\$96
Gochi, Vanessa	\$96
Greer, Kelly	\$96

Providers	Not to Exceed
Haddad, Joseph	\$96
Hurtado, Adriana	\$192
Iglesias, Jasmine	\$288
Lim, Richard	\$96
Lopez, Michelle	\$192
Luong, Tracy	\$96
Maciel, Veronica	\$96
Mardis, Nancy	\$192
Martinez, Jose	\$96
Mijares, Jasmine	\$96
Navarette, Tamara	\$96
Navarro, Eduardo	\$96
Nugent, Christopher	\$96
Paredes, Maribel	\$96
Perez, Lizette	\$96
Recendez, Armando	\$96
Rivas, Nicole	\$96
Rodriguez, Lubby	\$96
Romero, Casandra	\$96
Rubio, Alicia	\$96

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #32

SUBJECT: Independent Contractors: Note Takers for the Disabled Student Programs
and
Services

DATE: October 12, 2016

Providers	Not to Exceed
Ruedas, Fabian	\$96
Ruiz Rodriguez, Stephanie	\$96
Salem, Monica	\$96
Sanchez, Erica	\$96
Slowe, Inger	\$96
Soto, Deziree	\$96
Suwanaloet, Sean	\$96
Sy, Roger	\$96
Tagoylo, Krystal Jo	\$96

Providers	Not to Exceed
Torres-Casso, Diego	\$96
Trejo, Julio	\$96
Valencia, Jasmine	\$96
Vergel De Dios, Emylou	\$192
Villasana, Marlene	\$96
Vizcaino, Anallely	\$96
Wilson, Jennifer	\$288
Young, Robert	\$96
Zhou, Rong	\$96

Funding Sources

Restricted Categorical Fund – Disabled Student Programs and Services.

RECOMMENDATION

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

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

DATE: October 12, 2016

CONSENT

SUBJECT: Contract with Cal Poly Pomona Foundation, Inc. for the Counseling
Department's Annual Training Day

BACKGROUND

The Counseling Department is requesting that the Board ratify a contract with Cal Poly Pomona Foundation, Inc. for its annual department training held September 23, 2016, at the Kellogg West Conference Center. Counseling Administrators, full-time faculty, and staff participate in team building activities and strategies to maintain quality service to our students. Other areas of review were:

1. SSSP implementation strategies review;
2. Pathways planning;
3. Basic Skills initiatives; and
4. Developing goals and a plan of action to implement.

ANALYSIS AND FISCAL IMPACT

The contract covers parking, continental breakfast, lunch, refreshments, and use of meeting rooms at Kellogg West Conference Center. The training will host 46 participants. The total amount of the contract is not to exceed \$4,100.

Funding Source

Restricted Fund – Student Success and Support Program.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with Cal Poly Pomona Foundation, Inc., as presented.

Prepared by: Thomas Mauch

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #33

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

DATE:	October 12, 2016	ACTION
SUBJECT:	Resolution No. 16-02 - A Resolution of the Board of Trustees of Mt. San Antonio College Certifying the Mt. San Antonio College 2015 Facilities Master Plan Update and Physical Education Projects; and	
	Program Final Environmental Impact Report (SCH 2002041161),	
	Adopting a Statement of Overriding Considerations, and Adopting a	
	Mitigation Monitoring Program	

BACKGROUND

The *Mt. San Antonio College 2015 Facilities Master Plan Update and Physical Education Projects Draft Subsequent Project and Program Environmental Impact Report (SEIR)* was circulated to the State Clearinghouse and to other interested local agencies (e.g., Cities of Walnut, Diamond Bar, Industry, Pomona and County of Los Angeles) for a 45-day public review period. The Notice of Completion for the Draft SEIR was published in the San Gabriel Valley Tribune and the Inland Valley Daily Bulletin on June 10, 2016, posted on campus and the College website and filed with the County of Los Angeles Recorder/Clerk of Court in Norwalk. Copies of the Draft SEIR were also made available for the public at the Mt. San Antonio College Library, the Walnut Public Library, and the College website.

All public comments on the Draft SEIR were due on July 28, 2016. The Final SEIR consists of responses to the public comments received on the Draft SEIR and the initial Draft SEIR. Volume 3: Response to Comments document (summary distributed as a separate document) was forwarded to all commenting agencies and groups 10 days prior to the public hearing. Volume 3 was also made available for the public at the Mt. San Antonio College Library, the Walnut Public Library, and the College website.

ANALYSIS AND FISCAL IMPACT

The Facilities Planning and Management Department has evaluated all public comments on the Draft SEIR and prepared responses pertaining to significant environmental issues. The public comments, responses, and any changes to the Draft SEIR are included in the Response to Comments document.

As stated, the Response to Comments was forwarded to all agencies or parties providing comments 10 days prior to the public hearing.

The Board of Trustees will consider adopting a Statement of Overriding Considerations (SOC) (summary distributed as a separate document) for the project. The SOC explains why the project should be adopted in spite of potential significant unavoidable adverse land use/planning, traffic, and historic resource impacts that are not mitigated to Less than Significant.

Prepared by:	Mikaela Klein/Gary L. Nellesen	Reviewed by:	Michael D. Gregoryk
Recommended by:	Bill Scroggins	Agenda Item:	Action #2

SUBJECT: Resolution No. 16-02 – A Resolution of the Board of Trustees of Mt. San Antonio College Certifying the Mt. San Antonio College 2015 Facilities Master Plan Update and Physical Education Projects; and Program Final Environmental Impact Report (SCH 2002041161), Adopting a Statement of Overriding Considerations, and Adopting a Mitigation Monitoring Program

DATE: October 12, 2016

The Board of Trustees will also consider adoption of a Statement of Facts and Findings (summary distributed as a separate document). This document summarizes the findings of the Final EIR in language specified by the California Environmental Quality Act (CEQA) Guidelines (Section 15091). Adoption of the Findings by the Board of Trustees indicates they agree with the conclusions presented in the Final SEIR.

The Mitigation Monitoring Program (summary distributed as a separate document) specifies the final list of mitigation measures for the project, the agency or department responsible for implementation and monitoring of the measures, and the timing of the monitoring activity.

Funding Source

There are no costs involved in certification of the SEIR other than those previously approved in the CEQA consultants' contracts.

PUBLIC HEARING

Open a public hearing and receive comments on the Mt. San Antonio College 2015 Facilities Master Plan Update and Physical Education Projects Subsequent Project and Program Final Environmental Impact Report (SCH 2002041161).

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 16-02, A Resolution of the Board of Trustees of Mt. San Antonio College certifying the Mt. San Antonio College 2015 Facilities Master Plan Update and Physical Education Projects Subsequent Project and Program Final Environmental Impact Report (SCH 2002041161), Adopting a Statement of Overriding Considerations, and Adopting a Mitigation Monitoring Program which includes the following:

1. Certification of the Mt. San Antonio College 2015 Facilities Master Plan Update and Physical Education Projects Subsequent Project and Program Final Environmental Impact Report (SCH 2002041161);
2. Adoption of the Statement of Overriding Considerations, the Statement of Facts and Findings, and the 2016 Mitigation Monitoring Program; and
3. Direction to staff to file the Notice of Determination (NOD) with the County Clerk, the State Clearinghouse, and the California Community College Chancellor's Office regarding the Mt. San Antonio College 2015 Facilities Master Plan Update and Physical Education Projects Subsequent Project and Program Final Environmental Impact Report (SCH 2002041161).

RESOLUTION NO. 16-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF MT. SAN ANTONIO
COMMUNITY COLLEGE CERTIFYING THE MT. SAN ANTONIO COLLEGE 2015
FACILITIES MASTER PLAN UPDATE AND PHYSICAL EDUCATION PROJECTS
SUBSEQUENT PROJECT AND PROGRAM FINAL ENVIRONMENTAL IMPACT
REPORT (SCH 2002041161), ADOPTING A STATEMENT OF OVERRIDING
CONSIDERATIONS, AND ADOPTING A MITIGATION MONITORING PROGRAM**

R E C I T A L S

WHEREAS, Mt. San Antonio Community College (College) is duly authorized and existing under the laws of the State of California; and

WHEREAS, in 2012, the College projected future student enrollment in the College to be 33,433 (credit + non-credit annual full-time-equivalent students) for the year 2020; and

WHEREAS, the College now projects future student enrollment in the College to be 39,731 (credit + non-credit annual full-time-equivalent students) for the year 2020 and 43,139 for the year 2025; and

WHEREAS, to accommodate growing student enrollment, the College proposes several changes to the prior 2012 Facilities Master Plan (2012 FMP) that include different Land Use Plans between the 2012 FMP and the 2015 Facilities Master Plan Update (2015 FMPU); and

WHEREAS, the College proposes to update the 2012 FMP to further define prior projects that have not been constructed, to provide future facilities corresponding to the College enrollment projections prepared by the California Community College Chancellor's Office, and to evaluate several new projects not included in the 2012 FMP; and

WHEREAS, the College has prepared a 2015 Subsequent Program/Project Environmental Impact Report ("2015 SEIR") in conformance with the Guidelines for Implementation of the California Environmental Quality Act (CEQA), Section 15000 – 15387: California Code of Regulations (CCR), Title 14, Chapter 3, State of California and in conformance with policies and procedures of Mt. San Antonio College for environmental evaluations; and

WHEREAS, the 2015 SEIR includes three types of environmental review: (1) Subsequent EIR, (2) Program EIR, and a (3) Project EIR; and

WHEREAS, the 2015 SEIR is a Subsequent EIR (Section 15162) since substantial changes have occurred in the project since the 2012 Final EIR was certified, one or more

significant impacts may occur, and new information is available on prior projects approved in the 2012 Facility Master Plan Final EIR was certified in December 2013; and

WHEREAS, the 2015 SEIR evaluates the 2015 Facilities Master Plan Update (2015 FMPU) and Physical Education Projects (PEP, Phases 1, 2) that include but are not limited to revisions to the 2012 FMP, additional projects not included in the 2012 FMP and changes in project statistics (e.g. square footage or assignable square footage or year of occupancy) included in the 2012 FMP; and

WHEREAS, the 2015 SEIR is also a Program EIR (Section 15168) because it addresses a series of actions that can be characterized as one large project that is related geographically, governs the conduct of a continuing program (i.e. a facility master plan), is carried out by the same authority (i.e. Mt. San Antonio Community College College), and all individual activities (i.e. projects) having generally similar effects (i.e. physical environmental impacts) that are mitigated in similar ways (i.e. by implementation of adopted mitigation measures); and

WHEREAS, since the 2015 Facilities Master Plan Update (FMPU) governs the development of multiple building projects at Mt. San Antonio College, a Program EIR is the appropriate environmental document for consideration of the potential environment impacts of the FMPU; and

WHEREAS, the 2015 SEIR is also a Project EIR (Section 15161) because it addresses one or more specific development projects [i.e., the Physical Education Projects (PEP)]; and

WHEREAS, a Project EIR focuses on the changes in the environment that may result from development of all phases of the project, including planning, construction and operation; and

WHEREAS, this document evaluates the potential environmental impacts of Phases 1 and 2 of the Physical Education Projects (PEP); and

WHEREAS, both phases of the PEP will occupy the 32.2-acre site surrounding the Hilmer Lodge Stadium (HLS); and

WHEREAS, the PEP consists of the demolition of the existing HLS (11,940 seats), rather than renovation, and the construction of a new stadium (10,912 seats) built onsite and occupying the 32.2-acre site surrounding the HLS; and

WHEREAS, such demolition of HLS consists of demolishing the following buildings, which were not previously identified for demolition: Ticket Booth (50A), Restrooms (50B-50E), Stadium Press Box (50F), Field House (50G), Stadium Concessions (50H) and HLS proper; and

WHEREAS, the PEP (Phase 1) consists of constructing a 9-lane 400-meter track and 10,912 permanent seats, a scoreboard, lighting standards, two pedestrian bridges, five athletic fields, 6.90 acres of landscaping, and support facilities (i.e. concessions, restrooms, etc.); and

WHEREAS, the PEP (Phase 2) will occupy the northwest parking lot within the PEP (Phase 1) project site and has three elements: (1) Physical Education, Kinesiology and Wellness building (117,898 gsf), (2) Rooftop bleachers (2,800 seats) and, (3) a 50-meter Pool and a Diving Pool; and

WHEREAS, the additional analysis included for the PEP is the geology/soils study, a biological resource study, a hydrology study, a storm-water pollution prevention plan (i.e., water quality), a structural assessment of the existing facilities at HLS, and an aesthetic evaluation; and

WHEREAS, the 2015 SEIR addresses the updating of the 2012 Facility Master Plan (2012 FMP), so the document also addresses the potential environmental impacts of the 2015 Facilities Master Plan Update (2015 FMPU); and

WHEREAS, the 2015 FMPU relates primarily to the Land Use Plan and Campus Zoning Districts and not the remaining elements of the 2012 Facility Master Plan; and

WHEREAS, the entire Mt. SAC Facilities Master Plan will be updated again in 2017-2018, and the latter plan will be based on an update of the Mt. SAC Educational Master Plan; and

WHEREAS, prior to approving the PEP, the Board of Trustees of the College (Board), as lead agency, is required to comply with the California Environmental Quality Act (CEQA) contained in Public Resources Code Section 21000 *et seq.* and the CEQA Guidelines in Title 14 of the California Code of Regulation, Sections 15000 *et seq.*; and

WHEREAS, the prior 2002, 2005, 2008 and 2012 Facility Master Plans were evaluated in the Final Program EIRs (SCH 2002041161) that were certified in December 2002, January 2006, September 2008, and December 2013; and

WHEREAS, the 2015 Facilities Master Plan Update and Physical Education Projects Draft Subsequent Project and Program Environmental Impact Report addressed only those issues needed to make the prior 2002–2012 documentation adequate for the then current projects and the projected student enrollment for 2020 (a headcount increase of 3,745) and for 2025 (a headcount increase of 7,153); and

WHEREAS, on January 15, 2016, the College published a Notice of Preparation (NOP) of an environmental impact report, along with the Draft SEIR, for a 30-day agency and public review period; and

WHEREAS, as part of the CEQA environmental review process for the PEP and the 2015 Facilities Master Plan Update, the College, as lead agency circulated the

Mt. San Antonio College 2015 Facilities Master Plan Update and Physical Education Projects Draft Subsequent Project and Program Environmental Impact Report (2015 SEIR) to the State Clearinghouse and to other interested local agencies (e.g., Cities of Walnut, Diamond Bar, Industry, Pomona, County of Los Angeles, etc.) for a 45-day public review period; and

WHEREAS, the Notice of Completion (NOC) for the Draft 2015 SEIR was published in the San Gabriel Valley Tribune and the Inland Valley Daily Bulletin on June 10, 2016, posted on campus, on the College website, and filed with the County of Los Angeles Recorder/Clerk of Court in Norwalk; and

WHEREAS, copies of the Draft 2015 SEIR were also made available for the public at the Mt. San Antonio College Library, at the Walnut Public Library, and on the College website; and

WHEREAS, all public comments on the Draft 2015 SEIR were due on July 28, 2016; and

WHEREAS, the Final 2015 SEIR consists of responses to the public comments received on the Draft 2015 SEIR; and

WHEREAS, the Facilities Planning and Management Department has evaluated all public comments to the Draft 2015 SEIR and prepared responses pertaining to significant environmental issues; and

WHEREAS, responses to public comments were forwarded to agencies or parties providing comments ten days prior to the public hearing and they or the public may provide additional comments prior to or during the Public Hearing for the certification of the Final 2015 EIR at the October 12, 2016, Board of Trustees meeting; and

WHEREAS, the Board of Trustees has considered adopting a Statement of Overriding Considerations (SOC) for the PEP and the 2015 FMPU; and

WHEREAS, the SOC explains why the PEP and 2015 Facilities Master Plan Update should be adopted in spite of potential significant unavoidable adverse land use/planning, traffic, and historic resource impacts that are not mitigated to Less than Significant; and

WHEREAS, the Board of Trustees has also considered adoption of a Statement of Facts and Findings at the public hearing; and

WHEREAS, the Statements of Facts and Findings (Findings) summarizes the findings of the Final 2015 EIR in language specified by the California Environmental Quality Act (CEQA) Guidelines (Section 15091); and

WHEREAS, the Board of Trustees has considered whether the conclusions presented by the Findings correspond with the Final 2015 SEIR; and

WHEREAS, the 2016 Mitigation Monitoring Program includes the final list of mitigation measures for PEP and all the other projects included in the 2015 FMPU, the agency or department responsible for implementation and monitoring of the measures, and the timing of the monitoring activity; and

WHEREAS, the major change from the 2012 FMP is the re-design of the athletic facilities south of Temple Avenue and East of Bonita Avenue; and

NOW, THEREFORE, BE IT RESOLVED, FOUND, AND DETERMINED BY THE BOARD AS FOLLOWS:

SECTION 1. The Board adopts the foregoing recitals as true and correct.

SECTION 2. The Board finds and determines that the College has complied with CEQA and that the Board determinations reflect the independent judgment of the Board based on its review of the administrative record.

SECTION 3. The Board hereby certifies the 2015 Facilities Master Plan Update and Physical Education Projects Subsequent Project and Program Final Environmental Impact Report (2015 SEIR) (SCH 2002041161) finding that: (a) The College has complied with CEQA and the 2015 SEIR is an accurate and objective statement that fully complies with CEQA and CEQA Guidelines; and (b) No evidence of new significant impacts as defined by CEQA Guidelines Section 15088.5, has been received by the College after circulation of the Draft EIR and convening the October 12, 2016, public hearing which would require recirculation; and (c) The 2015 SEIR has identified and discussed the significant environmental impacts, which may occur as a result of PEP and 2015 Facilities Master Plan Update and which require mitigation, but cannot be mitigated to less than significant levels, thereby requiring adoption of a Statement of Overriding Considerations as set forth in the CEQA Findings and Statement of Overriding Considerations incorporated herein by this reference. This document is posted and available for review on the College's website at: <http://www.mtsac.edu/construction/reports-and-publications/environmental-impact-reports.html>.

SECTION 4. The Board hereby adopts the Statement of Overriding Considerations in Attachment 1 hereto and the CEQA Statement of Facts and Findings. This document is posted and available for review on the College's website at: <http://www.mtsac.edu/construction/reports-and-publications/environmental-impact-reports.html>.

SECTION 5. The Board hereby adopts the 2016 Mitigation Monitoring Program. This document is posted and available for review on the College's website at: <http://www.mtsac.edu/construction/reports-and-publications/environmental-impact-reports.html>.

SECTION 6. The Board authorizes and directs the College President or his designee to sign this resolution and to cause the Notice of Determination (NOD) to be filed in the office of the County Clerk, the State Clearinghouse, and the California Community College Chancellor's Office, in accordance with CEQA and State CEQA Guidelines.

SECTION 7. The Board hereby approves the 2015 Facilities Master Plan Update and PEP (Phases 1, 2) which shall be subject to all statutory requirements for construction and occupancy. College staff is authorized and directed to take all steps necessary or convenient to proceed with PEP in accordance with this Resolution and all other approvals as required by law. The College President or his designated representative is directed to ensure the 2016 Mitigation Monitoring Program is implemented by the College and shall notify the Board when the 2016 Mitigation Monitoring Program has been implemented.

SECTION 8. The President & CEO or his designees are delegated authority to take all steps and perform all actions necessary to carry out the actions of the Board as set forth in this Resolution.

SECTION 9. This Resolution shall become immediately effective upon adoption by the Board.

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board of Mt. San Antonio Community College District of Los Angeles County, California, at its regular meeting on October 12, 2016.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

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

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

DATE: October 12, 2016

ACTION

SUBJECT: Resolution No. 16-03 - A Resolution of the Board of Trustees of
Mt. San Antonio College Authorizing Exemption from Local Zoning
Ordinances for the Physical Education Projects, and Authorization
of Measure RR Bond Funds for the Ordering of Improvements to
the Physical Education Projects

BACKGROUND

Mt. San Antonio College (College) serves 20 communities in the eastern part of Los Angeles County with a combined population of over a million people. However, the College's larger effective service area extends beyond the College's boundaries. The College is the largest of the 112 community colleges in California and includes eight unified high school districts within its boundaries.

The removal of existing buildings and construction of new buildings is based on the College's programmatic needs and available funding. The phasing of future construction is contingent on available funding, design plans, California Environmental Quality Act clearances, Board approval, and Division of the State Architect (DSA) approvals.

The Athletics Complex East (Phase 1) and Physical Education Complex (Phase 2) propose development changes on the Hilmer Lodge Stadium (HLS) site. Together, the two phases comprise the Physical Education Projects (PEP).

PEP consists of improvements to educational facilities as defined in Government Code Section 53094 and relevant case law. PEP consists of the demolition of the existing HLS (11,940 seats), rather than renovation, and the construction of a new stadium (10,912 seats) built onsite and occupying a 32.2-acre site surrounding the HLS. The PEP (Phase 1) consists of constructing a 9-lane 400-meter track, 10,912 permanent seats, a scoreboard, lighting standards, two pedestrian bridges, five athletic fields, 6.90 acres of landscaping, and support facilities (i.e. concessions, restrooms). The PEP (Phase 2) will occupy the northwest parking lot within the PEP (Phase 1) project site and has three elements: (1) Physical Education, Kinesiology, and Wellness building (117,898 gsf), (2) Rooftop bleachers (2,800 seats) and, (3) a 50-meter pool and a diving pool.

ANALYSIS AND FISCAL IMPACT

The College is duly authorized and exists under the laws of the State of California, and the Board of Trustees is empowered by Government Code Section 53094 to render city or county zoning ordinances inapplicable to the College's proposed use of facilities for school purposes, except when the proposed use is for "non-classroom" facilities. The College is in the process of planning for the design and construction of the PEP for proposed classroom and educational purposes.

Prepared by: Mikaela Klein/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #3

SUBJECT: Resolution No. 16-03 - A Resolution of the Board of Trustees of
Mt. San Antonio College Authorizing Exemption from Local Zoning
Ordinances for the Physical Education Projects, and Authorization of
Measure RR Bond Funds for the Ordering of Improvements to the
Physical Education Projects

DATE: October 12, 2016

The PEP consists of improvements to educational facilities as defined in Government Code Section 53094 and relevant case law. Pursuant to Education Code Section 15110, the College intends to use Measure RR funds to design and construct the PEP.

Further, the PEP is intended for instructional classroom school purposes to serve the College's students and is further directly related or otherwise related to student instruction, and therefore, PEP does not consist of "non-classroom" facilities as defined by Government Code Section 53094 and relevant case law. The PEP is for educational facilities as required by Government Code Section 53094 and is subject to design review by the DSA under Education Code section 17280 *et seq.*

By allowing for exemptions from local zoning ordinances based on educational purposes, the Legislature recognized that school construction is subject to almost complete control by the State, and compliance with local ordinances would, therefore, be redundant, and in some cases could result in conflicting obligations.

The PEP is located within the boundaries of the City of Walnut and County of Los Angeles, and, therefore, there are or may be chapters of the City of Walnut's Zoning Ordinance and the County of Los Angeles' Zoning Ordinance (together the Zoning Ordinances) that could otherwise be applicable to the Mt. San Antonio College campus and the PEP.

However, compliance with applicable provisions of the Zoning Ordinances, if any, could significantly delay, interfere with, or increase the cost relating to the construction of the PEP and use of the facilities at the Mt. San Antonio College campus, which in turn could result in an educational detriment to its students. The College is subject to numerous State requirements and State oversight regarding the design and construction of the PEP on the Mt. San Antonio College campus, which are designed to ensure that school construction projects are safe and promote the public interest, and State approval of the PEP and its improvements have been or will be obtained where required by applicable law, and compliance with the Zoning Ordinances may interfere with those State standards.

The Mt. San Antonio College campus is an integral part of the College's education program. The College should balance the interests of the public, including those of the College and the City of Walnut, as well as the County of Los Angeles, and determined that the interests of the public are best served by the College exercising its rights under Government Code Section 53094 to exempt the PEP and its improvements from any and all applicable Zoning Ordinances.

Government Code Section 53094 authorizes the College, by a vote of two-thirds of its members, to render city zoning ordinances inapplicable to the PEP and improvements to school sites when the College's use is for classroom facilities. Thus, the Board of Trustees will consider authorizing exemption from local zoning ordinances and the ordering of improvements for the PEP.

SUBJECT: Resolution No. 16-03 - A Resolution of the Board of Trustees of
Mt. San Antonio College Authorizing Exemption from Local Zoning
Ordinances for the Physical Education Projects, and Authorization of
Measure RR Bond Funds for the Ordering of Improvements to the
Physical Education Projects

DATE: October 12, 2016

The Board of Trustees will further consider adoption of the use Measure RR funds for ordering of improvements for design and construction of the Physical Education Projects, which is intended for instructional classroom school purposes to serve the College's students and is further directly related or otherwise related to student instruction.

Funding Source

Measure RR bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 16-03, A Resolution of the Board of Trustees of Mt. San Antonio Community College Authorizing Exemption from Local Zoning Ordinances for the Physical Education Projects (PEP), and Authorization of Measure RR Bond Funds for the Ordering of Improvements to the Physical Education Projects which includes the following:

1. Exemption from local zoning ordinances for the Physical Education Projects and authorization of Measure RR bond funds for the ordering of improvements to the Physical Education Projects;
2. Authorize and render any and all otherwise applicable portions of the Zoning Ordinances inapplicable to the Mt. San Antonio College campus and the proposed uses for the PEP pursuant to Government Code Section 53094;
3. Pursuant to Education Code section 15110, authorize the use of Measure RR bond funds for PEP construction and for the ordering of improvements to the PEP.

RESOLUTION NO. 16-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF MT. SAN ANTONIO
COMMUNITY COLLEGE AUTHORIZING EXEMPTION FROM LOCAL ZONING
ORDINANCES FOR THE PHYSICAL EDUCATION PROJECTS (PEP), AND
AUTHORIZATION OF MEASURE RR BOND FUNDS FOR THE ORDERING OF
IMPROVEMENTS TO THE PHYSICAL EDUCATION PROJECTS**

WHEREAS, the athletics projects were previously named the Athletics Complex East (Phase 1) and Physical Education Complex (Phase 2); and

WHEREAS, both phases are now called the Physical Education Projects (collectively, the PEP)

WHEREAS, the PEP consists of the demolition of the existing Hilmer Lodge Stadium (HLS) (11,940 seats), rather than renovation, and the construction of a new stadium (10,912 seats) built onsite and occupying the 32.2-acre site surrounding the HLS; and

WHEREAS, such demolition of HLS consists of demolishing the following buildings, which were not previously identified for demolition: Ticket Booth (50A), Restrooms (50B-50E), Stadium Press Box (50F), Field House (50G), Stadium Concessions (50H) and HLS proper; and

WHEREAS, the PEP (Phase 1) consists of constructing a 9-lane 400-meter track and 10,912 permanent seats, a scoreboard, lighting standards, two pedestrian bridges, five athletic fields, 6.90 acres of landscaping, and support facilities (i.e. concessions, restrooms, etc.); and

WHEREAS, the PEP (Phase 2) will occupy the northwest parking lot within the PEP (Phase 1) project site and has three elements: (1) Physical Education, Kinesiology and Wellness building (117,898 gsf), (2) Rooftop bleachers (2,800 seats) and, (3) a 50-meter Pool and a Diving Pool; and

WHEREAS, the College is duly authorized and existing under the laws of the State of California, and the Board of Trustees is empowered by Government Code Section 53094 to render city or county zoning ordinances inapplicable to the College's proposed use of facilities for educational purposes, except when the proposed use is for "non-classroom" facilities; and

WHEREAS, the College is in the process of planning for the design and construction of the PEP for proposed classroom and educational purposes; and

WHEREAS, the PEP consists of improvements to educational facilities as defined in Government Code Section 53094 and relevant case law; and

WHEREAS, pursuant to Education Code Section 15110, the College intends to use Measure RR funds to design and construct the PEP; and

WHEREAS, the PEP is intended for instructional classroom school purposes to serve the College's students and is further directly related or otherwise related to student instruction, and therefore, the PEP does not consist of "non-classroom" facilities as defined by Government Code Section 53094 and relevant case law; and

WHEREAS, the PEP is for educational facilities as required by Government Code Section 53094 and is subject to design review by the Division of the State Architect (DSA) under Education Code section 17280 *et seq.*; and

WHEREAS, by allowing for exemptions from local zoning ordinances based on educational purposes, the Legislature recognized that school construction is subject to almost complete control by the State, and compliance with local ordinances would therefore be redundant, and in some cases could result in conflicting obligations; and

WHEREAS, the PEP is located within the boundaries of the City of Walnut and County of Los Angeles; and

WHEREAS, there are or may be chapters of the City of Walnut's Zoning Ordinance and the County of Los Angeles' Zoning Ordinance (together the Zoning Ordinances) that could otherwise be applicable to the Mt. San Antonio College campus and the PEP; and

WHEREAS, compliance with applicable provisions of the Zoning Ordinances, if any, could significantly delay, interfere with, or increase the cost relating to the construction of the PEP and use of the facilities at the Mt. San Antonio College campus, which in turn could result in an educational detriment to its students; and

WHEREAS, the College is subject to numerous State requirements and State oversight regarding the design and construction of the PEP on the Mt. San Antonio College campus, which are designed to ensure that school construction projects are safe and promote the public interest, and State approval of the PEP and its improvements have been or will be obtained where required by applicable law, and compliance with the Zoning Ordinances may interfere with those State standards; and

WHEREAS, the Mt. San Antonio College campus is an integral part of the College's education program; and

WHEREAS, the College has balanced the interests of the public, including those of the College and the City of Walnut, as well as the County of Los Angeles, and determined that the interests of the public are best served by the College exercising its rights under Government Code Section 53094 to exempt the PEP and its improvements from any and all applicable Zoning Ordinances; and

WHEREAS, Government Code section 53094 authorizes the College, by a vote of two-thirds of its members, to render city zoning ordinances inapplicable to the PEP and improvements to School Sites when the College's use is for classroom facilities.

NOW, THEREFORE, BE IT RESOLVED, FOUND, AND DETERMINED BY THE BOARD AS FOLLOWS:

SECTION 1. Pursuant to Education Code section 15110, the College hereby authorizes the use of Measure RR bond funds for the PEP construction and for the ordering of improvements to that Project.

SECTION 2. By this Resolution, the Board finds it is in the best interest of the College to exercise Board authority under Government Code Section 53094 to render any and all otherwise applicable portions of the Zoning Ordinances inapplicable to the Physical Education Projects (PEP) on the Mt. San Antonio College campus. The Board directs the President & CEO, within ten days of the Board's approval of this Resolution, to notify the City of Walnut and the County of Los Angeles of the action to exempt PEP from Zoning Ordinances taken by the Board further to this Resolution.

SECTION 3. The President & CEO or his designees are delegated authority to take all steps and perform all actions necessary to carry out the actions of the Board as set forth in this Resolution.

SECTION 4. This Resolution shall become immediately effective upon adoption by the Board.

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board of Mt. San Antonio Community College District of Los Angeles County, California, at its regular meeting on October 12, 2016.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

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

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

DATE: October 12, 2016

ACTION

SUBJECT: Resolution No. 16-04 – Resolution to Consolidate Mt. San Antonio
Community College District Board of Trustees Elections with Statewide
Elections per the California Voter Participation Rights Act

BACKGROUND

Last year, the California Legislature passed and Governor Brown signed SB 415 (Hueso), the California Voter Participation Rights Act, which requires a local government to hold an election on a statewide election date if holding an election on a non-concurrent date has previously resulted in a significant decrease in voter turnout. The Bill would require the consolidation of elections starting on January 1, 2018.

"Significant decrease in voter turnout" is defined in the Act when voter turnout for a regularly scheduled local election is at least 25% less than the average voter turnout within that local government for the previous four statewide general elections.

The Mt. San Antonio Community College District has held its elections, as allowed under current law, on the first Tuesday after the first Monday of November in each odd-numbered year.

ANALYSIS AND FISCAL IMPACT

To determine if the Mt. San Antonio Community College District is required to consolidate its Trustee elections with a statewide election per SB 415, voter turnout for all precincts within the Mt. San Antonio Community College District during the most recent 2015 Trustee election was compared to the average turnout for the preceding statewide general elections held in 2014, 2012, 2010, and 2008.

Because the voter turnout for the 2015 election was less than 75% of the average turnout for the 2014, 2012, 2010, and 2008 elections, the Mt. San Antonio Community College District is required to consolidate no later than 2022.

Following is data provided by the Los Angeles County Registrar-Recorder Office:

General Election Year	Voter Turnout
2008	82.20%
2010	51.01%
2012	67.12%
2014	28.47%
AVERAGE TURNOUT	57.20%

Reviewed by: Jill Dolan

Recommended by: Bill Scroggins

Agenda Item: Action #4

SUBJECT: Resolution No. 16-04 – Resolution to Consolidate Mt. San Antonio
Community College District Board of Trustees Elections with Statewide
Elections per the California Voter Participation Rights Act

DATE: October 12, 2016

Mt. SAC Board of Trustees Election Year	Voter Turnout
2007	14.2%
2009	13.6%
2013 (Trustee Area 3)	13.8%
2013 (Trustee Area 4)	11.2%
2015 (Trustee Area 1)	6.9%
2015 (Trustee Area 5)	11.3%

As currently scheduled, the Mt. San Antonio Community College District would hold its elections in 2017 and 2019. However, Elections Code 14052(b) allows the following: "A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election."

In order to comply with the Act, two options are presented to the Board for consideration:

1. Extend the current trustee terms by one year so that the next cycle of elections would be held in 2018 and 2020.
2. Change the next two trustee election terms from four years to five years by extending the 2017 trustee election term to 2022, and the 2019 trustee election term to 2024.

Consolidating the Mt. San Antonio Community College District's elections with the State of California and/or Los Angeles County will have an unknown fiscal impact for the College. However, a consolidated election may result in a higher cost than a stand-alone election. A cost analysis has yet to be conducted by the Los Angeles County Registrar-Recorder's Office.

There is no fiscal impact by approving the resolution.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 16-04, Resolution to Consolidate Mt. San Antonio Community College District Board of Trustees Elections with Statewide Elections per the California Voter Participation Act, with inclusion of one of the options above.

Direct staff to send copies of the adopted Resolution to the Los Angeles County Registrar-Recorder Office and the Los Angeles County Board of Supervisors.

RESOLUTION NO. 16-04
RESOLUTION TO CONSOLIDATE MT. SAN ANTONIO COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES ELECTIONS WITH STATEWIDE ELECTIONS
PER THE CALIFORNIA VOTER PARTICIPATION RIGHTS ACT

WHEREAS, SB 415, The California Voter Participation Rights Act, as approved by the State Legislature and signed by Governor Brown last year, requires local governments to hold an election on a statewide election date if holding an election on a non-concurrent date has previously resulted in a significant decrease in voter turnout; and

WHEREAS, "Significant decrease in voter turnout" is defined in the bill as the voter turnout for a regularly scheduled local election is at least 25 percent less than the average voter turnout within that local government for the previous four statewide general elections; and

WHEREAS, Local elections in Los Angeles County and the Mt. San Antonio College Community College District have had extremely low voter turnouts when they are not consolidated with state and/or federal elections; and

WHEREAS, Mt. San Antonio Community College District holds its Board of Trustee elections on the first Tuesday after the first Monday in November of each odd-numbered year, which is an established election date under state law, but not concurrent with a statewide election; and

WHEREAS, According to the "significant decrease" formula in SB 415, the Mt. San Antonio Community College District would be required to take action to consolidate its elections with statewide elections by January 1, 2018; and

WHEREAS, Elections Code 14052(b) allows the following: "A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election"; and

WHEREAS, modifying the current election terms by extending them for one additional year so that the next election cycles would be in 2018 and 2020; and

WHEREAS, modifying the next two trustee election terms from four years to five years by extending the 2017 trustee election term to 2022, and the 2019 trustee election term to 2024; and

NOW, THEREFORE, BE IT RESOLVED that the Mt. San Antonio Community College District hereby approves the consolidation of Board of Trustees Elections with Statewide Elections, specifically the November general election cycle, per the California Voter Participation Rights Act by extending the 2017 trustee election term to 2022 and the 2019 trustee election term to 2024.

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board of Mt. San Antonio Community College District of Los Angeles County, California, at its regular meeting on October 12, 2016.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	ACTION
SUBJECT:	<u>Meet-and-Confer Agreement Between the Management Employees and the District for 2016-17</u>	

BACKGROUND

As a result of the Meet-and-Confer process with the District and Management Employees, an agreement was reached on the following:

Salaries

2016-17 Fiscal Year: 1% increase on the salary schedule

Health and Welfare Benefits

The annual District contribution for each eligible full-time member shall be as follows:

2015-16 Fiscal Year:	\$7,675.40
2016-17 Fiscal Year:	\$7,775.40

The opt-out amount is \$7,161.40 per fiscal year for unit members who opt out of a major medical health plan.

There is no change for the opt-out amount, but those receiving health benefits from the District will receive an additional \$100 to pay for insurance premiums.

Tuition Reimbursement

Management employees may transfer up to \$500 of their \$4,000 annual tuition reimbursement funds to an Education Savings Account (529) annually.

FMLA Leave

A management employee on FMLA for the purposes of the birth of a son or daughter or the placement of a son or daughter with them through adoption or foster care, or to care for a spouse, domestic partner, son or daughter or parent who has a serious health condition is entitled to have the first thirty (30) consecutive calendar days of the FMLA leave without the loss of salary or deduction from accumulated sick leave. Such leave shall require verification of FMLA eligibility. Additional FMLA leave that will be unpaid or deducted from accumulated sick leave, may be granted under FMLA law.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Action #5</u>

SUBJECT: Meet-and-Confer Agreement Between the Management Employees and the District for 2016-17

DATE: October 12, 2016

Sick Leave

Management employees hired after July 1, 2014, will have the ability to transfer any sick leave that they accrued as an employee at any University of California (UC) or Cal State University (CSU) prior to their full-time employment with the District.

Floating Holidays

Management employees will be granted 4 floating holidays that may be applied hourly per fiscal year.

Manager Evaluation Process

A new two-year evaluation process for management employees that incorporates input from both faculty and staff was agreed to.

ANALYSIS AND FISCAL IMPACT

The cost of providing these agreements is \$193,413.00.

Funding Source

Unrestricted and Restricted General funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Meet-and-Confer Agreement reached between the Management Employees and the District for 2016-17.

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

DATE: October 12, 2016

ACTION

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA,
Chapter 262 and the District for 2014-17

BACKGROUND

The collaborative bargaining session between CSEA, Chapter 262 and the Mt. San Antonio Community College District (District) for a master agreement began on January 14, 2016. The parties met for 16 sessions from January 14, 2016, through June 30, 2016.

ANALYSIS AND FISCAL IMPACT

On July 27, 2016, the District and CSEA, Chapter 262 reached a Tentative Agreement on Salaries, resulting in a 1% increase, on the salary schedule, retroactive to July 1, 2016.

A Tentative Agreement was also reached on Health and Welfare, resulting in an annual District contribution of \$10,946, a \$100 increase, retroactive to July 1, 2016.

The District has analyzed the financial impact of these agreements on the current and subsequent fiscal years and is confident in the District's ability to maintain fiscal solvency. Evidence of the analysis can be viewed on the accompanying projection.

The following pages prove a summary of the items tentatively agreed upon by both parties.

Funding Source

Unrestricted and Restricted General funds, Child Development Fund, Health Services Fund, Bond Construction funds, Bond Anticipation Notes funds, and Associated Students Trust Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Year Three of Three-Year Negotiated Agreement between the Mt. San Antonio Community College District and CSEA, Chapter 262 for the period July 1, 2014 through June 30, 2017.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Action #6

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: October 12, 2016

SUMMARY OF AGREEMENTS
Mt. San Antonio Community College District and CSEA, Chapter 262

The Mt. San Antonio Community College District and CSEA, Chapter 262 reached a Tentative Agreement for year three of a three-year contract in effect from July 1, 2014, through June 30, 2017, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

Article 4: Organizational Rights

Added new language:

04.17 Release Time for CSEA 262 New Employee Orientation: CSEA 262 shall have the right to conduct an orientation session for newly hired unit members to inform them about CSEA, including but not limited to CSEA structure, activities, membership, and the collective bargaining agreement. The CSEA 262 President or designee may request release time of thirty (30) minutes for each unit member for this purpose in a timely manner, usually within the first thirty (30) days after start of employment. The request shall be made to the unit member's immediate manager and the Vice President, Human Resources in advance and shall be held at a mutually agreeable time. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The orientation session shall be held on District property during the workday of the unit member(s), who shall be on paid time.

Article 8: Salaries

08.01 Unit members will be paid in accordance with Appendices A and B.

2014-15	Contract Year – 1% or funded COLA, whichever is greater, on salary schedule
2015-16	Contract Year – Funded COLA (1.02%) + 4%, on salary schedule
2016-17	Contract Year – 1% or funded COLA, whichever is greater, on salary schedule

Added new language:

08.05 Pay Grade: Placement of newly hired, transferred, or promoted unit members into a job classification with multiple pay grades shall be determined based on identified objective criteria, shall be performed immediately subsequent to assuming job duties, and shall be retroactive to the date of hire, transfer, or promotion. Criteria for pay grades shall be included in the approved job description. Unit members will be placed into the appropriate pay grade which will be calculated at a 2% increase to

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: October 12, 2016

base pay per pay grade. Placement of newly hired, transferred, or promoted unit members shall also be evaluated for Special Compensation identified in CCR Title 2 §571(a)(4) and approved in accordance with Article 17.03 for a pay grade for a particular assignment that routinely and consistently utilize that skill in performance of the duties in that job classification.

Article 9: Health and Welfare Benefits

Added new language:

09.01 Unit Members Assigned up to a 50% or more FTE Position: The District will provide life, hospital, medical, dental, and vision insurance plans as follows:

PERS MAJOR MEDICAL HEALTH PLANS

VISION SERVICE PLAN (VSP)

DeltaCare USA DHMO and
DELTA DENTAL PPO

METROPOLITAN LIFE INSURANCE COMPANY - \$75,000

09.01.2 The annual District contribution for each eligible full-time unit member shall be as follows:

2014-15 Contract Year:	\$10,429
2015-16 Contract Year:	\$10,846
2016-17 Contract Year:	\$10,946

09.02 Unit Members with an assignment less than 50% FTE: Unit members who are actively enrolled in a Covered California Qualified High Deductible Health Plan as certified by the District shall receive a District contribution of \$500 per contract year into a District certified Health Savings Account. Eligible unit members must meet all criteria and follow all procedures required by the District to receive this benefit. The use of funds in the unit member's Health Savings Account are subject to all current laws and regulations compliance with which is the responsibility of the unit member.

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: October 12, 2016

Article 10: Hours of Work and Related Matters

Clarified language:

10.01 Work Schedules:

10.01.4.3 Alternate schedules may be established upon request of an employee and subject to the approval of the immediate manager. Such schedules may include but are not limited to 4/10, 9/80, and temporary flexible scheduling to allow unit members to attend professional growth training as outlined in Article 20. Hours of absence due to sick, vacation, holidays (including floating holidays), and bereavement shall be deducted consistent with the unit member's assigned work day. Unit members who work less than a full-time (100%) assignment shall deduct hours prorated proportional to their assignment.

Article 14: Transfers and Related Matters

Clarified language:

14:05 Short-Term Transfers (Out-of-Class Assignments)

14.05.2 During a short-term transfer, the unit member will receive the rate of pay and benefits of the temporary classification. If the transfer is to a classification at a higher salary range, a minimum 5% salary increase shall be granted. If the transfer is to a classification at a lower salary range, the salary shall remain at the current range and step.

Article 17: Classification Procedures

Modified language:

17.01 Definitions

17.01.1 Type 1 – Reclassification: For purposes of this agreement, "reclassification" shall mean the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position. Ed. Code Section 88001(f). As used in Section 17.02 of this Article, the reclassification procedure results in the movement of one or more unit member(s) from their current classification to a higher existing classification.

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: October 12, 2016

17.01.2 Type 2 – Pay Grade Change or Special Compensation: Each job classification within the CSEA 262 unit may have more than one pay grade in the Salary Schedule. Unit members may be placed in a higher pay grade based on education, training, or skills which are beyond minimum qualifications for the position and are of value to the District for the performance of those duties. Where such additional pay grades are established in the Salary Schedule for a job classification, these high value criteria shall be included in the job description as pay grade criteria for that position. Approved pay grades appear in Appendix A as part of the Salary Schedule. Establishment of a higher pay grade will not alter the job duties, minimum qualifications, or range assignment. Unit members may be placed in a higher Salary Schedule pay grade upon hire or through the process described in Article 17, Section 17.03 and Article 8, Section 8.05 which also describes the process for creating such higher Salary Schedule pay grades. When recency is a component of the skill qualification for the pay grade, a lapse of that recency will result in a loss of the pay grade or special compensation increase. Special compensation: Skills identified as eligible for Special Compensation by the California Public Employees' Retirement System in CCR Title 2 §571(a)(4) are eligible to unit members in a job classification who are similarly situated and routinely and consistently utilize that skill in performance of the duties in that job classification.

17.01.3 Type 3 – Classification Study: As used in the Article, a Classification Study is used to revise job descriptions and range placements of an entire job classification or to establish a new job classification following the process as described in Section 17.06 of this Article and in Article 8 Section 8.02.

17.02 Type 1 – Reclassification

17.02.1 Informational workshop(s) explaining the reclassification procedures with instructions as to how to fill out the Classification Request Form (Appendix D-1) and other relevant information will be jointly developed and presented by the District and CSEA 262 on a semi-annual basis.

17.02.2 Nothing in this section shall abrogate unit member rights as specified in applicable laws or negotiations, including but not limited to provisions regarding retreat rights to former positions, changes in salary range, and/or other working conditions.

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: October 12, 2016

17.02.3 Requests for reclassification Shall be submitted by a unit member or the unit member's immediate manager. If completed by the unit member's immediate manager, the manager shall review the request with the unit member and, upon mutual agreement, obtain the unit member's signature prior to submission to Human Resources on a Classification Request Form (Appendix D-1). The unit member retains the right to representation during such meetings.

17.02.4 Requests must be submitted to Human Resources by the end of the first working week of the month and will be considered by the Reclassification Committee no later than the next scheduled meeting. After submitting the request, the unit member must wait one year to submit another request.

17.02.4.1 Human Resources will date and time stamp the form, which will signify the official receipt, and will forward a copy to the unit member's immediate manager. The immediate manager shall then return their Request Form with his or her comments to Human Resources within ten (10) working days. Immediate managers who submit a Classification Request Form shall do so no later than five (5) working days from the date the unit member signed the Request Form.

17.02.4.2 Subsequent to the request being received by Human Resources and prior to it going to the Reclassification Committee, Human Resources shall forward copies of the request to the Chapter President and College President who may meet to seek an informal resolution or give direction to their respective committee members.

17.02.4.3 Human Resources shall forward the request to the Reclassification Committee for review at their next scheduled meeting. By mutual agreement of the committee members, a monthly meeting schedule for the committee shall be established at the beginning of each academic year.

17.03 Type 2 – Pay Grade and Special Compensation

17.03.1 Informational workshop(s) explaining the pay grade and special compensation procedures with instructions as to how to fill out the Pay Grade or Special Compensation request forms (Appendix D-2) and other relevant information will be jointly developed and presented by the District and CSEA 262 on a semi-annual basis.

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: October 12, 2016

- 17.03.2 Pay Grade. Criteria for establishing a pay grade within a job classification shall include all of the following:
- 17.03.2.1 Eligibility must be based on objectively measured and documented criteria such as attainment of a certificate or generally accepted skill assessment. Related documentation shall accompany the Pay Grade or Special Compensation Request Form (Appendix D-2).
 - 17.03.2.2 The skill must be related to the duties routinely and consistently performed by all those in the job classification with the exception of those eligible for Special Compensation as described in 17.03.3. Unit members are responsible for continuing to meet criteria established for the pay grade granted.
 - 17.03.2.3 All members of a job classification who meet the objective criteria shall receive approved pay grade compensation with the exception of those eligible for Special Compensation as described in 17.03.3.
- 17.03.3 Special Compensation. Skills identified as eligible for Special Compensation by the California Public Employees' Retirement System in CCR Title 2 §571(a)(4) are eligible to unit members in a job classification who are similarly situated and routinely and consistently utilize that skill in performance of the duties in that job classification.
- 17.03.4 Placement of newly hired, transferred, or promoted unit members into a job classification with pay grades will be determined immediately subsequent to assuming job duties and will be retroactive to the date of hire. Special compensation shall continue during the period of time the District continues to need that skill.
- 17.03.5 A request for a pay grade or special compensation shall be submitted by a unit member or the unit member's immediate manager. If completed by the unit member's immediate manager, the manager shall review the request with the unit member and, upon mutual agreement, obtain the unit member's signature prior to submission to Human Resources.
- 17.03.5.1 Requests shall be submitted on a Pay Grade or Special Compensation Request Form (Appendix D-2).

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

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17.03.5.2 Requests must be submitted to Human Resources by the end of the first working week of each month. Pay grade requests will be considered by the Classification Study Committee and special compensation requests will be considered by the Reclassification Committee no later than the next scheduled meeting.

17.03.5.3 Human Resources will date and time stamp the form, which will signify the official receipt, and will forward a copy to the unit member's immediate manager. The immediate manager shall then return the Request Form with his or her comments to Human Resources within ten (10) working days. Immediate managers who submit a Pay Grade or Special Compensation Request Form shall do so no later than five (5) working days from the date the unit member signed the Request Form.

17.03.5.4 Human Resources shall forward the request to the appropriate Committee for review at their next scheduled meeting. A copy of the date and time stamped form will be sent to the unit member.

17.03.6 Approved pay grades and special compensation shall be subject to applicable laws and/or negotiations, including but not limited to provisions regarding retreat rights to former positions, changes in salary range, and/or other working conditions.

17.03.7 The dollar amount of special compensation is negotiable. The dollar amount of an additional pay grade is referenced in Article 8: Salaries, Section 8.05.

17.04 Committee Process

17.04.1 The committee will be composed of three (3) representatives appointed by the Vice President of Human Resources and three (3) CSEA 262 members appointed by the Chapter President. A Human Resources staff member will serve on the Committee as a non-voting member. Both CSEA 262 and the District will appoint a minimum of three (3) alternates to serve as needed. Representatives from each group will serve terms starting in different years to produce staggered terms. Terms on the Reclassification Committee will be three (3) years and members may be reappointed for one (1) additional term. The Reclassification Committee will be responsible for classification Type 1 and Type 2 (special compensation).

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: October 12, 2016

- 17.04.2 The CSEA Chapter President and Vice President of Human Resources or designees will notify each other of their committee members and alternates no later than the last working day of June.
- 17.04.3 All committee members, including alternates, must be trained. The District and CSEA 262 shall mutually agree upon training, the training organization, and methodology. The cost of training will be funded by the District.
- 17.04.4 All committee members must be in attendance for the committee to make a recommendation. An alternate may replace a committee member to achieve equal representation.

17.05 Reclassification Request Review Process

- 17.05.1 The Reclassification Committee will interview the unit member and the immediate manager. The Committee may request to interview subject matter experts (three (3) maximum) and/or appropriate manager as designated by the District prior to making a recommendation. The committee may request additional supporting documentation or work products as needed. The committee will have access to additional information such as, but not limited to, personnel files.
- 17.05.2 The Reclassification Committee shall render a recommendation no later than ninety (90) working days after the Reclassification Committee first meets to review the reclassification request.
- 17.05.3 The Reclassification Committee shall forward its recommendation and rationale to Human Resources. The Committee may recommend:
 - 1. Approval of the Reclassification Request, or
 - 2. Special Compensation, or
 - 3. Forwarding the request as a Type 3 classification study item, or
 - 4. Denial of the request, or
 - 5. Creation of a job description for a new classification.
- 17.05.3.1 If the Reclassification Committee recommends reclassification, Human Resources will submit the recommendation for inclusion on the agenda of the next available Board of Trustees meeting.

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

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17.05.3.2 If the Reclassification Committee recommends the unit member should receive special compensation, the request shall be forwarded to Human Resources.

17.05.3.3 The Reclassification Committee may recommend the entire classification be forwarded to the Classification Study Committee for review in the next regularly scheduled classification study.

17.05.3.4 If the request is denied, Human Resources will notify the unit member of the denial and rationale.

17.05.3.5 If a job description in a new classification is recommended, the request will be forwarded to the Classification Study Committee.

17.05.4 When a recommendation has been submitted, Human Resources shall notify the applicants and the CSEA 262 president of the Committee's recommendation no later than five (5) working days of the determination and will include the rationale for the Committee's recommendation. See Section 17.09 to request reconsideration of the committee's recommendation.

17.06 Type 3 Classification Study

1. Regular cycle of review, or
2. Referral from the Reclassification Committee as a result of the analysis of a Type 1 request, or
3. Request from a unit member and/or a manager.

17.06.1 Informational workshop(s) explaining the Classification Study procedures with instructions as to how to fill out the Classification Request Form (Appendix D-1) and other relevant information will be jointly developed and presented by the District and CSEA 262 on a semi-annual basis.

17.06.2 Nothing in this section shall abrogate unit member rights as specified in applicable laws or negotiations, including but not limited to provisions regarding retreat rights to former positions, changes in salary range, and/or other working conditions.

17.06.3 Requests for a Classification Study shall be submitted by a unit member or the unit member's immediate manager. If completed by the unit member's

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DATE: October 12, 2016

immediate manager, the manager shall review the request with the unit member and, upon mutual agreement, obtain the unit member's signature prior to submission to Human Resources.

17.06.4 Requests shall be submitted on a Classification Request Form (Appendix D-1).

17.06.4.1 Requests must be submitted to Human Resources by the end of the first working week of each month. After submitting a request, the unit member must wait one (1) year to submit another request.

17.06.4.2 Human Resources will date and time stamp the form, which will signify the official receipt, and will forward a copy to the unit member's immediate manager. The immediate manager shall then return the request form with his or her comments to Human Resources within ten (10) working days. Immediate managers who submit a reclassification request form shall do so no later than five (5) working days from the date the unit member signed the request form.

17.06.4.3 By mutual agreement of the committee members, a monthly meeting schedule for the committee shall be established at the beginning of each academic year. In September of odd numbered years, Human Resources will forward accrued requests from individual unit members and managers to the Classification Study process specified in 17.07.

17.07 Classification Study Process

17.07.1 In years ending in an odd number, the District and CSEA shall meet in September to determine the classifications to be studied for that contract year. Recommendations from the Reclassification Committee under 17.05.3.3 and individual requests for review under 17.06.4 will be considered for review at this time. Every two years approximately one-third of the classifications shall be studied. It is the intent of both parties that all classifications be reviewed once every six (6) years.

17.07.2 The Committee will be composed of three (3) representatives appointed by the Vice President of Human Resources and three (3) CSEA 262 members appointed by the CSEA 262 President. A Human Resources staff member will serve on the Committee as a non-voting member. Two (2) of the Committee members for both the District and CSEA 262 will be ongoing.

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

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The final person from each group will be drawn from the same or a similar classification being reviewed. Both CSEA 262 and the District will appoint a minimum of three (3) alternates to serve as needed for Representatives from each group will serve terms starting in different years to produce staggered terms. Terms on the Classification Committee will be three years and members may be reappointed for one additional term. Each member will serve a minimum of three (3) years with staggering terms. The Classification Committee will be responsible for classification Type 3 and Type 2 (pay grade only).

- 17.07.3 All committee members, including alternates, must be trained. The District and CSEA 262 shall mutually agree upon training, the training organization, and methodology. The cost of training will be funded by the District.
- 17.07.4 All committee members must be in attendance for the committee to make a recommendation. An alternate may replace a committee member to achieve equal representation.
- 17.07.5 The Classification Study Committee shall review all individuals within each classification that are recommended to be changed/updated.
- 17.07.6 The Classification Committee shall forward its recommendation and rationale to Human Resources. The Committee may recommend:
 - 1. Existing job description should be revised, or
 - 2. A new job classification should be established, or
 - 3. Creation of a new pay grade and placement of the unit member in the new or existing pay grade, or
 - 4. Denial of the request to change the existing job description, or
 - 5. Denial of the request to create a new job classification.
- 17.07.6.1 If the Classification Committee recommends that the existing job description should be revised, they will make revisions and forward to HR, which will trigger 17.07.7.
- 17.07.6.2 If the Classification Committee recommends that a new classification should be established, the request shall be forwarded to Human Resources.
- 17.07.6.3 If the Classification Committee recommends the classification should have an additional paygrade, the request shall be forwarded to Human Resources to meet and confer with CSEA

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

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262 to modify the job description and add the pay grade to the salary schedule.

17.07.6.4 The Classification Committee recommends no change to the existing job description.

17.07.6.5 The Classification Committee recommends no change to create a new job classification.

17.07.7 All changes made to a classification during the review process are effective upon ratification through the CSEA 610 Policy and the Mt. SAC Board of Trustees. Unless mutually agreed upon, all currently employed unit members in that classification will be exempt from any additional requirements, including but not limited to educational requirements and duties resulting from the Classification Study. If there is a change in recommendation, then Article 8 Section 8.02 will apply here.

17.07.8 When there is a change in job description, the committee may perform an analysis to recommend a range change. The recommended range changes will be forwarded to Human Resources to be negotiated.

17.08 Reconsideration Process

17.08.1 If the unit member disagrees with the committee's recommendation, the unit member may submit a reconsideration request to Human Resources for the committee's consideration. This request must be submitted within ten (10) working days of the notification provided under Section 17.05.4 of this Article. Requests for reconsideration must address one or both of the following:

- a) The rationale provided by the committee based on evidence submitted,
or
- b) New evidence.

17.08.2 Requests shall be submitted on a Reconsideration Request Form (Appendix D-3).

17.08.3 After submitting a request, the unit member must wait one (1) year from the date of receipt by Human Resources of the Classification Request Form to submit another request. The reconsideration process does not reset the date for submitting a new request Classification Request Form (Appendix D-1).

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17.09 Changes in Compensation

17.09.1 If a salary increase is approved by the Board of Trustees, for classification Type 1 and Type 2, then the salary increase shall be retroactive to the date Human Resources received the Classification Request Form or Pay Grade or Special Compensation Form (Appendix D-1/D-2).

17.09.2 If the Compensation Analysis determines the salary schedule is less than a unit member's current salary, the unit member shall be Y-rated and no salary increases shall be received until the salary schedule "aligns" with the unit member's newly assigned salary schedule.

17.09.3 In the case of a reclassification to a higher class, if the increase in pay is 5% or more, the unit member's anniversary date shall be one (1) year from the date of implementation. If the increase is less than 5%, the unit member's anniversary date shall remain the same as it was before the reclassification (see Article 8, Section 8.04).

17.10 The process as outlined in this Article is subject to grievance (see Article 18), not the outcome.

17.11 Completed forms associated with this Article shall be retained by the District in the unit member's personnel file for a period of not less than 7 years.

Article 20: Personal/Professional Growth

Modified language:

20.01 Higher Education Benefits: A unit member may earn each of the following benefits once each contract year.

20.01.4 Degrees Earned or Conferred: An additional one-time benefit will be granted for degrees earned or conferred. The one-time benefit will be \$1,000 for an Associate Degree, \$1,500 for a Bachelor's Degree and \$2,000 for a Master's Degree or higher.

20.01.5 Higher Education Benefits Guideline: The unit member must complete the units during the fiscal year in which the benefit will be earned and submit a transcript or grade report as proof of satisfactory completion. The District may require an official transcript, if it deems necessary. The units must be earned on the unit member's own time, and related costs, i.e., books, registration, assorted fees, will not be paid by the District. Applicable units

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must earn a grade of "C" or better. (See Appendix F: Application for Personal/Professional Growth Benefit form.)

20.02 Professional Growth Benefit: Professional growth activities, such as workshops, seminars, or other training directly related to the unit member's job may be counted toward earning the lower division benefit referenced in 20.01.1. These activities must be attended during the unit member's non-working time, except while utilizing authorized paid leave time as provided for in Section 20.03. Sixteen (16) hours of documented staff development will equate to one lower division semester unit. Activity hours may be combined with college units to earn the benefit, but are not required to be earned within the twelve (12) month period as mentioned in 20.01. See Appendix G, Application for Release Time During Work Hours to Attend Professional Growth Activity form.

20.02.1 The Classified Professional Development Committee (CPDC) will be responsible for certifying appropriately job-related ongoing on-campus professional development activities and hours that equate to the lower division semester units mentioned in 20.01. Such certification will establish these appropriate activities as generally job-related for all unit members and thus eligible for the Professional Growth Benefit.

20.02.2 Unit members who are granted flexible scheduling time as outlined in 20.03 to attend training that is on campus and job-related are eligible to earn the Professional Growth Benefit.

20.02.3 Unit members who have a manager-approved Performance Improvement Plan are eligible to earn the Professional Growth Benefit while receiving training prescribed under the Plan.

20.03 Professional Growth Leave:

20.03.1 The District may grant, with management approval, release time or a flexible schedule, as referenced in Article 10.01.4.3, to unit members who request to attend:

20.03.1.1 Classes or training related to the unit member's current job classification.

Unit members are required to obtain approval from their immediate manager by submitting an Application for Release Time During Work Hours to Attend Professional Growth Activity form (Appendix G) to their manager a minimum of fourteen (14) days prior to the start of the workshop.

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The immediate manager shall reply to this request in a timely manner sufficient to allow the member to attend the workshop.

If the request is denied, the immediate manager shall provide a written reason on the Professional Growth Workshop Form. Such reasons must be related to the operation of the unit in which the unit member serves or is not related to the unit member's job classification.

20.03.1.2 Workshop(s) that relate to a unit member's job classification.

20.03.1.3 Activities sponsored by Professional and Organizational Development that enhance skills and abilities of unit members.

20.03.2 The District may require professional development or training in the following areas for which release time will be made available. It is the District's responsibility to schedule such activities.

20.03.2.1 Professional development, training, and/or certification that directly pertains to a unit member's responsibility as a disaster service worker.

20.03.2.2 Professional development, training, and/or certification that is mandated by an agency for a specific Mt. SAC job classification. For example, teachers in the Child Development Center are required to hold valid permits issued by the Commission on Teacher Credentialing. Specifics for Public Safety unit members can be found in Article XX (to be determined).

20.03.2.3 Professional development or training to meet the requirements of the District's Equal Employment Opportunity Program and Title 5 regulations, and to carry out the duties that are required of the EEO Representative during the hiring process.

20.04 New Classified Professional Orientation and Seminars:

20.04.1 A focused orientation for new employees will be provided by Human Resources developed in collaboration with CSEA 262 and other relevant departments within the first thirty (30) days of employment.

20.04.2 New Classified Professional Seminars will be developed and presented by Professional and Organizational Development in collaboration with CSEA

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262 and employees shall be provided a copy of the District's Classified Professional Reference Guide.

20.04.3 A minimum of two (2) all-day New Classified Professional Orientations and Seminars will be developed and presented by Professional and Organizational Development in collaboration with CSEA 262 each fiscal year.

1. With notification to their manager, new classified unit members shall be given release time to attend one of the New Classified Professional Orientations and Seminars.

20.05 Classified Professional Development Activities:

20.05.1 One non-instructional day per calendar year shall be designated as a Classified Professional Development Day for the purpose of staff development activities. It is the District's responsibility to ensure that the campus community, as well as the public, is aware that the campus will have limited operations during this day. The activities shall be planned around outcomes determined by a current needs assessment survey. The date and programming shall be mutually determined by the Classified Professional Development Committee and the District. The District will ensure that all unit members have an opportunity to attend provided that all essential District operational areas are staffed accordingly, as approved by the immediate manager.

20.05.2 Additional topic-based, partial day format workshops will be provided throughout the fiscal year. All seminars and workshops will be at the District's expense. All workshops developed for classified employees shall be developed by Professional and Organizational Development with input from the Classified Professional Development Committee. Any union-related professional development workshops will be developed by CSEA 262.

20.05.3 An annual classified retreat will be funded by the District in the amount of \$30,000 with the outcomes and scope determined by mutual agreement of the District and CSEA 262, including the extent of the participation of CSEA 651 and confidential employees. Participation is subject to the provisions of this Article. In the event the funds are not fully exhausted by retreat costs, the remaining funds will be used to provide skill reinforcement for the participants during the following year.

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20.06 Release Time for Workshop Presenters: Unit members who meet certain qualifications are eligible for release time to provide instruction at professional development workshops or trainings. Release time would be twice the length of the training, which would include prep time. The Classified Professional Development Committee will ensure that presenters meet qualifications for general professional development and CSEA 262 for union-related professional development. The schedule for the preparatory release time will be mutually agreed between the presenter and the immediate manager.

Additions or Modifications to Appendices

- Appendix B-2: Special Compensation Categories (NEW)
- Appendix D: Unit Member Work Outside of Classification Job Description (NEW)
- Appendix D-1: Classification Request Form (Replaces previous Appendix D)
- Appendix D-2: Pay Grade or Special Compensation Request Form (NEW)
- Appendix D-3: Reconsideration Request Form (NEW)
- Appendix F: Application for Personal/Professional Growth Benefit – CSEA 262 (Modified)
- Appendix G: Application for Release Time During Work Hours to Attend Professional Growth Activity
- Appendix M-2: Catastrophic Leave Application (NEW)

ANALYSIS OF CSEA, CHAPTER 262 INCREASES

Unrestricted General Fund, Restricted General Fund, Child Development Fund, Health Services Fund, Bond Construction Funds, Bond Anticipation Notes Fund, and Associated Students Trust Fund

Article	Analysis	Amount
8 Salaries 08.01 2016-17 Contract Year: 1% on the salary schedule.	1% ongoing increase	
9 Health and Welfare Benefits 09.03 District Contribution: 2016-17 Contract Year: \$10,946, effective July 1, 2016 09.02 Unit Members with an assignment less than 50% FTE and actively enrolled in a Covered California Qualified High Deductible Health Plan	District Contribution ongoing increase from \$10,846 to \$10,946 \$500 per contract year Total	\$471,588.00

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

DATE: October 12, 2016

ACTION

SUBJECT: Event License Agreement with SMG, Inc. – Citizens Business Bank Arena

BACKGROUND

Due to the projected construction work taking place in the stadium area later this year, the College has the need to relocate the annual commencement ceremony to a new venue for at least the next two years. After extensive research and visits to every available venue in our area, staff has determined that the Citizen's Business Bank Arena located in Ontario, California is the most suitable location for this ceremony. This arena hosts numerous commencement events each year and can accommodate a ceremony of the size required by the College. Due to previously scheduled dates at the arena, the College ceremony will be held on Sunday, June 18, 2017.

ANALYSIS AND FISCAL IMPACT

The base rent for use of the arena will be \$30,000, plus an additional \$12,000 to provide free parking on the day of the event. Under the terms of the Event License Agreement, a deposit of \$5,000 is due on October 19, 2016. A final payment of \$37,000 for the base fee and parking buyout will be due on April 18, 2017. It is also requested that the Board approves a \$6,000 contingency to address any additional expenses that may arise (i.e., additional chairs, floral arrangements, food, beverages). These additional expenses, if any, will be billed and paid upon the conclusion of the event.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Event License Agreement with SMG, Inc. – Citizens Business Bank Arena, including advanced payments, as presented.

Prepared by: William Eastham/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #7

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>October 12, 2016</u>	ACTION
SUBJECT: <u>Proposed Board Policy 3225 – Institutional Effectiveness (NEW)</u>	

BACKGROUND

Mt. SAC is updating the College’s Board Policies and proposes the following new Board Policy 3225 – Institutional Effectiveness.

ANALYSIS AND FISCAL IMPACT

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

Board Policy 3225 has gone through the governance process of the College and was approved by President’s Cabinet, President’s Advisory Council, and the Academic Senate.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approved proposed new Board Policy 3225 – Institutional Effectiveness.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Action #8

SUBJECT: Proposed Board Policy 3225 – Institutional Effectiveness (NEW)

DATE: October 12, 2016

Chapter 3 – General Institution

BP 3225 Institutional Effectiveness (NEW)

References:

Education Code Sections 78210 et seq., and 84754.6; ACCJC Accreditation Standard I.B.5-9

The College shall develop goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.

Approved:

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	DISCUSSION
SUBJECT:	<u>Mt. San Antonio College's Investment Strategies</u>	

BACKGROUND

Other Post-Employment Benefits (OPEB) are non-pension retirement benefits that an employee earns throughout his or her career and are provided throughout retirement. OPEBs primarily consist of medical, prescription drug, and dental benefits. In accordance with GASB 43 and 45, in 2008, Mt. San Antonio College created an OPEB Trust to fund these benefits. Contributions to the Trust are invested according to the parameters of the Investment Policy Statement (IPS). Mt SAC has retained Public Agency Financial Consultants (PAFCONS) as the Investment Advisor for the Plan. After an analysis of the needs of the Mt. SAC OPEB Trust, and the actuarial requirements to meet the plan's goals, PAFCONS recommended a target investment return of 7%. PAFCONS uses the IPS and applicable California Code statutes as a guide in building an investment portfolio that will provide ample return and cash flow, minimize risk, and provide the liquidity necessary to make the plan successful.

ANALYSIS AND FISCAL IMPACT

A representative from PAFCONS meets with Mt. SAC's OPEB Trust Administrative Committee and Mt. SAC's OPEB Trust Investment Committee twice a year where they present the OPEB Trust's District and Auxiliary Performance Reports. A current Performance Report presentation will be given to the Board of Trustees today and copies of the presentation will be distributed as a separate document.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the OPEB Trust's District and Auxiliary Performance Reports.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
		Agenda Item:	<u>Discussion #1</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 12, 2016</u>	INFORMATION
SUBJECT:	<u>Revisions to Administrative Procedure 5520 – Student Discipline Procedures</u>	

BACKGROUND

Administrative Procedure 5520 – Student Discipline Procedures has been revised and is being presented.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation, and utilizing the College’s shared governance process, revisions to Administrative Procedure 5520 have been recommended.

The proposed language has been reviewed by President’s Cabinet, President’s Advisory Council, Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5520 – Student Discipline Procedures.

Prepared by: <u>Carolyn Keys/Andrea Sims</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Information #1</u>

SUBJECT: Revisions to Administrative Procedure 5520 – Student Discipline Procedures

DATE: October 12, 2016

Chapter 5 - Student Services

AP 5520 Student Discipline Procedures

References:

Education Code Sections 55024, 66017, 66300, 67380, 72122, and 76030-76038, 76120, 76234, et seq.; Penal Code Section 273.5, 626.4, 646.9 20, U.S.C. § 1232g; 34 CFR Part 99.89; BP 3500, BP 5500, AP 3515

The purpose of this procedure is to provide a **fair**, prompt, and equitable means to address violations of the Standards of Student Conduct, ~~which guarantees to the student or~~ **and not for purposes of retaliation. This procedure affords** students involved the due process rights guaranteed them by ~~S~~state and federal constitutional protections. ~~This procedure will be used in a fair and equitable manner, and not for the purposes of retaliation.~~ It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the ~~S~~state and federal constitutions, ~~and or Education Code Section 76120,~~ and will not be used to punish expression that is protected.

Jurisdiction

Board Policy 5500 sets forth the Standards of Conduct for students and lists the causes for which student discipline procedures shall be initiated within this Administrative Procedure.

The Standards of Conduct shall apply to conduct that occurs on College premises, at College sponsored activities, and at College off-campus activities. Conduct that adversely affects the College community and/or the pursuit of its objectives shall be addressed through student discipline procedures. No student shall be removed from class, suspended, or expelled for parking offenses. Any College employee shall serve as a reporting party and may file a Student Misconduct Report for an alleged violation of the Standards of Conduct.

During off-campus activities, the College employee designated as a chaperone for College-sanctioned courses or activities held off-campus shall be responsible for administering the Standards of Conduct at off-campus sites, including Study Abroad locations. The chaperone shall file a Student Misconduct Report for alleged student misconduct in accordance with the discipline procedures herein.

SUBJECT: Revisions to Administrative Procedure 5520 – Student Discipline Procedures

DATE: October 12, 2016

Definitions

1. **Administrative Withdrawal:** A student is administratively withdrawn when one is suspended or expelled during the term in which the student is actively enrolled. A mark of “W”, denoting withdrawal, will be placed on the student’s academic record for all currently enrolled courses, regardless of the student’s progress, unless grades have already been posted.
2. **Business Day:** Days during which the College is in session and regular classes are held, open and conducts normal business operations, excluding College holidays, Saturdays, and Sundays.
3. **Character Development Workshop:** A four-hour workshop on six pillars of character, which students must complete if contained in the student discipline contract as optional or required. If optional, the student’s file shall be sealed upon completion of the workshop.
4. **College:** The Mt. San Antonio Community College District.
5. **College Premises:** All land, buildings, facilities, and other property owned, used, or controlled by the College, including adjacent streets and sidewalks.
6. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; based on the length, type, and frequency of the interaction between the persons involved in the relationship.
7. **Discipline Conference:** Meeting between the accused student and the Student Life official to discuss the alleged violation(s) of the Standards of Conduct.
8. **Discipline Contract:** A signed agreement between the student and the College to abide by the Standards of Conduct. Provides additional stipulations the student must complete.
9. **Discipline Hold:** A hold on the student’s record which prevents the student from making certain business transactions, including registering for classes, and prevents the student from utilizing certain College services until one’s mandatory Discipline Conference is complete.
10. **Discipline Sanctions:** Actions imposed upon any student found to have violated the Standards of Conduct.
11. **Domestic Violence:** Includes felony or misdemeanor crimes of violence, including threats or attempts, committed by a current or former spouse of the victim, person with whom the victim shares a child in common, person who is cohabitating with or has cohabitated with the victim as a spouse, person similarly

SUBJECT: Revisions to Administrative Procedure 5520 – Student Discipline Procedures

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situated to a spouse of the victim under the domestic or family violence laws, and/or any other adult person against a victim who is protected from that person's acts under California law.

- 12. Due Process: The right to know the accusations and the opportunity to have a fair and timely review, Discipline Conference, Discipline Hearing, and/or Appeal.**
- 13. Expulsion:** Exclusion of the student by the Board of Trustees from the College, ~~in for one or more terms. Within ten (10) days after the meeting described above, the College President/CEO or designee shall, pursuant to a recommendation from the Director, Student Life, decide whether to recommend expulsion to the Board of Trustees. Written notice of the College President's/CEO's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.~~
- 14. Good Cause: The existence of substantial evidence of an offense, as defined in Board Policy 5500, to impose a suspension or expulsion.**
- 15. Hate Violence: Any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.**
- 16. Hearing: Formal meeting to hear the evidence and student's testimony to determine outcome of case.**
- 17. Instructor:** Any academic employee of the College in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
- 18. Loss of Privileges: Exclusion from activities, removal from campus organizations, or denial of specified privileges for a designated period of time. An organization may also lose campus privileges including, but not limited to, the forfeiture of official recognition by College.**
- 19. Misconduct Report: Written notice by a College employee that includes a brief statement of facts regarding an alleged violation of the Standards of Conduct.**
- 20. Preponderance of Evidence: The standard of evidence used in hearings which leads the Student Conduct Board to find that the existence of the facts is more probable than not.**
- 21. Public Safety Incident Report: A report written by the College's Public Safety Department regarding the details surrounding an event.**

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- 22. Removal from Class:** Exclusion of the student by an Instructor for the day of the removal and the next class meeting.
- 23. Reporting Party:** The College employee who submits a report regarding an alleged violation of the Standards of Conduct.
- 24. ~~Written or verbal~~ Reprimand:** An ~~A~~ **written or verbal** admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the College. A record of the fact that a verbal reprimand has been given may become part of a student's record at the College for a period of up to one year.
- 25. Restitution:** Compensation for loss or damage to College property. Restitution may take the form of appropriate service, monetary reimbursement, or materials replacement.
- 26. Sanction:** A punishment imposed on a student for a violation of the Standards of Conduct.
- 27. Sexual Assault:** An assault that includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, or the threat of any of these.
- 28. Specialized Counseling or Therapy:** Sessions from a licensed California mental health professional may be mandatory as part of the requirements to fulfill a discipline decision imposed on the student.
- 29. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffer substantial emotional distress.
- 30. Standards of Conduct:** The College's set of rules applicable to student conduct on campus.
- 31. Student:** Any person ~~who has been assigned a College student identification number.~~ currently enrolled in any program offered by the College.
- 32. Student Conduct Board:** The authorized body to hold evidentiary Hearings on recommendations for suspensions longer than ten days and for expulsion.
- 33. Student Conduct Manager:** The Dean, Student Services or Director, Student Life designated to convene, conduct, and oversee the Student Conduct Board Hearing and officially represent the discipline recommendation of the Student Conduct Board.
- 34. Student Life Official:** Judicial Affairs Officer or Director, Student Life designated to oversee the processing of discipline reports, review of discipline cases, and all Discipline Conferences.

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- 35. Student Services Conduct Administrator: The Vice President, Student Services or designee who determines the final discipline decision. Accepts, rejects, or modifies the discipline recommendation of the Student Conduct Board or recommends expulsion to the College President.**
- 36. Suspension: Exclusion of the student from college premises to protect lives, protect college property, and to ensure the maintenance of order. The student who knowingly re-enters the College Premises after an immediate suspension except to come for their hearing, is subject to a trespassing arrest. A suspension includes notice to the student’s instructors and an administrative withdrawal of all classes is issued.**
- a. Immediate – Instant exclusion from College premises. The student must promptly leave or be escorted off-campus and be referred to a Student Conduct Board Hearing.**
- b. Short-term Suspension** – Exclusion of the student by the College President/CEO for good cause from one or more classes for a period of up to ten consecutive days of instruction. ~~Within seven (7) days after the meeting described above, the College President/CEO or designee shall, pursuant to a recommendation from the Director, Student Life, decide whether to impose a short term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the College President/CEO or designee decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The College President’s/CEO’s or designee’s decision on a short-term suspension shall be final.~~
- c. Long-term Suspension** – Exclusion of the student by the College President/CEO for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the College for one or more terms. ~~Within seven (7) days after the meeting described above, the College President/CEO or designee shall, pursuant to a recommendation from the Director, Student Life, decide whether to impose a long term suspension. Written notice of the College President/CEO or designee decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long term suspension is imposed, and a copy of this policy describing the procedures for a hearing.~~
- 37. Time limits:** ~~The notice must be mailed or provided to the student within 15 days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within seven (7) days of the date on which conduct occurred which led to the decision to take disciplinary action.~~ **Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.**
- 38. Withdrawal of Consent to Remain on Campus:** Withdrawal of consent by the Director, Student Life or Dean, Student Services for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Director, Student Life or

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~~Dean, Student Services~~ has **there is** reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

~~Short-Term Suspensions, Long-Term Suspensions, and Expulsions:~~

~~Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:~~

~~Notice:~~

~~The Director, Student Life or Dean, Student Services will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:~~

- ~~• The specific section of the Standards of Student Conduct that the student is accused of violating.~~
- ~~• A short statement of the facts supporting the accusation.~~
- ~~• The right of the student to meet with the Director, Student Life or Dean, Student Services or designee to discuss the accusation, or to respond in writing.~~
- ~~• The nature of the discipline that is being considered.~~

~~Meeting:~~

~~If the student chooses to meet with the Director, Student Life the meeting must occur no sooner than ten (10) days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.~~

Discipline Procedures

The College ensures due process rights for all students reported for alleged violation of the Standards of Conduct. An alleged violation of the Standards of Conduct shall be submitted to the Student Life official through a Misconduct Report or a Public Safety Incident Report. The Student Life official is responsible for receiving, adjudicating, and storing reports.

Removal from Class: Any instructor may order a student removed from his/her class for the day an incident occurs as well as the next class meeting. The instructor shall immediately submit a student Misconduct Report to the Student Life official. The Student Life official may arrange a conference between the student-instructor regarding the removal. The Student Life official may attend the student-instructor conference upon request by either party.

If a minor is removed from a class, the Student Life official shall ask the parent or guardian to attend a conference with the instructor. The Student Life official may attend the student-parent-instructor conference upon request by any party. The student shall

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not return to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Student Life official from recommending further discipline procedures based on the facts which led to the removal.

Study Abroad: The instructor responsible for administering the Standards of Conduct at a study abroad location is authorized to remove the student from all classes and activities of the study abroad program location. The student retains their rights to a discipline hearing upon their return to campus. The terms of this removal shall include the requirement that the student immediately return to the address listed on their student records, and at their expense. This suspension shall only be imposed in consultation with, and upon the approval of, the Vice President, Instruction. The Vice President, Instruction shall consult with the Dean, Student Services prior to imposition of discipline in the context of study abroad programs.

Report of Misconduct: Reporting parties who allege that a violation of the Standards of Conduct has occurred shall inform the student of their misconduct and submit a Student Misconduct Report to the Student Life official no later than ten business days after the occurrence, or within ten business days of the discovery of facts. If a reporting party calls Public Safety to assist with an alleged violation of the Standard of Conduct, a Public Safety Incident Report will be submitted to the Student Life official in addition to, or in lieu of a Student Misconduct Report. Documentation including any witness statements that support the allegation, must be included with any report. Incidents that can be considered to be hate violence will be reported to Public Safety per BP 3515.

In cases where a report of misconduct includes an issuance of an immediate suspension, the time limits contained in these procedures shall not apply. A Student Conduct Board Hearing shall occur within ten business days provided that a reasonable opportunity exists within this timeframe, but the provision of the hearing will not exceed thirty days. An immediate suspension may be issued by Public Safety, Student Life, or Adult Basic Education.

Discipline Conference: Upon receipt of the Student Misconduct Report and/or a Public Safety Incident Report a Student Life official shall provide the student, or a minor's parent/guardian, with an official notice of the alleged violation(s) warranting discipline. Official notice may be provided by certified mail, email, or personal delivery.

The discipline conference must be scheduled with a Student Life official within ten business days after the notice is provided. The responsibility to schedule the mandatory discipline conference within ten business days rests with the student or minor's parent/guardian.

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The official notice shall include:

- **Specific section(s) of the Standards of Conduct that the student is accused of violating;**
- **Short statement of the facts which support the accusation;**
- **One's right and responsibility to attend a Discipline Conference to discuss the alleged violation(s) with a Student Life official; and**
- **The nature of the discipline that is being considered.**

If necessary, the Student Life official will conduct an additional investigation of the alleged misconduct to gather more facts in preparation of the Discipline Conference.

At the Discipline Conference the student, or minor student with parent/guardian, must again be informed of: the specific section(s) of the Standards of Conduct they are accused of violating, the facts which support the accusation, and given an opportunity to respond to the accusation verbally, or in writing. During the Discipline Conference, the Student Life official shall determine the disciplinary sanction(s) warranted and inform the student. Following the Discipline Conference, the Student Life official will provide a written notice to the reporting party of the actions taken or pending. If a Discipline Conference with the Student Life official fails to occur within ten business days, a Disciplinary Hold shall be placed on the student's record to prevent the student from having access to College records and services, including registering for classes. A Discipline Conference could result in referral to a Student Conduct Board Hearing.

The following discipline sanctions may be imposed:

- **Character Development Workshop**
- **Discipline Contract**
- **Immediate Suspension**
- **Loss of Privileges**
- **Reprimand**
- **Restitution**

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Hearing Procedures

Request for Hearing:

~~Within seven (7) days after receipt of the College President's/CEO's or designee's decision regarding a long term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the College President/CEO or designee.~~

Schedule of Hearing

~~The formal hearing shall be held within ten (10) days after a formal request for hearing is received.~~

Prior Expulsion Assessment Hearing: Any person applying for admission to the College who has been previously expelled from another community college district in the preceding five (5) years or is undergoing an expulsion process at another community college district, shall be afforded a Student Conduct Board Hearing. The hearing shall determine if the applicant continues to pose a danger to the physical safety of others and whether the applicant will be admitted, admitted provisionally, or denied admission to the College as per AP 5010. The person shall have the right to appeal to the Vice President, Student Services or President/CEO.

Sexual Violence Cases: In all sexual violence cases, discipline procedures will be conducted by persons who receive annual training on issues related to domestic violence, dating violence, sexual assault, stalking, and hearing processes that protect victim safety, applies affirmative consent, and promotes accountability. Both the accuser and accused are entitled to the same opportunity to have others present during the discipline procedures, including the opportunity to be accompanied to any related conference by an advocate of their choice.

Hearing Panel Student Conduct Board Appointment: ~~The hearing panel for any disciplinary action~~ **Student Conduct Board shall be composed of one administrator, one faculty member, and one student, and the Student Conduct Manager.** ~~The College President/CEO or designee,~~ **At the beginning of each academic year, the Vice President, Student Services, the President of the Academic Senate President, and the AS Associated Students President** shall each, ~~at the beginning of the academic year, establish~~ **submit** a list of at least five persons who will serve on ~~the~~ **the Student disciplinary hearing panels Conduct Board throughout the year.** ~~The College President/CEO or designee~~ **Student Conduct Manager shall appoint the hearing panel board** from the names on these lists **provided and will serve as the Student Conduct Board Chair.** However, No administrator, faculty member, or student who has any personal involvement in the matter **case** to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner, shall serve on a **the Student Conduct Board** Hearing panel.

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Hearing Panel Chair:

~~The College President/CEO or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.~~

Notice of Student Conduct Board of the Hearing: The Student Life official shall provide the accused student, or a minor's parent/guardian, official notice of the date, time, and location of the hearing by certified mail, email, or personal delivery. The notice shall include:

- 1. The composition of the Student Conduct Board.**
- 2. The specific sections(s) of the Standards of Conduct the student is accused of violating.**
- 3. A statement of the alleged facts and evidence supporting the accusation in sufficient detail, including any witnesses or exhibits, so that the student may prepare one's testimony.**
- 4. The nature of the discipline that is being considered.**
- 5. A copy of Board Policy 5500 and Administrative Procedure 5520.**
- 6. Requirements that the student must provide the Student Conduct Manager with a witness list and any exhibits one will bring to the hearing, at least three (3) business days prior to the scheduled hearing date.**

~~The student may represent himself or herself **one's self**, and may also have the right to be represented by a person of his or her **one's** choice including an attorney if, in the judgment of the hearing panel **Student Conduct Board Chair**, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five **three** business days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College representative **Student Conduct Manager** may **also** request legal assistance **for the Student Conduct Board**. ~~The hearing panel may also request legal assistance; a~~Any legal advisor provided to the panel **Student Conduct Board** may sit with it **serve** in an advisory capacity to provide legal counsel but shall not be a member of the panel **Board** nor **have a** vote with it **in the case**. The members of the hearing panel **Student Conduct Board** shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.~~

Student Conduct Board Hearing: The hearing shall commence no sooner than ten (10) business days and not later than thirty (30) business days after the accused student has been provided an official notice of a Student Conduct Board Hearing. In the case of an immediate suspension a hearing must be held within ten (10) business days. The

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Student Conduct Board Hearing shall be conducted in substantial compliance with the following proceedings:

1. **The** hearings shall be closed and confidential unless the student requests that it be open to the **all parties and the Student Conduct Board agree to a public hearing**. Any such request must be made no less than five (5) days prior to the date of the hearing. In a closed hearing, Witnesses shall not be present at the hearing when not testifying, **in the room only when testifying, unless all parties and the Student Conduct Board** agree to the contrary.
2. **The Student Life Official shall present the case against the accused student, and shall have the burden of providing by the preponderance of the evidence standard, that the facts alleged are true, and shall make a recommendation for the level of discipline to be imposed.** The facts supporting the accusation shall be presented by a College representative who shall be the Director, Student Life.
3. **The Student Life Official and the accused student shall have the right to directly participate in the hearing, to introduce evidence, to call witnesses under oath, and to cross-examine witnesses. All witnesses are also subject to examination by the Student Conduct Board. All witnesses must testify under oath as administered by the Student Conduct Manager.** The College representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Unless the hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by substantial of evidence that the facts alleged are true.

4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted **records, exhibits and written statements may be accepted as evidence at the discretion of the Student Conduct Manager in consultation with the Student Conduct Board.**
5. **The Student Conduct Manager, after consultation with the members of the Student Conduct Board, shall have the final decision on all procedural and evidentiary questions.**
6. The hearing shall be recorded only by the College either by tape recording or stenographic recording, and shall be the only recording made **Student Conduct Board. Any** No witness who refuses to be recorded shall not be permitted to give testimony **testify**. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording. **The recording shall remain the property of the College. The Student Conduct Manager shall furnish a copy of the recording to**

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the accused student at their request including all documents and evidence presented at the Student Conduct Board Hearing. The accused shall have three business days after the hearing decision is finalized, to make the request.

~~All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.~~

- 7. The student shall have the right to be assisted by a translator or qualified interpreter to ensure their full participation in the proceedings. Any notification of bringing an interpreter shall be made in writing to the Student Conduct Manager no later than three business days before the hearing.**
- 8. Student Conduct Board and College employees who participate in a Student Conduct Board Hearing, shall abide by all state and federal laws governing the privacy and confidentiality of student educational records.**
- 9. The Student Conduct Board shall deliberate in closed session. These deliberations shall not be recorded and the proceedings shall be confidential in closed session. The Student Conduct Board shall determine whether the facts as alleged have been established by the preponderance of the evidence standard, specify its findings of fact in writing, determine by majority vote whether the accused student has violated the Standards of Conduct as charged, and determine a recommendation for disciplinary action by majority vote.**

Student Conduct Board Recommendations: The Student Conduct Manager serving as Chair to the Student Conduct Board, shall issue a written report of their findings and recommended hearing sanctions to the Student Services Conduct Administrator, within ten business days after the conclusion of the hearing.

~~Within ten (10) days following the close of the hearing, the hearing panel shall prepare and send to the College President/CEO a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.~~

Discipline Decision: The Student Services Conduct Administrator reviews the written report of the findings and recommended hearing sanctions. Within ten business days of receiving the recommendation, the Student Services Conduct Administrator shall accept, reject, or modify the discipline decision.

Upon determination of the discipline decision, the Student Services Conduct Administrator shall notify the student, or a minor's parent/guardian, of the final

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discipline decision. The written discipline decision shall include hearing sanctions and be provided by certified mail, email, or personal delivery.

In cases where sexual violence is alleged, both the accuser and accused will receive simultaneous written notice of the discipline decision of the Student Conduct Board Hearing, the appeal procedures, and any change to the hearing result before the results are final. Both parties shall be notified within three (3) business days when the results become final. The College will protect the victim's identity by redaction to the extent permissible by law.

If the written discipline decision includes a modification that is greater than the Student Conduct Board recommendation, the student may file an appeal with the Vice President, Student Services or the College President within ten (10) business days from the date the notice of imposed hearing sanctions. If the Student Services Conduct Administrator makes a recommendation for expulsion, the recommendation will be forwarded to the College President/CEO.

The following hearing sanctions may be imposed:

- **Suspension, Short term**
- **Suspension, Long-term**
- **Specialized Counseling or Therapy**
- **Character Development Workshops**
- **Mandatory Discipline Conference upon return**
- **Discipline Contract**

Appeal Procedures

If the final discipline decision is greater than the recommendation of the Student Conduct Board, the student may file an appeal. The appeal shall include a written statement as to why the student believes the decision was erroneous. The filing of an appeal by the student shall not delay the implementation of the discipline decision and hearing sanctions unless so ordered by the Vice President, Student Services or College President/CEO. Within ten business days the Vice President, Student Services or College President/CEO shall review the record of the hearing. The Vice President, Student Services or the College President/CEO may accept, reject or modify the findings of the appeal request and prepare an appeal decision.

Notice of Appeal Decision: If the Vice President, Student Services or the College President/CEO accepts, rejects, or modifies the discipline decision, a new written

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decision which contains specific factual findings and conclusions shall be prepared. The appeal decision will be final.

College President's/CEO's Decision

Long-term suspension: Within ten (10) days following receipt of the hearing panel's recommended decision, the College President/CEO or designee shall render a final written decision. The College President/CEO or designee may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President/CEO or designee modifies or rejects the hearing panel's decision, the College President/CEO or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the College President/CEO or designee shall be final.

Expulsion: Within ten (10) days following receipt of the hearing panel's recommended decision, the College President/CEO or designee shall render a written recommended decision to the Board of Trustees. The College President/CEO or designee may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President/CEO or designee modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President's/CEO's or designee's decision shall be forwarded to the Board of Trustees.

Expulsion Procedures

Recommendation: When expulsion is recommended, as demonstrated by the findings of fact, the Student Services Conduct Administrator shall forward a recommendation to the College President/CEO with all supporting documentation. Within ten business days the College President/CEO shall review the record of the hearing and prepare a new discipline decision which contains specific factual findings and conclusions. The College President's/CEO shall make the final decision as to whether the case shall be forwarded to the Board of Trustees.

Board of Trustees' Decision

Hearing: The Board of Trustees shall consider any recommendation from the College President/CEO for expulsion at the next regularly scheduled meeting of the Board **a meeting scheduled not sooner than fifteen business days after the date of the notice, and not later than the next two regularly scheduled Board of Trustees meetings** after receipt of the recommended decision. The student shall be notified in writing, by registered or certified mail, **email, and/or** by personal service **delivery**, at least three (3) days prior to the meeting, of **The notification shall include** the date, time, and place of the Board's meeting. **If the student is a minor, the notification must be sent to the student and their parent or guardian.**

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The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122). The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting. ~~Even if~~ a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

Decision: The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the College President/CEO ~~and/or the hearing panel~~. If the Board of Trustees modifies or rejects the decision, the Board of Trustees shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the College. **However, in order to comply with the federal Family Education Rights and Privacy Act, the name of the student shall not be disclosed.**

~~Immediate Interim Suspension~~ (Education Code Section 66017):

~~The College President/CEO may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten days.~~

~~Removal from Class~~ (Education Code Section 76032):

~~Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the College President/CEO and the Director, Student Life. The Director, Student Life shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Director, Student Life shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Director, Student Life from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.~~

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~~Withdrawal of Consent to Remain on Campus:~~

~~The Director, Student Life may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Director, Student Life a written report must be promptly made to the College President/CEO.~~

~~The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.~~

~~In no case shall consent be withdrawn for longer than five (5) days from the date upon which consent was initially withdrawn.~~

~~Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)~~

~~**Time Limits:** Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.~~

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