



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 17, 2016

5:30 p.m. – Closed Session

6:30 p.m. – Public Session

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

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

## AGENDA

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

## PUBLIC COMMUNICATION

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

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*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 (5:30 p.m.)**

1. **Conference with Legal Counsel – Existing Litigation pursuant to Section 54956.9(d)**  
(Case Nos. BC 576587 and BS 159593)
2. **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 – Non-Re-employment of Contract, Faculty** (regarding Employee No. ...8991)

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

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

### **INTRODUCTIONS AND RECOGNITION**

- **Introduction of the following newly appointed and promoted employees:**
  - Classified Employees (Newly Appointed)
    - **Jennifer Cruz-Nguyen**, Tutorial Services Assistant (Adult Basic Education)
    - **Cynthia Mascarenas**, Horticulture Production Assistant (Agriculture)
  - Management Employee (Newly Appointed)
    - **Tami Pearson**, Associate Dean, Career Education and Workforce Development (School of Continuing Education)
  - Classified Employee (Promoted)
    - **Christine Estrada**, Coordinator, Project/Program (Instruction)
- **Recognition:**
  - Award a Certificate of Service to the following Citizens Oversight Committee Member:
    - **Joshua Acevedo**, two years of service
  - Award a Certificate of Service to the following retiring employee:
    - **Glenn Evert**, Coordinator, Computer Facilities (Information Technology), 16 years of service

### **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of January 9, 2016. (See backup packet Pages 1 through 10.)

## **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
  - Board Study Session Agenda
10. Informational Report
  - Governor's January Proposal for 2016-17 Budget, presented by Mike Gregoryk, Vice President, Administrative Services. (See backup packet Pages 11 and 12.)
11. Informational Report
  - Community and Contract Education, presented by Paolo Madrigal, Director, Community & Career Education. (See backup packet Pages 13 and 14.)

## CONSENT CALENDAR

All matters listed under **Consent Calendar** are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Calendar for discussion and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar.

### ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 15 through 21.)
2. Consideration of ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 22 and 23.)
3. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Page 24.)
4. Consideration of approval of a three-year contract with Vavrinek, Trine, Day & Co., LLP to provide auditing and tax preparation services through June 2018. (See backup packet Pages 25 and 26.)
5. Consideration of approval of the following Bid. (See backup packet Pages 27 and 28.)
  - Bid No. 3068 Purchase of Audio-Visual Equipment – Golden Star Technology of Cerritos, CA, Comp View, Inc. of Beaverton, OR, Pro SVL, Inc. of Pensacola, FL, and Troxell of Redlands, CA
6. Consideration of approval of a contract with Evisions for professional services to facilitate data and reporting needs. (See backup packet Page 29.)
7. Consideration of approval of the purchase of instructional classroom and modular systems furniture seating, freestanding tables, and ergonomic and visual display accessories for the Temporary Classroom Building – Phase II, and the purchase of furniture for the renovation of the Marketing Department. (See backup packet Pages 30 through 32.)
8. Consideration of approval of Lease/Leaseback Construction - Final Reconciliation and Notice of Completion for the Utility Infrastructure SW Quadrant – Sewer Line Replacement. (See backup packet Pages 33 and 34.)
9. Consideration of approval of Lease/Leaseback Construction - Final Reconciliation and Notice of Completion for the Instruction Modularity Site Improvements. (See backup packet Pages 35 and 36.)
10. Consideration of approval of the proposal from Quinn Power Systems to rebuild the Central Plant electrical generators. (See backup packet Page 37.)

11. Consideration of approval of agreements to provide professional design and consulting services with Psomas for the Athletics Complex, the West Parcel Solar Project, and the Business and Computer Technology Center. (See backup packet Pages 38 and 39.)
12. Consideration of approval of the following Contract Amendments: (See backup packet Pages 40 and 41.)
  - Contract College Services Building Remodel (Building 23) – Steven Fader Architects - Amendment No. 2.
  - Contract Athletics Modular Structure – Steven Fader Architects - Amendment No. 2.
  - Contract West Parcel Solar – Psomas - Amendment No. 1.
  - Contract Food Services Building – Marlene Imirzian & Associates Architects - Amendment No. 6.
13. Consideration of approval of the following Change Order for the installation of motorized rigging equipment in the Sophia B. Clarke Theater. (See backup packet Page 42.)
  - Contract Polaris Lighting, Inc. (Lighting Contractor) – Change Order No. 1.
14. Consideration of approval of the following Change Order for the Continuing Education Building 40 Upgrades. (See backup packet Pages 43 and 44.)
  - Contract Harik Construction, Inc. (Contractor) – Change Order No. 1.
15. Consideration of approval of the following Change Order for the Athletics Modular Structure. (See backup packet Pages 45 and 46.)
  - Contract American Modular Systems (Contractor) – Change Order No. 1.
16. Consideration of approval of the following Proposed Gifts and Donations to the College:
  - David Yost – One Cleveland Part No. 65-27 axle assembly, two Cleveland Part No. 164-02505 brake, two Cleveland Part No. 30-54A caliper assembly, one Cleveland Part No. 40-83A wheel assembly, and one Lamar Part No. 149-12HT starter, valued by donor at \$4,895, to be used in the Aircraft Maintenance Department (AIRM). These aircraft components can be repaired, inspected, and operated by the AIRM students.

## **HUMAN RESOURCES**

17. Consideration of approval of Personnel Transactions. (See backup packet Pages 47 through 70.)
18. Consideration of approval of the Recommendation to Employ Faculty Under Second Contract 2016-17. (See backup packet Pages 71 and 72.)
19. Consideration of approval of the Recommendation to Employ Faculty Under Third Contract 2016-18. (See backup packet Pages 73 and 74.)
20. Consideration of approval of the Recommendation to Grant Tenure 2016-17. (See backup packet Pages 75 and 76.)

21. Consideration of approval of New and/or Revised Classified Job Classification Descriptions. (See backup packet Pages 77 through 110.)
22. Consideration of approval of New and/or Revised Confidential Job Description. (See backup packet Pages 111 through 117.)
23. Consideration of approval of New and/or Revised Management Job Classification Descriptions. (See backup packet Pages 118 through 142.)
24. Consideration of approval of Range Placement for CSEA, Chapter 262-Represented Employees. (See backup packet Pages 143 through 145.)

## **INSTRUCTION**

25. Consideration of approval of AB 104 Grant amendment. (See backup packet Page 146.)
26. Consideration of approval of Continuing Education Division additions and changes. (See backup packet Pages 147 and 148.)
27. Consideration of approval of program fees for Technology and Health Division students. (See backup packet Page 149.)
28. Consideration of approval of student and faculty participation in the Health Occupational Students of America Leadership Conference. (See backup packet Page 150.)
29. Consideration of approval of contract amendments for the Child Development Center. (See backup packet Page 151.)
30. Consideration of approval of a renewal contract with Economic Modeling Specialists, Inc. (See backup packet Page 152.)
31. Consideration of approval of a contract amendment and advance payment with ReachLocal. (See backup packet Page 153.)
32. Consideration of approval of a contract with Evans & Sutherland for the purchase of a new Planetarium show. (See backup packet Page 154.)
33. Consideration of approval of a new Degree effective with the 2016-17 academic year. (See backup packet Page 155.)
34. Consideration of approval of acceptance of funds for Proposition 39 Clean Energy Workforce Grant and approval of purchases. (See backup packet Page 156.)
35. Consideration of approval of acceptance of funds for Course Identification (C-ID) Grant and approval of purchases. (See backup packet Pages 157 and 158.)
36. Consideration of approval of one sabbatical leave for academic year 2016-17. (See backup packet Page 159.)

## **PRESIDENT'S OFFICE**

37. Consideration of approval of an agreement with LiveWhale to provide on-site training for event calendaring. (See backup packet Page 160.)

## **STUDENT SERVICES**

38. Consideration of approval to hire Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Page 161.)

## **ACTION ITEMS**

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

1. Consideration of approval of proposed revisions to the College Mission Statement, Vision Statement, and Core Values. (See backup packet Pages 162 through 164.)
2. Consideration of approval to appoint Marc Hawkins and Paula Lantz (Business/Community Representatives) to the Citizens Oversight Committee, effective February 18, 2016, through December 31, 2017. (See backup packet Pages 165 and 166.)
3. Consideration of approval to permanently cease the expenditure of Measure RR funds on the Lot A Parking Structure Project. (See backup packet Page 167.)
4. Consideration of confirmation of the funding source for the West Parcel Solar Project. (See backup packet Page 168.)

## **ADJOURNMENT**

### **Future Board Meetings**

March 9, 2016  
March 12, 2016 (Board Study Session)  
April 13, 2016  
May 11, 2016

### **Upcoming Events**

February 10-11    **No Exit**, 8:00 p.m., Studio Theater  
February 11        **Opera Scenes**, 7:30 p.m., Feddersen Recital Hall  
February 12        **President's Day – CAMPUS CLOSED**  
February 13        **Winter Intersession Ends**  
February 15        **President's Day – CAMPUS CLOSED**

### Upcoming Events (continued)

- February 17      **Board of Trustees Meeting**, 6:30 p.m., Founders Hall
- February 19      **One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium  
**Rockin' Under the Stars**, 6:00 and 7:30 p.m., Planetarium
- February 20      **Cash for College**, 8:00 a.m.-4:00 p.m., Clarke Theater and Learning  
Technology Center (Building 6)  
**Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium  
**Cosmic Comets**, 6:00 and 7:30 p.m., Planetarium
- February 21      **Residency Determination Date**
- February 22      **2016 Spring Semester Begins**
- March 1-3        **Associated Students Visibility**, 9:00 a.m.-2:00 p.m. and 5:30-6:30 p.m.,  
Student Services (Building 9B) West End

### Upcoming Athletic Events

- February 11      **Men's Tennis vs. Saddleback College**, 2:00 p.m., Tennis Courts  
**Softball vs. San Bernardino City College**, 6:00 p.m., Softball Field
- February 12      **Softball vs. Saddleback College**, 5:00 p.m., Softball Field
- February 16      **Men's Tennis vs. College of the Desert**, 2:00 p.m., Cal Poly Pomona  
**Softball vs. Long Beach City College**, 3:00 p.m., Softball Field  
**Baseball vs. Riverside City College**, 6:00 p.m., Baseball Field
- February 18      **Women's Tennis vs. Victor Valley College**, 2:00 p.m., Tennis Courts  
**Baseball vs. Mt. San Jacinto College**, 6:00 p.m., Baseball Field
- February 19      **Women's Tennis vs. Saddleback College**, 2:00 p.m., Tennis Courts
- February 23      **Men's Tennis vs. Cerritos College**, 2:00 p.m., Tennis Courts
- February 24      **Men's/Women's 1<sup>st</sup> Round Basketball**, Time TBD, Gymnasium
- February 25      **Baseball vs. Santa Ana College**, 6:00 p.m., Baseball Field
- February 25-27   **Swim and Dive Mt. SAC Invitational**, All Day, Pool
- February 27      **Men's/Women's 2<sup>nd</sup> Round Basketball**, Time TBD, Gymnasium
- March 1         **Baseball vs. Fullerton College**, 6:00 p.m., Baseball Field
- March 2         **Men's/Women's 3<sup>rd</sup> Round Basketball**, Time TBD, Gymnasium

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**

**February 17, 2016**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 13, 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 Hall at 5:31 p.m. on Wednesday, December 9, 2015. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

#### STAFF PRESENT

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

#### 1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session at 5:32 p.m. to discuss the following items:

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

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:34 p.m., and the Pledge of Allegiance was led by Student Trustee Elizabeth (Betty) Santos.

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

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

#### 4. REPORTING OF ACTION TAKEN IN CLOSED SESSION

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

None.

#### 5. INTRODUCTIONS AND RECOGNITION

Note: The entire dialogue may be heard beginning at 00:44 on the attached meeting audio.

- The following newly appointed and promoted employees were introduced:

Classified Employee (Newly Appointed)

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

Management Employee (Newly Appointed)

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

Management Employee (Promoted)

- **Mary Lange**, Interim Director, Education for Older Adults and Adults with Disabilities

Classified Employee (Promoted)

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

- The following members of the Citizens Oversight Committee were recognized for their service:

- **Paul Breit**, 4 years of service (absent)
- **Theadore (Ted) Ebenkamp**, 4 years of service (absent)
- **Marilyn Peters**, 4 years of service (present)
- **Edward Walsh**, 2 years of service (absent)
- **Michael Zhang**, 4 years of service (present)

- The following retirees were recognized, but not present; therefore, their Certificates of Service will be mailed to their homes:

- **Elizabeth Delgadillo**, Administrative Specialist I (Business), 8 years of service (absent)
- **Kathy Killiany**, Coordinator, Health Career Resource Center (Technology and Health), 10 years of service (absent)
- **Linda Rodriguez**, Account Clerk II (Continuing Education), 22 years of service (absent)

#### 6. APPROVAL OF MINUTES

Note: The entire dialogue may be heard beginning at 12:23 on the attached meeting audio.

It was moved by Trustee Baca, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of December 9, 2015.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

## 7. PUBLIC COMMUNICATION

Note: The entire dialogue may be heard beginning at 13:05 on the attached meeting audio.

- Resident Mansfield Collins and Barbara Leibold (attorney for the City of Walnut) spoke in opposition to tonight's Action Item #2 (approval of the Environmental Impact Report Addendum and Revised Mitigation for the West Parcel Solar Project). Mr. Collins distributed a handout for the Board's consideration, which may be viewed in the President's Office.

## 8. REPORTS

Note: The entire dialogue may be heard beginning at 22:20 on the attached meeting audio.

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

- **Fabian Pavon**, Inter-Club Council Chair, Associated Students; and **Alejandro Juarez**, Inter-Club Council Co-Chair, Associated Students
- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Mark Fernandez**, 2<sup>nd</sup> Vice President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

## 9. BOARD COMMUNICATION

Note: The entire dialogue may be heard beginning at 45:00 on the attached meeting audio.

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 Mauro Ivan Pena, Giovanni Rodriguez, Christine Santiago, and Eric Santos.
- They congratulated Paul Breit, Ted Ebenkamp, Marilyn Peters, Ed Walsh, and Michael Zhang for their service on the Citizens Oversight Committee.
- They congratulated Elizabeth Delgadillo, Kathy Killiany, and Linda Rodriguez on their retirement.

C. Trustee Hall reported the following:

- He spoke about Associated Students President Rene Jimenez's mother, who passed away recently, and suggested that the family may need some financial support through this trying time.
- He talked about the Women's Basketball team and how well they're doing again this year.

D. Trustee Hidalgo reported the following:

- He thinks it's great that we're investing in some of our local talent.
- He attended the CalWORKS and CARE event.
- He attended the San Gabriel Valley Civic Alliance event.
- He plans on performing in Puttin' on the Hits.

E. Trustee Baca reported the following:

- He will be serving on a general session panel at the Statewide Academic Senate Instructional Innovation Design Conference in Riverside to discuss Civic Engagement.
- He will be serving on a general panel at UC Davis to discuss the Pathways to Law School program.

F. Trustee Bader reported the following:

- She attended the CalWORKS and CARE event.
- She attended the Pomona Christmas Parade.
- She talked about an article in the *Daily Bulletin* entitled 'New Community College Degrees Lifting States' Educational Level' regarding our Associate in Arts Degree for Transfer and our Associate in Sciences Degree for Transfer program, which was started in 2011. By 2015, the number of community colleges pursuing the degrees almost doubled.
- She'll be attending the ACCT National Legislative Conference in Washington, DC.

G. Trustee Santos reported the following:

- She enjoyed all the holiday events.
- She attended the CalWORKS and CARE event.
- She participated in the gift drive for disabled adults.
- She's been working with L. A. County on their Parks and Recreation Assessment.

H. Trustee Chen reported the following:

- He expressed his condolences to Associated Students President Rene Jimenez and his family.
- He will be attending the Classies and Puttin' on the Hits.
- He attended several TV stations to talk about Mt. SAC.
- He will be attending the Effective Trustee Workshop in Sacramento.
- He will be attending the ACCT Legislative Conference in Washington, DC.

I. Student Trustee Santos reported the following:

- She attended the CalWORKS and CARE event.
- She attended the Mountie Café opening.
- She will be attending the Student Trustee Workshop in Sacramento.
- She will be attending the ACCT Legislative Conference in Washington, DC.
- She'll pass along everyone's well wishes to Rene Jimenez, and his family does have a GoFundMe page.

J. Trustee Chen Haggerty reported the following:

- She thanked Dr. Scroggins for helping her with a lot of outreach programs.

**10. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:**

Note: The entire dialogue may be heard beginning at 58:20 on the attached meeting audio.

- He welcomed and congratulated newly appointed and promoted employees Mauro Ivan Pena, Giovanni Rodriguez, Christine Santiago, and Eric Santos.
- He congratulated Paul Breit, Ted Ebenkamp, Marilyn Peters, Ed Walsh, and Michael Zhang for their service on the Citizens Oversight Committee.

- He congratulated Elizabeth Delgadillo, Kathy Killiany, and Linda Rodriguez on their retirement.
- He read three components of the Brown Act that must be met to add Action Item #7 to tonight's Agenda.

It was moved by Trustee Santos and seconded by Trustee Hall to add Action Item #7 to tonight's Agenda.

Discussion: None.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

- He asked Mike Gregoryk, Vice President, Administrative Services, to introduce Heather Decauwer, a partner of Vicenti, Lloyd & Stutzman, who then gave an oral report relating to books and records of the Mt. San Antonio Community College District Proposition 39, General Obligation Bonds (Measure R, November 2001; Measure RR, November 2008; Lease Revenue Bonds, 2007; and Bond Anticipation Notes, 2009) Performance and Financial Audits for the fiscal year ending June 30, 2015 (Action #1).

Discussion: Trustee Hall had a question, and Ms. Decauwer answered it. Mike Gregoryk commended both Gary Nellesen and Rosa Royce and their staff in monitoring and accounting for these expenditures. He also said that the Citizens Oversight Committee has become an integral part of our operation and that other colleges are calling Mr. Nellesen for his spreadsheets. Trustee Hall said that there's complete transparency when it comes to our reporting of expenditures, and that's what we strive to live up to.

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

## 11. CONSENT CALENDAR

Note: The entire dialogue may be heard beginning at 1:10:27 on the attached meeting audio.

The following corrections were made to the Consent Calendar:

- On Page 24, Consent Item #7 was pulled from the agenda and will be brought back for approval at a later date.
- On Page 31, Personnel Transactions – under SUPERVISORY EMPLOYMENT – Extension of Interim Assignment, the salary for Juan Jauregui should read \$84,766.20/year.

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

### ADMINISTRATIVE SERVICES

1. This item was pulled and acted upon separately (see Paragraph No. 12)
2. Ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of the re-issuance of stale-dated warrants, as listed.

4. Approval of a contract amendment with Accountemps, a division of Robert Half International, Inc., to provide higher level temporary staffing services for the Fiscal Services Department.
5. This item was pulled and acted upon separately (see Paragraph No. 13).
6. Approval of an agreement with M. G. Andrews, Inc. to provide background investigation services for the Public Safety Department.
7. This item was pulled from the agenda and will be brought back for approval at a later date.
8. This item was pulled and acted upon separately (see Paragraph No. 14).
9. This item was pulled and acted upon separately (see Paragraph No. 15).
10. Approval of the following Change Order for the Professional and Organizational Development Remodel.
  - Contract GDL Best Contractors, Inc. (Utility Contractor) – Change Order No. 2.

#### **HUMAN RESOURCES**

11. Approval of Personnel Transactions.
12. Approval of an Addendum to the Agreement with QCERA Inc. for LeaveSource Enterprise.

#### **INSTRUCTION**

13. Approval of Continuing Education Division additions.
14. Approval of a survey agreement with Los Rios Community College District and Rio Hondo Community College District.
15. Approval of a contract with Davis Research, LLC.
16. Approval of Parachutes and Ladders Conference XV expenditures.
17. Approval of a renewal contract with Qualtrics.
18. Approval of an agreement with In-N-Out Burger for the Dr. Deborah Boroch Science Discovery Day.
19. Ratification of a contract renewal with Evans & Sutherland Computer Corporation for the Digistar Encore Maintenance Service Agreement.
20. Approval of modified courses and modified certificates and degrees effective with the 2016-17 academic year.
21. Approval of a Career Technical Education Employment Outcomes Survey.

- 22. Approval of a Course Identification Program Grant amendment.
- 23. Approval of Child Development Workforce Initiative Grant approval of activities.

**PRESIDENT'S OFFICE**

- 24. Approval of the proposed revised Board of Trustees 2015-16 Regular Meeting Calendar, adding the March 12, 2016, Board Study Session date.

Discussion: None.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**12. CONSENT ITEM #1 – APPROPRIATION TRANSFERS AND BUDGET REVISIONS SUMMARY**

Note: The entire dialogue may be heard beginning at 1:12:25 on the attached meeting audio.

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

Discussion: Trustee Hall had a question, and Dr. Scroggins answered it.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**13. CONSENT ITEM #5 – 2016-17 NONRESIDENT TUITION FEES**

Note: The entire dialogue may be heard beginning at 1:14:39 on the attached meeting audio.

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

Discussion: Trustee Bader and Trustee Chen Haggerty had questions, and President Scroggins and Mike Gregork answered them.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**14. CONSENT ITEM #8 - AGREEMENTS TO PROVIDE PROFESSIONAL DESIGN AND CONSULTING SERVICES WITH H2 ENVIRONMENTAL CONSULTING SERVICES, INC. FOR THE FORMER CAMPUS CAFÉ DEMOLITION; HILL PARTNERSHIP, INC. FOR THE HUMANITIES AIR HANDLING UNIT REPLACEMENT; PSOMAS FOR THE WEST PARCEL SOLAR PROJECT; AND RIDGE LANDSCAPE ARCHITECTS FOR CAMPUS INTERIOR SITE IMPROVEMENTS**

Note: The entire dialogue may be heard beginning at 1:19:13 on the attached meeting audio.

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

Discussion: Trustees Bader, Chen, and Hall had questions, and Gary Nellesen answered them.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**15. CONSENT ITEM #9 – MODULAR BUILDINGS INSTALLATION CONTRACT AMENDMENT**

Note: The entire dialogue may be heard beginning at 1:25:27 on the attached meeting audio.

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

Discussion: Trustee Hall had a question, and Gary Nellesen answered it. Trustee Chen Haggerty had a question, and Gary Nellesen and Dr. Scroggins answered it.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**16. ACTION ITEM #1 – AUDIT REPORTS FROM VICENTI, LLOYD & STUTZMAN, CERTIFIED PUBLIC ACCOUNTANTS, FOR THE FISCAL YEAR ENDING JUNE 30, 2015, RELATING TO BOOKS AND RECORDS OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT PROPOSITION 39, GENERAL OBLIGATION BONDS (MEASURE R, NOVEMBER 2001; MEASURE RR, NOVEMBER 2008; LEASE REVENUE BONDS, 2007; AND BOND ANTICIPATION NOTES, 2009) PERFORMANCE AND FINANCIAL AUDITS**

Note: The entire dialogue may be heard beginning at 1:32:05 on the attached meeting audio.

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

Discussion: None.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**17. ACTION ITEM #2 – ENVIRONMENTAL IMPACT REPORT (EIR) ADDENDUM AND THE REVISED AND MITIGATION MEASURES FOR THE WEST PARCEL SOLAR PROJECT**

Note: The entire dialogue may be heard beginning at 1:33:20 on the attached meeting audio.

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

Discussion: Trustee Chen had questions, and Gary Nellesen answered them.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**18. ACTION ITEM #3 – JUDY NIEH (BUSINESS/COMMUNITY REPRESENTATIVE) APPOINTED TO THE CITIZENS OVERSIGHT COMMITTEE, EFFECTIVE JANUARY 14, 2016, THROUGH DECEMBER 31, 2017**

Note: The entire dialogue may be heard beginning at 1:36:43 on the attached meeting audio.

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

Discussion: Both Trustees Chen Haggerty and Hall recommended Judy Nieh, and Trustee Hidalgo said that he has worked with her and thinks she'll do a good job.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**19. ACTION ITEM #4 – EQUAL EMPLOYMENT OPPORTUNITY PLAN**

Note: The entire dialogue may be heard beginning at 1:37:49: on the attached meeting audio.

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

Discussion: None.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**20. ACTION ITEM #5 – PROPOSAL TO INITIATE FACULTY NEGOTIATIONS: YEAR THREE OF A THREE-YEAR CONTRACT, EFFECTIVE JULY 1, 2014, THROUGH JUNE 30, 2017**

Note: The entire dialogue may be heard beginning at 1:38:36 on the attached meeting audio.

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

Discussion: None.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**21. ACTION ITEM #6 – NOMINATIONS FOR THE 2016 CCCT BOARD OF DIRECTORS**

Note: The entire dialogue may be heard beginning at 1:39:26 on the attached meeting audio.

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

Discussion: Trustees Bader and Chen had questions, and Trustee Hall and Dr. Scroggins answered them. No action taken.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**22. ACTION ITEM #7 – ADDENDUM - STUDENT EQUITY PLAN**

Note: The entire dialogue may be heard beginning at 1:44:07 on the attached meeting audio.

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

Discussion: Trustee Hall had a question, and Audrey Yamagata-Noji answered it.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**23. ADJOURNMENT**

The meeting adjourned at 8:21 p.m.

**2016-17 Governor's January Budget Proposal – Highlights**  
**Michael D. Gregoryk and Rosa M. Royce**  
**Released January 7, 2016**  
**Presented February 17, 2016**

According to the Department of Finance, the outlook for K-14 education is positive, but not to the degree seen in the 2015-16 fiscal year. Similar to recent years, the State's revenue outlook continues to improve. Governor Brown remains cautious about overextending expenditures in light of the State's history of boom-and-bust cycles. This is because the increase in revenues is attributable to the volatile source of capital gains. Broadly, the Governor's proposal for the State is focused on paying down debts, addressing poverty, and climate change.

The Proposition 98 minimum guarantee is estimated to grow to \$71.6 billion in 2016-17, up from the \$68.4 billion assumed in the 2015-16 budget agreement. Community Colleges will receive the traditional 10.93% share of the total Proposition 98 funds. Additionally, the minimum guarantee increased by approximately \$800.0 million for the 2015-16 fiscal year, and by \$400.0 million for the 2014-15 fiscal year. These increases will result in additional one-time funding for colleges.

### **Community Colleges**

The Governor's budget key priorities for Higher Education are mainly centered on student success and program completion, the use of technology to improve efficiency and student outcomes, and improving time for the completion of degrees. The highlights of the budget for the community colleges are as follows:

- \$114.7 million (2%) Growth/Access, approximately \$2.7 million for Mt. SAC.
- \$29.3 (0.47%) million Cost-of-Living Adjustment (COLA), approximately \$0.7 million for Mt. SAC.
- \$1.3 million COLA for certain categorical programs (EOPS, DSPS, CalWORKs, and the Child Care Tax Bailout), approximately \$23,970 for Mt. SAC.
- \$283.0 million for Deferred Maintenance and Instructional Equipment. Districts will have the flexibility to distribute funds among scheduled maintenance, instructional equipment, and water conservation projects. No local match is required. Approximately \$7.5 million for Mt. SAC.
- Proposition 39 - \$45.2 million is provided for energy efficiency projects and workforce development, approximately \$1.2 million for Mt. SAC.
- \$200.0 million for Workforce program to improve and expand access to additional career technical education courses and programs and regional accountability structures aligned to the Workforce Task Force recommendations.
- \$48.0 million for CTE Pathways (SB 1070) program on an ongoing basis. The Governor's intent is to repeal the sunset date for this program to make it permanent.

- \$30.0 million for Basic Skills categorical program on an ongoing basis to incentivize and support colleges that successfully implement research-based practices that transition students from basic skills to college-level programs.
- \$3.0 million for Data Security added to the TTIP program.
- \$10.0 million for Institutional Effectiveness program to augment support of technical assistance to the colleges.
- \$1.8 million for Apprenticeship for the purpose of providing parity to apprenticeship rates relating to various general purpose funding augmentations received by colleges in 2015-16 (e.g., the general operating expense funds and funds for full-time faculty hiring).
- \$39.0 million for Cal Grant is continued for the Full-Time Student Success Grant, which provides supplemental financial assistance to Cal Grant B recipients taking 12 units or more.
- \$25.0 million for Innovation Awards (grants) related to innovative practices in community colleges. This item is proposed on a one-time basis.
- \$5.0 million for Zero Textbook Cost Degree to incentivize programs that have no costs to students for the use of textbooks. This item is proposed on a one-time basis.
- No fee increases are proposed at this time.
- \$76.3 million for Mandate Reimbursements in one-time funding to retire outstanding mandate claims to be distributed on a per-FTES basis, approximately \$2.1 million for Mt. SAC (could be utilized for CalSTRS and CalPERS).

### **VERY IMPORTANT**

While the 2016-17 fiscal year appears to be a strong one for the California community colleges, we need to remember that districts will face substantial challenges in the coming years due to increases in the CalSTRS and CalPERS employer contribution rates. Further, these increases will need to be addressed by colleges at the same time that Proposition 30 revenues phase out (the sales tax provision expires on December 31 of this year, and the income tax provision expires at the end of 2018). Moreover, many districts also face large OPEB liabilities.

The 2015-16 budget provided an ongoing augmentation of \$266.7 million for general operating expenses, in part, to help districts manage those pressing issues. No such discretionary increases are proposed at this time for 2016-17. When planning expenditures for the 2016-17 year, districts need to look carefully ahead to the growing retirement obligations and potential slowdown in revenues as Proposition 30 phases out.

**Community and Contract Education**  
**Presented by Paulo Madrigal, Director, Community & Career Education**  
**February 17, 2016**

**Background**

Community Services/Education (Fee Classes): A fee-supported, not-for-credit community services class authorized pursuant to Education Code Section 78300 and approved pursuant to Subdivision (d) of Title 5, Section 55002, for which State apportionment is not claimed and credit is not awarded (Title 5, Section 55000).

Contract Education: A course which a community college district offers under a contract pursuant to Education Code Section 78021 with a public or private agency, corporation, association, or other organization (Title 5, Section 55000).

**Overview**

Community Education (Fee Classes) (Revenue: \$1,068,032): Mt. San Antonio College's Community Education Department offers a wide variety of fee-based classes and programs. The following table provides a summary of enrollment and most in-demand programs:

<b>2014-15 Enrollment:</b>		<b>Most Popular Fee-Based Programs:</b>
Career and Professional Development	1,646	Motorcycle Training
Children and Teens	1,097	College for Kids
Driver Education	1,781	Summer Swim Lessons
Online Learning	296	Water Technology
Personal Enrichment	228	CPR and First Aid
Sports and Fitness	<u>2,784</u>	Phlebotomy
Total Registration Transactions	7,832	Makeup Artistry
		Medical Billing

Contract Education – Workforce Training Center (WTC) (Revenue: \$265,647): The Mt. San Antonio College Workforce Training Center provides customized performance-based training, assessment and consulting services designed to assist business, industry, and other organizations to improve the quality of their products and services and to increase their competitiveness within domestic and international markets. As part of our commitment to our business partners, the WTC organizes free quarterly workshops on high-interest training topics. These on-campus workshops have been successful, and last year 152 participants representing 82 local businesses took advantage of this service. The WTC consistently partners with seven of our local chambers of commerce to attend and present at their meetings and access their communication channels in order to market our services to their constituents.

Employment Training Panel (ETP): We are currently at the end of an \$88,419 Employment Training Panel contract, which was our initial allocation. Three local companies (Axiom Technology, K2 Motor, and AmTran Logistics) collaborated with us to train 97 of their employees. Training areas included Leadership, Business Writing, MS Excel, Six Sigma, Presentation Skills, Team Building, and Lean Management. Most of our current allocation is expended, and we have applied for a new contract, which should be allocated in late March. We requested and are expecting to receive a higher ETP allocation, in the amount of \$210,000, to support the training needs of our business partners who meet the panel’s funding criteria. Below is a summary of our contract and training enrollments.

Montclair Fire Department	18	LACOE	27
K2 Motor	30	Tawa Supermarkets	30
AmTran Logistics	39	Axiom Technology	32
State Board of Equalization	34	Language and Culture Camps	849

**Projected Impact on Mt. SAC**

We have a unique opportunity to grow and strengthen our engagement with our local communities through the services we offer to both the general community (fee classes) and our business and industry partners (contract) in order to fulfill our educational and economic development mission.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Appropriation Transfers and Budget Revisions Summary</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

**APPROPRIATION TRANSFERS  
For the period 12/8/15 - 1/21/16**

**Unrestricted General Fund - 11 and 13**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	1,990
5000	Other Operating Expenses/Services		544,930
7950	Unassigned Fund Balance		2,586,271
<b>Total</b>		<b>\$</b>	<b>3,133,191</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$	165,621
2000	Classified/Other Nonacademic Salaries		694,971
3000	Employee Benefits		245,752

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

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

**DATE:** February 17, 2016

6000	Capital Outlay	\$	69,646
7000	Other Outgo		1,957,201
<b>Total</b>		<b>\$</b>	<b>3,133,191</b>

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	18,322
2000	Classified/Other Nonacademic Salaries		29,943
4000	Supplies/Materials		4,475
<b>Total</b>		<b>\$</b>	<b>52,740</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
3000	Employee Benefits	\$	521
5000	Other Operating Expenses/Services		11,155
6000	Capital Outlay		41,064
<b>Total</b>		<b>\$</b>	<b>52,740</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	3,971
6000	Capital Outlay		1,490
<b>Total</b>		<b>\$</b>	<b>5,461</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	2,991
3000	Employee Benefits		274
4000	Supplies/Materials		2,196
<b>Total</b>		<b>\$</b>	<b>5,461</b>

**Bond Construction Fund - 42**

From:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	442
<b>Total</b>		<b>\$</b>	<b>442</b>

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

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To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	442
<b>Total</b>		<b>\$</b>	<b>442</b>

**BAN Construction Fund - 44**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	54
<b>Total</b>		<b>\$</b>	<b>54</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	54
<b>Total</b>		<b>\$</b>	<b>54</b>

**Bond Construction Fund No 2 - 45**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
7920	Restricted Fund Balance	\$	700,000
<b>Total</b>		<b>\$</b>	<b>700,000</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	145,972
5000	Other Operating Expenses/Services		136,050
6000	Capital Outlay		417,978
<b>Total</b>		<b>\$</b>	<b>700,000</b>

**Associated Students Trust Fund - 71**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
7920	Restricted Fund Balance	\$	98,700
<b>Total</b>		<b>\$</b>	<b>98,700</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	14,891
5000	Other Operating Expenses/Services		83,809
<b>Total</b>		<b>\$</b>	<b>98,700</b>

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

**DATE:** February 17, 2016

**BUDGET REVISIONS**  
For the period 12/8/15 - 1/21/16

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 Flight Training Program	\$ 1,000
882000 Continuing Education Division Program	316
882001 Radiologic Technology Special Education Program	500
883900 Continuing Education Division Program	1,200
884000 Football Program	557
884001 Music - Choral Program	729
884006 Athletic Operations	3,122
884007 Planetarium - Sales	19,992
884008 Box Office - Ticket Sales	9,630
884008 Music - Choral Program	29,357
884008 Athletic Operations	11,254
884009 Box Office - Sales-Concessions	1,175
884023 Wrestling Program	500
884023 Championship Events	7,780
884024 Mountaineer Advertising	4,200
887500 Biological Sciences, Field Trip Fees	1,400
887500 Animal Sciences Field Trip Fees	1,095
887710 Paramedic Program	2,600
887712 Fire Academy	29,948
887730 Ceramics, Clay Fees	1,665
887730 Business, Color Copy/Laser Fees	2,686
887730 Architecture/Design, Production Fees	2,355
887730 Arts, Materials Fees	295
887730 Photographics, Production Fees	6,270
887730 Commercial Art, Print Fees	645
887730 Arts, Print Making Fees	3,213
887730 Interior Design/Fashion, Print Fees	2,050
887730 First Aid and CPR Fees	5,580
887730 Industrial Design Technology, Production Fees	1,555
888107 Parking - Facility Rental	11,727
888500 Pep Squad Program	2,775
888500 Flight Training Program	63,744
888500 Track and Field Program	155
888500 Music - Choral Program	15,612

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

**DATE:** February 17, 2016

888500	Music - Instrumental Program	\$	11,465
888500	Flying Team		3,650
888500	Campus Facility Rentals		68,040
888500	Bursar's Office, Duplicate ID Fees - Non Credit Students		12,540
888545	Welding Certification		2,701
888545	Aircraft Maintenance Fees		820
888545	Nursing Kaplan Integrated Test Fees		19,047
889000	Self-Insured Retention Trust		53,666
889000	Music - Choral Program		2,547
889000	Printing Services		29,861
889004	Chemistry Program		614
889004	American Readers Theater Program		3,000
889004	Communication Department Program		20,000
889004	Mt. SAC Speakers Program		3,580
889005	Aquatics Program		22,765
889005	Athletics Program		3,150
889005	Wrestling Program		4,650
889005	Women's Volleyball Program		500
889005	Music - Instrumental Program		1,200
889005	Women's Basketball Program		1,800
889005	Championship Events		7,040
<b>Total</b>		<b>\$</b>	<b>519,318</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 722
2000 Classified/Other Nonacademic Salaries	32,421
3000 Employee Benefits	3,871
4000 Supplies/Materials	107,644
5000 Other Operating Expenses/Services	344,802
6000 Capital Outlay	31,839
7950 Unassigned Fund Balance	(1,981)
<b>Total</b>	<b>\$ 519,318</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
814000 2015-16 TANF	\$ (6,241)
819000 2015-16 231 Literacy Grant - AE-ESL, EL Civics Section 231	31,362

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

**DATE:** February 17, 2016

819000	2015-16 231 Literacy Grant - AS BS-ASE, GED Section 231	\$	65,002
819000	2015-16 231 Literacy Grant - AE-ESL		5,188
819000	2015-16 231 Literacy Grant - Non Credit Adult Education-Basic Skills		(65,394)
862500	2015-16 CalWORKS		5,186
862900	2015-16 AB86 Adult Education Block Grant Regional Consortium		3,303,542
862903	2015-16 BFAP - Full-Time Student Success Grant		882,000
<b>Total</b>		<b>\$</b>	<b>4,220,645</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 140,064
2000 Classified/Other Nonacademic Salaries	169,354
3000 Employee Benefits	28,851
4000 Supplies/Materials	7,910
5000 Other Operating Expenses/Services	2,843,573
6000 Capital Outlay	148,893
7000 Other Outgo	882,000
<b>Total</b>	<b>\$ 4,220,645</b>

**Bond Construction Fund - 42**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Bond Projects - Interest Funded	\$ 327
<b>Total</b>	<b>\$ 327</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 327
<b>Total</b>	<b>\$ 327</b>

**Associated Students Trust Fund - 71**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889009 Associated Students Fundraising Events - Lost and Found Silent Auction	\$ 2,791
<b>Total</b>	<b>\$ 2,791</b>

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

**DATE:** February 17, 2016

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ <u>2,791</u>
<b>Total</b>	<b>\$ 2,791</b>

**Scholarship and Loan Trust - 75**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 2015-16 Scholarships	\$ <u>120,000</u>
<b>Total</b>	<b>\$ 120,000</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ <u>120,000</u>
<b>Total</b>	<b>\$ 120,000</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$3,133,191), Restricted General Fund (\$52,740), Child Development Fund (\$5,461), Bond Construction Fund (\$442), BAN Construction Fund (\$54), Bond Construction Fund No. 2 (\$700,000) and Associated Students Trust Fund (\$98,700) 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 (\$519,318), Restricted General Fund (\$4,220,645), Bond Construction Fund (\$327), Associated Students Trust Fund (\$2,791), and Scholarship and Loan Trust Fund (\$120,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Independent Contractors</u>	

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Freedman, Linda	Instruction – STEM Teacher Prep Grant	Mentor for STEM Teacher Prep participants	10/1/15– 12/20/15	\$100
Graham, Dwayne dba Thee Christmas Tree Company	Instruction – Music	Rental of Christmas trees for Wassail (includes delivery, set-up, and removal)	12/2/15– 12/7/15	\$300
Hassler, Michelle	Instruction – STEM Teacher Prep Grant	Mentor for STEM Teacher Prep participants	10/1/15– 12/20/15	\$100
Huckler, Lori	Instruction – STEM Teacher Prep Grant	Mentor for STEM Teacher Prep participants	10/1/15– 12/20/15	\$100
Grases, Cristian	Instruction – Music	Clinician/Adjudicator - Chamber Singers Choral Festival	3/16/16	\$700
Jensen, Michelle	Instruction – Music	Clinician/Adjudicator - Chamber Singers Choral Festival	3/16/16	\$700
Johnson, Stephanie	Instruction – STEM Teacher Prep Grant	Mentor for STEM Teacher Prep participants	10/1/15– 12/20/15	\$100
Jones, Elisabeth	Instruction – STEM Teacher Prep Grant	Mentor for STEM Teacher Prep participants	10/1/15– 12/20/15	\$100
Jones, Jason Scott	Instruction – STEM Teacher Prep Grant	Mentor for STEM Teacher Prep participants	10/1/15– 12/20/15	\$100

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

**SUBJECT:** Independent Contractors

**DATE:** February 17, 2016

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Marquez, Jennifer	Marketing & Communication	Writing, editing, and search engine optimization for campus web pages. Web search marketing assistance	2/18/16–6/17/16	\$22,500
Miller, Scott	Instruction – Technology and Health Division	Create a Boeing 737 Systems Manual for a new program in Aeronautics	2/18/16–6/30/16	\$5,000
O'Donnell, Laura	Instruction – STEM Teacher Prep Grant	Mentor for STEM Teacher Prep participants	10/1/15–12/20/15	\$200
Sears, Bill	Instruction – Professional & Organizational Development	Facilitator – Workshop on Brain Health	3/1/16	\$1,500
Shew, Jamie	Instruction – Music	Clinician/Adjudicator - Vocal Jazz Festival	3/4/16	\$600
Smythe, Sylvia	Instruction – Professional & Organizational Development	Facilitator – Faculty Inquiry Group	11/5/15–6/30/16	\$3,000
Weir, Michele	Instruction – Music	Clinician/Adjudicator - Vocal Jazz Festival	3/4/16	\$600
Zasadzinski, Tom	Marketing & Communication	Photographer – Web Marketing and Advertising	2/18/16–6/17/16	\$3,000
Zaw-Kaplan, Therapi	Instruction – STEM Teacher Prep Grant	Mentor for STEM Teacher Prep participants	10/1/15–12/20/15	\$100

### Funding Sources

Unrestricted General Fund – Instruction – Music, Professional & Organizational Development; Marketing & Communication.

Restricted Fund – Instruction – STEM Teacher Prep Grant, Music, Technology and Health Division.

### RECOMMENDATION

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

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

**DATE:** February 17, 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.

**ANALYSIS AND FISCAL IMPACT**

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

Warrant No.	Original Issue Date	Payee	Amount
07175695	04/16/13	Jin Ah Bong	\$125.00
07177059	05/24/13	Avikaar A. Nand	\$78.00
H0014839	03/12/12	Qiji H. Song	\$68.00
H0035249	07/17/12	Amanda K. Miller	\$199.00
H0047512	09/11/12	Matthew D. Mayfield	\$25.50
H0048714	09/11/12	Edwin Valenzuela	\$138.00
H0066692	01/15/13	Mauricio E. Palacios	\$46.00
H0067490	02/12/13	Jacquelynn D. Pino	\$254.50
H0068850	02/19/13	Brooke S. Chandonet	\$272.00
H0078914	03/12/13	Evin K. Dooley	\$92.00
H0078986	03/12/13	Cassandra R. Estrada	\$138.00

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Contract with Vavrinek, Trine, Day & Co., LLP for Auditing Services

**BACKGROUND**

Education Code Section 84040 requires that each community college district shall provide for an annual audit of all funds, books, and accounts of the college. The audit shall be performed by certified public accountants licensed by the California Board of Accountancy. In addition, the name of the audit firm selected by the college must be submitted to the California Community Colleges System Office by April 1 of each year.

The College's contract with Vicenti, Lloyd & Stutzman LLP has expired, making it necessary to enter into a new contract for auditing services.

**ANALYSIS AND FISCAL IMPACT**

Pursuant to Section 53060 of the Government Code, the Board of Trustees may contract for certain special services including financial services without competitive bidding. Although the cost of these services is certainly a factor, other factors may also be considered such as training, experience, and competence.

In November 2015, the College issued Requests for Proposal (RFP) for a new three-year contract for the following services: College Audit, Proposition 39 Financial and Performance Audits, Auxiliary Services Audit, Foundation Audit, and tax return services for Auxiliary Services and the Foundation.

The RFP documents were issued to 16 firms with six firms responding: CWDL, Certified Public Accountants, San Diego, CA; Christy White Associates, San Diego, CA; Crowe Horwath LLP, Sacramento, CA; Vasquez & Company LLP, Los Angeles, CA; Vicenti, Lloyd & Stutzman LLP, Glendora, CA; and Vavrinek, Trine, Day & Co., LLP, Rancho Cucamonga, CA.

Proposals were reviewed and evaluated by a seven-member review committee using a common evaluation form. After review of all proposals, the committee interviewed the two highest ranked firms, Vicenti, Lloyd & Stutzman LLP, and Vavrinek, Trine, Day & Co., LLP. Six of the seven committee members were present and conducted the interviews using a prepared set of questions targeted to elicit whether the firm's experience and staff fit with the College's needs and how they could best meet the College's expectations. Upon completion of the interviews, the committee's rankings were totaled and averaged to establish the final ranking.

Prepared by: Rosa M. Royce/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

**SUBJECT:** Contract with Vavrinek, Trine, Day & Co., LLP for Auditing Services

**DATE:** February 17, 2016

Based on the RFP responses and interview rankings, the review committee recommends Vavrinek, Trine, Day & Co., LLP to provide auditing services to the College for the 2015-16, 2016-17, and 2017-18 fiscal years.

The proposal submitted by Vavrinek, Trine, Day & Co., LLP was found to be responsive, with a reasonable average price per hour and extensive experience with community college districts. In addition, the pricing submitted by Vavrinek, Trine, Day & Co., LLP for auditing services for the following three-year period provides an overall cost savings of \$75,165, over the prior three-year period.

Summary of costs:

<b>Audit Services</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
District	\$95,000	\$96,500	\$98,000
Auxiliary Services	\$12,000	\$12,200	\$12,400
Foundation	\$9,000	\$9,200	\$9,400
Proposition 39	\$15,000	\$15,300	\$15,600

Hourly Rates for additional work as needed:

Partner	\$220
Manager	\$180
Senior Staff	\$170
Junior Staff	\$150
Other Staff	\$120

### Funding Sources

Unrestricted General Fund and Bond Construction Fund.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approves a three-year contract (2015-16, 2016-17, and 2017-18) with Vavrinek, Trine, Day & Co., LLP to provide auditing and tax preparation services through June 2018. Additional accounting services for special projects, as deemed necessary, will be billed at the proposed hourly rates.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Purchase Audio-Visual Equipment (Bid No. 3068)</u>	

**BACKGROUND**

A project is currently underway to renovate and upgrade the Temporary Classroom Building 40, which will require the acquisition of new audio-visual equipment. The design for these systems was reviewed by the Technical Services staff, and the College issued a request for bids for the acquisition of the necessary equipment.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code Section 81641. Eleven bids were requested with five bids received and publicly opened on January 11, 2016.

In order to maximize the cost advantages of a competitive bid process, this equipment was divided into sections, to be awarded individually based on the type of equipment in each section. This allows a wider spectrum of qualified vendors to submit pricing on different sections of the bid, with an individual award being made on each section.

The following summary and recommendations are based on the lowest bid amount for each section:

Section(s)	Company Name and Location	Total
3,6,8	Golden Star Technology, Cerritos, CA	\$121,411.79
2,5,7	Comp View, Inc., Beaverton, OR	\$15,639.27
1,9,10,11	Pro SVL, Inc., Pensacola, FL	\$6,088.58
4	Troxell, Redlands, CA	\$14,475.76

The total cost for this equipment is \$157,615.40 plus any applicable taxes.

**Funding Source**

Measure RR Bond (Series A/B) funds.

Prepared by: <u>Teresa Patterson/William Eastham</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #5</u>

**SUBJECT:** Purchase Audio-Visual Equipment (Bid No. 3068)**DATE:** February 17, 2016**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of the Purchase of Audio-Visual Equipment (Bid No. 3068), as presented.

**SUMMARY OF BIDS**  
**Bid No. 3068**  
**Purchase of Audio-Visual Equipment**

Section No./ Manufacturer	Product Description	Comp View	Golden Star Technology	Pro SVL	Troxell	VTP
1. Cables to Go	Miscellaneous Cables	1,043.82	1,034.88	<b>1,031.36</b>	1,167.82	3,438.40
2. Calrad Electronics	Adapter	<b>66.92</b>	78.76	No Bid	No Bid	No Bid
3. Da-Lite	Screens	1,000.35	<b>946.22</b>	985.82	1,078.34	1030.36
4. Elmo	Digital Presenters	15,088.00	15,406.16	16,571.44	<b>14,475.76</b>	16,208.00
5. Epson	Projectors	<b>15,327.31</b>	No Bid	16,907.43	20,281.20	18,316.00
6. Extron	Adaptors & Custom Systems	71,777.26	<b>71,001.89</b>	71,480.08	No Bid	No Bid
7. Liberty AV	Cable	<b>245.04</b>	286.00	No Bid	532.32	No Bid
8. Marshall	Lecterns	51,013.76	<b>49,463.68</b>	No Bid	No Bid	No Bid
9. Mid -Atlantic	Power Cords	4,964.04	5,614.68	<b>4,822.44</b>	6,337.08	5,965.13
10. Neutrik	Cable	52.32	60.96	<b>35.28</b>	54.64	No Bid
11. Tripp Lite	Display Port	243.00	255.00	<b>199.50</b>	282.30	282.00

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Contract for Professional Services with Evisions

**BACKGROUND**

The Information Technology (IT) Department utilizes Evisions Argos software to generate standard and custom data reports from information stored in Ellucian's Banner system. IT has a library of more than 300 Argos data reports that are available to staff and faculty.

IT is currently working with the Research Department and Evisions to facilitate data and reporting needs for initiatives such as Student Equity and Student Success. The goal of this project is to create a standard set of reports and dashboards, run against Ellucian Banner using Argos that can be used by academic departments to measure and track the demographics and performance of students over time. Dashboards are data visualization tools that display metrics in a customized web interface.

**ANALYSIS AND FISCAL IMPACT**

The professional services proposal from Evisions includes 152 hours of programming development, a three-day on-site visit by a Data Block Designer, a three-day on-site visit by an Advanced Report Writer, and all travel costs. The on-site visits will be used to gather all the data specifications and report requirements from the various campus users. Authorization is requested to enter into the contract with Evisions for the not-to-exceed amount of \$48,240.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Victor Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Purchase Instructional Classroom and Modular Systems Furniture,</u> <u>Seating, Freestanding Tables, Ergonomic, and Visual Display</u> <u>Accessories for the Temporary Classroom Building (Phase II) and</u> <u>Purchase of Furniture for the Renovation of the Marketing Department</u>	

**BACKGROUND**

The project to renovate and upgrade the Temporary Classroom Building (Building 40) is currently underway. The purchase of furniture for the newly renovated building was split into phases. Phase I, which was approved by the Board of Trustees at its meeting on December 9, 2015, was for classroom furniture required for the spring semester instruction commencing on February 22, 2016. Phase II is for the purchase of furniture for the faculty and staff offices and storage areas. The costs of furniture for the remainder of the building (Phase III - hospitality and breakroom) will be presented to the Board of Trustees with a recommendation for award at its meeting on March 9, 2016.

In addition, the project to renovate the Marketing Department located in the Administrative Services Building (Building 4) has begun and is projected to be completed in summer 2016. The majority of the existing furniture will be repurposed. Therefore, the main focus of this project will be to provide additional work stations and a storage room, as the department's storage was recently impacted due to the growth and expansion of the adjacent Research Department.

**ANALYSIS AND FISCAL IMPACT**

Cost proposals for both projects were submitted by the selected manufacturers for the purchase and installation of furniture per the below summaries. During the furniture analysis process, the building end users, Facilities Planning & Management, Information Technology representatives, and the College's furniture consultant, PAL id studio, determined that the manufacturers, products, and dealers below meet both the functional requirements and budget.

Prepared by: <u>Teresa Patterson/Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #7</u>

**SUBJECT:** Purchase Instructional Classroom and Modular Systems Furniture, Seating, Freestanding Tables, Ergonomic, and Visual Display Accessories for the Temporary Classroom Building (Phase II) and Purchase of Furniture for the Renovation of the Marketing Department

**DATE:** February 17, 2016

<b>Purchase of Phase II Furniture for the Temporary Classroom Building</b>	
<b>Company</b>	<b>Amount</b>
<b>Allsteel</b> – Office furniture, modular systems, seating, tables, and freestanding storage (CMAS)	\$ 76,162.80
<b>Gunlocke</b> – Office guest seating (CMAS)	\$ 6,941.21
<b>Humanscale</b> – Ergonomic monitor arms (CMAS)	\$ 783.44
<b>Egan Visual</b> – Markerboards (CMAS)	\$ 9,128.76
<b>Unisource Solutions</b> - Haworth task chairs (U.S. Communities)	\$ 7,845.38
<b>Corporate Business Interiors</b> – Task lights, CPU holders, surge protectors, labor, project management, and installation charges (Administrative Services Building and Design Technology Building Request for Proposals)	\$ 31,974.18
<b>Total</b>	<b>\$132,835.77</b>

<b>Purchase of Furniture for the Renovation of the Marketing Department in the Administrative Services Building</b>	
<b>Company</b>	<b>Amount</b>
<b>Allsteel</b> – Modular systems office furniture, seating, tables, and freestanding storage (CMAS)	\$25,742.45
<b>Corporate Business Interiors</b> – Purchase of surge protectors, labor, project management and installation charges (Administrative Services Building and Design Technology Building Request for Proposals)	\$11,896.70
<b>Unisource Solutions</b> – Haworth task chairs (U.S. Communities)	\$ 1,492.10
<b>Total</b>	<b>\$39,131.25</b>

The costs for both projects include all applicable sales tax and freight and are in line with the College's cost estimates for this project. The manufacturers listed above have successfully provided quality products and services to the College in the past. Contract terms include:

- California Multiple Awards Schedule (CMAS)
- U.S. Communities Government Purchasing Alliance
- Administrative Services Building Request for Proposal
- Design Technology Center Request for Proposal

**SUBJECT:** Purchase Instructional Classroom and Modular Systems Furniture,  
Seating, Freestanding Tables, Ergonomic, and Visual Display Accessories  
for the Temporary Classroom Building (Phase II) and Purchase of Furniture  
for the Renovation of the Marketing Department

**DATE:** February 17, 2016

Funding Source

Measure RR Bond (Series A/B) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of instructional classroom and modular systems furniture seating, freestanding tables, and ergonomic and visual display accessories for the Temporary Classroom Building – Phase II, and the purchase of furniture for the renovation of the Marketing Department, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Lease/Leaseback Construction – Final Reconciliation and Notice of</u>	
	<u>Completion – Utility Infrastructure SW Quadrant – Sewer Line</u>	
	<u>Replacement</u>	

**BACKGROUND**

The Utility Infrastructure SW Quad – Sewer Line Replacement Project was approved under the Lease/Leaseback Construction Delivery Method on May 27, 2015, with a Guaranteed Maximum Price (GMP) of \$1,209,175.00. The construction activities began on June 10, 2015, and all work was substantially complete on December 4, 2015. The contractor’s performance was evaluated throughout the pre-construction and construction periods and deemed by staff to be satisfactory in all respects.

**ANALYSIS AND FISCAL IMPACT**

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

Contractor	Tilden-Coil Constructors (Contractor)	CO No.	1
Item	Change and Justification:	Amount	Time
	Provide credit back to the College following the final reconciliation of the project costs.	<\$148,941.48>	0 days
	Original Contract Amount		\$1,209,175.00
	Net Change by Previous Change Orders		\$0.00
	Net Sum Prior to This Change Order		\$1,209,175.00
	Amount of Change Order No. 1		<\$148,941.48>
	New Contract Sum		\$1,060,233.52
	Percentage of Change to Contract, to Date		<12.32%>

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #8

**SUBJECT:** Lease/Leaseback Construction – Financial Reconciliation and Notice of Completion – Utility Infrastructure SW Quadrant – Sewer Line Replacement

**DATE:** February 17, 2016

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

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

Project Data for the Utility Infrastructure SW Quad – Sewer Line Replacement Project

Pre-Construction Phase

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

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price <\$148,941.48>
- Percent Cost Over/Under Guaranteed Maximum Price <12.32%>
- Working Days Over/Under Contract Schedule 30
- Contract Change Orders 0

Post-Construction Phase

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

Funding Source

Measure RR Bond (Series A/B) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the reduction of \$148,941.48 to the contract amount, the reduction of the lease period to 35 days, and accepts the project as complete.

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Lease/Leaseback Construction – Final Reconciliation and Notice of  
Completion – Instruction Modularity Site Improvements

**BACKGROUND**

The Instruction Modularity Site Improvement project was approved under the Lease/Leaseback Construction Delivery Method on May 27, 2015, with a Guaranteed Maximum Price (GMP) of \$704,058.00. The construction activities began on June 1, 2015, and all work was substantially complete as of January 7, 2016. The contractor's performance was evaluated throughout the pre-construction and construction periods and deemed by staff to be satisfactory in all respects.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Contractor</b>	Tilden-Coil Constructors (Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>	<b>Amount</b>	<b>Time</b>
	Provide credit back to the College for the final reconciliation of the project costs.	<\$75,908.63>	0 days
	Original Contract Amount		\$704,058.00
	Net Change by Previous Change Orders		\$0.00
	Net Sum Prior to This Change Order		\$704,058.00
	Amount of Change Order No. 1		<\$75,908.63>
	New Contract Sum		\$628,149.37
	Percentage of Change to Contract, to Date		<10.78%>

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

**SUBJECT:** Lease/Leaseback Construction – Financial Reconciliation and Notice of Completion – Instruction Modularity Site Improvements

**DATE:** February 17, 2016

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

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

Project Data for the Instruction Modularity Site Improvements Project

Pre-Construction Phase

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

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price <\$75,908.63>
- Percent Cost Over/Under Guaranteed Maximum Price <10.78%>
- Working Days Over/Under Contract Schedule 1
- Contract Change Orders 0

Post-Construction Phase

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

Funding Source

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the reduction of \$75,908.63 to the contract amount, the reduction of the lease period to 35 days, and accepts the project as complete.

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Re-build Central Plant Generators

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Public Contract Code (PCC) Section 20651 requires that all purchases valued over \$87,800.00 be formally bid and awarded by the governing board. The repair cost for re-building the generators exceeds the formal bid threshold; however, the College has determined that there is no practical value in advertising for and receiving bids because Quinn Power Systems is the only authorized Caterpillar dealer in Southern and Central California. In addition, Quinn has been contracted by the College to maintain the generators and engines since their commissioning in 2005 and, in all cases, has provided excellent service, on time, and within the budget allowed.

The required repair work includes disconnecting the two electric power generators, disassembly, inspection, testing, and a complete re-build. The cost is estimated to be \$311,289.50. Because it is not possible to determine the exact condition of the generators until they have been disassembled, an additional allowance of \$25,000.00 is requested, for a total cost not to exceed \$336,289.50.

**Funding Source**

Capital Outlay Fund (2015 New Resources Allocation Phase 3).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the proposal for re-building the Central Plant electrical generators, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Professional Design and Consulting Services</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Athletics Complex	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide on-call civil engineering consulting support services on a time-and-materials basis for the preparation of the Subsequent Environmental Impact Report (SEIR) for the Physical Education projects. The scope includes general research, preparation of exhibits and calculations, and coordination with other planning consultants as required for the preparation of the SEIR. Not to exceed:	\$15,000.00	
	Contract Amount:	\$15,000.00	

<b>#2</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	West Parcel Solar Project	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional services for the preparation of a Storm Water Pollution Prevention Plan (SWPPP) for the West Parcel Solar project and to provide a Qualified SWPPP practitioner to perform mandated inspections and reporting requirements.	\$46,500.00	
	Reimbursable expenses, not to exceed:	\$2,000.00	
	Contract Amount:	\$48,500.00	

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

**SUBJECT:** Professional Design and Consulting Services

**DATE:** February 17, 2016

<b>#3</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Business and Computer Technology	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional services for the preparation of a Storm Water Pollution Prevention Plan (SWPPP) for the Business and Computer Technology project and to provide a Qualified SWPPP practitioner to perform mandated inspections and reporting requirements.	\$35,000.00	
	Reimbursable expenses, not to exceed:	\$2,000.00	
	Contract Amount:	\$37,000.00	

Funding Sources

#s1 and 3 - Measure RR Bond (Series A/B) funds.

#2 - Capital Outlay Fund.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Professional Design and Consulting Services (Contract Amendments)</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for approval:

	<b>Consultant:</b>	Steven Fader Architects	<b>No.</b>	2
	<b>Project:</b>	College Services Building Remodel (Building 23)		
<b>Item</b>	<b>Description:</b>		<b>Amount</b>	
	Provide professional architectural and engineering services for additional scope in the Public Safety area including a new service window and changes to the existing casework with associated construction administration.		\$27,880.00	
	Total		\$27,880.00	
	Original Contract Amount		\$88,000.00	
	Net Change by Previous Amendments		\$13,300.00	
	Net Sum Prior to This Amendment		\$101,300.00	
	Amount of Amendment No. 2		\$27,880.00	
	New Contract Sum		\$129,180.00	
	Total Project Budget		\$2,068,970.00	
	Percentage of this Change to the Total Project Budget			1.35%

<b>#2</b>	<b>Consultant:</b>	Steven Fader Architects	<b>No.</b>	2
	<b>Project:</b>	Athletics Modular Structure		
<b>Item</b>	<b>Description:</b>		<b>Amount</b>	
	Professional architectural and engineering services required to add cart charging stations, fencing and gates, and an accessible ramp, with the associated construction administration.		\$14,310.00	
	Total		\$14,310.00	
	Original Contract Amount		\$69,500.00	
	Net Change by Previous Amendments		\$5,850.00	
	Net Sum Prior to This Amendment		\$75,350.00	
	Amount of Amendment No. 2		\$14,310.00	
	New Contract Sum		\$89,660.00	
	Total Project Budget		\$1,022,778.00	
	Percentage of Change to the Total Project Budget			1.40%

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

**SUBJECT:** Professional Design and Consulting Services (Contract Amendments)

**DATE:** February 17, 2016

<b>#3</b>	<b>Consultant:</b>	Psomas	<b>No.</b>	1
	<b>Project:</b>	West Parcel Solar		
<b>Item</b>	<b>Description:</b>		<b>Amount</b>	
	Professional engineering consulting services to provide on-call civil engineering support services necessary to support the environmental permitting and development for the West Parcel Solar project. Labor and materials, not to exceed:		\$15,000.00	
	Total		\$15,000.00	
	Original Contract Amount		\$15,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$15,000.00	
	Amount of Amendment No. 1		\$15,000.00	
	New Contract Sum		\$30,000.00	
	Total Project Budget		\$8,856,386.00	
	Percentage of Change to the Total Project Budget		0.17%	

<b>#4</b>	<b>Consultant:</b>	Marlene Imirzian & Associates Architects	<b>No.</b>	6
	<b>Project:</b>	Food Services Building		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Provide additional architectural and engineering services for an expanded landscaped area adjacent to the Food Services building. The additional services also provide for a student seating area at the site of the old Campus Café.		\$28,400.00	
	Total		\$28,400.00	
	Original Contract Amount		\$624,000.00	
	Net Change by Previous Amendments		\$135,360.00	
	Net Sum Prior to This Amendment		\$759,360.00	
	Amount of Amendment No. 6		\$28,400.00	
	New Contract Sum		\$787,760.00	
	Total Project Budget		\$14,937,064.00	
	Percentage of this Change to the Total Project Budget		0.19%	

#### Funding Sources

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

#3 - Capital Outlay Fund.

#### RECOMMENDATION

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Installation of Motorized Rigging Equipment in Sophia B. Clarke Theater (Change Order)</u>	

**BACKGROUND**

Installation of Motorized Rigging Equipment in Sophia B. Clarke Theater (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

Bid No.	3020	Contractor:	Polaris Lighting, Inc.	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Provide main drupe track and installation of owner-provided hoist not included in original design.		\$11,897.35	0 days	
2	Provide certified inspection for hoist as required for warranty of the system.		\$1,250.00	0 days	
	Total		\$13,147.35	0 days	
	Original Contract Amount		\$187,155.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$187,155.00		
	Amount of Change Order No. 1		\$13,147.35		
	New Contract Sum		\$200,302.35		
Percentage of Change to Contract, to Date				7.02%	

**Funding Source**

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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

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

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Continuing Education Building 40 Upgrades (Change Order)

**BACKGROUND**

Continuing Education Building 40 Upgrades (Change Order).

**ANALYSIS AND FISCAL IMPACT**

The following changes to the Continuing Education Upgrade project are necessary in order to provide the College with an operational and complete project, to meet structural and fire codes, and to provide additional items not included in the original contract:

<b>Bid No.</b>	3064	<b>Contractor:</b>	Harik Construction, Inc.	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Install fire-rated plywood backing material on three walls in the data room to meet structural requirements for the weight of equipment to be installed on the walls. The type and weight of the equipment for this room had not been determined at the time of design and requires additional support.		\$3,005.03	0 days	
2	Re-design and re-installation of the existing overhead fire sprinkler system for the renovated area including all piping, hangers, fittings, sprinkler heads, and upgrading the entire area to current code. The re-design is required because the room configuration has changed. The space previously occupied by five classrooms has been reconfigured to provide eight classrooms. These changes require each fire sprinkler head to be relocated.		\$22,588.65	0 days	
3	Reinforce walls to provide necessary structural support for additional furniture and audio-visual equipment not included in the original design.		\$5,114.03	0 days	
	Total		\$30,707.71	0 days	
	Original Contract Amount			\$347,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$347,000.00	
	Amount of Change Order No. 1			\$30,707.71	
	New Contract Sum			\$377,707.71	
	Percentage of Change to Contract, to Date			8.85%	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

**SUBJECT:** Continuing Education Building 40 Upgrades (Change Order)

**DATE:** February 17, 2016

Funding Source

Measure RR Bond (Series A/B) funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Athletics Modular Structure (Change Order)</u>	

**BACKGROUND**

Athletics Modular Structure (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>		<b>Contractor:</b> American Modular Systems	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>
1	Install College-standard door hardware not included in original proposal.		\$31,358.50	0 days
2	Delete standard door hardware.		<\$7,102.00>	0 days
3	Delete two interior doors in locker rooms.		<\$1,480.00>	0 days
4	Delete flooring in weight machine room. Flooring will be provided to College standard under a separate contract.		<\$11,666.00>	0 days
5	Delete flooring in free weight room. Flooring will be provided to College standard under a separate contract.		<\$12,166.00>	0 days
6	Construct data room and fire riser room not included in the original design.		\$4,940.00	0 days
7	Add security shutter at equipment room window.		\$1,910.00	0 days
8	Division of State Architect plan check fees.		\$17,842.00	0 days
9	In-plant inspection fees as required by the Division of State Architect.		\$13,000.00	0 days
	Total		\$36,636.10	0 days
	Original Contract Amount		\$1,434,740.00	
	Net Change by Previous Change Orders		\$0.00	
	Net Sum Prior to This Change Order		\$1,434,740.00	
	Amount of Change Order No. 1		\$36,636.10	
	New Contract Sum		\$1,471,376.10	
	Percentage of Change to Contract, to Date			2.55%

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #15

**SUBJECT:** Athletics Modular Structure (Change Order)

**DATE:** February 17, 2016

Funding Source

Measure RR Bond (Series A/B) funds.

**RECOMMENDATION**

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

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Burras, Tanisha  
Position: Student Services Outreach Specialist  
Department: High School Outreach  
Range/Step: A-81, Step 2  
Job FTE: 1.00/12 months  
Effective: TBD  
New: Yes  
Salary: \$4,313.88/month

Name: Callahan, Elizabeth  
Position: Administrative Specialist IV  
Department: School of Continuing Education  
Range/Step: A-88, Step 3  
Job FTE: 1.00/12 months  
Effective: TBD  
New: Yes  
Salary: \$4,856.33/month

Name: Figueroa, Mariezar  
Position: Admissions & Records Specialist III  
Department: Admissions & Records  
Range/Step: A-81, Step 3  
Job FTE: 1.00/12 months  
Effective: TBD  
New: Yes  
Salary: \$4,529.59/month

Name: Henderson, Lizette  
Position: Administrative Specialist III  
Department: Natural Sciences Division  
Range/Step: A-81, Step 2  
Job FTE: 1.00/12 months  
Effective: TBD  
New: No  
Salary: \$4,313.88/month

Name: Hernandez, Nadine  
Position: Student Services Program Specialist II  
Department: EOPS/CARE  
Range/Step: A-79, Step 1  
Job FTE: 1.00/12 months  
Effective: TBD  
New: No  
Salary: \$4,027.52/month

Prepared by: Human Resources Staff

Reviewed by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #17

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Permanent New Hires** (continued)

Name: Lanuza, Marlyn  
 Position: Administrative Specialist III New: Yes  
 Department: Instruction  
 Range/Step: A-81, Step 1 Salary: \$4,108.46/month  
 Job FTE: 1.00/12 months  
 Effective: TBD

Name: McCurdy, Venice  
 Position: Laboratory Technician - Arts New: Yes  
 Department: Arts Division  
 Range/Step: A-79, Step 3 Salary: \$2,109.15/month  
 Job FTE: 0.475/10 months  
 Effective: TBD

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

Name: Robinette, Lloyd  
 Position: Equipment Technician New: No  
 Department: Architecture, Industrial Design Engineering and Manufacturing  
 Range/Step: A-95, Step 3 Salary: \$5,206.64/month  
 Job FTE: 1.00/11 months  
 Effective: TBD

Name: Rodriguez, Astrid  
 Position: Laboratory Technician - Theater New: Yes  
 Department: Theater  
 Range/Step: A-79, Step 1 Salary: \$1,913.07/month  
 Job FTE: 0.475/10 months  
 Effective: TBD

**SUBJECT:** Personnel Transactions

**DATE:** February 17, 2016

**Promotion**

Name: Castillo, Olga  
 Position: Public Safety Officer New: No  
 Department: Public Safety  
 Range/Step: A-88, Step 4 Salary: \$2,422.10/month  
 Job FTE: 0.475/12 months  
 Effective: 2/21/16  
 Remarks: Previously Parking Officer

**Temporary Change of Assignment**

Name: Zahn, Lisa  
 Position: Account Clerk II  
 Department: Adult Basic Education  
 Range/Step: A-79, Step 6 Salary: \$6,255.06/month  
 Job FTE: 1.00/12 months  
 Effective: 2/18/16  
 End Date: 6/30/16  
 Remarks: Previous Job FTE 0.750

**Permanent Change of Assignment**

Name: Chaplot, Surekha  
 Position: Coordinator, Project/Program  
 Department: Adult Basic Education  
 Range/Step: A-95, Step 6 + L10 Salary: \$6,238.32/month  
 Job FTE: 1.00/12 months  
 Effective: Previous Job FTE 0.475

**Temporary Out-of-Class Assignment**

Name: Rose, Colleen  
 From: Administrative Specialist III  
 To: Coordinator, Health Careers Resource Center  
 Department: Technology and Health Division  
 Range/Step: A-118, Step 1 Salary: \$5,937.05/month  
 Job FTE: 1.00/12 months  
 Effective: 2/18/16  
 End Date: 6/30/16

**SUBJECT:** Personnel Transactions

**DATE:** February 17, 2016

**Resignations**

Caridad Oppenstein, Coordinator, Project/Program, ESL, effective 2/21/16

Donna Robinson, Laboratory Technician-Art, Art, effective 2/1/16

Jason Strong, Computer Facilities Assistant, Information Technology, effective 2/5/16

**Retirement**

Glenn Evert, Coordinator, Computer Facilities, Information Technology, effective 3/15/16

**CONFIDENTIAL EMPLOYMENT**

**Temporary Out-of-Class Assignment**

Name: Aguirre, Melissa  
From: Benefits Specialist  
To: Human Resources Technician  
Department: Human Resources  
Range/Step: C-59, Step 3 Salary: \$4,942.00/month  
Job FTE: 1.00/12 months  
Effective: 1/11/16  
End Date: 6/30/16

**ACADEMIC EMPLOYMENT**

**Temporary New Hire**

Name: Cheung, Kwun Hung  
Position: Professor, Physics New: Yes  
Department: Physics, Engineering  
Range/Step: I-1 Salary: \$63,906.00/annual  
Job FTE: 1.00/10 months  
Effective: 2/22/16 through 6/30/16

**Salary Advancement for Full-time Faculty Column Crossover - 2015-16**

Coursework and/or Degree earned

Name: Poulter, Shane  
Position: Professor, Counseling  
Department: Counseling  
Column/Step: II-10 Salary: \$115,515.99/annual  
Job FTE: 1.00/11 months  
Effective: 2/1/16  
Remarks: Advancement from Column I, Step 9

**SUBJECT:** Personnel Transactions

**DATE:** February 17, 2016

**Professional Growth Increment, 2015-16**

\$3420/year for faculty after completing six (6) semester units of course work or equivalent.

NAME	DEPARTMENT	EFFECTIVE
Sardinas, Ignacio	Industrial Design & Engineering	2/1/16

**Retirement**

Richard McGowan, Professor, Accounting/Management, effective 6/12/16

**Spring 2016**

**Credit Hourly Instructors/Substitutes**

**Name**

Aasi, Fazal K  
 Abate, Amy Marie  
 Abbott, James Christopher  
 Abdel Haq, Mohammad  
 Abdel-Rahman, Ahmad  
 Abuzalaf, Laura Rose  
 Adamiak, Ann  
 Addison, Tamika R  
 Adele, David Scott  
 Afrasiabi, Javid  
 Alaei, Bahareh Brittany  
 Alexander, Eldon Lawrence  
 Allende, Victor  
 Alvarado, Alexandra Michelle  
 Alvarado, Noel M  
 Alvarez, Veronica Iris  
 Alverson, David John  
 Alzate, Angela Maria  
 Amey, Brittney Elizabeth  
 Ammirato, Joseph Samuel  
 Anastasia, Stephen J  
 Andaya, Sophie Lomibao  
 Anderson Sr, Richard Lee  
 Anderson, Lida L  
 Andrada-Mamisay, Deborah  
 Anello, Andrea  
 Anglin, Marie M

**Name**

Badre, Albert F  
 Baez Jr, Mariano  
 Baler, Pablo Fabian  
 Ball, Heather McLinden  
 Banuelos, Marissa C  
 Bark, Andrew J  
 Bartz, Virginia Jo Ann  
 Basile, Tammy Louise  
 Batcheller, Keith Howard  
 Bates, Bobby Joe  
 Bautista, Stephen Joel  
 Bava, Jose  
 Bayle, M Dolores  
 Beakes, Jane Ellen  
 Becker, Teresa M  
 Beckman, Richard C  
 Benner Davis, Cherie A  
 Benoe, Christopher Scott  
 Berbiar, Edward M  
 Berenji, Nima Saljooghi  
 Berry, Theresa M  
 Beshay, John Kamal  
 Bhari, Shovit Raj  
 Bhavsar, Kinnari Desai  
 Bjerke, Jennifer Nicole  
 Bjorck, Sharon-Rose  
 Blacquiere, Luke D

**Name**

Boada, Miriam Magdalena  
 Bone, Darius Howard  
 Borses, Daniel A  
 Bowers, Erika Abigail  
 Bowman, Deanna Dawn  
 Bradshaw, Stacy Leigh  
 Brandler, Marcielle Y  
 Bright, Thomas Alan  
 Brooks, Alan  
 Brown, Dennis Paul  
 Brown, Michael M  
 Brown, Yuka Goto  
 Buckwalter, Michael Thomas  
 Buechler, Michael Richard  
 Burrill, Brandon Hamilton  
 Butler, Dawn Huxley  
 Butler, Gwendolyn Joleen  
 Buzby, Linda M  
 Byce, Joann M  
 Byrne, Robert S  
 Byun, Eui Won James  
 Cadena, Arturo  
 Cahow, Matthew J  
 Cahueque, David Anthony  
 Cailipan, Adelaine V  
 Callaci, Allen John  
 Calverley, Russell Norman

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Spring 2016****Credit Hourly Instructors/Substitutes** (continued)**Name**

Appel, Keiko Miyata  
 Arakaki, Christine Maryann  
 Ashbran, Richard Eugene  
 Carleton, Bruce M  
 Carlson, Frank Daniel  
 Carlson, Matthew Kimball  
 Carrasco, Manuel  
 Carrera, Philip S  
 Carroll, Don R  
 Carter, Brian C  
 Carter, Deborah Lyn  
 Casale, Kimie Hiasa  
 Casas, Diana Lorena  
 Cascella, Henry H  
 Case, Marissa  
 Casian, Elizabeth  
 Castello Jr, Anthony Ernest  
 Ceniceroy, Jonathan R  
 Chaffin, Deborah M  
 Chan, Franny Wai  
 Chan, Linda Anne  
 Chance, Patricia B  
 Chandler, Gregory A  
 Chang, Chiu Chin  
 Chang, Hsiao-Ying  
 Charbonneau, David Douglas  
 Chau, Evelyn Nhu  
 Chen, Daniel L  
 Chen, Rae-Shae W  
 Cheng, Paul  
 Cheung, Kwun Hung  
 Chevalier, Angelis  
 Chiu, Paul Chun Fai  
 Christ, Jacob Scott  
 Cienik, Margaret A  
 Clapp, Daniel Lee  
 Clark, Hiroshi Richard

**Name**

Bladh, Eric Woodbury  
 Blake, Martha Days  
 Blean, Nicole M  
 Crane, Barbara N  
 Creed, Rick  
 Cretney, Carly Anne  
 Crocker, Christine Elizabeth  
 Crome, Gina M  
 Crossman, Elizabeth Erin  
 Cruz-Pobocik, Sylvia Becerra  
 Curle, Timothy Paul  
 Curran, Karen O'Brien  
 Curtin, Robert Patrick  
 Cushing, William P  
 Daigre, Victorine Elizabeth  
 Damansouz, Firouzeh  
 Day, Kimberly Ann  
 De La Rosa, Daniel  
 Del Castillo, Steve S  
 Delgado Jr, Mario  
 Dennis, Alan Wayne  
 Dennis, Maria Vradimirovna  
 Denton Jr, John Phillip  
 Dewald, Bernardus W  
 Dhalla, Sarah-E Fatema  
 Dillon, Joyce H  
 Dinglasan, Carlomagno Lopez  
 Domico, Mario N  
 Domingues, Cameron Brooke  
 Dominguez, Robert Anthony  
 Dominguez, Vonjaires M  
 Dominick, Samuel A  
 Donahue, John M  
 Dong, Meijuan  
 Dorgan, Catherine Marie  
 Doshi, Dhaval Praful Chandra  
 Drakou-Sarantopoulos, Helen

**Name**

Cameron, John E  
 Cammayo, Christina Gloria  
 Campbell, Faye Daines  
 Dutz, Kay Michelle  
 Edwards, Adam Jacob  
 Edwards, Charles Webley  
 Efron, Alan Jerome  
 Easley, Benjamin Newton  
 Ellis, Richard Harold  
 Elmgren, Mary Catherine  
 Emadi, Makan  
 Engstrom, Rebecca Zoe Bryan  
 Erbe, Cynthia Ann  
 Erickson, Eric Luther  
 Erturk, Florence Jeanne  
 Esquivel, Edgar I  
 Evanshine, Sharon Kay  
 Fabiero, Karin Kantenwein  
 Fair, Charles Lawrence  
 Fang, Elizabeth Eagleton  
 Fantazia, Julianne Renee  
 Faradineh, Rahim Alavi  
 Farnum, Martin F  
 Farrell, Alyssa Marie  
 Farris, Bob L  
 Farschman, Kurt Van  
 Felix, Luis Richard  
 Fell, Devon Rachelle  
 Felten, Angelique M  
 Fernandez Lango, Brenda L  
 Fernandez, Christopher Nathan  
 Fernandez, Michael Lawrence  
 Fernandez, Miguel A  
 Fields, Gale Anthony  
 Fleming, Judith Ann  
 Flisik, Tyler J  
 Flores, Caleb

**SUBJECT:** Personnel Transactions

**DATE:** February 17, 2016

**Spring 2016**

**Credit Hourly Instructors/Substitutes** (continued)

<u>Name</u>	<u>Name</u>	<u>Name</u>
Cockrum, Dennis C	Dubiel, John Alexander	Flores, Cynthia Alicia
Colby, Kathryn Anne	Dunaway, Jourdan Rae	Florio, Melanie A
Cole, Lois M	Duncan, Daniel M	Ford-Charles, Charlette D
Coleman, Debra A	Dunipace, Taber D	Forest, Roger Dean
Cook, David J	Durfield, Timothy Richard	Francev, Peter K
Couch, Anna J	Dutreaux, Renee Louise	Francisco, Karen Anduiza
Franklin, Maisha Antoinette	Haines, Ashley J	Hoard, Kasumi Christine
Freeland, Edward William	Haines, Janice Jacqueline	Hoekstra, Thomas Richard
Freeman, Charles E	Haines, Michael S	Holinsworth, Julie Lee
Frost, Kristin Joy	Hajjaliakbar, Lily	Holland, Daniel Patrick
Fueger, Mary Ann Griego	Hall, Justin N	Hollenshead, Marcia G
Fuentes, Antonio	Hall, Kathryn S	Hollimon, Keith Anthony
Fuentes, Wilma Luceros	Hamby, Bobbi Page	Holloway, Brian
Fukushima, Norikazu Jun	Hammad Hammad, Mahbuba	Horwitz, Ellen Sandra
Fuller, Maria Luisa	Han, Kay Yuhuing	Hossain, Aleem A
Galaz, Jesus Francisco	Hancock, Joy Elizabeth	Howey, Dawn Marie
Garcia, John Glenn	Haney, Randy G	Howland, Tina Marie
Garcia, Victor M	Harfouche, Youssef Georges	Hroblak, Jeremy M
Garcia-Mata, Marilyn Victoria	Harirchi, Madjid	Hruby, Shauna T
Garg, Garima	Harrison, Laura Christine	Huang, Lily Liwen
Garland, Jeffery Buddy	Harsany, Stephen C	Huffman, David Leon
Geary, Kim	Hartmann, Corinne Marie	Hughes, Richard O
Genovese, Maria	Hartouni, Kristine E	Hulett, Philip C
Genovese, Richard S	Hass, Joy Elizabeth	Humaciu, Matthew Frank
Gerbson, Steven Donald	Hastings, Nancy E	Hunt, Ryan R
Giles, Naomi Ruth	Hattar, Michael M	Hunter-Buffington, Carri Marie
Golden, Nancy S	Hauchwitz, Mark	Hurley, Jet
Gomez-Lecaro, Maria Elena	Hauw, Winston L	Ildefonso, Nelson J
Gonzalez, Enrique Christian	Hawkins, Devona E	Impert, Walter William
Gonzalez, Randall A	Heaton, Katie Elizabeth	Irvine, Cynthia D
Goodson, Kathy Ann	Heinicke, David Ross	Isaacs, Gary Allen
Gorcik, Robert H	Hemphill, Kathi L	Ishihara, Chie
Green, Beverly Sue	Hendrix, Jeffrey Glenn	Iskander, Christine Adel
Greenberg, Herschel	Heney, Hugh William	Ito Rocha Santana, Naluce
Grey, Gene	Henry, Darryl	Jackle, James William
Griendling, Kevin A	Henry, Heather Kathaleen	Jackson, Lucy Mutindi
Grubb, Barbara Jo	Hernandez Arocha, Esther	Jacobs, Gail D

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Spring 2016****Credit Hourly Instructors/Substitutes** (continued)**Name**

Guerrero, Bobby  
 Guerrero, Lisa M  
 Guild, Tracy Rachael  
 Gutierrez, Raquel I  
 Ha Nguyen, Anna Ngocyen  
 Habayeb, Olga N  
 Hackmann, Debra Jeanne  
 Haddock, Lynette Gay  
 Hagerman, Yvonne M  
 Jollevet Jr, Felix  
 Joneja, Kamal Preet  
 Jones, Heather Patti  
 Jones, Jeffery  
 Jones, Laquita Monique  
 Jones, Lorraine A  
 Jones, Monik C  
 Jones-Ramey, Brian Keith  
 Joshua, Stacey Jae  
 Justiniano, John Regala  
 Kahn, Joan Deborah  
 Kanokohata, Shoshi  
 Karadanopoulos, Michael  
 Karim, Raina  
 Karmiryan, Ruzanna  
 Kassis, Noura I  
 Kaur, Raminder  
 Keena, Shane M  
 Keeney, Mary Adela  
 Kelly, Donna R  
 Kelly, Sean P  
 Kennelley, Erika F  
 Key Ketter, Leah Marie  
 Khalife, Eihsan  
 Khattar, Fayez Fouad  
 Kiang, Grace Hwei-Ching L  
 Kidane, Theodros Zerufael  
 Kilanski, Paul J

**Name**

Hernandez, Lisa Steele  
 Hernandez-Magallon, Karla Y  
 Heyrat, Mahmood  
 Hight, Deana Marie  
 Hight, Jeremy J  
 Hight, Lisa Ann Midori  
 Hill, John Harry Augustus  
 Hinson, Jennifer Lynn  
 Ho, Yi-Shin  
 Kowalski, Francis S  
 Kremer, Amelia E  
 Kuchta III, John G  
 Kuroki, Hirohito  
 Kwok, Gigi Yin Chi  
 La Valle Shepston, Anne  
 Labrit, Guillermo  
 Lahey, Michael John  
 Lahham, Lina  
 Lahr-Dolgovin, Roberta Ellen  
 Lam, Albert  
 Lam, Hoa Quoc  
 Lam, Wood C  
 Lambright, Kenneth Preston  
 Lamphier, Peg Ann  
 Landas, Michael John  
 Landeros, Teresa Alonso  
 Lane, John Stanton  
 Lao, Faye Wang  
 Lape, Eric Scott  
 Laronga, Barbara  
 Larson, Sandon Scott  
 Laub, Kathleen Ann  
 Lawton, Judith M  
 Lazar, Ryan E  
 Lee, Bianca Aquilla  
 Lee, Chongui Keith  
 Lee, Kaelin Elizabeth

**Name**

Jaimes, Franciella Marie  
 Jannati, Elmira  
 Jaramillo, Fermin  
 Jayachandran, Sanjay  
 Jenkins, Tina S  
 Johnpeer, Gary D  
 Johnson, Kent James  
 Johnson, Susan M  
 Johnston, Sachi Katagiri  
 Lo Piccolo, Joseph Townsend  
 Lo, Nancy Yi-Ting  
 Loakes, Alexandra Vera  
 Loew, Valerie M  
 Londo, Daniel James  
 Lopez, Robert M  
 Lord, Harry Chester  
 Louis, Iris Guerra  
 Loupe, Leleua L  
 Loy Jr, James R  
 Lubman, Marie Dorothy  
 Lucas, Hannah Edit Marjolaine  
 Lukenbill, Casey Maureen  
 Luther, Mihoko Terada  
 Lutz, Michelle Lynn  
 Ly, Hoa Thi  
 Ly-Hoang, Kheng  
 Lynch, Charlotte L  
 Lynch-Thompson, Candace C  
 Lyon, Natalia Zorairovna  
 Lyons, Arlette Angele  
 Lyons, Kelley Lynn  
 Madrid, Raul  
 Mah, David  
 Mahjoor, Parisa  
 Mahike, Jennifer Lynn  
 Mahood, Karen Suzan  
 Mahpar, Steven Kameron

**SUBJECT:** Personnel Transactions

**DATE:** February 17, 2016

**Spring 2016**

**Credit Hourly Instructors/Substitutes** (continued)

Kilmurray, Kevin J	Lee, Monica Jean	Malley, Michael Paul
Kim, Myong-Sook	Lefler, Patricia S	Malmgren, Stephanie Lynn
King, Carroll H	Lepp, Jodi Lynn	Manarino, Michele M
Kingsbury, Sadie Ann	Leung, Sing Lit	Manookian, Danielle Jean
Kinnes, Scott S	Lewis, Nicole Beth	Marin, Yazmin
Klassen, Masako Okamura	Leyva, Enriqueta	Marquez, Gilbert Raymond
Klein, Joy Noel	Li, Qin	Marra, Cassandra Taia
Knish, Michael Anthony	Li, Xiaoyan C	Martin Jr, George T
Kogat, Lisa Elaine	Likens, John D	Martin, Dana Kathryn
Kohl, Joan Williams	Lirio, Frances Patricia Yap	Martin, Margot
Komrosky, Joseph W	Little, David A	Martin, Yves A
Kostiuk, Erik	Lloyd, Anthony Frazier	Martinez, Elizabeth Angela
<u>Name</u>	<u>Name</u>	<u>Name</u>
Martinez, Gerardo A	Morgan, Ann Marie	Ortiz, Janet L
Martinez, Suzanne Lucille	Morgan, Doug William	Osborne, Kyle D
Martino, Leanora	Mosack, Raymond Allen	Osbourne, Greg A
Mascarenas Jr, Alex Michael	Moss, Jessica Spence	Osendorf, Daniel Robert
Mason, Caryn Remington	Muleta, Guddisaa	Page, Rita Delores
Mason, Clair S	Mulick, Brian Robert	Pai, Ronald
Mata, Scott A	Mullane, Douglas M	Palumbo, David M
Mateo, Sheila Marie	Munns RN, Melanie E	Pappas SR, Gus T
Mattoon, Mark D	Murashige, Stanley James	Park, Byoung Hye
Mattoon, Michelle Heather	Musaitif, Linda M	Park, Jinsun
Maurer, La Nelle L	Musallet, Omar A	Parker, Steven William
Mayo, Ana Veronica	Mushik, Martin P	Parks, Yumi Catalina
Mc Cabe, Dale C	Myers-Mc Kenzie, Laurel	Pawlak, Matthew M
Mc Cready, Lynne Ann	Nafzgar, Sara Ann	Paz, Ross Louie Coria
Mc Kennon, Anna L	Nahabedian, Steven Anthony	Pedroja, Joy
McCombs, Curt L.	Nandi, Swapna	Peng, Grace C
McGeehan, Laura	Nava, Michelle Ani	Penido, John L
McIntyre Fitzgerald, Claudine	Negrete, Charlotte	Perea, Chaz
McKeen, Wendy Michelle	Netsawang, Pison	Perez Gonzalez, Jose
Medrano, Mayda Victoria	Neves, Douglas Scott	Perez, Christina Jan
Mejia Gonzalez, Estela Maria	Neyman, Ilya	Perez, Lorraine Patricia
Melo, Filipe A	Ngo, Jenny Kathleen	Persinger, Raymond Mark
Mendenhall, Laurence David	Nguyen, Cynthia N	Pesqueira, David Ian
Mendoza Jr, Miguel A	Nguyen, Hoang-Quyen Huu	Peterson, Elyse Marie
Menon, Kaushiki	Nguyen, John Van	Petrilla, Ginny L

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Spring 2016****Credit Hourly Instructors/Substitutes** (continued)

Menzing, Todd Eric	Nguyen, Marguerite	Petry, Petra
Mercier Jr, Paul G	Nguyen, Tracy	Pezzera, Viviana
Meredith, Donald De Wayne	Nightwine-Robinson, Diana M	Phillips, Julie Christine
Merrill, James D	Njoo, Shuxian Fu	Phillips, Kimberly M
Mersel, Jonathan	Nln, Teerlina	Piamonte, Rennard Tayao
Merward III, Charles Joseph	Nolan Marion, Meagan Amilla	Piedra, David Omar
Meshkin, Nahid	Null, Nicholas E	Pietsch, Erik Shannon
Meza, Juan Pablo	O'Cleary, Aiida Renee	Piluso, Robert
Mirnajafizadeh, Zahra Sadat	Ogden, Beckett Anne	Pivonka-Jones, Jamie Ann
Mittler, William W	Ohanis, Aram A	Pock Jr., Rudolph Francis
Montero, Sasha	Okonyan, David	Poehner, William John
Moore, Barbara J	Okubo, Emi	Pollock, Dorothy Ann
Moore, Robin D	Olague, Jose Luis	Ponce, Heather R
Moorehead I, Antonio J	Ong, Hai Tuan	Potter, Serena Shirley
Morales Beasley, Stacey A	Orefice, Velia E	Poulter, Clint H
Prehn, Marilu A	Rivera, David	Shea, Nora Jeannette
Prehn, Richard Wayne	Roberts III, Charles Lewis	Shear, Michelle J
Prewitt Jr, Dezzie Allen	Roberts III, Frank E	Shew, Roger C
Pringle, Lisa M	Robles, Dolores D	Shiao, Ying Ying Irene
Prothero, Donald Ross	Robles, Donice Kaye	Shiff, Jason A
Prutyantov, Victor	Rodriguez, Carmen B	Shum, Mee W
Pula, Edmund S	Rohlander, Nathan P	Silverstein, Andrew Young
Purper, Kristen Nicole	Romero, Alicia	Simmons, Samuel Henry
Pyle, Lynn Rene	Romero, Edward Perez	Smiley, Jonathan Peter
Qu, Geng	Ross, Lisa Ann	Smith, Bailey K
Quach, Christina Sueran	Rothman, Stephanie M.	Smith, Cuyler H
Quintero, Henry Albert	Roueintan, Masoud Mason	Smith, Douglas A
Rabun, Timothy J	Rudd, Terry Shaylor	Smith, Gary Michael
Rachele, Sharon Jean	Ruh, Lani S	Smith, Gregory Stephen
Radnoti, Stephanie Shalae	Rush, Tyrone Antonio	Smith, Kevin P
Rager, Gregory Alan	Rutherford, Eileen A	Smith, Kimberly A
Rahman, Mustafizur	Sabet, Sarah	Smith, Kirk Douglas
Ramirez, Jesus Olivares	Saito, Saeko N	Smith, Larry S
Ramirez, Richard E	Salata, Kathy Elaine	Smith, Todd A
Ramirez-Piel, Yolanda	Salomone, Tricia Romero	Sokol, Alexia Joan
Ramos Bernal, Natasha Marie	Salvador, So-Young Han	Solorzano, Diana Barajas
Ramos, Christopher Michael	Sanchez, Cynthia	Solorzano, Edwin Giovanni
Ramos, Jason Alan	Sanchez, Ivan D	SooHoo-Hui, Anastasia Noel

**SUBJECT:** Personnel Transactions

**DATE:** February 17, 2016

**Spring 2016**

**Credit Hourly Instructors/Substitutes** (continued)

Name

Ramos, Michael  
 Rawling, Jana Diette  
 Reckert, Valerie K  
 Reed, Josh K  
 Regenfuss, Annalisa Roberta  
 Regueiro Nunez, Lizzette  
 Reyes, Angelito R  
 Reyes, Lydia A  
 Rice, Janice M  
 Richins, Gordon E  
 Rieben, Michael J  
 Rietkerk, Aaron Dean  
 Riggs, Alison Mary  
 Riggs, David W  
 Ripley, Denise Bigelow  
 Rivas, Mario E  
 Rivas, Michael Rodney  
 Stovall Dennis, Kathryn Ann  
 Stowell, Adam T  
 Straw, Ellen Katrina  
 Stubbs, Thomas Edward  
 Stump, Errol Nelson  
 Stuntz, Lori A  
 Sweet, William Robert  
 Sweetman, Susan E  
 Syiem, Josephine June  
 Syiem, Paul R  
 Synicky, Christopher M  
 Takemae, Seiji Antonio  
 Takla, Reema  
 Tapia, Raul  
 Tarman, Shana Leveté  
 Tassone, Richard F  
 Tauchi, Saori  
 Taylor, Warren Derod  
 Tedja Kusuma, Frans  
 Thomas, Noah S

Name

Sandhu, Sandeep K  
 Santillan, Richard Anthony  
 Santostefano, Michela  
 Saul, Julie Marie  
 Sawada, Mika  
 Schaedel, Joshua J  
 Schafer, Carl William  
 Schenck, Steven L  
 Schlichtenmyer, Steve Vaughn  
 Scholz, Suzanne M  
 Schroeder, Jennifer Renee  
 Scott, Chris Makoto  
 Selnick, Sharon M  
 Serbia, Elizabeth Angelique  
 Sergio, Louis Anthony  
 Shah, Ekta Parikh  
 Shea, Nan Lee  
 Toyoshima, Heather E  
 Tracey, Michael S  
 Tram, Vui K  
 Trokkos, Mireille Touma  
 Truong, Phat Gia  
 Tsai, Jennifer  
 Tuggle, Scott Paul  
 Uchida, Yoshiko  
 Ugas-Abreus, Buenaventura  
 Utter, Robert S  
 Valdes, Steven  
 Vance, Debra S  
 VanderVis, Melinda K  
 Vargas, Albert Thomas  
 Vartapetian, Irina  
 Vazquez Celaya, Sandra  
 Villajin, Edna  
 Villalobos, Jacob Israel  
 Vincent, Nedra Ann  
 Virgen Jr, Roy

Name

Sorcabal, Charles John  
 Spanu, Luisa  
 Spencer, Marilyn Cameron  
 Spitzer, Jessica H  
 Spradlin, Sandra  
 Srulevitch, David D  
 St John, Tamara Lynn  
 Staley, Garrett H  
 Standen, Susan Victoria  
 Stanfield, Alexa Kristin  
 Staylor, Daniel Sean  
 Stefan, John Andrew  
 Stephan, Richard Raymond  
 Stephenson, Carol L  
 Stephenson, Jennifer Ann  
 Stevens, Kathleen A  
 Stier, Gregory Wade  
 Weidner, Ned Blocher  
 Welborn, Rocky C  
 Welch, Rosanne M  
 White, Raymond Arthur  
 Whitlow, Lane M  
 Williams, Stephen A  
 Willis, Janice A  
 Wills, Laura M  
 Wilson Gonzalez, Jennifer Lynn  
 Wong, Jack Yim-Yin  
 Wong, Rich  
 Wright, Sheila L  
 Wu, David Qixing  
 Yagoda, Mario  
 Yee, Howard Wah  
 Yoo, Edward Jung  
 Yoshioka, Georgina Alice  
 Yousefian, Avo Masihi  
 Zajack, Gregory Francis  
 Zamel, Mary Ann

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Spring 2016****Credit Hourly Instructors/Substitutes** (continued)**Name**

Tippetts, M Todd  
 Tircuit, Ivan Christopher  
 Todd, David James  
 Todd, Janet L  
 Tolliver, Trevor L  
 Tolmasov, Brooke C  
 Tomlinson, Rebecca H  
 Torres, Andrea R  
 Torres, Jose A

**Name**

Voda, Mircea R  
 Vogel, Esther  
 Voss, Marc Thomas  
 Wade, Don Q  
 Walls, Robert K  
 Walter, Kenneth  
 Watanabe, Kathlene K  
 Watkins, Priscilla Gayle  
 Weatherly, Michael J

**Name**

Zawahri, Louis  
 Zeidel, Scott Wayne  
 Zelaya, Gina B  
 Zeledon, Selena Marie  
 Zelt, Steve M  
 Zhou, Elaine Q  
 Zumaeta, Haydee A  
 Zuniga, Luis Guillermo

**Spring 2016****Non-Credit Hourly Instructors/Substitutes****Name**

Alcala, Heidi  
 Azpeitia, Maria Elena  
 Baker, Nathalie Willemze  
 Barreto, Norma Carvalho  
 Barry, Angela  
 Chiu, Jennifer Shih-Yen  
 Chui, Pamela H  
 Conte, Kelly Okura  
 Cridland, Patricia Lea  
 Dapello Jr, Alfred  
 Dawood, Matthew Fadi  
 De Franco, Xinhua Li  
 Devi, Maya P  
 Drewry-Van Ommen, Woltertje AM  
 Evans, Douglas Mc Call  
 Foisia, L.E. Hom  
 Fowler, Mina  
 Friedman, Karena  
 Giron, Luisa Adriana  
 Gyurindak, Katalin  
 Hannon, Laura Ann  
 Harwell, Elizabeth Rose  
 Hayes, Mihaela  
 Henry, Pamela L  
 Herbst, Mark A  
 Hunnicutt, Leslie Mae

**Name**

Beightol, Donna Marie  
 Beizai, Robin F  
 Belblidia, Abdelillah  
 Bhowmick, Nivedita  
 Bowery Jr, Erven Harold  
 Kletzien, Kristi Pederson  
 Kolta, Shirley G  
 Kretschmar, Judith Lyn  
 Laffey, Mary  
 Ledezma, Erica Yolanda  
 Lee, Esther Soo Jin  
 Lundblade, Shirley Mae  
 Mc Farlin-Stagg, Zina  
 Mclaughlin, Marina Deneb  
 Messorre, James L  
 Middleton, Michael Joseph  
 Ngo, Michael Smith  
 Nixon, Lorrie M  
 Oppenstein, Caridad  
 Ortega, Sonia E  
 Ortiz, Calixto  
 Paphatsarang, Bounyou  
 Park, Sonya Kim  
 Pham Xuan, Josiah Hoang Nhi  
 Ponce, Heather R  
 Powell, Anna Y

**Name**

Brink, Janna Kathryn  
 Caranci, Dayna Lee  
 Carmelli, Orna  
 Chavez, Dalia  
 Cheng, Anny Ho-Ting  
 Ryan, Rebecca A  
 Rzonca, Shelly Kristin  
 Sanetrick, Michael Peter  
 Smith, Heather J  
 Smith, Kimberly A  
 Stringfellow, Susan Joy  
 Stump, Celeste S  
 Sunnaa, Andrea J  
 Szok, Kenneth Francis  
 Tamburro, Melody Lynn  
 Toloui, Mitra  
 Tom, Aaron Patrick  
 Trimble, Jill Ann  
 Tucker, Raymond Michael  
 Van Dyke-Kao, Rita Mary  
 Vandepas, Deborah J  
 Vanegas, Yazmin  
 Velarde, Margaret G  
 Wallis, Patrick James  
 Walter, Kenneth  
 Wang, Vivian Lee

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016

Im, Anne Kwang B  
 Jacob, Laura Ruth  
 James, Darrell  
 Jones, Vanessa Rose  
 Kao, Brenda  
 Kim, Grace Unkyong  
 Klein, Gabriela Lobasov

Prasad, Gayatri K  
 Purper, Kristen Nicole  
 Rafter, John Michael  
 Ramalingam, Leah Rae  
 Reynolds, Martha Esta  
 Rodriguez, Corinna  
 Rohrenbacher, Jennifer J

Warner, Benjamin L  
 White, Shelby Lynn  
 Williams, Stephen Odeal  
 Windisch, Todd Alan  
 Yanuaria, Christina M  
 York, Douglas L P

**Additional Assignments**

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Alcala, Heidi	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$52.07/hr. Not to exceed \$157
Azpeitia, Maria	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162
Barreto, Norma	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162
Barry, Angela	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$55.78/hr. Not to exceed \$168
Belblida, Abdelliah	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Bhowmick, Nivedita	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$55.78/hr. Not to exceed \$168
Bowery, Erven	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$55.78/hr. Not to exceed \$168
Bradley, Julie	Student Services – DSP&S	Healthy Wage Weight Loss Challenge Winner	2/18/16	Not to exceed \$250
Brink, Janna	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$55.78/hr. Not to exceed \$168
Carmelli, Orna	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$55.78/hr. Not to exceed \$168
Casian, Elizabeth	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Cheng, Anny	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Chui, Pamela	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Additional Assignments** (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
DeFranco, Xinhua	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Drewry Van Ommen, Woltertje	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$59.75/hr. Not to exceed \$180
Evans, Douglas	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Frang, Elizabeth	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162
Foisia, L.E.	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$55.78/hr. Not to exceed \$168
Fong, Howson	Instruction – Adult Basic Education	Curriculum and SLOs for Continuing Education High School Summer Program	2/18/16 – 6/30/16	\$44.28/hr. Not to exceed \$2,500
Fowler, Mina	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Giron, Luisa	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$52.07/hr. Not to exceed \$157
Gyurindak, Katalin	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Hannon, Laura	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Harrison, Laura	Instruction - Music	Adjudicator/Clinician for Vocal Jazz Festival	3/4/16	\$44.28/hr. Not to exceed \$600
Harwell, Elizabeth	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$52.07/hr. Not to exceed \$157
Hayes, Mihaela	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Herbst, Mark	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$55.78/hr. Not to exceed \$168
Im, Anne	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Jacob, Laura	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Additional Assignments** (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Kao, Brenda	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Khalife, Eihsan	Instruction – History	Healthy Wage Weight Loss Challenge Winner	2/18/16	Not to exceed \$250
Kim, Grace	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Kletzien, Kristi	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Kolta, Shirley	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Laffey, Mary	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$59.75/hr. Not to exceed \$180
Lee, Esther	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162
Lee, Grace Wu	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$52.07/hr. Not to exceed \$157
Lundblade, Shirley	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Malley, Michael	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162
McLaughlin, Marina	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162
Messore, James	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$55.78/hr. Not to exceed \$168
Musallet, Omar	Instruction – English, Literature and Journalism	Healthy Wage Weight Loss Challenge Winner	2/18/16	Not to exceed \$250
Ngo, Michael	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162
Nixon, Lorrie	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Ortega, Sonia	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$59.75/hr. Not to exceed \$180

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Additional Assignments** (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Park, Sonya	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$52.07/hr. Not to exceed \$157
Pham Xuan, Josiah	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$52.07/hr. Not to exceed \$157
Prasad, Gay	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Ramalingam, Leah	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162
Rodriguez, Corinna	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$52.07/hr. Not to exceed \$157
Sanetrick, Michael	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Strand, Richard	Instruction - Theater	Scenic Design Coordinator and Technical Director for the winter production of “No Exit”	1/4/16- 2/11/16	\$50.79/hr. Not to exceed \$10,000
Sunnaa, Andrea	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$59.75/hr. Not to exceed \$180
Szok, Ken	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$59.75/hr. Not to exceed \$180
Thomas, Jennifer	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$52.07/hr. Not to exceed \$157
Toloui, Mitra	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Van Dyke-Kao, Rita	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162
Vandepas, Jill	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Vanegas, Yazmin	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174
Wang, Vivian	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$52.07/hr. Not to exceed \$157
Warner, Ben	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$55.78/hr. Not to exceed \$168

**SUBJECT:** Personnel Transactions

**DATE:** February 17, 2016

**Additional Assignments** (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Windisch, Todd	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$53.90/hr. Not to exceed \$162
Yanuarria, Christina	Instruction – ESL	ELS Flex Day Activity	2/18/16	\$57.72/hr. Not to exceed \$174

**MANAGEMENT EMPLOYMENT**

**Correction to Salary**

Name: Pearson, Tami  
 Position: Associate Dean, Career Education and Workforce Development  
 Department: School of Continuing Education  
 Range/Step: M-19, Step 2  
 Job FTE: 1.00 Salary: \$143,340.00/annual  
 Effective: 2/1/16  
 Remarks: Previously approved at M-19, Step 1

**Renewal of Management Contracts 7/1/16 – 6/30/18**

Monica Cantu, Director, IT Project Implementation/Fiscal Integration (Information Technology)  
 Marisa Fierro, Director, Development and Alumni Relations (Foundation)

**Renewal of Management Contracts 7/1/16 – 6/30/17**

Zolita Fisher, Director, TRiO Programs (Counseling)  
 Irene Herrera, Director, EOPS and CARE (EOPS)

**Resignations**

Gloria Arevalo, C-ID Operations Grant Director (Instruction) effective 6/30/16  
 Maryann Tolano-Leveque, Director, Honors Program (Instruction) effective 1/29/16

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**TEMPORARY EMPLOYMENT****Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Estrada, Brenda	Administrative Spec. II	Vacancy	Math	22.33	01/25/16-06/30/16
Estrada, Brenda	Administrative Spec. III	Vacancy	Natural Science	23.70	01/04/16-01/24/16
Henderson, Lizette	Administrative Spec. III	Vacancy	Natural Science	23.70	01/25/16-02/17/16
Kochi, Andrew	Laboratory Tech.-Chem	Vacancy	Chemistry	23.24	01/04/16-06/30/16
Martz, Linna	Administrative Spec. III	Absence	Agricultural Sciences	23.70	02/01/16-06/30/16
Nolasco, Marcela	Alternate Media Spec.	Vacancy	DSP&S	23.24	01/04/16-06/30/16
Perez, David	Administrative Spec. III	Vacancy	Fine Arts	23.70	01/04/16-06/30/16
Rodriguez, Marianela	Alternate Media Spec.	Vacancy	DSP&S	23.24	01/04/16-06/30/16
Ruvalcaba, Janeth	Up. Bound Acad. Spec.	Vacancy	Upward Bound	27.25	02/22/16-06/30/16
Whoolery, Steven	Benefits Specialist	Vacancy	Human Resources	25.41	01/11/16-06/30/16

**Hourly Non-Academic Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bernal Mota, Gileyn	Administrative Aide	Human Resources	13.00	01/29/16-06/30/16
Bertadillo-Rodriguez, Luz	Student Intern	Counseling	15.00	02/22/16-06/30/16
Brambila, Alexander	Administrative Aide	EOPS	13.00	02/22/16-06/19/16
Brow, Laura	Study Skills Assistant III	Learning Assistance Ctr.	12.50	02/22/16-06/30/16
Contreras, Teresa	Student Intern	Counseling	15.00	02/22/16-06/30/16
Hernandez, Genesis	Office Assistant	Financial Aid	12.00	01/04/16-02/19/16
Ibarra, Crystal	Educational Adv. Aide	ACES	17.25	01/04/16-06/30/16
Liem, Cynthia	Study Skills Assistant I	Adult Basic Educations	10.50	02/11/16-06/30/16
Molla, Meklit	Educational Adv. Aide	Counseling	17.25	02/22/16-06/30/16
Nguyen, Kenny	Tutor II	Learning Assistance Ctr.	10.75	02/22/16-06/30/16
Perez, Gloria	Cashier III	Bursars Office	12.00	02/18/16-06/30/16
Valenzuela, Andrea	Tutor III	Learning Assistance Ctr.	11.50	02/19/16-06/30/16
Wailase, Priscilla	General Clerical Aide	International Program	10.00	01/04/16-02/19/16

**Professional Expert Employees – Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Arteaga, Martin	Program Aide	Natural Sciences	20.00	01/04/16-06/30/16
Bollier, James	Sports Publicist	Kinesiology, Ath. & Dance	16.00	01/20/16-06/30/16
Contreras, Tami	Project Expert/Spec.	Grants Office	25.00	02/02/16-06/30/16
Crespo, Evelyn	Teaching Aide	Adult Basic Education	13.50	01/05/16-06/30/16
Fregoso, Julio	Project Expert/Spec.	Student Services	25.00	01/04/16-02/19/16
Gleicher, Ginger	Interpreter V	Continuing Education	48.00	12/08/15-06/30/16
Gleicher, Ginger	Interpreter V	Human Resources	48.00	02/02/16-06/30/16
Hawkins, Devona	Assesment Specialist	Child Development Ctr.	23.25	01/06/16-06/30/16
Hinds, Shawna	Technical Expert I	Nursing	35.00	10/17/15-06/30/16
Kelly, Meagan	Interpreter II	DSP&S	30.00	01/11/16-06/30/16
Kister, David	Video JIB Operator	Technical Services	60.00	12/12/15-06/30/16
Lyons, Casey	Interpreter II	DSP&S	30.00	01/25/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Professional Expert Employees – Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Macias, Paige	Program Aide	Natural Sciences	20.00	01/04/16-06/30/16
Madrigal, Juan	Tehnical Expert I	Center of Excellence	35.00	01/04/16-06/30/16
Maldonado-Greenlee, Lianne	Project Administrator	Adult Basic Education	60.00	01/04/16-06/30/16
McQuiston, Michael	Lecturer	Fire Technology	37.50	01/01/16-06/30/16
Migallos, Moses	Paramedic Specialist	Medical Services	27.00	01/18/16-06/30/16
Miovac, Christopher	Head Prod. Audio Eng	Technical Services	50.00	12/10/15-06/30/16
Newman, Betsy	Project Expert/Specialist	Chemistry	25.00	02/01/16-06/30/16
Nichols, Michael	Head Video Utility	Technical Services	50.00	12/10/15-06/30/16
Pasillas, Marissa	Paramedic Specialist	Medical Services	27.00	01/20/16-06/30/16
Sandoval, Donna	Project Expert/Specialist	Business	25.00	01/11/16-06/30/16
Sleight, Jaclyn	Interpreter I	Human Resources	25.00	02/02/16-06/30/16
Stroebel, Susan	Project Coordinator	Continuing Education	35.00	01/11/16-06/30/16
Stuard, Elizabeth	Interpreter III	Human Resources	35.00	02/02/16-06/30/16
Tsai, Wilson	Paramedic Specialist	Medical Services	27.00	01/19/16-06/30/16

**Student Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acuna, Sean	Student Assistant IV	Student Health Svcs.	12.25	01/04/16-02/19/16
Afdahl, Richard	Student Assistant III	Learning Assistance Ctr.	11.50	01/04/16-02/19/16
Aguilar, Jesse	Student Assistant IV	Student Services	12.25	01/04/16/02/19/16
Aldana, Carlos	Student Assistant V	Learning Assistance Ctr.	13.00	01/04/16-02/11/16
Aluesi, Elisinoa	Student Assistant III	Student Services	11.50	01/11/16-02/19/16
Araujo Bedolla, Xally	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Araujo Bedolla, Xally	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Armstead, Deanna	Student Assistant II	Foundation	10.75	01/04/16-02/19/16
Asaasa, Faiisealofa	Student Assistant III	Financial Aid	11.50	01/04/16-02/19/16
Ativalu, Abigail	Student Assistant III	Child Development Ctr.	11.50	01/13/16-02/19/16
Avila, Katie	Student Assistant II	Assessment & Matric.	10.75	01/04/16-02/19/16
Avina Horta, Angelica	Student Assistant I	Counseling	10.00	01/04/16-02/19/16
Avina Horta, Angelica	Student Assistant I	Counseling	10.00	02/22/16-06/17/16
Barajas, Alex	Student Assistant IV	Bridge Program	12.25	01/04/16-02/19/16
Barcenas, Jesus	Student Assistant IV	Bridge Program	12.25	01/04/16-02/19/16
Barragan, Daniel	Student Assistant I	Technical Services	10.00	01/04/16-02/21/16
Barron, Jazmin	Student Assistant III	Agricultural Sciences	11.50	01/04/16-02/19/16
Bernal, Amber	Student Assistant IV	Financial Aid	12.25	01/04/16-02/19/16
Berriozabal Preciado, Andrea	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Berriozabal Preciado, Andrea	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Bodie, Shonnardo	Student Assistant II	Continuing Education	10.75	01/04/16-02/19/16
Bonilla, Sergio	Student Assistant II	Admissions & Records	10.75	01/04/16-02/21/16
Byers, Christopher	Student Assistant I	Technical Services	10.00	01/04/16-02/21/16
Calderon, Nathalie	Student Assistant II	DSP&S	10.75	01/05/16-02/19/16
Campa, Saul	Student Assistant I	Counseling	10.00	01/04/16-02/19/16

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Canete, Beatrice	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Cardenas Jr., Lazaro*	Student Assistant III	Student Services	10.50	12/04/15-12/22/15
Cardenas, Anna	Student Assistant IV	EOPS	12.25	01/04/16-02/19/16
Cardenas, Yarazet	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Cardona, Leonard	Student Assistant V	Information Technology	13.00	01/04/16-02/12/16
Cardozo, Rudolpho	Student Assistant IV	Learning Assistance Ctr.	12.25	01/04/16-02/11/16
Carranza, Franiel	Student Assistant I	Bursars Office	10.00	01/04/16-02/21/16
Cascio, Geoffrey	Student Assistant III	Technical Services	11.50	01/04/16-02/21/16
Castellanos, Veronika	Student Assistant IV	EOPS	12.25	01/04/16-02/19/16
Castro, Valeria	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/21/16
Cervera, Jayra	Student Assistant IV	DREAM	12.25	01/04/16-02/19/16
Chaltron, Carlos	Student Assistant IV	Learning Assistance Ctr.	12.25	02/12/16-02/19/16
Chang, Jamie	Student Assistant II	Technical Services	10.75	01/04/16-02/21/16
Chang, Kyle	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/22/16
Chang, Kyle*	Student Assistant I	Kinesiology, Ath. & Dance	9.00	11/01/15-12/31/15
Chavann, Stephanie	Student Assistant IV	Learning Assistance Ctr.	12.25	01/04/16-02/11/16
Chavez, Nathan	Student Assistant I	Technical Services	10.00	01/04/16-02/21/16
Chenet, Kevin	Student Assistant III	Bridge Program	11.50	01/04/16-02/19/16
Choi, Erik	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Choi, Erik	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Cisneros, Erik	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/21/16
Cobb, Raymond	Student Assistant III	Counseling	11.50	01/04/16-02/19/16
Cobb, Raymond	Student Assistant III	Counseling	11.50	02/22/16-06/30/16
Colin, Marlene	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/21/16
Correa, Neftali	Student Assistant V	Information Technology	13.00	01/04/16-02/12/16
Cosme Lopez, David	Student Assistant IV	DREAM	12.25	01/04/16-02/19/16
Costales, Jeffrey	Student Assistant III	Bridge Program	11.50	01/04/16-02/19/16
Costales, Jeffrey	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Covarrubias, Susana	Student Assistant V	Assessment & Matric.	13.00	01/04/16-02/19/16
De Anda, Laura	Student Assistant IV	Bridge Program	12.25	01/04/16-02/19/16
Del Barrio, Maria Zeka	Student Assistant I	Bursars Office	10.00	01/04/16-02/21/16
Devine III, Kenneth	Student Assistant IV	REACH Program	12.25	01/04/16-02/19/16
Duguil, John	Student Assistant V	STEM Center	13.00	01/08/16-02/21/16
Duran, Lorena	Student Assistant III	Career & Transfer Svcs.	11.50	01/19/16-02/19/16
Edwards, Lonnell	Student Assistant III	Research & Instit. Effect.	11.50	01/04/16-02/19/16
Elmassian, Erin	Student Assistant III	Theater	11.50	01/04/16-02/19/16
Engle, Shantel	Student Assistant I	Natural Sciences	10.00	01/06/16-02/21/16
Enriquez, Joey	Student Assistant I	Technical Services	10.00	01/04/16-02/21/16
Escobedo, Bianca	Student Assistant III	Theater	11.50	01/04/16-02/19/16
Espinoza, Victor	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Espiritu Torralba, Anahi	Student Assistant II	DSP&S	10.75	01/05/16-02/19/16
Faamafoe, Manumalotaumafili	Student Assistant II	Foundation	10.75	01/04/16-02/19/16

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Ferman, Kenny	Student Assistant III	Student Health Svcs.	11.50	01/04/16-02/19/16
Fernandez, Khris	Student Assistant III	Student Health Svcs.	11.50	01/04/16-02/19/16
Figueroa, Maria	Student Assistant III	Counseling	11.50	01/04/16-02/19/16
Figueroa, Maria	Student Assistant III	Counseling	11.50	02/22/16-06/17/16
Figueroa, Mario	Student Assistant V	Learning Assistance Ctr.	13.00	01/04/16-02/11/16
Finau, Sateki	Student Assistant IV	Arise Program	12.25	01/14/16-02/19/16
Flor, Raphael	Student Assistant IV	DREAM	12.25	01/04/16-02/19/16
Fofrich, Joshua	Student Assistant III	Physics	11.50	02/22/16-06/30/16
Fortunati, Anthony	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Frazier, Amanda	Student Assistant III	Child Development Ctr.	11.50	01/11/16-02/19-16
Gabriel, Unique	Student Assistant II	Assessment & Matric.	10.75	01/04/16-02/19/16
Galatiano, Lorraine	Student Assistant IV	Information Technology	12.25	01/01/16-02/12/16
Garcia Castorena, Athziri	Student Assistant IV	Bridge Program	12.25	01/04/16-02/19/16
Gonzales, Vincent	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Gonzalez, Catalina	Student Assistant II	Assessment & Matric.	10.75	01/04/16-02/19/16
Gonzalez, Christian	Student Assistant III	Learning Assistance Ctr.	11.50	01/04/16-02/11/16
Gonzalez, Fransicso	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Gonzalez, Michael	Student Assistant V	EOPS	13.00	01/04/16-02/19/16
Gonzalez, Minerva	Student Assistant III	Counseling	11.50	01/04/16-02/19/16
Gonzalez, Perla	Student Assistant IV	DREAM	12.25	01/04/16-02/19/16
Gosland, Samuel	Student Assistant I	Technical Services	10.00	01/04/16-02/21/16
Grajeda, Jeffrey	Student Assistant IV	Bridge Program	12.25	01/04/16-02/19/16
Griffin, Sean	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/21/16
Guzman, Jasmine	Student Assistant IV	Financial Aid	12.25	01/04/16-02/19/16
Ha, Grace	Student Assistant IV	Fine Arts	12.25	01/05/16-02/11/16
Hadley, Sidonia	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Hadley, Sidonia	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Haq, Aysha	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Haupt, Jaune	Student Assistant III	Counseling	11.50	01/04/16-02/19/16
Haupt, Jaune	Student Assistant III	Counseling	11.50	02/22/16-06/17/16
Hernandez, Jaime	Student Assistant I	Counseling	10.00	01/04/16-02/19/16
Hernandez, Jaime	Student Assistant I	Counseling	10.00	02/22/16-06/17/16
Hernandez, Lidia	Student Assistant IV	Bridge Program	12.25	01/04/16-02/19/16
Hickman, Travon	Student Assistant IV	Kinesiology, Ath. & Dance	12.25	01/04/16-02/19/16
Houston, Malika	Student Assistant III	Counseling	11.50	01/04/16-02/19/16
Houston, Malika	Student Assistant III	Counseling	11.50	02/22/16-06/30/16
Houston, Terrance	Student Assistant III	Counseling	11.50	01/04/16-02/19/16
Houston, Terrance	Student Assistant III	Counseling	11.50	02/22/16-06/30/16
Howard, Brenae	Student Assistant III	Child Development Ctr.	11.50	01/11/16-02/19/16
Hunt, Jamar	Student Assistant III	Aspire	11.50	01/04/16-02/19/16
Hurtado, Martin	Student Assistant IV	Bridge Program	12.25	01/04/16-02/19/16
Jenkins, Keenan	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Jones, Lee	Student Assistant IV	EOPS	12.25	01/04/16-02/19/16
Juarez, Jason	Student Assistant V	Technical Services	13.00	01/01/16-02/21/16
Ferman, Kenny	Student Assistant III	Student Health Svcs.	11.50	01/04/16-02/19/16
Juarez, Jason	Student Assistant III	Theater	11.50	01/04/16-02/19/16
Juarez-Ugalde, Alejandro	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Juvera, Itzumi	Student Assistant IV	DREAM	12.25	01/04/16-02/19/16
Kimes, Jerome	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Lavaki, Mekemeke	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Le, Khan	Student Assistant II	Information Technology	10.75	01/04/16-02/19/16
Le, Yen	Student Assistant II	Technical Services	10.75	01/04/16-02/21/16
Leau, Quiocho	Student Assistant III	Financial Aid	11.50	01/04/16-02/19/16
Liu, Jennie	Student Assistant II	Assessment & Matric.	10.75	01/04/16-02/19/16
Lizama, Breanne	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Lopez, Mark	Student Assistant III	DSP&S	11.50	01/04/16-02/19/16
Lopez, Pheriba	Student Assistant III	The Writing Center	11.50	01/04/16-02/21/16
Luc, Khoi	Student Assistant IV	EOPS	12.25	01/04/16-02/19/16
Lujanmonreal, Marco	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Lujanmonreal, Marco	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Magallon, Jesus	Student Assistant III	DSP&S	11.50	01/21/16-02/19/16
Mahan, Megan	Student Assistant V	DSP&S	13.00	02/22/16-06/30/16
Maldonado, Angelica	Student Assistant III	Learning Assistance Ctr.	11.50	01/04/16-02/11/16
Malik, Abbir	Student Assistant III	Business	11.50	01/04/16-02/21/16
Mares, Karla	Student Assistant I	Theater	10.00	01/04/16-02/19/16
Marinez, Tanner	Student Assistant I	Technical Services	10.00	01/12/16-02/21/16
Marroquin, Meliza	Student Assistant IV	Bridge Program	12.25	01/04/16-02/21/16
Martinez, Brian	Student Assistant I	Bursars Office	10.00	01/04/16-02/21/16
Martinez, Crystal	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Martinez, Crystal	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Martinez, Fabian	Student Assistant IV	EOPS	12.25	01/04/16-02/19/16
Martinez-Luna, David	Student Assistant III	Bridge Program	11.50	01/04/16-02/19/16
Mayaki, Kayla	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Miller, Garrett	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Montes, Daisy	Student Assistant II	Assessment & Matric.	10.75	01/04/16-02/19/16
Moore, Kameron	Student Assistant V	Adult Basic Education	13.00	01/04/16-02/19/16
Morales, Lucky	Student Assistant III	Financial Aid	11.50	01/04/16-02/19/16
Morrison, Jared	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Munoz, Carlos	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Navarette, Adolfo	Student Assistant I	Technical Services	10.00	01/04/16-02/21/16
Nunez, Destiny	Student Assistant IV	EOPS	12.25	01/04/16-02/19/16
Ocampo, Robert	Student Assistant III	Financial Aid	11.50	01/04/16-02/19/16
Ochoa Flores, Ariana Maria*	Student Assistant III	High School Outreach	10.50	12/09/15-12/31/95
Ochoa Flores, Ariana Maria	Student Assistant III	High School Outreach	11.50	01/01/16-02/19/16

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Ochotorena, Martin	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Ochotorena, Martin	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Odulio, Ian	Student Assistant V	Information Technology	13.00	02/01/16-02/19/16
Ola, Jeremiah	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Olivas, Juanita	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Olivas, Juanita*	Student Assistant II	Counseling	9.75	11/01/15-12/31/95
Olivas, Juanita	Student Assistant II	Counseling	10.75	01/01/16-02/19/16
Juarez, Jason	Student Assistant III	Theater	11.50	01/04/16-02/19/16
Otico, Divine	Student Assistant IV	Counseling	12.25	01/04/16-02/19/16
Otico, Divine	Student Assistant IV	Counseling	12.25	02/22/16-06/30/16
Paez, Julian	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Paez, Julian	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Partida, Perla	Student Assistant III	Bridge Program	11.50	01/04/16-02/19/16
Pavon, Fabian	Student Assistant III	Bridge Program	11.50	01/04/16-02/19/16
Pena, Kelly	Student Assistant III	Bridge Program	11.50	01/04/16-02/19/16
Pfost, Natalie	Student Assistant I	Child Development Ctr.	10.00	01/05/16-02/19/16
Poleo, Alvin	Student Assistant III	Kinesiology, Ath. & Dance	11.50	01/04/16-02/19/16
Raigoza, Dalya	Student Assistant I	Counseling	10.00	01/04/16-02/19/16
Raigoza, Dalya	Student Assistant I	Counseling	10.00	02/22/16-06/17/16
Ramirez, Jorge	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Repreza, Christopher	Student Assistant IV	Instruction Office	12.25	01/04/16-02/19/16
Ricarte, Felix	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Rodriguez, Astrid	Student Assistant III	Theater	11.50	01/04/16-02/19/16
Rodriguez, Christa	Student Assistant I	Technical Services	10.00	01/04/16-02/21/16
Rodriguez, Emilia	Student Assistant IV	Bridge Program	12.25	01/04/16-02/19/16
Rodriguez, Emilia	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Rodriguez, Juan	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Rodriguez, Juan	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Sanchez-Camacho, Karla	Student Assistant IV	EOPS	12.25	01/04/16-02/19/16
Sandoval, Christopher	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/21/16
Schaupp, Matthew	Student Assistant V	Learning Assistance Ctr.	13.00	01/06/16-02/11/16
Sepulveda, Joshua	Student Assistant I	Child Development Ctr.	10.00	01/19/16-02/19/16
Siufanua, KJ	Student Assistant IV	Public Safety	12.25	01/04/16-02/19/16
Soliai, Nathan	Student Assistant II	Student Services	10.75	01/04/16-02/19/16
Solis, Roberta	Student Assistant I	Bursars Office	10.00	01/04/16-02/21/16
Stoppler, Kaitlyn	Student Assistant III	High School Outreach	11.50	01/04/16-02/19/16
Ta'amilo, Sapule	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Tabuena, Vincent	Student Assistant III	Learning Assistance Ctr.	11.50	01/04/16-02/11/16
Tamaivena, Sitiveni	Student Assistant IV	Public Safety	12.25	01/18/16-02/19/16
Thomas, Thomas	Student Assistant IV	Elect. & Comp. Tech.	12.25	01/11/16-02/19/16
Torres, Alejandro	Student Assistant IV	Financial Aid	12.25	01/04/16-02/19/16
Torres, Christian	Student Assistant IV	Business	12.25	01/04/16-02/22/16
Torres, Matthew	Student Assistant II	Student Life	10.75	01/04/16-02/19/16
Trejo, Jonathan	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Trejo, Marilyn	Student Assistant III	Counseling	11.50	01/04/16-02/19/16

**SUBJECT:** Personnel Transactions**DATE:** February 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Trejo, Marilyn	Student Assistant III	Counseling	11.50	02/22/16-06/17/16
Trujillo, Priscilla	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/21/16
Trujillo, Vanessa	Student Assistant I	Natural Sciences	10.00	01/28/16-02/21/16
Trujillo-Negrete, Adriana	Student Assistant IV	Counseling	12.25	01/01/16-02/21/16
Trujillo-Negrete, Adriana	Student Assistant IV	Counseling	12.25	02/22/16-06/30/16
Trujillo-Negrete, Adriana*	Student Assistant IV	Counseling	11.25	12/21/15-12/23/15
Tuia, Harvest	Student Assistant II	CalWORKs	10.75	01/04/16-02/19/16
Otico, Divine	Student Assistant IV	Counseling	12.25	01/04/16-02/19/16
Uiagalelei, Merosa	Student Assistant III	Financial Aid	11.50	01/04/16-02/19/16
Van Pelt, Steven	Student Assistant I	Technical Services	10.00	01/04/16-02/21/16
Van Zutphen, Jenna	Student Assistant III	Agricultural Sciences	11.50	01/04/16-02/19/16
VanGordon, Dolores	Student Assistant V	Natural Sciences	13.00	01/04/16-02/19/16
VanWinkle, Rachel	Student Assistant III	Business	11.50	01/04/16-02/21/16
Varela, Michael	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Vera, Rafael	Student Assistant IV	Counseling	12.25	01/04/16-02/19/16
Vera, Rafael	Student Assistant IV	Counseling	12.25	02/22/16-06/30/16
Villeda, Ingris	Student Assistant I	Fiscal Services	10.00	01/04/16-02/21/16
Villeda, Ingris	Student Assistant I	Fiscal Services	10.00	02/22/16-06/10/16
Vincent, Kameron	Student Assistant IV	Child Development Ctr.	12.25	01/11/16-02/19/16
Vinson, Devon	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/21/16
Voytek, Timothy	Student Assistant I	Theater	10.00	01/04/16-02/19/16
Voytek, Timothy	Student Assistant I	Technical Services	10.00	01/04/16-02/21/16
Wallace, Dewayne	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Wigfall, Keishma	Student Assistant III	Counseling	11.50	01/04/16-02/19/16
Wilkerson, D'Andre	Student Assistant IV	Public Safety	12.25	01/04/16-02/19/16
Wilson, Ariana	Student Assistant III	Kinesiology, Ath. & Dance	11.50	01/04/16-02/19/16
Wolde, Dagnachew	Student Assistant IV	Learning Assistance Ctr.	12.25	01/04/16-02/11/16
Wu, Chenguang	Student Assistant V	Natural Sciences	13.00	01/08/16-02/21/16
Zendejas-Salcedo, Trinidad	Student Assistant III	Agricultural Sciences	11.50	01/25/16-02/19/16
Zuniga, Adrian	Student Assistant III	Kinesiology, Ath. & Dance	11.50	01/04/16-02/19/16

\*Prior to minimum wage increase.

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Recommendation to Employ Faculty Under Second Contract 2016-17

**BACKGROUND**

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of first-year contract faculty employees for a second academic year.

**ANALYSIS AND FISCAL IMPACT**

The faculty members listed below are probationary employees working under their first contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of each probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be employed for a second academic year. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees enter into a contract for a second academic year with the following employees:

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #18

**SUBJECT:** Recommendation to Employ Faculty Under Second Contract 2016-17

**DATE:** February 17, 2016

<u>Name</u>	<u>Department</u>
Anders, Tania	Earth Sciences and Oceanography
Bachor, Alana	Counseling
Blacksher, Shiloh	Psychology
Bouskill, Brian	Commercial and Entertainment Arts
Burton, Jared	Library and Learning Resources
Doonan, Shelley	Consumer Science and Design Technology
Espy, Sheila	Consumer Science and Design Technology
Hallsted, Christopher	English, Literature, and Journalism
Kobzoff, Fred	Air Conditioning, Welding, and Refrigeration
Lai, Irving	Mathematics, Computer Science
Lanaro, Giovanni	Athletics
Mahmoud, Eugene	Physics, Engineering
Muniz, Edgar	English, Literature, and Journalism
Nakamatsu, Stacie	Counseling
Newell, Allan	Air Conditioning, Welding, and Refrigeration
Powell, Chara	Psychology
Rivas, Karla	Mathematics, Computer Science
Somers, Bernard	Counseling, Veterans
Versace, Emily	Title V/Counseling
Wang, Allen	Counseling, International Students

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Recommendation to Employ Faculty Under Third Contract 2016-18

**BACKGROUND**

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of second-year contract faculty employees for third and fourth academic years.

**ANALYSIS AND FISCAL IMPACT**

The faculty members listed below are probationary employees working under their second contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of each probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be employed for third and fourth academic years. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees enter into a contract for third and fourth academic years with the following employees:

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #19

**SUBJECT:** Recommendation to Employ Faculty Under Third Contract 2016-18

**DATE:** February 17, 2016

<u>Name</u>	<u>Department</u>
Arntson, Roxan	Communication
Childress, Scot	Mathematics, Computer Science
Danson, Erin	English, Literature, and Journalism
Hooper, Jaime	Nursing
Kordich, Jason	English, Literature, and Journalism
Laverty, Julie	Communication
Martinez, Regina	Business Management
Miho, Yoshiko	English as a Second Language
Nguyen, Thang	Chemistry
Rojas, Rubilena	Kinesiology and Athletics
Takahashi, Shelley	Architecture and Industrial Design Engineering
Thankamushy, Sreekanth	Commercial and Entertainment Arts
Whitmore, Gregory	Music
Wood, Abby	Business Administration

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Recommendation to Grant Tenure 2016-17

**BACKGROUND**

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of probationary employees as tenured employees.

**ANALYSIS AND FISCAL IMPACT**

The faculty members listed below are probationary employees working under their third contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be granted tenure. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services, and the College President.

**RECOMMENDATION**

It is recommended that the Board of Trustees grants tenure to the following employees:

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #20

**SUBJECT:** Recommendation to Grant Tenure 2016-17

**DATE:** February 17, 2016

<u>Name</u>	<u>Department</u>
Briggs, Christopher	Biological Sciences
Clements, Todd	Chemistry
Hart, Jeremy	Counseling
Hirsch, Jamie	Fire Technology
James, Stephen	Industrial Design
Macias, Melissa	Fine Arts
Maloney, Clarke	Athletics
Nazzal, Jane	Learning Assistance
Ott, Serena	Foreign Languages
Reyes, Eloise	Counseling, DSP&S
Roche, William	Computer Information Systems
Rowley, Dianne	Learning Assistance
Thay, Cecilia	Child Development

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>New and/or Revised Classified Job Classification Descriptions</u>	

**BACKGROUND**

To reflect the current needs of the College, the following classified job classification descriptions are being submitted for additions and/or modifications.

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the new and/or revised classified job classification descriptions.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #21

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

**COORDINATOR, CAREER SERVICES PROJECTS (FLSA: NON-EXEMPT) – A-109**

**DEFINITION**

Under the general supervision and direction of the Director of Career and Transfer Services, plans, organizes, coordinates, and provides direction and oversight of assigned projects related to principles of employment, student development, work skills training and preparation for students. Plans and coordinates education and outreach efforts; serves as a liaison between students, faculty, staff, administration, and outside agencies as required for implementation of assigned projects; evaluates program effectiveness and makes recommendations for operational, policy, and procedural improvements; oversees and directs the monitoring and reporting of data for all assigned projects; develop and maintain relationships with outside agencies and campus resources relative to assigned projects.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and managerial staff. Exercises technical and functional direction over and provides training to student workers.

**CLASS CHARACTERISTICS**

This is a coordinator classification responsible for planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The work requires technical expertise and program planning related to principles of employment, student development, work skills training and preparation, coordination of budgets and payroll records, coordination of presentations, and processing with key campus departments. This position must be cognizant of and skilled at implementing and interpreting the application of policies, procedures, and regulations. Successful performance of the work requires the knowledge of career services and District activities and involves extensive interaction and collaboration with students, faculty, and staff within Student Services, other college departments, and off-campus agencies.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, organizes, and coordinates the daily activities for career projects to meet program objectives and timelines.
- Plans, coordinates, and implements various career-related events such as workshops and recruitment activities to meet program objectives and timelines.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

- Coordinates with other departments and divisions to ensure effective and efficient development of positions, job descriptions and hiring criteria, evaluation methods, employment needs and training capabilities of campus departments in order to facilitate the placement of students.
- Coordinates assigned programs and/or projects including identifying stakeholders, conducting needs assessments, gathering data and information, and implementing changes and/or updates; provides on-going support to ensure program and/or project success.
- Evaluates employment and placement referrals for eligibility, assesses skills, and recommends students to the appropriate department for possible placement.
- Provides training, orientation, and guidance to students participating in programs and services; prepares weekly and daily student work schedules; reviews and controls students' work performance.
- Monitors student enrollment activities in career services programs, student participation rates, and resource utilization.
- Participates in developing goals, objectives, policies, procedures, and work standards.
- May participate in and oversee the administration of program and/or project budgets including monitoring expenditures.
- Serves as a liaison and contact person to students, staff, and faculty; provides consultative services and advice; provides requested data, answers questions, and refers inquiries to the appropriate resource within or outside the District; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Schedules and oversees the work of hourly and student employees.
- Oversees and participates in the preparation and maintenance of various records, reports, and files related to assigned activities and student participation.
- Administers evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
- Provides recommendations to the Director, Career and Transfer Services concerning enhancements to existing and future special projects.
- Collaborates with the Director, Career and Transfer Services to provide college-wide training for all student assistants, student workers, and their supervisors.
- Markets programs, projects, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials.
- Composes, types, edits, and proofreads a variety of documents including forms, memos, reports, and correspondence.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

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- Maintains and updates various databases and filing and record-keeping systems for assigned programs and/or projects.
- Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.
- Attends and conducts various meetings, as assigned.
- Performs other related duties, as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- principles, practices, and service delivery needs related to career services;
- basic principles and practices of providing technical and functional direction and training related to the work experience coordination and development of essential work skills and knowledge for student employees;
- student development principles related to addressing issues, strengths, career and employment challenges of students from diverse socio-economic, ethnic, cultural, linguistic, disability, sexual orientation, gender identification, and residency backgrounds;
- procedures for planning, implementing, and maintaining assigned programs and/or projects;
- research and reporting methods, techniques, and procedures;
- principles and practices of data collection and report preparation;
- basic principles and practices of budget administration and accountability;
- applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to career placement and employment;
- modern office practices, methods, and computer equipment and applications including word processing, database, and spreadsheet applications;
- record-keeping principles and procedures;
- English usage, spelling, vocabulary, grammar, and punctuation; and
- 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, various socio-economic and ethnic groups.

#### **Skills and Abilities to:**

- plan, schedule, assign, and oversee activities of assigned personnel;
- oversee the placement, training, and performance of student employees in their assigned work placements;

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

- assess and address diverse student issues impacting student development of career skills and knowledge;
- train others in proper and safe work procedures;
- identify and implement effective course of action to complete assigned work;
- oversee and coordinate assigned program and/or project operations, services, and activities;
- participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs and/or projects;
- develop evaluation tools, conduct surveys and interview related to student employment; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner;
- make accurate mathematical, financial, and statistical computations;
- prepare clear and concise reports, correspondence, procedures, and other written materials;
- interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility;
- establish and maintain a variety of filing, record-keeping, and tracking systems;
- operate modern office equipment including computer equipment and specialized software applications programs;
- organize own work, set priorities, and meet critical time deadlines;
- 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
- establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in education, social science, human services, public administration, or a related field, and two (2) years of increasingly responsible experience related to creation and implementation of job development and placement services.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

**OR**

Equivalent to an Associate's degree from a regionally accredited college or university and four years of increasingly responsible experience related to creation and implementation of job development and placement services.

**Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

**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 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. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

## **FISCAL SPECIALIST (FLSA: NON-EXEMPT) – A-95**

### **DEFINITION**

Under general supervision, performs a variety of difficult and complex technical accounting duties in the preparation, maintenance, and processing of accounting, budgeting, payroll, and related financial transactions; maintains and audits District financial accounts and records and assists in the preparation of financial reports, summaries, and analyses; provides responsible technical accounting support to professional staff in the Fiscal Services Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory, managerial, or administrative personnel. Exercises no supervision of staff. Provides functional and technical direction and training to staff on an as-needed basis.

### **CLASS CHARACTERISTICS**

This is an advanced accounting/fiscal classification. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: accounts payable, accounts receivable, general accounting, budgeting, financial aid, fixed assets, payroll, and related areas, in addition to performing a variety of record-keeping, reconciliation, and accounting support activities. Incumbents perform the most difficult and complex types of duties assigned to the class series, exercising a high level of independent judgment and initiative. Incumbents are required to be fully trained in all procedures related to the assigned functional area. This class is distinguished from the Fiscal Services Technician class series by the level of responsibility assumed and the complexity and difficulty of the work assigned requiring greater skills level and additional experience.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

- Prepares, maintains, verifies, and reconciles a variety of difficult and complex accounting and financial transactions and reports; audits financial records for accuracy; posts and reconciles journals; prepares journal entries for budget and actual including revenues, expenditures, assets, liabilities, and fund balance accounts.
- Processes information and develops reports using standard word processing and spreadsheet software as well as accounting, financial, and other related electronic information systems.
- Assists with implementation, testing, and training of the enterprise application system or emerging technologies related to financial transactions of the District.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

- Counts, verifies, and reconciles cash, currency, coins, payments, and related receipts; prepares and verifies bank deposits for cash receipts; opens and closes departmental vault and safes.
- Processes daily cash receipts for checks received and researches all sources of revenue.
- Generates correspondence and responds to a variety of customer, vendor, and staff questions and complaints in person and over the telephone; researches and resolves problems; makes appropriate adjustments to accounting data and documentation.
- Follows internal control procedures for assigned function; reviews, recommends, and implements approved internal controls, office procedures, and related systems.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial summary and technical reports including the Annual Financial and Budget Report; posts accounts receivable and accounts payable accruals, journal entry adjustments, indirect costs, and deferred revenues entries at fiscal year-end; develops year-end budget carry-overs.
- Assists departmental budget officers in problem-solving, research, and reconciling actual expenditures with budgeted amounts; provides technical assistance to outside departments regarding budget activities; prepares expenditure and progress reports.
- Participates in physical inventory; prepares journal entry adjustments; records cost of sales journals.
- Assists in the preparation and monitoring of program, division, department, and/or campus-wide budgets; determines fund availability; requests, processes, and records budget transfers and budget revisions; prepares accounting and budget reports including Board of Trustees agenda reports and resolutions; projects revenues and expenditures; reviews requisitions and expenditures for proper coding with respect to the budget.
- Assists with development, compilation, update, balancing, and coordination of the Status Quo, Tentative and Adopted Budgets; prepares, assembles, and distributes budget reports to budget managers and/or management.
- Assists program managers in interpreting grants and contract rules; interfaces with granting agencies at Federal, State, and local levels to resolve questions; reviews new grant budgets and works closely with program managers in setting up budgets within contract and regulations; monitors grant expenditures and budgets; follows policies and procedures for programs and County grants; audits time reporting.
- Prepares tax documents and reports as established by Federal, State, and local regulations.
- Processes vendor payments, warrants, and checks; maintains warrant registers; processes warrants for student refunds, Financial Aid, and Payroll; prepares cash position and ensures cash availability to cover payments; prepares transfer of funds and notifies respective agency; prepares cash forecast.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

- Audits and reconciles accounts payable warrants; ensures legality and accuracy related to all warrants issued; maintains records of all transactions audited; audits and verifies authenticity of information including source documents such as claims, vouchers, invoices, requisitions, purchase orders, and contracts as well as manual and computer-produced reports.
- Reconciles general ledger cash accounts, operating revenue accounts, bank accounts, credit card accounts, and related cash accounts; balances and reconciles funds; processes adjustments, returned checks, repayments, journal entries, and discrepancies accordingly.
- Assists in the preparation of personnel budgets; develops projections for salaries and benefits; maintains position control; projects position expenditures and determines savings; reviews position requests, ensures available budget funds, and submits requests for approvals; creates and assigns position numbers for employees; transfers position budgets between various accounts.
- Reviews, examines, and processes requisitions; researches vendors and obtains price quotes.
- Processes travel and mileage reimbursement requests; verifies calculations, account numbers, and required documentation; posts encumbrances and expenditures; may occasionally prepare claim statements, requisitions, and revolving cash purchase forms for reimbursement.
- Posts payroll to the general ledger; prepares analysis on faculty reassigned time; processes payroll corrections; prepares stipend pay spreadsheets; calculates paid leave accruals such as vacation and load banking.
- Reconciles student accounts receivable; reviews, analyzes, and corrects variances between actual and electronic payments.
- Prints payroll and accounts payable checks and transmits student refunds for payment.
- Develops various accounting, financial, and budgetary reports, as needed.
- Maintains enterprise application systems security access and electronic approval signatures for requisitions, purchase orders, journal vouchers, and budget transfers and revisions.
- Trains and provides work direction and guidance, as required.
- May perform the duties of Fiscal Technician I or II.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs all technical and complex accounting and auditing duties in preparation, maintenance, and review of financial statements and budgets for financial aid programs in compliance with Federal, State, and local regulations.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

- Analyzes and reconciles Student Financial Aid disbursements and scholarship funds for all financial aid programs; monitors, communicates, and resolves discrepancies; returns funds to donors and transfers funds to other institutions based on student eligibility.
- Reconciles financial aid grants and prepares cash drawdown requests; schedules disbursements and notifies parties.
- Prepares checks and deposits to transfer funds to Cash in County Treasury to appropriate financial aid budgetary account.
- Reconciles Federal Work Study program among Payroll, Financial Aid, and general and operating ledger accounts.
- Performs a variety of customer service activities associated with financial aid programs; assists students at customer service window; researches student accounts, paperwork, checks, and related records; reconciles student accounts and prepares drawdown spreadsheets; assists students with utilization of debit cards for access to their funds.
- Monitors budget versus actual; ensures expenditures are within authorized budgetary allocation; resolves discrepancies if expenditures exceed allocation.
- Monitors, records, reconciles, and processes capitalized and non-capitalized fixed assets, equipment, construction in progress, new buildings/site improvements, and depreciation.
- Analyzes information provided within each fixed asset purchase order; compiles instructions on appropriate methods of setting up fixed assets within the automated fixed asset module.
- Monitors budget activities for capital projects; ensures expenditures and encumbrances are charged to proper accounts, within budget allocation, and in compliance with State and local regulations.
- Prepares claims for reimbursements for State and local capital projects.
- Reconciles fixed asset subsidiary ledger with general ledger; resolves discrepancies and posts journal entry adjustments.
- Prepares year-end fixed asset summary report by type to include beginning balances, additions, and deletions, adjustments, and ending balances.
- Performs other related duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- terminology and practices of financial and accounting document processing and record-keeping;
- business arithmetic and financial and statistical techniques;
- financial and statistical record-keeping principles and procedures;

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

- principles, practices, and procedures of auditing and accounting;
- basic principles of public agency budget preparation, maintenance, and control;
- methods and techniques of recording, receiving, and disbursing large amounts of cash;
- modern office practices, methods, and computer equipment and computer applications related to work including word processing, database, and spreadsheet software;
- applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility;
- principles and practices of data collection, record-keeping, and report preparation;
- basic maintenance and operation of computer and multi-media equipment related to the area of assignment;
- English usage, spelling, vocabulary, grammar, and punctuation; and
- 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, and various socio-economic and ethnic groups.

**Skills and Abilities to:**

- perform complex paraprofessional accounting and budgeting work accurately, in a timely manner, and under general supervision;
- enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- respond to and effectively prioritize multiple phone calls and other requests for service;
- interpret, apply, and explain policies and procedures;
- compose correspondence and reports independently or from brief instructions;
- receive, count, reconcile, and maintain records related to funds collected or disbursed;
- perform responsible technical accounting or budget-related duties in an assigned functional area;
- make accurate arithmetic, financial, and statistical computations and summaries, and generate related reports;
- establish and maintain a variety of filing, record-keeping, and tracking systems;
- understand and follow oral and written instructions;
- 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, with heavy emphasis on use of spreadsheets;

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- 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
- 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 an Associate's degree from a regionally accredited college in accounting, finance, or a related field, and four (4) years of increasingly responsible experience in processing financial documents, maintaining financial, accounting, or statistical records. A Bachelor's degree from a regionally accredited college or university in one of the above-mentioned fields is desirable.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although 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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

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

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

## **FISCAL TECHNICIAN II (FLSA: NON-EXEMPT) – A-88**

### **DEFINITION**

Under general supervision, performs a variety of routine to complex technical and administrative support duties in the preparation, maintenance, and processing of accounts payable, accounts receivable, payroll, financial expenditures, reimbursements, student accounts, and student aid; posts, balances, adjusts, and maintains accounting and financial records.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervisor from assigned supervisor or management staff. Exercises no supervision of staff. May provide training to assigned staff or other administrative support staff.

### **CLASS CHARACTERISTICS**

This is the full journey-level class in the Fiscal Technician series that performs the full range of routine to complex administrative support and technical duties in the District's Fiscal Services Department and various other departments. Incumbents at this level are capable of performing varied technical and account support activities including providing assistance to the students and staff regarding the payment of fees and fines, student loans, financial aid, payroll, vendor payments, and other accounting support activities. Incumbents of the Fiscal Technician II receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Fiscal Specialist in that the latter performs technical work with higher level of complexity and difficulty in assigned accounting/finance areas.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

- Performs a variety of routine to complex technical accounting support duties including posting, balancing, adjusting, maintaining, and reconciling accounts and financial records according to established policies and procedures.
- Reviews, verifies, processes, posts, reports, and records a variety of financial transactions and documents including invoices, requisitions, purchase orders, warrants, expense reports, reimbursements, travel reimbursements, vouchers, and related paperwork; ensures accuracy and timely processing of payments, checks, data, forms, and reports; tracks payments via worksheets.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** February 17, 2016

- Prepares and audits payment packages; reviews a variety of expenditures; matches purchase orders, invoices, and receiving reports; verifies prices and mathematical accuracy of payments, applicable taxes, and account codes; ensures fund availability; reviews contracts and agreements; verifies management approvals, Board authorization, and liability insurance coverage.
- Assists in the preparation of the program, department, division, and/or campus-wide budget; prepares budget transfers and journal entries requests; assists with budgets projections and responds to related inquiries; communicates with departments regarding budget transfers and balances.
- Monitors standing purchase orders; verifies invoice pricing and use of correct sales tax rates on invoices; reviews outstanding purchase orders at fiscal year-end to ensure accurate expenditure accruals and account balances; prepares open encumbrance report.
- Records, assembles, tabulates, and reconciles financial and statistical data; reconciles and balances accounts; and researches and resolves discrepancies.
- Maintains a wide variety of complex accounting and financial records, ledgers, statements, and reports; analyzes documents for payment; analyzes accounts.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports and closing functions.
- Processes information and develops reports using standard word processing and spreadsheet software as well as accounting, financial, and other related electronic information systems.
- Assists with implementation and testing of automated enterprise application systems or emerging technologies related to assignment.
- May perform the duties of the Fiscal Technician I.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties, as assigned.

**Positions that are located in the Payroll Department may perform the following duties in addition to the duties above:**

- Audits and processes employee timesheets and verifies account numbers; inputs and verifies payroll deductions; processes related employee benefits and payroll transactions; generates payroll-related reports; maintains complex payroll spreadsheets.
- Processes regular and supplemental monthly payroll for all employee groups, including certificated, classified, and hourly employees; performs complex payroll calculations; processes retroactive payroll adjustments; verifies overtime pay rates and makes adjustments accordingly.

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- Resolves timesheet discrepancies; assists in preparation of State and Federal withholding and related documents; processes adjustments and conducts audits of payroll transactions.
- Completes, processes, and submits enrollment and termination forms for employee benefits and retirement purposes; assists employees in completing retirement forms and resolving retirement issues.
- Responds to inquiries from employees regarding payroll; including employer benefit contributions and employee benefit deductions, sick leave and vacation and resolves payroll-related discrepancies and issues; processes employment verifications.

## **QUALIFICATIONS**

### **Knowledge of:**

- terminology and practices of financial and account document processing and record-keeping and general accounting practices and procedures;
- applicable Federal, State, and local laws, regulatory codes, ordinances as well as District policies, procedures, and objectives relevant to assigned area of responsibility;
- principles and practices of data collection and report preparation;
- business arithmetic, statistical, and basic financial techniques;
- financial and statistical record-keeping principles and procedures;
- modern office practices, methods, and computer equipment and computer applications including word processing, database, and spreadsheet software;
- English usage, spelling, vocabulary, grammar, and punctuation; and
- 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:**

- perform detailed and complex account and financial office support work accurately and in a timely manner;
- train and provide work direction and guidance to others, as needed;
- respond to and effectively prioritize multiple phone calls and other requests for service;
- interpret, apply, and explain applicable policies and procedures;
- compose correspondence and reports independently or from brief instructions;
- make accurate arithmetic, financial, and statistical computations;

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- enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- establish and maintain a variety of filing, record-keeping, and tracking systems;
- understand and follow oral and written instructions;
- organize own work, set priorities, and meet critical time deadlines;
- operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems;
- 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
- 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 the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level accounting or related courses at a regionally accredited college and four (4) years of administrative, accounting, or payroll support experience, preferably within a higher education setting.

**OR**

Equivalent to an Associate's degree from a regionally accredited college in accounting, finance, or a related field, and two years of administrative, accounting, or payroll support experience, preferably within a higher education setting.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing in and walking between work areas may be required.

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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. Incumbent must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

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

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## **LABORATORY TECHNICIAN – DIGITAL ARTS (FLSA: NON-EXEMPT) – A-79**

### **DEFINITION**

Under general supervision, provides instructional and technical support services for students; prepares and sets up computer laboratory exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of computer equipment, peripherals, and materials related to the Commercial, Entertainment, and Fine Arts programs, i.e., Graphic Design & Illustration, Photography, Animation & Gaming, and Radio & Television.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Dean, Arts. Exercises no direct supervision of staff. Provides instructional, technical, and functional direction and training to student workers.

### **CLASS CHARACTERISTICS**

This is a journey-level class responsible for conducting a variety of technical and instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other laboratory technicians by having subject matter expertise in the Districts Commercial, Entertainment, and Fine Arts programs, equipment, and materials.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Provides instructional and technical support services for the District's Commercial, Entertainment, and Fine Arts programs; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment including software applications that are taught in the classroom.
- Manages CEA Printers and printing services.
- Prepares and sets up laboratory assignments, exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
- Proctors, administers, and monitors make-up exams and quizzes.
- Maintains facilities and computer equipment and peripherals, such as scanners and printers; ensures proper storage of laboratory equipment; ensures work areas are maintained in a clean and orderly condition.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.

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- Maintains laboratory tutor assignment schedules and student usage logs.
- Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment, as directed.
- Submits work orders for maintenance and repair of equipment and facilities; makes minor facilities and equipment repairs.
- Diagnoses problems, performs remedial actions to correct problems, and/or recommends and determines solutions.
- Researches, resolves, and follows up on user problems; refers more complex problems to specialized or higher-level personnel.
- Evaluates, responds to, and resolves requests for computer assistance from students; assists users experiencing problems with hardware, software, and other computer-related technologies.
- Assist students with hardware usages and basic computer navigation in the completion of student's assignments.
- Assists in coordinating activities with help desk, network services, or other information technology staff.
- Provides updates, status, and completion information to personnel and/or users via voicemail, e-mail, or in-person communication.
- Researches and purchases tools, supplies, and repair parts from a variety of sources.
- 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:**

- terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the District's Commercial, Entertainment, and Fine Arts programs;
- principles and practices used in the operations, maintenance, and administration of personal computer system hardware, Mac and Windows operating systems, and related software systems;
- personal computer and network system application software packages including word processing and spreadsheets;
- personal computers and peripherals as well as network hardware including hubs, switches, and cabling;
- troubleshooting, configuration, and installation techniques;
- occupational hazards and standard safety procedures;

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- general methods and procedures for preparing course materials and laboratory exercises and demonstrations used in various District Commercial, Entertainment, and Fine Arts programs;
- setup, operation, demonstration, and maintenance of various equipment used in the programs;
- methods, practices, and techniques of student learning and instruction;
- record-keeping principles and procedures;
- English usage, spelling, vocabulary, grammar, and punctuation; and
- techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff including individuals of various ages, disabilities, various socio-economic, and ethnic groups.

**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 an Associate's degree from a regionally accredited college in a commercial art-related field, and experience supporting related theory and technology.

**Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

**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 to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification frequently 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 50 pounds with the use of proper equipment.

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**ENVIRONMENTAL ELEMENTS**

Incumbents work indoors and outdoors and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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## **LEAD COMPUTER FACILITIES ASSISTANT (FLSA: NON-EXEMPT) – A-88**

### **DEFINITION**

Under general supervision, provides instructors, students, and faculty complex technical support and training on the use of software, personal computers, printers, peripheral equipment, and network systems hardware within an assigned instructional laboratory and or department; resolves computer application problems and troubleshoots hardware malfunctions; assists in maintaining and administering the on-campus Wide Area Networks (WAN) and Local Area Networks (LAN) network systems; provides support and installation for software of assigned laboratory or department, desktop computer applications, and internet/intranet including e-mail; installs, configures, and repairs personal computer hardware and software systems and data communication facilities.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is the advanced level in the Computer Facilities Assistant class series that is responsible for maintaining and troubleshooting application software and hardware in an assigned instructional laboratory and/or department. Incumbents at this level are capable of performing the most complex computer facilities support services and are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This classification is distinguished from the Computer Facilities Assistant by the level of autonomy and in that it performs support in a larger, more complex environment. This classification is further distinguished from the IT Systems Technician class series in that it provides technical support to an assigned instructional laboratory, department, or academic discipline as opposed to District-wide support provided by the latter, and has expertise in the discipline-specific types(s) of software utilized by the assigned area.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Evaluates, responds to, and resolves requests for the more complex technical support from instructors, students, and departmental staff experiencing problems with hardware, software, networking, and other computer-related technologies.
- Diagnoses problems, performs remedial actions to correct problems, and/or recommends and determines solutions.
- Researches, resolves, and follows up on user problems; refers highly complex problems to specialized or higher-level personnel.

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- Delivers, installs, or assists personnel in the installation of personal computers, software, and peripheral components such as monitors, keyboards, printers, disk drivers, switches, hubs, and cabling.
- Responds to inquiries concerning operating systems and diagnoses system hardware, software, and operator problems; installs, maintains, and upgrades operating systems and software packages across disparate platforms.
- Tests, clones, loads, and configures specified software packages on to computer; may modify specific applications for use by department; deploys software, settings, scripts, and batch files to workstations remotely.
- Maintains documentation database as used by the department.
- Instructs users in software applications usage and basic computer navigation; advises users on best security practices.
- Creates baseline software sets, adhering to District's standards, for various makes and models of computers.
- Installs, maintains, and repairs printers, copiers, and scanners, addressing both hardware and software issues.
- Performs user data migration and recovery due to hardware/software upgrades or disasters.
- Maintains and documents hardware and software inventory, maintains software licensing and makes recommendations for upgrades, equipment passwords, software installation settings, and maintains the back-up systems.
- Maintains the active directory of users by adding, removing, and/or editing users; creates access rights to users and user groups.
- Assists in coordinating activities with the help desk, network services, or other information systems staff.
- Trains users on software and hardware usage by providing instruction and documentation.
- Provides updates, status, and completion information to personnel and/or users via voice mail, e-mail, or in-person communication.
- Researches and purchases tools, supplies, and repair parts from a variety of sources.
- Recovers computer assets and evaluates/repurposes viable hardware; decommissions obsolete hardware; collects, strips, and prepares used equipment for salvage including delivery to warehouse.
- Assists lower-level and new staff, as required.
- Participates in group problem-solving activities to promote continual business process improvements and initiatives.
- Conducts research, evaluates and recommends new software for assigned area.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties, as assigned.

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## **QUALIFICATIONS**

### **Knowledge of:**

- personal computers and peripherals as well as network hardware including hubs, switches, and cabling;
- personal computer and network system application software packages, specific to area of assigned department, learning laboratory, or academic discipline;
- principles and practices used in the operations, maintenance, and administration of network operating systems, personal computer system hardware, and related software systems;
- techniques and methods of computer hardware and software evaluation, implementation, and documentation;
- troubleshooting, configuration, and installation techniques;
- applicable Federal, State, and local laws, rules, and regulations, and District and departmental codes, policies, and procedures;
- record-keeping principles and procedures;
- modern office practices, methods, and computer equipment and applications related to the work including word processing, database, and spreadsheet software;
- English usage, spelling, vocabulary, grammar, and punctuation; and
- 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:**

- perform a variety of functions in the operation of a variety of computer equipment and peripheral components including LAN and WAN systems; troubleshoot related problems and take appropriate action;
- identify and resolve hardware and software problems and perform minor repairs;
- setup PC and network hardware and install and configure software;
- train staff on software applications and hardware usage;
- work with and maintain confidential and sensitive information;
- interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances;
- establish and maintain a variety of filing, record-keeping, and tracking systems;
- respond to and effectively prioritize multiple phone calls and other requests for service;

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- organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet time deadlines;
- 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
- 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 an Associate's degree from a regionally accredited college in computer science or related field and (2) two years of responsible experience performing technical support and network administration on personal computers and peripheral equipment including software administration in a multi-user environment. Requires experience with specific software applications utilized within the academic discipline to which assigned.

### **Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

### **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 to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing in and walking between work areas is frequently 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 frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

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**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Due to the nature of work, employees may come into contact with fumes, dust, and/or odors. Incumbents may interact with staff, students, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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## **LEAD PRINTING SERVICES TECHNICIAN (FLSA: NON-EXEMPT) – A-79**

### **DEFINITION**

Under general supervision, performs a variety of moderate to more complex tasks involving reprographic processes which utilize both offset and direct contact duplicating equipment and various types of bindery equipment capable of reproducing printed material for District divisions, departments, faculty, and staff. Incumbents work independently and assist others with resolving more complex technical issues.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Academic Computing and Infrastructure. This classification exercises no supervision of staff. Employees may provide technical and functional direction and training to less experienced staff and student workers. Exercises technical and functional direction over and provides training to lower-level staff in the absence of the Coordinator.

### **CLASS CHARACTERISTICS**

This is the journey-level class in the Printing Services Technician series responsible for the timely and high-quality reproduction of a wide variety of business and educational support materials. Incumbents utilize specialized computer software and operate high-speed reproduction equipment to meet customer requirements and complete varied reproduction orders. Incumbents at this level are required to be fully trained in all procedures related to the completion of print jobs, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Coordinator, Printing Services in that the latter is responsible for coordinating the full operations of the printing services function and for providing technical and functional direction to lower-level staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Provides lead direction to staff; sets priorities, assigns duties, reviews work upon completion for quality control purposes; and monitors equipment. Calls for after-hours service of the equipment, when needed.
- Knowledge of the online web submission software including the ability to help customers with the program, as necessary.
- Sets up and operates a wide variety of reprographics machines and related equipment to produce bulletins, brochures, booklets, forms, letters, postcards, transparencies, book covers, and instructional materials.
- Operates bindery equipment and performs related tasks including cutting, three-hole drilling, off-line stapling, paper jogging, folding, padding, and/or saddle stitching to complete the job according to customer specifications.

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- Receives, reviews, and prioritizes work orders; scans and submits jobs for daily printing; releases web jobs; plans, schedules, and completes assignments in compliance with standards of work production; expedites emergency jobs.
- Communicates with faculty, staff, and administrators to clarify work requests and define project requirements and expectations.
- Performs preventive maintenance and minor repairs and adjustments to equipment; arranges for equipment repairs with service technicians and vendors; maintains records of work performed, supplies used, and vendor jobs; makes necessary adjustments to equipment for the most efficient performance.
- Instructs less experienced staff and student workers on proper use of equipment; provides lead direction to assigned staff on a shift-basis in the absence of the coordinator.
- Prepares completed jobs for pickup including the shelving or boxing for jobs too large to fit on the shelves; wraps finished jobs.
- Completes specialized printing projects comprising large and/or odd sized formats; takes extra steps such as scanning and/or cropping individual pages.
- Assists customers with the transportation of heavy boxes with use of hand trucks.
- Picks up and delivers paper from the warehouse; moves stock.
- Answers phone calls and works towards the resolution of issues; notifies the supervisor of significant feedback, uncommon issues, and important circumstances.
- Organizes and cleans print shop and work areas.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- basic principles of supervision and training;
- standard methods, materials, tools, and equipment used in a comprehensive reproduction shop;
- principles and techniques of graphic arts, computer graphics, graphic design, page layout and image editing;
- operation and care of equipment used in the course of work;
- standard office practices and procedures including the use of standard office equipment, basic record-keeping, and arithmetic;

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- safe work practices; and
- 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:**

- plan, schedule, assign, and oversee activities of assigned staff and student workers;
- inspect the work of others and maintain established quality control standards;
- train others in proper and safe work procedures;
- identify and implement effective course of action to complete assigned projects;
- operate various equipment and tools such as a paper cutter, folders, drills, binding, and related equipment;
- select proper color, size, and weight of paper, and proper inks for each project;
- perform basic preventative maintenance of equipment and tools;
- understand and follow written and verbal directions, instructions, and safety rules and procedures;
- maintain accurate logs, records, and basic written records of work performed;
- interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility;
- organize own work and set priorities to ensure the accurate and timely completion of print jobs;
- 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
- 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 the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of increasing experience working with reprographics equipment, such as production-level digital presses.

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**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting containing large reprographic machines and use specialized equipment including copy machines, office computers, paper cutter and folder, paper drill, heavy duty stitcher and stapler, laminator, shrink wrapper and heat gun. This is an office classification, and frequent standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned equipment. Positions in this classification stand, bend, stoop, kneel, and reach to operate the machinery and handle print jobs. Incumbents should be able to demonstrate the manual dexterity needed to perform fine maintenance procedures. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate to high noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Due to the nature of work, employees may come into contact with fumes, dust, and/or odors and may be exposed to mechanical and electrical hazards due to moving parts of the reprographic equipment. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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## **SYSTEMS ADMINISTRATOR (FLSA: NON-EXEMPT) – A-126**

### **DEFINITION**

Under general direction, performs a variety of complex professional, technical, and analytical tasks related to the support and evaluation of the District's information technology systems including installing, maintaining, and supporting servers, storage systems, network devices, and other components required for hosting enterprise applications; stays informed of new technology; provides recommendations, support, and assistance to the Director, Enterprise Application Systems, other information technology support staff, and District users.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Enterprise Application Systems. May exercise technical and functional direction over and provide training to assigned staff.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level class responsible for performing the full range of routine to complex functions required to maintain the District's enterprise applications infrastructure in a safe and secure manner. Employees perform difficult and complex assignments and projects requiring advanced and specialized knowledge of the concepts, practices, procedures, and policies of assigned functions. Employees at this level provide technical and functional leadership to less experienced staff. This class is distinguished from the Systems Analyst by the advanced technical work and the provision of technical instruction to lower-level staff. This class is distinguished from the Director, Enterprise Application Systems in that the latter has overall responsibility for all programs, operations, activities, and services of the Enterprise Application Systems unit.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Performs a variety of complex systems analyses in the installation, configuration, maintenance, and monitoring of servers, storage systems, network devices, and other components of the enterprise application systems infrastructure.
- Manages computer servers including installing, maintaining, and troubleshooting hardware and software upgrades to ensure effective server performance; identifies resource needs and allocates resources appropriately; installs and maintains software and tools on servers to ensure proper functioning of enterprise system applications; configures real-time monitoring to identify and resolve service outages and critical resource shortages in a timely and efficient manner.
- Performs complex security control activities to protect systems from inappropriate access or destruction; configures and monitors security features and firewall rules; identifies and addresses vulnerabilities; researches and applies security updates, as needed.

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- Administers storage area network (SAN) including configuring network storage directories, volume controllers, and redundant array of independent disks (RAID) arrays, creating managed disk pools and volumes, creating new allocations, and monitoring storage usage, performance, and access rules.
- Configures and administers enterprise e-mail infrastructure, including mail servers, routers, filters, and user account management.
- Configures and monitors enterprise backup solutions to provide data backup services for servers and end users; develops and implements backup schedules; manages the tape library to ensure critical data is sent off-site for disaster recovery purposes; configures and monitors backup procedures on servers and other components; verifies that backups are successful and data can be recovered.
- Proposes and implements system enhancements that improve the performance and reliability of the system; installs new operating systems, applications, and features; researches and implements upgrades and fixes, as needed.
- Automates routine tasks such as file transfers, mailing list updates, and user account management.
- Develops training materials and conducts training for end-users and other information technology support staff.
- Provides second- and third-level support to help desk, operators, and programming staff.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- advanced principles of computer system operations, enterprise infrastructure, and peripheral components including systems analysis and development techniques;
- advanced principles and practices for identifying systems-related issues and actions needed to improve or correct performance;
- advanced principles, practices, procedures, and techniques involved in installation, configuration, operation, monitoring, and maintenance of hardware and software applications in large system servers and network environments;
- computer languages used for business and campus applications;
- procedures for creating and modifying systems security;
- technical report writing practices and procedures;
- principles and procedures of record-keeping;

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- modern office practices, methods, and computer equipment and applications related to the work including word processing, database, and spreadsheet software;
- English usage, spelling, vocabulary, grammar, and punctuation; and
- 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:**

- perform a variety of routine to complex functions in the installation, implementation, testing, and maintenance of a variety of support servers, storage systems, network devices, and other components required to host enterprise application systems;
- analyze informational requirements and needs, identify problems, provide technical advice and consultation, and ensure efficient computer system utilization;
- analyze data and develop logical solutions to problems;
- monitor system and server utilization and recommend appropriate revisions to processes, procedures, and operations;
- 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
- 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 a Bachelor's degree from a regionally accredited four-year college or university with major coursework in management information systems, computer science, or a related field, and four (4) years of experience in supporting and implementing operating systems infrastructure and/or server administration.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

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**Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

**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 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 frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

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

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** New and/or Revised Confidential Job Classification Description

**BACKGROUND**

To reflect the current needs of the College, the following confidential job classification description is being submitted.

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #22

**SUBJECT:** New and/or Revised Confidential Job Classification Description

**DATE:** February 17, 2016

## **HUMAN RESOURCES SPECIALIST (FLSA: NON-EXEMPT) – C-69**

### **DEFINITION**

Under general supervision, performs a wide range of complex and responsible duties in support of District human resource management programs. Human Resources Specialists are responsible for major complex-level transactions and specialized duties and for a variety of human resources related programs, as assigned (i.e., employee medical leave processing and tracking, Equal Employment Opportunity, disability accommodations, recruitment and selection, verification of employment, authorization and employee on boarding, web page updates, and process improvement). The incumbent is regularly responsible for coordinating with Human Resources staff and divisions and departments to complete a variety of projects in order to improve Human Resources programs and services. The Human Resources Specialist position requires access to confidential information that is used to contribute significantly to develop management positions in collective bargaining.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned Human Resources Director.

### **CLASS CHARACTERISTICS**

The Human Resources Specialist is a Confidential classification that performs a wide variety of complex and responsible paraprofessional-level duties involving a wide range of human resources programs and projects, as assigned. Incumbents are expected to independently perform job assignments using detailed knowledge of professional practices and District human resources policies and procedures and labor contract provisions. The Human Resources Specialist position classification is distinguished from Human Resources Technician in that incumbents in the former class independently perform more complex, challenging, and responsible specialized duties requiring more extensive knowledge of professional human resources practices and District policies and procedures. The Human Resources Specialist is distinguished from the Human Resources Analyst in that incumbents in the latter class perform a wide range of highly complex and responsible duties involving the full scope of human resources programs, and have lead responsibilities.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

- Perform a wide variety of complex and responsible specialized duties and assignments involving a wide range of human resources programs and projects, as assigned including recruitment, employment, onboarding, employee leaves, equal employment opportunity, online employment application system and employment web pages, classification and compensation, salary schedules, retirement, TB clearance, Livescan clearance issues, subpoenas, EDD (Unemployment), verifications of employment, and HR Web pages, etc.

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- Perform independently or assist HR Analyst(s) with complex projects, as assigned, that involve researching, compiling, analyzing, summarizing, and transforming data into useful information for reports, court cases, employment/labor negotiations, and other decision-making activities. Work with Information Technology, Payroll, Fiscal Services, and other departments to coordinate and schedule work meetings, as necessary.
- Coordinate or serve as a technical expert for the Human Resources Employee Leaves Program including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), military, personal and other employee leaves; provide appropriate information and all legally-required notices to employees regarding available provisions and rights; ensure appropriate return-to-work certification; and coordination or schedule return-to-work meetings, as needed.
- Assist in researching and responding to government agency complaints including California Department of Fair Employment and Housing Commission (DFEH), Equal Employment Opportunity Commission (EEOC), and the Department of Labor (DOL) hearings.
- Perform or assist in the compiling, organizing, and analyzing of documentary evidence from multiple sources, as assigned, for workplace investigations and investigative reports, proposed disciplinary actions, responding to grievances, or responding to State and Federal Government agencies, administrative hearings, and mediations.
- Assist in or coordinate the reasonable accommodation interactive process required through FEHA and ADA including reviewing and analyzing requests for modified duty and reviewing medical documentation for temporary or permanent functional limitations and/or work restrictions.
- Assist employees and management with the interpretation and correct application of District policies, procedures, and programs; provide advice and assistance regarding employment issues; perform preliminary investigation into employee concerns or complaints, as necessary.
- Assist in the District's training activities in support of EEO programs [discrimination, harassment (including sexual), retaliation, ADA/FEHA Compliance, etc.] including identifying training needs, arranging for training presenters, working with trainers to ensure the District's needs and expectations are addressed, securing training sites, developing memos, flyers, emails, and voicemails, and providing visual aids and other materials, as necessary; maintain training logs and records of completion.
- Analyze complex faculty salary placement cases including reviewing transcripts and related work experience, and make recommendations to the Vice President of Human Resources as to the appropriate placement on the Faculty Salary Schedule.
- Update and maintain District salary tables; perform or coordinate the entry of salary increases for affected employees, as necessary.

**SUBJECT:** New and/or Revised Confidential Job Classification Description

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- Oversee the maintenance and performance of the online employment application system; identify and communicate technical problems and solutions to appropriate parties; obtain, compile, and analyze statistical information and data from the system or service provider, and transform data into useful reports, as assigned; provide or coordinate the training of employees on system updates.
- Effectively use the key functions of the District's HRIS; retrieve, generate, compile, and analyze information or statistical data from the system, and transform it into useful reports, as assigned.
- Perform duties in support of the District's recruitment and selection processes, as assigned.
- Assist in the development and implementation of new or updated operational procedures to enhance workflow and program effectiveness.
- Assist in the development, implementation, distribution, and maintenance of human resources forms and instructions; assist employees with human resources operational procedures, as needed.
- Perform preliminary investigation and research into employee concerns and issues relating to salary placement, compensation, classification, and other related employment issues.
- Interpret, advise, and consult with faculty, department heads, administrators, and staff regarding institutional hiring and employment policies, and human resources programs and processes.
- Prepare regular correspondence and other forms of communication independently or as instructed.
- Maintain currency in the full range of human resources programs and topics, pertinent to the assigned areas of responsibility.
- Performs other related duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- principles, practices, and techniques of human resources in an educational or public agency setting including recruitment and selection, equal employment opportunity, and affirmative action; job analysis and classification; compensation analysis and administration; training and development; employee and labor relations including negotiations and the interpretation of laws, regulations, policies, and procedures;
- applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility;
- automated employee leave management programs or systems;

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- functionality of an integrated database system (such as Banner, PeopleSoft, Datatel, etc.);
- recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs;
- record-keeping principles and procedures;
- modern office practices, methods, and computer equipment and applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation; and
- 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:**

- conduct complex research projects involving a wide range of human resources topics; evaluate alternatives and make sound recommendations; and prepare effective technical staff reports;
- prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- effectively use the key functions of an HRIS; retrieve, compile, and analyze statistical information and data from the system, and transform data into useful reports, as assigned;
- interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances;
- effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations;
- maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations;
- 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; maintain accurate files and records;
- operate modern office equipment including computer equipment and specialized software applications;
- use English to communicate effectively, both orally and in writing;
- understand scope of authority in making independent decisions;

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- review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; and
- establish, maintain, and foster positive and effective working relationships.

**Education and Experience:**

*A 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 a Bachelor's degree from a regionally accredited college or university; and three years of complex technical human resources experience.

OR

Equivalent to an Associate's degree from a regionally accredited college; and five (5) years of complex technical human resources experience.

**Preferred Qualifications:**

- Human Resources experience in an educational or public agency setting.
- A Bachelor's degree from a regionally accredited college or university in a human resources-related field.

**Licenses and Certification:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California Driver's License.

**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, typewriter 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 25 pounds.

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**ENVIRONMENTAL ELEMENTS**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <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.

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

Not applicable.

**RECOMMENDATION**

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

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #23

**SUBJECT:** New and/or Revised Management Job Classification Descriptions

**DATE:** February 17, 2016

## **ASSISTANT DIRECTOR, STUDENT HEALTH SERVICES (FLSA: EXEMPT) – M-13**

### **DEFINITION**

Under administrative direction, assists with planning, organizing, coordinating, and providing administrative direction and oversight of major functions and activities of the Student Health Services Department including the diagnosis and management of medical conditions, related clinical services, acts as liaison to facilitate the relationship of patients with resources of the District and community agencies; provides highly responsible and complex professional assistance to the Director, Student Health Services in areas of expertise; acts as the Director, Student Health Services in his/her absence; and performs related work, as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director, Student Health Services. Exercises direct and general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is an Assistant Department Director classification in the Student Health Services Department. The incumbent oversees, directs, and participates in major activities and programs of the Student Health Services Department and is responsible for providing professional-level support to the Director, Student Health Services in a variety of areas; assists in short-term and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District departments and divisions. Responsibilities include performing and directing many of the department's day-to-day administrative functions; managing episodic illnesses and providing health services to students, staff, and visitors.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Planning, supervising, and coordinating the clinical services on a day-to-day basis including the scheduling of staff, monitoring of daily events, etc.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the department's budget: directs the forecast of additional funds needed for staffing, material, and supplies; monitors and approves expenditures; directs and implements adjustments, as necessary.

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- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitors workload, administrative and support systems, and internal reporting.
- Assists the Director in researching current health trends and practices as well as developing and maintaining clinical protocols in accordance with current standards of care.
- Performs medical and psycho-social assessments, interprets diagnostic data, determines diagnosis and develops treatment plans for acute, episodic illnesses, injuries, etc., in accordance with established physician-approved standardized procedures and guidelines.
- Provides instruction to patients, orally and in writing, regarding findings; plans care and instructions for self-care and follow-up recommendations.
- Maintains and directs the maintenance of medical records and official department files.
- Acts as the Director, Student Health Services in his/her absence.
- Provides a working and learning environment that is free from prohibited discriminations, 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.
- Participates in the inventory, ordering, and maintenance of clinical supplies, equipment, and pharmaceuticals.
- Serves as a resource and liaison for the College community on issues of health promotion including health education presentations, resource material development, organizing outreach activities, and committee membership.
- Provides health-related information to healthcare and social service providers, as requested.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Maintains a clean and orderly environment to ensure the health and safety of patients.

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- Performs general clerical duties including answering phones, inventory, ordering and distributing medical and office supplies and equipment, copying, filing, recording data, and other support.
- Performs other related duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- administrative principles and practices including goal-setting, program development, implementation, and evaluation;
- organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs;
- principles, practices, methods, and procedures in the fields of nursing, medicine, and mental health;
- clinical management and decision-making;
- California OSHA requirements for healthcare workers;
- medical records maintenance and report-writing techniques;
- principles and practices of employee supervision including work planning, assignment, review and evaluation, and the training of staff in work procedures;
- modern office practices, methods, and computer equipment and applications including word processing, database, and spreadsheet applications;
- communicable disease epidemiology, prevention and control in accordance with recommendations from local and State public health departments, and the Centers for Disease Control and Prevention;
- health issues common to the community college population;
- basic first aid, CPR, and emergency preparedness;
- applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility;
- techniques for providing a high level of customer service by effectively dealing with the public vendors, students, District staff including individuals of various ages, disabilities, and various socioeconomic and ethnic groups;

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- techniques for effectively representing the District in contact with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; and
- English usage, spelling, vocabulary, grammar, and punctuation.

**Skills and Abilities to:**

- assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for Student Health Services;
- interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations;
- plan, organize, direct, and coordinate the work of assigned personnel;
- select, motivate, and evaluate the work of staff and train in work procedures;
- effectively represent the District 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;
- 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 application programs;
- diagnose and manage medical and mental health conditions in accordance with the guidelines of the California Nurse Practice Act with the written Health Services protocols, policies, and procedures;
- conduct physical examinations;
- collect, organize, record, and communicate data relevant to health assessments including medical history and physical examinations;
- provide emergency medical care and crisis intervention to students, staff, faculty, and visitors, as needed;

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- assist in the selection, scheduling, and orientation of Health Services staff; provide input on performance evaluations of Health Services staff;
- maintain a current knowledge base of clinical health and safety issues; provide recommendations to improve operations;
- assist in researching, developing, and revising protocols, policies, and procedures; assist in developing materials for Health Services programs and activities;
- operate medical equipment;
- assist the Director in reviewing and evaluating all services offered by Student Health Services;
- understand scope of authority in making independent decisions;
- use English effectively to communicate in person, over the telephone, and in writing; and
- perform other related responsibilities.

**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 a Master's Degree in Nursing from a regionally accredited college or university, completion of a Family or Adult Nurse Practitioner Program as well as three (3) years of experience coordinating the provision of clinical services in a health care setting or private practice, at least one of which included responsibility for management oversight of a clinic or health center is required.

**Preferred Qualifications:**

Experience as a manager or supervisor in a student health center or equivalent health care provider is preferred.

**Licenses and Certifications:**

- Possession of a valid California Board of Registered Nursing License to practice as a Nurse Practitioner with specialty in Family or Adult Care.
- Possession of a valid California Furnishing Number issued by the Board of Registered Nursing.
- Possession of a California Public Health Certificate.

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- Current Basic Life Support certificate issued by the American Heart Association.
- Possession of a valid California Driver's License.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment including a computer and a computer screen; operate a motor vehicle to visit District sites and attend meetings; 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 classification: frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and medical equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve data and file information. Employees must possess the ability to lift, carry, push, and pull material and objects up to 50 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids when rendering First Aid, CPR, and treating patients. Employees may interact with upset individuals when interpreting and enforcing departmental policies and procedures.

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## **DIRECTOR, ASPIRE PROGRAM (FLSA: EXEMPT) – M-9**

### **DEFINITION**

Under administrative direction, manages the Aspire Program, a specialized student support program which provides counseling, advising, instructional support, mentoring, and community building to under-served students, predominantly African-American and other students of color. The Director plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Aspire Program including ensuring program compliance with District, Student Services Success Programs (SSSP), and Student Equity guidelines and regulations, budget management, and program progress reporting; develops and implements program services as described in SSSP and Student Equity goals and objectives; responsible for ensuring regulatory compliance, maintaining accurate and timely documentation and report submissions, and for the management of the project budgets; researches and gathers various program data and develops reports; provides highly complex and responsible support in areas of expertise; and performs related work, as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Student Services administration. Exercises direct and general supervision over professional, technical, and administrative support staff and faculty.

### **CLASS CHARACTERISTICS**

This is a management classification that manages all activities of the Aspire Program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent in this position independently performs professional work implementing all aspects of the assigned programs, ensuring full compliance with all applicable District regulations and requirements, policies, and procedures. In addition to having a good understanding of program administration, this position must be knowledgeable of student services, counseling functions, instructional strategies, high school, and college course articulation and be able to implement services for eligible participants as detailed in the District, SSSP, and Student Equity reports.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, manages, and oversees the daily functions, operations, and activities of the Aspire Program in concert with College policies and procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within program policy appropriate service levels and resources; recommends and administers policies and procedures.

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- Participates in the development, administration, and oversight of the program budget; monitors program expenditures to ensure compliance with established laws and regulations as well as funding requirements.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned program, 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 Associate Dean, Counseling.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Associate Dean, Counseling.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Associate Dean, Counseling.
- Collaborates and coordinates program activities and strategies with other College departments, programs, and staff within Student Services.
- Prepares and completes all required College reports and responds to requests for information from College administration.
- Holds regular staff meetings and trainings and works collaboratively to meet program goals and objectives.
- Develops and implements annual recruitment and publicity plan; conducts evaluation studies, and prepares annual and progress reports to the Vice President of Student Services as well as District administrators and partners.
- Establishes and maintains relationships with school district officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.
- Develops and maintains student monitoring system to ensure compliance with program eligibility standards.
- Initiates, oversees, and directs the collection of student data to measure and evaluate student success including retention and persistence rates, passing rates, high school graduation rates, academic achievement scores, and college entrance information.
- Develops grant proposals that meet funding agency requirements and priorities including writing the grant narrative and completing all required forms and documents; establishes and maintains contacts with funding agency personnel and potential grant partners.
- Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in the field of Umoja Community and other services as they relate to the area of assignment.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the Aspire Program.

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- Assumes full management responsibility for all Aspire Program functions, services, and activities including campus and educational trips that may include HBCU's, A2MenD, Umoja Conference, Black College Expo, and Black Bruin Event at UCLA.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes, as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, performs 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 related duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- administrative principles and practices including goal setting, program development, implementation, and evaluation;
- budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs;
- principles and practices of grant funding including techniques and methods of researching grant opportunities, identifying State, Federal, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements;
- principles and practices of employee supervision including work planning, assignment, review and evaluation, and the training of staff in work procedures;
- principles and practices of developing, implementing, and evaluating Aspire Program;
- applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations;
- the provision of specialized support services for student populations specified in the Aspire Program;

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- 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; and
- 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, various socio-economic, and ethnic groups.

**Skills and Abilities to:**

- develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas;
- provide administrative and professional leadership and direction for assigned program;
- prepare and administer budgets; allocate limited resources in a cost-effective manner;
- research, apply for, and manage grant funding;
- effectively administer a variety of Aspire Program projects, events, and administrative activities;
- effectively work with students of a diverse academic, socioeconomic cultural, disability, and ethnic backgrounds;
- interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations;
- plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility;
- select, 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 represent the District and the program in meetings with various educational, business, professional, regulatory, and legislative organizations;
- prepare clear and concise reports, correspondence, policies, procedures, and other written materials;

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- conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports;
- establish and maintain a variety of filing, record-keeping, and tracking systems;
- organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;
- operate modern office equipment including computer equipment and specialized software applications programs;
- 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
- 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 of a Master's degree from a regionally accredited college or university in a related field of education; and a minimum of two (2) years of experience serving as a coordinator, supervisor, or student services professional. Documented successful experience working with low-income, first-generation, and ethnically diverse youth and students.

**Preferred:**

Management experience at the assistant director or director level in Student Services or student equity initiatives/programs, developing, implementing, and managing a program for high-risk student populations.

**Licenses and Certifications:**

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

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### **PHYSICAL DEMANDS**

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

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## **MANAGER, TECHNICAL SERVICES ENGINEERING (FLSA: EXEMPT) – M-14**

### **DEFINITION**

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for all engineering functions and activities of the Technical Services Department including classroom AV technology support, AV system design for all facilities on campus, and advanced technology support for the Broadcasting and Performing Arts Operations units; manages the effective use of District and department resources to improve organizational and instructional productivity; support of new learning technologies and customer service; provides highly complex and responsible support to the Director, Technical Services in areas of expertise; and performs related work, as required. Coordinates and ensures appropriate management, support, and direction of all staff in the Presentation Services unit.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Technical Services. Exercises direct and general supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This is a management classification that manages all activities of designated technical engineering operations within the Technical Services Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day engineering and support activities and is also responsible for providing professional-level support to the Director, Technical Services in a variety of areas. Successful performance of the work requires an extensive professional engineering and project management background as well as skill in coordinating departmental work with that of other departments. This class is distinguished from the Director, Technical Services in that the latter has overall responsibility for all functions of the Technical Services Department and for developing, implementing, and interpreting policy and procedures.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, manages, and oversees the daily functions, operations, and activities of the Presentation Services unit including academic and classroom technology, and Audio Visual technology consulting and purchasing support. Provides complex engineering design and support services for other units within Technical Services including Broadcast Services, Performing Arts Operations, and Event Services.

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- Supervises the design, management, procurement, installation, programming and maintenance of the campus audio-visual network including systems installed in classrooms, assembly spaces, conference rooms, and offices. Consults with end users, architects, engineers, and project managers regarding new and upgraded systems for all spaces on campus.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned function; recommends and administers department policies and procedures.
- Participates in the development, administration, and oversight of the assigned budget; controls and authorizes expenditures in accordance with established limitations.
- Evaluates, designs and recommends systems, equipment, materials, and staffing needs for assigned operations and projects; prepares detailed cost estimates with appropriate justifications; coordinates purchases and monitors and ensures adequate inventory levels of required supplies and equipment.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director, Technical Services.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Oversees the administration and maintenance of the District's audio-visual infrastructure; researches, recommends, and approves District audio-visual technology-related purchases; provides implementation support; develops long-term audio-visual systems strategies to plan for and control upgrades and growth; develops current and future technology standards; evaluates and implements new technologies; and encourages innovation among technical staff in the utilization and implementation of ideas and techniques.
- Resolves complex audio-visual infrastructure-related problems as they occur; provides high-quality internal customer service to ensure timely technical support, installation, maintenance, and repair of audio-visual systems and equipment.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the audio visual technology and infrastructure operations and services.
- Maintains and directs the maintenance of working and official departmental files.

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- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- 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:**

- engineering, design, and systems management principles for modern, complex audio-visual systems including emergency notification systems, sophisticated audio reinforcement systems, digital signage systems, and other systems operated;
- administrative principles and practices including goal-setting, program development, project management, implementation, and evaluation;
- budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs;
- principles and practices of employee supervision including work planning, assignment, review and evaluation, and the training of staff in work procedures;
- principles and practices of audio-visual system engineering and management;
- 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; and

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- 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:**

- provide administrative, engineering, and professional leadership and direction for assigned operations and activities;
- prepare and administer project budgets; allocate limited resources in a cost-effective manner;
- organize, manage, implement, and maintain efficient and effective automated systems to ensure the reliability and integrity of audio-visual systems on campus;
- interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations;
- plan, organize, direct, and coordinate the work of professional and technical personnel as well as contractors and consultants; 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;
- prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- manage complex engineering projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports;
- establish and maintain a variety of filing, record-keeping, inventory, 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
- establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**SUBJECT:** New and/or Revised Management Job Classification Descriptions

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### **Education and Experience:**

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

Equivalent to graduation from a regionally accredited four-year college or university with a degree in electrical engineering or a related field and three (3) years of experience in the design, installation, maintenance, and administration of complex audio-visual systems and related equipment.

Experience in the design and administration of managed audio-visual systems using Extron control components and experience implementing, and managing Extron Global Viewer Enterprise management software is preferred.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Extron XTP Systems Engineer Certification.
- Extron Control Professional Certification.
- InfoComm CTS Certification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting as well as outdoors and in equipment rooms and use standard office equipment including a computer; operate a motor vehicle and 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 and to perform routine installation and maintenance of audio-visual equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information and to install and maintain equipment. Employees must possess the ability to lift, carry, push, and pull equipment, materials and objects up to 150 pounds with the use of proper equipment.

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**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment, at construction sites, and in the field with loud noise levels, cold and hot temperature conditions, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Employees may interact with upset staff, students, members of the public and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Work a varied schedule of hours which may include early mornings, evenings, weekends and holidays at a variety of locations both on and off campus.

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## **SERGEANT, POLICE/PUBLIC SAFETY (FLSA: EXEMPT) – M-7**

### **DEFINITION**

Under general supervision, plans, schedules, trains, deploys, organizes, supervises, and reviews the work of Public Safety staff for an assigned shift; performs the full range of field and office work in connection with patrol including armed officers, investigations, and crime prevention and communications dispatch; learns and assists with administrative functions for the Department; fosters cooperative working relationships with other District departments, outside agencies, and the public served.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Deputy Chief, Public Safety. Exercises direct and general supervision over staff.

### **CLASS CHARACTERISTICS**

This is the entry-level management class in the Public Safety Officer series, responsible for all daily activities, and for assisting with overall department management, as assigned. Responsibilities include patrol supervision, investigation, and the performance of a variety of administrative duties. This class is distinguished from Deputy Chief, Public Safety in that the latter has management responsibility for administrative activities, major functions, programs, and services of the Public Safety Department.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, schedules, assigns, reviews, and evaluates the work of Public Safety staff on an assigned shift.
- Provides input into selection, disciplinary and other personnel matters; may counsel employees, as required.
- Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by staff; ensures that all personnel are in compliance with mandated training and are in possession of required certifications.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Prepares and administers briefings and deploys officers to site assignments in accordance with the needs of the District.

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- Responds to calls for service for permit dispensers; picks up and transports currency from various sites and locations to the campus vault; disburses funds for permit sales; counts money generated.
- Evaluates operations for effectiveness, identifies trends, and anticipates changing needs for staffing, enforcement activities, training, and other related needs or deficiencies.
- Ensures that departmental goals and objectives of Public Safety are met for maximum effective service delivery.
- Responds to crime scenes, accidents, or emergencies and supervises Public Safety activities including participating in any or all crime scene processes, providing technical advice, direction, and basic medical assistance; and requests additional resources, as necessary.
- Identifies crime trends or other problems; develops plans and tactics to be employed in an effort to reduce crime and solve problems.
- Addresses any complaints or concerns from students, the public, or other District personnel regarding public safety issues, and takes appropriate measures, as necessary, to ensure an expedient and satisfactory resolution.
- Attends and represents the Public Safety Department in meetings as directed by the Chief or Deputy Chief, Public Safety.
- Acts as a liaison with local law enforcement agencies, fire departments, and other entities, as directed; coordinates special events with Event Services.
- May perform the full range of duties of a Public Safety Officer.
- Reviews written reports and daily logs completed by staff; ensures that all written reports are complete and accurate prior to submission to the Chief or Deputy Chief, Public Safety for approval; provides training in report writing, as needed.
- Communicates with students and staff regarding public safety issues including on-going crime-related problems; develops and maintains forms for the information kiosk.
- Helps capture and isolate stray and uncontrolled animals; arranges for proper handling.
- Conducts thorough criminal, administrative, and personnel investigations, as directed; completes written reports and briefs any entity at the District or law enforcement agency, as required; prepares complete investigations ready for review by law enforcement and prosecuting agencies.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in campus public safety.
- Ensures that confidential investigations remain uncompromised.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

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- 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:**

- police science principles, practices, and techniques including: laws of arrest; search and seizure; theory and practice of police supervision and management; fundamentals of police science; rules of evidence; vehicle code and traffic control; court procedures; and appropriate safety precautions and procedures for the protection of life and property;
- principles and practices of employee supervision including work planning, assignment, review and evaluation, and the training of staff in work procedures;
- department and District policies and procedures;
- applicable Federal, State, and local laws, codes, and ordinances;
- investigation and identification techniques and equipment;
- safety practices and equipment related to the work;
- operating a motor vehicle in a safe manner under patrol conditions;
- techniques of first aid and CPR;
- basic budgetary and program evaluation practices;
- modern office practices, methods, and computer equipment and applications including word processing, database, and spreadsheet applications;
- record-keeping principles and procedures;
- English usage, grammar, spelling, vocabulary, and punctuation;
- techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed; and
- 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.

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**Skills and Abilities to:**

- plan, schedule, assign, supervise, review, and evaluate the work of staff on an assigned shift;
- provide leadership and motivate staff;
- train staff in work procedures;
- perform all duties of the position effectively and efficiently with minimal supervision;
- oversee and evaluate programs and projects;
- apply theories, principles, and procedures in providing police services;
- manage multiple tasks, often with competing priorities;
- make effective presentations to individuals and groups;
- prepare clear, accurate, and grammatically correct reports, records, and other written materials;
- observe crime and accident scenes and other situations accurately, recall faces, names, descriptive characteristics, facts of incidents, and places;
- interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations;
- identify and be responsive to community issues, concerns, and needs;
- coordinate and carry out special assignments;
- enter information into a computer with sufficient speed and accuracy to perform the work;
- make sound, independent decisions in emergency situations within general policy and legal guidelines;
- organize own work, set priorities, and meet critical time deadlines;
- operate the equipment and vehicles of the department in a safe and responsible manner;
- operate modern office equipment including computer equipment and software 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
- establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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### **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 the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of progressively responsible experience as officer in a P.O.S.T. certified law enforcement agency including at least one year of supervisory experience.

### **Preferred Qualifications:**

An Associate's degree or higher degree from a regionally accredited college or university in criminal justice, security management, law enforcement, or a related field and Possession of an Intermediate P.O.S.T. certificate are preferred.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License.
- Possession of valid American Red Cross First Aid and CPR certification.
- Possession of a P.O.S.T. Basic Certificate for appointment as a peace officer, as per Penal Code 830.32 and Education Code 72330.

### **PHYSICAL DEMANDS**

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; operate a motor vehicle and 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 or radio. Must have the ability to operate specialized law enforcement tools and equipment including firearms, expandable batons, chemical agents, and handcuffs. The job involves field work requiring frequent walking on uneven terrain, climbing and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

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**ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, during all hours of the day and night including weekends; are occasionally exposed to loud noise levels including sirens and firearms training, cold and hot temperatures, inclement weather conditions, 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 in potentially hostile environments and be involved in interpreting and enforcing District policies and procedures as well as California Penal Codes and Vehicle Codes.

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Classified Job Classification Range Placement Changes for CSEA,  
Chapter 262-Represented Employees

**BACKGROUND**

As a result of new and/or modified CSEA, Chapter 262 Job Classification Descriptions, the following employees will have their job classification changed.

**ANALYSIS AND FISCAL IMPACT**

The following employees require a job classification title change. This change has no fiscal impact.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Classified Job Classification Range Placement Changes for CSEA, Chapter 262-Represented Employees.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #24

**SUBJECT:** Classified Job Classification Range Placement Changes for CSEA,  
Chapter 262-Represented Employees

**DATE:** February 17, 2016

**Range Placement for CSEA, Chapter 262**

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Capili, Evelyn M.	Previous Title	Account Clerk III	02/17/16	88	6			100	12	5,621.82
Capili, Evelyn M.	New Title	Fiscal Technician II	02/17/16	88	6			100	12	5,621.82
Cheung, Amy M.	Previous Title	Account Clerk III	02/17/16	88	6	L15		100	12	6,109.51
Cheung, Amy M.	New Title	Fiscal Technician II	02/17/16	88	6	L15		100	12	6,109.51
Coder, Rebecca S.	Previous Title	Account Clerk III	02/17/16	88	6	L20		100	12	6,323.35
Coder, Rebecca S.	New Title	Fiscal Technician II	02/17/16	88	6	L20		100	12	6,323.35
Correia, Maria G.	Previous Title	Budget and Accounting Tech	02/17/16	95	6	L10		100	12	6,238.32
Correia, Maria G.	New Title	Fiscal Specialist	02/17/16	95	6	L10		100	12	6,238.32
Gregg, Roberta J.	Previous Title	Budget and Accounting Tech	02/17/16	95	6	L10		100	12	6,238.32
Gregg, Roberta J.	New Title	Fiscal Specialist	02/17/16	95	6	L10		100	12	6,238.32
Hernandez, Gabriela	Previous Title	Budget and Accounting Tech	02/17/16	95	6			100	12	6,027.36
Hernandez, Gabriela	New Title	Fiscal Specialist	02/17/16	95	6			100	12	6,027.36
Imes, Michael J.	Previous Title	Learning Res Computer Tech	02/17/16	88	6	L10		100	12	5,818.58
Imes, Michael J.	New Title	Lead Computer Facilities Assistant	02/17/16	88	6	L10		100	12	5,818.58
Jauregui, Elizabeth	Previous Title	Account Clerk III	02/17/16	88	6			100	12	5,621.82
Jauregui, Elizabeth	New Title	Fiscal Technician II	02/17/16	88	6			100	12	5,621.82
Kline, Maria T.	Previous Title	Budget and Accounting Tech	02/17/16	95	6	L10		100	12	6,238.32
Kline, Maria T.	New Title	Fiscal Specialist	02/17/16	95	6	L10		100	12	6,238.32

**SUBJECT:** Classified Job Classification Range Placement Changes for CSEA,  
Chapter 262-Represented Employees

**DATE:** February 17, 2016

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Lam, Christine S.	Previous Title	Budget and Accounting Tech	02/17/16	95	6	L10		100	12	6,238.32
Lam, Christine S.	New Title	Fiscal Specialist	02/17/16	95	6	L10		100	12	6,238.32
Lazo, Melanie	Previous Title	Account Clerk III	02/17/16	95	3			100	12	5,206.64
Lazo, Melanie	New Title	Fiscal Technician II	02/17/16	95	3			100	12	5,406.64
Ly, Katie B.	Previous Title	Budget and Accounting Tech	02/17/16	95	6			100	12	5,940.12
Ly, Katie B.	New Title	Fiscal Specialist	02/17/16	95	6			100	12	5,940.12
Mason, Lia M.	Previous Title	Account Clerk III	02/17/16	88	5			100	12	5,621.82
Mason, Lia M.	New Title	Fiscal Technician II	02/17/16	88	5			100	12	5,621.82
Mc Connell, Deborah M.	Previous Title	Account Clerk III	02/17/16	88	6	L20		100	12	6,323.35
Mc Connell, Deborah M.	New Title	Fiscal Technician II	02/17/16	88	6	L20		100	12	6,323.35
Moreno, Julie Ann E.	Previous Title	Account Clerk III	02/17/16	88	4			100	12	5,099.15
Moreno, Julie Ann E.	New Title	Fiscal Technician II	02/17/16	88	4			100	12	5,099.15
Munguia, Gloria F.	Previous Title	Budget and Accounting Tech	02/17/16	95	5			100	12	5,740.33
Munguia, Gloria F.	New Title	Fiscal Specialist	02/17/16	95	5			100	12	5,740.33
Olivares, Kathy	Previous Title	Budget and Accounting Tech	02/17/16	95	6	L10		100	12	6,238.32
Olivares, Kathy	New Title	Fiscal Specialist	02/17/16	95	6	L10		100	12	6,238.32
Rose, Bernice	Previous Title	Budget and Accounting Tech	02/17/16	95	6			100	12	6,027.36
Rose, Bernice	New Title	Fiscal Specialist	02/17/16	95	6			100	12	6,027.36
Shane, Yvette M.	Previous Title	Budget and Accounting Tech	02/17/16	95	6	L15		100	12	6,550.23
Shane, Yvette M.	New Title	Fiscal Specialist	02/17/16	95	6	L15		100	12	6,550.23
Ziegenhohn, Marisa	New Title	Budget and Accounting Tech	02/17/16	95	6	L10		100	12	6,238.32
Ziegenhohn, Marisa	New Title	Fiscal Specialist	02/17/16	95	6	L10		100	12	6,238.32

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Adult Education Block Grant (AB 104, Section 39) Amendment</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for the Adult Education Block Grant (AEBG) funded by the Budget Act per AB 104, Section 39, Article 9. The 2015-2016 State Budget appropriated \$500 million to the California Community College Chancellor's Office and the California Department of Education to allocate funding for adult education. The funds were provided to eligible consortia for the purpose of implementing regional plans for adult education. The intent of the AEBG is to expand and improve the provision of adult education via these consortia. The regional plan will improve the educational needs of adults by aligning adult education services and creating post-secondary and career pathways. Regional consortia membership is defined by the geographic boundary of each community college district.

**ANALYSIS AND FISCAL IMPACT**

1. Authorization for the purchase of food and lodging was inadvertently omitted from the original board item, which was approved at the November 18, 2015, meeting. Number 2 of the original analysis should now read:

As part of AEBG activities, authorization is requested to: (a) purchase supplies for grant-related meetings that occur throughout the year; (b) purchase promotional items **and food** for meetings that occur throughout the year; (c) reimburse non-Mt. SAC employees for travel costs associated with participating in grant-sponsored events; (d) provide advance payment (deposits) to vendors **or hotels** for grant-related activities; and (e) enter into contracts with the school districts named above.

2. The end date of the grant period has been changed from June 30, 2018, to January 31, 2018.

**Funding Source**

Restricted Fund - Budget Act per AB 104, Section 39, Article 9.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the amendments to the AB 104 Adult Education Block Grant, 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 #25</u>

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Continuing Education Division Additions and Changes

**BACKGROUND**

The Continuing Education Division presents a wide variety of programs and courses each semester. Note: Community Services materials fees are paid directly to the instructor.

**ANALYSIS AND FISCAL IMPACT**

1. Community Services: Additional Offerings

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Payment</b>	<b>Fee</b>
Advanced Hindi	Chaplot, Surekha	40%	\$100 Material Fee - \$15
Filipino Martial Arts (Kids - Teens)	Karr, Landace	40%	\$37 Materials Fee - \$25

2. Community Services: Program Changes

<b>Course Title/Program</b>	<b>From</b>	<b>To</b>
English for the California Visitor	Additional Instructors	Vanegas, Yazmin Wigglesworth, Ruth

3. New Contracts

<b>Agency (Description of Services)</b>	<b>Expenses</b>	<b>Fee</b>
Applied Learning Science (Tom Cohenno) 2249 Queensberry Road Pasadena, California 91104		Travel and Related Services  Not to exceed \$20,000
Consulting Services February 18–June 30, 2016		
CE Advisory Group Meeting Thursday, April 21, 2016		Deposit - \$1,250
Hyatt Regency Sacramento 1209 L Street Sacramento, California 95814		Facility Rental Not to exceed \$2,500

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

**SUBJECT:** Continuing Education Division Additions and Changes

**DATE:** February 17, 2016

4. Contract Changes

<b>Agency (Description of Services)</b>	<b>From</b>	<b>To</b>
<p><u>Contract #1516-004</u> Metropolitan Water District of Southern California</p>	<p>\$22,783</p> <p><b><u>Details:</u></b> Instructor: Eisley, Ben No change</p> <p>Instructor: Dan Littman 15 hours @ \$70/hour, Not to exceed \$1,050</p> <p>Instructor: Garcia, Daniel 96 hours @ \$83.46/hour Not to exceed \$8,013</p>	<p>\$24,188</p> <p><b><u>Details:</u></b></p> <p>16 hours @ \$70/hour, Not to exceed \$1,120</p> <p>112 hours @ \$83.46/hour, Not to exceed \$9,348</p>

Funding Sources

Community Services - Student Registration Fees.  
New Contracts - Contracting Agency.  
Contract Changes – Contracting Agency.

**RECOMMENDATION**

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

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

**DATE:** February 17, 2016

**CONSENT**

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

**BACKGROUND**

Students in various programs incur charges associated with their course of study. A Board item covering these fees was approved in June 2015. Due to recent changes in fee costs for Air Conditioning and Refrigeration, the following updated fees are being submitted to the Board of Trustees for review:

Program	Explanation	Cost
Air Conditioning and Refrigeration	Students take an examination at the completion of the program, the Environmental Protection Agency 608 Test. Successful completion is required by industry to handle and manipulate refrigerants. The cost of the exam includes study material for the students. The examination is computer-based and is proctored by program staff.	\$25 (Represents a \$2 decrease since June 2015 Board-approved item.)  No fee for retest.

**ANALYSIS AND FISCAL IMPACT**

The fees for students in Air Conditioning and Refrigeration for the 2015-16 academic year are detailed above. They represent the actual cost charged by vendors. Fiscal Services will validate the actual fee amount prior to charging students.

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #27

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Students and Faculty to Attend California Health Occupational Students of America: Future Health Professionals 2016 State Leadership Conference</u>	

**BACKGROUND**

The Health Occupations Students of America (HOSA) State Leadership Conference allows students to compete in one of 49 health-related competitive events with other students. At this conference, students and faculty attend health-related workshops and meet with health care industry representatives. The Conference will be held April 7-10, 2016, in Anaheim, California. Authorization is requested for 14 students and faculty members Mary-Ellen Reyes and Jill McGraw to attend.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost is \$10,918.40.

Funding Sources

Perkins IV Funds (\$1,895.68).  
Stars of Excellence Funds (\$9,022.72).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of 14 students and two faculty members to attend the HOSA State Leadership Conference, 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 #28</u>

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Child Development Center Contract Amendments for 2015-16

**BACKGROUND**

The agreements with the State of California, dated July 1, 2015, designated as Nos. CCTR-5106 and CSPP-5206 Amendment No. 01, has been amended to reflect an increase in the maximum reimbursable amounts, increase in the maximum enrollment payable rates, and increase in minimum child day enrollment requirements.

**ANALYSIS AND FISCAL IMPACT**

For Contract No. CCTR-5106, the maximum reimbursable amount increased from \$551,095.00 to \$586,715.00. The maximum enrollment payable rate increased from \$36.02 to \$38.21. The minimum child day enrollment requirement increased from 15,300 to 15,355.

For Contract No. CSPP-5206, the maximum reimbursable amount increased from \$279,308.00 to \$299,084.00. The maximum enrollment payable rate increased from \$36.03 to \$38.46. The minimum child day enrollment requirement increased from 7,752 to 7,776.

The contract periods are July 1, 2015, through June 30, 2016.

**Funding Source**

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

**RECOMMENDATION**

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

Prepared by: Tamika Addison/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #29

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract Renewal Approval: Economic Modeling Specialists, Inc.</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Mt. SAC’s COE requests authorization to renew the contract with Economic Modeling Specialists, Inc. (EMSI) to continue access to labor market information for seven counties in California. The cost will not exceed \$7,000.

The agreement will be effective March 1, 2016, through February 28, 2017. There will be no impact to the College budget.

**Funding Source**

Mt. SAC Centers of Excellence Grant funds (\$7,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the COE’s contract with EMSI, Inc., as presented.

Prepared by: Lori Sanchez/Jennifer Galbraith Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #30

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Contract Amendment and Advance Payment: ReachLocal

**BACKGROUND**

Mt. San Antonio College developed a local plan and submitted an application to the California Community College Chancellor's Office for funding through a federal grant provided by the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). An allocation of \$989,997 for the 2015-16 academic year funds activities that will lead to program improvement for Career Technical Education (CTE) programs. A portion of the funds were allocated to marketing for targeted CTE programs. The purchase was approved and funded through the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant and was approved at the July 8, 2015, Board of Trustees meeting. However, the vendor, ReachLocal, is requiring payment prior to running the advertisements. Authorization is requested to amend the contract and provide advance payment for the second round of marketing for eight additional CTE programs.

**ANALYSIS AND FISCAL IMPACT**

The cost for marketing eight programs for two cycles/months is \$14,000. There is no impact to the College budget.

**Funding Sources**

Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant, as set aside from the State Carl D. Perkins Allocation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves contract amendment and advance payment to ReachLocal, as presented.

Prepared by: Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #31

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract Agreement: Evans &amp; Sutherland for a New Planetarium</u>	
	<u>Show "Dynamic Earth" Purchase</u>	

**BACKGROUND**

Mt. San Antonio College’s Randall Planetarium requests authorization to enter into a contract with Evans and Sutherland for the purchase of a new digital planetarium show titled “Dynamic Earth.” The Planetarium is used frequently for college classes and outreach programs for local schools and the community, servicing over 10,000 individuals annually. Several professors have requested Planetarium resources to teach students about oceanography, currents, and other global factors affecting climate change. The show “Dynamic Earth” fills this hole in the Planetarium’s curriculum by exploring important factors affecting changes in our atmosphere, oceans, and the biosphere. Satellite monitoring data and supercomputer simulations are used in this show to visualize the inner workings of Earth’s climate systems. Additionally, this show will benefit local schools and the community when used for regular planetarium outreach activities including the Debbie Boroch Science Day scheduled for May 2016.

**ANALYSIS AND FISCAL IMPACT**

The cost of this show is \$10,000, plus tax for a ten-year lease. There is no impact to the College budget.

Funding Source

Planetarium Revenue-Generated account.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Evans & Sutherland, as presented.

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

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** New Degree Effective with the 2016-17 Academic Year

**BACKGROUND**

The following Degree meets Title 5 requirements and provides an additional program option, meets industry requirements, and responds to advisory committee recommendations.

New Degree

Pilates Professional Teacher Training: Cadillac, Chair, Auxiliary

**ANALYSIS AND FISCAL IMPACT**

This new Degree has been developed and approved by its respective Department Committees, the Curriculum and Instruction Council, and the Academic Senate.

Funding Source

Not Applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the above new Degree with the 2016-17 academic year, as presented.

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #33

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<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, Architecture, Engineering Design Technology, Electronics and Electrical Technology, and Welding. The grant's goals are: to improve energy efficiency building design to meet Title 24 standards; to improve the instruction of energy efficiency manufacturing and design; to assist in the completion of energy efficiency design; to improve the instruction of motor controls used in manufacturing and building automation; to improve the instruction of building automation network troubleshooting; to improve the instruction of refrigerant management and energy-efficient air conditioning systems; to place students into energy-related occupations; to support practical instruction of refrigerant containment, manufacturing, and construction; and to support advisories, improve student learning outcomes, and meet the needs of energy-related occupations.

**ANALYSIS AND FISCAL IMPACT**

This sub-grant award totals \$54,984. The performance period for the sub-grant is February 1, 2016, through June 30, 2016.

The funding agency has approved the expenditure of grant funds to support the following: hourly salaries, student salaries, employee benefits, instructional supplies and materials, computer-related services, instructional equipment, catering, and promotional supplies. 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 through Los Angeles Trade Technical College.

**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 #34</u>

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Course Identification (C-ID) Grant: Acceptance of Funds, Approval of  
Purchases, and Contract Amendment with Academic Senate for  
California Community Colleges

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for an augmentation of \$411,300. The total funding is now \$663,335. Future funding is contingent upon annual performance reviews.

The performance period for this grant has been extended and is now June 1, 2015, through June 30, 2016.

The funding agency has approved the expenditure of grant funds to support the following: non-instructional salaries; employee benefits; supplies and materials; travel; catering; sub-contracts; computer equipment; and indirect costs. Authorization is requested to purchase food and/or catering services for grant-sponsored meetings.

The College will amend an existing subcontract with ASCCC to oversee the curriculum-related responsibilities of the C-ID Program. This amendment will increase the contract by an amount not to exceed \$294,811, for a new total not to exceed \$446,500. The amendment will also extend the project period from July 1, 2015, through June 30, 2016.

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #35

**SUBJECT:** Course Identification (C-ID) Grant: Acceptance of Funds, Approval of Purchases, and Contract Amendment with Academic Senate for California Community Colleges

**DATE:** February 17, 2016

Funding Source

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the C-ID grant funds, approves the purchases, and approves the contract amendment with ASCCC, as presented.

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

**DATE:** February 17, 2016

**CONSENT**

**SUBJECT:** Sabbatical Leave Application for Academic Year 2016-17

**BACKGROUND**

The Board of Trustees may grant sabbatical leaves for purposes of formal study, independent study, work experience, or a combination thereof. Applications for sabbatical leaves are reviewed by the Salary and Leaves Committee for recommendation to the President and the Board of Trustees. The Committee is composed of three professors and three managers. The Vice President of Instruction serves as chairperson.

**ANALYSIS AND FISCAL IMPACT**

The Salary and Leaves Committee is recommending one application for sabbatical leave to be taken for a full academic year.

The current contractual agreement provides that the number of unit members who may be authorized for sabbatical leave at any one time shall not be more than 3% of the total number of full-time equivalent unit members. The maximum sabbatical leave allotment for the 2016-17 academic year is 24 semesters. The proposal recommended total two semesters. This leave is compensated at 80% of the faculty member's regular salary.

The teaching load for this applicant for sabbatical leave will be taught by adjunct faculty at a cost of approximately \$26,880.

The proposal presented to the Board is described below:

**Kim-Leiloni Nguyen** (two semesters) Biology – Independent Study. Professor Nguyen's proposal is titled "Effective Applications of Study Strategies in Science Education." Anatomy 10A, Introduction to Human Anatomy, has a success rate of 44%-54%. A series of short animation videos will be created to teach students smart and quick study strategies for content-dense courses like Anatomy. Feedback from students and faculty will show if there is a correlation between watching these videos and student success in these courses.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the sabbatical leave for Professor Kim-Leiloni Nguyen for Academic Year 2016-17, as presented.

Prepared by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #36

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Agreement with LiveWhale for Event Calendar Training</u>	

**BACKGROUND**

Mt. San Antonio College currently uses an event calendar by LiveWhale to coordinate and promote the countless events on campus. Multiple people can add events from their respective departments and manage existing events, adding photos or using an online RSVP form. Each calendar can be organized in such a way that departments can pull specific categories of events to highlight on their own website. These calendars are combined into a master calendar that can be accessed from the home page. For example, the Planetarium can feature its events on its department website using this calendar. At the same time, the College’s homepage can pull Planetarium events to highlight.

To ensure the campus community is taking advantage of the LiveWhale event calendar features, the Web Team would like authorization to have a LiveWhale trainer provide customized training on the Mt. San Antonio College campus for trainers, advanced users, and new users. The training will be during the month of February, and the exact date will be determined at a later time.

**ANALYSIS AND FISCAL IMPACT**

Authorization is requested to enter into a contract with LiveWhale to provide on-site training at an amount not to exceed \$1,500.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: <u>Uyen Mai</u>	Reviewed by: <u>Bill Scroggins</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #37</u>

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

**DATE:** February 17, 2016

**CONSENT**

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

**BACKGROUND**

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services (DSPS) for the Winter 2016 Intersession.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Amount Not to Exceed</b>
Aguillon, Yadira	\$96.00
Alcaraz, Rosa	\$96.00
Basulto, David	\$96.00
Castano Valencia, Jacobo	\$96.00
Felix, Michelle	\$96.00
Mardis, Nancy	\$96.00
Santillana, Carlos	\$96.00
Sy, Vivian	\$96.00
Wakefield, Bryan	\$96.00
Xu, Jessica Fengting	\$96.00

**Funding Source**

Restricted General 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: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #38

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Revised College Mission Statement, Vision Statement, and Core Values</u>	

**BACKGROUND**

The College Mission Statement, Vision Statement, and Core Values are philosophical statements that guide our purpose and focus. The President’s Advisory Council is charged with reviewing the College’s Mission Statement, Vision Statement, and Core Values on a regular basis.

**ANALYSIS AND FISCAL IMPACT**

The College’s Mission Statement, Vision Statement, and Core Values express our purpose as established by the legislature and further defined by the Board of Governors and the College Board of Trustees. Everything we do should relate to and support these guiding statements.

In a recent review by the President’s Advisory Council, it was recommended that the College’s College Mission Statement, Vision Statement, and Core Values be revised.

The intent is to post the College’s Mission Statement, Vision Statement, and Core Values on its website as well as install framed versions in every major office on campus. While an exact cost is not yet determined, it is expected to be nominal.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the revised College Mission Statement, Vision Statement, and Core Values, as follows:

**SUBJECT:** Revised College Mission Statement, Vision Statement, and Core Values

**DATE:** February 17, 2016

## Mission Statement

The mission of Mt. San Antonio College is to support all students in achieving their full educational potential educational goals in an environment of academic excellence. **Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.**

## Vision Statement

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services.

As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

## Core Values

- Integrity: We treat each other honestly, ethically, and respectfully in an atmosphere of trust.
- Equity and Diversity: We respect and welcome all differences, and we foster equal opportunity to succeed throughout the campus community.
- Community Building: We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- Student Focus: We address the needs of students and the community both in our planning and in our actions.
- Lifelong Learning: We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- Positive Spirit: We work harmoniously, show compassion, and take pride in our work.

**SUBJECT:** Revised College Mission Statement, Vision Statement, and Core Values

**DATE:** February 17, 2016

\*Board Approved: April 2008

Vision and Core Values Revised: December 2001

Reviewed by President's Advisory Council: January 2011. No suggested revisions.

Mission Statement Revised: June 2013

Reviewed by President's Advisory Council: September 2014. Proposed revisions.

Mission Statement Revised: November 2014

Reviewed by President's Advisory Council: June 2015. Proposed revisions.

Mission Statement Revised: June 2015

Reviewed by President's Advisory Council: December 2015. Proposed revisions.

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

**DATE:** February 17, 2016

**ACTION**

**SUBJECT:** Appointment of Member to the Citizens Oversight Committee

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

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

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

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

Recommended by: Bill Scroggins Agenda Item: Action #2

**SUBJECT:** Appointment of Member to the Citizens Oversight Committee

**DATE:** February 17, 2016

- Taxpayer Association Group Representative:
  - Paul H. Maselbas (West Covina)
  
- Student Organization Group Representative:
  - Jonnatthan Ortez (La Puente)
  
- College Advisory Council or Foundation Group Representative:
  - Mike Shay (Walnut)

Joshua Acevedo has moved out of the District and can no longer serve.

Marc Hawkins, of Diamond Bar, and Paula Lantz, of Pomona, have submitted applications (under separate cover) to fill two of the Business/Community Representative positions.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees appoints Marc Hawkins and Paula Lantz (Business/Community Representatives) to the Citizens Oversight Committee, effective February 18, 2016, through December 31, 2017.

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

**DATE:** February 17, 2016

**ACTION**

**SUBJECT:** Permanently Cease the Expenditure of Measure RR Funds on the  
Lot A Parking Structure Project

**BACKGROUND**

Due in part to the court in the *United Walnut Taxpayers v. Mt. San Antonio Community College District* lawsuit (“Lawsuit”), granting a preliminary injunction on May 13, 2015, enjoining the use of Measure RR funds for the Parking Structure Project on Lot A, the Board of Trustees took action on July 8, 2015, to cease the expenditure of Measure RR bond funds on the Parking Structure Project and reallocate the funds to other Measure RR projects.

Notwithstanding the action taken by the Board of Trustees on July 8, 2015, on January 21, 2016, United Walnut Taxpayers filed a First Amended Verified Complaint for Declaratory and Injunctive Relief; Petition for Writ of Mandate (“Amended Complaint”) in Los Angeles County Superior Court Case No. BC 576587. In the Amended Complaint, UWT alleges, among other things, that the District continues to proceed with the Parking Structure Project as a Measure RR project further to the award of the lease/leaseback contract to Tilden-Coil Constructors, Inc. on February 11, 2015. These allegations are not true as the District is no longer proceeding with the Parking Structure Project as a Measure RR Project.

**RECOMMENDATION**

It is recommended that the Board of Trustees take action and confirm the Parking Structure Project that is the subject of the Action has been abandoned by the Board of Trustees as a Measure RR project, and the Board of Trustees will not be taking any action to construct the Parking Structure Project under the lease/leaseback contract award to Tilden-Coil Constructors, Inc. on February 11, 2015. The abandonment of the Parking Structure Project on Lot A as a Measure RR project is without prejudice to the Board taking future action authorizing a new parking structure project on Lot A.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #3

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>February 17, 2016</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Confirmation of Funding Source for West Parcel Solar Project</u>	

**BACKGROUND**

On September 16, 2015, the Board of Trustees, at a duly noticed special meeting, approved Resolution No. 15-01 - Assessment, Design, Installation, and Operation and Maintenance of a Photovoltaic Solar System (West Parcel Solar Project – Request for Qualifications/Request for Proposal No. 3005) (Revised); and authorize the College to negotiate, prepare, and enter into a Design-Build Agreement for the design, procurement, installation, and construction of the system, and a separate ongoing Operations and Maintenance Agreement with Borrego Solar Systems, Inc. (the “Borrego Solar Design-Build Agreement”).

The agenda for the September 16, 2015, special meeting identified the funding sources for the Borrego Solar Design-Build Agreement as: (1) Proposition 39 Energy Funds, (2) Energy Incentives, and (3) California Energy Commission (CEC) loans. Resolution No. 15-01 does not provide for Measure RR funds to be used to pay for the design, procurement, installation, and construction of the West Parcel Solar Project under the Borrego Solar Design-Build Agreement.

Notwithstanding the agenda for the September 16, 2015, special meeting, on January 21, 2016, United Walnut Taxpayers (“UWT”) filed a First Amended Verified Complaint for Declaratory and Injunctive Relief; Petition for Writ of Mandate (“Amended Complaint”) in Los Angeles County Superior Court Case No. BC 576587. In the Amended Complaint, UWT alleges “by approving Resolution 15-01 the District is committing to further spend Measure RR funds on the planning, design, study, construction or building, and implementation of the Solar Project in violation of Proposition 39.”

**RECOMMENDATION**

It is recommended that the Board of Trustees confirms that the Borrego Solar Design-Build Agreement is not proceeding as a Measure RR project, and further to Resolution 15-01, funding for the project is from the use of: (1) Proposition 39 Energy funds, (2) Energy Incentives, and (3) California Energy Commission (CEC) loans.

Prepared by: <u>Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Action #4</u>