



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 14, 2016

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

6:00 p.m. – Public Session

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

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

AGENDA

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

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

PUBLIC COMMUNICATION

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

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

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

CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 – Non-Reemployment of Contract, Management (regarding Employee No. ...2507).

PUBLIC SESSION (6:00 p.m. Flag Salute)

INFORMATIONAL DISCUSSION ON STUDENT PRIVACY CONCERNS (Founders Hall, Conference Center)

At the request of Mt. San Antonio College students, the Board of Trustees will host an informational discussion regarding privacy concerns based on students' residency status and potential changes to federal policy.

Speakers are requested to complete a Public Comment Card to allow for an order of speakers to be established.

ELECTION OF BOARD OF TRUSTEES OFFICERS

To comply with Education Code Section 35143, an annual organizational meeting must be held within 15 calendar days of the first Friday in December to elect officers of the Board (Pages 1 and 2).

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Frances Fendors**, Project/Program Specialist (ESL)
- **Brandon Gillett**, Laboratory Technician (Business and Computer Information Systems)
- **Adam San Miguel**, Coordinator, Audio Visual Systems (Technical Services)

Management Employee (Newly Appointed)

- **Heidi Lockhart**, Director, Honors Program (Honors Program)
- **Isaac Rodriguez Lupercio**, Judicial Affairs Officer (Student Life)

Management Employee (Promoted)

- **Clarence Banks**, Director, Aspire Program (Student Services)

- **Recognition:**

Award a Certificate of Service to the following retiring employees:

- **Carolyn Keys**, Dean, Student Services (Student Services), (15 years of service)
- **Steven Becerra**, Custodian (Custodial Services), (21 years of service)

Mt. San Antonio College celebrates the certification of 11 Aeronautics students as Federal Airport Aviation Aircraft Dispatchers (FAA ADX). The students completed 27 units of aeronautics prerequisites, plus a seven-unit certificate program in order to complete their ADX training. In order to receive FAA certification, each student had to pass a FAA knowledge test, plus pass an eight-hour oral/practical examination with a FAA examiner. Adjunct Professor **Judith Flemming** designed and taught the ADX classes, and her dedication to Mt. SAC is greatly admired and respected by all. Congratulations to **Desiree Davis, Jose (Bobby) Diaz, Jessica Fiske, Robert Long, Amy Madrigal, Louis Ochoa, Arnit Patel, Victorino (Omar) Rasmussen, Paul Ruiz, Audrey Spitzer, and Ryan Zimmer!**

Congratulations to 1st year Head Volleyball Coach **Ali Carey-Oliver** and her team for winning the South Coast Conference North Division Conference Championship. Ali was hired full-time last Spring and has done an amazing job resurrecting the team in a short period of time. What her team ended up accomplishing was historic for Mt. SAC. In the 40-year history of California Community College volleyball this is the first women's volleyball Conference Championship for Mt. SAC. The team went 19-3 in the season and was undefeated in Conference play. Coach Carey-Oliver was named the North Division Conference Coach of the Year and had two players named Athlete and Libero of the Year for the Conference. The Mounties were seeded 16th into the California Community College Athletic Association State Volleyball Championships. The Board would like to recognize Coach Carey-Oliver and her team on an outstanding season.

Appearing in their 10th consecutive California Community College Athletic Association (CCCAA) State Championship Tournament, the number one ranked Mt. SAC Men's Soccer Team won their 5th overall title by defeating Fresno City College on December 4th. After a hard-fought regulation game and two overtimes, and with the Mounties leading 5-4 in the penalty kick shootout, state tournament MVP, Freshman goalkeeper, Edwyn Guitierrez, dove right and stopped the final Fresno City penalty kick to give Mt. SAC the championship. In the semi-finals, the team defeated Taft College, 5-4, in a shootout, making the Mounties the only team in history to capture a CCCAA Men's Soccer Championship without scoring a regulation goal in either the semi-final or championship game. In his fifteenth season, Head Coach **Juan Sanchez** also led the team to the 2016 South Coast Conference (SCC) Championship. Coach Sanchez was named the SCC and California Community College Soccer Coaches Association SoCal Coach of the Year. The Mounties will await the final national rankings where the team is expected to finish as one of the top two teams in the country. Congratulations to Head Coach Juan Sanchez, his staff, and his players for another outstanding season!

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of November 9, 2016 (Pages 3 through 15).

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
 - Oral Report by Vavrinek, Trine, Day, & Co., LLP, Certified Public Accountants; and
 - Informational Report – Transit Center Report (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 through 20);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 21 and 22);
3. Quarterly Financial Status Report for the period ending September 30, 2016 (Pages 23 through 25);
4. Quarterly Investment Report for the quarter ending September 30, 2016 (Page 26);
5. Re-issuance of stale-dated warrants (Page 27);
6. Agreement with T-Mobile Wireless for advance payment of Division of State Architect (DSA) Inspection Costs (Page 28);
7. Purchase of an LED scoreboard for the Aquatics Center from Multimedia LED, Corona, CA (Page 29);
8. Agreement to provide professional design and consulting services with OMB Electrical Engineers, Inc. for the Administration Building 4 Lighting Retrofit (Page 30);
9. Award of Bid Nos. 3100-3102 to SJD&B, Inc., Walnut, CA, Pro-Craft Construction Inc., Redlands, CA, and Daniel's Electric Construction Company, Inc., Fontana, CA (Pages 31 through 33):
 - Bid No. 3100 Demolition & Earthwork - Athletics Complex East Project - SJD&B, Inc., Walnut, CA;
 - Bid No. 3101 Site Utilities – Athletics Complex East Project - Pro-Craft Construction Inc., Redlands, CA; and
 - Bid No. 3102 Electrical – Athletics Complex East Project - Daniel's Electric Construction Company, Inc., Fontana, CA;
10. Award of Bid No. 3135 to K.A.R. Construction, Inc., Ontario, CA (Pages 34 and 35):
 - Bid No. 3135 Building 16E – Equity Center, Site Work and Utilities;
11. Award of Bid No. 3141 to Unlimited Environmental, Inc., Signal Hill, CA (Pages 36 and 37):
 - Bid No. 3141 Athletics Complex East Abatement Project;

12. Award of Bid No. 3142 to American Diversity Business Solutions, Glendora, CA (Page 38 and 39):
 - Bid No. 3142 Printing Services for Student Success Kits;
13. Annual Maintenance Agreement (Contract Amendment) (Pages 40 and 41):
 - Contract Professional Design and Consulting services – Added Services – Campus Fire Alarm Services – First Fire Systems, Inc. – Amendment No. 1;
14. Consideration of approval of the following Proposed Gifts and Donations to the College:
 - Alhambra Fire Department – Amkus Hydraulic Rescue Tool: Pump Model/CAT #Y26G-LUAM Serial #348727, Spreader Model #M30-C, and Hydraulic Cutter, valued by donor at \$5,000, to be used in the Fire Technology Department;

HUMAN RESOURCES:

15. Personnel Transactions (Pages 42 through 54);
16. Contract for Interpreting Services with LIFESIGNS, Inc. (See Page 55);
17. New and/or Revised Management Job Classification Descriptions (Pages 56 through 72);
18. Renewal/Non-Renewal of Management Contracts (Pages 73 and 74);

INSTRUCTION:

19. School of Continuing Education Additions and Changes (Pages 75 through 77);
20. Workforce Innovation and Opportunity Act Title II Grant (Section 231) – Acceptance of Funds and Approval of Activities for Fiscal Year 2016-17 (Page 78);
21. Affiliation Agreement with Pomona Valley Hospital Medical Center (Page 79);
22. Memorandum of Understanding with Mount Saint Mary's University (Pages 80 through 82);
23. Contract Agreement with In-N-Out Burger for the Dr. Deborah Boroch Science Discovery Day (Page 83);
24. Single-Source Purchase of New Nuclear Magnetic Resonance Spectrometer (Page 84);
25. Contract Agreement with Sagatica, LLR for the Management Retreat (Page 85);
26. Contract Agreement with Covina District Field to Host the 2017 Men's and Women's Track & Field Classes and Practices (Page 86);
27. Contract Agreement with El Camino College to Host the 2017 Mt. SAC Relays (Page 87);
28. Contract Agreement for Rental of Citrus College Recording Studio to Record Vocal Jazz Group Singcopation (Page 88);

29. New, 4-Year Review, Modified Courses, Modified Certificates, and Modified Degrees Effective with the 2017-18 Academic Year (Pages 89 through 91);
30. Career Technical Education (CTE) Data Unlocked Initiative Grant: Acceptance of Funds (Page 92);
31. Awards for Innovation in Higher Education Program Planning Grant: Acceptance of Funds and Approval of Purchases (Page 93);
32. Proposition 39 Clean Energy Workforce Grant: Acceptance of Funds and Approval of Purchases (Page 94);

STUDENT SERVICES:

33. Contract with Student Insurance for International Student Health Insurance (Pages 95 through 97);
34. 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 (Page 98);

Ratification is requested for the following:

35. Agreement with Professional Financial Solutions to Provide Anti-Sexual Harassment Training (Page 99); and
36. Contract Agreement with Cole-Schaefer Ambulance Service for the 2016 Football Season (Page 100).

ACTION ITEMS

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

1. Accept the audit reports from Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants, for the fiscal year ending June 30, 2016, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. SAC Antonio College Auxiliary Services Corporation (Distributed as separate documents);
2. President & CEO Employment Agreement Renewal (Pages 101 to 102);
3. Emergency Resolution No. 16-05 – Repair Underground High-Voltage System (Pages 103 through 106);
4. Revision of Resolution 05-08 to new Resolution 16-06 – A Resolution Electing to Establish a Health Benefit Vesting Requirement for Future Retirees Under Public Employees' Medical and Hospital Care Act (See Pages 107 through 108); and
5. Year Three Three-Year Negotiated Agreement Between CSEA Chapter 651 and the District for 2014-17 (Pages 109 through 117).

INFORMATION ITEM

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

1. Proposed New Administrative Procedure 7352 – Jury Duty for Short-Term Hourly, Substitute, Professional Expert Employees Not Represented by a Collective Bargaining Unit (Pages 118 and 119).

ADJOURNMENT

Future Board Meetings

January 11, 2017

January 21, 2017 – Board Study Session (University of La Verne)

February 8, 2017

March 8, 2017

Upcoming Events

- | | |
|---------------------------|---|
| December 2 | Observation Night , 6:00 p.m., Randall Planetarium Building 26C |
| December 3 | Vocal Jazz Fall Concert , 7:30 p.m., Clarke Theatre |
| December 6-7 | American Red Cross Blood Drive , 9:00 a.m.-7:00 p.m., Building 9C |
| December 7 | Dance Informal Performance , 6:30 p.m., Clarke Theatre |
| December 8 | SacBookRac Holiday Tea , 10:00-11:30 a.m., Book Store |
| December 8-10 | 19th Annual Wassail Dinner & Concert , 6:00 p.m., Dance Studio/Recital Hall
When Pigs Fly Annual Student Show , 8:00 p.m., Studio Theatre |
| December 11 | When Pigs Fly Annual Student Show , 2:00 p.m., Studio Theatre |
| December 12-18 | Fall Final Exams |
| December 22-
January 2 | Winter Recess, Campus Closed |

Upcoming Athletics Events

- December 13 **Men's Basketball vs. Bakersfield College**, 5:00 p.m., Gym
- December 15 **Men's Basketball vs. Desert College**, 6:00 p.m., Gym
- December 19 **Men's Basketball vs. Fullerton College**, 6:00 p.m., Gym

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**

December 14, 2016



SUBJECT: Election of Officers – Annual Organizational Meeting

DATE: December 14, 2016

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees elects officers of the Board.



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 9, 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 5:00 p.m. on Wednesday, November 9, 2016. Trustees Baca, Bader, Chen, 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 Abe Ali, Vice President, Human Resources were present.

CLOSED SESSION

The Board adjourned to Closed Session at 5:01 p.m.

The meeting reconvened at 5:35 p.m.

PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

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

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

CLOSED SESSION

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

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

PUBLIC SESSION

The meeting reconvened at 6:44 p.m., and the Pledge of Allegiance was led by Eric Kaljumagi, President, Faculty Association.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

MOMENT OF SILENCE

Observed a moment of silence in memory of **Kenneth L. Hunt**, who passed away on October 1, 2016. Ken served as a member of the College Board of Trustees from 1977-95. He was a member of the executive board of the College's Regional Arts Council, community improvement association, and commissions and committees serving disabled persons. Ken received an award for negotiations with legislators on behalf of community colleges throughout the state. Ken worked as a professor with the Los Angeles Community College District until his retirement in 1997. After his retirement, he continued to stay active in his church.

Observed a moment of silence in memory of **Joanne (Jody) Vescio**, who passed away on October 6, 2016. Jody worked at Mt. SAC from 1967 to 1987, initially answering a job posting for a temporary, six-week position; 20 years later she retired. She began in the BookRac, moved to Business Services, on to Administration where she was secretary to Mr. Gene Kurl, Vice President, and, finally, as secretary for two deans of Natural Sciences, Gil Dominguez and Barbara Crane. In those two decades she laughed, cried, made life-long friends, "rattled a few cages", and genuinely loved her 'temporary' 20-year career at Mt. San Antonio College. She enjoyed life post-retirement to the fullest with her husband of 66 years, Vern Vescio, her five kids and their spouses, nine grandchildren, and five great grandchildren.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Abigail Casian**, English as a Second Language Instructional Support Assistant (ESL) (absent)
- **Blanca Juarez**, Student Services Outreach Specialist (High School Outreach) (present)
- **James Milliken**, Driver (Disabled Student Programs & Services) (present)
- **Joel Monroy**, Student Services Outreach Specialist (High School Outreach) (present)
- **James Reed**, Coordinator, Project/Program (Natural Sciences) (present)
- **Tarik Ross**, Student Services Outreach Specialist (High School Outreach) (present)
- **Salote Wailase**, Student Services Outreach Specialist (High School Outreach) (present)

Classified Employee (Promoted)

- **Rondell Schroeder**, Procurement Specialist (Fiscal Services) (present)

Management Employee (Newly Appointed)

- **Jose Martinez-Saldaña**, Director, TRiO Programs (Student Services) (present)
 - **Paul Miller**, Sergeant, Police/Public Safety (Public Safety) (present)
 - **Robert Toyer**, Sergeant, Police/Public Safety (Public Safety) (present)
- A Certificate of Service was presented to the following retiring employees:
 - **Joseph Carl**, Public Safety Officer (Public Safety) (18 years of service) (present)

APPROVAL OF MINUTES

It was moved by Trustee Baca seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of October 12, 2016.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

PUBLIC COMMUNICATION

- Student Abby Laher commented on the College's plans for the solar farm.

REPORTS

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

- **Brian Moon and Lucky Morales**, ICC Chair and Co-Chair, Associated Students
- **Jeff Archibald**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Cesar Castaneda**, Interim Treasurer, CSEA 651 (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 Joseph Carl on his retirement.
- C. Trustee Hall reported the following:
- Acknowledged the passing of Ken Hunt. He noted that this was the seat that he was appointed in to. They continued to stay in touch after his retirement from the Board;
 - Discussed how people progress through this organization and acknowledges Rondell Schroeder as an asset;
 - Attended Senator Ed Hernandez’s 2016 Veterans Services Awards;
 - Provided the keynote address at Covina Rotary’s Field of Valor event, and acknowledged our Veterans Resource Center for their help in providing information about what Mt. SAC offers to veterans; and
 - Looking forward to participate in Puttin’ on the Hits and he encouraged others to promote the sale of tickets.
- D. Trustee Hidalgo reported the following:
- Thanked the Veterans on the Board for their service;
 - Toured the campus with Dr. Scroggins and West Covina Mayor James Toma, who was impressed at the on-going changes to the campus;
 - Attended the Student Leadership Retreat in Lake Arrowhead and he was impressed by the questions that were asked by the students;
 - Looking forward to Puttin’ on the Hits and always enjoys participating; and
 - Attended the 70th Anniversary Carnival and Open House and was impressed at how well attended it was and what a great outreach event it was to our community.

E. Trustee Baca reported the following:

- Attended the Youth Science Center Gala;
- Acknowledged Karen Chang for volunteering for the Kepler committee;
- Attended the Academic Senate Plenary and congratulated Jeff Archibald and Dr. Scroggins for their presentation on Pathways;
- Attended the Wheelhouse Leadership Institute at UC Davis;
- Will be attending the CCLC Annual Convention, where he is making a couple of presentations; one on the Wheelhouse and one on getting students involved in civic activities;
- Thanked all Veterans for their service; and
- Will be cutting the Marine birthday cake tomorrow celebrating their 240th birthday.

F. Trustee Bader reported the following:

- Acknowledged Veterans, especially her father and her husband;
- Commented how Puttin' on the Hits always brings everyone together;
- Attended the 70th Anniversary Community Carnival and Open House and thought it was a great public relations event;
- Attended the adjunct faculty reception and commented how active this group was;
- Commented that, as of last night, there is a new mayor in La Verne;
- Looking forward to Puttin' on the Hits;
- Looking forward to attending Wassail; and
- Visited campus while her sister-in-law, a Mt. SAC alum, was visiting.

G. Trustee Santos reported the following:

- Attended a meeting of the Culture Shock Club where they had a presentation on Mexican culture;
- Reviewed the Baldwin Park Business Association's new Baldwin Park Downtown Plan;
- Invited to be part of a Community Advisory Committee for the Baldwin Park Adult Career Education Center, which is the adult school located in Baldwin Park. She thanked Madelyn Arballo for her help preparing for this meeting;
- Attended the Baldwin Park Police Department's and City of Irwindale's Trunk or Treat;
- Attended the Student Leadership Retreat in Lake Arrowhead;
- Attended the 70th Anniversary Community Carnival and Open House and commented on how many departments and clubs there were to show to the community;
- Attended the President's Circle Breakfast this morning; and
- Wished everyone a Happy Veterans Day and a happy birthday to the Marines.

H. Trustee Chen reported the following:

- Participated in an interview on Brad Pomeroy's show;
- Attended the Metro Village grand opening in Baldwin Park;
- Went to a splash pad grand opening;
- Attended a reception for Don Knabe who is terming out;
- Attended the Meals on Wheels annual fund-raiser;
- Attended the Youth Science Center Awards Gala;
- Attended the Rudy Chavarria Scholarship Dinner;
- Attended the Veterans Service Awards Dinner;
- Attended the Associated Students leadership panel in Lake Arrowhead and most enjoyed having lunch with the students;

- Looking forward to the holidays; and
 - Looking forward to hearing Professor Cornell West speak;
- I. Student Trustee Betty Santos reported the following:
- Attended the California Student Affairs Conference with the Associated Students;
 - Attended the Associated Students Fall Leadership Conference and thanked the Trustees and other campus leaders who attended;
 - Attended Expanded PAC;
 - Thanked the Board and President who are veterans and have served in the military;
 - Looking forward to attending the Dia de Los Muertos event on Monday;
 - Attended her second CCCT Board Meeting which was a joint meeting with the CEO Board;
 - Attended a dinner with partnerships with CCLC and WC Architects;
 - Looking forward to attending the CCLC Annual Convention; and
 - Attended a protest on campus in response to the elections, and is concerned about minority students on campus and is interested in creating safe spaces.
- J. Trustee Chen Haggerty reported the following:
- Attended the Rowland Buckboard Day Parade; and
 - Attended the Rowland Unified School District's Foundation State of the Schools breakfast.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees;
- He congratulated Joseph Carl on his retirement;
- Recognized Mike Gregoryk for his work with our vendors in supporting student scholarships, specifically for veterans;
- Recognized not only the promotion that Rondell received, but all of the volunteer work that she has done on campus;
- Recognized the volunteers for the 70th Anniversary Community Carnival and Open House, and, specifically, recognized Yen Mai for her leadership;
- Commented on Propositions 51 and 55 passing. Proposition 55 is the continuation of Proposition 30, which means almost \$20M of our budget;
- Attended lunch with Walnut City Council Member Andrew Rodriguez;
- Attended lunch with Walnut City Council Member Bob Pacheco;
- Looking forward to meeting with Walnut Mayor Eric Ching next week;
- Continues to be involved with the SGV Partnership Board which is working on a Strategic Plan;
- Toured the campus with Richard Verches, CEO of the Los Angeles County Workforce Investment Board;
- Presented a couple of webinars and a workshop on the Strong Workforce Program;
- Looking forward to attending the CCLC Annual Conference;
- Attended the Senate Plenary and acknowledged the great work of Jeff Archibald;
- Has been talking with the College Futures Foundation and the training grants that they're offering for innovation awards. He is working on bringing seven other colleges (Long Beach City College, Mira Costa College, Sierra College, Sacramento City College, Bakersfield

College, Bakersfield College, and Irvine Valley College in to join on a planning grant to get ready for the state money to work on Pathways. The state application is due in February.

- Presented at the Senate Plenary on the history of the development of technology;
- Mike Gregoryk, Vice President, Administrative Services, and Gary Nellesen, Director, Facilities Planning & Management, reported that the College has received a grant from the Metropolitan Water District and Three Valley Water District to upgrade our irrigation management system to current technology. Gary anticipates this to take approximately six months, and acknowledged Cesar Castaneda for his work on this project;
- He introduced Barbara McNeice-Stallard, Director, Research and Institutional Effectiveness, and Madelyn Arballo, Dean, School of Continuing Education, to present on the 2016 Scorecard. (Note: The presentation may be found on the College website with these minutes.)

Discussion:

(Scroggins) The scorecard also has a metric that counts the wage gain for the students who complete the non-student certificate, which is about at 20%.

(Hall) Who gets the scorecard and what do they do with it when they get it?

(McNeice-Stallard) The whole world gets the scorecard. After it is formalized, the CCC Board of Governors presents it to the legislature and governor as an evaluation of the community colleges and their performance; it's an accountability and transparency process. What they do with it beyond that, Dr. Scroggins, would you like to comment?

(Scroggins) Yes, it's one of the factors in the Strong Workforce performance—in the Salary Surfer. It's an accountability system. It's featured prominently in the Legislative Analyst's reports about the performance of the system. It's just that.

(Hall) They crunch it down to an overall metric for the whole system? I'm sure they don't present however many of these.

(McNeice-Stallard) No, they actually have it online; there's a one-pager for each College so you can pick a college.

(Scroggins) The report to the legislature was comprehensive; the last one was about 26 pages. It's a lot of analysis.

(Malmgren) One of the original motivations for the Scorecard by our past chancellor was to provide an opportunity for parents to understand the difference if their students come prepared to college as opposed to if they come in below college level. It was intended to be an informational piece and a motivator for students to continue to take their A-G and taking math and English through all four years of high school. That's where it started and it has expanded to take on other metrics, as well.

(Hall) Does it actually go out to the general public in some way?

(Scroggins) It's online. All of this information is online in a very consumable format. California leads the nation in having the data to do this kind of analysis. It helps us when we do the

student success report. It doesn't just happen elsewhere and it's really useful to convince the legislature that we're doing a good job. As Barbara pointed out, the upward trends show the impact of these initiatives that we're working on and is a key element to keep the money flowing.

(Baca) This was one of the things that Governor Brown was really impressed with. It's more straight-forward than we've had in the past. It does feed in to such things and ties in to the Salary Surfer. The central focus is to be more transparent and get more information out so that students and parents know what they've got.

(Scroggins) I use this information in community presentations.

(Baca) One of the things that colleges don't have is they don't have a Barbara. A lot of the work isn't at the state level, but very much at the colleges. You do a very great job at this.

(McNeice-Stallard) If I may advocate for something, with respect to the wage data, one of the issues that we have is it does not show everyone. Students who graduate and go out into the workforce as their own consultant or as a government employee are not represented in the wage data. It would be better for the wage data to come from the IRS. Again, they don't all stay in California. It was hard for the Chancellor's office to collect the EDD data.

(Baca) I agree. It's something that should be worked on. The idea is a good one, but is a work in progress.

(McNeice-Stallard) It's good, but I want to find more.

- He introduced Irene Malmgren, Vice President, Instruction and Jemma Blake-Judd, Dean, Technology and Health, to present on the Strong Workforce Program Implementation. (Note: The presentation may be found on the College website with these minutes.)

CONSENT CALENDAR

The following corrections were made to the Consent Calendar:

- Consent Item 15, Page 41, Clarence Banks salary should be listed as "\$90,468.00/**yearly**"
 - Consent Item 30, Page 78, the Special Meeting date should be listed as, "January 21, **2017**"
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. Agreement with General Dynamics Information Technology for 1098T forms;
 4. Increase to services contract with Sirius Computer Solutions, Inc.;
 5. This item was pulled and acted upon separately below;

6. This item was pulled and acted upon separately below;
7. Renewal agreement with Hot Doggers, Inc. dba Gold Coast Tours;
8. Continuing Education Building 40 Upgrades – Phase II, General Construction (Re-bid No. 3133), award project to Harik Construction, Inc.;
9. Approval of agreements to provide professional design and consulting services with H2 Environmental Consulting Services, Inc. for the Athletics Complex East, MDC Engineers for the Deaf and Hard of Hearing Center Remodel, P2S Engineering for the 2015/16 State Scheduled Maintenance – Replace Electrical Equipment, and Alta Environmental for the Annual Emissions Report;
10. Contract Amendments:
 - Contract Professional Design and Consulting services – Added Services – The Equity Center – Psomas – Amendment No. 4
 - Contract Professional Design and Consulting services – Added Services – Physical Education Project Environmental Impact Report – Helix Environmental – Amendment No. 1;
11. Contract Amendment for the Wildlife Sanctuary Gas Line Relocation Project;
12. This item was pulled and acted upon separately below;
13. Completion Notice:
 - Bid No. 3001 Professional & Organizational Development (POD) Remodel, GDL Best Contracting Services, Inc. (Contractor);
14. Proposed Gifts and Donations to the College:
 - Teri Cullen – dining room table and six chairs, end table, king size bed with frame and headboard, kitchen table and four chairs, valued by donor at \$1,400, to be used in the Theater Department for set performances. This donation consists of furniture featuring period details, providing unique pieces for the Theater Department’s inventory.
 - Robert Holste – 11 artwork pieces – charcoal drawings, 1970’s, 16x18, valued by donor at \$2,000 each - \$22,000 total, to be used in the Art Gallery;
15. This item was pulled and acted upon separately below;
16. Contract Agreement with Kandid Graphics;
17. Sabbatical Leave Reports for Academic Years 2014-15 and 2015-16;
18. This item was pulled and acted upon separately below;
19. Affiliation Agreement with Arcadia Radiology Medical Group;
20. Affiliation Agreement with Insight Imaging;

21. Child Development Center Acceptance of Los Angeles Universal Preschool/Quality Rating and Improvement System Grant Fund Increase;
22. Child Development Center Contract Amendments;
23. Center of Excellence 2016-17 Contract with Yosemite Community College District;
24. Contract Agreement with Laguna Marriott Resort & Spa for the 2017 Management Retreat;
25. This item was pulled and acted upon separately below;
26. New, 4-Year Review, Modified Courses, Modified Certificates, and Modified Degrees Effective with the 2017-18 Academic Year;
27. Contract Amendment with Foundation for California Community Colleges Career Ladders Project;
28. 2017 Mt. San Antonio College Institutional Self Evaluation Report in Support of Reaffirmation of Accreditation for Submission to the Accrediting Commission for Community and Junior Colleges;
29. Mt. San Antonio College 2016 Scorecard;
30. Revised Board of Trustees 2015-16 Regular Meeting Calendar, adding the January 21 Board Study Session;
31. Contract with Cal Poly Pomona Foundation, Inc.;
32. Contract with Embassy Suites by Hilton San Diego Bay Downtown for the Transfer Bridge Program;
33. Contract with Hornblower Cruises and Events;
34. Contract renewal with Gridcheck Scheduling System; and
35. 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.

It was moved by Trustee Hidalgo, seconded by Trustee Chen, and passed to approve the above items, as corrected:

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #5 – PURCHASE CAMPUS MASTER SCHEDULING SYSTEM FROM COLLEGENET, (RFP NO. 3081), AND THE PRE-PAYMENT FOR THE INITIAL SOFTWARE AND SERVICES FEE

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

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

CONSENT ITEM #6 – AMENDMENT TO AGREEMENT WITH QUALITY COPY, INC.

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

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

CONSENT ITEM #12 – CHANGE ORDER FOR THE PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT REMODEL: CONTRACT, GDL BEST CONTRACTORS, INC. (UTILITY CONTRACTOR) – CHANGE ORDER NO. 4

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

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

CONSENT ITEM #15 – PERSONNEL TRANSACTIONS

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

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

CONSENT ITEM #18 – SCHOOL OF CONTINUING EDUCATION ADDITIONS AND CHANGES

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #25 – PUBLIC ART PROJECT BY ARTIST JOHN O'BRIEN – CONCEPT AND DESIGN FOR THE MT. SAC VETERANS RESOURCE CENTER

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #1 – YEAR THREE OF THREE-YEAR NEGOTIATED AGREEMENT BETWEEN THE FACULTY ASSOCIATION AND THE DISTRICT FOR 2014-17

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #2 – MEET-AND-CONFER AGREEMENT BETWEEN THE CONFIDENTIAL EMPLOYEES AND THE DISTRICT FOR 2016-17

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

INFORMATION #1 – NEW ADMINISTRATIVE PROCEDURE 3710 – FILMING AND PHOTOGRAPHY

This item was presented to the Board for information only.

INFORMATION ITEM #2 – PROPOSED REVISIONS TO ADMINISTRATIVE PROCEDURE 5040 – STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

This item was presented to the Board for information only.

INFORMATION ITEM #3 – PROPOSED REVISIONS TO ADMINISTRATIVE PROCEDURE 5071 – STUDENT LEAVE OF ABSENCE

This item was presented to the Board for information only.

CLOSED SESSION

The Board adjourned to Closed Session at 9:48 p.m. to discuss the following item:

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

PUBLIC SESSION

The meeting reconvened at 10:14 p.m.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

ADJOURNMENT

The meeting adjourned at 10:15 p.m.

WTS:CN

Transit Center Development with Foothill Transit
Gary Nellesen
December 14, 2016

Background

The College has been in discussions with Foothill Transit for the last several months for the development of a Transit Center on campus. These discussions involve the direction of the project development including funding obligations, planning, design, construction, use of property, utilities, maintenance, repairs, and security. The goal of the project is to provide a central location for students to access multiple transit options with amenities for a safe and comfortable environment.

The Transit Center is expected to consist of ten bus bays with covered walkways, provisions for electric bus charging stations, vehicular and pedestrian circulation improvements adjacent to the Transit Center area, a new traffic signal, and a new stair and elevator tower to meet ADA requirements. The project site is located on Temple Avenue between the Aquatics Center (Building 27C) and Welding/HVAC (Building 69).

The College will agree to a long-term land lease of the proposed Transit Center site. Foothill Transit will be responsible for the design and construction costs of the Transit Center as well as vehicular and pedestrian circulation improvements adjacent to the Transit Center area. The College will be responsible for all environmental clearances required under Federal and State law. Foothill Transit was awarded \$7.24 million through the FTA Bus and Bus Facilities competitive grant process to help support the construction of the 10-bay bus Transit Center.

Mt. San Antonio College Benefits:

- Enhanced transit service – with consolidation of campus bus stops service into and out of Mt. SAC will be expedited, reducing travel times and improving bus schedule adherence.
- Transit Center Amenities - Safe on-campus location with transit store for TAP/Fare/Class Pass assistance and customer service, centralized real-time bus arrival information, and aesthetically designed bus shelters and seating.
- Transfer Point – The Transit Center will offer student riders transit options traveling to and from multiple destinations.
- Should LA Metro cancel lines 190/194, Foothill Transit will operate lines 190/194 offering Mt. SAC students using Foothill Transit's Class Pass program additional transit options.

Foothill Transit Benefits:

- The Transit Center will improve access to Mt. SAC by consolidating area bus stops in one location.
- Reduces the number of stops around the campus, thus improving travel times and schedule adherence.
- Safety is Foothill Transit's top priority. A Transit Center serves as a central access point exclusive to pedestrians.

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

DATE: December 14, 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 10/10/16 - 11/3/16**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 3,576
4000	Supplies/Materials	71,917
5000	Other Operating Expenses/Services	109,395
7950	Unassigned Fund Balance	38,200
Total		\$ 223,088

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 77,024
3000	Employee Benefits	4,128
6000	Capital Outlay	130,013
7000	Other Outgo	11,923
Total		\$ 223,088

Prepared by: Steven N. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: December 14, 2016

Restricted General Fund - 17

From:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 42,869
2000	Classified/Other Nonacademic Salaries	38,665
4000	Supplies/Materials	117,942
Total		\$ 199,476

To:

<u>Budget Classification</u>		<u>Amount</u>
3000	Employee Benefits	\$ 3,199
5000	Other Operating Expenses/Services	50,062
6000	Capital Outlay	137,725
7000	Other Outgo	8,490
Total		\$ 199,476

Child Development Fund - 33

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 1,139
5000	Other Operating Expenses/Services	10,000
Total		\$ 11,139

To:

<u>Budget Classification</u>		<u>Amount</u>
3000	Employee Benefits	\$ 1,139
4000	Supplies/Materials	10,000
Total		\$ 11,139

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 980
Total		\$ 980

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 479
6000	Capital Outlay	501
Total		\$ 980

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: December 14, 2016

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,693
Total	\$ 1,693

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,693
Total	\$ 1,693

Student Representation Fee Trust Fund - 72

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 4,000
Total	\$ 4,000

To:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 4,000
Total	\$ 4,000

BUDGET REVISIONS
For the period 10/10/16 - 11/3/16

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 Discovery Science Day	\$ 5,000
889010 Indirect Cost Recovery	112,840
891002 Fire Technology - Sales of Equipment	2,763
Total	\$ 120,603

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 63,105
3000 Employee Benefits	25,461
4000 Supplies/Materials	5,000
5000 Other Operating Expenses/Services	27,037
Total	\$ 120,603

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: December 14, 2016

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
812000	Upward Bound, Year 5	\$ (54,567)
819000	2016-17 231 Literacy Grant	(34,132)
862900	2016-17 Adult Education Consortium Block Grant (AEBG)	524,763
865900	Course Identification (C-ID) Program	99,320
Total		\$ 535,384

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 102,497
2000	Classified/Other Nonacademic Salaries	119,711
3000	Employee Benefits	10,275
4000	Supplies/Materials	16,649
5000	Other Operating Expenses/Services	216,342
6000	Capital Outlay	69,910
Total		\$ 535,384

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
898001	Interfund Transfers-In - Refurbish carpet Teleconference Room, Building 6-160	\$ 11,923
Total		\$ 11,923

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 11,923
Total		\$ 11,923

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$223,088), Restricted General Fund (\$199,476), Child Development Fund (\$11,139), Bond Construction Fund No. 2 (\$980), Associated Students Trust Fund (\$1,693), and Student Representation Fee Trust Fund (\$4,000) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$120,603), Restricted General Fund (\$535,384), and Capital Outlay Projects Fund (\$11,923) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: December 14, 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
Dalton, Kimberley	Instruction – STEM Teacher Prep Grant	Mentor - STEM TP ² students	10/15/16- 12/30/16	\$100
Estrada, Gabriel	Instruction – Prop 39 Grants, HVAC Funds	Services to comply with industry standards/ codes for the installation of HVAC equipment	12/15/16- 2/15/17	\$2,000
Fleming, Kevin	Instruction – Title V	Facilitator - CTE Professional Development	1/3/17- 9/30/17	\$6,000
Frith, Jenna	Instruction – STEM Teacher Prep Grant	Mentor - STEM TP ² students	10/15/16- 12/30/16	\$100
Gardner, Courtney	Instruction – Prop 39 Grants, HVAC Funds	Services to comply with industry standards/ codes for the installation of HVAC equipment	12/15/16- 2/15/17	\$2,000
Huckler, Lori	Instruction – STEM Teacher Prep Grant	Mentor - STEM TP ² students	10/15/16- 12/30/16	\$100
Irvin, Leija	Instruction – STEM Teacher Prep Grant	Mentor - STEM TP ² students	10/15/16- 12/30/16	\$100
Johnson, Stephanie	Instruction – STEM Teacher Prep Grant	Mentor - STEM TP ² students	10/15/16- 12/30/16	\$100

Prepared by: Steven N. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors**DATE:** December 14, 2016

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Kalia, Roger	Instruction – Music	Guest Speaker – Fall Student Speaker Series	12/7/16	\$150
Kaplan, Therapi	Instruction – STEM Teacher Prep Grant	Mentor - STEM TP ² students	10/15/16-12/30/16	\$100
King, Nathan	Instruction – Music	Performer – Jazz Band Fall Concert	11/8/16-11/10/16	\$200
Ko, Chris	Instruction – STEM Teacher Prep Grant	Mentor - STEM TP ² students	10/15/16-12/30/16	\$200
Kroesen, Nicole	Instruction – Music	Guest Speaker – Fall Student Speaker Series	12/7/16	\$150
Miles, Chris	Student Services - Student Life/ Associated Students	Writer – Catalog Art Essays	1/1/17-6/30/17	\$1,000
Nakasone, Elaine	Instruction – STEM Teacher Prep Grant	Mentor - STEM TP ² students	10/15/16-12/30/16	\$100
Navarro, Joseph	Instruction – STEM Teacher Prep Grant	Mentor - STEM TP ² students	10/15/16-12/30/16	\$100
Phildon, Thomasena	Instruction – Prop 39 Grants, HVAC Funds	Services to comply with industry standards/ codes for the installation of HVAC equipment	12/15/16-2/15/17	\$3,200
Solano, Al	Instruction – Title V	External evaluator	1/3/17-9/30/17	\$6,000

Funding Sources

Unrestricted General Fund – Instruction – Music; Student Services – Student Life/Associated Students, Administrative Services.

Restricted Fund – Instruction – STEM Teacher Prep Grant, Prop 39 Grant HVAC Funds, Title V, 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: December 14, 2016

CONSENT

SUBJECT: Quarterly Financial Status Report

BACKGROUND

Title 5 of the California Code of Regulations (CCR), Section 58310, requires community college districts to prepare and submit a quarterly report on their financial condition that must be submitted to the Chancellor and presented to the Board of Trustees for its review.

ANALYSIS AND FISCAL IMPACT

The following report for the period ending September 30, 2016, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and the fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending September 30, 2016, as presented.

Prepared by: Steven N. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2016-2017

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q1)
September 30, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-17

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	148,416,716	156,676,952	196,841,282	179,167,024
A.2	Other Financing Sources (Object 8900)	574,076	1,182,661	1,641,456	1,553,221
A.3	Total Unrestricted Revenue (A.1 + A.2)	148,990,792	157,859,613	198,482,738	180,720,245
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	145,965,823	152,168,354	177,078,966	199,110,981
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	518,742	1,420,594	14,973,751	1,858,223
B.3	Total Unrestricted Expenditures (B.1 + B.2)	146,484,565	153,588,948	192,052,717	200,969,204
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	2,506,227	4,270,665	6,430,021	-20,248,959
D.	Fund Balance, Beginning	27,729,958	30,236,185	34,506,850	40,936,871
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	27,729,958	30,236,185	34,506,850	40,936,871
E.	Fund Balance, Ending (C. + D.2)	30,236,185	34,506,850	40,936,871	20,687,912
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	20.6%	22.5%	21.3%	10.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	29,682	30,654	31,467	31,385
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-17
H.1	Cash, excluding borrowed funds		45,368,798	57,047,549	78,587,147
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	68,642,329	45,368,798	57,047,549	78,587,147

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	179,137,024	179,167,024	52,078,043	29.1%
I.2	Other Financing Sources (Object 8900)	1,550,458	1,553,221	1,545,171	99.5%
I.3	Total Unrestricted Revenue (I.1 + I.2)	180,687,482	180,720,245	53,623,214	29.7%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	199,009,343	199,110,981	35,681,757	17.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,858,223	1,858,223	1,848,186	99.5%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	200,867,566	200,969,204	37,529,943	18.7%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-20,180,084	-20,248,959	16,093,271	
L.	Adjusted Fund Balance, Beginning	40,936,871	40,936,871	40,936,871	
L.1	Fund Balance, Ending (C. + L.2)	20,756,787	20,687,912	57,030,142	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.3%	10.3%		

V.V. **Has the district settled any employee contracts during this quarter?** **NO**
If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2 - 2015-16:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2 - 2015-16:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

Estimated one-time expenditures are over estimated one-time revenues. The College has made the decision to fund one-time expenditures with the prior year reserves that are a result of positive variances. In making that decision, the College achieved the mandated 10% Board policy reserves.

The economic position of the College is closely tied to the State of California. The significant increases in STRS and PERS employer contributions will affect the College in future years. The STRS employer rate will increase from 12.58% in 2016-17 to 19.1% in 2020-21, and the PERS employer rate will increase from 13.88% in 2016-17 to 19.8% in 2020-21.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Quarterly Investment Report</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal independence status, effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer’s Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer’s Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending September 30, 2016:

County of Los Angeles, Cash in County Treasury	\$178,497,769	1.02%
Citizens Business Bank, District Clearing Account	4,142	.10%
Citizens Business Bank, Revolving Fund	73,972	.10%
Citizens Business Bank, Community Education Clearing Account	3,731	.00%*
Citizens Business Bank, Web Registration Credit Cards	31,013	.10%
Citizens Business Bank, Parking Services Credit Cards	1,648	.10%
Citizens Business Bank, College Programs	5,871	.00%
City National Bank, Federal Perkins Loans	5,001	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,932	.10%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the September 30, 2016, Quarterly Investment Report, as presented.

Prepared by: <u>Steven N. Garcia</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #4</u>

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

DATE: December 14, 2016

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrants

BACKGROUND

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

The payees listed below have been located and have submitted an affidavit to receive their payment.

ANALYSIS AND FISCAL IMPACT

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

Warrant No.	Original Issue Date	Payee	Amount
07179249	07/25/13	Rick K. Lee	\$25.24
07180610	09/12/13	Toni D. Esparza	\$197.99
H0098905	07/08/13	Sang Hoon Kim	\$245.00
H0154415	03/10/14	Laura L. Olivo	\$138.00
H0164506	03/19/14	Bryan Smith	\$599.50

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Steven N. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 14, 2016</u>	CONSENT
SUBJECT: <u>Agreement with T-Mobile Wireless for Advance Payment of Division of State Architect Inspection Costs</u>	

BACKGROUND

The College currently has an agreement with T-Mobile Wireless to provide communications facilities on the roof of the Technology Center. Replacing existing equipment in kind requires Division of State Architect (DSA) inspection services in order to ensure that the firm complies with applicable building codes.

ANALYSIS AND FISCAL IMPACT

T-Mobile Wireless has agreed to reimburse the College for the costs associated with the DSA inspection services for this project in the amount of \$2,071.25. At the end of the project, the College will send a final invoice to the company detailing all costs. T-Mobile Wireless has agreed to pay in advance for the inspection services. Any remaining balance of the advance payment will be returned within thirty (30) days of the completion of the project and final sign off. In the event that the costs exceed the advance payment amount during the course of the project, the College will submit invoices for those additional costs.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with T-Mobile Wireless for advance payment of DSA inspection fees, as presented.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #6

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

DATE: December 14, 2016

CONSENT

SUBJECT: Purchase of a New LED Scoreboard for the Aquatics Center

BACKGROUND

The College wishes to purchase a new LED scoreboard with video capability to replace the current scoreboard located at the Aquatics Center that is 10 years old and has become unreliable. In addition, there is no local service technician, thus requiring a 3-7 day advance notice to have a technician fly in from Colorado to perform the needed repairs.

ANALYSIS AND FISCAL IMPACT

Multiple quotes were requested for a new scoreboard with LED technology, video capabilities, and the ability to integrate with the latest Colorado Time Systems timing hardware components and Hy-Tek MeetManager software. After evaluating the quotes received, it was determined that Multimedia LED, located in Corona, CA, would provide the best option for the College. The total cost of the new scoreboard is \$87,594.59 and includes a 2-year parts and service warranty and on-site training.

Multimedia LED recently installed the same scoreboard system at the USC Aquatics Center and the Brenda Villa Aquatics Center in Commerce, with great success. By utilizing this company, the College will get a better, more reliable and proven board, with better customer service.

The payment terms required for this purchase are as follows:

- 50% prepayment due with Purchase Order
- 40% due prior to shipment
- Balance due within 30 days following installation

Funding Source

Measure RR Bond (Series A and BAN) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchase of an LED scoreboard for the Aquatics Center from Multimedia LED, Corona, CA, as presented.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

The lighting system in the Administration Building has not performed as originally designed. Several areas do not receive adequate lighting, while in other areas the lighting is too intense with glare reflecting from interior glass surfaces. This consulting agreement will study the existing conditions and develop solutions to balance lighting levels and improve controllability of the system, and will include construction documents as required for public bidding. Three proposals were considered with OMB Electrical Engineers providing the lowest cost and most responsive proposal.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

	Consultant:	OMB Electrical Engineers, Inc.
	Project:	Administration Building 4 Lighting Retrofit
Item	Description:	Amount
	Professional engineering services for a building lighting study, and design services to improve lighting and controls at Administration Building 4.	\$19,600.00
	Reimbursable allowances:	\$7,500.00
	Contract Amount:	\$27,100.00

Funding Source

Measure RR Bond (Series A and BAN) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Professional Design and Consulting Services agreement, 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: December 14, 2016

CONSENT

SUBJECT: Athletics Complex East Project – (Bid Nos. 3100-3102)

BACKGROUND

The Athletics Complex East Project (Physical Education Project - Phase 1), will occupy the 32.2-acre site surrounding the Hilmer Lodge Stadium and consists of the demolition of the existing stadium, ticket booth, restrooms, stadium press box, field house, stadium concessions, and the Hilmer Lodge Stadium proper and construction of a new stadium with 10,912 permanent seats; a 9-lane, 400-meter track; scoreboard; lighting standards; two pedestrian bridges; five athletic fields; 6.90 acres of landscaping; and support facilities such as concessions, restrooms, etc.

ANALYSIS AND FISCAL IMPACT

In an effort to realize a cost savings, this project was broken up into individual multi-prime bid packages, each bid separately. Bids for the Demolition and Earthwork, Site Utilities, and Electrical portions of the Phase 1 project were opened October 6, 2016. The Bid Summaries attached detail the bid results. The remaining bid packages will be brought to the Board of Trustees for approval at a future meeting.

Recommendations for award of the Athletics Complex East Project – Phase I are as follows:

Bid No.	Project Description	Company Name and Location	Bid Amount
3100	Demolition & Earthwork	SJD&B, Inc., Walnut, CA	\$3,666,457
3101	Site Utilities	Pro-Craft Construction, Inc., Redlands, CA	\$1,783,000
3102	Electrical	Daniel's Electrical Construction Company, Inc., Fontana, CA	\$12,043,000
		Total Award Amount	\$17,492,457

Funding Source

Measure RR Bond (Series A and BAN) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of the Athletics Complex East (Physical Education Project - Phase 1), Bid Nos. 3100 – 3102, as presented.

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

SUBJECT: Athletics Complex East Project - Phase 1 (Bid Nos. 3100-3102)**DATE:** December 14, 2016**BID SUMMARIES****Demolition & Earthwork – Bid No. 3100**

Company Name/Location	Base Bid Amount	Alt. 1 Amount	Alt. 2 Amount	Total Bid
SJD&B, Inc., Walnut	\$3,676,457	\$140,000	-\$150,000	\$3,666,457
Crew, Inc., Rancho Dominguez	\$4,220,800	\$100,000	-\$250,000	\$4,070,800
Salsbury Engineering, Inc., Anaheim	\$3,690,284	\$672,000	-\$182,000	\$4,180,284
McKenna General Engineering, Inc., Corona	\$4,200,000	\$350,000	-\$78,456	\$4,471,544
Ampco Contracting, Inc., Anaheim	\$12,038,348	\$285,000	-\$120,000	\$12,203,348

This Bid package included alternate pricing as follows:

Additive Alternate No. 1: Provide cost to excavate, load and stockpile up to 100,000 cubic yards of on-site material.

Deductive Alternate No. 2: Provide a credit value for utilizing pulverized asphalt and concrete on-site rather than removing this material to an off-site location.

The College has elected to award the demolition package based on the total bid amount, which includes the base bid plus both alternates.

Site Utilities – Bid No. 3101

Company Name/Location	Bid Amount
Pro-Craft Construction, Inc., Redlands	\$1,783,000
JPI Development Group, Inc., Murrieta	\$1,925,000
Bali Construction, Inc., So. El Monte	\$2,360,750
Miller Plumbing, Inc., Glendora	\$2,590,000
Kerns, Inc., Hesperia	\$2,789,200
Suttles Plumbing & Mechanical Corp., Chatsworth	\$3,270,000
Empyrean Plumbing, Inc., Riverside	\$3,454,316

SUBJECT: Athletics Complex East Project - Phase 1 (Bid Nos. 3100-3102)

DATE: December 14, 2016

Electrical – Bid No. 3102

Company Name/Location	Base Bid Amount	Alt. 3 Amount	Alt. 4 Amount	Total Bid
Daniel's Electric, Fontana	\$12,043,000	-\$109,000	-\$1,056,000	\$10,878,000
Rancho Pacific Electric, Rancho Cucamonga	\$12,050,000	-\$82,800	-\$993,800	\$10,973,400
RDM Electric Co., Inc., Chino	\$11,316,000	-\$33,500	-\$10,350	\$11,272,150
BEC, San Bernardino	\$11,900,000	-\$220,000	-\$25,000	\$11,655,000
Mel Smith Electric, Stanton	\$13,160,000	-\$113,000	-\$640,000	\$12,407,000
Morrow Meadows Corp., City of Industry	\$13,888,000	-\$32,000	-\$890,000	\$12,966,000
Power Pro Plus, Inc., Upland	\$13,131,000	-\$64,630	-\$36,997	\$13,029,737

This Bid package included alternate pricing as follows:

Deductive Alternate No. 3: Provide credit for all work associated with construction of Building C in the event Building C is not constructed.

Deductive Alternate No. 4: Provide credit for all work associated with construction of Building E in the event Building E is not constructed.

Public Contract Code 20103.8 allows public entities to include in its public works bids alternate prices for items that may be added to, or deducted from, the scope of work in the contract for which the bid is being submitted. Whenever additive or deductive items are included in a bid, the bid solicitation must specify which of the following methods will be used to determine the lowest bid.

- The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.
- The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that when taken in order from a specifically identified list of those items in the solicitation, and added to, or subtracted from, the base contract, are less than, or equal to, a funding amount publicly disclosed by the local agency before the first bid is opened.
- The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.

A responsible bidder who submitted the lowest bid as determined by this section shall be awarded the contract, if it is awarded. This section does not preclude the public agency from adding to or deducting from the contract any of the additive or deductive items after the lowest responsible bidder has been determined.

In order to provide the best value to the College in the event one or more alternates are deducted from the contract, the College elected to choose item (b) as the method of determining award of this package. Therefore, the lowest responsive, responsible bidder for the base bid plus Alternates 3 and 4, is Daniels Electric.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Building 16E – Equity Center, Site Work and Utilities (Bid No. 3135)</u>	

BACKGROUND

The State of California Community College Chancellor’s office has provided funding to support equity groups in community colleges to advance their success in the educational arena. The Student Services team at Mt. SAC has developed the concept of the Equity Center over the last year and a half through a series of collaborative meetings with a design team and Facilities management.

The Equity Center is a modular building designed to house 7,680 square feet of space with offices, meeting rooms, and a computer room. It will accommodate the DREAM, ARISE, ASPIRE, and REACH programs and will provide a central focus for students to receive counseling services, tutoring, peer mentoring, and support so they can be successful in completing the classes required to graduate.

This unique facility will sit on approximately one acre of property between the Design Technology Center Building and the Miracle Mile walkway. There will be an accessible ramp and stair feature to traverse the hillside from the ADA parking, adjacent to the Design Technology Center, down to the building entry level, and then another ramp feature to access Miracle Mile. Amongst the accessible ramps will be landscaped areas including concrete bench seating for students with access to WiFi and power for their technology.

The anticipated schedule for completion of this modular facility and the site work will be Summer of 2017.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Eighty-three contractors were invited to participate in the bid process with 11 contractors attending the job walk. Two bids were received and publicly opened on November 2, 2016. The lowest responsive, responsible bidder is K.A.R. Construction, Inc., located in Ontario, CA. A summary of bids is as follows:

Company/Location	Base Bid Amount
K.A.R. Construction, Inc., Ontario, CA	\$1,847,000.00
Harik Construction, Inc., Glendora, CA	\$2,217,000.00

Prepared by: Teresa Patterson Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #10

SUBJECT: Building 16E – Equity Center, Site Work and Utilities (Bid No. 3135)

DATE: December 14, 2016

Funding Source

Measure RR Bond (Series A/B and BAN) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves Bid No. 3135 – Building 16E Equity Center, Site Work and Utilities, and awards the project to K.A.R. Construction, Inc., Ontario, CA, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Athletics Complex East Abatement (Bid No. 3141)</u>	

BACKGROUND

The Athletics Complex East Project (Physical Education Project – Phase 1) will occupy the 32.2-acre site surrounding the Hilmer Lodge Stadium and consists of the demolition of the existing stadium, ticket booth, restrooms, stadium press box, field house, stadium concessions, and the Hilmer Lodge Stadium proper, and construction of a new stadium with 10,912 permanent seats; a 9-lane, 400-meter track; scoreboard; lighting standards; two pedestrian bridges; five athletic fields; 6.90 acres of landscaping; and support facilities such as concessions, restrooms, etc.

The Abatement Project consists of the removal of lead and asbestos materials such as lead based paint, window caulking, roofing materials, transite piping, parking, and striping within the Athletics Buildings 50A-H and surrounding sites. This work will include hauling of materials to an approved location.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code Section 81641. Twenty contractors were invited to participate in the bid process with four contractors attending the job walk. Four bids were received and publicly opened on November 21, 2016. The lowest responsive, responsible bidder is Unlimited Environmental, Inc., Signal Hill, CA. A summary of bids is as follows:

Company/Location	Base Bid Amount
Unlimited Environmental, Inc., Signal Hill, CA	\$324,000
American Technologies, Inc., Orange, CA	\$511,000
Janus Corporation, Norco, CA	\$497,500
Castlerock Environmental, Inc., Santa Fe Springs, CA	\$461,900

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

SUBJECT: Athletics Complex East Abatement (Bid No. 3141)

DATE: December 14, 2016

Funding Source

Measure RR Bond (Series A and BAN) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves Bid No. 3141 – Athletics Complex East Abatement, and awards the project to Unlimited Environmental, Inc., Signal Hill, CA, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Purchase of Printing Services for Student Success Kits (Bid No. 3142)</u>	

BACKGROUND

Mt. San Antonio College Student Services Division is requesting approval to purchase 4,750 student success kits consisting of supplies that will aid students in successfully completing their courses of study by providing them with basic supplies (backpacks, pens, pencils, calculators, highlighters, rulers, flash drives, power banks, etc.). These kits will be distributed during activities required by the Student Success and Support Program (SSSP) and the Student Equity Program orientation, counseling, and advisement workshops. These workshops will address organization, study skills, and time management. By having the necessary tools to aid in effectively and efficiently completing assignments, students will be more likely to succeed in their courses. These supplies are an allowable expense in the Student Success and Support Program and the Student Equity Program.

ANALYSIS AND FISCAL IMPACT

The cost to print the Mt. SAC logo on the backpacks and supplies exceeded the current formal bid threshold. Therefore, bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code Section 81641. Bids were solicited from seven printing companies. Four bids were received and publicly opened on November 18, 2016. The successful bidder is American Diversity Business Solutions located in Glendora, CA. A summary of bids is below:

Company Name/Location	Bid Amount	Comments
Proforma Printing & Promotional Products, Inc., La Verne, CA	\$124,261.00	Bid rejected – did not bid on all items specified
American Diversity Business Solutions, Glendora, CA	\$142,903.43	Lowest responsive bidder
Positive Promotions, Inc., Hauppauge, NY	\$191,315.00	
American Printing & Promotions, Eastvale, CA	\$204,918.00	

Prepared by: Teresa Patterson Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #12

SUBJECT: Purchase of Printing Services for Student Success Kits (Bid No. 3142)

DATE: December 14, 2016

Funding Source

Student Success and Support Program and Student Equity Program funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of Printing Services for Student Success Kits - Bid No. 3142, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Annual Maintenance Agreement (Contract Amendment)</u>	

BACKGROUND

In July of 2016, the Board approved a five-year agreement with First Fire Systems, Inc. to provide continuous off-site monitoring of all major building fire alarm systems across campus, as required by current codes. At that time, several building systems were not included in the agreement because the alarm systems were not equipped to support off-site monitoring. Since that time, the systems have been modernized and can now be added to the monitoring agreement.

ANALYSIS AND FISCAL IMPACT

The following Contract Amendment is presented for approval:

#2	Consultant:	First Fire Systems, Inc.	No.	1
	Project:	Campus Fire Alarm Services		
Item	Change and Justification:		Amount	
1	Add fire alarm monitoring to nine additional buildings (1A, 2, 3, 27A, 27B, 29, 30, 48, F4B) not included in the original agreement. Due to upgrades to the fire alarm systems in these buildings, they are now equipped to be remotely monitored. Costs per year: 11/16-6/17 \$3,139.20 7/17-6/18 \$4,850.28 7/18-6/19 \$4,996.08 7/19-6/20 \$5,145.12 6/20-6/21 \$5,299.56		\$23,430.24	
	Total		\$23,430.24	
	Original Contract Amount		\$362,720.71	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$362,720.71	
	Amount of Amendment No. 1		\$23,430.24	
	New Contract Sum		\$386,150.95	
	Total Project Budget		\$386,150.95	
	Percentage of this Change to the Total Project Budget		6.46%	

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

SUBJECT: Annual Maintenance Agreement (Contract Amendment)

DATE: December 14, 2016

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Annual Maintenance Agreement (Contract Amendment), as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Caldwell, Nicole
 Position: Coordinator, Grants New: Yes
 Department: Grants Office
 Range/Step: A-118, Step 2 Salary: \$6,296.23/month
 Job FTE: 1.00/12 months
 Effective: 12/19/16

Name: Gonzales, Claude
 Position: Fiscal Specialist New: Yes
 Department: Fiscal Services
 Range/Step: A-95, Step 5 Salary: \$5,797.73/month
 Job FTE: 1.00/12 months
 Effective: 1/3/17

Name: Groves, Tabitha
 Position: Lab. Asst., Child Development Observation New: Yes
 Department: Business Division
 Range/Step: A-45, Step 1 Salary: \$1,377.59/month
 Job FTE: 0.475/10 months
 Effective: 1/9/17

Name: Johal, Amrik
 Position: Coordinator, Project/Program New: No
 Department: Student Services
 Range/Step: A-95, Step 1 Salary: \$4,769.81/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Lopez, Naomi
 Position: Administrative Specialist II New: No
 Department: Learning Assistance Center
 Range/Step: A-75, Step 1 Salary: \$3,909.07/month
 Job FTE: 1.00/12 months
 Effective: 12/15/16

Prepared by: Human Resources Staff Reviewed by: Abe Ali
 Recommended by: Bill Scroggins Agenda Item: Consent #15

SUBJECT: Personnel Transactions

DATE: December 14, 2016

Permanent New Hires (continued)

Name: Nguyen, Catherine
 Position: Fiscal Specialist New: No
 Department: Fiscal Services
 Range/Step: A-95, Step 5 Salary: \$5,797.73/month
 Job FTE: 1.00/12 months
 Effective: 1/3/17

Name: Rodriguez, Andrea
 Position: Administrative Specialist III New: Yes
 Department: Facilities Planning and Management
 Range/Step: A-81, Step 5 Salary: \$5,043.81/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Ruvalcaba, Janeth
 Position: Upward Bound Academic Specialist New: No
 Department: Student Services
 Range/Step: A-95, Step 1 Salary: \$4,769.81/month
 Job FTE: 1.00/12 months
 Effective: 12/15/16

Name: Santiago, Yadira
 Position: Administrative Specialist III New: No
 Department: Administrative Services
 Range/Step: A-81, Step 1 Salary: \$4,149.54/month
 Job FTE: 1.00/12 months
 Effective: 12/15/16

Promotions

Name: Chang, Joan
 Position: Learning Lab Assistant New: No
 Department: Learning Assistance Center
 Range/Step: A-72, Step 1 Salary: \$1,802.19/month
 Job FTE: 0.475/12 months
 Effective: 1/18/17
 Remarks: Formerly Registration Specialist

SUBJECT: Personnel Transactions

DATE: December 14, 2016

Promotions (continued)

Name: Moreno, Julie Ann
Position: Fiscal Specialist New: No
Department: Fiscal Services
Range/Step: A-95, Step 5 Salary: \$5,797.73/month
Job FTE: 1.00/12 months
Effective: 12/15/16
Remarks: Formerly Fiscal Technician II

Change in Assignment

Name: Williams, Marcus
Position: Project/Program Specialist
Department: Student Services
Range/Step: A-79, Step 1 Salary: \$2,237.29/month
Job FTE: 0.55/12 months
Effective: TBD

Temporary Out-of-Class Assignment

Name: Monteilh, Linda
Position: Administrative Specialist IV
Department: Business
Range/Step: A-88, Step 6 + L 15 Salary: \$6,170.61/month
Job FTE: 1.00/12 months
Start Date: 11/1/16
End Date: 2/1/17

Resignations

Deejay Santiago, Coordinator, Matriculation (ESL), effective 10/31/16
Eugenia Scott, Human Resources Technician (Human Resources), effective 12/31/16

Retirement

Steven Becerra, Custodian (Custodial Services), effective 12/30/16

SUBJECT: Personnel Transactions

DATE: December 14, 2016

CONFIDENTIAL EMPLOYMENT

Promotions

Name: Lanuza, Marlyn
 Position: Executive Assistant I
 Department: Instruction Office
 Range/Step: C-73, Step 1
 Job FTE: 1.00/12 months
 Effective: 12/15/16
 Remarks: Formerly Administrative Specialist III

New: No
 Salary: \$5,151.00/month

Name: Nelson, Carol
 Position: Executive Assistant to the President & Board of Trustees
 Department: President's Office
 Range/Step: C-104, Step 3 + L 10
 Job FTE: 1.00/12 months
 Effective: 12/15/16
 Remarks: Formerly Executive Assistant I

New: No
 Salary: \$8,001.59/month

ACADEMIC EMPLOYMENT

Retirements

Chris Graham, Professor, Mathematics, (Mathematics and Computer Science), effective 6/30/17

Rebecca Hatch, Professor, Sociology and Philosophy (Humanities and Social Sciences), effective 7/1/17

Paul Kittle, Professor, Librarian (Library and Learning Resources), effective 10/8/16

Professional Growth Increments, 2016-17

\$3,454 annually for faculty after completing six semester units of course work

NAME	DEPARTMENT	EFFECTIVE
Avila, Rocio	English, Literature & Journalism	8/29/16
DePaola, Gina	English, Literature & Journalism	8/29/16

SUBJECT: Personnel Transactions

DATE: December 14, 2016

Salary Advancement for Part-time Faculty Column Crossover, 2016-17 (Name Correction from November's Board)

Name: Ponce, Heather
 Position: Adjunct
 Department: Counseling
 Range/Step: III-1 Salary: \$79.83/hour
 Effective: 11/1/16
 Remarks: Advancement from Column I, Step 1

Professional Growth Increments, 2016-17 (Date Correction from November's Board)

\$3,454 annually for faculty after completing six semester units of course work

NAME	DEPARTMENT	EFFECTIVE
Guo, Hong	Library and Learning Resources	7/1/16

Winter 2017

Credit Hourly Instructors/Substitutes

NAME	NAME	NAME
Abbruzzese, Mark Anthony	Cammayo, Christina Gloria	Dominguez, Robert Anthony
Abdel-Rahman, Ahmad	Campbell, Faye Daines	Doshi, Dhaval Praful
Alcala, Matthew S	Carlson, Frank Daniel	Durfield, Timothy Richard
Aljord, Huda Duorid	Cascella, Henry H	Ellis, Richard Harold
Alvarado, Alexandra Michelle	Casian, Elizabeth	Engstrom, Rebecca Zoe
Alvarado, Noel M	Ceniceroz, Jonathan R	Erickson, Eric Luther
Alvarez, Veronica Iris	Champion-Carter, Arnita	Fair, Charles Lawrence
Anderson, Lida L	Chan, Franny Wai	Faradineh, Rahim Alavi
Badre, Albert F	Chan, Linda Anne	Felix, Marcos
Baez Jr, Mariano	Chandler, Gregory A	Fell, Devon Rachelle
Banuelos, Marissa C	Chang, Hsiao-Ying	Felten, Angelique M
Bartz, Virginia Jo Ann	Chen, Daniel L	Fernandez Lango, Brenda L
Basile, Tammy Louise	Chinchilla, Marisol	Fernandez, Michael
Bava, Jose	Coronel, Jessica E	Fields, Gale Anthony
Bayle, M Dolores	Couch, Anna J	Flores, Caleb
Beakes, Jane Ellen	Crocker, Christine Elizabeth	Flores, Cynthia Alicia
Berenji, Nima Saljooghi	Crossman, Elizabeth Erin	Francev, Peter K
Berry, Theresa M	Curran, Karen O'Brien	Freeman, Charles E
Bradshaw, Stacy Leigh	Cushing, William P	Fuentes, Antonio
Brandler, Marcielle Y	Daigre, Victorine Elizabeth	Garcia, John Glenn
Burns-Peters, Davena	Damansouz, Firouzeh	Garcia, Victor M
Butler, Gwendolyn Joleen	Del Castillo, Steve S	Garcia-Mata, Marilyn
Byce, Joann M	Dewald, Bernardus W	Garg, Garima
Byrne, Robert S	Dodge, Gail Kathleen	Gatillon, Jean-Pierre

SUBJECT: Personnel Transactions

DATE: December 14, 2016

Credit Hourly Instructors/Substitutes (continued)

NAME

Giles, Naomi Ruth
 Golden, Nancy S
 Gomez-Lecaro, Maria Elena
 Gonzalez, Michael James
 Gorcik, Robert H
 Graffeo, Nichol Fletcher
 Grey, Gene
 Guevara, Arthur Concha
 Habayeb, Olga N
 Hackmann, Debra Jeanne
 Haines, Michael S
 Hajjaliakbar, Lily
 Hamby, Bobbi Page
 Hancock, Joy Elizabeth
 Haney, Randy G
 Harirchi, Madjid
 Harryman, Paul Daniel
 Hartouni, Kristine E
 Hass, Joy Elizabeth
 Heinicke, David Ross
 Hendrix, Jeffrey Glenn
 Hernandez, Lisa Steele
 Hernandez-Magallon, Karla Y
 Hewson, William Edward
 High, Kathleen Elizabeth
 Hight, Deana Marie
 Hight, Jeremy J
 Hight, Lisa Ann Midori
 Ho, Tiffany
 Hoekstra, Thomas Richard
 Hogenauer, Tyrone J
 Holland, Daniel Patrick
 Howey, Dawn Marie
 Huang, Lily Liwen
 Humaciu, Matthew Frank
 Hunt, Ryan R
 Ildefonso, Nelson J
 Irvine, Cynthia D
 Iskander, Christine Adel
 Jaimes, Franciella Marie
 James-Perez, Samantha
 Jannati, Elmira
 Jenkins, Tina S
 Johnpeer, Gary D

NAME

Johnson, Kent James
 Jollevet Jr, Felix
 Jones, Lorraine A
 Joshua, Stacey Jae
 Kaur, Raminder
 Kaye, Adelina Elizabeth
 Kennelley, Erika F
 Keo-Trang, Zelida Sok
 Key Ketter, Leah Marie
 Khalife, Eihsan
 Khattar, Fayez Fouad
 Kiang, Grace Hwei-Ching L
 Kim, Myong-Sook
 Kingsbury, Sadie Ann
 Kostiuk, Erik
 Kowalski, Francis S
 Lackey, Kaylyn Nicole
 Lahey, Michael John
 Lahr-Dolgovin, Roberta Ellen
 Lam, Albert
 Lam, Hoa Quoc
 Lam, Wood C
 Landas, Michael John
 Landeros, Teresa Alonso
 Laub, Kathleen Ann
 Lawson, Katherine A
 Lawson, Zsazsa Khu
 Lawton, Judith M
 Lazar, Edward R
 Lee, Bianca Aquilla
 Lee, Chongui Keith
 Lee, Monica Jean
 Lefler, Patricia S
 Lenox, Jeffrey Joseph
 Lepp, Jodi Lynn
 Leung, Sing Lit
 Lloyd, Anthony Frazier
 Loakes, Alexandra Vera
 Lopez, Anthony Xavier
 Lukenbill, Casey Maureen
 Luther, Mihoko Terada
 Lynch-Thompson, Candace C
 Mahlke, Jennifer Lynn
 Masl, Sonya Marie

NAME

Mason, Caryn Remington
 Mason, Clair S
 Mateo, Sheila Marie
 Mattoon, Mark D
 Mc Cabe, Dale C
 Mc Kennon, Anna L
 McLeod, Jasmine La Shaye
 Medrano, Mayda Victoria
 Mercier Jr, Paul G
 Merino, Mika Cherri
 Merward III, Charles Joseph
 Meza, Juan Pablo
 Montero, Sasha
 Moore, Barbara J
 Moorehead I, Antonio J
 Morales Beasley, Stacey A
 Moss, Jessica Spence
 Muleta, Guddisaa
 Mullane, Douglas M
 Musallet, Omar A
 Mushik, Martin P
 Nahabedian, Steven
 Ngo, Jenny Kathleen
 Nguyen, Cynthia N
 Nguyen, Hoang-Quyen Huu
 Nolan Marion, Meagan
 Null, Nicholas E
 Ong, Hai Tuan
 Orefice, Velia E
 Osbourne, Greg A
 Panchal, Mona D
 Pappas SR, Gus T
 Park, Jinsun
 Pawlak, Matthew M
 Paz, Ross Louie Coria
 Peng, Grace C
 Perez Gonzalez, Jose
 Petry, Petra
 Phelps, Scott Miller
 Prewitt Jr, Dezzie Allen
 Pringle, Lisa M
 Pula, Edmund S
 Purper, Kristen Nicole
 Quach, Christina Sueran

SUBJECT: Personnel Transactions**DATE:** December 14, 2016**Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
Rabun, Timothy J	Silverstein, Andrew Young	Vance, Debra S
Rahman, Mustafizur	Smiley, Jonathan Peter	VanderVis, Melinda K
Ramos Bernal, Natasha	Smith, Douglas A	Vannimwegen, Charmaine
Ramos, Christopher Michael	Smith, Larry S	Vargas, Albert Thomas
Redmon, Phil Lee	Solorzano, Diana Barajas	Vartapetian, Irina
Rismanchian, Azadeh	Spitzer, Jessica H	Virji, Sarah-E Fatema
Rivas, Michael Rodney	Stefan, John Andrew	Walls, Robert K
Rodriguez, Carmen B	Stowell, Adam T	Walter, Kenneth
Rolle, Brian John	Straw, Ellen Katrina	Whitlow, Lane M
Romero, Edward Perez	Sweet, William Robert	Wilder-Mazurie, Dana Marie
Roueintan, Masoud Mason	Sweetman, Susan E	Willis, Janice A
Rozar Jr, Ronald C	Tarman, Shana Levete	Wilson Gonzalez, Jennifer
Rubio, Jesus	Tassone, Richard F	Wong, Alexis Marie
Salata, Kathy Elaine	Tircuit, Ivan Christopher	Wong, Jack Yim-Yin
Salomone, Tricia Romero	Todd, Janet L	Wono, Katrina Adrianto
Sanchez, Cynthia	Tolmasov, Brooke C	Wood, Steven A.
Sanchez, Ivan D	Tram, Vui K	Wright, Sheila L
Scholz, Suzanne M	Trokkos, Mireille Touma	Yagoda, Mario
Selim, Alaa N	Tsai, Jennifer	Yates, Sheryl Ann
Selnick, Sharon M	Tuggle, Scott Paul	Zawahri, Louis
Shaw, Tammie Denette	Ugas-Abreus, Buenaventura	Zeledon, Selena Marie

Winter 2017**Non-Credit Hourly Instructors/Substitutes**

NAME	NAME	NAME
Avila, Suzanne Leslie	Jones, Vanessa Rose	Rohrenbacher, Jennifer J
Baker, Nathalie Willemze	Klein, Gabriela Lobasov	Ryan, Rebecca A
Beightol, Donna Marie	Kretschmar, Judith Lyn	Rzonca, Shelly Kristin
Beizai, Robin F	Ledezma, Erica Yolanda	Smith, Heather J
Cena, Alexi Jayne	Lee, Zanyaa Marie	Stringfellow, Susan Joy
Conte, Kelly Okura	Mc Farlin-Stagg, Zina	Stump, Celeste S
Cridland, Patricia Lea	Middleton, Michael Joseph	Tamburro, Melody Lynn
Dapello Jr, Alfred	Miranda, Blanche Vivian	Tan, Jeremy Andrew Gan
Dawood, Matthew Fadi	Moreno, Martin H	Tapia, Raul
Devi, Maya P	Ortiz, Calixto	Tom, Aaron Patrick
Ewing, Lynn A	Paphatsarang, Bounyou	Trimble, Jill Ann
Friedman, Karena	Ponce, Heather R	Tucker, Raymond Michael
Henry, Pamela L	Rafter, John Michael	Velarde, Margaret G
Hunnicut, Leslie Mae	Riley, Janet Louise	Williams, Stephen Odeal
James, Darrell	Rodriguez, Guillermina	Willis, Geneie Louise

SUBJECT: Personnel Transactions

DATE: December 14, 2016

MANAGEMENT EMPLOYMENT

Permanent New Hires

Name: Allart-Langevin, Duetta
 Position: Director, Safety and Risk Management
 Department: Administrative Services
 Range/Step: M-17, Step 2
 Job FTE: 1.00/12 months
 Effective: TBD

New: No
 Salary: \$134,604.00/annual

Name: Song, Sokha
 Position: Director, Equal Employment Opportunity (EEO) Programs
 Department: Human Resources
 Range/Step: M-17, Step 1
 Job FTE: 1.00/12 months
 Effective: 1/2/17

New: Yes
 Salary: \$130,692.00/annual

Change of Assignment

Name: Avila, Ruben
 Position: Director, Grounds and Transportation
 Department: Facilities Planning and Management
 Range/Step: M-9, Step 3 + L 10
 Job FTE: 1.00/12 months
 Effective: 12/15/16
 Remarks: Formerly Interim Director, Grounds and Transportation

New: No
 Salary: \$99,894.00/annual

Temporary Changes in Assignment

Name: Lange, Mary
 Position: Interim Director, Education for Older Adults and Adults with Disabilities
 Department: School of Continuing Education
 Range/Step: M-15, Step 1 + L 15
 Job FTE: 1.00/12 months
 Start Date: 12/11/16
 End Date: 04/30/17

New: No
 Salary: \$132,346.00/annual

Name: Vickers, Dale
 Position: Acting, Chief Technology Officer
 Department: Information Technology
 Range/Step: M-27, Step 1 + L 15
 Job FTE: 1.00/12 months
 Start Date: 11/22/16
 End Date: 06/30/17

New: No
 Salary: \$198,701.00/annual

SUBJECT: Personnel Transactions**DATE:** December 14, 2016**Retirement**

James Jenkins, Dean, Humanities & Social Sciences (Humanities and Social Sciences), effective 8/1/17

TEMPORARY EMPLOYMENT**Classified Short-Term Hourly Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Briones, Joshua	Admin. Spec. III	Vacancy	Research & Inst. Effect.	23.70	10/04/16-06/30/17
Duarte, Jorge Dario	Custodian	Vacancy	Custodial Services	18.07	11/02/16-06/30/17
Lawson, Zsa Zsa	Kines./Ath. Tech. I	Absence	Kinesiology, Ath. & Dance	19.23	09/12/16-11/23/16
Mejia, Crystal	Admin. Spec. III	Vacancy	Library & Learning Res.	23.70	11/21/16-12/21/16
Meikle, Thomas	Director, Purchasing	Absence	Purchasing	58.54	11/30/16-02/28/17
Moron, Yendiz	Admin. Spec. III	Absence	Library & Learning Res.	23.70	10/20/16-12/21/16
Munar, David	Custodian	Vacancy	Custodial Services	18.07	11/02/16-06/30/17
Rodriguez Salazar, Jean	Lead Library Tech.	Vacancy	Library & Learning Res.	23.47	10/31/16-12/18/16

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alvarenga, Ashley	Instructional Aide	Child Development Ctr.	10.00	11/09/16-06/30/17
Bahena, Karen	Instructional Aide	Child Development Ctr.	10.00	11/09/16-06/30/17
Barba-Johansen, Andrea	Instructional Aide	Child Development Ctr.	10.00	12/15/16-06/30/17
Blount, Sharyn	Learning Assistant	Learning Assistance Ctr.	13.00	11/10/16-12/17/16
Draper, Angela	Instructional Aide	Child Development Ctr.	10.00	11/09/16-06/30/17
Freeman, Deloyce	Learning Assistant	Learning Assistance Ctr.	13.00	11/10/16-12/17/16
Garcia, Gregory	Financial Aid Assistant	Financial Aid	13.00	12/15/16-06/30/17
Jimenez, Rene	Student Intern II	Administrative Services	20.00	12/15/16-06/30/17
Mahlke, Jennifer	Project Manager	Theater	55.00	11/01/16-06/30/17
Sanchez-Camacho, Marivel	Administrative Aide	EOPS	13.00	11/10/16-06/30/17
Wallace, Tyler	Skilled Tr. Crafts Wrkr. Aide	Fac. Planning & Mgmt.	15.25	09/15/16-12/16/16

Professional Expert Employees-Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alduenda, Leann	Choreographer	Kinesiology, Ath. & Dance	20.00	10/01/16-06/30/17
Alvarez, Jonathan	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	10/01/16-06/30/17
Ameral, Marne	Interpreter II	DSP&S	30.00	10/19/16-06/30/17
Anchondo, Arturo	Interpreter I	Human Resources	25.00	08/01/16-06/30/17
Avila, John	Project Expert/Specialist	Technology and Health	25.00	12/01/16-06/30/17
Baca, Michael	Technical Expert II	Continuing Education	45.00	09/26/16-06/30/17
Banks, Twyla	Interpreter I	Human Resources	25.00	08/01/16-06/30/17
Barragan, Secily	Tutorial 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
Bognacki, David	Lecturer - Fire Technology	Public Safety - Fire Tech	37.50	11/17/16-06/30/17
Cardona, Fernando	Lecturer - Fire Technology	Public Safety - Fire Tech	37.50	11/03/16-06/30/17

SUBJECT: Personnel Transactions**DATE:** December 14, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Carr, Brian	Interpreter II	Human Resources	30.00	07/01/16-06/30/17
Cuellar, Ana	Child Dev. Ctr. Asst.	Child Development Ctr.	10.00	10/17/16-06/30/17
Dorough, Darlene	Interpreter II	Human Resources	30.00	09/01/16-06/30/17
Duran, Selena	Real Time Captioner III	DSP&S	30.00	10/18/16-06/30/17
Goff, Michael	Project Manager	Kinesiology, Ath. & Dance	55.00	10/01/16-06/30/17
Gonzalez, Lauren	Project/Program Aide	Child Development Ctr.	20.00	11/01/16-06/30/17
Higham Jr., Thomas	Technical Expert II	School of Continuing Ed.	45.00	09/26/16-06/30/17
Johansen, Andrea	Child Dev. Ctr. Asst.	Child Development Ctr.	10.00	09/20/16-12/14/16
Kamaka, Ron	Project Manager	Kinesiology, Ath. & Dance	55.00	10/01/16-06/30/17
LaCrue, Juliet	House Manager II	Technical Services	12.75	07/01/16-06/30/17
Languren, Anthony	Choreographer	Kinesiology, Ath. & Dance	20.00	10/01/16-06/30/17
Lerma, Francisco	Paramedic Specialist	Medical Services	27.00	10/13/16-06/30/17
Matyas, David	Paramedic Specialist	Medical Services	27.00	11/01/16-06/30/17
Metzo, Joseph	Lecturer - Fire Technology	Kinesiology, Ath. & Dance	37.50	10/21/16-06/30/17
Padilla, Angel	Lecturer - Fire Technology	Kinesiology, Ath. & Dance	37.50	10/21/16-06/30/17
Rieben, Michael	Project Expert/Specialist	Aquatics	25.00	10/01/16-06/30/17
Rodriguez, Linda	Project Expert/Specialist	Continuing Education	25.00	07/01/16-12/30/16
Roumeliotis, George	Project Expert/Specialist	Technology and Health	25.00	07/01/16-06/30/17
Schlx, Ryan	Registered Vet. Tech.	Agricultural Sciences	12.50	08/29/16-06/30/17
Schons, Timothy	Paramedic Specialist	Medical Services	27.00	10/25/16-06/30/17
Shanagan, Maggie	Aquatics Assistant I	Continuing Education	10.00	10/13/16-06/30/17
Sherman, Robert	Fitness Trainer II	Kinesiology, Ath. & Dance	14.00	10/21/16-06/30/17
Sherrard, John	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	10/01/16-06/30/17
Sierra, Patrick	Fitness Trainer II	Kinesiology, Ath. & Dance	14.00	10/21/16-06/30/17
Sleight, Jacklyn	Interpreter II	Human Resources	30.00	11/01/16-06/30/17
Stine, Robert	Lecturer - Fire Technology	Public Safety	37.50	11/30/16-06/30/17
Todd, Douglas	Project Manager	Kinesiology, Ath. & Dance	55.00	10/01/16-06/30/17
Tolentino, Florencio	Paramedic Specialist	Medical Services	27.00	11/01/16-06/30/17
Tucker, Sarah	Technical Expert II	Nursing	45.00	10/24/16-06/30/17
Uiagalelei, Iona Tavesi	Lecturer - Fire Technology	Kinesiology, Ath. & Dance	37.50	10/20/16-06/30/17
Vasquez, Byron	Interpreter II	Continuing Education	30.00	10/13/16-06/30/17
Vega, Gilbert	Fitness Trainer II	Kinesiology, Ath. & Dance	14.00	10/21/16-06/30/17
Walters, Suzanne	Technical Expert II	Nursing	45.00	10/24/16-06/30/17

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acevedo, Arlyne	Student Assistant II	Information Technology	10.75	10/01/16-12/21/16
Alexander, Robert	Student Assistant I	Technology & Health	10.00	10/03/16-12/21/16
Almouazzen, Mohamad	Student Assistant II	Learning Assistance Ctr.	10.75	10/20/16-02/17/17
Aneke, Eric	Student Assistant III	The Writing Center	11.50	08/29/16-02/17/17
Badillo, Anna Pauline	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Banh, Megan	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Barajas, Martin	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Barboza, Grace	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16

SUBJECT: Personnel Transactions**DATE:** December 14, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Benavidez, Jose	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Berecochea, Amethyst	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Bisarra, Alexis	Student Assistant I	Child Development Ctr.	10.00	10/17/16-02/24/17
Bortis, Joshua	Student Assistant III	Kinesiology, Ath. & Dance	11.50	11/01/16-02/26/17
Bravo, Viviana	Student Assistant III	Counseling	11.50	11/07/16-12/31/16
Buenrostro, Elena	Student Assistant III	Agricultural Sciences	11.50	11/01/16-02/24/17
Cabrera, Kaitlyn	Student Assistant I	Child Development Center	10.00	10/31/16-02/24/17
Carrillo, Alejandro	Student Assistant I	Aeronautics	10.00	10/17/16-02/24/17
Ceralde, Dionne	Student Assistant IV	Arise	12.25	08/29/16-12/16/16
Chang, Kyle	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Chantachaimongkon, Boon	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Chiu, Andy	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Cordero, Elijah	Student Assistant II	Marketing	10.75	10/24/16-12/21/16
Corral, Sarah	Student Assistant I	Child Development Center	10.00	11/02/16-02/24/17
Coulter, Brody	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Dandridge, Pebbles	Student Assistant III	Arise	11.50	11/07/16-12/21/16
De La Cruz, Karla	Student Assistant I	Child Development Center	10.00	10/17/16-02/24/17
De la Cruz, Luis	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
De La Cruz, Melissa	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
De Lara, Pablo	Student Assistant III	High school Outreach	11.50	10/13/16-12/21/16
De Leon, Silvia	Student Assistant I	Child Development Center	10.00	11/03/16-02/24/17
Dennis, Willie	Student Assistant IV	Technical Services	12.25	11/02/16-12/21/16
Devito, Renen	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Diaz, Carolina	Student Assistant III	Child Development Center	11.50	11/03/16-12/21/16
Dillard-Gregoire, Corina	Student Assistant III	Counseling	11.50	10/26/16-12/21/16
Djapri, Jerica	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Failauga, Austin	Student Assistant III	Financial Aid	11.50	10/01/16-12/21/16
Faouri, Razy	Student Assistant V	Commercial Enter. Arts	13.00	11/01/16-12/17/16
Farrar, Jeffery	Student Assistant IV	Public Safety	12.25	10/10/16-12/21/16
Finau, Sateki	Student Assistant IV	Arise	12.25	08/29/16-12/16/16
Finchum, Marissa	Student Assistant III	Agricultural Sciences	11.50	11/10/16-02/24/17
Fisher, Christopher	Student Assistant IV	Technical Services	12.25	10/26/16-12/21/16
Flores, Anthony	Student Assistant III	Technical Services	11.50	10/17/16-12/31/16
Flores, Ashley	Student Assistant I	Child Development Center	10.00	09/26/16-02/24/17
Fradejas, Abrie Gace	Student Assistant I	Public Safety	10.00	10/31/16-12/21/16
Franco, Guillermo	Student Assistant III	Financial Aid	11.50	09/01/16-12/23/16
Franco, Luis	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Gabriel, Danny Jr	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Garcia, Grace	Student Assistant III	Agricultural Sciences	11.50	11/01/16-02/24/17
Gimbi, Trevor	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Gomez, Alexis	Student Assistant I	Horticulture	10.00	10/28/16-02/26/17
Gonzalez-Chavez, Jack	Student Assistant V	Fac. Planning & Mgmt.	13.00	11/14/16-02/26/17
Granillo, Jaritza	Student Assistant III	Agricultural Sciences	11.50	11/01/16-02/24/17
Gutierrez, Christopher	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Gutierrez, Jesus	Student Assistant II	Arch. Ind. Design Eng.	10.75	11/10/16-02/24/17

SUBJECT: Personnel Transactions**DATE:** December 14, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Haema, Nat	Student Assistant II	Arch. Ind. Design Eng.	10.75	11/14/16-02/24/17
Hawkins Jr., Gary	Student Assistant III	Learning Assistance Ctr.	11.50	11/08/16-12/21/16
Hernandez, Adrian	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Hernandez, Christian	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Hernandez, Damaris	Student Assistant III	Humanities & Social Sci.	11.50	11/01/16-02/24/17
Hilton, Jonathan	Student Assistant III	Technology & Health	11.50	08/29/16-02/26/17
Hornsby, Queana	Student Assistant I	Child Development Center	10.00	10/03/16-12/21/16
Htun, Wai Yan	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Jackson, Christopher	Student Assistant II	Kinesiology, Ath. & Dance	10.75	11/08/16-12/21/16
Jacobo-Martinez, Stephan	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Jimenez, Adriana	Student Assistant V	Health Career Res. Ctr.	13.00	11/01/16-12/16/16
Kynard, Ryan	Student Assistant III	Agricultural Sciences	11.50	11/01/16-02/24/17
Laurent, Monique	Student Assistant II	Public Safety	10.75	08/29/16-02/26/17
Leon, Erick	Student Assistant III	Learning Assistance Ctr.	11.50	09/26/16-02/17/17
Leon-Garcia, Diana	Student Assistant III	Natural Sciences	11.50	11/04/16-12/21/16
Lewis, Janell	Student Assistant I	Child Development Center	10.00	10/17/16-02/24/17
Macias, Jennifer	Student Assistant II	Tutorial Services	10.75	11/01/16-02/17/17
Margulis, Eugene	Student Assistant I	Aeronautics	10.00	10/18/16-02/24/17
Martinez, Alexis	Student Assistant III	Agricultural Sciences	11.50	11/03/16-02/24/17
Martinez, Jose	Student Assistant III	Career and Transfer Svcs.	11.50	11/01/16-12/21/16
Martinez, Nancy	Student Assistant III	Financial Aid	11.50	11/01/16-12/23/16
Martinez, Samantha	Student Assistant I	Child Development Center	10.00	11/29/16-02/24/17
Melendez, Rebecca	Student Assistant I	ESL	10.00	09/01/16-02/26/17
Meng, Sam	Student Assistant V	Business	13.00	09/08/16-12/18/16
Meza, Mike	Student Assistant I	Kinesiology, Ath. & Dance	10.00	10/01/16-12/18/16
Migallos, Cade	Student Assistant I	Kinesiology, Ath. & Dance	10.00	10/01/16-12/18/16
Mitchell, Jervonna	Student Assistant I	Aeronautics	10.00	11/01/16-02/24/17
Morrison, Jared	Student Assistant V	Business	13.00	08/29/16-02/26/17
Newborn, Latricia	Student Assistant III	Child Development Center	11.50	11/07/16-12/21/16
Nguyen, Thomas	Student Assistant II	Arise	10.75	10/28/16-12/12/16
Nieto, Gregorio	Student Assistant II	Tutorial Services	10.75	10/06/16-02/17/17
Norman, Christopher	Student Assistant III	Radio, Broadcasting	11.50	11/07/16-02/24/17
Ofomata, Shanley	Student Assistant III	Instruction	11.50	11/18/16-12/21/16
Ong, Sean	Student Assistant III	Academic Technology	11.50	11/03/16-12/21/16
Oros, Pedro	Student Assistant V	Commercial Ent. Arts	13.00	11/01/16-12/17/16
Padilla, Precious	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Pedroche, Valerie	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Perez, Veronica	Student Assistant I	Child Development Center	10.00	10/17/16-02/24/17
Rahman, Chaviante	Student Assistant II	Kinesiology, Ath. & Dance	10.75	10/01/16-12/21/16
Randles, Thomas	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Rivera, Esmeralda	Student Assistant III	Adult Basic Education	11.50	11/07/16-12/21/16
Rodriguez, Juan	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Rodriguez, Ulysses	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Rodriguez, Valerie	Student Assistant I	Child Development Center	10.00	11/09/16-02/24/17
Ross-Tupper, Aimee	Student Assistant III	Kinesiology, Ath. & Dance	11.50	11/07/16-12/21/16

SUBJECT: Personnel Transactions**DATE:** December 14, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Rubio, Nikita	Student Assistant III	Information Technology	11.50	09/15/16-02/26/17
Sakr, Marie Paule	Student Assistant I	Child Development Center	10.00	11/02/16-02/24/17
Soto, Elizabeth	Student Assistant IV	Upward Bound	12.25	10/12/16-02/24/17
Steig, Corbin	Student Assistant III	Nursing	11.50	11/14/16-12/21/16
Streams, Mirasol	Student Assistant II	DSP&S	10.75	11/14/16-02/24/17
Tamura, Ariana	Student Assistant III	Learning Assistance Ctr.	11.50	09/23/16-02/17/17
Tisdale, Ashley	Student Assistant III	Technical Services	11.50	11/01/16-12/21/16
Toailoa Isara, Lonetona	Student Assistant II	Admissions & Records	10.75	09/29/16-02/26/17
Tupuola, Daisy	Student Assistant III	Kinesiology, Ath. & Dance	11.50	11/09/16-12/21/16
Ueda, Seiji	Student Assistant I	Earth Sci. & Astronomy	10.00	08/29/16-12/18/16
Valadez, Natalie	Student Assistant III	Admissions & Records	10.75	10/24/16-02/24/17
Valle, Natali	Student Assistant II	Arch. Ind. Design Eng.	10.75	11/01/16-02/24/17
Van, Osmond	Student Assistant III	Agricultural Sciences	11.50	11/01/16-02/24/17
Vaquerano, Carolina	Student Assistant III	Agricultural Sciences	11.50	11/01/16-02/24/17
Villatoro, Christopher	Student Assistant III	Kinesiology, Ath. & Dance	11.50	10/01/16-12/21/16
Wilkerson, Grace	Student Assistant I	School of Continuing Ed.	10.00	11/01/16-12/21/16
Wolde, Dagnachew	Student Assistant IV	Upward Bound	12.25	10/13/16-02/24/17
Wright, Tu	Student Assistant I	Kinesiology, Ath. & Dance	10.00	10/20/16-12/21/16
Wu, Shineng	Student Assistant IV	Upward Bound	12.25	10/13/16-02/24/17

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

DATE: December 14, 2016

CONSENT

SUBJECT: Contract for Interpreting Services – LIFESIGNS, Inc.

BACKGROUND

The College is required to provide ADA accessibility accommodations to the public and College employees. The College is contracting services with LIFESIGNS, Inc. to fulfill its accommodation obligation. LIFESIGNS, Inc. is contracted to provide interpreter services to our employees and the public at-large, upon request, at various campus events. Contracting these services with LIFESIGNS, Inc. will afford the College the ability to fulfill its universal access needs.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advise in such matters as long as such persons are trained, experienced, and competent.

The intent is to use the services of LIFESIGNS Inc., on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to provide interpreting services for College-sponsored events and employee workshop/meeting activities.

The proposed rate of \$75.00 per hour (2-hour minimum) for service requests greater than 72 business hours advance notice, \$85.00 per hour (2-hour minimum) for service requests less than 72 business hours advance notice, and \$105.00 per hour (2-hour minimum) for emergency on-call (after hours 5:00 p.m.–8:30 a.m.) services, plus mileage.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract for interpreting services with LIFESIGNS, Inc., as presented.

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 14, 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:

- Associate Vice President, Fiscal Services;
- Director, Grounds and Transportation; and
- Director, Strong Workforce Initiatives.

ANALYSIS AND FISCAL IMPACT

These job classification descriptions are 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 Descriptions, as presented.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #17

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: December 14, 2016

**ASSOCIATE VICE PRESIDENT, FISCAL SERVICES
FLSA EXEMPT – M-23**

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Fiscal Services Department, including accounting, accounts payable, accounts receivable, ~~Bursar's operations~~ student accounts, Payroll, Purchasing, budget preparation and control, audit, and oversight of the Auxiliary Services Operations; coordinates assigned activities with other College divisions, departments, outside agencies, and the public; works closely with the Chief Compliance Officer/~~Controller~~ and College Budget Officer (CBO) in the development of policies and procedures related to fiscal operations, and works in coordination to monitor all financial transactions and activity; must be able to foster positive relationships with staff and must utilize team building concepts to establish positive teamwork in the delivery of customer service; collaboration and consultation with the campus community such as users, other division staff, and faculty in division activities that directly affect them is required; fosters cooperative working relationships among College divisions, departments, and with intergovernmental and regulatory agencies and various public and private groups; 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. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a Department Head classification that oversees, directs, and participates in all activities of the Fiscal Services Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class works in conjunction with the CCOC and provides assistance to the Vice President, Administrative Services/Chief Financial Business Officer in the development of financial controls and compliance issues. 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 public policy and College functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: December 14, 2016

and objectives within general policy guidelines. This class is distinguished from the Vice President, Administrative Services in that the latter is responsible for the overall management of all functions in the Administrative Services Division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Assumes full management responsibility for all Fiscal Services Department programs, services, and activities, including accounting, accounts payable, accounts receivable, ~~Bursar's operations~~ student accounts, payroll, purchasing, budget preparation and control, ~~audit~~, and oversight of the Auxiliary Services Operations.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within College policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; 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 department 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.
- Must be able to articulate a vision through positive communication skills both verbally and written to staff, faculty, senior management, and the campus community in general.
- Administers and directs the continual development of systems through effective use of technology in the delivery of services.
- Must work at building relationships with key campus departments and administrators using various means and venues of communication to keep the campus community and fiscal services staff informed of changes, new procedures/systems, etc.
- Identify professional needs of self, managers, and staff and prepare a professional development program for Fiscal Services for approval by the Vice President, Administrative Services/Chief ~~Financial~~ Business Officer; must coach and develop employees individually and collectively in meeting long-term department needs.
- Assess training needs utilizing Fiscal Services staff and managers to assist staff and managers in other divisions to understand and receive training in various areas of Fiscal Services.
- In collaboration with employees and managers, set performance goals and metrics in writing and transform into operating goals and expectations through a written plan.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies, procedures, and internal controls to meet legal requirements and College 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.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: December 14, 2016

- Directs and participates in the development, preparation, review, and analysis of the College's budgets and related documents to ensure proper allocation, fund disbursement, and compliance with legal requirements; evaluates and projects actual income and expenditures to determine budget requirements; controls and authorizes capital spending, contracts, and various other expenditures; monitors spending to ensure compliance with established limitations.
- Monitors, evaluates, and enhances current fiscal solvency, effectiveness, and efficiency of the College; develops implements, analyzes, and provides technical assistance to administrators concerning fiscal plans, goals, objectives, and strategies; provides technical direction to administrators in ensuring smooth and efficient fiscal and budgetary functions and activities.
- Establishes the College's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls.
- Acts as the College's Disbursing Officer and has independent access to the Governing Board, President/CEO, and legal counsel with authority to follow advice of legal counsel in determining legal expenditures of the District (E.C. 85266); follows fiscal independence standards; determines availability of funds to cover expenses and ensures adequate documentation exists to substantiate appropriateness and authenticity of financial transactions; oversees and directs the audit function for accounts payable, accounts receivable, and payroll.
- Ensures compliance with Federal, State, and local government accounting and financial reporting standards and controls.
- Oversees the fiscal operations and audit of the College's Auxiliary Services.
- Coordinates and directs financial record keeping, reporting, and related auditing functions to ensure accurate and timely accounting and reporting of College accounts and budgets.
- Oversees the planning of year-end closing process to ensure deadlines are met.
- Oversees all financial aspects of the Bond Issuances and Capital Outlay Programs; works with underwriters to prepare the Preliminary Official Statements and presentations to the rating agencies.
- Oversees cash flow projections to ensure adequate funds are available to meet obligations.
- Oversees and maintains the payroll and finance applications of the College's enterprise application system.
- Represents the department to other College departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the Board of Trustees and a wide variety of committees, boards, and commissions; performs financial review of matters pertaining to the various committees.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fiscal services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: December 14, 2016

- Monitors changes in laws, regulations, and technology that may affect College or departmental 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.
- Serves as the Vice President, Administrative Services in the absence of the administrator as directed.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College 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.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of management and supervision.
- Public agency budget development, College-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of public agency administration.
- Principles and practices of accounting, public finance administration and budgeting, auditing, and reconciliation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, 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 related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

SUBJECT: New and/or Revised Management Job Classification Descriptions

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- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
- Knowledge of collective bargaining in higher education and creating an environment of trust and respect among managers and staff.
- Knowledge of human relations concepts, skills, and change management concepts to improve employee performance through communication, team building, and conflict resolution.
- Thorough understand of technology systems and practices and applications and their use through best practices to improve the delivery of financial information, transactional processing, and to continue simplicity and ease of use of new and/or revised systems.

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 the department utilizing human relations and change management concepts.
- Must be able to keep a professional balance of mandated requirements and employee needs in a complex and demanding environment that is deadline and compliance oriented along with complying with various collective bargaining contracts.
- Must be able to develop a system of communication internally and externally to keep employees apprised of changes and a forum for collaboration.
- 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 management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, 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 special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of Fiscal Services programs and administrative activities.
- Conduct effective negotiations and effectively represent the College and the department in meetings with governmental agencies, contractors, vendors, and various businesses, 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.

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- 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, and prior to making changes communicate and establish a venue or venues to receive input from customers.
- 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 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 accounting, finance, or a related field and seven (7) years of management and/or administrative experience in finance and accounting in a Fiscal Services Department. Master's degree in finance, accounting, organizational development, or related field preferred.

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 College 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 weighing up to 20 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

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with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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**DIRECTOR, GROUNDS AND TRANSPORTATION
FLSA EXEMPT – M-9**

DEFINITION

Under general direction, plans, organizes, manages, administers, coordinates and directs the daily maintenance and repair of District grounds and landscapes, athletic fields and sports complexes, and irrigation systems; oversees District transportation operations; provides highly complex and responsible support to the Director, Facilities Planning & Management in areas of expertise; supervises assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Facilities Planning and Management. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management-level classification responsible for managing the grounds maintenance and transportation operations functions of the Facilities Planning & Management Department. 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 Director, Facilities Planning & Management in a variety of areas. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work. This class is distinguished from the Director, Facilities Planning & Management in that the latter has overall management responsibility for District-wide facilities and maintenance programs, services, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the grounds maintenance and transportation operations functions of the department, including the maintenance and repair of District grounds, landscapes, athletic fields, and irrigation systems; ensures safe efficient and timely student and staff transportation to and from various District sites.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned functions; recommends within departmental policy, appropriate service and staffing levels and resources; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the assigned unit's budget.
- Develops and implements grounds maintenance schedules for sports fields, landscaping, trash removal, and irrigation repair and maintenance.

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DATE: December 14, 2016

- Assists in the development and implementation of major facilities projects, including the preparation of plans and specifications for facility modifications; assists in coordinating and inspecting the work of outside contractors involved in repairs and construction.
- Researches and manages the acquisition of new vehicle and equipment purchases for the student transportation fleet and service vehicle fleet; develops bid specifications; evaluates bids, recommends awards and ensures compliance with contract specifications.
- Administers and monitors underground fuel storage tanks and fuel system certifications, inspections, and reports for State mandated monthly, quarterly and annual certification; approves and monitors repairs to tanks and fuel system.
- Ensures compliance with various transportation licensing and certification requirements; monitors and interprets legislation as it pertains to transportation; monitors outside carriers to ensure compliance with District rules and State laws.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned unit, 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 Director, Facilities Planning & Management.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director, Facilities Planning & Management.
- Maintains and directs the maintenance of working and official program files and program website.
- Monitors changes in laws, regulations, and technology that may affect District or departmental 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 Director, Facilities Planning & Management.
- 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.

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- Budget development, administrative practices, and program 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, methods, equipment, materials, and tools used in grounds maintenance and transportation operations.
- Safe operation and routine maintenance of heavy equipment and power tools used in area of responsibility
- Proper use and applications of a variety of pesticides and herbicides.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned 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.
- 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:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned program.
- Provide administrative and professional leadership and direction for the assigned unit.
- Prepare and administer 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 assigned 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 grounds and transportation programs, projects, events, and activities.
- Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

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- 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.

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 two-year ~~four-year~~ college or university with major coursework in horticultural science, landscape management, or a related field, and five (5) years of increasingly responsible experience in grounds management which has included the maintenance and repair of athletic fields and complexes, three (3) years of which must be at the supervisory level.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- Qualified Pesticide Applicator Certificate issued by the Department of Pesticide Regulation.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in the field; 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 partially a sedentary office, partially a field classification, and standing in 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 weighing up to 75 pounds and heavier weights with the use of proper equipment.

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ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

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DATE: December 14, 2016

**DIRECTOR, STRONG WORKFORCE INITIATIVES
FLSA EXEMPT – M-15**

DEFINITION

Under the supervision of the Vice President of Instruction, the Director, Strong Workforce Initiatives will work with Academic Deans and faculty to plan, organize, direct and report out regarding activities related to Strong Workforce (SWF) Program local and regional work plans. These plans are designed to expand and improve career technical education programs by adding new career pathways, providing professional development opportunities for faculty, strengthening curriculum, upgrading equipment and facilities, increasing program offerings, and improving regional cooperation among colleges, universities, K-12 school districts, businesses, adult schools, workforce agencies, and other groups. This individual will provide ongoing, support to ensure maximum efficiency and effectiveness of all Mt. SAC Local and Regional SWF projects each year; and will serve as the information source for faculty and staff regarding the 25 Board of Governors Strong Workforce Taskforce recommendations and the Strong Workforce Program objectives for all college constituencies.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a management classification that manages all activities of the Grants Department. 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 Vice President, Instruction in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Vice President, Instruction in that the latter has overall responsibility for all functions of the Instruction Division and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Regularly monitors Strong Workforce funding policies, terms, and conditions.
- Keep abreast of institutional planning and assessment efforts as they relate to Career Technical Education (CTE) programs and SWF projects.
- Collaborate with program faculty and CTE Deans to assess labor market data supplied by Center of Excellence and curated California Community College Chancellor's Office (CCCCO) data sources; prepare plans to address current and projected supply gaps for "middle skills" jobs for review by Career Technical Education Advisory Committee (CTEAC) and President/CEO and Chief Instructional Officer (CIO).

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: December 14, 2016

- Under supervision of the Vice President, Instruction, work with faculty and CTE Deans to complete local and regional plan documents in collaboration with other CTE categorical fund leads.
- Act as a liaison with local and county workforce agencies to facilitate planning efforts.
- In conjunction with program faculty, facilitate the development and implementation of an effective evaluation and assessment process for each project.
- In collaboration with CTE Deans, oversee and coordinate program faculty efforts to achieve objectives as stated in each approved local and regional work plan.
- Attend department meetings, program advisory meetings, regional advisory meetings, and other relevant meetings in support of SWF.
- Supervise collation and analysis of data to evaluate progress on achievement of Strong Workforce goals and objectives.
- Under the supervision of the Vice President of Instruction, monitor compliance for appropriate utilization of Local and Regional Strong Workforce funds and track encumbrances and expenditures with assistance from the Grants Office and Fiscal Services.
- Prepare reports on progress toward Strong Workforce Plan objectives for the Vice President of Instruction on a monthly basis and summary reports for the CTE Managers Work Group once each primary semester.
- Under the supervision of the Vice President, Instruction, and in conjunction with the Office of Grants and Fiscal Services, ensure adherence to all applicable district, Fiscal Agent, and Chancellor's Office requirements; oversee preparation and submission of required quarterly and final reports to the CCCCO.
- Hire, supervise, and evaluate classified staff assigned to serve as support for Strong Workforce Initiatives.
- As needed, collaborate with regional partners to achieve Strong Workforce Initiatives.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Effective project management strategies
- Budgeting for programs, or an administrative unit
- Use of performance indicators for measurement of project success and overall impact on the college.
- Principles and practices of efficient and compliant grant administration.
- 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.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: December 14, 2016

- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
- 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.
- 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 and Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Establish and maintain contacts and partnerships with potential and existing funding sources.
- 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; Communicate effectively both interpersonally and publically
- Work collaboratively as part of a team to achieve challenging objectives.
- Oversee large-scale projects, requiring management of multiple responsibilities.
- Understand scope of authority in making independent decisions.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: December 14, 2016

- 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 a Master's degree from a regionally accredited college or university and a minimum of three (3) years of increasingly responsible administrative experience, preferably in higher education, and a minimum of two (2) years of experience working closely with a Career Technical Education program

Licenses and Certifications:

The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 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 in interpreting and enforcing departmental policies and procedures.

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

DATE: December 14, 2016

CONSENT

SUBJECT: Renewal and Non-Renewal of Management Contracts

BACKGROUND

Formal action by the Board of Trustees is required to offer managers employment contracts and for non-renewal of employment contracts effective July 1, 2017, see list attached for details.

ANALYSIS AND FISCAL IMPACT

Following the initial employment period, the majority of management contracts are for a two-year term. Approximately one-half of management two-year contracts will expire on June 30, 2017, and are therefore due to be renewed or not renewed at this time. Certain managers receive one-year contracts based on extenuating circumstances or the unpredictable nature of the funding sources for their positions. With the exception of those managers employed from special funding sources, managers with contracts due to expire on June 30, 2017, are being recommended for a two-year contract for the period of July 1, 2017, through June 30, 2019, or for non-renewal of their employment contract.

Funding Source

Unrestricted/Restricted General funds and Measure RR Series A and B funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal and non-renewal of management contracts as listed as follows.

Prepared by: Human Resources Staff

Reviewed by: Abe Ali

Recommended by: Bill Scroggins

Agenda Item: Consent #18

SUBJECT: Renewal and Non-Renewal of Management Contracts

DATE: December 14, 2016

Contract Renewal Period		
Manager	Two-year	One-year
Addison, Tamika	07/01/17 – 06/30/19	
Asher, William	07/01/17 – 06/30/19	
Bean, Ronald	07/01/17 – 06/30/19	
Belinski, Victor	07/01/17 – 06/30/19	
Cadena, Arturo	07/01/17 – 06/30/19	
Chen, Meghan	07/01/17 – 06/30/19	
Cuenza-Uvas, Aida	07/01/17 – 06/30/19	
Dao, Chau	07/01/17 – 06/30/19	
Dolan, Jill	07/01/17 – 06/30/19	
Fernando, Jody	07/01/17 – 06/30/19	
Gidcumb, Gary		07/01/17 – 06/30/18
Hernandez, Guadalupe	07/01/17 – 06/30/19	
Hoover, Cynthia	07/01/17 – 06/30/19	
Hoover, Karelyn	07/01/17 – 06/30/19	
Hughes, Robert	07/01/17 – 06/30/19	
Jennum, Joseph	07/01/17 – 06/30/19	
Johnson, Lesley	07/01/17 – 06/30/19	
Klein, Stefyn		07/01/17 – 06/30/18
Lambert, William	07/01/17 – 06/30/19	
Mai, Uyen	07/01/17 – 06/30/19	
Mauch, Thomas	07/01/17 – 06/30/19	
Mc Gowan, Joumana	07/01/17 – 06/30/19	
Miri, Omideh		07/01/17 – 06/30/18
Montoya, Martha	07/01/17 – 06/30/19	
Patterson, Teresa	07/01/17 – 06/30/19	
Pearson, Tami	07/01/17 – 06/30/19	
Phu, Jenny	07/01/17 – 06/30/19	
Potter, Donald	07/01/17 – 06/30/19	
Rodriguez, Alvaro	07/01/17 – 06/30/19	
Rodriguez, Lisa		07/01/17 – 06/30/18
Royce, Rosa	07/01/17 – 06/30/19	
Salinas, Romelia	07/01/17 – 06/30/19	
Siocon, Fernan	07/01/17 – 06/30/19	
Teske, Margaret		07/01/17 – 06/30/18
Vickers, Dale	07/01/17 – 06/30/19	
Wilson, William	07/01/17 – 06/30/19	

Non-Renewal

Stacey Gutierrez, Manager, Professional Development (Professional Development), effective 6/30/17, in accordance with Education Code 72411-72411.5.

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

DATE: December 14, 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	From	To
Swim Session Cards	\$20-\$60	\$5-\$60
Basic Life Support Provider	Additional Instructor	Rodriguez, William
Heartsaver CPR AED – Adult & Pediatric		
Heartsaver First Aid CPR –Adult & Pediatric		

2. Contract Changes

Course Title/Program	From	To
Contract #1617-003 Los Angeles County Office of Education	Microsoft Office, Bookkeeping, Payroll and Accounts Payable/Receivable, Administrative Assistant Training	Microsoft Office, Bookkeeping, Payroll and Accounts Payable/Receivable, Administrative Assistant Training Microcomputer Applications (CISB 15) Microsoft Excel (CISB 21) Microsoft PowerPoint (CISB 51) Database Management – Microsoft Access (CISD 11) Database Management – Microsoft Access Lab. (CISD 11L) Windows Operating System (CISN 21)

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

SUBJECT: School of Continuing Education Additions and Changes

DATE: December 14, 2016

Course Title/Program	From	To
<u>Statewide Marketing for Contract Education</u> August 18, 2016 – June 30, 2017 Jon Wollenhaupt Go Launch Marketing 3984 McKinley Blvd. Sacramento, CA 95819	Services not to exceed \$5,000	Services not to exceed \$13,346

3. Contract Education Development Programs

Agency (Description of Services)	Expenses
<u>Contract Education Summit 2017 Conference</u> January 26-27, 2017 College of the Canyons 26455 Rockwell Canyon Road Santa Clarita, CA 91355 Panera Bread Catering 24133 Baywood Lane Santa Clarita, CA 91355 January 26-27, 2017	Early Bird Pricing: \$75 (by December 1, 2016) Regular Pricing: \$100 CA Corporate College Members: 1 person at no charge Catering not to exceed \$5,000
<u>2017 Inland Empire Manufacturing Summit</u> February 3, 2017 Ontario Convention Center 2000 E. Convention Center Way Ontario, California 91764 Manufacturers' Council of the Inland Empire, Inc. (MCIE) 620 S. Rancho Avenue Colton, CA 92324	Bronze Sponsorship \$1,000

4. Contract Renewals

Contract	Amount
Institute of Reading Development (IRD) 5 Commercial Boulevard Novato, CA 94949 Contract: February 1-December 31, 2017 IRD will pay Mt. SAC 10% of all tuition collected	No Cost to District

SUBJECT: School of Continuing Education Additions and Changes

DATE: December 14, 2016

Early Childhood Mentor Program 2016-17	
<ul style="list-style-type: none"> • Supplemental Support for Direct Mentor Component, Carryover from 2015-16 - \$40.90 plus \$959.10 additional funding • La'kisha Simpson, Coordination of Leadership Conference • Supplemental Support for Large Area Programs <ul style="list-style-type: none"> ○ Includes mileage reimbursement to non-employees ○ Carryover from 2014-15 - \$399.06 plus \$200.94 additional funding 	<p>\$1,000</p> <p>\$300</p> <p>\$600</p>

5. Education for Older Adults

Course Title/Program	Payment
Use of Facility Agreement: East San Gabriel Valley Japanese Community Center 1203 West Puente Avenue West Covina, CA 91790	No Cost to District

6. Workforce Training: New Offerings

Course Title/Program	Presenter	Payment	Fee
Effective Communication in the Workplace	Thorpe, Cynthia	40%	\$82

Funding Source

Community Services - Student Registration Fees.

New Contracts - Contracting Agency.

Contract Renewals - Student Registration Fees.

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>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Workforce Innovation and Opportunity Act Title II Grant (Section 231) - Acceptance of Funds and Approval of Activities for Fiscal Year 2016-17</u>	

BACKGROUND

Mt. San Antonio College received an award notification for a grant titled, “Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act, Section 231 and English Literacy and Civics Education.” The purpose of the Grant is to provide supplemental instructional support for noncredit Adult Basic Education and English as a Second Language (ESL).

ANALYSIS AND FISCAL IMPACT

The Grant award is \$1,150,100 for the period of July 1, 2016, through June 30, 2017.

This Grant is intended for supplementary educational activities that enable adults to acquire basic literacy skills, complete basic education courses, improve English language skills, and secure training for employment and civic engagement. Activities include, but are not limited to, professional development, curriculum development and improvement, supplemental instruction and labs, and learning technology. The activities will be carried out with grant funds and will not impact District funds. The grant does not provide for food.

Outcomes of the Grant are determined by pre- and post-testing of students using multiple measures, completion of degrees, certifications and diplomas, and pathway transitions. Student learning gains and outcome achievements will result in higher benchmark awards in future grant funding.

Funding Source

Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act, Section 231 and English Literacy Civics Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the WIOA, Title II Grant funds and approves the activities, as presented.

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

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

DATE: December 14, 2016

CONSENT

SUBJECT: Affiliation Agreement with Pomona Valley Hospital Medical Center

BACKGROUND

Students enrolled in the Radiologic Technology Program require use of facilities for training. Pomona Valley Hospital Medical Center located in Pomona, California, has agreed to accept Radiologic Technology students and will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and Pomona Valley Hospital Medical Center is a facility agreement.

The agreement shall be effective January 9, 2017, through January 8, 2018.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with Pomona Valley Hospital Medical Center, as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Memorandum of Understanding with Mount Saint Mary's University</u>	

BACKGROUND

Mt. San Antonio College entered into an agreement with Mount Saint Mary's University (MSMU) for the period of January 1, 2017, through June 30, 2020. A Memorandum of Understanding has been presented to include assisting Administration of Justice students in transferring to the baccalaureate degree in the Criminology program offered by MSMU. MSMU will accept 67-70 units of transfer credit from the Mt. SAC Associate Degree in Administration of Justice program upon admission to MSMU's Online Bachelor of Science in Criminology program. The remaining 54-57 of the 124 units required for the Bachelor of Science in Criminology degree will be completed in residence with MSMU. The program will be organized such that the requirements for the Bachelor of Science in Criminology degree can be completed in no more than five semesters at a tuition cost of \$400 per unit or \$21,600-\$22,800 total, depending on units of transfer credit accepted, excluding textbooks, for the program. The rate of \$400 per unit will be a locked rate for the duration the student is enrolled provided the student does not have two consecutive semesters of non-enrollment (excluding Summer). This rate will be offered for all students beginning at MSMU during the three years covered under the Memorandum of Understanding. The rate of \$400 per unit represents a 24% fee reduction locked in for Mt. SAC students.

MSMU will have the exclusive right to offer the online educational program leading to a Bachelor of Science in Criminology degree, which shall be awarded upon successful completion of the program by MSMU. MSMU will provide the program in an online format. Mt. SAC agrees to provide office space for MSMU administrative and professional personnel who visit the Mt. SAC campus to provide transfer advisement information to Mt. SAC students.

ANALYSIS AND FISCAL IMPACT

There is no residual cost to the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approve this memorandum of understanding with Mount Saint Mary's University, as presented.

Prepared by: <u>Jemma Blake-Judd</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #22</u>

Mt. SAC-MSMU ADAJ-BSC Collaborative Academic Progression Plan (CAPP)

To Complete the Bachelor of Science Degree in Criminology (BSC) at Mount Saint Mary's University

**Starting at [Mt. SAN ANTONIO COLLEGE](#) (Mt. SAC) in Associate Degree
Administration of Justice(ADAJ) Program**

Complete the following courses at Mt. San Antonio College:		Units	✓ADAJ (MtsAC) Requirement	✓BSC (MSMU) Requirement	MSMU General Studies (GS) Area
Criminology and Required General Education/General Studies	ENGL 1A or 1AH - Freshman Composition	3	✓	✓	GS-IA
	ENGL 1C/1CH	3	✓	✓	GS-IA
	US History	3	✓	✓	GS-IIIC
	PSYCH 1A /1AH Intro to Psychology	3	✓	✓	GS-IIIF
	SPCH 1A/1AH - Public Speaking, SPCH 2 - Fundamentals of Communication OR SPCH 1B, 15, 16	4	✓	✓	GS-IB
	American Institutions (Political Science)	3	✓	✓	GS-IIIG
	ART 1 or 2 (See MSAC-MSMU Articulation Agreement for qualifying courses) – Only 3 units required at MSMU	3 - 6	✓	✓	GS-IIIA, elective
	Humanities 1 or 2 (Recommend strictly Literature course) (See MSAC-MSMU Articulation Agreement for qualifying courses) – only 3 units required at MSMU	3 - 6	✓	✓	GS-IIIB, elective
	MTH 110/110H71 - Math	3	✓	✓	GS-IIIE & GS-VIIB
	PHY SCI 9 or CHEM 10, 40, or 50 - Physical Science	3	✓	✓	GS-IIID & G-VIIA
	Life Science	3	✓		elective
	Lab Course	1	✓		elective
	TOTAL Minimum Prerequisite & General Studies Units	37-40	37-40 units transfer to MSMU toward BSC		

MSAC Lower Division ADAJ Coursework	Required (18 Units)				
	ADJU-1 The Administration of the Justice System	3	✓	✓	CRI 116/122
	ADJU-2 Principles and Procedures of the Justice System	3	✓	✓	CRI 116/122
	ADJU-3 Concepts of Criminal Law	3	✓		
	Legal Aspects of Criminal Law	3	✓		
	ADJU-5 Community Relations	3	✓	✓	CRI 113
	ADJU-68 Administration of Justice Report Writing	3	✓		
	Select 4 Courses (12 Units) from the Following:				
	ADJU-6 Concepts of Enforcement Services	3			
	ADJU-9 Introduction to Homeland Security	3			
	ADJU-10 Introduction to Corrections	3			
	ADJU-13 Concepts of Traffic Services	3			
	ADJU-20 Principles of Investigation	3			
	ADJU-38 Narcotics Investigation	3			
	ADJU-50 Introduction to Forensics	3		✓	CRI 109
	ADJU-59 Gangs and Corrections	3			
	ADJU-74 Vice Control	3			
	SOC 1 Sociology MSMU GS VI or SOC 1H Sociology – Honors MSMU GS VI	3		✓	SOC 1, GS-VI
	SOC 5 Introduction to Criminology or SOC 5H Introduction to Criminology – Honors	3		✓	CRI 111
	Elective (Optional)				
ADJU-90-Work Experience	3		✓	CRI 197A	
TOTAL ADAJ Units	30	30 units of this total transfer to MSMU toward BSC			

	67-70 UNITS TOTAL TRANSFER TO MSMU TOWARD BSC
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Continuing to the ONLINE BS Criminology Program at [MOUNT SAINT MARY'S UNIVERSITY](#)

Complete the following courses at MSMU Online		Units	BSC	MSMU GS AREA
MSMU General Studies	RST 49/149, RST 145, PHI 21, or PHI 92/192 Ethics	3	✓	GS-VA3 or GS-VB2
	PHI 18 Philosophical Ideas	3	✓	GS-VB1
	RST 170 or RST 61 Religious Studies	3	✓	GS-VA4
	PHI 10 Critical Thinking	3	✓	GS-II
	TOTAL GS Taken at MSMU	12		
MSMU Upper Division Criminology	CRI 110 - Juvenile Delinquency	3	✓	
	CRI 114 - Corrections	3	✓	
	CRI 115 - Sociology of Violence or SW 127- Family Systems Theory and Violence	3	✓	
	CRI 119 - Urban Crisis Response and Management	3	✓	
	CRI 123 - Crime and Minorities or SOC 180 - Social Stratification and Human Rights	3	✓	
	CRI 197A - Internship	3	✓	
	CRI 197B - Internship	3	✓	
	SOC 117 - Quantitative Research Methods	3	✓	
	SW 120 - Case Management	3	✓	
	SOC 160 - Diversity in Society	3	✓	
	TOTAL UD Criminology Taken at MSMU	30		
	MSMU Electives	Any upper division course(s)	9-15	45 upper division units required for BS degree
Any lower or upper division course		0-3		
TOTAL Elective Units Taken At MSMU		12-15		
TOTAL UNITS AT MSMU	TOTAL UNITS Taken at MSMU ("in residence")	54-57	124 total units required for BSC degree (Mt. SAC + MSMU)	

SUMMARY TOTALS	Units transferred from MtSAC that count toward BSC	67-70	MSMU accepts a max of 70 lower division units transfer toward the BSC. The following minimum BS degree requirements at MSMU are met with this pattern: General Studies 30 units in Residence 45 units Upper Division 124 units Total
	Required Upper Division Units Enrolled at MSMU (30 BSC + 15 GS/Elective Units)	45	
	Required GS Units Enrolled at MSMU	12	
	Required Criminology Units at MSMU	30	
	Elective Units Enrolled at MSMU	12-15	
	Units for BSC	124	

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

DATE: December 14, 2016

CONSENT

SUBJECT: Contract Agreement with In-N-Out Burger for the Dr. Deborah Boroch
Science Discovery Day

BACKGROUND

The Natural Science Division requests authorization to enter into an agreement with In-N-Out Burger for the Dr. Deborah Boroch Science Discovery Day. The event will be held on Saturday, May 13, 2017. This is an exciting, popular, and well-attended community outreach event where 5th, 6th, and 7th grade students are invited to the campus to explore areas of math and science. There will also be Planetarium shows, speakers, tours of the Wildlife Sanctuary, and access to the Exploration Center. Parents are encouraged to accompany their children in attendance.

ANALYSIS AND FISCAL IMPACT

Lunch for the event will be funded through the Natural Science Division, not to exceed \$3,000. Authorization is requested to make an advance payment (deposit) in the amount of \$500. In-N-Out Burger will provide a combination of approximately 300 hamburgers, cheeseburgers, chips, and drinks in a serving time of 2.5 hours.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Karelyn Hoover

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

DATE: December 14, 2016

CONSENT

SUBJECT: Single-Source Purchase of New Nuclear Magnetic Resonance
Spectrometer

BACKGROUND

The Natural Science Division's current Nuclear Magnetic Resonance (NMR) Spectrometer is 12 years old. The instrument has begun to have intermittent problems due to age and the increased usage from recent growth in the organic chemistry classes. Purchasing a new NMR will permit students in Chem 80 and Chem 81 classes the use of the NMR to generate spectra for their products and unknowns which, in turn, will allow the College to maintain a critical portion of the laboratory organic chemistry curriculum.

ANALYSIS AND FISCAL IMPACT

Public Contract Code Section 20651 requires that all purchases valued over \$87,800 be formally bid and awarded by the governing board. The cost of purchasing the new NMR Spectrometer exceeds the formal bid threshold; however, the District has determined that there is no practical value in advertising for and receiving of bids because the equipment offered from Anasazi Instruments located in Indianapolis, Indiana is the single source that best meets the College's needs. There are other companies that make NMR instruments, but their products are research-type instruments and cost upwards of \$400,000. The NMR instrument from Anasazi Instruments is proprietary and unique and the current NMR was also purchased from the same company.

The total cost for this purchase is \$92,644, which includes the equipment, software licenses, delivery, installation, training, an additional two-year warranty and support, plus any applicable taxes and shipping.

Funding Source

Restricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the single-source purchase of a new NMR Spectrometer from Anasazi Instruments, as presented.

Prepared by: Karelyn Hoover

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

DATE: December 14, 2016

CONSENT

SUBJECT: Contract Agreement with Sagatica, LLR for the Management Retreat

BACKGROUND

The Management Steering and Management Professional Development Committees are facilitating an annual management retreat that will focus on leadership values and developing skills to effectively manage change. Eric Kaufmann of Sagatica, LLR will be the retreat's keynote speaker and skill-development facilitator across the two days of the retreat. Authorization is requested to enter into a contract agreement with Sagatica, LLR for this event to be held on January 5-6, 2017.

Mr. Kaufmann is a native of Israel, who lived in South Africa, before gaining two decades of experience in sales and management at companies such as Lanier/3M and Corning Clinical Laboratories. In 1999 he launched a leadership consulting firm that guides and instructs individuals and teams in senior management of Fortune 1000 companies.

Substantive portions of this event will be based on Mr. Kaufmann's book, Four Virtues of a Leader, which explores the four virtues of successful, passionate and forward looking leaders. He writes about how leaders navigate uncertainty and manage anxiety, in order to improve the lives and livelihoods of those around them.

This event will include one workshop on each day of the retreat that will include collaborative learning and skills-building activities facilitated by Mr. Kaufman.

ANALYSIS AND FISCAL IMPACT

This contract will not exceed \$10,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: James Jenkins

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Contract Agreement with Covina District Field to Host the 2017 Men's and Women's Track & Field Classes and Practices</u>	

BACKGROUND

Due to the construction of the Stadium, the 2017 Mt. SAC Men's and Women's Track & Field teams will need to use an alternate class and practice location. Authorization is requested to utilize Covina District Field for daily class and team practice. This rental will be from January 9, 2017, through June 2, 2017.

ANALYSIS AND FISCAL IMPACT

Covina District Field will provide supervisory and custodial services. The cost for rental of the facility is approximately \$100 per hour. Deposit details have not yet been finalized but estimated total costs would not exceed \$35,000.

Funding Source

Measure RR (Series A) Funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Covina District Field to host the 2017 Men's and Women's Track & Field daily classes and team practices, as presented.

Prepared by: <u>Joseph Jennum</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #26</u>

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

DATE: December 14, 2016

CONSENT

SUBJECT: Contract Agreement with El Camino College to Host the 2017
Mt. SAC Relays

BACKGROUND

The 59th Annual Mt. SAC Relays will be relocated off campus, due to construction of the new Stadium. At the July 13, 2016, Board Meeting, authorization was granted for Cerritos College to host the 2017 Relays. After a scheduling conflict at Cerritos College was identified, we were able to secure El Camino College as the new site for the 2017 Mt. SAC Relays. With such a historic and prestigious event, it was important to find a location that would be able to provide the same competitive environment that Hilmer Lodge Stadium has provided for 57 years. El Camino College has just opened a brand new stadium facility on their campus. This year's event will be held April 13-15, 2017.

ANALYSIS AND FISCAL IMPACT

El Camino College has a high-quality facility that will be able to provide the resources needed to run this event. The cost for rental of the facility would be approximately \$30,000. Deposit details have not yet been finalized, but total costs will not exceed \$40,000.

Funding Source

Mt. SAC Relays Budget.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with El Camino College to host the 2017 Mt. SAC Relays, as presented.

Prepared by: Joseph Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #27

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 14, 2016</u>	CONSENT
SUBJECT: <u>Contract Agreement for Rental of Citrus College Recording Studio to Record Vocal Jazz Group Singcopation</u>	

BACKGROUND

Mt. SAC's award-winning Vocal Jazz group Singcopation has been recording twice a year since 1999, under the direction of Bruce Rogers. Recording sessions typically take place in January and June. The benefits for our students include hands-on involvement with an expert recording engineer in a professional studio and creation of a recorded piece in addition to providing valuable first-hand experience outside of the classroom. Mt. SAC's Music Department uses professional recordings to apply for auditions, competitions, festivals, and conferences. Singcopation has been accepted to every competition applied to and has won numerous awards including Downbeat Magazine's Student Awards, which Mt. SAC has won 11 times. Authorization is requested to enter into a contract with Citrus College to utilize their recording studio.

ANALYSIS AND FISCAL IMPACT

Citrus College rental facility charges are calculated on an hourly basis. The total cost for renting the recording facility will not exceed \$4,000 for the 2016-17 academic year. The cost includes rental of the recording facility only.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Sue Long Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #28

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

DATE: December 14, 2016

CONSENT

SUBJECT: New, 4-Year Review, Modified Courses, Modified Certificates, and
Modified Degrees 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.

New Courses

Course Title

PSYC 14H	Developmental Psychology - Honors
PUBH 30	Principles of Public Health and Infectious Disease Epidemiology
PUBH 27	Public Health and the Environment

4-Year Review

Course Title

AD 8	Group Process and Leadership
AD 11	Techniques of Intervention and Referral
AERO 256	Flight Instructor Ground School
AGOR 14	Advance Landscaping Design
AGOR 32	Landscaping and Nursery Management
AGOR 39	Turf Grass Production and Management
AGOR 40	Sports Turf Management
AGOR 54	Small Engine Repair II
AMLA 21S	Accent Reduction
AMLA 22S	American Language Interpersonal Communication
AMLA 24	Idiomatic English
ANIM 108	Principles of Animation
ANIM 116	Character Development
ARTD 19A	Figure Painting
BIOL 6L	Humans and the Environment Laboratory
BUSA 58	Federal Income Tax Law
CHEM 99	Special Projects in Chemistry
CISN 11	Telecommunication/Networking
CISN 11L	Telecommunications/Networking Laboratory
CISN 31L	Linux Operating System Laboratory
LIBR 1A	Introduction to Library Research
LIT 1	Early American Literature

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #29

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

DATE: December 14, 2016

LIT 40	Children's Literature
PSYC 3	Introduction to Research Methods in Psychology
PSYC 3H	Introduction to Research Methods in Psychology - Honors
PSYC 14	Developmental Psychology
PSYC 14H	Developmental Psychology - Honors
SIGN 225	Ethical Decision Making for Interpreters
SIGN 227	Cognitive Processing for Interpreters
SPCH 16	Forensics: Individual Event Team

Modified Courses

Course Title

ADJU 3	Concepts of Criminal Law
ADJU 20	Principles of Investigation
ADJU 50	Introduction to Forensics for Criminal Justice
ADJU 68	Administration of Justice Report Writing
CHLD 5	Principles and Practices in Child Development Programs
CHLD 67	Early Childhood Education Practicum
CHLD 67L	Early Childhood Education Practicum Laboratory
CHLD 83	Current Issues in Child Development
CHLD 85	Infants At Risk
ECT 67	Reading Construction Drawings
ECT 71	Construction Estimating
ECT 87	Fundamentals of Construction Inspection
ENGR 40	Statics
ID 50	Interior Design Specialized Topics
LIBR 1	Library Research Methods and Resources
MFG 110	Introduction to CAD
NF 10	Nutrition for Health and Wellness
NF 25	Introduction to Nutrition Science
NF 25H	Introduction to Nutrition Science - Honors
PHOT 1B	Laboratory Studies: Advanced Black and White Photography
PHOT 1D	Laboratory Studies: Computer Application in Photography
PHOT 9	Digital Image Editing for Photographers
PHOT 15	History of Photography
POLI 7	Political Theory II - Early Modern to Contemporary
PUBH 24	Introduction to Public Health
SPCH 17	Forensics: Debate Team
STDY 85A	Basic Overview of Strategies for Academic Success

Modified Certificates

Junior Animator – Level I
Junior Animator – Level II
Graphic Design – Level II

SUBJECT: New, 4-Year Review, Modified Courses, Modified Certificates, and
Modified Degrees Effective with the 2017-18 Academic Year
DATE: December 14, 2016

Modified Degree

Animation AS

ANALYSIS AND FISCAL IMPACT

New, 4-year review, modified courses, as well as modified degrees and 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 curriculum additions and changes effective with the 2017-18 academic year, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Career Technical Education (CTE) Data Unlocked Initiative Grant:</u>	
	<u>Acceptance of Funds</u>	

BACKGROUND

Mt. San Antonio College received an award notification for a sub-grant titled “CTE Data Unlocked Initiative,” funded by the California Community Colleges Chancellor’s Office and passed through Rancho Santiago Community College District. The purpose of the sub-grant is to acquire technical support to examine and develop systems for TOP code and SAM code assignments of CTE programs.

ANALYSIS AND FISCAL IMPACT

The sub-grant award is \$50,000.

The performance period is July 19, 2016, through October 31, 2017.

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

Funding Source

California Community Colleges Chancellor’s Office through Rancho Santiago Community College District.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the CTE Data Unlocked Initiative grant funds, as presented.

Prepared by:	<u>Adrienne J. Price</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #30</u>

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

DATE: December 14, 2016

CONSENT

SUBJECT: Awards for Innovation in Higher Education Program Planning Grant:
Acceptance of Funds and Approval of Purchases

BACKGROUND

Mt. San Antonio College received an award notification for a grant titled "Innovation in Higher Education Program Planning," funded by the College Futures Foundation. The purpose of the grant is to convene a consortium of 10 community colleges throughout the state to plan for the submission of a grant application for the California Department of Finance's Awards for Innovation in Higher Education Program. The purpose of the larger initiative is to support innovations that reduce the time it takes students to complete degrees and credentials or reduce the total cost of attendance for students, or both. As the lead applicant, Mt. SAC will facilitate the planning efforts and development of the grant application to the Department of Finance in February 2017.

ANALYSIS AND FISCAL IMPACT

The grant award is \$34,000. The performance period for this grant is expected to be December 1, 2016, through February 3, 2017, pending official execution of the agreement.

The funding agency has approved the expenditure of grant funds to support the following: supplies, travel, and contracted services, including meeting space, audiovisual, and catering.

As part of the grant activities, authorization is requested to provide advance payment (deposits) to vendors for grant-related activities, to purchase food for grant-related meetings, and to reimburse travel and related expenses for non-Mt. SAC employees to participate in grant-sponsored events.

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

Funding Source

College Futures Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Awards for Innovation in Higher Education Program Planning grant funds and approves the purchases, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #31

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	CONSENT
SUBJECT:	<u>Proposition 39 Clean Energy Workforce Grant: Acceptance of Funds and Approval of Purchases</u>	

BACKGROUND

Mt. San Antonio College received an award notification for a sub-grant titled “Proposition 39 Clean Energy Workforce,” funded by the California Community Colleges Chancellor’s Office and passed through Los Angeles Trade-Technical College. The grant involves the following programs: Air Conditioning and Refrigeration, Building Automation, Architecture, and Building Estimating and Inspection. The grant’s goals are: to convene a variable refrigerant volume (VRV) advisory committee to identify student learning outcomes for VRV curriculum; to expand the teaching of building energy science, energy efficiency, and the use of renewable energy sources through the integration of physical experimentation and hands-on learning as adjunct pedagogies to conventional lecture-based classroom methodologies; to develop a resource center with literature, software, and sample building materials libraries; to employ student interns to install VRV equipment; to develop lessons and lab projects on VRV air conditioning systems; and conduct regular advisory committee meetings.

ANALYSIS AND FISCAL IMPACT

This sub-grant is awarded through two mini-grant allocations in the amount of \$49,820 to Air Conditioning Refrigeration/Building Automation and \$49,700 to Architecture/Building Estimating and Inspection. The performance period for the sub-grant is November 1, 2016, through March 1, 2017.

The funding agency has approved the expenditure of grant funds to support the following: hourly salaries, student salaries, employee benefits, instructional and non-instructional supplies and materials, equipment, consultants, travel and conference, catering, and promotional items. As part of the grant activities, faculty will coordinate industry advisory committees. Authorization is requested to purchase food and/or catering services for these meetings.

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

Funding Source

California Community Colleges Chancellor’s Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Proposition 39 Clean Energy Workforce grant funds and approves the purchases, as presented.

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

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

DATE: December 14, 2016

CONSENT

SUBJECT: Contract with Student Insurance for International Student Health Insurance

BACKGROUND

Since 2013, Mt. San Antonio College has contracted with Student Insurance Company to provide insurance coverage for International F-1 visa students. Administrative Procedure 5012 requires that international students provide proof of current medical insurance from an approved company. In August 1, 2016, the Board of Trustees approved a 6-month contract extension with Student Insurance to continue coverage through January 31, 2017, while the College established a Request for Proposals process from student insurance providers.

ANALYSIS AND FISCAL IMPACT

In October 2016, the College issued a Request for Proposals to 15 companies that are known to provide International Student Health Insurance plans.

The minimum requirements of the RFP included:

- Plans must meet the Affordable Care Act (ACA) requirements. ACA plans ensure students receive the medical, mental health, and rehabilitative care to make them whole again.
- Broker must have a current insurance broker license issued by the California Department of Insurance.
- Broker/agent must have experience working with institutions of higher education, more specifically, California community colleges.
- Insurance carrier must have a rating of A or above by AM Best.

In addition, the RFP required that the following minimum professional services be provided:

- Assist students in understanding the U.S. healthcare system including, but not limited to, healthcare plans, premiums, co-pays, and deductibles.
- Meet student needs in finding care and in the administration and filing of claims.
- Assure that insurance plans are placed in a timely manner, without lapses in coverage periods, with reputable and financially responsible insurers.
- Provide early warning of rate and coverage changes or renewal problems.
- Upon request of the District, provide a comprehensive report that reviews the total claims summary per policy year or per semester.
- Provide customer support before and after orientations and workshops.

Prepared by: Patricia Montoya

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #33

SUBJECT: Contract with Student Insurance for International Student Health Insurance

DATE: December 14, 2016

- Be the primary point of contact for all insurance questions from international students or Mt. SAC staff. In addition, students must have the ability to: access medical cards online; review claim information online; access to online chat; and have access to a mobile application.
- Attend additional on-campus visits as needed.
- Provide web based administrative capabilities, including online applications.
- Provide multilingual customer service.
- Meet with College staff and designated representatives as reasonably requested.
- Provide a dedicated account manager to provide assistance to the College in managing its plan, including training and educational support offered to its international students.
- Provide a point of contact for students who will respond within 24 hours.
- The District requested a 3-year rate guarantee; however, only two companies offered rates for an 18-month period. The remaining companies only offered rates for a one year period.

Five proposals were received by the specified deadline on November 1, 2016, from the following companies:

CHP Student Health
Cultural Insurance Services International
Academic Health Plans
Student Insurance
Ascension

A committee was established to review all proposals submitted and to evaluate the proposals based on the criteria specified in the RFP.

Cultural Insurance Services International, CHP Student Health and Academic Health Plans were eliminated due to one or more of the following reasons: proposal was non-responsive, high out-of-pocket costs, and/or high premium costs.

Proposals of the two finalists, Ascension and Student Insurance, were then compared and evaluated. Both companies offered fixed premiums for an 18-month period: 2/1/2017–7/31/2018. Below is a comparison of plan premiums:

Company	Plan Premiums 2/1/17 – 7/31/17	Plan Premiums 8/1/17 – 1/31/18	Plan Premiums 2/1/18 – 7/31/18	Comments
Ascension	\$826.80	\$826.80	\$826.80	\$50 co-pay per doctor visit, \$250 co-pay per ER visit
Student Insurance	\$700.00	\$850.00	\$850.00	\$25 co-pay per doctor visit, \$100 co-pay per ER visit

After comparing plans offered by both Ascension and Student Insurance, the committee is recommending award of a contract to Student Insurance through the Aetna network. The plan offered by Student Insurance meets the ACA requirements. In addition, Student Insurance is experienced in providing student health insurance to several California community colleges.

SUBJECT: Contract with Student Insurance for International Student Health Insurance

DATE: December 14, 2016

Funding Source

No cost to the District. Students pay premium costs directly to the provider.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Student Insurance for international student health insurance for the period of February 1, 2017, through July 31, 2018, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 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
Browne, Katie	\$96
Ebiner, Camille	\$96
Phan, Anh	\$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.

Prepared by: <u>Grace Hanson</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #34</u>

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

DATE: December 14, 2016

CONSENT

SUBJECT: Agreement with Professional Financial Solutions to Provide Anti-Sexual Harassment Training

BACKGROUND

Beginning November 10, 2016, through June 30, 2017, the staff in each department of the Administrative Services Division at Mt. San Antonio College will participate in anti-sexual harassment training facilitated by Professional Financial Solutions.

ANALYSIS AND FISCAL IMPACT

Professional Financial Solutions will provide a Human Resources Professional Consultant and Certified Trainer to educate Administrative Services' employees on the subject of sexual harassment in the following areas:

- 2016 AB1825 Mandated Complaint;
- understanding what is sexual harassment;
- abusive conduct awareness;
- California law and compliance;
- duties, responsibilities, and consequences;
- how to recognize and report; and
- follow-up and support.

The cost for this training is \$575 per session.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the agreement with Professional Financial Solutions to provide anti-sexual harassment training to the staff in Administrative Services, as presented.

Recommended by: Bill Scroggins Reviewed by: Michael D. Gregoryk
Agenda Item: Consent #35

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 14, 2016</u>	CONSENT
SUBJECT: <u>Contract Agreement with Cole-Schaefer Ambulance Service for the 2016 Football Season</u>	

BACKGROUND

As mandated by the California Community College Athletics Association and the Southern California Football Association, Mt. SAC is required to have an ambulance present at home football games. Authorization is requested to enter into an agreement with Cole-Schaefer Ambulance Service for coverage at all five home football games for the 2016 season as well as any playoff games that may be played. Due to Stadium construction, home games will be held at Covina District Field.

ANALYSIS AND FISCAL IMPACT

The cost shall not exceed \$3,000.

The contract agreement will be effective August 29-December 10, 2016.

Funding Source

Unrestricted General Fund (\$1,800).
Championship Events (\$1,200).

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the agreement with Cole-Schaefer Ambulance Service for the Mt. SAC 2016 Football Season, as presented.

Prepared by: Joseph Jennum Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #36

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 14, 2016</u>	ACTION
SUBJECT:	<u>President & CEO Employment Agreement Renewal</u>	

BACKGROUND

In May 2011, the Board of Trustees approved an Employment Agreement with Dr. Bill Scroggins as the College President & CEO, effective July 1, 2011, and terminating on June 30, 2014.

The Agreement was renewed on July 1, 2014 and September 10, 2015; and amended on December 14, 2011, August 14, 2013, and September 10, 2014.

In November 2016, the Board of Trustees approved a renewal and extension of the Employment Agreement.

ANALYSIS AND FISCAL IMPACT

Paragraph 2. of the Employment Agreement states, "Term. The District hereby employs President beginning July 1, 2011; renewing on July 1, 2014, September 10, 2015, and January 1, 2017; and terminating on January 1, 2020, subject to the terms and conditions set forth below."

Paragraph 3. of the Employment Agreement states, "Salary. The President's annual salary shall be Two Hundred Sixty-Seven Thousand, Six Hundred Ninety-Six Dollars per year beginning January 1, 2017. For each subsequent year, beginning January 1, 2018, and January 1, 2019, the annual salary shall be the amount negotiated for other District management employees plus 2%.

Paragraph 4. of the Employment Agreement states, "Tax-Sheltered Annuity. The Board will provide the President with a tax-sheltered annuity in the amount of:

January 1, 2014-16	Ten Thousand Dollars (\$10,000.00)
January 1, 2017	Fifteen Thousand Dollars (\$15,000.00)
January 1, 2018	Twenty Thousand Dollars (\$20,000.00)
January 1, 2019	Twenty-Five Thousand Dollars (\$25,000.00)

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Action #2</u>

SUBJECT: President & CEO Employment Agreement Renewal

DATE: December 14, 2016

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of Dr. Scroggins' Employment Agreement, as presented.

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

DATE: December 14, 2016

ACTION

SUBJECT: Emergency Resolution No. 16-05 – A Resolution to Repair
Underground High-Voltage System

BACKGROUND

On October 4, 2016, the College experienced a power outage to the entire campus. When power was restored, Loop 2 serving 28 classroom buildings, Athletics, the Administration Building, and Founders Hall failed to return to normal status. This was the result of a direct short in the underground high-voltage system.

ANALYSIS AND FISCAL IMPACT

The cost to repair the high voltage system could not wait for the process legally required for this type of public works project. Public Contract Code (PCC) Section 20654 provides that public agencies may, with the unanimous approval of the governing board, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life or property. The repair of this transformer qualifies as an emergency, as specified in PCC Section 20654.

Immediately following the power outage, staff contacted a well-known high voltage contractor, Hampton Tedder Electric Co., Inc., located in Montclair, CA, to troubleshoot the cause of the failure. A lengthy investigation was initiated, which resulted in the discovery of a problem between Manholes 19 and 21. Removing the feeders proved difficult, so the decision was made to temporarily move Loop 2 to Loop 6 in order to get all buildings except for 19C, 20, and 21 operational, thus allowing the efforts to remove the cables to be resumed. In addition, a rental generator large enough to power up the three non-operational buildings was brought in. Having a generator in place would have allowed the continuance of classes in the event the efforts to remove the cables failed. Removal and replacement of the cables was successful and power was fully restored to all buildings on October 7, 2016.

Since time was of the essence to restore power as quickly and safely as possible, no competitive quotes were solicited for the work. Contract, insurance, and bonding requirements of PCC Section 20654 have been addressed appropriately, and costs are estimated to be approximately \$95,000.

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #3

SUBJECT: Emergency Resolution No. 16-05 – A Resolution to Repair
Underground High-Voltage System

DATE: December 14, 2016

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves Emergency Resolution No. 16-05 – Repair Underground High-Voltage System, as presented.

**EMERGENCY RESOLUTION NO. 16-05
RESOLUTION TO REPAIR UNDERGROUND HIGH-VOLTAGE SYSTEM
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

The following resolution is adopted by the Governing Board of the Mt. San Antonio Community College District:

WHEREAS, the College experienced a power outage to the entire campus on October 4, 2016.

WHEREAS, when power was restored, Loop 2 which serves 28 classroom buildings, Athletics, the Administration Building and the President's Office Building failed to return to normal status. This was a result of a direct short in the underground high-voltage system. An investigation was immediately performed by a well-known high-voltage contractor, Hampton Tedder Electric, Co., Inc. Upon investigation, it was discovered that a problem existed between Manholes 19 and 21. Due to the difficulty in removing the feeders, the decision was made to temporarily move Loop 2 to Loop 6, which resulted in all buildings being operational with the exception of Buildings 19C, 20, and 21. In addition, a generator was brought in to power the three buildings and allow the continuance of classes in the event the efforts to remove and replace the cables failed. Removal and replacement of the cables was successful and power was fully restored to all buildings on October 7, 2016.

WHEREAS, repairs to the underground high-voltage system was necessary to minimize the disruption to the continuance of existing classes.

WHEREAS, Public Contract Code Section 20654 provides that public agencies may, with the unanimous approval of the governing board, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life or property;

THEREFORE, BE IT HEREBY RESOLVED that the Governing Board of the Mt. San Antonio Community College District has determined that these circumstances constitute an emergency condition and approve entering into a contract for:

Removal and replacement of high voltage system cables and rental of a temporary generator for the estimated amount of \$95,000 without advertising or inviting bids pursuant to Public Contract Code Section 20654

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 December 14, 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: December 14, 2016

ACTION

SUBJECT: Revision of Resolution 05-08 to new Resolution No. 16-06 – A Resolution
Electing to Establish A Health Benefit Vesting Requirement for Future
Retirees Under Public Employees’ Medical and Hospital Care Act

BACKGROUND

The Mt. San Antonio Community College District is submitting a revision to a Resolution which established health benefit vesting requirements for future vice president retirees under the Public Employees’ Medical and Hospital Care Act. The original Board approved Resolution No. 05-08 was not compliant with the vice presidents’ employment contract language; therefore, CalPERS, in accordance with Government Code Section 22895, mandates that the District correct and amend said Resolution in order to maintain existing retiring vice presidents’ health and welfare benefits.

ANALYSIS AND FISCAL IMPACT

None; no change in vested benefits.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the revisions to the existing Resolution Electing to Establish a Health Benefit Vesting Requirement for Future Retirees Under Public Employees’ Medical and Hospital Care Act, as presented.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Action #4

**RESOLUTION NO. 16-06
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
RESOLUTION ELECTING TO ESTABLISH A HEALTH BENEFIT
VESTING REQUIREMENT FOR FUTURE RETIREES UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, Government Code 22895 provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act may amend its resolution to provide a post- retirement vesting requirement, and

WHEREAS, Mt. San Antonio College is a school employer contracting under the Act, and

WHEREAS, Mt. San Antonio College certifies, employees not represented by a bargaining unit have agreed to adopt 22895 and there is no applicable memorandum of understanding, and

WHEREAS, the contracting agency shall provide to the board in the manner prescribed by the board a notification for the agreement established pursuant to this section and any additional information necessary to implement this section;

NOW THEREFORE, BE IT RESOLVED, that the employer's contribution for each active and retired employee shall be based upon the principles prescribed under Government Code Section 22895;

BE IT FURTHER RESOLVED, the contribution for active employees cannot be less than what is defined in Section 22892(b);

BE IT FURTHER RESOLVED, that the employer's contribution for each retired employee first hired on or after the effective date of this resolution shall be as listed:

CODE	BARGAINING UNIT	CONTRIBUTION PER MONTH
N/A	Vice Presidents	100% family plan

BE IT FURTHER RESOLVED, Post-retirement employer contributions shall not be paid to employees with less than five (5) full-time years of credited service with the District. The percentage of employer contribution payable for post-retirement health benefits for each retired school employee shall be based on the employee's completed years of credited service with the school employer; plus administrative fees and Contingency Reserve Fund assessments.

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 December 14, 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>December 14, 2016</u>	ACTION
SUBJECT: <u>Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for 2014-17</u>	

BACKGROUND

The collaborative bargaining session between CSEA, Chapter 651 and the Mt. San Antonio Community College District (District) for a master agreement began on January 27, 2016. The parties met for 10 sessions from January 27, 2016, through September 29, 2016.

ANALYSIS AND FISCAL IMPACT

On September 29, 2016, the District and CSEA, Chapter 651 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 \$12,608.29, 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 651 for the period July 1, 2014, through June 30, 2017.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
 Agenda Item: Action #5

SUBJECT: Year Three of Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for 2014-17

DATE: December 14, 2016

SUMMARY OF AGREEMENTS
Mt. San Antonio Community College District and CSEA, Chapter 651

The Mt. San Antonio Community College District and CSEA, Chapter 651 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 V: Rights of the Association

K. Release Time for Negotiations Preparation: Modified the language from granting one-quarter (1/4) hour of paid release time for every one (1) hour of scheduled negotiations to thirty (30) minutes of paid release time for every one (1) hour of scheduled negotiations.

Added new language:

R. Release Time for New Employee Orientation: CSEA, Chapter 651 shall have the right to conduct an orientation session for newly hired unit employees to inform them about CSEA, including but not limited to CSEA structure, activities, membership, and the collective bargaining agreement. The CSEA, Chapter 651, President or designee may request release time of thirty (30) minutes for this purpose no later than fifteen (15) days after the employee's date of hire. The request shall be made to the employee'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 employee(s), who shall be on paid time.

Article VII: Salaries

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

2014-15	Contract Year – 1% or funded COLA, whichever is greater, on salary schedule
2015-16	Contract Year – 3.73%, on the salary schedule
2016-17	Contract Year – 1% or funded COLA, whichever is greater, on salary schedule

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Added new language on compounded rates:

F. Longevity:

After 10 years	5% above base salary
After 15 years	an additional 5% (compounded as 10.25% above base salary)
After 20 years	an additional 5% (compounded as 15.77% above base salary)
After 25 years	an additional 5% (compounded as 21.56% above base salary)
After 30 years	an additional 5% (compounded as 27.63% above base salary)

Article VIII: Health and Welfare Benefits

Added new language:

B.	2014-15 Contract Year	\$12,027.20
	2015-16 Contract Year	\$12,508.29
	2016-17 Contract Year	\$12,608.29

Article IX: Hours of Work and Related Matters

Clarified existing language:

- F. Shift Differential - Compensation: Unit members assigned to a five (5) day workweek, other than Monday through Friday, shall receive an additional three (3) percent of their base salary, including longevity pay. Unit members regularly assigned to a night work schedule, or one-half or more of their total weekly hours are assigned from 10:00 p.m. to 6:00 a.m., shall receive an additional five (5) percent of their base salary, including longevity pay. Those employees regularly assigned to a night work schedule commencing any time after 12:00 p.m., and where one-half or more of their total weekly hours are assigned after 4:00 p.m., shall receive an additional three (3) percent of their base salary, including longevity pay.

Article X: Leaves of Absence and Related Matters

Added new language and modified existing language:

I. Catastrophic Leave Program

1. General Provisions

- a. The Catastrophic Leave Program (the "Program") shall provide all unit members, from CSEA 651, the opportunity to voluntarily donate eligible leave credits to the "Catastrophic Leave Bank" (the "Bank") and to apply for catastrophic leave credits, in accordance with the provisions of Education Code Section 87045.

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- b. Catastrophic leave credits shall be available to eligible unit members who are incapacitated for an extended period of time, or whose family member becomes incapacitated for an extended period of time, requiring the unit member to take an extended period of time off from work and creates a financial hardship because the unit member has exhausted all leave credits.
- c. Unit members who apply for and receive catastrophic leave shall remain in “paid status” and continue to receive their salary, medical benefits, and all other benefits during the catastrophic leave period.
- d. When the donated eligible leave credits available in the “Bank” drops below 1000 hours (125 work days), Human Resources shall notify CSEA 651 leadership who shall then send a campus-wide request to all unit members for donation to the Catastrophic Leave Program. When a campus-wide request for donations of eligible leave credit is necessary, unit members must donate at least eight (8) hours to be eligible to participate in the “program” until such time as the next request for donations is made. Unit members who work less than a full-time (100%) assignment shall donate hour’s prorated proportional to their assignment.
- e. Leave must be requested and shall be granted in increments of up to 160 hours (20 work days).
- f. A unit member’s donation, Catastrophic Leave application, and all accompanying documentation shall remain confidential.
- g. The District shall create a Catastrophic Leave Committee as part of the College’s governance process. This Committee shall meet at least semi-annually and conduct a program review at least once per fiscal year. The review will include, but not limited to, the following:
 - Bank balance;
 - Donation and approval process;
 - Catastrophic leave activity;
 - Committee membership appointments;
 - Applicable Federal and State mandates.

The results of the review will be reported back to the Vice President of Human Resources and the respective bargaining units.

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2. Definitions

- a. The Catastrophic Leave Bank (“Bank”) is the depository for unit member-donated leave credits.
- b. “Eligible leave credits” means vacation leave and sick leave accrued by the donating unit member.
- c. The Catastrophic Leave Committee (Committee) shall consist of a five member panel that will review all unit member applications for catastrophic leave. The Committee shall consist of two representatives appointed by the President or designee of CSEA 651, one representative appointed by the Vice President of Human Resources or designee, one representative appointed by the Director, Payroll or designee, and one representative appointed by the management group.
- d. For purposes of catastrophic leave, “family member” is as defined in Article X, (Bereavement Leave).

3. Eligibility

- a. Probationary unit members whose probationary period is six (6) months or less are not eligible to participate in the program. Unit members whose probationary period is more than six (6) months shall be eligible to participate when all eligibility requirements are met.
- b. Unit members who are covered by worker’s compensation and/or who are in paid status are not eligible for catastrophic leave. Unit members who are ineligible for or who have exhausted worker’s compensation benefits shall be eligible for catastrophic leave if the unit members meet these requirements.
- c. When a campus-wide request for donation of eligible leave credits is necessary unit members who wish to remain eligible to participate in the program must donate at least eight (8) hours of sick, vacation, or any combination thereof.
- d. Unit members who wish to apply for catastrophic leave shall have first exhausted all accrued sick leave and vacation time.
- e. No criteria other than that which is listed in Section 3 above shall be used to determine eligibility.

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4. Donation Process

- a. Any District employee may donate eligible leave credits to the Bank by completing the Catastrophic Leave Donation Request form.
- b. When the donated eligible leave credits available in the “Bank” drops below 1000 hours (125 work days), Human Resources shall notify the CSEA 651 President or designee of the need to send a campus-wide request to all unit members for donations to the Catastrophic Leave Program.
- c. Unit members may donate eligible leave credits to the “Bank” by completing the donation form, indicating the amount of sick leave, vacation time, or any combination thereof totaling eight (8) hours they wish to donate to the “Bank.” The donation is irrevocable and no portion will be returned.
- d. The unit member shall forward the donation form to Payroll to verify the unit member has the minimum accrued leave as defined in Section 3.c.
- e. If the unit member meets the eligibility requirement, Payroll shall transfer the amount shown on the donation form to the “Bank,” and will then forward the form to Human Resources for placement in the unit member’s personnel file.
- f. If the unit member does not meet the eligibility requirement, Payroll shall return the form to the unit member, within ten (10) working days, providing the specific reason why the unit member did not qualify to make the donation.

Added new language and clarified:

- Q.7.a. Vacation Scheduling: Any use of vacation requires advance notice by the unit member and prior administrative approval.

Article XVI: Personal/Professional Growth

Added new language and modified existing language:

- A. A unit member may earn each of the following benefits once each contract year:
1. \$300 for completing three (3) semester, or four (4) quarter units and an additional \$50 for every one (1) semester or one (1) quarter units of lower division credit at any school accredited by one of the six regional accrediting associations of schools and colleges.

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2. \$750 for completing three (3) semester, or four (4) quarter units and an additional \$100 for every one (1) semester or one (1) quarter units of upper division or graduate units at any school accredited by one of the six regional accrediting associations of schools or colleges.
 3. Job related certification(s) and/or licenses: A unit member may earn \$500 for obtaining any job-related licenses and/or certification. Unit members' requests must be approved in advance by the Director of Facilities or his/her designee. All requests must be submitted to Human Resources for final approval before the unit member begins the certification or license program and a final copy of the certificate or license must be submitted to Human Resources before payment is issued.
 4. An additional one-time benefit will be granted for degrees earned or conferred. This 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.
- B. The unit member must complete the units during the contract 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. Unit members must earn a grade of "C" or better in order for the course units to qualify for this Personal/Professional Growth benefit.
- C. Staff development 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 A.1. These activities must be attended during the unit member's non-working time, except while utilizing authorized paid leave time. 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 A.
- D. Personal/Professional Growth opportunities that are not mandated by the District, but approved by the employee's supervisor and attend during the employee's scheduled work shift, shall be requested as leave by the employee.
- E. The District may grant, with management approval, release time for a flexible schedule to unit members who request to attend the following in order to enhance their skills and abilities:

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1. Classes or training;
2. Workshop(s);
3. Activities sponsored by Professional and Organizational Development.

If the request is denied, the immediate manager must provide a written response. Such reasons must be related to the operation of the unit in which the unit member serves.

F. 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.

1. Professional development, training, and/or certification that directly pertains to a unit member's responsibility as a disaster service worker.
2. Professional development or training to meet the requirements for 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.

G. Classified Professional Development Activities:

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 the current needs assessment survey. The date of the programming shall be mutually determined by the Classified Professional Development Committee and the District. The District will ensure that all unit members may have an opportunity to attend provided that all essential District operational areas are staffed accordingly, as approved by the immediate manager.

H. 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 will be developed by CSEA 651.

I. 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 preparation time. The Classified

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Professional Development Committee will ensure that presenters meet qualifications for general professional development and CSEA 651 for union related professional development. The schedule for the preparatory release time will be mutually agreed between the presenters and the immediate manager.

Additions or Modifications to Appendices

Appendix B: Salary Schedule Assignments for Classified Employees – CSEA 651

Appendix C: Salary Schedule for Classified Employees – CSEA 651

ANALYSIS OF CSEA, CHAPTER 651 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
VII Salaries A. 2016-17 Contract Year: 1% on the salary schedule.	1% ongoing increase	
VIII Health and Welfare Benefits B. District Contribution: 2016-17 Contract Year: \$12,608.29, effective July 1, 2016	District Contribution ongoing increase from \$12,508.29 to \$12,608.29	
Total		\$83,814.00

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 14, 2016</u>	INFORMATION
SUBJECT: <u>Proposed New Administrative Procedure 7352 – Jury Duty for Short-Term Hourly, Substitute, Professional Expert Employees Not Represented by a Collective Bargaining Unit</u>	

BACKGROUND

Mt. San Antonio College is updating the College’s Administrative Procedures and proposes the creation of Administrative Procedure 7352 – Jury Duty for Short-Term Hourly, Substitute, Professional Expert Employees Not Represented by a Collective Bargaining Unit.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review, update, and create procedures to ensure the needs of the College and its programs are being met.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees review for informational purposes, the addition of Administrative Procedure 7352 – Jury Duty for Short-Term Hourly, Substitute, Professional Expert Employees Not Represented by a Collective Bargaining Unit, as presented.

Prepared by: Human Resources Staff Reviewed by: Abe Ali
Recommended by: Bill Scroggins Agenda Item: Information #1

SUBJECT: Proposed New Administrative Procedure 7352 – Jury Duty for Short-Term Hourly, Substitute, Professional Expert Employees Not Represented by a Collective Bargaining Unit

DATE: December 14, 2016

Chapter 7 – Human Resources

AP 7352 Jury Duty for Short-Term Hourly, Substitute, Professional Expert Employees Not Represented by a Collective Bargaining Unit (NEW)

References: Education Code Section 88003 and California Courts Judicial Branch Employer Information

In an effort to encourage participation in our civic responsibility to participate in jury service, Short-term Hourly, Substitute, and Professional (excluding student workers) shall be eligible to remain in paid status for a maximum of 10 scheduled work days with the following criteria being met:

1. The employee has a consistent work schedule not requiring to be on call from day to day.
2. The employee has been scheduled to work a minimum of 30 days.
3. The employee provides proof of service attendance issued by the court for which jury duty service is rendered.

Management supervisors of the employee shall be responsible for approving compliance with this administrative procedure and submitted documentation with timesheets submitted to Payroll.

Approved: