



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, March 9, 2016**

**6:00 p.m. – Reception for Tenured Faculty**

**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.**

**RECEPTION FOR TENURED FACULTY (6:00 p.m., Founders Hall, Conference Center)**

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

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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.*

## INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Elizabeth Callahan**, Administrative Specialist IV (School of Continuing Education)
- **Mariezar Figueroa**, Admissions & Records Specialist III (Admissions & Records)
- **Lizette Henderson**, Administrative Specialist III (Natural Sciences)
- **Nadine Hernandez**, Student Services Program Specialist II (EOPS/CARE)
- **Marlyn Lanuza**, Administrative Specialist III (Instruction)
- **Venice McCurdy**, Laboratory Technician – Arts (Arts)
- **Cynthia Orozco**, Student Services Outreach Specialist (High School Outreach)
- **Lloyd Robinette**, Equipment Technician (Architecture, Industrial Design Engineering, and Manufacturing)
- **Astrid Rodriguez**, Laboratory Technician – Theater (Theater)

Classified Employee (Promoted)

- **Olga Castillo**, Public Safety Officer (Public Safety)
- **Recognition:**
  - The following professors who received tenure at last month's Board meeting:
    - **Christopher Briggs**, Biological Sciences
    - **Todd Clements**, Chemistry
    - **Jamaika Fowler**, Counseling/Articulation Officer
    - **Jeremy Hart**, Counseling
    - **Jamie Hirsch**, Fire Technology
    - **Stephen James**, Industrial Design
    - **Melissa Macias**, Fine Arts
    - **Clark Maloney**, Athletics
    - **Jane Nazzal**, Learning Assistance
    - **Serena Ott**, Foreign Languages
    - **Eloise Reyes**, Counseling, DSP&S
    - **William Roche**, Computer Information Systems
    - **Diane Rowley**, Learning Assistance
    - **Cecilia Thay**, Child Development

## APPROVAL OF MINUTES

Approval of minutes of the regular meeting of February 17, 2016. (See backup packet Pages 1 through 13.)

## 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
  - Summary of AACCC Pathways Project
  - Update on Agendized Facility Project Change Orders (presented by Mike Gregoryk, Vice President, Administrative Services)

## 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 14 through 18.)
2. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 19 and 20.)
3. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Page 21.)
4. Consideration of approval of the Quarterly Financial Status Report ending December 31, 2015. (See backup packet Pages 22 through 24.)
5. Consideration of approval of the Quarterly Investment Report ending December 31, 2015. (See backup packet Page 25.)
6. Consideration of approval of an agreement for school bus transportation services for the following Bid: (See backup packet Pages 26 and 27.)
  - Bid No. 3069 Agreement for School Bus Transportation Services – Durham School Services, L.P., of Rosemead, CA
7. Consideration of approval of a contract with Hyland for consulting services and software license. (See backup packet Page 28.)
8. Consideration of approval of an agreement with Cal Poly Pomona Foundation, Inc. for the rental of the Kellogg House for Information Technology's Enterprise Application Systems annual staff retreat. (See backup packet Page 29.)
9. Consideration of approval of a contract with Tilden Coil Constructors, Inc. for construction management services – South Campus Site Improvements. (See backup packet Page 30.)
10. Consideration of approval of agreements to provide professional design and consulting services with HPI Architects for the Student Center, and Pal ID Studios for Building 40 Upgrades. (See backup packet Page 31.)

11. Consideration of approval of the following Contract Amendments: (See backup packet Pages 32 and 33.)
  - Contract Physical Education Project Environmental Impact Report – Greve & Associates, LLC - Amendment No. 1.
  - Contract Physical Education Project Environmental Impact Report – Iteris - Amendment No. 1.
12. Consideration of approval of the following Change Order for the Athletics Modular Structure: (See backup packet Pages 34 and 35).
  - Contract American Modular Systems (General Contractor) – Change Order No. 2.
13. Consideration of approval of the following Change Order for the Building 23 Renovation: (See backup packet Pages 36 and 37).
  - Contract Harik Construction, Inc. (General Contractor) – Change Order No. 2.
14. Consideration of approval of the following Change Orders for the Continuing Education Building 40 Upgrades project: (See backup packet Pages 38 and 39).
  - Contract Harik Construction, Inc. (General Contractor) – Change Order No. 2.
  - Contract Golden Phoenix Construction Co., Inc. (General Contractor) – Change Order No. 1.
15. Consideration of approval of the following Change Order for the Food Services building: (See backup packet Pages 40 and 41).
  - Contract Tilden-Coil Constructors (General Contractor) – Change Order No. 2.
16. Consideration of approval of the following Change Order for the Restoration of Parking Lot A: (See backup packet Pages 42 and 43).
  - Contract Beach Paving, Inc. (Paving Contractor) – Change Order No. 1.

## **HUMAN RESOURCES**

17. Consideration of ratification of Personnel Transactions. (See backup packet Pages 44 through 53.)
18. Consideration of approval of New and/or Revised Classified Job Classification Descriptions. (See backup packet Pages 54 through 70.)
19. Consideration of approval of Range Placement for CSEA, Chapter 262-Represented Employees. (See backup packet Pages 71 and 72.)

## **INSTRUCTION**

20. Consideration of approval of the Continuing Education Division 2016 High School Summer School Program. (See backup packet Pages 73 and 74.)

21. Consideration of approval of the Continuing Education Division additions and changes. (See backup packet Pages 75 and 76.)
22. Consideration of approval of the acceptance of funds for Course Identification (C-ID) Grant and approval of purchases. (See backup packet Page 77.)
23. Consideration of approval of a contract with Record Timing for 2016 Mt. SAC Relays. (See backup packet Page 78.)
24. Consideration of ratification of an Agreement with Diamond Ranch High School to host the 2015 Mt. SAC Mountie Classic Men's Basketball Tournament. (See backup packet Page 79.)

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

25. Consideration of approval of the 2016-17 Meeting Calendar for the Mt. San Antonio College Board of Trustees. (See backup packet Page 80.)
26. Consideration of approval of a contract with Pomona College as the 2016 Scholarship Awards Ceremony site. (See backup packet Page 81.)

#### **STUDENT SERVICES**

27. Consideration of ratification 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 82.)

### **ACTION ITEMS**

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

1. Consideration of the 2016 election for the CCCT Board of Directors. (See backup packet Pages 83 and 84.)

### **DISCUSSION ITEM**

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

1. Annual Review of Board Policy 2015 – Student Member. (See backup packet Pages 85 and 86.)

### **ADJOURNMENT**

## **Future Board Meetings**

March 12, 2016 (Board Study Session)

April 13, 2016

May 11, 2016

June 22, 2016

## **Upcoming Events**

- 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
- March 4           **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium  
**Star Tales**, 6:00 and 7:30 p.m., Planetarium  
**18<sup>th</sup> Annual Puttin' on the Hits**, 7:30 p.m., Clarke Theater  
**Telescope Night**, 9:00 p.m., Planetarium
- March 5           **One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium  
**Stars of the Pharaohs**, 6:00 and 7:30 p.m., Planetarium  
**18<sup>th</sup> Annual Puttin' on the Hits**, 7:00 p.m., Clarke Theater
- March 7           **Arise Program: Welcome Back Spring 2016**, 5:00-7:30 p.m., Student Life Center (Building 9C)
- March 8-10       **Join-A-Club**, 9:00 a.m.-1:00 p.m., Kerr's Corner (north of Building 6)
- March 9           **Blood Drive**, 9:00 a.m.-7:00 p.m., Student Life Center (Building 9C)  
**Student Success Center Ribbon-Cutting Ceremony**, 3:00 p.m., Student Success Center (Building 9E)  
**Board of Trustees Meeting**, 6:30 p.m., Founders Hall
- March 10         **Blood Drive**, 9:00 a.m.-7:00 p.m., Student Life Center (Building 9C)  
**Emergency Preparedness Workshop – Active Shooter Situation Training**, 3:00 p.m., Building 28A, Room 103
- March 16         **Career Advisory Meeting**, 8:00-9:30 p.m., Founders Hall
- March 17-April 14   **Chaos and Control Art Exhibit**, Art Gallery Hours – Reception on March 17, 4:00-6:00 p.m., Art Gallery
- March 18         **High School Seniors' Day**, 9:00 a.m.-1:30 p.m., Design Technology Center (Building 13, Room 1700)  
**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  
**Spring Thing!**, 7:30 p.m., Clarke Theater
- March 19         **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium  
**Cosmic Comets**, 6:00 and 7:30 p.m., Planetarium

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

- March 21            **High School Seniors' Day**, 9:00 a.m.-1:30 p.m., Design Technology Center (Building 13, Room 1700)
- March 29            **Inspiring Women Luncheon (by invitation only)**, 12:00 p.m., Venue TBD
- March 31            **Cesar Chavez Day – CAMPUS CLOSED**
- April 4              **Last Day to Change Residency for Spring**
- April 4-7            **Elections – Associated Students Officers**, All Day, Online

### **Upcoming Athletics Events**

- March 3            **Men's Tennis vs. El Camino College**, 2:00 p.m., Tennis Courts  
**Softball vs. El Camino College**, 3:00 p.m., Softball Field
- March 4            **Men's and Women's Swim and Dive vs. El Camino and Cerritos Colleges**, 12:30 p.m., Pool  
**Men's Tennis vs. Palomar College**, 2:00 p.m., Tennis Courts
- March 5            **Women's 4<sup>th</sup> Round Basketball Playoffs**, Time TBA
- March 8            **Baseball vs. Los Angeles Harbor College**, 6:00 p.m., Baseball Field
- March 10           **Women's Tennis vs. College of the Desert**, 2:00 p.m., Tennis Courts
- March 12           **Softball vs. Allan Hancock College**, 11:00 a.m., Softball Field  
**Baseball vs. Los Angeles Harbor College**, 12:00 p.m., Baseball Field  
**Softball vs. Southwestern College**, 3:00 p.m., Softball Field
- March 15           **Women's Tennis vs. Rio Hondo College**, 2:00 p.m., Tennis Courts  
**Baseball vs. Cerritos College**, 2:30 p.m., Baseball Field  
**Softball vs. East Los Angeles College**, 5:00 p.m., Softball Field
- March 17           **Men's Tennis vs. Victor Valley College**, 2:00 p.m., Tennis Courts  
**Softball vs. Cerritos College**, 3:00 p.m., Softball Field  
**Softball vs. Cypress College**, 5:00 p.m., Softball Field
- March 22           **Tennis vs. Cerritos College**, 2:00 p.m., Tennis Courts  
**Softball vs. Pasadena City College**, 5:00 p.m., Softball Field  
**Baseball vs. Citrus College**, 6:30 p.m., Baseball Field

**Upcoming Athletics Events** (continued)

- March 24      **Men's and Women's Swim and Dive vs. Chaffey and Long Beach City Colleges**, 12:30 p.m., Pool  
**Women's Tennis vs. Long Beach City College**, 2:00 p.m., Tennis Courts  
**Men's Tennis vs. Bakersfield College**, 2:00 p.m., Tennis Courts  
**Softball vs. Compton College**, 3:00 p.m., Softball Field
- March 31      **Women's Tennis vs. El Camino College**, 2:00 p.m., Tennis Courts  
**Softball vs. Los Angeles Harbor College**, 3:00 p.m., Softball Field  
**Baseball vs. Long Beach City College**, 6:00 p.m., Baseball Field
- April 5        **Softball vs. Long Beach City College**, 3:00 p.m., Softball Field  
**Baseball vs. El Camino College**, 6:00 p.m., Baseball Field

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

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**March 9, 2016**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 17, 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 5:32 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 5:33 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)
- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 – Non-Re-employment of Contract, Faculty** (regarding Employee No. ...8991)

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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.*

### 3. PUBLIC SESSION

Note: The entire dialogue may be heard beginning at 00:00:40 on the attached meeting audio.

The public meeting reconvened at 6:32 p.m., and the Pledge of Allegiance was led by Joan Sholars, Faculty Association Vice President.

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

Note: The entire dialogue may be heard beginning at 00:02:10 on the attached meeting audio.

The Board unanimously voted to accept the findings and recommended decision of the Evaluation Team to not retain Employee No. A02848991.

### 5. INTRODUCTIONS AND RECOGNITION

Note: The entire dialogue may be heard beginning at 00:02:40 on the attached meeting audio.

- The following newly appointed and promoted employees were introduced:

Classified Employee (Newly Appointed)

- **Jennifer Cruz-Nguyen**, Tutorial Services Assistant (Adult Basic Education) (present)
- **Cynthia Mascarenas**, Horticulture Production Assistant (Agriculture) (present)

Management Employee (Newly Appointed)

- **Tami Pearson**, Associate Dean, Career Education and Workforce Development (School of Continuing Education) (present)

Classified Employee (Promoted)

- **Christina Estrada**, Coordinator, Project/Program (Instruction) (present)

- The following member of the Citizens Oversight Committee was recognized for his two years of service:

- **Joshua Acevedo** (present)

- The following retiree was recognized but was not present; therefore, his Certificate of Service will be mailed to his home address:

- **Glenn Evert**, Coordinator, Computer Facilities (Information Technology), 16 years of service

### 6. APPROVAL OF MINUTES

Note: The entire dialogue may be heard beginning at 00:11:45 on the attached meeting audio.

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

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

## 7. PUBLIC COMMUNICATION

None.

## 8. REPORTS

Note: The entire dialogue may be heard beginning at 00:12:25 on the attached meeting audio.

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

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

## 9. BOARD COMMUNICATION

Note: The entire dialogue may be heard beginning at 00:41:02 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 Jennifer Cruz-Nguyen, Christina Estrada, Cynthia Mascarenas, and Tami Pearson.
  - They congratulated Joshua Acevedo for his service on the Citizens Oversight Committee.
  - They congratulated Glenn Evert on his retirement.
- C. Trustee Hidalgo reported the following:
- He attended the CCLC Legislative Conference in Sacramento.
  - He attended the Mt. SAC Athletics Hall of Fame dinner/ceremony.
  - He said that he's looking forward to participating in Puttin' on the Hits.

D. Trustee Baca reported the following:

- He attended the Bellwether Awards Ceremony in Orlando with President Scroggins and Vice President Malmgren.
- He attended the ACCT National Legislative Conference in Washington, DC, with Trustees Bader, Chen, Chen Haggerty, Student Trustee Santos, and Student Jonnatthan Ortez.
- He attended the Mt. SAC Athletics Hall of Fame dinner/ceremony.
- He urged everyone to attend the Kepler fund-raiser dinner on April 9.
- He will be attending part of this Friday's Faculty Flex Day.
- He mentioned that Dr. Scroggins served on the Workforce Taskforce for the State. He said that Senator Dianne Feinstein is interested in career technical education in community colleges.

E. Trustee Bader reported the following:

- She attended the Aspire luncheon.
- She attended the Mt. SAC Athletics Hall of Fame dinner/ceremony.
- She attended the ACCT National Legislative Conference in Washington, DC, with Trustees Baca, Chen, Chen Haggerty, Student Trustee Santos, and Student Jonnatthan Ortez.
- She said that she's looking forward to Puttin' on the Hits.

F. Trustee Santos reported the following:

- She attended several County Park Assessments.
- She attended the Puente Hills Landfill Park Environmental Impact Report Hearing.
- She attended the West Covina Martin Luther King, Jr. Day ceremony.
- She attended the Bassett PTA Student Reflection Art Award dinner.
- She attended the grand opening of the Bassett Innovation Center at the high school.
- She attended the Lion's Student Speech Contest in Irwindale.
- She attended the Irwindale Chamber Board Installation dinner.
- She attended the Latino Roundtable Annual Planning Retreat.
- She attended the Mt. SAC Athletics Hall of Fame dinner/ceremony.
- She attended the Baldwin Park Redevelopment Oversight Board meeting.

G. Trustee Chen reported the following:

- He attended the Effective Trustees Workshop at the CCLC Legislative Conference in Sacramento for newly elected trustees.
- He attended the ACCT National Legislative Conference in Washington, DC, with Trustees Baca, Bader, Chen Haggerty, Student Trustee Santos, and Student Jonnatthan Ortez.
- He said that he's looking forward to participating in Puttin' on the Hits.

H. Student Trustee Santos reported the following:

- She attended the Rowland USD's Kids-First meeting.
- She attended the Latino Roundtable for the Cesar Chavez Pilgrimage.
- She attended the Effective Trustees Workshop at the CCLC Legislative Conference in Sacramento for newly elected trustees.
- She attended the ACCT National Legislative Conference in Washington, DC, with Trustees Baca, Bader, Chen, Chen Haggerty, and Student Jonnatthan Ortez.

## I. Trustee Hall reported the following:

- He attended the Citizens Oversight Committee meeting.
- She attended the Mt. SAC Athletics Hall of Fame dinner/ceremony and commended Joe Jennum for being a great Master of Ceremonies.
- He attended the Covina and San Dimas Redevelopment Oversight Committee meetings.
- He commended Jill Dolan and Uyen Mai for Mt. SAC's annual report and the ads in the local newspapers and the Chinese World Journal.
- He said that he's looking forward to participating in Puttin' on the Hits.

## J. Trustee Chen Haggerty reported the following:

- She attended the Solar Project court hearing with Trustees Hall and Santos, Gary Nellesen, and the College's attorney.
- She attended the Effective Trustees Workshop at the CCLC Legislative Conference in Sacramento as well as the ACES meeting.
- She attended the AACCC Pathways Institute in San Antonio, TX.
- She attended the ACCT National Legislative Conference in Washington, DC, with Trustees Baca, Bader, Chen, Student Trustee Santos, and Student Jonnatthan Ortez, where she also attended her first ACCT Diversity Committee meeting.
- She was appointed as a co-chair of the ACCT API Native American/African American Joint Caucus.
- She commended Student Trustee Santos and Student Jonnatthan Ortez for being so involved.
- She wished everyone a Happy Chinese New Year.

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

Note: The entire dialogue may be heard beginning at 01:07:39 on the attached meeting audio.

- He welcomed and congratulated newly appointed and promoted employees Jennifer Cruz-Nguyen, Christina Estrada, Cynthia Mascarenas, and Tami Pearson.
- He congratulated the tenured faculty on tonight's agenda.
- He congratulated Joshua Acevedo for his service on the Citizens Oversight Committee.
- He congratulated Glenn Evert on his retirement.
- He was invited to be a presenter at the Academic Senate's Instructional Innovation Conference in Riverside, where his topic was 'How Student Learning Outcomes are Really Relevant to Faculty'.
- He served on the Advisory Committee for the Institutional Effectiveness Partnership Initiative in Sacramento.
- He's on the Legislative Advisory Committee for CCLC.
- He attended the CCLC Legislative Conference in Sacramento and presented on the work of the Workforce Task Force.
- He chairs the Chancellor's Office Telecommunications and Technology Advisory Committee.
- He attended the Belwether Awards presentation in Orlando, FL, with Trustee Baca and Irene Malmgren, Vice President, Instruction, and he thanked Don Sciore for putting together such a powerful presentation.

- He and a team traveled to San Antonio, TX, to attend the national initiative to participate in the AACC Pathways Program, where Mt. SAC was one of 30 colleges chosen to participate. The team consists of Trustee Chen Haggerty; Audrey Yamagata-Noji, Vice President, Student Services; Irene Malmgren, Vice President, Instruction; and Jeff Archibald, Academic Senate Vice President.
- He distributed the Board Study Session Schedule for March 12, 2016, which will be held at the University of La Verne. The Schedule may be found with these minutes on the College website.
- He asked Mike Gregoryk, Vice President, Administrative Services, to present the Governor's January Proposal for the 2016-17 Budget. Mr. Gregoryk, in turn, introduced Rosa Royce, Associate Vice President, Fiscal Services, to assist him with the presentation.

Discussion:

- Trustee Baca had questions, and Mr. Gregoryk and Dr. Scroggins answered them.
- Trustee Hall had questions, and Mr. Gregoryk and Dr. Scroggins answered them.
- Trustee Santos had questions, and Mr. Gregoryk, Dr. Scroggins, and Vice President Malmgren answered them.
- Dr. Scroggins had a question, and Mr. Gregoryk answered it.
- Trustee Chen had a question, and Mr. Gregoryk answered it.

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

- He asked Paulo Madrigal, Director, Community & Career Education, to present a report on Community and Contract Education.

Discussion:

- Trustee Chen had questions, and Mr. Madrigal answered them.
- Trustee Santos had a question, and Mr. Madrigal answered it.
- Trustee Hall had questions, and Mr. Madrigal answered them.

## 11. CONSENT CALENDAR

Note: The entire dialogue may be heard beginning at 02:02:53 on the attached meeting audio.

The following corrections were made to the Consent Calendar:

- On Pages 58-63, Personnel Transactions – under the 'Additional Assignments, Service/Agreement,' column – wherever ELS is listed, it should read **ESL**.
- On Page 68, Personnel Transactions – under 'Student Employees (continued),' the Hire Date for Ariana Maria Ochoa Flores should read 12/09/15-12/31/15.
- On Page 69, Personnel Transactions – under 'Student Employees (continued),' the Hire Date for Juanita Olivas should read 11/01/15-12/31/15.

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

### ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
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. This item was pulled and acted upon separately (see Paragraph No. 12).
5. Approval of the following Bid:
  - 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. Approval of a contract with Evisions for professional services to facilitate data and reporting needs.
7. This item was pulled and acted upon separately (see Paragraph No. 13).
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. This item was pulled and acted upon separately (see Paragraph No. 16).
11. 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.
12. Approval of the following Contract Amendments:
  - 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. Approval of the following Change Order for the installation of motorized rigging equipment in the Sophia B. Clarke Theater:
  - Contract Polaris Lighting, Inc. (Lighting Contractor) – Change Order No. 1.
14. Approval of the following Change Order for the Continuing Education Building 40 Upgrades:
  - Contract Harik Construction, Inc. (Contractor) – Change Order No. 1.
15. Approval of the following Change Order for the Athletics Modular Structure:
  - Contract American Modular Systems (Contractor) – Change Order No. 1.

16. 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. This item was pulled and acted upon separately (see Paragraph No. 17).
18. Approval of the Recommendation to Employ Faculty Under Second Contract 2016-17.
19. Approval of the Recommendation to Employ Faculty Under Third Contract 2016-18.
20. Approval of the Recommendation to Grant Tenure 2016-17.
21. Approval of New and/or Revised Classified Job Classification Descriptions.
22. Approval of New and/or Revised Confidential Job Description.
23. This item was pulled and acted upon separately (see Paragraph No. 18).
24. Approval of Range Placement for CSEA, Chapter 262-Represented Employees.

**INSTRUCTION**

25. Approval of AB 104 Grant amendment.
26. Approval of Continuing Education Division additions and changes.
27. Approval of program fees for Technology and Health Division students.
28. Approval of student and faculty participation in the Health Occupational Students of America Leadership Conference.
29. Approval of contract amendments for the Child Development Center.
30. Approval of a renewal contract with Economic Modeling Specialists, Inc.
31. Approval of a contract amendment and advance payment with ReachLocal.
32. Approval of a contract with Evans & Sutherland for the purchase of a new Planetarium show.
33. Approval of a new Certificate effective with the 2016-17 academic year.
34. Approval of acceptance of funds for Proposition 39 Clean Energy Workforce Grant and approval of purchases.

35. Approval of acceptance of funds for Course Identification (C-ID) Grant and approval of purchases.
36. Approval of one sabbatical leave for academic year 2016-17.

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

37. Approval of an agreement with LiveWhale to provide on-site training for event calendaring.

#### **STUDENT SERVICES**

38. 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.

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

#### **12. CONSENT ITEM NO. 4 – THREE-YEAR CONTRACT WITH VAVRINEK, TRINE, DAY & CO., LLP TO PROVIDE AUDITING AND TAX PREPARATION SERVICES THROUGH JUNE 2018**

Note: The entire dialogue may be heard beginning at 02:06:05 on the attached meeting audio.

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

Discussion:

- Trustee Bader had a question, and Mr. Gregoryk answered it.
- Trustee Hall had a question, and Mr. Gregoryk answered it.

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

#### **13. CONSENT ITEM NO. 7 – PURCHASE OF INSTRUCTIONAL CLASSROOM AND MODULAR SYSTEMS FURNITURE SEATING, FREESTANDING TABLE, 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**

Note: The entire dialogue may be heard beginning at 02:09:06 on the attached meeting audio.

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

Discussion:

- Trustee Bader had a question, and Mr. Gregoryk and Mr. Nellesen answered it.
- Trustee Chen had a question, and Mr. Nellesen answered it.

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

**14. CONSENT ITEM NO. 8 – LEASE/LEASEBACK CONSTRUCTION – FINAL RECONCILIATION AND NOTICE OF COMPLETION FOR THE UTILITY INFRASTRUCTURE SW QUADRANT – SEWER LINE REPLACEMENT**

Note: The entire dialogue may be heard beginning at 02:11:31 on the attached meeting audio.

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

Discussion:

- Trustee Bader gave kudos to the staff for the small percentage change.
- Trustee Chen had a question, and Mr. Nellesen answered it.

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

**15. CONSENT NO. 9 – LEASE/LEASEBACK CONSTRUCTION – FINAL RECONCILIATION AND NOTICE OF COMPLETION FOR THE INSTRUCTION MODULARS SITE IMPROVEMENTS**

Note: The entire dialogue may be heard beginning at 02:12:54 on the attached meeting audio.

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

Discussion:

- Trustee Bader gave kudos to the staff for the small percentage change.
- Trustee Hall had questions, and Dr. Scroggins and Mr. Nellesen answered them.
- Trustee Baca had a question, and Mr. Nellesen answered it.

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

**16. CONSENT NO. 10 – PROPOSAL FROM QUINN POWER SYSTEMS TO REBUILD THE CENTRAL PLANT ELECTRICAL GENERATORS**

Note: The entire dialogue may be heard beginning at 02:17:47 on the attached meeting audio.

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

Discussion:

- Trustee Santos had a question, and Mr. Nellesen answered it.
- Trustee Chen had a question, and Mr. Nellesen answered it.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**17. CONSENT ITEM NO. 17 – PERSONNEL TRANSACTIONS**

Note: The entire dialogue may be heard beginning at 02:22:19 on the attached meeting audio.

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

Discussion:

- Trustee Hall made comments about Richard McGowan retiring and Maryann Tolano-Leveque leaving Mt. SAC to take a job at Citrus College.
- Trustee Santos 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.

**18. CONSENT ITEM NO. 23 – NEW AND/OR REVISED MANAGEMENT JOB CLASSIFICATION DESCRIPTIONS**

Note: The entire dialogue may be heard beginning at 02:26:08 on the attached meeting audio.

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

Discussion: There was much discussion between the Board members and Bill Rawlings, President, CSEA, Chapter 262.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**19. ACTION ITEM #1 – PROPOSED REVISIONS TO THE COLLEGE MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES**

Note: The entire dialogue may be heard beginning at 02:49:15 on the attached meeting audio.

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

Discussion:

- Trustee Chen had a question, and Dr. Scroggins answered it.
- 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.

**20. ACTION ITEM #2 – MARC HAWKINS AND PAULA LANTZ (BUSINESS/ COMMUNITY REPRESENTATIVES) APPOINTED TO THE CITIZENS OVERSIGHT COMMITTEE, EFFECTIVE FEBRUARY 18, 2016, THROUGH DECEMBER 31, 2017**

Note: The entire dialogue may be heard beginning at 02:54:58 on the attached meeting audio.

The following corrections were made to this item as follows:

- Business/Community Representatives, delete **Joshua Acevedo (Bassett)** and **Theodore (Ted) Ebenkamp (Rowland Heights)**, and add **Judy Nieh (Rowland Heights)**.
- Senior Citizens' Organization Representative **Suzanne Gomez** is from **Irwindale**, not San Dimas.

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

Discussion:

- Trustee Hall commented on Marc Hawkins.
- Trustee Bader commented on Paula Lantz.

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

**21. ACTION ITEM #3 – PERMANENTLY CEASE THE EXPENDITURE OF MEASURE RR FUNDS ON THE LOT A PARKING STRUCTURE PROJECT**

Note: The entire dialogue may be heard beginning at 03:02:21 on the attached meeting audio.

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

Discussion: Trustee Santos 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.

**22. ACTION ITEM #4 – CONFIRMATION OF THE FUNDING SOURCE FOR THE WEST PARCEL SOLAR PROJECT**

Note: The entire dialogue may be heard beginning at 03:03:34 on the attached meeting audio.

It was moved by Trustee Baca 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.

### **23. ADJOURNMENT**

The meeting adjourned at 9:36 p.m.

WTS:dl

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

**DATE:** March 9, 2016 **CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

**APPROPRIATION TRANSFERS  
For the period 1/22/16 - 2/7/16**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000      Supplies/Materials	\$      14,746
7950      Unassigned Fund Balance	698,529
<b>Total</b>	<b>\$      713,275</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000      Academic Salaries	\$      18,851
2000      Classified/Other Nonacademic Salaries	541,654
3000      Employee Benefits	121,553
5000      Other Operating Expenses/Services	299
6000      Capital Outlay	30,918
<b>Total</b>	<b>\$      713,275</b>

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

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

**DATE:** March 9, 2016

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 681
2000 Classified/Other Nonacademic Salaries	42,558
4000 Supplies/Materials	4,833
6000 Capital Outlay	4,503
<b>Total</b>	<b>\$ 52,575</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 3,133
5000 Other Operating Expenses/Services	49,442
<b>Total</b>	<b>\$ 52,575</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,200
6000 Capital Outlay	2,000
<b>Total</b>	<b>\$ 3,200</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 3,200
<b>Total</b>	<b>\$ 3,200</b>

**Farm Operation Fund - 34**

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 2,000
6000 Capital Outlay	1,500
<b>Total</b>	<b>\$ 3,500</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 3,500
<b>Total</b>	<b>\$ 3,500</b>

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

**DATE:** March 9, 2016

**Capital Outlay Projects Fund - 41**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 135,501
<b>Total</b>	<b>\$ 135,501</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 105,130
3000 Employee Benefits	30,371
<b>Total</b>	<b>\$ 135,501</b>

**BAN Construction Fund - 44**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 105
<b>Total</b>	<b>\$ 105</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 105
<b>Total</b>	<b>\$ 105</b>

**Bond Construction Fund No 2 - 45**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 4,432
<b>Total</b>	<b>\$ 4,432</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 4,432
<b>Total</b>	<b>\$ 4,432</b>

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 7
<b>Total</b>	<b>\$ 7</b>

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

**DATE:** March 9, 2016

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 7
<b>Total</b>	<b>\$ 7</b>

**BUDGET REVISIONS**  
For the period 1/22/16 - 2/7/16

**Unrestricted General Fund - 11**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
868502 Lottery-Prior Year Adjustment	\$ 45,433
889000 Self-Insured Retention Trust	5,648
<b>Total</b>	<b>\$ 51,081</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 3,083
7950 Unassigned Fund Balance	47,998
<b>Total</b>	<b>\$ 51,081</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
868502 Lottery-Prior Year Adjustment	\$ (45,433)
<b>Total</b>	<b>\$ (45,433)</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ (45,433)
<b>Total</b>	<b>\$ (45,433)</b>

**Child Development Fund - 33**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862900 2015-16 California State Preschool Program, Quality Improvement Block Grant	\$ 4,000
<b>Total</b>	<b>\$ 4,000</b>

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

**DATE:** March 9, 2016

Expenditures:

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

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
898001 Mobile TV Production Trailer	\$ 1,950,000
<b>Total</b>	<b>\$ 1,950,000</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 1,950,000
<b>Total</b>	<b>\$ 1,950,000</b>

**Scholarship and Loan Trust - 75**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 2015-16 Scholarships	\$ 10,000
<b>Total</b>	<b>\$ 10,000</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 10,000
<b>Total</b>	<b>\$ 10,000</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$713,275), Restricted General Fund (\$52,575), Child Development Fund (\$3,200), Farm Operations Fund (\$3,500), Capital Outlay Projects Fund (\$135,501), BAN Construction Fund (\$105), Bond Construction Fund No. 2 (\$4,432) and Associated Students Trust Fund (\$7) 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 (\$51,081), Restricted General Fund (\$-45,433), Child Development Fund (\$4,000), Capital Outlay Projects Fund (\$1,950,000) and Scholarship and Loan Trust Fund (\$10,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** March 9, 2016

**CONSENT**

**SUBJECT:** Independent Contractors

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Badua, Rickey	Instruction – Music	Judge – Mt. SAC Band Festival	4/30/16	\$400
Burrell, Dwayne	Instruction – Music	Accompanist – 2016 Chicago International Music Festival	3/24/16– 3/28/16	\$1,000
Burrell, Dwayne	Instruction – Music	Performer – Faculty Chamber Ensemble	5/22/16	\$250
Cervantes, Ebut	Instruction – Music	Recording Engineer – Chamber Singers	11/1/15– 6/30/16	\$2,000 Increase of \$1,000 to original Board Approved amount of Not to Exceed
Coney, Sara	Student Services – Student Life/LEAD Program	Presenter – LEAD Program on “Power & Privilege” and “Leading & Managing a Diverse Group”	4/1/16– 6/1/16	\$150
Dunker, Adrian	Instruction – Music	Performer – Faculty Chamber Ensemble	5/22/16	\$250

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Independent Contractors**DATE:** March 9, 2016

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Fennell, Mitchell	Instruction – Music	Judge – Mt. SAC Band Festival	4/30/16	\$400
Franke, Randy	Instruction – Kinesiology, Athletics, and Dance	Creation of custom penalty board and penalty disks for use during Water Polo matches	1/5/16–3/31/16	\$600
Lam, Michael	Student Services – International Program	Performer – Lion Dance with live instruments for International Student Lunar New Year Celebration	2/1/16	\$660
Lane, Denise	Instruction – Child Development Training Consortium Grant	Provide CPR/First Aid training for Child Development students	3/10/16–6/30/16	\$490
Low-Atwater, Elizabeth	Instruction – Music	Performer – Faculty Chamber Ensemble	5/22/16	\$250
Mann, Maralynne	Instruction – Music	Performer – Faculty Chamber Ensemble	5/22/16	\$250
McManus, Steve	Student Services – Student Health Services	Calibration of Medical Equipment, as needed	1/14/16–6/16/16	\$400
Mayse, Kevin	Instruction – Music	Judge – Mt. SAC Band Festival	4/30/16	\$400
Randall, Victoria	Instruction – Kinesiology, Athletics, and Dance	Creation of Mt. SAC Relays Program	2/8/16–4/11/16	\$1,100
Ticheli, Frank	Instruction – Music	Composer – Mt. SAC Band Festival	4/30/16	\$3,000

**Funding Sources**

Unrestricted General Fund – Instruction – Music, Kinesiology, Athletics, and Dance; Student Services – Student Life/LEAD Program, International Program

Restricted Fund – Instruction – Child Development Training Consortium Grant; Student Services – Student Health Services

**RECOMMENDATION**

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



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>March 9, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Quarterly Financial Status Report</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following report for the period ending December 31, 2015, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending December 31, 2015, as presented.

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

## VIEW QUARTERLY DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2015-2016

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q2)

December 31, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-16
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	136,222,740	148,416,716	156,676,952	184,704,078
A.2	Other Financing Sources (Object 8900)	272,054	574,076	1,182,661	1,720,927
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	136,494,794	148,990,792	157,859,613	186,425,005
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,565,735	145,965,823	152,168,354	192,783,941
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	532,735	518,742	1,420,594	4,831,572
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	139,098,470	146,484,565	153,588,948	197,615,513
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-2,603,676	2,506,227	4,270,665	-11,190,508
D.	<b>Fund Balance, Beginning</b>	30,333,634	27,729,958	30,236,185	34,506,850
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	30,333,634	27,729,958	30,236,185	34,506,850
E.	<b>Fund Balance, Ending (C. + D.2)</b>	27,729,958	30,236,185	34,506,850	23,316,342
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	19.9%	20.6%	22.5%	11.8%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	28,650	29,682	30,654	30,993
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-16
H.1	Cash, excluding borrowed funds		50,223,735	48,219,136	69,303,817
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	28,387,144	50,223,735	48,219,136	69,303,817

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	184,116,592	184,704,078	101,557,611	55%
I.2	Other Financing Sources (Object 8900)	1,720,927	1,720,927	1,708,969	99.3%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	185,837,519	186,425,005	103,266,580	55.4%
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	191,837,728	192,783,941	75,790,575	39.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,802,572	4,831,572	3,358,432	69.5%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	196,640,300	197,615,513	79,149,007	40.1%

K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-10,802,781	-11,190,508	24,117,573	
L.	Adjusted Fund Balance, Beginning	34,506,850	34,506,850	34,506,850	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	23,704,069	23,316,342	58,624,423	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.1%	11.8%		

**V.V. Has the district settled any employee contracts during this quarter? YES**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
<b>a. SALARIES:</b>								
Year 1:								
Year 2 - 2015-16:							343,331	3.73%
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2 - 2015-16:							48,098	
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

The Board of Trustees approved a 3.73% ongoing salary increase and ongoing annual health and welfare increases for CSEA 651 employees effective July 1, 2015. These increases have been funded from 2015-16 ongoing apportionment revenues.

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

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

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

**Next year? YES**

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

Estimated one-time expenditures are over estimated one-time revenues. The College has made the decision to fund one-time expenditures with the prior year reserves that are the result of positive variances. In making that decision, the College achieved the mandated 10% Board policy reserves and an additional 2.05% reserves.

The economic position of the College is closely tied to the State of California; a couple of factors that will affect the College in future years is the expiration of Proposition 30 tax increases that begins in 2016 and the significant increases in STRS and PERS employer contributions. The STRS employer rate will increase from 10.73% in 2015-16 to 19.1% in 2020-21, and the PERS employer rate will increase from 11.85% in 2015-16 to 20.4% in 2020-21.

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

DATE: March 9, 2016

**CONSENT**

SUBJECT: Quarterly Investment Report

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending December 31, 2015:

County of Los Angeles, Cash in County Treasury	\$189,130,092	.71%
Citizens Business Bank, District Clearing Account	28,780	.10%
Citizens Business Bank, Revolving Fund	72,806	.10%
Citizens Business Bank, Community Education Clearing Account	16,179	.00%*
Citizens Business Bank, Web Registration Credit Cards	164,427	.10%
Citizens Business Bank, Parking Services Credit Cards	572	.10%
Citizens Business Bank, College Programs	3,358	.00%
City National Bank, Federal Perkins Loans	2,937	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,782	.02%

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the December 31, 2015, Quarterly Investment Report, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>March 9, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Agreement for School Bus Transportation Services (Bid No. 3069)</u>	

**BACKGROUND**

For the past five years, the College has contracted with Student Transportation of America to provide school buses for various athletic events, field trips, and continuing education programs. School buses are used for trips that occur within a 60-mile radius of the campus and returning on the same day. The current contract for this service expires on March 25, 2016.

**ANALYSIS AND FISCAL IMPACT**

Bids were solicited for a new five-year agreement commencing March 26, 2016, through March 25, 2017, with the option to renew for up to four additional one-year periods, not to exceed a total of five years. Bids were received and publicly opened on February 3, 2016. Durham School Services, L.P., of Rosemead, CA submitted the lowest price for this service. In addition, Durham has provided safe, reliable bus service to the College in the past.

The estimated costs for the 2016-17 fiscal year will be approximately \$125,000. However, the actual costs for these services will vary depending on the number of trips that are taken during the contract period.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Durham School Services, L.P., as presented.

Prepared by: Teresa Patterson/Rosa M. Royce Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #6

**SUBJECT:** Agreement for School Bus Transportation Services (Bid No. 3069)

**DATE:** March 9, 2016

**SUMMARY OF BIDS**

School Bus Transportation Service  
Bid #3069

Current Proposed Rates

Capacity	Durham School Services, L.P.		Certified Transportation		Student Transportation of America		Alliance Bus Lines	
	MFR	ERH	MFR	ERH	MFR	ERH	MFR	ERH
10	\$319.98	\$44.28	\$495.00	\$99.00	No Bid		No Bid	
28	\$382.72	\$65.00	\$495.00	\$99.00				
44	\$382.72	\$65.00	\$495.00	\$99.00				
53	\$382.72	\$65.00	\$500.00	\$100.00				
61	\$382.72	\$65.00	\$530.00	\$106.00				
79	\$382.72	\$65.00	\$500.00	\$100.00				
84	\$382.72	\$65.00	\$530.00	\$106.00				

Previous Year's Rates

Capacity	Student Transportation of America	
	MFR	ERH
10	\$276.60	\$42.70
28	\$300.66	\$52.37
44	\$316.77	\$52.37
53	\$316.77	\$52.37
61	\$316.77	\$52.37
79	This size was not included in previous Bid.	
84	This size was not included in previous Bid.	

(MFR) Minimum Flat Rate = 5 hours  
(ERH) Excess Rate per Hour over Minimum Flat Rate

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 9, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract with Hyland for Consulting Services and Software License</u>	

**BACKGROUND**

The College implemented Hyland's OnBase document management system in July 2015. OnBase is used by Admissions & Records, Financial Aid, CalWorks, Health Services, Honors Program, and the President's Office to reduce paper processes, expand secure access to documents, and to manage electronic files.

Information Technology is currently working with Hyland and Admissions & Records on an electronic transcript project. This project will take electronic transcript data from the eTranscript California program, import it into OnBase, and then populate specific fields within the Banner student information system. eTranscript California is a statewide exchange that supports the delivery of electronic transcripts across all of California's postsecondary systems.

To complete this project, technical consulting services and a license for Part Match are required. Part Match is a process that attempts to automatically match an incoming transcript to a student record in Banner, based on a combination of name, address, and other items on the incoming transcript. Currently, every transcript that is scanned has to be manually indexed to a Banner ID by the person doing the scanning. If the Banner ID doesn't yet exist, they can't process the transcript. If a transcript is electronically sent to Mt. SAC and there is no Banner ID on file, Part Match will place the transcript into a suspense file and automatically attempt to do the match on a regular basis. This reduces the workload and possible errors from the transcript import process.

**ANALYSIS AND FISCAL IMPACT**

Hyland will add three keywords to the data file import process and provide three days of onsite technical support for the go-live of electronic transcript processing for \$20,650 plus travel expenses (not to exceed \$3,000). The license for Part Match is \$25,000.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by:	<u>Victor A. Belinski</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #7</u>

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

**DATE:** March 9, 2016

**CONSENT**

**SUBJECT:** Agreement with Cal Poly Pomona Foundation, Inc.

**BACKGROUND**

Information Technology's Enterprise Application Systems staff participate in an annual retreat in the spring to review current projects, share information from conferences and training sessions, collaborate on planning activities related to the College's Planning for Institutional Effectiveness process, and prepare for future technology projects.

**ANALYSIS AND FISCAL IMPACT**

The Kellogg House is located on the Cal Poly Pomona campus and is managed by the Cal Poly Pomona Foundation. The Kellogg House has several breakout rooms that will be utilized for planning sessions. The retreat will be scheduled in April 2016, and approximately 35 staff and managers will attend.

The cost to rent the Kellogg House, provide parking, continental breakfast, and lunch will not exceed \$3,500 including the facility deposit. The advance payment deposit of \$500 will be refunded as long as the event is not canceled and there is no damage to the facility.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 9, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Construction Management Services - South Campus Site Improvements</u>	

**BACKGROUND**

In November 2015, the Board of Trustees awarded five construction contracts for the South Campus Site Improvement project under the multi-prime bid method. The project entailed grading and other site improvements required to prepare the West Parcel Solar Project site, located on the property southwest of Grand and Temple Avenues, adjacent to the main campus, for the purchase and installation of a ground-mounted solar photovoltaic system, under a separate design-build agreement that was approved on September 15, 2015. The scope of work for the construction includes, but is not limited to, utility work, site improvements, and fencing as well as the implementation of habitat mitigation, landscape, and irrigation necessary to comply with all permit and approval conditions imposed by the responsible agencies.

In September 2015, the Board of Trustees approved the selection of Tilden-Coil Constructors, Inc. to provide construction management services to the College. The master agreement provides for the approval of each project to be submitted to the Board of Trustees.

**ANALYSIS AND FISCAL IMPACT**

This project will begin upon receipt of the necessary permits, requiring the support of a qualified construction management firm. Tilden-Coil Constructors, Inc. has submitted a fee proposal for the preconstruction, construction, and close-out phases of the project. The contract consists of a preconstruction fee, an overhead and profit component, and an actual cost component. The preconstruction fee is calculated as 0.75% of the construction cost. The overhead and profit will be calculated as 3.8% of the total cost of construction plus the actual cost of general conditions and general requirements. General conditions and general requirements include on-campus project management, supervision, and administrative support as well as specific time-driven project elements such as temporary fencing, on-site office space, and sanitary facilities. The general requirements and general conditions will be billed at approved hourly rates and actual costs. The project construction costs are currently estimated at \$7,362,780.

**Funding Source**

Capital Outlay Fund (2015 New Resources Allocation Phase 4).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract for construction management services with Tilden-Coil Constructors, Inc., as presented.

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>March 9, 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>	HPI Architects	
	<b>Project:</b>	Student Center	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Phase 1 Architectural/Engineering design services for the new Student Center building. Phase 1 includes Programming and Conceptual Design Services.	\$240,000.00	
	Reimbursable expenses, not to exceed:	\$7,500.00	
	Contract Amount:	\$247,500.00	

<b>#2</b>	<b>Consultant:</b>	Pal id Studios	
	<b>Project:</b>	Building 40 Upgrades	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional Interior Design and furniture, fixtures, and equipment design services for the Building 40 Upgrades project.	\$25,000.00	
	Contract Amount:	\$25,000.00	

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 9, 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 original contracts were awarded on a time-and-materials basis, with an estimate of the amount of work anticipated for the project. After the initial work was completed, it has been determined that further review of potential traffic and other impacts have resulted in the need for a more thorough environmental impact analysis. The following contract amendments are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Greve & Associates, LLC	<b>No.</b>	1
	<b>Project:</b>	Physical Education Project Environmental Impact Report		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Additional air quality, noise, and greenhouse gas assessments for establishing CEQA thresholds and analyzing the 2015 Facilities Master Plan Update in support of the Subsequent Environment Impact Report. Labor and materials, not to exceed:	\$10,000.00		
	Total	\$10,000.00		
	Original Contract Amount	\$29,400.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$29,400.00		
	Amount of Amendment No. 1	\$10,000.00		
	New Contract Sum	\$39,400.00		
	Total Project Budget	\$65,016,916.00		
	Percentage of Change to the Total Project Budget	0.02%		

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

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

**DATE:** March 9, 2016

<b>#2</b>	<b>Consultant:</b>	Iteris	<b>No.</b>	1
	<b>Project:</b>	Physical Education Project Environmental Impact Report		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Additional transportation planning and analysis services, as required, in support of the Subsequent Environmental Impact Report.	\$9,808.00		
	Total	\$9,808.00		
	Original Contract Amount	\$36,832.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$36,832.00		
	Amount of Amendment No. 1	\$9,808.00		
	New Contract Sum	\$46,640.00		
	Total Project Budget	\$65,016,916.00		
	Percentage of Change to the Total Project Budget	0.02%		

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

**DATE:** March 9, 2016

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

During the construction and installation of the building, three types of changes are necessary to provide the College with an operational and complete project and to provide additional items not included in the original contract. These are: 1) changes required by the Division of State Architect (DSA) following the plan check review; 2) changes to meet campus standards not included in the original base structure; and 3) owner-requested changes.

<b>Bid No.</b>	<b>Contractor:</b>	<b>CO No.</b>	
	American Modular Systems	2	
<b>Item</b>	<b>Change and Justification:</b>	<b>Amount</b>	<b>Time</b>
1	Structural changes in locker rooms for lockers and benches including engineering fee; upgrade concrete foundation system to meet Division of State architect requirements.	\$23,580.00	0 days
2	Add split cooling system to data room per campus standard.	\$3,870.00	0 days
3	Upgrade single-phase electrical panels to three-phase panels to meet electrical requirements of the building and add breakers to each spare circuit.	\$7,112.00	0 days
4	Upgrade data conduit to meet current campus standards.	\$460.00	0 days
5	Add four marker boards.	\$1,280.00	0 days

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

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

**DATE:** March 9, 2016

Total	\$36,302.00	0 days
Original Contract Amount	\$1,434,740.00	
Net Change by Previous Change Orders	\$36,636.10	
Net Sum Prior to This Change Order	\$1,471,376.10	
Amount of Change Order No. 2	\$36,302.00	
New Contract Sum	\$1,507,678.10	
Percentage of Change to Contract, to Date		5.08%

<b>Athletics Modular</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>American Modular Systems</b>
Contract Amount		\$1,434,740.00		
CO No. 1	February 2016	\$36,636.10	2.55%	Delete hardware and installation of door standard hardware; delete flooring; construct data room and fire riser room; add security shutter; DSA plan check fees and in-plant inspection fees.

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

**DATE:** March 9, 2016

**CONSENT**

**SUBJECT:** Building 23 Renovation (Change Order)

**BACKGROUND**

The Building 23 Renovation project bid was approved by the Board of Trustees in March 2015 for the renovation of approximately 7,000 square feet of space. The renovation provides for the expansion of the Information Technology and Public Safety spaces into an area that was previously occupied by Facilities Planning and Management. The work consists of adding new offices and conference spaces, modifications to the plumbing, heating, ventilation and air conditioning systems, and lighting.

**ANALYSIS AND FISCAL IMPACT**

During the renovation of the building, four types of changes are necessary to provide the College with an operational and complete project and to provide additional items not included in the original contract. These are: 1) changes required to doors and hardware for the installation of access controls in the building; 2) unforeseen conditions discovered during the renovation process; 3) code compliance; and 4) owner-requested changes.

<b>Bid No.</b>	3009	<b>Contractor:</b>	Harik Construction, Inc. (General Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Revisions to doors and door hardware required by installation of the access control system.		\$34,615.00	8 days	
2	New exit signs and receptacles to meet current code.		\$3,047.00	2 days	
3	Revisions to suspended ceiling to meet seismic requirements (unforeseen condition).		\$2,441.00	3 days	
4	Modifications to cabinets and concrete due to addition of appliances.		\$5,246.00	2 days	
	Total		\$45,349.00	15 days	
	Original Contract Amount		\$499,000.00		
	Net Change by Previous Change Orders		\$61,573.00		
	Net Sum Prior to This Change Order		\$560,573.00		
	Amount of Change Order No. 2		\$45,349.00		
	New Contract Sum		\$605,922.00		
Percentage of Change to Contract, to Date			21.43%		

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

**SUBJECT:** Building 23 Renovation (Change Order)

**DATE:** March 9, 2016

<b>Bldg. 23 Renovations</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Harik Construction, Inc.</b>
Contract Amount		\$499,000.00		
CO No. 1	December 2015	\$61,573.00	12.34%	Relocate doors and add skylights, approve acoustics, revise drywall due to door hardware modifications, and texture existing and new walls.

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

**DATE:** March 9, 2016

**CONSENT**

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

**BACKGROUND**

The Continuing Education Building 40 Upgrade project bids were approved by the Board of Trustees in December 2015. The project provides for the renovation of 9,500 square feet of temporary space for classrooms and offices as support spaces. The project will provide new heating, ventilation, air conditioning, and lighting to increase energy efficiency and add improved technology. The project will also revise classroom sizes in the building and lead to increased utilization by the addition of four new classrooms.

**ANALYSIS AND FISCAL IMPACT**

In an effort to realize cost savings, this project was broken into individual multi-prime bid packages, each bid separately. During the renovation of the building, two types of changes are necessary to provide the College with an operational and complete project and to provide additional items not included in the original contract. These are: 1) unforeseen conditions discovered during the renovation process; and 2) owner-requested changes.

<b>Bid No.</b>	<b>3064</b>	<b>Contractor:</b>	<b>Harik Construction, Inc.</b>	<b>CO No.</b>	<b>2</b>
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Drywall changes to work around metal bracing and change wall height in hall in office area (unforeseen).		\$13,293.00	0 days	
2	Expedite shipping of metal frames (owner-requested).		\$2,329.22	0 days	
3	Brace corridor walls to meet code and add sidelight glass windows to office doors (unforeseen).		\$10,223.59	0 days	
4	Revise wall size in Room 121 and create a storeroom in Room 123B (owner-requested).		\$6,200.11	0 days	
	Total		\$32,045.92	0 days	
	Original Contract Amount			\$347,000.00	
	Net Change by Previous Change Orders			\$30,707.71	
	Net Sum Prior to This Change Order			\$377,707.71	
	Amount of Change Order No. 2			\$32,045.92	
	New Contract Sum			\$409,753.63	
Percentage of Change to Contract, to Date				18.08%	

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 Orders)

**DATE:** March 9, 2016

<b>Bldg. 40 Upgrades</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Harik Construction, Inc.</b>
Contract Amount		\$347,000.00		
CO No. 1	February 2016	\$30,707.71	8.85%	Improve structural requirements in data room; relocate fire sprinklers; structural improvements due to additional required furniture and equipment.

<b>Bid No.</b>	3065	<b>Contractor:</b>	Golden Phoenix Construction Co., Inc.	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Furnish and install 3" sleeves for data conductors between rooms (unforeseen).		\$2,814.60	0 days	
2	Furnish and install CONNECTRAC System to provide data and power to student desks in ESL not included in original design (owner-requested as a more cost-effective manner of providing data and power than by hard-wiring).		\$10,662.34	0 days	
3	Provide electrical infrastructure to update projector screens from manual to motorized screens in classrooms. Manually-operated screens are easily damaged, and motorized screens will result in a lower life cycle cost (owner-requested).		\$5,983.22	0 days	
	Total		\$19,460.16	0 days	
	Original Contract Amount		\$244,000.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$244,000.00		
	Amount of Change Order No. 1		\$19,460.16		
	New Contract Sum		\$263,460.16		
	Percentage of Change to Contract, to Date		7.98%		

### Funding Source

Measure RR Bond (Series A) funds.

### RECOMMENDATION

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 9, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Food Services Building (Change Order)</u>	

## **BACKGROUND**

On June 24, 2014, an agreement for the new Food Services building was approved by the Board of Trustees. The project site work was limited to the zone just south and west of the new building. Site work to the north of the building was to be constructed as part of the parking structure project. Since the parking structure project is on hold, provisions must be made for site improvements north of the new building including demolition of the old food services building, preparation of the site for student and staff occupancy, and landscaping. The most time-efficient and cost-effective means of contracting for this added scope of work is by a Change Order. This Change Order is for the landscaping and site work. The Change Order previously approved in November 2015 provided for the additional demolition work, general conditions and general project requirements, bonds, insurance, and fees as well as revisions to the kitchen retail design.

## **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.

<b>Contractor</b>	Tilden-Coil Constructors (Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>	<b>Amount</b>	<b>Time</b>
1	Add grading at the previous Campus Café site once the building is demolished.	\$37,265.00	0 days
2	Add concrete around the new Mountie Café to provide additional student seating areas.	\$96,114.00	0 days
3	Allow for unforeseen conditions.	\$25,000.00	0 days
4	Extend the landscaped area around the building to include the area north of the new building.	\$195,000.00	0 days
5	Add steel trellis structure and metal canopy to provide shade over seating areas on the west side of the building.	\$80,624.00	0 days
6	Install additional catch basins at the expanded seating area to control water runoff.	\$20,236.00	0 days
7	Add painting, as required.	\$4,500.00	0 days
8	Insurance and bonds; contractor fee.	\$36,034.00	0 days

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

**SUBJECT:** Food Services Building (Change Order)

**DATE:** March 9, 2016

	Total	\$494,773.00	0 days
	Original Contract Amount	\$12,729,468.36	
	Net Change by Previous Change Orders	\$1,076,862.00	
	Net Sum Prior to This Change Order	\$13,806,330.36	
	Amount of Change Order No. 2	\$494,773.00	
	New Contract Sum	\$14,301,103.36	
	Percentage of Change to Contract, to Date		12.35%

<b>Food Services Building</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Lease/Leaseback Tilden-Coil Constructors, Inc.</b>
Contract Amount		\$12,729,468.36		
CO No. 1	November 2015	\$1,076,862.00	8.46%	Revise kitchen retail design, demolition of old food services building, and extend project schedule due to additional scope.

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 9, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Restoration of Parking Lot A (Change Order)</u>	

## **BACKGROUND**

As the Parking Structure project commenced, Student Parking Lot A was demolished. Once construction was suspended on the Parking Structure, it was determined to be necessary to restore Parking Lot A to provided needed student parking.

The restoration project was originally bid under the provisions of California Uniform Public Construction Cost Accounting Act, which allows for the award of public works contracts under \$45,000 without Board approval. This change order now brings the cost over \$45,000; therefore, it is being presented for approval.

## **ANALYSIS AND FISCAL IMPACT**

The original contract was to pave 18,450 square feet of parking lot area including striping and the installation of wheel stops. During the project, it was determined that additional student parking could be provided by paving an additional 8,070 square feet, which is the scope of this change order.

<b>Bid No.</b>	<b>CUPCCAA</b>	<b>Contractor:</b>	<b>CO No.</b>
		Beach Paving, Inc.	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>
1	Grade, compact, and pave 8,070 square feet of parking lot including 330 linear feet of asphalt berm, layout, and re-striping of the parking lot.		\$27,343.00
	Total		\$27,343.00
	Original Contract Amount		\$44,747.00
	Net Change by Previous Change Orders		\$0.00
	Net Sum Prior to This Change Order		\$44,747.00
	Amount of Change Order No. 2		\$27,343.00
	New Contract Sum		\$72,090.00
Percentage of Change to Contract, to Date			61.11%

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #16

**SUBJECT:** Restoration of Parking Lot A (Change Order)

**DATE:** March 9, 2016

Funding Source

Capital Outlay Fund.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 9, 2016</u>	<b>CONSENT</b>
<b>SUBJECT</b>	<u>Personnel Transactions</u>	

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Boon, Lorina  
 Position: Administrative Specialist III New: Yes  
 Department: School of Continuing Education  
 Range/Step: A-81, Step 1 Salary: \$4,108.46/month  
 Job FTE: 1.00/12 months  
 Effective: 3/10/16

Name: Cardona, Leonard  
 Position: Help Desk Support Technician New: No  
 Department: Information Technology  
 Range/Step: A-79, Step 1 Salary: \$4,027.52/month  
 Job FTE: 1.00/12 months  
 Effective: TBD

Name: do Carmo, Patricia  
 Position: Tutorial Services Specialist New: Yes  
 Department: The Writing Center  
 Range/Step: A-88, Step 2 Salary: \$4,625.08/month  
 Job FTE: 1.00/12 months  
 Effective: 3/10/16

Name: Haukom, Christopher  
 Position: Parking Officer New: No  
 Department: Public Safety  
 Range/Step: A-71, Step 1 Salary: \$1,766.68/month  
 Job FTE: 0.475/12 months  
 Effective: 3/14/16

Name: Hickey, Roch  
 Position: Skilled Trade Crafts Worker New: Yes  
 Department: Facilities, Planning & Management  
 Range/Step: B-71, Step 3 Salary: \$2,367.53/month  
 Job FTE: 0.457/12 months  
 Effective: 3/10/16

Prepared by: Human Resources Staff Reviewed by: James Czaja  
 Recommended by: Bill Scroggins Agenda Item: Consent #17

**SUBJECT:** Personnel Transactions

**DATE:** March 9, 2016

**Promotion**

Name: Alkasas, Marina  
 Position: Help Desk Support Technician New: No  
 Department: Information Technology  
 Range/Step: A-79, Step 3 Salary: \$4,440.32/month  
 Job FTE: 1.00/12 months  
 Effective: 3/10/16  
 Remarks: Previously Laboratory Technician-Business & Computer Information Systems

**Reclassification**

Name: Hobson, Craig  
 From: Printing Services Technician II  
 To: Lead, Printing Services New: Yes  
 Department: Information Technology  
 Range/Step: A-79, Step 6 + L25 Salary: \$5,984.04/month  
 Job FTE: 1.00/12 months  
 Effective: 3/10/16

**Temporary Out-of-Class Assignments**

Name: Bolden, Zelda  
 From: Career Services Specialist  
 To: Coordinator, Career Services Projects  
 Department: Career and Transfer Services  
 Range/Step: A-109, Step 4 +L15 Salary: \$6,829.32/month  
 Job FTE: 1.00/12 months  
 Effective: 12/1/15  
 End Date: 6/30/16

Name: Rodriguez, Alvaro  
 From: Technician, Performing Arts  
 To: Lead Technician, Broadcast & Audio  
 Department: Technical Services  
 Range/Step: A-114, Step 6 + L10 Salary: \$7,536.54/month  
 Job FTE: 1.00/12 months  
 Effective: 1/1/16  
 End Date: 4/30/16

**SUBJECT:** Personnel Transactions

**DATE:** March 9, 2016

**Termination and Placement on 39-Month Re-employment List**

James Castillo, Custodian, Custodial Services, effective 3/10/16

**Employer-Initiated Disability Retirement**

Kimberly Keene, Administrative Specialist I, School of Continuing Education, effective 3/10/16

**CONFIDENTIAL EMPLOYMENT**

**Temporary Out-of-Class Assignment**

Name: Romo, Lisa  
From: Human Resources Technician  
To: Human Resources Analyst  
Department: Human Resources  
Range/Step: C-97, Step 1, L10 Salary: \$6,768.90/month  
Job FTE: 1.00/12 months  
Effective: 3/1/16  
End Date: 6/30/16

**ACADEMIC EMPLOYMENT**

**Permanent New Hires**

Name: Basurto, Daisy  
Position: Professor, Counseling New: Yes  
Department: Counseling  
Range/Step: I-1 Salary: \$71,209.00/annual  
Job FTE: 1.00/11 months  
Effective: 3/10/16

**Permanent New Hires** (continued)

Name: Flameno, Bernadette  
Position: Professor, Counseling New: Yes  
Department: Counseling  
Range/Step: I-1 Salary: \$71,209.00/annual  
Job FTE: 1.00/11 months  
Effective: 3/10/16

**SUBJECT:** Personnel Transactions**DATE:** March 9, 2016

Name: Mestas, Sara  
 Position: Professor, Counseling  
 Department: Counseling  
 Range/Step: I-1  
 Job FTE: 1.00/11 months  
 Effective: 3/10/16

New: Yes  
 Salary: \$71,209.00/annual

**Initial Salary Placement Adjustments**

Name: Cheung, Kwun H.  
 Position: Temporary Professor, Physics  
 Department: Physics, Engineering  
 Column/Step: III-6  
 Job FTE: 1.00/10 months  
 Effective: 2/22/16-6/12/16  
 Remarks: Temporary Position (Spring 2016 Semester)

Salary: \$85,179.00/annual

Name: Turcios, Ana Silvia  
 Position: Professor, Counseling  
 Department: CalWORKS  
 Column/Step: II-9  
 Job FTE: 1.00/12 months  
 Effective: 1/4/16  
 Remarks: Initially placed on Column I, Step 1

Salary: \$101,450.00/annual

**Student Intern**

John Garcia, Disabled Students Programs and Services, University of Redlands, effective 1/29/16–4/15/16

**Additional Assignments**

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Rodriguez, Carmen	Student Services/ Student Life/ LEAD Program	Two presentations for the LEAD program on "Conflict Resolution"	7/1/15– 6/30/16	Not to exceed \$75.00
Selnick, Shari	Student Services/ Student Life/ LEAD Program	One presentation for the LEAD program on "Public Speaking"	7/1/15– 6/30/16	Not to exceed \$150.00

**SUBJECT:** Personnel Transactions**DATE:** March 9, 2016**MANAGEMENT EMPLOYMENT****Permanent New Hire**

Name: Siocon, Fernan  
 Position: Manager, Construction Projects New: No  
 Department: Facilities Planning and Management  
 Range/Step: M-14, Step 2 Salary: \$118,202.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 3/10/16

**Resignation**

Lorraine Y. Jones, Director, Equal Employment Opportunity Programs, Human Resources,  
 effective 2/19/16

**TEMPORARY EMPLOYMENT****Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Ocampo, Robert	Administrative Specialist I	Vacancy	Financial Aid	21.04	03/11/16-06/30/16
Olalia, Allison	Laboratory Technician - Arts	Vacancy	Fine Arts	23.24	02/01/16-06/30/16
Soto, Sylvia	Receptionist/Clerical Assist.	Absence	CalWORKs	13.00	01/01/16-06/30/16
Zubietta, Lorenzo	Administrative Specialist I	Vacancy	Financial Aid	21.04	03/11/16-06/18/16

**Hourly Non-Academic Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Buford, Kenyatta	Case Worker Aide	CalWORKs	12.00	01/01/16-06/30/16
Gutierrez, Andrea	Study Skills Assistant III	The Writing Center	12.50	03/09/16-06/30/16
Hernandez, Sandra	Study Skills Assistant III	The Writing Center	12.50	03/09/16-06/30/16
Lee, Janella	Tutor III	The Writing Center	11.50	03/09/16-06/30/16
Nunez, Ofelia	Case Worker Aide	CalWORKs	12.00	01/01/16-06/30/16
Palmer, Nasjua	Case Worker Aide	CalWORKs	12.00	01/01/16-06/30/16
Sandoval, Maria	Tutor III	Learning Assistance Ctr.	11.50	03/10/16-06/30/16
Adams, Oliver	Theatrical Rigger II	Technical Services	16.50	02/17/16-06/30/16
Alatorre, Frank	Interpreter V	DSP&S	48.00	02/22/16-06/30/16
Alirez, Janell	Paramedic Specialist	Medical Services	27.00	01/01/16-06/30/16
Alvizo, Eva	Project/Program Aide	ESL	20.00	01/01/16-06/30/16
Bobkowski, Eliza	House Manager I	Technical Services	10.75	02/05/16-06/30/16
Bogumil, Elizabeth	Project Coordinator	Research & Inst. Eff.	35.00	01/15/16-06/30/16
Brown, Amber	Technical Expert I	Nursing	35.00	02/22/16-06/30/16
Carlos, Richard	Project/Program Aide	Natural Sciences	20.00	01/04/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** March 9, 2016**Professional Expert Employees – Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Carr, Brian	Interpreter II	Continuing Education	30.00	01/01/16-06/30/16
Carrizalez, Victor	Technical Expert I	Nursing	35.00	02/08/16-06/30/16
Casian, Elizabeth	Non-For-Credit-Instr, II	Writing Ctr./Student Equity	45.00	01/01/16-06/30/16
Claproth, Gabriel	Sport Publicist	Kinesiology, Ath.& Dance	16.00	02/01/16-05/31/16
DeGuzman, Mutya Joyce	Technical Expert II	Nursing	45.00	02/16/16-06/30/16
Foster, Alea	Technical Expert II	Nursing	45.00	02/22/16-06/30/16
Fregoso, Julio	Project Expert/Spec.	Student Services	25.00	01/04/16-02/19/16
Fregoso, Julio	Project Expert/Spec.	Student Services	25.00	02/22/16-06/30/16
Gonzalez, Karely	CDC Teacher II	Child Development Ctr.	11.25	02/01/16-06/30/16
Ha, Chauhy	Technical Expert II	Nursing	45.00	02/11/16-06/30/16
Hipp Mirhashemi	Project/Program Aide	Associated Students	20.00	02/16/16-06/17/16
Huang, Linda	CDC Teacher II	Child Development Ctr.	11.25	02/01/16-06/30/16
Hurley, Shelva	Project Coordinator	Research & Inst. Eff.	35.00	01/06/16-06/30/16
LaCrue, Juliet	Event Supervisor I	Technical Services	11.75	02/01/16-06/30/16
Lazar, Trevor	Lecturer-Fire Tech.	Fire Technology	37.50	02/24/16-06/30/16
Macias, Paige	Project/Program Aide	Natural Sciences	20.00	01/04/16-06/30/16
Mayeshiro, Margie	Project Program Aide	Adult Basic Education	20.00	02/16/16-06/30/16
Migallos, Moses	EMT Specialist	Medical Services	21.00	01/12/16-06/30/16
Nebedum, Aadaez	Project/Program Aide	Natural Sciences	20.00	01/04/16-06/30/16
Ortiz, Joseph	Program Supervisor II	Technical Services	16.75	02/01/16-06/30/16
Ozan, Daniel	Technical Expert I	Kinesiology, Ath. & Dance	35.00	01/04/16-06/30/16
Potts, Jared	Lecturer-Fire Tech.	Fire Technology	37.50	02/15/16-06/30/16
Pula, Edmund	Technical Expert I	Kinesiology, Ath. & Dance	35.00	01/04/16-06/30/16
Ramirez, James	Lecturer-Fire Tech.	Fire Technology	37.50	02/15/16-06/30/16
Ramota, Dana-Ashley	Technical Expert II	Nursing	45.00	02/08/16-06/30/16
Rasmussen, Steven	Interpreter IV	Continuing Education	41.00	01/01/16-06/30/16
Rebensdorf, Chase	Interpreter II	Humanities & Soc. Sci.	30.00	02/16/16-06/30/16
Sleight, Jaclyn	Interpreter I	Continuing Education	25.00	01/01/16-06/30/16
Sparacino, Kelley	Project Program Aide	Adult Basic Education	20.00	02/16/16-06/03/16
Van Gerpen, Andre	Event Supervisor I	Technical Services	11.75	02/01/16-06/30/16
Villanueva, Faith	Athletic Injury Spec. II	Kinesiology, Ath.& Dance	26.00	02/02/16-06/30/16

**Student Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Agreda-Chavarry, Samantha	Student Assistant IV	Psychiatric Tech.	12.25	02/22/16-06/30/16
Aguilera, Lolita	Student Assistant II	Child Development Ctr.	10.75	02/03/16-02/19/16
Aguillon, Yadira	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Altansukh, Oyundari	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Alvarez, Raelyn	Student Assistant IV	Child Development Ctr.	12.25	02/23/16-06/30/16
Baedor, Melannie	Student Assistant V	HCRC	13.00	02/22/16-06/30/16
Barragan, Daniel	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Barron, Jazmin	Student Assistant III	Psychiatric Tech.	11.50	02/22/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** March 9, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Biddle, Charles	Student Assistant IV	Student Services	12.25	01/04/16-02/19/16
Bird, Kevin	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Blas, Rodrigo	Student Assistant III	Adult Basic Education	11.50	02/22/16-06/30/16
Bonilla, Sergio	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Buendia, Cindy	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Campa, Saul	Student Assistant I	Counseling	10.00	02/22/16-06/17/16
Cardona, Leonard	Student Assistant V	Information Technology	13.00	02/15/16-02/21/16
Cascio, Geoffrey	Student Assistant III	Technical Services	11.50	02/22/16-06/30/16
Castillo, Ashley	Student Assistant II	Assessment Center	10.75	02/22/16-06/30/16
Ceja, Pamela	Student Assistant III	Business	11.50	02/22/16-06/30/16
Cervantes, Yoseline	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Chang, Jamie	Student Assistant III	Technical Services	11.50	02/22/16-06/30/16
Chavez, Nathan	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Chen, Howard	Student Assistant III	Information Technology	11.50	02/15/16-02/21/16
Chen, Julia	Student Assistant III	Chemistry	11.50	02/08/16-02/21/16
Chen, Julia	Student Assistant III	Chemistry	11.50	02/22/16-06/30/16
Choe, Gyuhyun (James)	Student Assistant V	Biology	13.00	02/22/16-06/30/16
Choi, Jessica	Student Assistant V	Psychiatric Tech.	13.00	02/22/16-06/30/16
Chun, Nuri	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Contreras, Elizabeth	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Coronado, Andrew	Student Assistant I	Technical Services	10.00	01/01/16-02/21/16
Coronado, Andrew	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Correa, Neftali	Student Assistant V	Information Technology	13.00	02/15/16-02/21/16
Cortes, Angela	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Cortez, Koreen	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Covarrubias, Susana	Student Assistant V	Assessment Center	13.00	02/22/16-06/30/16
Cruz, Kaitlynn	Student Assistant V	DSP&S	13.00	02/05/16-02/21/16
Culross, Leeann	Student Assistant III	Admissions & Records	11.50	02/22/16-06/30/16
Cwiak, Daniel	Student Assistant II	Technical Services	10.75	01/01/16-02/21/16
Cwiak, Daniel	Student Assistant III	Technical Services	11.50	02/22/16-06/30/16
Desrochers, Justin	Student Assistant V	DSP&S	13.00	02/05/16-02/21/16
Diaz, Erika	Student Assistant III	Financial Aid	11.50	02/02/16-02/21/16
Diaz, Erika	Student Assistant III	Financial Aid	11.50	02/22/16-06/18/16
Diaz, Jessica	Student Assistant V	Child Development Ctr.	13.00	02/22/16-06/30/16
Divens, Dianne	Student Assistant V	Business	13.00	02/22/16-06/30/16
Dizon, Alyson	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Duguil, John	Student Assistant V	Natural Sciences	13.00	01/08/16-02/21/16
Elmassian, Erin	Student Assistant III	Technical Services	11.50	02/22/16-06/30/16
Enriquez, Joey	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Escobedo, Bianca	Student Assistant III	Technical Services	11.50	02/22/16-06/30/16
Espirita Torralba, Anahi	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Gabriel, Unique	Student Assistant II	Assessment & Matric.	10.75	02/22/16-06/30/16
Galatiano, Lorraine	Student Assistant IV	Information Technology	12.25	02/15/16-02/21/16
Garcia, Arilene	Student Assistant V	DSP&S	13.00	02/05/16-02/21/16
Gause, Kelsie	Student Assistant I	Child Development Ctr.	10.00	02/16/16-02/19/16
Gonzales, Ernest	Student Assistant III	Marketing & Comm.	11.50	02/22/16-06/30/16
Gosland, Dylan	Student Assistant I	Technical Services	10.00	01/01/16-02/21/16

**SUBJECT:** Personnel Transactions**DATE:** March 9, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Gosland, Dylan	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Hernandez, Lizbet	Student Assistant I	Child Development Ctr.	10.00	01/01/16-02/20/16
Hillman, Michael	Student Assistant III	Natural Sciences	11.50	02/22/16-06/30/16
Inouye, Andrea	Student Assistant II	Arts	10.75	01/04/16-02/19/16
Inouye, Andrea	Student Assistant II	Arts	10.75	02/22/16-06/30/16
Inouye, Monica	Student Assistant III	Chemistry	11.50	02/01/16-02/21/16
Inouye, Monica	Student Assistant III	Chemistry	11.50	02/22/16-06/30/16
Jara, Casavielles	Student Assistant V	DSP&S	13.00	02/05/16-02/21/16
Jara, Casavielles	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Jernagin, Takisha	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Jett, Dakota	Student Assistant III	Learning Assistance Ctr.	11.50	01/04/16-02/11/16
Jim, Michael	Student Assistant II	Agricultural Sciences	10.75	01/18/16-02/21/16
Jimenez, Aliza	Student Assistant III	Technical Services	11.50	02/10/16-02/21/16
Jimenez, Aliza	Student Assistant III	Technical Services	11.50	02/22/16-06/30/16
Jimenez, Carlos	Student Assistant III	Adult Basic Education	11.50	02/22/16-06/30/16
Juarez, Luis	Student Assistant III	Photography	11.50	02/22/16-06/30/16
Khalil, Dalia	Student Assistant IV	Adult Basic Education	12.25	02/22/16-06/30/16
Lamson, Joseph	Student Assistant III	Kinesiology, Ath. & Dance	11.50	02/22/16-06/30/16
Le, Yen	Student Assistant III	Technical Services	11.50	02/22/16-06/30/16
Leon, Diana	Student Assistant I	Technical Services	10.00	01/01/16-02/21/16
Leon, Diana	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Liu, Jennie	Student Assistant II	Assessment Center	10.75	02/22/16-06/30/16
Livingston, Aimee	Student Assistant V	DSP&S	13.00	02/05/16-02/21/16
Livingston, Aimee	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Lopez Gonzalez, Shirley	Student Assistant IV	Consumer Sci. & Design	12.25	02/22/16-06/30/16
Lopez, Hector	Student Assistant III	Chemistry	11.50	02/22/16-06/30/16
Lopez, Mark	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Lopez, Monica	Student Assistant III	Hospitality	11.50	02/22/16-06/30/16
Lu, Alice	Student Assistant V	Learning Assistance Ctr.	13.00	01/04/16-02/11/16
Luzuriaga Aguirre, Rodrigo	Student Assistant III	Information Technology	11.50	02/15/16-02/21/16
Ma, Jennifer	Student Assistant III	Chemistry	11.50	02/22/16-06/30/16
Maes, Jeffrey	Student Assistant III	Financial Aid	11.50	02/22/16-06/18/16
Magallon, Jesus	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Marinez, Tanner	Student Assistant I	Technical Services	10.00	02/23/16-06/30/16
Martin Acuna, Blanca	Student Assistant V	DSP&S	13.00	02/05/16-02/21/16
Martin Acuna, Blanca	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Martinez, Julian	Student Assistant III	Financial Aid	11.50	02/22/16-06/30/16
Mass, Suzanne	Student Assistant III	Psychiatric Tech.	11.50	02/23/16-06/30/16
Mata, Gustavo	Student Assistant V	DSP&S	13.00	02/05/16-02/21/16
Mata, Gustavo	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Medina, Robert	Student Assistant III	Technical Services	11.50	01/01/16-02/21/16
Medina, Robert	Student Assistant IV	Technical Services	12.25	02/22/16-06/30/16
Miller, Paige	Student Assistant IV	Psychiatric Tech.	12.25	02/22/16-06/30/16
Misheva, Yoana	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Monges, Vincent	Student Assistant I	Humanities & Social Sci.	10.00	02/22/16-06/30/16
Montes, Daisy	Student Assistant II	Assessment Center	10.75	02/22/16-06/30/16
Montiel, Johnny	Student Assistant III	Child Development Ctr.	11.50	01/04/16-02/19/16

**SUBJECT:** Personnel Transactions**DATE:** March 9, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Montoya, Rebeca	Student Assistant II	Assessment Center	10.75	02/09/16-02/10/16
Morales, Lucky	Student Assistant III	Financial Aid	11.50	02/22/16-06/18/16
Moreno, Hannah	Student Assistant V	HCRC	13.00	02/02/16-02/21/16
Moreno, Hannah	Student Assistant V	HCRC	13.00	02/22/16-06/30/16
Moron, Yendiz	Student Assistant V	Instruction	13.00	02/22/16-06/30/16
Morrison, Jared	Student Assistant II	Counseling	10.75	02/22/16-06/17/16
Munoz, Miguel	Student Assistant III	Admissions & Records	11.50	02/22/16-06/30/16
Navarette, Adolfo	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Nelson, Kelly	Student Assistant V	Psychiatric Tech.	13.00	02/22/16-06/30/16
Nguyen, Helen	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Nguyen, Joelle Bao Ngoc	Student Assistant III	Admissions & Records	11.50	02/22/16-06/30/16
Nguyen, Kim Thy	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Odulio, Ian	Student Assistant V	Information Technology	13.00	02/22/16-06/30/16
Paez, Julian	Student Assistant II	Counseling	10.75	01/04/16-02/19/16
Pedraza, Moses	Student Assistant III	Technical Services	11.50	02/01/16-02/21/16
Pedraza, Moses	Student Assistant III	Technical Services	11.50	02/22/16-06/30/16
Pepe, Enio	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Poolpuong, Nevin	Student Assistant II	Technical Services	10.75	01/01/16-02/21/16
Poolpuong, Nevin	Student Assistant III	Technical Services	11.50	02/22/16-06/30/16
Pouchoulen, Aiden	Student Assistant I	Humanities & Social Sci.	10.00	02/22/16-06/30/16
Puentes-Martinez, Julio	Student Assistant II	Technical Services	10.75	02/22/16-06/30/16
Quiocho, Leau	Student Assistant III	Financial Aid	11.50	02/22/16-06/18/16
Quiroz, Miguel	Student Assistant IV	Business	12.25	02/03/16-02/19/16
Quiroz, Miguel	Student Assistant IV	Business	12.25	02/22/16-06/30/16
Repreza, Christopher	Student Assistant IV	Instruction	12.25	02/22/16-06/30/16
Richardson, Kory	Student Assistant V	DSP&S	13.00	02/05/16-02/21/16
Richardson, Kory	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Rocha, Rayceana	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Rodriguez, Christa	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Sanchez, Cinty	Student Assistant III	Humanities & Social Sci.	11.50	02/22/16-06/30/16
Sandoval, Christopher	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/21/16
Sandoval, Kassandra	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Sanford, Nicole	Student Assistant III	Business	11.50	02/22/16-06/10/16
Schneider, Eric	Student Assistant IV	Learning Assistance Ctr.	12.25	02/12/16-02/19/16
Seumalo, Kataferi	Student Assistant III	Financial Aid	11.50	02/05/16-02/19/16
Seumalo, Kataferi	Student Assistant IV	Public Safety	12.25	02/22/16-06/10/16
Sitanilei, Sateki (Koko)	Student Assistant II	Information Technology	10.75	01/04/16-02/19/16
Soehalim, Joshua	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Sosa, Alexandria	Student Assistant III	Technical Services	11.50	01/01/16-02/21/16
Sosa, Alexandria	Student Assistant III	Technical Services	11.50	02/22/16-06/30/16
Tamaiveria, Suliasi	Student Assistant III	Financial Aid	11.50	02/05/16-02/19/16
Togiai, Andrew	Student Assistant IV	Public Safety	12.25	02/05/16-02/19/16
Trujillo, Priscilla	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/21/16
Vaca, John	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Valdez, Rachel	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Valencia, Matthew	Student Assistant V	Tech. & Health	13.00	02/22/16-06/30/16
Valladares, Destina	Student Assistant III	Humanities & Social Sci.	11.50	02/22/16-06/30/16

**SUBJECT:** Personnel Transactions

**DATE:** March 9, 2016

**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Van Gerpen, Andre	Student Assistant II	Technical Services	10.75	01/01/16-02/21/16
Van Pelt, Steven	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Van Winkle, Rachel	Student Assistant III	Business	11.50	02/22/16-06/30/16
Van Zutphen, Jenna	Student Assistant III	Agriculture	11.50	02/22/16-06/30/16
VanGordon, Dolores	Student Assistant V	Natural Sciences	13.00	01/04/16-02/19/16
Vega Herrera, Ana	Student Assistant III	Psychiatric Tech.	11.50	02/22/16-06/30/16
Vidauri, Perla	Student Assistant V	Natural Sciences	13.00	01/04/16-02/19/16
Villanueva, Adrian	Student Assistant II	Animation	10.75	02/22/16-06/30/16
Villaverde, Anika	Student Assistant I	The Writing Center	10.00	01/22/16-02/11/16
Villegas, Amanda	Student Assistant IV	Technology & Health	12.25	02/22/16-06/30/16
Vinson, Devon	Student Assistant I	Kinesiology, Ath. & Dance	10.00	01/04/16-02/21/16
Voytek, Timothy	Student Assistant I	Technical Services	10.00	02/22/16-06/30/16
Wangsadipurra, Amy	Student Assistant I	Humanities & Social Sci.	10.00	02/22/16-06/30/16
Wigfall, Keishma	Student Assistant III	Counseling	11.50	02/22/16-06/17/16
Williams, Joseph	Student Assistant IV	Public Safety	12.25	02/01/16-02/19/16
Wolde, Dagnachew	Student Assistant III	Learning Assistance Ctr.	11.50	01/01/16-02/11/16
Zapata, Alexander	Student Assistant III	Adult Basic Education	11.50	02/22/16-06/30/16
Zhang, Ning	Student Assistant III	Business	11.50	02/22/16-06/30/16

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

**DATE:** March 9, 2016

**CONSENT**

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

**BACKGROUND**

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

- Coordinator, Grants;
- Educational Advisor;
- Financial Aid Specialist; and
- Financial Aid Systems Analyst.

**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 #18

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

**DATE:** March 9, 2016

### **COORDINATOR, GRANTS – FLSA: NON-EXEMPT – A-118**

#### **DEFINITION**

Under general supervision, plans, organizes, and coordinates activities for assigned grants; identifies potential external funding opportunities, collects and analyzes data in support of grant proposals, prepares and submits assigned grant applications, assists in communicating with funding agencies, and monitors grants received.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Director, Grants. Exercises technical and functional direction over and provides training to student workers and staff.

#### **CLASS CHARACTERISTICS**

This is a coordinator classification responsible for planning, organizing, and coordinating activities for assigned grants. 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 has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations. This class is distinguished from the Director, Grants in that the latter has overall management responsibility for all functions, services, and activities related to the District's grant program.

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

- Researches, interprets, and disseminates information on federal, state, and private funding opportunities to support District programs and services.
- Maintains a distribution list of faculty, staff, and managers for funding opportunity dissemination.
- Prepares and maintains a calendar of federal, state, and private funding opportunities.
- Assists in content management for the department's web page.
- Facilitates grant planning meetings.
- Works with internal and external faculty, staff, and administrators to plan develop, organize, and write grant applications.
- Collects and compiles data to support grant application narratives.
- Develops line-item budget requests and narrative justifications for grant applications.
- Submits grant applications in accordance with funding agency requirements.
- Monitors projects for compliance with state and federal regulations and funding agency guidelines.
- Assists project directors with required progress and final reports.

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

**DATE:** March 9, 2016

- Establishes and maintains contacts with funding agency personnel.
- Participates in informational meetings conducted by various funding agencies to maintain ongoing knowledge of funding priorities and criteria.
- Maintains official grant files for audit purposes.
- Assists the Director, Grants in providing orientation sessions for new grant project directors and personnel to provide information on implementation, grant management, time and effort reporting, and other funding agency and institutional compliance policies and procedures.
- Attends and participates in professional group meetings.
- Performs other related duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- principles and practices of public agency grant funding including techniques and methods of researching grant opportunities, identifying grant funding agencies, and securing and maintaining funding from external agencies;
- basic principles and practices of public agency budget development and administration and sound financial management policies and procedures;
- principles and procedures of record-keeping and writing comprehensive narrative and statistical reports;
- mathematics and basic statistical computations;
- English usage, grammar, spelling, vocabulary, and punctuation;
- modern office practices, methods, and computer equipment and applications related to the work;
- rules, regulations, guidelines, and legislation that pertain to specially funded projects;
- oral and written communication skills;
- techniques for providing a high level of customer service by effectively dealing with students, staff, faculty, administrators, and external partners including individuals of various ages, disabilities, socioeconomic, and ethnic groups;
- principles, practices, and procedures of budgeting, funding sources, and grant funds disbursement;
- grant administration, finance, accounting, budgeting, analytical processes, and report preparation techniques and related governmental services;
- organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures;
- basic principles and practices of public administration as applied to operational unit and program administration;
- research and reporting methods, techniques, and procedures;
- principles and practices of data collection and report preparation;
- applicable federal, state, local, and District policies, codes, regulations, technical processes, and procedures related to grants development and administration;

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

**DATE:** March 9, 2016

- modern office practices, methods, and computer equipment and applications including word processing, database, and spreadsheet applications;
- record-keeping principles and procedures; and
- principles, practices, and techniques of effectively dealing with the public and basic public relations.

**Skills and Abilities to:**

- read, interpret, comprehend, and implement governmental rules, regulations, guidelines, and legislation;
- write clear, concise, and logical narratives;
- participate in the preparation, development, and submittal of grant applications;
- prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- organize own work, set priorities, and meet critical deadlines;
- establish and maintain contacts and partnerships with potential and existing funding agencies;
- work independently while recognizing situations that require the supervisor's attention;
- maintain accurate and orderly records;
- operate modern office equipment including computer equipment and specialized software application programs;
- use English effectively to communicate in person, over the telephone, and in writing;
- establish, maintain, and foster positive and effective working relationships with those contacted in the course of work;
- coordinate and oversee departmental and programmatic administrative, budgeting, and fiscal reporting activities as they relate to grants administration;
- assist in the development of goals, objectives, policies, procedures, and work standards for grant administration;
- plan, organize, and carry out assignments from management staff with minimal direction;
- interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District policies, procedures, and regulations;
- conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner;
- compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions;
- make accurate mathematical, financial, and statistical computations;
- establish and maintain a variety of filing, record-keeping, and tracking systems;
- understand scope of authority in making independent decisions; and
- review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

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

**DATE:** March 9, 2016

**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:*

Education equivalent to graduation from a regionally accredited four-year college or university with major coursework in English, writing, public administration, business, or a related field, and three (3) years of experience in grant writing, management, budgeting, and/or accounting, preferably in an institution of higher education.

**Preferred Qualifications:**

Knowledge of funding agency submission systems (e.g., Grants.gov, Fastlane).

**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; operate motor vehicles 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 a job that involves standing and walking between work areas. 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 equipment and materials. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing on average of 20 pounds, and occasionally heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in a laboratory and an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. 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:** March 9, 2016

### **EDUCATIONAL ADVISOR – FLSA: NON-EXEMPT – A-95**

#### **DEFINITION**

Under general supervision, advises students in the preparation of academic programs by interpreting policies and procedures to promote students' achievement of educational and career goals; provides information and assistance to students regarding registration, education planning, and program services and eligibility; serves as a liaison between faculty, administration, and students.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned management personnel. Exercises no direct supervision over staff.

#### **CLASS CHARACTERISTICS**

This classification is responsible for providing advisement services to students regarding educational issues. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and administrators. Incumbents at this level perform the full range of duties as assigned, working independently and exercising a higher level of 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 the work unit. This class is distinguished from the professional counseling classifications in that the Educational Advisors are Classified staff positions, which are primarily concerned with assisting prospective, new, or continuing students with completing their academic programs. Whereas, Counselors are instructional faculty who provide counseling and instruction to students in academic counseling as well as career and personal counseling.

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

- Provides educational advising and assistance to students by planning schedules, recommending courses, and determining appropriate education solutions.
- Initiates and reviews various forms including exceptional action petitions, transfer articulation agreements, major forms, and graduation checks and petitions.
- Provides unofficial evaluation of transcripts, evaluates prerequisite overrides, and interprets test and assessment scores.
- Provides intra- and inter-campus referrals.
- Serves as a student advocate; serves as a liaison between students, faculty, administration, and outside agencies.

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

**DATE:** March 9, 2016

- Assesses, researches, and resolves academic concerns; provides advice on development of personal statements, tutoring services, transfer issues, and financial aid resources and applications.
- Demonstrates use of available technology to students including online registration system and student information system.
- Provides guidance, interpretation, and information related to District policies and regulations.
- Interprets University of California, California State University (CSU), and other private, independent, and public university and college transfer policies and procedures; reviews and completes transfer paperwork, as needed.
- Reviews and completes Intersegmental General Education Transfer Curriculum (IGETC) and CSU certification forms.
- Provides advice and support services to students applying for and enrolling in specialized support programs. Assists students seeking or in need of career or personal advisement by referring them to appropriate counselors.
- Conducts workshops and delivers presentations to students, prospective students, parents, and community members about the College and the particular program/department assigned.
- Assists in organizing, coordinating, and implementing various campus-wide events.
- Answers questions from and provides support services to students and visitors.
- Compiles information and data for various reports; checks and ensures accuracy of the data.
- Composes, edits, and proofreads a variety of documents including forms, memos, reports, letters of recommendation, and correspondence.
- Enters and updates information; retrieves information from systems and specialized databases, as required.
- Maintains accurate and detailed spreadsheets, files, and records; verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Assists with drop-in registration at the start of each semester.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties, as assigned.

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

**DATE:** March 9, 2016

## **QUALIFICATIONS**

### **Knowledge of:**

- principles, practices, methods, and procedures for advising students in the preparation of their educational plans;
- research and reporting methods, techniques, and procedures;
- principles and practices of data collection and report preparation;
- applicable regulations, laws, policies regarding eligibility, service, and funding restrictions relevant to particular programs to which the position may be assigned;
- modern office practices, methods, and computer equipment and applications including word processing, database, and spreadsheet applications;
- record-keeping principles and procedures;
- principles, practices, and techniques of effectively dealing with the public and basic public relations;
- 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 socio-economic, and ethnic groups.

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

- provide sound advice to students in the preparation of their educational plans;
- interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District policies, procedures, and regulations;
- conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner;
- respond to and effectively prioritize multiple phone calls and other requests for service;
- compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions;
- establish and maintain a variety of filing, record-keeping, and tracking systems;
- 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 Classified Job Classification Descriptions

**DATE:** March 9, 2016

**Education and Experience:**

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

Equivalent to a Bachelor's degree from a regionally accredited four-year college or university with major coursework in education, social science, human services, or a related field and two (2) years of experience as an academic or education advisor or experience in 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, 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 closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects of 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, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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

**DATE:** March 9, 2016

### **FINANCIAL AID SPECIALIST – FLSA: NON-EXEMPT – A-81**

#### **DEFINITION**

Under general supervision, performs specialized duties related to the operation of the District's financial aid programs; interviews, advises, and assists students with program services; processes and awards student financial aid according to federal and state regulations and District policies and procedures; provides information to students and District staff regarding financial aid programs and services; and provides assistance for a wide variety of assignments related to the development and implementation of assigned programs, projects, and services.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Financial Aid or designee. May provide technical and functional direction to student workers and assigned staff.

#### **CLASS CHARACTERISTICS**

This classification is responsible for coordination of assigned specialized program implementation and outreach tasks in support of Financial Aid programs. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations. Positions at this level perform the full range of duties, as assigned, working independently, and exercising judgment and initiative. Positions 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 the work unit. This class is distinguished from the Supervisor, Special Programs in that the latter is the full supervisory-level class responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in financial aid support services.

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

- Performs the full range of routine to complex specialized duties involved in processing and evaluating application materials and funding of financial aid opportunities to eligible students.
- Verifies initial and continuing eligibility of students who have applied for or been granted financial aid and informs affected students of their status; resolves issues related to overpayments, concurrent enrollment; calculate Return of Title IV Aid, and other financial aid issues; for example, Satisfactory Academic Progress (SAP) and Pell usage in a timely manner.
- Assists with monthly, quarterly, and year-end reconciliation of financial aid program accounts.

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

**DATE:** March 9, 2016

- Verifies financial aid files to ensure accuracy of information provided by parents and students on financial aid applications in conjunction with IRS forms, social security records, and various agencies used to determine financial aid eligibility according to federal guidelines and forms.
- Analyzes and reviews applications and required documentation to determine financial need and program eligibility for a variety of federal, state, and District programs.
- Packages financial aid awards using standard needs analysis as defined in Title IV guidelines and in accordance with specific federal, state, and local guidelines; conducts loan entrance and exit interview sessions with students.
- Authorizes and posts loan amounts to student accounts; makes adjustments, as needed; reconciles and refunds disbursements.
- Ensures accurate and timely reporting of student and aid information to lenders, servicers, and guaranty agencies.
- Assists with planning and organizing outreach activities targeting students eligible for special assistance and/or services.
- Assists with outreach financial aid programs, services, and events through various communication venues and social media; develops flyers, brochures, programs, and other outreach materials.
- Conducts workshops and presentations on various topics related to financial aid programs; creates, develops, and revises workshop materials, handouts, and packets.
- Prepares and maintains various programmatic and/or student files and records.
- Gathers, assembles, updates, and distributes a variety of department-specific information, forms, records, and data, as requested; prepares and maintains a variety of databases and reports.
- Provides information, advice, and counsel to students, parents, and District staff that requires the use of judgment and the interpretation of rules, regulations, policies, and procedures; meets with students, parents, and District staff to obtain data, interpret information, and answer questions; prepares correspondence independently to answer questions, request information, or provide explanations.
- Maintains accurate and detailed spreadsheets, files, and records; verifies accuracy of information, researches discrepancies, and records information.
- Researches, compiles, and organizes information and data on topics related to Financial Aid programs; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Attends and participates in program-related District committees, community activities, and professional conferences and meetings concerned with the development and implementation of financial aid programs and/or services.
- Assists with the analysis and reconciliation of student financial aid programs, e.g. disbursements in compliance with federal, state, and District regulations.
- Learns and applies emerging technologies and, as necessary, performs duties in an efficient, organized, and timely manner.
- Performs other related duties, as assigned.

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

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## **QUALIFICATIONS**

### **Knowledge of:**

- principles, practices, and service delivery needs related to the development and implementation of financial aid programs;
- procedures for planning, implementing, and maintaining a variety of presentations, activities, and programs;
- research and reporting methods, techniques, and procedures;
- principles and practices of data collection and report preparation;
- applicable federal, state, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned;
- modern office practices, methods, and computer equipment and applications including word processing, database, and spreadsheet applications;
- record-keeping principles and procedures;
- principles, practices, and techniques of effectively dealing with the public and basic public relations;
- 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:**

- evaluate and provide input to the Director, Financial Aid or designee regarding improvements to existing Financial Aid processes;
- present Financial Aid information verbally and in writing to various constituent groups such as students, families, Community-Based Organizations; for example, "What is Financial Aid," "How to File for Financial Aid," and "How to Apply for Scholarships." Prepare materials for outreach presentations, e.g., gathers brochures, reports, and other related program materials;
- provide sound advice and coaching to students related to financial aid programs and services;
- interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District policies, procedures, and regulations;
- conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner;
- compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions;
- make accurate mathematical, financial, and statistical computations;
- establish and maintain a variety of filing, record-keeping, and tracking systems;
- organize own work, set priorities, and meet critical time deadlines;

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- 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 to an Associate's degree from a regionally accredited college with major coursework in finance, accounting, or a related field and three (3) years of increasingly responsible financial aid experience.

**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; vision to read printed materials and computer screen; and hearing and speech to communicate in person 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 closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects of 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, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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

**DATE:** March 9, 2016

### **FINANCIAL AID SYSTEMS ANALYST – FLSA: NON-EXEMPT – A-124**

#### **DEFINITION**

Under general supervision, performs a variety of application development and analysis functions of the Financial Aid Department's technology and application systems; creates business processes to meet end user requirements and federal, state, local, District, and department regulatory mandates, rules, regulations, policies, and procedures; evaluates and personally participates in the functions necessary to implement and sustain the creation, maintenance, and use of financial aid databases and applications; tests and maintains data analysis and reporting programs to enhance and support reporting requirements and data tracking needs; coordinates work and services with central Information Technology Department and other staff.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Financial Aid. Exercises no direct supervision of staff. May provide technical and functional direction to student workers.

#### **CLASS CHARACTERISTICS**

This is a professional-level analyst classification that performs a variety of business process analysis, system application, and reporting activities. Incumbents exercise a high level of discretion and independent judgment in performing the full range of routine and complex assignments. Successful performance of the work requires thorough knowledge of database applications and basic knowledge of the District's information systems infrastructure. This class is distinguished from other information technology classes by the level of specialized technical knowledge of and emphasis on financial aid software and database applications.

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

- Designs business processes for the maintenance, access, and retrieval of financial aid data; prepares detailed flow charts and diagrams outlining system capabilities and processes; defines data rules and relationships and develops methods for quality control of the database system; reviews and evaluates database access and reporting software applications to streamline and enhance the financial aid enterprise system; creates documentation of processes.
- Troubleshoots, updates, modifies, and analyzes information systems to ensure compliance with regulatory needs and changes.
- Designs methods and applications to import/export data for analysis; uses various reporting tools and database applications to retrieve information from databases for financial aid staff and other staff, as needed; determines required data and presentation formats.

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

**DATE:** March 9, 2016

- Ensures successful storage and retrieval of data across a variety of campus systems; ensures financial aid systems interface with other campus systems.
- Creates complex custom queries and programs for a variety of financial aid management needs and reporting requirements; creates queries to analyze and identify data integrity issues.
- Monitors and maintains data integrity of financial aid tables, fields, reports, and related systems; works with central information technology to execute scripts to correct data issues.
- Provides expert technical assistance and training for financial aid staff on system procedures, system integration, data integrity, and reporting.
- Plans, designs, and creates new databases for data collection, analysis, and reporting.
- Consults with Information Technology staff to create views and data blocks for data reporting and extraction.
- Coordinates with Information Technology, Finance, and other College staff to facilitate the resolution of implementing and scheduling new and/or modified business processes and the development of new modified database processes and reporting requirements.
- Acts as the first-line contact person, representing Financial Aid to internal and external staff who need assistance with any enterprise application systems module that integrates with Financial Aid, Scholarships, and Veterans.
- In collaboration with the Information Technology department, tests and debugs applications to ensure accuracy of data and write related application documentation including system upgrade testing and end-user documentation.
- Communicates with personnel and various outside agencies, as needed, to exchange information and resolve issues or concerns.
- Participates with end users and Information Technology in testing and implementing new computer programs, as appropriate including developing and maintaining related documentation.
- 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:**

- data systems concepts and structures, reporting relationships, data analysis methods, design, practices, and procedures;
- principles and practices of programming and application generation tools;
- various software packages including word processing, spreadsheet, data and database management, reporting tools, and desktop publishing applications and programs;
- basic data management, data extraction, and relational database systems theory, principles, techniques, and practices;
- research and reporting methods, techniques, and procedures;

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

**DATE:** March 9, 2016

- principles and practices of data collection and report preparation;
- applicable federal, state, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned;
- modern office practices, methods, and computer equipment and 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, and various socio-economic and ethnic groups.

**Skills and Abilities to:**

- use computer-related programs and software applications related to the area of assignment;
- analyze situations and identify and troubleshoot pertinent technical problems/issues; collect relevant information, evaluate realistic options, and recommend/implement appropriate course of action;
- develop and implement systems application-related projects with sufficient speed and accuracy;
- review, analyze, customize, and implement software packages and database applications related to departmental projects;
- develop queries and perform complex analysis of data;
- interpret, apply, and explain technical materials to non-technical users; elicit user needs and develop and implement appropriate solutions;
- conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner;
- make accurate mathematical and basic statistical computations;
- 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 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:*

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

**DATE:** March 9, 2016

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in computer science, computer information systems, or a related field and two (2) years of professional experience in designing, programming, supporting, and implementing enterprise applications for financial aid, admissions, finance, and/or student services.

**Preferred:**

Experience in student financial aid administration in higher education.

**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 computer screen; and hearing and speech to communicate in person 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 closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects of 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, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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

**DATE:** March 9, 2016

**CONSENT**

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

**BACKGROUND**

As a result of new and/or modified CSEA, Chapter 262 Job Classification Descriptions, some employees will have their job classification titles 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 Title Changes for CSEA, Chapter 262-Represented Employees.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #19

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

**DATE:** March 9, 2016

**Job Classification Titles for CSEA, Chapter 262**

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Estacio, John E.	Previous Title	Financial Aid Systems Spec	3/10/16	124	4			100	12	7,295.68
Estacio, John E.	New Title	Financial Aid Systems Analyst	3/10/16	124	4			100	12	7,295.68
Lazo, Melanie	Previous Title	Budget and Accounting Tech	3/10/16	95	3			100	12	5,206.64
Lazo, Melanie	New Title	Fiscal Specialist	3/10/16	95	3			100	12	5,206.64
Zavala, Daniel J.	Previous Title	Financial Aid Systems Spec	3/10/16	124	4			100	12	7,295.68
Zavala, Daniel J.	New Title	Financial Aid Systems Analyst	3/10/16	124	4			100	12	7,295.68

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

**DATE:** March 9, 2016

**CONSENT**

**SUBJECT:** Continuing Education Division – 2016 High School Summer School Program

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Instruction Dates:

<b>USD</b>	<b>Dates</b>
Alhambra	06/03/16-07/15/16
Baldwin Park	06/06/16-07/08/16
Bassett	06/06/16-07/14/16
Bonita	06/13/16-07/15/16
Charter Oak	06/06/16-07/14/16
Covina Valley	06/13/16-07/15/16
Hacienda/La Puente	05/31/16-07/08/16
Pomona	06/13/16-07/15/16
Rowland	06/06/16-07/08/16
Walnut Valley	06/06/16-07/14/16
West Covina	05/31/16-07/01/16

2. Program Administrators will be paid as follows:

<b>USD</b>	<b>High School</b>	<b>Site Coordinator</b>	<b>Payment</b>
Alhambra	Alhambra	Sharron Ferry	\$6,000
	Mark Keppel	Alejandra Perez	\$6,000
	San Gabriel	Jocelyn Castro	\$6,000
Baldwin Park	Baldwin Park	Christopher Sandoval	\$7,000
	Sierra Vista	Magdalena Santiago	\$7,000
Bassett	Bassett	Patricia Rosales	\$6,000
Bonita	Bonita	Joy Lindsay	\$6,000
	San Dimas	Cassandra Morton	\$6,000
Charter Oak	Charter Oak	Richard Wiard	\$7,000

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

**SUBJECT:** Continuing Education Division – 2016 High School Summer School Program

**DATE:** March 9, 2016

USD	High School	Site Coordinator	Payment
Covina	Covina	Kevin Gustafson	\$6,000
	South Hills	Ryan Maddox	\$6,000
	Northview	Ryan Rienstra	\$6,000
Hacienda-La Puente	La Puente	Angeles Martinez	\$7,000
	Los Altos	Patricia Higgins	\$7,000
	Wilson	Michelle Mabrie	\$7,000
	Workman	Karla Garcia	\$7,000
Pomona	Diamond Ranch	Michael Power	\$6,000
	Ganesh	Patricia Joines	\$7,000
	Garey	Donovan Macleod	\$7,000
	Pomona	Debra Kniesley-Watnik	\$7,000
	Village Academy	Joseph Barrera	\$4,000
	Fremont Academy	Megan Wilson	\$4,000
	Palomares Academy	Acquillahs Muteti	\$6,000
Rowland	Nogales	Victoria Dayton	\$6,000
	Rowland	Steven Elder	\$7,000
Walnut Valley	Diamond Bar	David Desmond	\$7,000
	Walnut	Daniel Daher	\$7,000
West Covina	West Covina	April Leon	\$7,000
	Edgewood	Joseph Prestella	\$6,000

3. Instructional supplies will be supplied by the College as needed by each USD.
4. Instructors, security, and clerical staff will be provided by the College, as agreed upon between the USD and the College, and will be paid hourly.
5. Cooperative Agreements are in effect until March 2017 through March 2019, depending on each district's agreement.

Funding Source

Revenue-Generated Account.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the 2016 High School Summer School Program, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b> <u>March 9, 2016</u>	<b>CONSENT</b>	
<b>SUBJECT:</b> <u>Continuing Education Division Additions and Changes</u>		

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Workforce Training: Additional Offerings

Agency (Description of Services)	From	To
<u>Contract #1516-004</u> Metropolitan Water District of Southern California Apprenticeship Program	Additional Instructor TBA	Tapia, Raul 16 hours @ \$76.36/hour
<u>Contract #1516-003</u> Los Angeles County Office of Education	Microsoft Office, Book-keeping, Payroll, and Accounts Payable/ Receivable Training  Instruction: <ul style="list-style-type: none"> <li>• Leadership Build, LLC</li> <li>• Buchanan, Gilbert (Buchanan &amp; Associates)</li> </ul> Instruction – Not to Exceed: \$30,000 (500 hours @ \$60/hour)  Fee: \$125,600	Microsoft Office, Bookkeeping, Payroll, and Accounts Payable/ Receivable Training, Retail Management Principals  Instruction: <ul style="list-style-type: none"> <li>• Leadership Build, LLC</li> <li>• Buchanan, Gilbert (Buchanan &amp; Associates)</li> <li>• Quintana, Yolanda</li> </ul> Instruction – Not to Exceed: \$42,000 (700 hours @ \$60/hour)  Fee: \$174,500

Prepared by: Madelyn A. Arballo                      Reviewed by: Irene M. Malmgren  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #21

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

**DATE:** March 9, 2016

2. Contract Education Program Changes

Agency (Description of Services)	From	To
CE Advisory Group Meeting Hyatt Regency – Sacramento Originally Approved on February 17, 2016	Facility Rental not to exceed \$2,500	Facility Rental includes Audio Visual setup not to exceed \$3,000

Funding Sources

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:** March 9, 2016

**CONSENT**

**SUBJECT:** Course Identification (C-ID) Grant: Acceptance of Funds and Approval  
of Purchases

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for fiscal year 2015-16 funding (\$299,835). The total funding is now \$641,870.

The performance period for this grant is June 1, 2015, through June 30, 2016. The budget period for fiscal year 2015-16 funding is February 1, 2016, 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.

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

**Funding Source**

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 9, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract Agreement: Record Timing for 2016 Mt. SAC Relays</u>	

**BACKGROUND**

The Mt. SAC Athletics Special Events requests authorization to enter into a contract agreement with Record Timing for the Mt. SAC Relays. This event has a rich tradition and high level of National and International exposure. This will be the 57<sup>th</sup> running of the Mt. SAC Relays, and they will be held April 14-16, 2016.

**ANALYSIS AND FISCAL IMPACT**

The Mt. SAC Special Events are funded by a combination of entry fees, gate fees, advertising, parking fees, and booth rentals. In addition, the Mt. SAC Relays receives sponsorships from outside sources such as Brooks, In-N-Out Burger, Gatorade, Robeks, City of Walnut, and Best Western Hotel.

Record Timing will provide race timing services at a cost not to exceed \$6,000.

**Funding Source**

Unrestricted General Fund - Relays Budget (\$6,000).

**RECOMMENDATION**

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

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

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

**DATE:** March 9, 2016

**CONSENT**

**SUBJECT:** Agreement with Diamond Ranch High School to Host 2015 Mt. SAC  
Mountie Classic Men's Basketball Tournament

**BACKGROUND**

Due to hosting the Southern California Wrestling Regional competition in the Mt. SAC gymnasium, the 2015 Mountie Classic Men's Basketball tournament was played at Diamond Ranch High School. The tournament was held December 4-6, 2015. Diamond Ranch High School hosted four games on Friday and four games on Saturday.

**ANALYSIS AND FISCAL IMPACT**

Diamond Ranch High School provided custodial and security services. The cost for rental of the facility was approximately \$275 per game, not to exceed \$2,500.

**Funding Source**

Athletics Championship Events Revenue-Generating Account (\$2,500).

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the agreement with Diamond Ranch High School, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24



# MT. SAN ANTONIO COLLEGE

## BOARD OF TRUSTEES

### 2016-17 REGULAR MEETING CALENDAR

The Mt. San Antonio College Board of Trustees normally meets the second Wednesday of each month at 1100 North Grand Avenue, Walnut, CA, in Founders Hall. The closed session portion of the meeting begins at 6:00 p.m., with the public session beginning at 6:30 p.m.

Special meetings may be called, as needed.

The Board will meet on the following dates during 2016-17:

- July 13, 2016
- August 10, 2016
- September 14, 2016
- October 12, 2016
- November 9, 2016
- December 14, 2016
- January 11, 2017
- February 8, 2017
- March 8, 2017
- April 12, 2017
- May 10, 2017
- June 28, 2017

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 9, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Facility Rental for 2016 Scholarship Awards Ceremony</u>	

**BACKGROUND**

Mt. San Antonio College’s Annual Scholarship Awards Ceremony is a signature event for the campus. It is a collaboration between the Mt. SAC Foundation, which raises money for scholarships, and the Financial Aid and Scholarship Office, which distributes scholarship support to hundreds of students each semester. This ceremony brings together families, friends, and donors in a celebration of student scholars. Pomona College (Bridges Auditorium) is being considered to provide the location for this event on June 4, 2016.

**ANALYSIS AND FISCAL IMPACT**

The Facility Use Fee for the Bridges Auditorium is \$5,500. Additional charges for the production manager, stage technicians, staffing, and other related production and/or venue costs will be incurred at an anticipated additional amount of \$3,000, for a total event cost of \$8,500. The College is required to submit a deposit in the amount of the Facility Use Fee of \$5,500.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: William R. Lambert

Recommended by: Bill Scroggins

Agenda Item: Consent #26

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 9, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Independent Contractors: Note Takers for the Disabled Student Programs and Services</u>	

**BACKGROUND**

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

Provider	Amount Not to Exceed
Calleros, Christina	\$96
Kempkes, Jennifer	\$96

**Funding Source**

Restricted General Fund – Disabled Student Programs and Services.

**RECOMMENDATION**

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

Prepared by: <u>Grace Hanson</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #27</u>

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

**DATE:** March 9, 2016

**ACTION**

**SUBJECT:** 2016 CCCT Board of Directors Election

**BACKGROUND**

In accordance with the California Community College Trustees (CCCT) Board of Directors election process, community college district board nominations for vacancies on the CCCT Board of Directors were to be received by the Association from January 1 through February 15, 2016. The election of members of the Board of Directors takes place between March 10 and April 25, 2016. The CCCT Board of Directors is a 21-member Board and meets generally five times per year.

**ANALYSIS AND FISCAL IMPACT**

1. There are eight vacancies on the CCCT Board of Directors. The eight candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT Board will vote to break the tie.
2. The list of nominated candidates for the CCCT Board of Directors is on the following page.
3. A biographical sketch of each candidate was available for Board member review.
4. The official ballot will be mailed by the President's Office.
5. Background or campaign information on various candidates received by the President's Office is sent to the Board of Trustees in advance of the meeting.

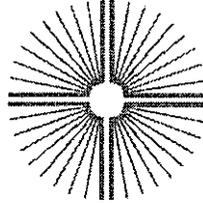
**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees discuss and cast its vote for up to eight candidates for the 2016 CCCT Board of Directors.

Recommended by: Bill Scroggins Agenda Item: Action #1



**2016 CCCT BOARD ELECTION**  
CANDIDATES LISTED IN SECRETARY OF STATE'S  
RANDOM DRAWING ORDER OF FEBRUARY 12, 2016

1. Mary Figueroa, Riverside CCD
2. \*Susan "Sue" M. Keith, Citrus CCD
3. \*Linda S. Wah, Pasadena Area CCD
4. Loren Steck, Monterey CCD
5. T. J. Prendergast III, South Orange County CCD
6. Carmen Avalos, Cerritos CCD
7. Kenneth A. Brown, El Camino CCD
8. \*Sally W. Biggin, Redwoods CCD
9. \*Louise Jaffe, Santa Monica CCD
10. Marianne Tortorici, Victor Valley CCD
11. Andra Hoffman, Los Angeles CCD
12. \*Jerry D. Hart, Imperial CCD
13. \*Cy Gulassa, Peralta CCD
14. Barbara Gaines, Antelope Valley CCD
15. Shaun Giese, Lassen CCD

\*Incumbent

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

**DATE:** March 9, 2016

**DISCUSSION**

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

**BACKGROUND**

It is the responsibility of the Board of Trustees to annually decide whether to grant the following privileges to the student member:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance up to the maximum prescribed in Education Code 72024;
- The privilege to serve a term of one year, commencing July 1; and
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Currently, the Student Trustee is granted all of the above privileges with the exception of attending closed session.

**ANALYSIS AND FISCAL IMPACT**

Following is the current Board Policy.

The current budget includes compensation for the Student Trustee.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews the current privileges granted to the Student Trustee and reaffirm existing policy or modify Board Policy 2015 - Student Member.

Recommended by: Bill Scroggins Agenda Item: Discussion #1

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

**DATE:** March 9, 2016

## **Chapter 2 – Board of Trustees**

### **BP 2015 Student Member**

**Reference:**

Education Code Section 72023.5

The Board of Trustees shall include one non-voting student member. The term of office shall be one year, commencing July 1.

The student member shall be enrolled in and maintain a minimum of five semester units in the College at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 cumulative grade point average (GPA) while serving as the Student Trustee.

The Student Trustee shall be chosen by the students enrolled in the College in accordance with Board-approved procedures and criteria included in the Administrative Procedures.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).

On or before May 15 of each year, the Board of Trustees shall review the privileges afforded to the student member.

The Student Trustee is afforded the following privileges:

- the privilege to make and second motions;
- the privilege to receive compensation for meeting attendance; and
- the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Approved: March 24, 2004

Revised: July 23, 2008

Revised: May 26, 2010

Revised: March 27, 2013

Revised: April 2, 2014