



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 13, 2016

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

6:30 p.m. - Public Session

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

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

AGENDA

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

CALL TO ORDER (6:00 p.m.)

PUBLIC COMMUNICATION

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

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

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

CLOSED SESSION

- **Public Employee Discipline/Dismissal/Release**, per California Government Code Section 54957 – Non-Re-employment, Classified (one case), Employee No. ...5612
- **Conference with Legal Counsel** – Existing Litigation Pursuant to Section 54956.9 (d) – two cases:
 - Los Angeles County Superior Court Case No. BC 576587 (consolidated for all purposes with Case Nos. BS 154389, BC 600860 and BS 159953)
 - American Arbitration Association Case No. 01-14-0001-1008

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

MOMENT OF SILENCE

It is with deep regret that we inform you of the passing of Computer Information Systems (CIS) Professor **William (Bill) Roche**, who passed away unexpectedly on May 16, 2016, at the age of 54. Bill was a newly tenured CIS Professor who was well liked by his students and peers. Prior to coming to teach at Mt. SAC, Bill received his Master's Degree in Computer Science from Cal State Fullerton. He was an industry pioneer when it came to digital publishing at McMullen and Yee Publishing in the mid-1990s. In addition to working in the industry, he taught Networking and Security classes at both Cal State Fullerton and ITT Tech before being hired full-time at Mt. SAC. He is survived by his wife, his daughter, and his two brothers. Bill will be missed by all who knew and loved him!

ADMINISTER OATH OF OFFICE TO STUDENT TRUSTEE

- **Elizabeth (Betty) Santos**

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Tiffany Chen**, Buyer (Purchasing)
- **LeeAnn Culross**, Admissions and Records Specialist I (Admissions and Records)
- **Bishara Homsy**, Custodian (Facilities Planning and Management)
- **Erica Morales**, Administrative Specialist I (Financial Aid)
- **Christopher Padilla**, Administrative Specialist I (Financial Aid)
- **Dilbert Pagdilao**, Custodian (Facilities Planning and Management)
- **Terry Williams**, Custodian (Facilities Planning and Management)

Confidential Employees (Newly Appointed)

- **Jennifer Anol**, Human Resources Technician (Human Resources)
- **Cristal Granados**, Human Resources Technician (Human Resources)

Management Employees (Newly Appointed)

- **Jody Fernando**, Director, English Language Learners (English as a Second Language)
- **Lesley Johnson**, Director, Adult Education (Adult Education)

Management Employee (Promoted)

- **Alvaro Rodriguez**, Manager, Technical Services Engineering (Technical Services)

Temporary Special Project Administrators

- **Valeria Arenas-Rey**, Special Projects Manager, Project Accounting (Facilities, Planning, and Management)
- **Lianne Greenlee**, Special Projects Director, Professional and Organizational Development (Professional and Organizational Development)
- **Matthew Thatcher**, Special Projects Manager, Scheduled Maintenance (Facilities, Planning, and Management)

- **Recognition:**

- Award a Certificate of Service to the following retiring employees:
 - **Robert Coder**, Educational Advisor (DSP&S) (16 years of service)
 - **Teresita Hood**, Administrative Specialist III (Technology and Health) (18 years of service)
 - **Randy Smith**, Laboratory Technician-Photography (Arts) (41 years of service)

APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of June 22, 2016. (See backup packet Pages 1 through 14.)

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

9. President's Report – Bill Scroggins, President & CEO
 - Faculty Hiring Update (presented by Irene Malmgren, Vice President, Instruction)
 - Building 40 Update (presented by Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; and Gary Nellesen, Director, Facilities Planning and Management)
10. Summary of Board Information Report – Financial Aid, prepared by Chau Dao, Director, Financial Aid (Pages 15 and 16).

CONSENT CALENDAR

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

Consideration of approval is requested for the following:

ADMINISTRATIVE SERVICES

1. Appropriation Transfers and Budget Revisions Summary (Pages 17 through 23);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 24 and 25);
3. Re-issue stale-dated warrants (Page 26);
4. Adobe Enterprise License Agreement (Page 27);
5. Amendment and renewal of the AudienceView Ticketing Corporation Agreement (Page 28);
6. Contract with First Fire Systems, Inc. (RFP No. 3083) to provide campus fire alarm services (Pages 29 and 30);
7. Athletics Modular Building (Pages 31 and 32):
 - Bid Nos. 3086-3088 Temporary Space;
8. Purchase Audio-Visual Control Systems and Equipment to Full Compass Systems, Madison, WI, Troxell, Redlands, CA; Visual Systems Group, Inc., Mclean, VA, Comp View, Inc., Beaverton, OR; Golden Star Technology, Cerritos, CA; and Apex Audio, Huntington Beach, CA (Pages 33 through 35):
 - Bid No. 3080 Purchase of Audio-Visual Control Systems and Equipment;
9. Re-Roofing Project: Technology and Health Division, Building 28B Upper Roof, to Courtney, Inc., Irvine, CA (Page 36):
 - Bid No. 3082 Re-Roofing Project: Technology and Health Division, Building 28B Upper Roof;
10. Agreements to provide professional design and consulting services with Marlene Imirzian & Associates, Architects for the Art Center Wood Shop and Counseling Annex Renovation, and HPI Hill Partnership for the Temporary Classroom Building Upgrade – Phase II (Pages 37 and 38);

11. Contract Amendment for the Temporary Classroom Building Systems Upgrade (Pages 39 and 40):
 - Contract Professional design and consulting services – added services – Psomas – Amendment No. 1;
12. Contract Amendment for the Former Campus Café Demolition (Page 41):
 - Contract Professional design and consulting services – time and materials – H2 Environmental Consulting Services, Inc. - Amendment No. 1;
13. Change Order for the Athletics Modular Structure (Pages 42 and 43):
 - Contract American Modular Systems (General Contractor) – Change Order No. 3; and
14. Change Order for the Continuing Education Building 40 Upgrades (Pages 44 and 45):
 - Contract Golden Phoenix Construction Co., Inc. (General Contractor) – Change Order No. 2.

HUMAN RESOURCES

15. Personnel Transactions (Pages 46 through 62);
16. New and/or Revised Classified Job Classification Descriptions (Pages 63 through 68); and
17. New and/or Revised Management Job Classification Descriptions (Pages 69 through 73).

INSTRUCTION

18. Acceptance of funds for the Adult Education Block Grant AB 104, Section 39, Article 9 (Pages 74 and 75);
19. Adult Education Block Grant AB 104, Section 84917, Data and Accountability Funds (Page 76);
20. School of Continuing Education contract number change (Page 77);
21. Contract Agreement with Kellogg West Conference Center and Lodge (Page 78);
22. Program Fees for students in the Basic Fire Academy and Emergency Medical Services Programs (Page 79);
23. Contractors for physical examinations for Health Sciences faculty (Pages 80 and 81);
24. Program Fees for students in the Technology and Health Division (Pages 82 through 84);
25. Institution Participation Agreement with Instructure for Canvas Course Management System (Pages 85 and 86);

26. Child Development Center Agreement with Sodexo American, LLC Food Services for the 2016-17 Academic Year (Page 87);
27. Child Development Center 2015-16 Annual Report (Pages 88 through 92);
28. Child Development Center expenditure funding for the 2016-17 Academic Year (Page 93);
29. Child Development Center fieldtrips for the 2016-17 Academic Year (Page 94);
30. Center of Excellence 2016-17 Grant Renewal Fund Amendment (Page 95);
31. Center of Excellence Contract Agreement with Status Not Quo (Page 96);
32. Activities and Acceptance of funds for the Carl D. Perkins Career and Technical Education (CTE) Act of 2008 (Perkins IV) Title 1C Grant and CTE Transitions (Pages 97 and 98);
33. Renewal of Contract Agreement with ArbiterSports RefPay for the 2016-17 Academic Year (Page 99);
34. Agreement with Covina District Field to host the 2016 Mt. SAC football games (Page 100);
35. Contract with Dr. Bryan for health screenings and required attendance at the Mt. SAC football games for the 2016-17 Academic Year (Page 101);
36. Agreement with Cerritos College to host the 2017 Mt. SAC Relays (Page 102); and
37. Program Fees for Students in the Kinesiology, Athletics, and Dance Division for the 2016-17 Academic Year (Page 103).

STUDENT SERVICES

38. Associated Students expenditure funding for 2016-17 (Page 104);
39. Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Page 105); and
40. Contract Amendment with the University of California Santa Barbara Campus Conference Services for the ACES 2016 Summer Residential Transfer Bridge Program (Page 106).

Consideration of ratification is requested for the following:

41. Coverage change endorsement for fine arts insurance coverage with Huntington T. Block Insurance Agency, Inc. (Page 107); and
42. STEM Teacher Preparation Program Grant Agreement with The Regents of the University of California (Page 108).

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. Receive for first reading and discussion proposed revisions to Board Policy 5010 – Admissions (Pages 109 through 111).

INFORMATION ITEM

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

1. Receive revisions to Administrative Procedure 5010 – Admissions (Pages 112 through 116).

ADJOURNMENT

Future Board Meetings

August 17, 2016
September 14, 2016
October 12, 2016

Upcoming Events

July 10	One World, One Sky: Big Bird's Adventure , 4:30 p.m., Planetarium
July 13	Registration Begins for the 2016 Fall Credit and Continuing Education Classes
July 31	2016 Summer Intersession Ends

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**

July 13, 2016





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 22, 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 4:38 p.m. on Wednesday, June 22, 2016. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

Trustee Hidalgo left the meeting at 8:15 p.m.

STAFF PRESENT

Bill Scroggins, President & CEO; 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

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

None.

2. CLOSED SESSION

The Board adjourned to Closed Session at 4:40 p.m. to discuss the following item:

- **Conference with Labor Negotiators Jennifer Galbraith, Dean, Business Division; Mike Gregoryk, Vice President, Administrative Services; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6.**
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651

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 00:00:00 on the attached meeting audio.

The meeting reconvened at 5:10 p.m., and the Pledge of Allegiance was led by Student Trustee Betty Santos.

4. MOMENT OF SILENCE

Note: The entire dialogue may be heard beginning at 00:00:54 on the attached meeting audio.

A moment of silence was observed in memory of retired Horticulture Professor **David Lannom**, who passed away on May 12, 2016, at the age of 70. Dave retired in 2006, after 22 years of service as a Horticulture Professor. While he officially retired in 2006, he never actually left the campus. He worked part-time and even volunteered in the Horticulture unit many years after his official retirement. During his years at the College, Mr. Lannom served as the Agriculture Department Chair and the Horticulture Farm Manager. He taught classes ranging from landscape design to integrated pest management to trees and shrubs. He was honored with the Mt. SAC Faculty Member of the Year award, the Cal Poly Pomona Alumnus of the Year award, the Excellence in Horticulture Education award, and he was named the Southern California Horticultural Society's 2013 HOTY (Horticulturist of the Year). He was also chosen as the Mt. SAC Alumnus of the Year Commencement Speaker in 2015. In his spare time, he was a model train buff. Dave will be missed by all who knew and loved him, and there weren't many who didn't know and love him!

5. REPORTING ACTION TAKEN IN CLOSED SESSION

Note: The entire dialogue may be heard beginning at 00:03:00 on the attached meeting audio.

None.

6. INTRODUCTIONS AND RECOGNITION

Note: The entire dialogue may be heard beginning at 00:03:10 on the attached meeting audio.

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Yvette Garcia**, Administrative Specialist III (School of Continuing Education) (present)
- **Vincent Herrera**, Information Technology Support Technician (Information Technology) (present)
- **Teresa Pham**, Student Services Program Specialist II (Financial Aid, Scholarships and Veterans) (present)
- **David Tran**, Business Analyst (Financial Aid) (present)

Management Employee (Newly Appointed)

- **Romelia Salinas**, Associate Dean, Library & Learning Resources (Library & Learning Resources) (present)

Classified Employees (Promoted)

- **Sabeena Soni**, Administrative Specialist III (School of Continuing Education) (present)
- **Maria Valdez**, Administrative Specialist IV (Natural Sciences Division) (present)

Confidential Employees (Promoted)

- **Lisa Romo**, Human Resources Specialist (Human Resources) (present)
 - **Nerissa Uiagalelei**, Human Resources Specialist (Human Resources) (present)
- A Certificate of Service will be sent to the home address of the following retiring employees:
 - **Donald Beaton**, Driver (Disabled Student Programs & Services) (DSP&S) (12 years of service) (absent)
 - **Pamela Childs**, Procurement Specialist (Purchasing) (17 years of service) (absent)
 - **Jill Miller**, Administrative Specialist III (Administrative Services) (6 years of service) (absent)
 - **Ana Tafoya-Diaz**, CalWORKs/Care Program Specialist (EOPS) (29 years of service) (assent)
 - **Linda Diaz**, Counseling Educational Advisor, recognized Honors student **Kristin Ho**, who was recognized for being awarded the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship worth up to \$40,000 a year to complete a bachelor's degree at a four-year college or university. She is one of only 75 students in the country to receive this prestigious scholarship from a nationwide pool of over 2,000 applicants. Selection is based on academic achievement as shown by grades, leadership skills, awards, extraordinary service to others, and perseverance in the face of adversity. The Cooke Foundation Undergraduate Transfer Scholarship is the largest private scholarship in the nation for students transferring from two-year community colleges to four-year institutions that award bachelor's degrees. Cooke Scholarships fund the costs of attending college not covered by other financial aid, plus academic advising, stipends for internships, and study abroad. In addition, after earning a bachelor's degree, each Cooke Scholar will be eligible for a scholarship for graduate school worth up to \$50,000 a year for up to four years. Kristin's plans are to transfer to Mt. Holyoke University this fall and to study art history and design. Kristin has been an active student in the Honors Program, was instrumental in founding the College's Roosevelt Institute student organization, and has inspired student leaders to organize a TedEx@MtSac chapter in an effort to bring more inspiration to campus. She has also been an active student at large through Associated Students serving as an A.S. Delegate in representing student voices at the Policy and Advocacy Conference for the Faculty Association of California Community Colleges. Lastly, she has influenced and supported A.S. Sustainability initiatives across campus emphasizing her commitment to our campus community. Congratulations to Kristin for being selected for this prestigious honor!
 - **Linda Diaz**, Counseling Educational Advisor, recognized Honors students **Jacqueline Yu** and **Hung Pham**, who were recognized for being two of 93 community college students who were named to this year's Phi Theta Kappa All California Community College First Academic Team. Only 31 of these 93 students were chosen for the first team, with 31 chosen for the second team, and 31 for the third team. This is an exceptional honor that reflects exemplary academic and leadership accomplishments for both students. Congratulations!

- **Roger Willis** and **Roxanne Arnston**, both speech coaches, recognized the Mt. SAC Forensics team, who was recognized for being highly successful this year. During the Winter Intersession, the team took top honors in the Community College Division, winning First Place at the “Close to the Coast” and “Winter at the Beach” tournaments. The team collectively won 34 awards at the two tournaments combined. The team also excelled at the recent California Community College Forensics Association’s annual State Championship tournament, where it won 26 total awards including four state titles. Mt. SAC earned Second Place in the state. The team ended their championship season with a successful showing at the 2016 Phi Rho Pi National Tournament in Costa Mesa, CA, finishing with an overall gold medal (second place), a gold medal in overall individual events team sweepstakes, and an overall bronze in debate.

7. APPROVAL OF MINUTES

Note: The entire dialogue may be heard beginning at 00:25:58 on the attached meeting audio.

It was moved by Trustee Hidalgo, seconded by Trustee Chen, and passed to approve the minutes of the regular meeting of May 11, 2016.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

8. PUBLIC COMMUNICATION

Note: The entire dialogue may be heard beginning at 00:26:35 on the attached meeting audio.

- **Laura Smith**, a student, spoke regarding smoking areas on campus and discrimination and harassment of students by professors;
- **Ashley Haines** and **Mihoko Luther**, professors, spoke regarding adjunct faculty office hour compensation; and
- **Sorakphykun Bunthon**, a student, spoke regarding International students’ concern about the high cost of health insurance.

9. REPORTS

Note: The entire dialogue may be heard beginning at 00:38:42 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
- **Jeff Archibald**, President, Academic Senate
- **John Lewallen**, President, Classified Senate (absent – distributed written report only)
- **Eric Kaljumagi**, President, Faculty Association (no written report)
- **Bill Rawlings**, President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

10. BOARD COMMUNICATION

Note: The entire dialogue may be heard beginning at 01:22:43 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 Yvette Garcia, Victor Herrera, Teresa Pham, Lisa Romo, Romelia Salinas, Sabeena Soni, David Tran, Nerissa Uiagalelei, and Maria Valdez.
- They congratulated Donald Beaton, Pamela Childs, Jill Miller, and Ana Tafoya-Diaz on their retirement.
- They congratulated Honors students Kristin Ho, Jacqueline Yu, and Hung Pham; and the Mt. SAC Forensics team for their awards.
- They attended the Commencement ceremony and the Foundation After-Commencement Celebration.
- They thanked Associated Students President Rene Jimenez for his service this past year and wished him luck in his endeavors.
- They congratulated Jeff Archibald for being elected as the new Academic Senate President.

C. Student Trustee Betty Santos attended the following:

- EOPS/CARE/CalWORKS Recognition Ceremony
- PUPIL Scholarship Ceremony
- Child Development Center Recognition and Ceremony
- International Students’ Recognition Ceremony
- Organizing for Change
- Student Leadership Awards Ceremony
- Lavender Graduation Ceremony
- Faculty Association Scholarship Awards Ceremony
- Foundation Scholarship Awards Ceremony
- 62nd Basic Fire Academy Graduation
- Dream Program Ceremony

D. Trustee Chen attended the following:

- Students and Educators of Distinction Ceremony
- Lavender Graduation Ceremony
- Veterans’ Recognition Ceremony
- Faculty Association Scholarship Awards Ceremony
- Foundation Golf Tournament Dinner
- Dr. Francis Su’s (President of the Mathematical Association) Magic presentation
- API Caucus
- Nogales Street Opening
- Activision

E. Trustee Santos attended the following:

- Lavender Graduation Ceremony
- Bassett Health Academy Graduation
- Etiwanda High School Graduation
- Foundation Golf Tournament
- IBEW Zero Net Plus and Building Dedication
- Various Baldwin Park business events and grand openings
- Baldwin Park Women's Club Opening
- Greater West Covina Breakfast
- Irwindale Lions Club Meeting
- Clean Air Coalition meeting in Avocado Heights
- Latino Roundtable Membership Meeting

F. Trustee Bader attended the following:

- Nursing Program Pinning Ceremony
- Students and Educators of Distinction Ceremony
- EOPS/CARE/CalWORKS Recognition Ceremony

G. Trustee Baca attended the following:

- Senator Ed Hernandez's Area Educators Forum
- Veterans' Recognition Ceremony
- Foundation Scholarship Awards Ceremony
- Faculty Association Scholarship Awards Ceremony
- Judged the Inland Valley Spelling Bee
- Student Leadership Awards Ceremony
- Foundation Golf Tournament
- EOPS/CARE/CalWORKS Recognition Ceremony
- Kiwanis Club

H. Trustee Hidalgo attended the following:

- Faculty Association Scholarship Awards Ceremony
- Foundation Scholarship Awards Ceremony
- Aspire Recognition Ceremony
- Reception for Anthony Rendon

I. Trustee Hall attended the following:

- He congratulated Joe Jennum, the Dean of Athletics, for being named the best athletics program in California and in the top five in the United States
- Classys
- Foundation Scholarship Awards Ceremony
- Eighth annual memorial recognition at Hacienda Heights Community Center
- Students and Educators of Distinction Ceremony
- Faculty Association Scholarship Awards Ceremony
- Veterans' Recognition Ceremony
- Diamond Bar Chinese Association Annual Gala
- Reception for Anthony Rendon

- J. Trustee Chen Haggerty attended the following:
- EOPS/CARE/CalWORKS Recognition Ceremony
 - Students and Educators of Distinction Ceremony
 - Faculty Retirement and Tenure Tea
 - International Students' Recognition Ceremony
 - Arise/Milestone Recognition Ceremony
 - Faculty Association Scholarship Awards Ceremony
 - Diamond Bar Chinese Association Annual Gala
 - Aces Committee event in Newport Beach

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

Note: The entire dialogue may be heard beginning at 01:55:00 on the attached meeting audio.

- He welcomed and congratulated newly appointed and promoted employees Yvette Garcia, Victor Herrera, Teresa Pham, Lisa Romo, Romelia Salinas, Sabeena Soni, David Tran, Nerissa Uiagalelei, and Maria Valdez.
- He congratulated Donald Beaton, Pamela Childs, Jill Miller, and Ana Tafoya-Diaz on their retirement.
- He congratulated Honors students Kristin Ho, Jacqueline Yu, and Hung Pham; and the Mt. SAC Forensics team for their awards.
- He attended the Commencement ceremony and the Foundation After-Commencement Celebration.
- He thanked Associated Students President Rene Jimenez for his service this past year and wished him luck in his endeavors.
- He congratulated Jeff Archibald for being elected as the new Academic Senate President.
- He commented on how great the speeches were by both Supervisor Hilda Solis and Tobie Hatfield at Commencement. He also mentioned how worthwhile the recognition was regarding selected key students.
- He attended the New York Times Higher Education Forum in New York, NY, where experts from all over the nation spoke on key issues experienced by colleges and universities nationwide.
- New members of the Board of Trustees have brought a wealth of knowledge and an additional perspective to Mt. SAC.
- He talked about the fiscal challenges that the State is experiencing during this recovery, especially regarding jobs.

12. BOARD INFORMATIONAL REPORT

Note: The entire dialogue may be heard beginning at 02:03:53 on the attached meeting audio.

Mike Gregoryk, Vice President, Administrative Services; and Rosa Royce, Associate Vice President, Fiscal Services, presented the 2016-17 Tentative Budget.

Irene Malmgren, Vice President, Instruction, presented the Hiring Update, Completed Interviews, Pending Interviews, and Strong Workforce Program (CTE) slides.

Audrey Yamagata-Noji, Vice President, Student Services, presented the Student Success and Support Program (SSSP) and Student Equity slides.

The presentation is posted on the College website with these minutes.

13. CONSENT CALENDAR

Note: The entire dialogue may be heard beginning at 02:46:10 on the attached meeting audio.

The following corrections were made to the Consent Calendar:

- On Page 113, Personnel Transactions, under MANAGEMENT EMPLOYMENT, Permanent New Hires, "remove Traci Becerra."
- Remove Page 139 – duplicate input and not pertaining to consent item.

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

ADMINISTRATIVE SERVICES

1. Appropriation Transfers and Budget Revisions Summary;
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
3. Tentative Budget for the 2016-17 Fiscal Year;
4. Re-issue stale-dated warrant;
5. Quarterly Financial Status Report for the period ending March 31, 2016;
6. Quarterly Investment Report for the quarter ending March 31, 2016;
7. This item was pulled and acted upon separately (see Paragraph No. 14);
8. This item was pulled and acted upon separately (see Paragraph No. 15);
9. Renewal of agreement with American Fidelity Administrative Services, LLC for Affordable Care Act Employee Tracking and Employer Reporting Services;
10. This item was pulled and acted upon separately (see Paragraph No. 16);
11. Declassification and destruction of records, as listed;

12. Contract with CardTronics USA, Inc. to provide ATMs on campus;
13. Cell site lease amendment with Verizon Wireless;
14. Purchase used television production equipment from Bexel TSS Global Broadcast Solutions, a division of the Vitec Group, P.L.C.;
15. This item was pulled and acted upon separately (see Paragraph No. 17);
16. Award of Bid No. 3079 to Courtney, Inc. of Irvine, CA:
 - Bid No. 3079 Re-Roofing Project: Public Safety, Information Technology Division, and Facilities Warehouse;
17. Contract with Alertus Technologies, LLC for consulting services related to the implementation of a campus-wide emergency notification system;
18. Contract with Hyland for consulting services to implement the Part Match process;
19. Contract with Sirius Computer Solutions, Inc. for technical services that are not covered under a maintenance agreement for the 2016-17 Fiscal Year;
20. Contract with IBM for technical services that are not covered under an IBM maintenance agreement for the 2016-17 Fiscal Year;
21. Contract with Ellucian for Banner and Oracle maintenance and purchase of Ellucian Mobile license and implementation services;
22. Agreement with Iron Mountain for off-site data storage for the period July 1, 2016, through June 30, 2017, with an option to renew for four additional years;
23. Agreement with Hughes Network Systems, LLC for satellite service at Brackett Field for 24 months;
24. Agreement with Network Innovations US Inc. for satellite airtime for the Emergency Operations Center satellite phone;
25. Renewal of aviation liability insurance with Falcon Insurance Agency of California, Inc.;
26. Renewal of fine arts insurance coverage with Huntington T. Block Insurance Agency, Inc.;
27. Renewal of student accident and athletic insurance coverage with Student Insurance Company;
28. Renewal of the General Liability and Property Coverage with ASCIP for the period July 1, 2016, through July 1, 2017;
29. Contract with Tilden-Coil Constructors, Inc. for Athletics Modular - pre-construction, project general conditions, and construction management services;

30. Lease/Leaseback Construction - Final Reconciliation and Notice of Completion - Student Success Center;
31. Agreements to provide professional design and consulting services with P2S Engineering, Inc. for the Art Center Wood Shop, Replace Electrical - Farm, and the Technology Building Classroom Renovation; HMC Architects for Design Technology Interior Improvements; Greve & Associates, LLC for West Parcel Solar; Campbell Anderson & Associates, Inc. for cost consulting services' and Gala Systems for Gala Stage List annual maintenance agreement;
32. Contract Amendments:
 - Contract Professional design and consulting services – added services - Temporary Classroom Building Systems Upgrade – Hill Partnership, Inc. – Amendment No. 1;
 - Contract Professional design and consulting services - added services - The Equity Center - Psomas - Amendment No. 3;
 - Contract Professional design and consulting services - added services - Document Storage Modular - PAL id Studio - Amendment No. 1;
 - Contract Professional design and consulting services - added services - West Parcel Solar Project - Helix Environmental Planning - Amendment No. 1;
 - Contract Professional design and consulting services - added services - Athletics Complex - Psomas - Amendment No. 1;
 - Contract Professional design and consulting services - added services - Athletics Complex - HMC Architects - Amendment No. 3;
33. This item was pulled and acted upon separately (see Paragraph No. 18);
34. Change Order for the Thermal Energy System and Chiller Cooling Tower project:
 - Contract Tilden-Coil Constructors, Inc. (General Contractor) – Change Order No. 1;
35. This item was pulled and acted upon separately (see Paragraph No. 19);
36. Change Order for the Professional and Organizational Development offices at the Library building:
 - Contract GDL Best Contractors Inc. (Utility Contractor) – Change Order No. 3;
37. Completion Notices:
 - Bid No. 3013 Air Conditioning Replacement, Los Angeles Air Conditioning Inc. (Contractor);
 - Bid No. 3053 Re-Roofing Project - Building 28A Lower Roof, Courtney, Inc. (Contractor); and

38. Proposed Gifts and Donations to the College:
 - John Pellitteri – Miscellaneous books (900), valued by donor at \$2,700 (\$3 each), to be reviewed for inclusion in the Library's collection to be used to support student learning.

HUMAN RESOURCES

39. Personnel Transactions;
40. New and/or Revised Classified Job Classification Descriptions;
41. New and/or Revised Management Job Classification Descriptions;
42. Contract for Employee Assistance for Education with the Los Angeles County Office of Education;
43. Contract for Fair Employment Housing Act/Americans with Disabilities Act Reasonable Accommodations with Shaw HR Consulting;
44. Contract for Investigative Services with Norman A. Traub Associates; and
45. Contract for Investigative Services with The Titan Group.

INSTRUCTION

46. Community Services Program/Offerings for the 2016-17 Academic Year;
47. School of Continuing Education Additions and Changes;
48. Memorandum of Understanding with Los Angeles County Workforce Development Board;
49. Child Development Center Acceptance of 2016-17 Funds;
50. Child Development Center Contract Amendments 2015-16;
51. Center of Excellence 2015-16 Extension and 2016-17 Grant Renewal;
52. Purchase CourseLeaf Curriculum Module from LeepFrog Technologies, Inc.;
53. Modified Courses Effective with the 2017-18 Academic Year;
54. Amendment to 2015-16 Athletic Special Events Expenditures and Contracts;
55. Basic Skills and Student Outcomes Transformation Program Grant Acceptance of Funds;
56. Acceptance of Funds for Assessment, Remediation, and Retention for Associate Degree Nursing Programs Grant;
57. Child Development Workforce Initiative Grant Acceptance of Funds; and

58. Acceptance of Funds and Approval of Contract for Enrollment Growth for Associate Degree Nursing Programs.

STUDENT SERVICES

59. Contract with Island Packers for the ACES 2016 Summer Residential Transfer Bridge Program;
60. Contract with California State University Channel Islands Campus Recreation for the ACES 2016 Summer Residential Transfer Bridge Program; and
61. 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.
62. Contract Agreement with University of California at Los Angeles, Higher Education Research Institute for 2015-16 and Authorization for the 2016-17 Freshman Survey.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

14. CONSENT ITEM #7 – RESOLUTION NO. 15-10 – TEMPORARY INTER-FUND CASH BORROWING

Note: The entire dialogue may be heard beginning at 02:48:08 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

15. CONSENT ITEM #8 – RESOLUTION NO. 15-11 – AUTHORIZATION TO ESTABLISH A SECTION 115 MT. SAN ANTONIO COLLEGE STRS/PERS PENSION TRUST

Note: The entire dialogue may be heard beginning at 02:53:13 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

16. CONSENT ITEM #10 – ANNUAL INVESTMENT POLICY STATEMENT

Note: The entire dialogue may be heard beginning at 03:05:15 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

17. CONSENT ITEM #15 – CONTRACT WITH CAPITAL PROTECTION TO PROVIDE CROWD MANAGEMENT SERVICES

Note: The entire dialogue may be heard beginning at 03:07:42 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

18. CONSENT ITEM #33 – CHANGE ORDER FOR THE ENERGY SERVICES CONTRACT – DEMAND RESPONSE PROGRAM [CONTRACT – MELROCK, LLC (GENERAL CONTRACTOR) – CHANGE ORDER NO. 1]

Note: The entire dialogue may be heard beginning at 03:11:25 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

19. CONSENT ITEM #35 – CHANGE ORDER FOR BUILDING 23 RENOVATION [CONTRACT – HARIK CONSTRUCTION, INC. (GENERAL CONTRACTOR) – CHANGE ORDER NO. 4]

Note: The entire dialogue may be heard beginning at 03:17:00 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

20. ACTION ITEM #1 – PROPOSED REVISIONS TO BOARD POLICY 6250 – BUDGET MANAGEMENT

Note: The entire dialogue may be heard beginning at 03:21:29 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

21. DISCUSSION ITEM #1 – ADMINISTRATIVE PROCEDURE 6750 – TRAFFIC AND PARKING REGULATIONS

Note: The entire dialogue may be heard beginning at 03:24:38 on the attached meeting audio.

The Board gave direction to Dr. Scroggins to possibly revise this Administrative Procedure.

22. DISCUSSION ITEM #2 – CLERY COMPLIANCE ASSESSMENT DRAFT REPORT FROM MARGOLIS HEALY

Note: The entire dialogue may be heard beginning at 03:56:25 on the attached meeting audio.

The Board requested Dr. Scroggins to provide a written summary for the recommendations made at the meeting.

23. ADJOURNMENT

The meeting adjourned at 9:20 p.m.

WTS:dl

2015-16 Financial Aid and Scholarships
Prepared by Chau Dao
Director, Financial Aid

Program Totals:

	2015-16	2014-15	2013-14	2012-13
FAFSA Applications	44,853	46,036	46,189	44,950
CA Dream Act Applications	962	983	790	N/A
Federal Pell Grant	12,881 \$42,081,201	13,266 \$43,308,075	12,910 \$42,155,953	12,613 \$41,028,921
FSEOG Grant	3,660 \$983,850	2,554 \$707,100	1,471 \$408,800	1,074 \$620,805
Federal Direct Loans	388 \$1,273,899	307 \$1,142,960	452 \$1,599,812	503 \$2,296,713
Federal Work-Study	245 \$585,182	202 \$536,800	171 \$392,286	289 \$563,089
BOG Fee Waivers	25,948 \$21,087,090	26,938 \$22,897,300	26,027 \$22,122,950	24,161 \$19,486,497
Cal Grant	2,725 \$3,367,459	2,662 \$3,240,054	2,376 \$3,346,511	1,991 \$2,117,440
Chafee Grant (Foster Youth)	45 \$185,000	30 \$152,084	36 \$147,500	40 \$137,459
Scholarships	4,982 \$545,240	3,574 \$411,909	4,939 \$406,533	3,861 \$397,040

Aggregate Totals for 2015-2016:

Federal Grant: \$44,924,132 (1.69% decrease from prior year)

State Grant: \$25,548,249 (2.25% decrease from prior year)

BOG Fee Waivers: \$21,087,090 (7.91% decrease from prior year)

We believe the decrease in financial aid applications/dollars is due to the difference in enrollment counts.

Annual Community Events:

Cash for College: One day a year, we open up our campus to prospective families to provide one-on-one assistance with completing the financial aid application; FAFSA, California Dream Act, and BOG Fee Waiver; received assistance from High School Outreach, IT, DSP&S, Library and Learning Resources, and entire Student Services Division due to high participation. This is a partnership with Congressional leaders from surrounding districts including **Senator Bob Huff (29th District), Senator Connie Leyva (20th District), and Senator Dr. Ed Hernandez, O.D (24th District)**. Total students/families served: over 400 attended for assistance with FAFSA/CA Dream Act application help.

Informational Workshops: Staff conducts informational workshops internally in classrooms and at various campus events to ensure accurate information is received. Topics can be as technical as **Satisfactory Academic Progress** and the **Appeal** process, to how to create a winning essay for **scholarship**. Or topics can be general in nature such as **Financial Aid 101** and Financial Aid for **Study Abroad**. Staff also goes out into the community to provide Financial Aid 101 and FAFSA hands-on workshops to our district high schools; each year, we are inundated with requests.

For 2015-16, we served **2,854 students** in **53 workshops on-campus** and **3,829** community members in **32 workshops off-campus**.

Scholarship Competition/Ceremony: We coordinate and administer \$545K in scholarships annually including outside and internal awards (coordination with **Foundation**).

Jack Kent Cooke Foundation Undergraduate Transfer Scholarship: For the eighth time in the institution's history, a Mt. SAC student has been selected as a Jack Kent Cooke Foundation Undergraduate Transfer Scholar. Kristin Ho was selected for a scholarship worth up to \$40,000 a year to complete a bachelor's degree at a four-year college or university. She is one of only 75 students in the country to receive this prestigious scholarship from a nationwide pool of over 2,000 applicants.

Selection is based on academic achievement as shown by grades, leadership skills, awards, extraordinary service to others and perseverance in the face of adversity.

The Cooke Foundation Undergraduate Transfer Scholarship is the largest private scholarship in the nation for students transferring from two-year community colleges to four-year institutions that award bachelor's degrees. In addition, after earning a bachelor's degree, each Cooke Scholar will be eligible for a scholarship for graduate school worth up to \$50,000 a year for up to four years.

THANK YOU Board Members for your support: Dr. Manuel Baca, Rosanne Bader, Jay Chen, Judy Chen Haggerty, Dr. David Hall, Robert Hidalgo, and Laura Santos.

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

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 5/18/16 - 6/21/16**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 36,540
7950 Unassigned Fund Balance	180,851
Total	\$ 217,391

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 11,599
3000 Employee Benefits	6,744
4000 Supplies/Materials	17,085
5000 Other Operating Expenses/Services	54,790

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: July 13, 2016

6000	Capital Outlay	\$	123,173
7000	Other Outgo		4,000
Total		\$	217,391

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	76,594
2000	Classified/Other Nonacademic Salaries		44,544
3000	Employee Benefits		35,021
4000	Supplies/Materials		81,498
5000	Other Operating Expenses/Services		50,861
Total		\$	288,518

To:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	4,997
7000	Other Outgo		283,521
Total		\$	288,518

Child Development Fund - 33

From:

<u>Budget Classification</u>			<u>Amount</u>
7940	Assigned Fund Balance	\$	70,000
Total		\$	70,000

To:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	70,000
Total		\$	70,000

Health Services Fund - 39

From:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	58
Total		\$	58

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	58
Total		\$	58

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: July 13, 2016

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 17,545
6000	Capital Outlay	59,952
7920	Restricted Fund Balance	384,967
Total		\$ 462,464

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 404,800
4000	Supplies/Materials	57,664
Total		\$ 462,464

BUDGET REVISIONS
For the period 5/18/16 - 6/21/16

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
882001	Veteran's Services	\$ 10,000
882002	Track and Field Program	448
883100	Metropolitan Water District, contract #1516-004	45,720
883900	Video Production	15,100
883900	Continuing Education Division Programs	600
884001	Music - Choral Program	922
884007	Planetarium - Sales	13,587
884008	Box Office - Sales	3,012
884008	Music - Choral Program	3,371
884009	Box Office - Sales	27
884023	Championship Events	1,643
885000	Campus Facility Rentals	17,840
887200	Motorcycle Safety	67,800
887200	Community Services	19,368
887500	Geology/Oceanography Field Trip Fees	720
887500	Animal Sciences Field Trip Fees	948
887730	Architecture/Design, Production Fees	255
887730	Arts, Print Making Fees	630
887730	Business, Color Copy/Laser Fees	922
887730	Ceramics, Clay Fees	773
887730	Commercial Art, Print Fees	205

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: July 13, 2016

887730	First Aid and CPR Fees	\$	2,692
887730	Industrial Design Technology, Production Fees		205
887730	Interior Design/Fashion, Print Fees		335
887730	Photographics, Production Fees		4,540
887900	Expedited Transcript Fee		12,932
888107	Parking - Facility Rental		1,176
888500	Flight Training Program		14,646
888500	Music - Choral Program		2,925
888545	Air Conditioning, EPA Test Fees		243
888545	Welding Certification		4,301
888545	Aircraft Maintenance Fees		410
888545	Nursing Kaplan Integrated Test Fees		125
889000	Employee Health and Wellness		10,000
889000	Developmental Education Study Team		2,295
889000	Writing Center, Printing Fees		350
889000	TAP Contract Education Events		1,000
889000	Custodial - Recycling		2,187
889000	Printing Services		228
889000	Phi Theta Kappa		100
889000	Music - Choral Program		175
889000	Baseball Program		200
889005	American Readers Theater Program		2,210
889005	Aquatics Program		3,321
889005	Athletics Program		330
889005	Music - Instrumental Program		4,480
889005	Science Discovery Day		1,078
889005	Summer Science Exploration		7,850
889005	Track and Field Program		1,010
889005	Women's Basketball Program		450
898002	2015 President's Award - Theater department, Outstanding Curriculum Effort		2,000
898002	2015 President's Award - Adult Basic Education, Outstanding Basic Skills Effort		2,000
Total		\$	289,685

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	358
2000	Classified/Other Nonacademic Salaries		34,301
3000	Employee Benefits		8,263
4000	Supplies/Materials		41,932

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: July 13, 2016

5000	Other Operating Expenses/Services	\$	189,681
6000	Capital Outlay		15,150
Total		\$	289,685

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
862901	2015-16 Student Success and Support Program (SSSP) Credit	\$	2,299,730
862903	2015-16 Full-Time Student Success Grant		119,700
862903	2015-16 BFAP - Allocation Adjustment		(70,000)
862908	2015-16 Basic Skills - Allocation Adjustment		(42,614)
Total		\$	2,306,816

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	2,083,441
2000	Classified/Other Nonacademic Salaries		1,503,186
3000	Employee Benefits		567,150
4000	Supplies/Materials		211,934
5000	Other Operating Expenses/Services		(2,224,595)
6000	Capital Outlay		46,000
7000	Other Outgo		119,700
Total		\$	2,306,816

Child Development Fund - 33

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
862900	2015-16 Childcare Tax Bailout	\$	3,210
Total		\$	3,210

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	3,025
3000	Employee Benefits		185
Total		\$	3,210

Capital Outlay Projects/Redevelopment - 43

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
889000	2015-16 Redevelopment Agencies	\$	313,919
Total		\$	313,919

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: July 13, 2016

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 313,919
Total	\$ 313,919

BAN Construction Fund - 44

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2015-16 Interest	\$ 14,174
Total	\$ 14,174

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 14,174
Total	\$ 14,174

Bond Construction Fund No. 2 - 45

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2015-16 Interest	\$ 135,202
Total	\$ 135,202

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 135,202
Total	\$ 135,202

Bond Construction Fund No. 3 - 46

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2015-16 Interest	\$ 82,820
Total	\$ 82,820

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 82,820
Total	\$ 82,820

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: July 13, 2016

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$217,391), Restricted General Fund (\$288,518), Child Development Fund (\$70,000), Health Services Fund (\$58), and Bond Construction Fund No. 2 (\$462,464) 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 (\$289,685), Restricted General Fund (\$2,306,816), Child Development Fund (\$3,210), Capital Outlay Projects/Redevelopment Fund (\$313,919), BAN Construction Fund (\$14,174), Bond Construction Fund No. 2 (\$135,202), and Bond Construction Fund No. 3 (\$82,820) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: July 13, 2016

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Cantrell, Jaimie	Administrative Services – Technical Services	Provide and operate jib for video production events	7/1/16– 6/30/17	\$3,500
Frank, Peter Solomon	Student Services/ Student Life/ Associated Students	Essay Exhibitionist – Art Gallery	3/1/16- 6/30/17	\$1,000
Husband, Ron	Instruction – Music	Lecturer/Presenter for Writers' Weekend	4/16/16- 4/30/16	\$250 (Increase of \$50 from \$200 submitted at April 2016 Board meeting)
Kishimoto, Elwin	Instruction – Fine Arts	Service and repair of ceramics kiln	7/1/16- 6/30/17	\$9,000 (Increase of \$8,000 from \$1,000 submitted at June 2016 Board meeting)
Levay, Simon	Instruction – Biology	Guest Speaker - Biology	5/19/16	\$25
Vanderlip, David	Administrative Services – Technical Services	Tune and maintain Steinway piano	7/1/16- 6/30/17	\$3,000

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: July 13, 2016

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Volken, Fred W.	Administrative Services – Technical Services	Engineering Consultant – prepare legal documentation for KSAK antenna relocation	7/1/16-6/30/17	\$2,000

Funding Sources

Unrestricted General Fund – Marketing & Communication; Administrative Services – Technical Services; Instruction – Music, Fine Arts & Biology; Student Services/Student Life/Associated Students.

Restricted Fund – Instruction – Music.

RECOMMENDATION

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

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

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Warrant No.	Original Issue Date	Payee	Amount
07141907	09/15/11	Brian K. Pettyfer	\$257.00
07142039	09/15/11	Kristen L. Rios	\$104.00
07146565	10/06/11	Linda D. Rodriguez	\$40.00
07154706	10/19/11	Linda D. Rodriguez	\$40.00
07154947	10/21/11	Linda D. Rodriguez	\$562.00
H0028682	05/01/12	Victor J. Mcdowell	\$144.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

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

DATE: July 13, 2016

CONSENT

SUBJECT: Adobe Enterprise License Agreement

BACKGROUND

In 2013, Adobe significantly changed the way they license all of their software products. They moved from perpetual version licenses to a subscription-based annual license fee. To assist schools with the license change and negotiate more favorable pricing, the Foundation for California Community Colleges (FCCC) partnered with Adobe on a system-wide license that is purchased by individual schools from Computerland of Silicon Valley. The College's existing Adobe license agreement with the FCCC expires on July 31, 2016. The Board's approval is sought to enter into a new three-year agreement for the Adobe license.

ANALYSIS AND FISCAL IMPACT

The dates covered by the agreement are August 1, 2016, through July 31, 2019. The license includes the most current version of Adobe Master Collection, Acrobat Pro, and many other software products.

The annual cost of the agreement is based on Full-Time Equivalent (FTE) staff, faculty, and managers that the College reports to the Chancellor's Office. The FCCC's negotiated rate for the new three-year period is \$57 per FTE. This is a \$2-per-FTE increase from the previous agreement.

Based on Mt. SAC's current FTE of 1,167, the cost is \$66,519 for 2016-17. The cost for 2015-16 was \$75,570 based on a reported FTE of 1,374.

The annual cost will fluctuate for 2017-18 and 2018-19 if the reported number of FTE staff, faculty, and managers changes.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Adobe Enterprise License Agreement, as presented.

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>Amendment to Software License, Support and Hosting Agreement – AudienceView Ticketing Corporation</u>	

BACKGROUND

The College has used software from AudienceView Ticketing Corporation to manage the Performing Arts Box Office and associated website since April 2011. In addition to the primary box office operation, AudienceView software is now used to manage reservations and ticketing for special events as well as all ticketing operations at Hilmer Lodge Stadium and the Randall Planetarium. The AudienceView system software is securely hosted and backed up off property on servers provided by AudienceView, which greatly reduces the amount of technical and Information Technology (IT) support needed from the College. The agreement to provide these services is now up for renewal.

ANALYSIS AND FISCAL IMPACT

The current agreement with AudienceView does not include the provision to upgrade our software as new features are made available. In the past, we would have to transfer funds in order to pay for necessary upgrades, this made the budgeting process more difficult. Under the terms of this Amendment to the Agreement, the cost of software upgrades will now be included in the base price, making budget forecasting and management much easier. Although this change increases the yearly support fee, it eliminates the periodic \$18,000.00 to \$20,000.00 charge for software upgrades. The support fee will be increased from \$4,000.00 per year to \$10,900.00 per year, and the hosting fee will be increased from \$5,000.00 per year to \$5,800.00 per year. The overage charge for selling more than 30,000 tickets per year will remain at \$0.45 per ticket.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Amendment to the AudienceView Agreement, as presented.

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

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

DATE: July 13, 2016

CONSENT

SUBJECT: Campus Fire Alarm Services – Request For Proposal No. 3083

BACKGROUND

The College is in need of contracting with a company that specializes in fire alarm system services including 24-hour, 365-days-a-year monitoring, annual alarm testing and inspection, and emergency and non-emergency repair services for the existing 42 building fire alarm systems as well as any additions and/or deletions over the next five years. Consolidating these services into one contract accomplishes the following:

- complies with all fire and building codes and laws as they apply to the fire alarm systems;
- maintains high levels of fire safety for the faculty, staff, students, and visitors of Mt. San Antonio College;
- establishes continuity of a single service provider on the various existing and future systems across the campus; and
- ensures best overall combination of price and service for all fire alarm maintenance services.

ANALYSIS AND FISCAL IMPACT

Staff developed Request for Proposal (RFP) No. 3083 – Campus Fire Alarm Services, and a selection process that allowed for maximum participation of qualified firms. The committee that participated in the review and evaluation of proposal responses included the Assistant Director, Facilities Planning and Management, Lead Electrical Technician, and the Lead HVAC Technician.

Representatives from three fire alarm companies attended an informational meeting on May 18, 2016. Three responses were received prior to the established deadline. Upon initial review by the Purchasing Department, the proposal submitted by Building Electronic Controls was deemed non-responsive as it did not meet the RFP requirements. The remaining two responsive proposals listed below were moved forward to the review committee for evaluation and scoring.

Firm	Location	Total Five-Year Cost
First Fire Systems, Inc.	Los Angeles, CA	\$362,720.71
Enko Systems, Inc.	San Bernardino, CA	\$811,228.00

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

SUBJECT: Campus Fire Alarm Services – Request For Proposal No. 3083

DATE: July 13, 2016

	First Fire Systems, Inc. Los Angeles, CA	Enko Systems, Inc. San Bernardino, CA
Monitoring – Year 1	\$11,366.40	\$17,280.00
Monitoring – Year 2	\$11,707.39	\$17,280.00
Monitoring – Year 3	\$12,058.61	\$17,625.00
Monitoring – Year 4	\$12,420.37	\$17,625.00
Monitoring – Year 5	\$12,792.98	\$17,977.00
Testing and Inspection – Year 1	\$69,827.06	\$140,400.00
Testing and Inspection – Year 2	\$55,585.24	\$140,400.00
Testing and Inspection – Year 3	\$57,252.79	\$143,208.00
Testing and Inspection – Year 4	\$58,970.38	\$147,504.00
Testing and Inspection – Year 5	\$60,739.49	\$151,929.00
Total Five-Year Cost	\$362,657.71	\$811,228.00

The cost for the monitoring, testing, and inspection over the previous five-year period was approximately \$199,520. The increased cost for the new five-year term is primarily due to the addition of new buildings and system upgrades in existing buildings, which require the need for remote monitoring.

Emergency and non-emergency repairs will be performed, as needed. Bidders were asked to provide a percentage discount, if any, to the Manufacturer's Suggested Retail Price (MSRP) on all Edwards Systems-connected equipment. In addition, bidders were asked to provide current hourly labor rates for a Project Manager, Designer, CAD/Draftsperson, Technician, Installer, and Service Technician.

First Fire Systems offered a discount of 25% off the MSRP for the Edwards equipment and Enko Systems offered a 20% discount.

The hourly rates proposed by First Fire Systems average approximately 45% lower than the rates proposed by Enko Systems.

Proposal contents were reviewed and independently rated by the review committee using a common evaluation form. Based on this review, the committee recommended awarding the contract to First Fire Systems, Inc., which was the highest scoring, lowest cost proposal.

The term of the contract will be for three years commencing August 1, 2016, through September 30, 2019, with the option to renew for up to two additional one-year periods, not to exceed five years.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves RFP No. 3083 – Campus Fire Alarm Services and awards the contract to First Fire Systems, Inc., as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>Athletics Modular Building (Bid Nos. 3086-3088)</u>	

BACKGROUND

As part of the Measure RR building program, temporary space is needed to support new or existing programs and services while new or modernized permanent facilities are planned, designed, and constructed.

The Kinesiology, Athletics, and Dance Division requires a temporary teaching facility, offices, locker rooms, weight training, and rehab rooms in advance of the demolition of the Athletics Field House as part of the construction of the new Athletics Complex East. The temporary facility will be approximately 11,232 square feet and will house only the most needed programs. This temporary solution will meet the student demands during construction.

The modular buildings for this temporary need were purchased under a piggy-back contract approved at the November 12, 2014, Board of Trustees meeting. This project will include grading, site work, underground utilities, plumbing, electrical, configuration, and build-out of the units to prepare them for occupancy.

ANALYSIS AND FISCAL IMPACT

In an effort to realize a cost savings, this project was broken up into individual multi-prime bid packages, each bid separately. Bids were opened June 23, 2016. The Bid Summaries attached detail the bid results.

Recommendations for award of the Athletics Modular Building are as follows:

Bid No.	Project Description	Company Name and Location	Bid Amount
3086	Electrical	Power Pro Plus, Inc., Upland, CA	\$246,022.00
3087	Site Utilities & Plumbing	Patriot Contracting & Engineering, Inc., Yorba Linda, CA	\$173,000.00
3088	General Construction	DELT Builders, Rancho Cucamonga, CA	\$382,800.00
		Total Award Amount	\$801,822.00

Funding Source

Measure RR Bond (Series A) funds.

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

SUBJECT: Athletics Modular Building (Bid Nos. 3086-3088)

DATE: July 13, 2016

RECOMMENDATION

It is recommended that the Board of Trustees approves award of the Athletics Modular Building – Bid Package Nos. 3086-3088, as presented.

BID SUMMARIES

Electrical – Bid No. 3086

Company Name/Location	Bid Amount
Power Pro Plus, Inc., Upland, CA	\$246,022
Rancho Pacific Electric, Inc., Rancho Cucamonga, CA	\$269,700
Golden Phoenix Construction Co., Inc. dba Golden Phoenix Electric, Pasadena, CA	\$272,000
Shanks Electric Corporation, Helendale, CA	\$299,167
M. Wilson Co. Contractors, Inc., La Verne, CA	\$303,747
Daniel's Electrical Const. Co., Inc., Fontana, CA	\$348,000
Mel-Smith Electric, Inc., Stanton, CA	\$460,200

Site Utilities & Plumbing – Bid No. 3087

Company Name/Location	Bid Amount
Patriot Contracting & Engineering, Inc., Yorba Linda, CA	\$173,000
JPI Development Group, Murrieta, CA	\$199,000
Pro-Craft Construction, Inc., Redlands, CA	\$215,500
J.M. Farnan Co., Inc., La Verne, CA	\$220,000
Empyrean Plumbing, Inc., Riverside, CA	\$272,252
Fischer, Inc., San Bernardino, CA	\$364,284

General Construction – Bid No. 3088

Company Name/Location	Bid Amount
DELT Builders, Inc., Rancho Cucamonga, CA	\$382,800
K.A.R. Construction, Inc., Ontario, CA	\$397,000
Salsbury Engineering, Inc., Anaheim, CA	\$411,476
Patriot Contracting & Engineering, Inc., Yorba Linda, CA	\$512,000
Harik Construction, Inc., Glendora, CA	\$677,000

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

DATE: July 13, 2016

CONSENT

SUBJECT: Audio-Visual Control Systems and Equipment (Bid No. 3080)

BACKGROUND

In preparation for several large projects currently in process, a multi-year bid was created to expedite the future purchases of audio-visual equipment. A survey was performed by the Technical Services team of these future projects to determine the needs with respect to audio-visual systems. The proposed solutions are based on proven campus standards already in use. The design for these systems was reviewed by the Technical Services staff, and the College issued a request for bids for the future acquisition of necessary equipment.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Fourteen bids were requested with eight bids received and publicly opened on May 20, 2016.

The equipment was divided into individual sections in order to facilitate purchases from one vendor for each section and is being awarded based on the total extended amount of each individual section. The intent of this Bid is not only to meet the immediate audio-visual equipment needs, but also to provide an opportunity for future purchases based on multi-year contract pricing.

The recommendations below are based on the lowest bid amount for each section for an initial one-year period with the option to renew for up to two additional one-year periods. The total contract period will not exceed three years in accordance with Education Code Section 81644. The contract allows for price escalations based on the Consumer Price Index, but will never exceed 5%.

A summary of bids is as follows:

Prepared by: Teresa Patterson/William Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

SUBJECT: Audio-Visual Control Systems and Equipment (Bid No. 3080)

DATE: July 13, 2016

Section	Company Name and Location
1, 20	Full Compass Systems, Madison, WI
2, 7, 11, 13, 18	Troxell, Redlands, CA
3, 8	Visual Systems Group, Inc., Mclean, VA
4, 6, 15, 17, 22, 23	Comp View, Inc., Beaverton, OR
5, 9, 10, 12, 14, 21, 24	Golden Star Technology, Cerritos, CA
16, 19	Apex Audio, Huntington Beach, CA

Total expenditures under this contract will vary from year to year depending on project construction schedules and/or replacement needs.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a multi-year contract for the Purchase of Audio-Visual Control Systems and Equipment – Bid No. 3080, as presented.

SUBJECT: Audio-Visual Control Systems and Equipment (Bid No. 3080)

DATE: July 13, 2016

SUMMARY OF BIDS

Bid No. 3080

Purchase of Audio-Visual Control Systems and Equipment

Section No. / Manufacturer	Product Description	Full Compass	Troxell	VSGi	CompView	GST	Apex	Spinitar	Pro-SVL
1. AJA Video	Video/Audio Converters	\$302.74	No Bid	\$377.00	No Bid	\$355.67	No Bid	No Bid	**\$274.59
2. Cables to Go	Misc. Cables	No Bid	\$794.12	\$824.00	\$834.02	\$879.39	No Bid	No Bid	No Bid
3. CableWholesale	Extension Cords	No Bid	No Bid	\$57.00	No Bid	\$101.46	No Bid	No Bid	No Bid
4. Chief	Mounts	No Bid	\$323.37	\$318.00	\$240.19	\$326.00	No Bid	No Bid	\$293.82
5. Countryman	Microphones	\$309.28	\$319.00	\$403.00	No Bid	\$290.00	\$318.00	No Bid	\$295.29
6. Da-Lite	Screens	No Bid	\$10,267.78	\$11,284.00	\$9,817.11	\$10,453.35	No Bid	No Bid	**\$9,140.03
7. Elmo	Digital Presenters	No Bid	\$1,809.47	\$2,065.00	\$1,810.47	\$1,945.83	No Bid	No Bid	No Bid
8. Elo	Touchscreens	No Bid	No Bid	\$5,735.00	No Bid	\$6,292.59	\$6,613.20	No Bid	No Bid
9. Epson	Projectors	\$6,762.10	No Bid	\$6,908.00	\$5,918.14	\$5,670.30	No Bid	No Bid	\$6,589.99
10. Extron	Adaptors & Custom Systems	No Bid	No Bid	\$72,960.00	\$76,171.44	\$72,763.82	No Bid	No Bid	**\$72,539.06
11. HOSA	Cables	\$8.90	\$3.96	\$5.00	\$10.82	\$5.50	\$4.80	No Bid	**\$3.01
12. JBL Pro	Speakers	\$445.00	\$528.24	\$485.00	\$433.88	\$396.88	\$463.98	No Bid	\$415.25
13. Liberty AV	Cables	No Bid	\$13.13	\$16.00	\$20.24	\$25.17	No Bid	No Bid	No Bid
14. Marshall	Lecterns	No Bid	No Bid	\$6,505.00	No Bid	\$6,222.96	No Bid	No Bid	No Bid
15. Middle Atlantic	Mounts & Outlets	No Bid	No Bid	\$8,727.00	\$7,643.77	\$8,267.47	\$8,858.69	No Bid	**\$7,141.12
16. Neutrik	Speakers	\$10.70	\$6.83	\$7.00	No Bid	\$6.04	\$4.99	No Bid	\$5.16
17. Panasonic	Cameras	\$11,694.70	No Bid	\$12,230.00	\$10,934.21	\$11,612.29	\$14,236.80	No Bid	\$11,542.84
18. Premier Mounts	Mounts	* \$710.28	\$1,461.77	\$1,795.00	\$1,883.12	\$1,499.06	\$2,203.60	No Bid	\$1,564.27
19. QSC	Page Stations	No Bid	No Bid	\$13,876.00	\$13,409.55	\$13,090.71	\$12,926.56	\$13,354.31	**\$11,612.00
20. Quam-Nichols Company	Speakers	\$60.31	No Bid	\$70.00	No Bid	\$94.90	No Bid	No Bid	No Bid
21. Samsung	Displays	No Bid	\$4,979.49	\$4,524.00	\$4,528.19	\$4,206.04	\$5,268.00	No Bid	\$4,579.31
22. Sharp	Monitors	No Bid	\$32,860.57	\$33,168.00	\$29,047.54	\$29,475.54	\$36,133.95	No Bid	\$30,332.74
23. Shure	Microphone systems	\$21,687.15	\$21,911.64	\$21,639.00	\$19,731.97	\$20,806.38	\$20,989.06	\$20,901.04	**\$19,647.54
24. Tripp Lite	Display Ports	No Bid	\$9.41	\$8.00	No Bid	\$7.70	No Bid	No Bid	\$8.53

* Items were missing and/or substitutions did not meet requirements

** Disqualified, did not meet minimum requirements

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>Re-Roofing Project: Technology and Health Division, Building 28B</u> <u>Upper Roof (Bid No. 3082)</u>	

BACKGROUND

Re-roofing of the Technology and Health Division Building, built in 1968, is necessary as the existing roof has exceeded its useful life, has developed leaks, and is no longer under warranty.

The proposed new roofing system will cover the existing concrete decking with a single-ply thermoplastic membrane. The new roofing will provide better insulation and a 20-year warranty.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Ten contractors were invited to participate in the bid process with eight contractors attending the job walk. Four bids were received and publicly opened on June 13, 2016. The lowest responsible, responsive bidder was Courtney, Inc. A summary of bids is as follows:

Company/Location	Base Bid Amount
Courtney, Inc., Irvine, CA	\$349,418
Best Contracting Services, Inc., Gardena, CA	\$395,580
Danny Letner, Inc. dba Letner Roofing Co., Orange, CA	\$412,533
Commercial Roofing Systems, Inc., Arcadia, CA	\$491,880

Funding Source

Physical Plant and Instructional Support Block Grant funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Re-Roofing Project: Technology and Health Division, Building 28B, Upper Roof (Bid No. 3082), and awards the project to Courtney, Inc. for the amount of \$349,418.

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

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

#1	Consultant:	Marlene Imirzian & Associates, Architects	
	Project:	Art Center Wood Shop	
Item	Description:	Amount	
	Professional architectural services for the major scheduled maintenance work in the Wood Shop at the Art Center (Building 1A) to include design services for Phase 1 improvements, and field investigation and preliminary plans with written scope for Phase 2 improvements.	\$20,300.00	
	Reimbursable expenses, not to exceed	\$1,250.00	
	Contract Amount:	\$21,550.00	

#2	Consultant:	Marlene Imirzian & Associates, Architects	
	Project:	Counseling Annex Renovation	
Item	Description:	Amount	
	Professional architectural services for preliminary plans for the renovation of the interior of the Counseling Annex (Building 9D).	\$14,000.00	
	Reimbursable expenses, not to exceed	\$750.00	
	Contract Amount:	\$14,750.00	

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

SUBJECT: Professional Design and Consulting Services

DATE: July 13, 2016

#3	Consultant:	HPI Hill Partnership
	Project:	Temporary Classroom Building Upgrade - Phase II
Item	Description:	Amount
	Professional architectural and engineering services to provide conceptual plans and typical details for the renovation of additional areas in the existing Building 40.	\$60,000.00
	Contract Amount:	\$60,000.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following Contract Amendment is presented for approval:

Temporary Classroom Building Systems Upgrade – improve pedestrian walkway and drainage.

#1	Consultant:	Psomas	No.	1
	Project:	Temporary Classroom Building Systems Upgrade		
Item	Description:	Amount		
	Professional engineering services to design a solution to drainage conditions adjacent to the Temporary Classroom Building 40, and to improve the pedestrian walkway.	\$17,500.00		
	Total	\$17,500.00		
	Original Contract Amount	\$13,500.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$13,500.00		
	Amount of Amendment No. 1	\$17,500.00		
	New Contract Sum	\$31,000.00		
	Total Project Budget	\$2,630,500.00		
	Percentage of Change to the Total Project Budget	0.67%		

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

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

DATE: July 13, 2016

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: July 13, 2016

CONSENT

SUBJECT: Professional Design and Consulting Services – Time-and-Materials Agreement (Contract Amendment)

BACKGROUND

In order to complete 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 contract was awarded on a time-and-materials basis, with an estimate of the amount of work anticipated for the project. After the contracted work was completed, it was determined that additional work was required to complete abatement efforts.

The following Contract Amendment is presented for approval:

#3	Consultant:	H2 Environmental Consulting Services, Inc.	No.	1
	Project:	Former Campus Café Demolition		
Item	Description:	Amount		
	Additional lead and asbestos air monitoring shifts required during the demolition of the former Campus Café building.	\$5,535.00		
	Total	\$5,535.00		
	Original Contract Amount	\$20,200.00		
	Net Change by Previous Amendments	\$3,000.00		
	Net Sum Prior to This Amendment	\$23,200.00		
	Amount of Amendment No. 1	\$5,535.00		
	New Contract Sum	\$28,735.00		
	Total Project Budget	\$520,000.00		
	Percentage of Change to the Total Project Budget	1.64%		

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>Athletics Modular Structure (Change Order)</u>	

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, two types of changes were necessary to provide the College with an operational and complete project and to provide additional items not included in the original contract. These are Item 1) change to meet campus standards not included in the original base structure; and Item 2) change due to unforeseen site condition.

Bid No.		Contractor: American Modular Systems	CO No.	3
Item	Change and Justification:		Amount	Time
1	Changes to door hardware on two doors; substitution of glass storefront doors for the specified steel double doors.		\$8,570.41	0 days
2	Revision of the concrete foundation design due to the depth of the existing utilities on the site.		\$26,218.00	0 days
	Total		\$34,788.41	0 days
	Original Contract Amount		\$1,434,740.00	
	Net Change by Previous Change Orders		\$72,938.10	
	Net Sum Prior to This Change Order		\$1,507,678.10	
	Amount of Change Order No. 3		\$34,788.41	
	New Contract Sum		\$1,542,466.51	
	Percentage of Change to Contract, to Date			7.51%

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

SUBJECT: Athletics Modular Structure (Change Order)

DATE: July 13, 2016

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

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: July 13, 2016

CONSENT

SUBJECT: Continuing Education Building 40 Upgrades (Change Order)

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 at support spaces. The project will provide new heating, ventilation, air conditioning, lighting to increase energy efficiency, and add improved technology. The project will also revise classroom sizes in the building and lead to increased utilization with 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 Items 1, 5, 7, and 9) unforeseen conditions discovered during the renovation process; and Items 2, 3, 4, 6, and 8) owner-requested changes.

Bid No.	3065	Contractor:	Golden Phoenix Construction Co., Inc.	CO No.	2
Item	Change and Justification:		Amount	Time	
1	Install conduit for new lighting inverter.		\$5,310.30	0 days	
2	Delete one electrical wall box.		<\$423.56>	0 days	
3	Substitute electrical-powered projector screens for pull-down screen.		\$3,792.95	0 days	
4	Add eight ceiling-mounted motion sensors to allow for sensor control of lighting in Room 109.		\$5,624.60	0 days	
5	Replace 80 feet of damaged conduit and wire for existing condensing unit.		\$1,489.83	5 days	
6	Revise electrical infrastructure in data room to accommodate equipment layout.		\$629,34	0 days	
7	Troubleshoot lighting controller issues determined to be caused by defective sensor and light fixture.		\$4,435.76	0 days	
8	Install new electrical connections in newly installed wall.		\$1,776.20	0 days	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

SUBJECT: Continuing Education Building 40 Upgrades (Change Order)

DATE: July 13, 2016

Item	Change and Justification:	Amount	Time
9	Add duct smoke detector not included in original design.	\$1,309.92	0 days
	Total	\$23,945.24	3 days
	Original Contract Amount		\$244,000.00
	Net Change by Previous Change Orders		\$19,460.16
	Net Sum Prior to This Change Order		\$263,460.16
	Amount of Change Order No. 2		\$23,945.24
	New Contract Sum		\$287,405.40
Percentage of Change to Contract, to Date			17.79%

Building 40 Upgrades	Date	Amount	%	American Modular Systems
Contract Amount		\$244,000.00		
C. O. No. 1	March 2016	\$19,460.16	7.98%	Furnish and install sleeves for data conductors; furnish and install CONNECTRAC System to provide power and data to student desks; infrastructure to switch from manual to motorized screens in classrooms.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

SUBJECT: Personnel Transactions

DATE: July 13, 2016

Promotion

Name: Bolden, Zelda
Position: Coordinator, Career Services Project New: Yes
Department: Career and Transfer Services
Range/Step: A-109, Step 4 + L15 Salary: \$6,829.31/month
Job FTE: 1.00/12 months
Effective: 7/14/16
Remarks: Formerly Career Services Specialist

Reclassification

Name: Todd, David
From: Supervisor, Flight Training
Department: Technology and Health
Range/Step: S-9, Step 6 Salary: \$6,411.75/month
To: Coordinator, Flight Training
Department: Technology and Health
Range/Step: A-131, Step 6 Salary: \$6,467.78/month
Job FTE: 0.750/11 months
Effective: 7/1/16

Change of Assignment

Name: Valdez, Juvencio
Position: Refuse and Recyclable Collector New: No
Department: Custodial Services
Range/Step: B-46, Step 5 Salary: \$4,290.77/month
Job FTE: 1.00/12 months
Effective: 7/14/16
Remarks: Formerly 0.475 FTE

SUBJECT: Personnel Transactions

DATE: July 13, 2016

Temporary Out-of-Class Assignments

Name:	Madero-Fernandez, Maria	
From:	Student Services Outreach Specialist	
Department:	High School Outreach	
Range/Step:	A-81, Step 2	Salary: \$4,313.88
Job FTE:	1.00/12 months	
To:	Educational Advisor	
Department:	TRiO Program Upward Bound	
Range/Step:	A-95, Step 1	Salary: \$4,722.58/month
Job FTE:	1.00/12 months	
Effective:	7/1/16	
End Date:	12/21/16	
Name:	Moreno, Julie Ann	
From:	Fiscal Technician II	
Department:	Fiscal Services	
Range/Step:	A-88, Step 4	Salary: \$5,099.15/month
Job FTE:	1.00/12 months	
To:	Fiscal Specialist	
Department:	Fiscal Services	
Range/Step:	A-95, Step 4	Salary: \$5,466.98/month
Job FTE:	1.00/12 months	
Effective:	7/1/16	
End Date:	12/31/16	
Name:	Schroeder, Rondell	
From:	Senior Buyer	
Department:	Purchasing	
Range/Step:	A-88, Step 3 + L25	Salary: \$5,653.52/month
Job FTE:	1.00/12 months	
To:	Procurement Specialist	
Department:	Purchasing	
Range/Step:	A-95, Step 3 + L25	Salary: \$6,061.33/month
Job FTE:	1.00/12 months	
Effective:	7/1/16	
End Date:	12/31/16	

SUBJECT: Personnel Transactions

DATE: July 13, 2016

Temporary Out-of-Class Assignments (continued)

Name:	Villegas, Virginia	
From:	Administrative Specialist IV	
Department:	Technology and Health	
Range/Step:	A-88, Step 6 + L20	Salary: \$6,323.35/month
Job FTE:	1.00/12 months	
To:	Coordinator, Health Career Resource Center	
Department:	Technology and Health	
Range/Step:	A-118, Step 1 + L20	Salary: \$6,677.91/month
Job FTE:	1.00/12 months	
Effective:	8/1/16	
End Date:	12/30/16	

Leave of Absence without Pay and Benefits

Luis Navarro, Grounds and Horticultural Technician – Athletics and Sports Fields (Grounds)
effective 6/27/16-6/30/17

Retirement

Robert Coder, Educational Advisor (DSP&S), effective 7/31/16

Placement on 39-Month Re-employment

Tyee Griffith, Student Services Program Specialist II (Counseling and Guidance), effective 6/24/16

CONFIDENTIAL EMPLOYMENT

Name:	Romo, Lisa	
From:	Human Resources Specialist	
Department:	Human Resources	
Range/Step:	C-69, Step 5, + L10	Salary: \$6,538.10/month
Job FTE:	1.00/12 months	
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:	7/1/16	
End Date:	8/17/16	

SUBJECT: Personnel Transactions

DATE: July 13, 2016

SUPERVISORY EMPLOYMENT

Temporary Change of Assignment

Name: Tayag, Jack
Position: Interim Supervisor, Custodial Services New: No
Department: Custodial Services
Range/Step: S-5, Step 1 + L20 Salary: \$6,594.18/month
Job FTE: 1.00/12 months
Effective: 7/14/16
End Date: 6/30/17
Remarks: Formerly Lead Custodian

ACADEMIC EMPLOYMENT

Permanent New Hires

Name: Kuroki, Hirohito
Position: Professor of Architecture New: No
Department: Architecture, IDE, Manufacturing
Range/Step: I-1 Salary: \$63,906.00/annual
Job FTE: 1.00/10 months
Effective: 8/29/16

Name: Villaseñor, Stephen
Position: Professor of Economics New: Yes
Department: Business Administration
Range/Step: I-1 Salary: \$63,906.00/annual
Job FTE: 1.00/10 months
Effective: TBD

Name: Wilson Piard, Elvinet
Position: Professor of Communication (One-Year Temp.) New: Yes
Department: Humanities and Social Sciences
Range/Step: I-1 Salary: \$63,906.00/annual
Job FTE: 1.00/10 months
Effective: TBD

SUBJECT: Personnel Transactions

DATE: July 13, 2016

Initial Salary Placement Adjustment

Name: Morales, Lisa
 Position: Professor of Mathematics
 Department: Mathematics, Computer Science
 Column/Step: II-6 Salary: \$80,924.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Professional Growth Increments - 2016-17

\$3,420 annually for completing six semester units of course work

NAME	DEPARTMENT	EFFECTIVE
Sanchez, Hector	Counseling	7/1/15

Summer 2016

Credit Hourly Instructors/Substitutes

NAME	NAME	NAME
Aasi, Fazal K	Byrne, Robert S	Doshi, Dhaval Praful Chandra
Abbruzzese, Mark Anthony	Cahow, Matthew J	Engstrom, Rebecca Zoe Bryan
Afrasiabi, Javid	Cahueque, David Anthony	Entus, Robert M
Alvarado, Alexandra Michelle	Cammayo, Christina Gloria	Erbe, Cynthia Ann
Alvarado, Noel M	Cardenas, Yecenia Baltazar	Erickson, Eric Luther
Anastasia, Stephen J	Carlson, Frank Daniel	Erturk, Florence Jeanne
Anderson, Lida L	Carlson, Matthew Kimball	Esquivel, Edgar I
Badre, Albert F	Casas, Diana Lorena	Fabiero, Karin Kantenwein
Baler, Pablo Fabian	Cascella, Henry H	Fair, Charles Lawrence
Banuelos, Marissa C	Case, Marissa	Faradineh, Rahim Alavi
Bark, Andrew J	Casian, Elizabeth	Farschman, Kurt Van
Bartz, Virginia Jo Ann	Castello Jr, Anthony Ernest	Felix, Luis Richard
Basile, Tammy Louise	Ceniceroz, Jonathan R	Felten, Angelique M
Bayle, M Dolores	Chandler, Gregory A	Fernandez, Michael Lawrence
Beakes, Jane Ellen	Chang, Hsiao-Ying	Fernandez, Miguel A
Berenji, Nima Saljooghi	Chen, Daniel L	Fields, Gale Anthony
Bermudez, Frank Joseph	Clapp, Daniel Lee	Fleming, Judith Ann
Bjerke, Jennifer Nicole	Cummings, Christine N	Flores, Caleb
Bowers, Erika Abigail	Curran, Karen O'Brien	Flores, Cynthia Alicia
Bradshaw, Stacy Leigh	Cushing, William P	Franklin, Maisha Antoinette
Bradshaw-Green, Stephanie J	Daigre, Victorine Elizabeth	Fueger, Mary Ann Griego
Brandler, Marcielle Y	Del Castillo, Steve S	Fukushima, Norikazu Jun
Brown, Dennis Paul	Dhalla, Sarah-E Fatema Mohammed	Garcia, John Glenn
Bryan, Peter Michael	Dodge, Gail Kathleen	Garcia-Mata, Marilyn Victoria
Bustos, Francisco	Dominick, Samuel A	Garg, Garima

SUBJECT: Personnel Transactions**DATE:** July 13, 2016**Summer 2016****Credit Hourly Instructors/Substitutes** (continued)**NAME**

Garland, Jeffery Buddy
 Giles, Naomi Ruth
 Gorcik, Robert H
 Greenberg, Herschel
 Grey, Gene
 Griendling, Kevin A
 Guerrero, Bobby
 Guild, Tracy Rachael
 Habayeb, Olga N
 Hackmann, Debra Jeanne
 Haines, Michael S
 Hall, Kathryn S
 Han, Kay Yuhuing
 Hancock, Joy Elizabeth
 Haney, Randy G
 Harfouche, Youssef Georges
 Harirchi, Madjid
 Hass, Joy Elizabeth
 Hayward, Jason A
 Heinicke, David Ross
 Hendrix, Jeffrey Glenn
 Hernandez-Magallon, Karla Y
 Heyman, Jana Michelle
 Hight, Deana Marie
 Hight, Jeremy J
 Hight, Lisa Ann Midori
 Hoekstra, Thomas Richard
 Holland, Daniel Patrick
 Hollenshead, Marcia G
 Howey, Dawn Marie
 Huang, Lily Liwen
 Humaciu, Matthew Frank
 Hung, Jordan Weijei
 Hunt, Ryan R
 Ildefonso, Nelson J
 Impert, Walter William
 Iskander, Christine Adel
 Ito Rocha Santana, Naluce Manuela
 Jaimes, Franciella Marie
 Johnson, Kent James
 Johnson, Susan M
 Joneja, Kamal Preet
 Jones, Jeffery

NAME

Jones, Lorraine A
 Joshua, Stacey Jae
 Kaur, Raminder
 Kennelley, Erika F
 Ketenchian, Grigor Sahak
 Key Ketter, Leah Marie
 Khalife, Eihsan
 Khattar, Fayez Fouad
 Kilmurray, Kevin J
 Kim, Myong-Sook
 Kingsbury, Sadie Ann
 Kowell, Masha
 Kuchta III, John G
 Kuroki, Hirohito
 La Russo, Nathan Samuel
 Labrit, Guillermo
 Lahr-Dolgovin, Roberta Ellen
 Lam, Albert
 Lam, Hoa Quoc
 Landeros, Teresa Alonso
 Lape, Eric Scott
 Larson, Sandon Scott
 Laub, Kathleen Ann
 Lawson, Zsazsa Khu
 Lawton, Judith M
 Lazar, Ryan E
 Lee, Bianca Aquilla
 Lee, Monica Jean
 Lee, Stephanie Lynn
 Lenox, Jeffrey Joseph
 Lepp, Jodi Lynn
 Leung, Sing Lit
 Lewis, Nicole Beth
 Likens, John D
 Lloyd, Anthony Frazier
 Louis, Iris Guerra
 Lucas, Hannah Edit Marjolaine
 Lukenbill, Casey Maureen
 Lynch-Thompson, Candace C
 Manookian, Danielle Jean
 Martin Jr, George T
 Martin, Dana Kathryn
 Martin, Margot

NAME

Martinez, Suzanne Lucille
 Mason, Clair S
 Mateo, Sheila Marie
 Matthews, Anastasia Noel
 Mayfield, Ronald William
 Mc Cabe, Dale C
 Mc Kennon, Anna L
 Mejia Gonzalez, Estela Maria
 Merward III, Charles Joseph
 Meza, Juan Pablo
 Monugian, Annette Balcom
 Moore, Robin D
 Moorehead I, Antonio J
 Morales Beasley, Stacey A
 Morales, Lisa Marie
 Moss, Jessica Spence
 Muleta, Guddisaa
 Mullane, Douglas M
 Munns RN, Melanie E
 Musallet, Omar A
 Mushik, Martin P
 Mushik, Martin P
 Myers-Mc Kenzie, Laurel
 Nafzgar, Sara Ann
 Nahabedian, Steven Anthony
 Neves, Douglas Scott
 Nguyen, Cynthia N
 Nguyen, Hoang-Quyen Huu
 Nguyen, John Van
 Norris, Kevin Michael
 Null, Nicholas E
 O'Cleary, Aiida Renee
 Oliver, Allison
 Orefice, Velia E
 Osborne, Kyle D
 Osbourne, Greg A
 Ozan, Daniel Joshua
 Palos, Lelaine Janet
 Panchal, Mona D
 Pappas SR, Gus T
 Park, Jinsun
 Parker, Steven William
 Pawlak, Matthew M

SUBJECT: Personnel Transactions

DATE: July 13, 2016

Summer 2016

Credit Hourly Instructors/Substitutes (continued)

NAME

Paz, Ross Louie Coria
 Pedroja, Joy
 Peng, Grace C
 Pepper, Shawn Arthur Achilles
 Perez Gonzalez, Jose
 Peterson, Elyse Marie
 Piard, Elvinet Samantha
 Piluso, Robert
 Poncetta, Larry R
 Pringle, Lisa M
 Pula, Edmund S
 Purper, Kristen Nicole
 Quintero, Henry Albert
 Rahman, Mustafizur
 Ramirez, Benito Delgado
 Ramirez-Piel, Yolanda Ramona
 Ramos Bernal, Natasha Marie
 Ramos, Christopher Michael
 Rawling, Jana Diette
 Redmon, Phil Lee
 Regalado, Shelley Marie
 Rieben, Michael J
 Rietkerk, Aaron Dean
 Rivas, Michael Rodney
 Rivera, David
 Rodriguez, Carmen B
 Rolle, Brian John
 Romero, Edward Perez
 Rozar Jr, Ronald C
 Rudd, Terry Shaylor

NAME

Ruh, Lani S
 Sabet, Sarah
 Salomone, Tricia Romero
 Sanchez, Cynthia
 Sandoval, Marlene Arlene
 Santostefano, Michela
 Schenck, Steven L
 Schroeder, Jennifer Renee
 Scott, Chris Makoto
 Seaton, Brian L
 Selnick, Sharon M
 Sergio, Louis Anthony
 Shaw, Tammie Denette
 Shea, Nan Lee
 Shear, Michelle J
 Shum, Mee W
 Silverstein, Andrew Young
 Smiley, Jonathan Peter
 Smith, Douglas A
 Smith, Larry S
 Solorzano, Diana Barajas
 Spitzer, Jessica H
 Staley, Garrett H
 Staylor, Daniel Sean
 Stephan, Richard Raymond
 Stier, Gregory Wade
 Stuard, Elizabeth P
 Stump, Errol Nelson
 Sweetman, Susan E

NAME

Tarman, Shana Levette
 Tate, Erin M
 Tedja Kusuma, Frans
 Todd, Janet L
 Torres, Andrea R
 Tram, Vui K
 Ugas-Abreus, Buenaventura
 Valdes, Steven
 Vale, Darlene F
 Vance, Debra S
 VanderVis, Melinda K
 Vargas, Albert Thomas
 Vartapetian, Irina
 Vazquez Celaya, Sandra
 Virgen Jr, Roy
 Vogel, Esther
 Walls, Robert K
 Wheeler, Brett
 Whitlow, Lane M
 Williams, Stephen A
 Wilson Gonzalez, Jennifer Lynn
 Wren, Stephanie B
 Wright, Sheila L
 Yates, Sheryl Ann
 Zajack, Gregory Francis
 Zeidel, Scott Wayne
 Zelt, Steve M
 Zumaeta, Haydee A
 Zuniga, Luis Guillermo

Summer 2016

Non-Credit Hourly Instructors/Substitutes

NAME

Alcala, Heidi
 Alvarez, Raul O
 Austin, Markie Lynne
 Avila, Suzanne Leslie
 Baker, Marissa Jo
 Baker, Nathalie Willemze

NAME

Barry, Angela
 Beightol, Donna Marie
 Beizai, Robin F
 Belblidia, Abdelillah
 Betancourt, Maria Elena
 Betkey, Carly Taylor

NAME

Bhowmick, Nivedita
 Bonilla, Cindy
 Bowery Jr, Erven Harold
 Bowman, Deanna Dawn
 Bustos, Francisco
 Capraro Jr, John Carl

SUBJECT: Personnel Transactions

DATE: July 13, 2016

Summer 2016

Non-Credit Hourly Instructors/Substitutes (continued)

NAME

Cena, Alexi Jayne
Chang, Susan Y
Cheng, Anny Ho-Ting
Chiu, Jennifer Shih-Yen
Chui, Pamela H
Conte, Kelly Okura
Cridland, Patricia Lea
Cruz Nguyen, Jennifer
Dapello Jr, Alfred
De Franco, Xinhua Li
De Vries, Judy Kay
Devi, Maya P
Dillon, Joyce H
Duran, Paulo C
Ehring, Garrett Mark
Evans, Douglas Mc Call
Ewing, Lynn A
Fang, Elizabeth Eagleton
Foisia, L.E. Hom
Fowler, Mina
Friedman, Karena
Gilbertson, Cathy Sue
Giron, Luisa Adriana
Gomez-Angel, Mary Ann
Hannon, Laura Ann
Harwell, Elizabeth Rose
Hayes, Mihaela
Henry, Pamela L
Herbst, Mark A
Hunnicuttt, Leslie Mae
Im, Anne Kwang B
Jacob, Laura Ruth
James, Darrell

NAME

Jones, Vanessa Rose
Juarez, Christine
Kao, Brenda
Ketterling, Jeremy Raymond
Kim, Grace Unkyong
Klein, Gabriela Lobasov
Kletzien, Kristi Pederson
Kolta, Shirley G
Krueger, Jason A
Ledezma, Erica Yolanda
Lee, Zanyaa Marie
Loakes, Alexandra Vera
Lundblade, Shirley Mae
Malley, Michael Paul
Martinez, Marlise Anna
Mc Farlin-Stagg, Zina
McLaughlin, Marina Deneb
Middleton, Michael Joseph
Miranda, Blanche Vivian
Moreno, Martin H
Musser, Gabrielle Anna Marie
Necke, Donna Marie
Nicassio, Nicholas Paul
Oppenstein, Caridad
Ortega, Sonia E
Ortiz, Calixto
Paphatsarang, Bounyou
Park, Sonya Kim
Ponce, Heather R
Prasad, Gayatri K
Pulido, Alejandra
Purper, Kristen Nicole

NAME

Rafter, John Michael
Rodriguez, Corinna
Rodriguez, Guillermina
Rohrenbacher, Jennifer J
Ryan, Rebecca A
Rzonca, Shelly Kristin
Sandoval, Leslie A
Sanetrick, Michael Peter
Schumaker, Denise Lin
Smith, Heather J
Soriano, Venus Lagrimas
Stringfellow, Susan Joy
Stuard, Elizabeth P
Stump, Celeste S
Sunnaa, Andrea J
Szok, Kenneth Francis
Tamburro, Melody Lynn
Tan, Jeremy Andrew Gan
Thomas, Jennifer Elizabeth
Tom, Aaron Patrick
Trimble, Jill Ann
Tucker, Raymond Michael
Valdez, Crystal Marie
Van Dyke-Kao, Rita Mary
Vandepas, Deborah J
Velarde, Margaret G
Walter, Kenneth
Warner, Benjamin L
Williams, Stephen Odeal
Willis, Geneie Louise
Windisch, Todd Alan
Yanuarua, Christina M

SUBJECT: Personnel Transactions**DATE:** July 13, 2016**MANAGEMENT EMPLOYMENT****Reclassification**

Name: Blean, Nicole
 From: Supervisor, Tutorial Services
 Department: Tutorial Services
 Range/Step: S-5, Step 2 Salary: \$72,912.00/annual
 To: Assistant Director, Writing Center
 Department: Tutorial Services
 Range/Step: M-6, Step 2 Salary: \$77,892.00/annual
 Job FTE: 1.00/12 months
 Effective: 7/14/16

Temporary Change of Assignment

Name: Avila, Ruben
 Position: Interim Director, Grounds and Transportation New: No
 Department: Grounds
 Range/Step: M-9, Step 1 + L10 Salary: \$93,634.44/annual
 Job FTE: 1.00/12 months
 Effective: 7/1/16
 End Date: 11/14/16
 Remarks: Formerly Supervisor, Grounds

TEMPORARY EMPLOYMENT**Professional Expert Salary Schedule**

Correct rate and title effective 1/14/16
 Human Resources EEO Consultant \$87.00/hour

Correct rate and title effective 3/12/16
 Interim, Vice President Human Resources \$117.25/hour

New rate and title effective 7/14/16
 Project Administrator, Special Assistant to the President \$75.00/hour

Substitute Employees

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Blount, Sharyn	Administrative Spec. II	Vacancy	Learning Asst. Ctr.	22.33	09/06/16-10/28/16
Freeman, Deloyce	Administrative Spec. II	Vacancy	Learning Asst. Ctr.	22.33	09/06/16-10/28/16
Hallmark, Michelle	Administrative Spec. III	Vacancy	Tech. & Health	23.70	07/21/16-12/30/16
Hartnett, Catherine	Human Resources Tech.	Vacancy	Human Resources	25.85	07/01/16-09/30/16

SUBJECT: Personnel Transactions**DATE:** July 13, 2016**Substitute Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Powell, Aniya	Human Resources Tech.	Vacancy	Human Resources	25.85	07/01/16-09/30/16
Repreza, Christopher	Administrative Spec. IV	Vacancy	Instruction	25.41	06/13/16-06/30/16
Repreza, Christopher	Administrative Spec. IV	Vacancy	Instruction	25.41	07/01/16-08/26/16
Sleight, Jaclyn	SS Program Specialist II	Vacancy	DSP&S	23.24	06/16/16-06/30/16
Sleight, Jaclyn	SS Program Specialist II	Vacancy	DSP&S	23.24	07/01/16-08/28/16
Torres, Doris	Risk Management Spec.	Vacancy	Admin. Services	25.41	07/01/16-06/30/17

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bertadillo Rodriguez, Luz	Educational Advising Aide	Counseling	17.25	07/01/16-08/26/16
Bertadillo Rodriguez, Luz	Educational Advising Aide	Counseling	17.25	08/29/16-12/21/16
Carrillo, Zuleima	Instructional Aide	Child Development Ctr.	10.00	07/01/16-06/30/17
Cascio, Glendora	Theatrical Rigger I	Technical Services	12.50	07/01/16-06/30/17
Chavez, Raquel	Instructional Aide	Child Development Ctr.	10.00	07/01/16-06/30/17
Contreras, Teresa	Educational Advising Aide	Counseling	17.25	07/01/16-08/26/16
Contreras, Teresa	Educational Advising Aide	Counseling	17.25	08/29/16-12/21/16
Dong, Carolyn	Instructional Aide	Child Development Ctr.	10.00	07/01/16-06/30/17
Gandy, Deanna	Model	Fine Arts	25.00	07/14/16-06/30/17
Gregoryk, Jason	Painter Aide	Fac., Pln. & Mgmt.	15.25	07/01/16-10/01/16
Hallmark, Michelle	Administrative Aide	Technology & Health	13.00	06/13/16-06/30/16
Lee, Janella	Tutor III	Writing Center	11.50	07/01/16-08/26/16
Lorenzetti, Michael	Instructional Aide	Child Development Ctr.	10.00	07/01/16-06/30/17
Moreno Hag, Blanca	Administrative Aide	Child Development Ctr.	13.00	07/01/16-06/30/17
Nellesen, Rachel	Student Intern	DSP&S	15.00	07/18/16-06/30/17
Ocampo, Robert	Financial Aid Assistant	Financial Aid	13.00	07/14/16-08/19/16
Prater, Raquel	Instructional Aide	Child Development Ctr.	10.00	07/01/16-06/30/17
Ricarte, Felix	Educational Advising Aide	Counseling	17.25	07/01/16-10/28/16
Rodriguez, Marianela	Lead Computer Aide	DSP&S	16.00	07/14/16-06/30/17
Shaxegh, Mitra	Tutor III	Tutorial Services	11.50	07/01/16-07/31/16
Smith, Blake	General Clerical Worker	Counseling	10.00	07/01/16-08/31/16
Vaquera, Patsy	Administrative Aide	Arts Division	13.00	07/14/16-12/18/16
Veloz, Adrian	Study Skills Assistant III	Tutorial Services	12.50	07/01/16-07/31/16
Ybanez, Richard	Model	Fine Arts	25.00	07/14/16-06/30/17

Professional Expert Employees-Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aguilera, Lolita	ECD Master Teacher I	Child Development Ctr.	13.50	05/01/16-06/30/16
Aguilera, Lolita	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Alatorre, Frank	Interpreter V	DSP&S	48.00	07/01/16-06/30/17
Alvarez, Vanessa	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Attrill, Christina	ECD Master Teacher I	Child Development Ctr.	13.50	07/01/16-06/30/17
Baeza, Veronica	Project/Program Aide	STEM	20.00	06/27/16-06/30/16

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

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Baeza, Veronica	Project/Program Aide	STEM	20.00	07/01/16-12/31/16
Bing, Darnell	Project Expert/Specialist	Student Services	25.00	07/01/16-12/31/16
Bird, Jenna	Technical Expert I	Kinesiology, Ath. & Dance	35.00	04/01/16-06/30/16
Burks, Kerry	Real Time Captioner V	DSP&S	43.00	07/01/16-06/30/17
Canales, Angel	Aquatics Assistant III	Continuing Education	12.00	06/01/16-06/30/16
Canales, Angel	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Cardiel-Sierra, Angelique	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Castro, Candice	Teaching Aide	Adult Basic Education	13.50	07/05/16-07/28/16
Clancy, Aaron	Aquatics Assistant V	Adult Basic Education	14.00	06/01/16-06/30/16
Clancy, Aaron	Aquatics Assistant V	Adult Basic Education	14.00	07/01/16-08/26/16
Clancy, Kyle	Aquatics Assistant IV	Continuing Education	13.00	06/13/16-06/30/16
Clancy, Kyle	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Cuellar, Monique	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Cunningham, Joshua	Aquatics Assistant III	Continuing Education	12.00	06/01/16-06/30/16
Cunningham, Joshua	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Davis-Soriano, Michelle	Real Time Captioner V	DSP&S	43.00	07/01/16-06/30/17
Del Rio, Jose	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	07/01/16-06/30/17
Delgadillo, Breana	Aquatics Assistant III	Continuing Education	12.00	06/01/16-06/30/16
Delgadillo, Breana	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Deluca, Keith	Sound Engineer II	Technical Services	20.00	07/01/16-06/30/17
Dominquez, Julia	Interpreter II	DSP&S	30.00	06/20/16-06/30/16
Feng, Susan	Aquatics Assistant III	Continuing Education	12.00	06/01/16-06/30/16
Feng, Susan	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Flores, Cynthia	Not-For Credit Inst. II	Writing Center	45.00	07/01/16-06/30/17
Frias, Jason	Interpreter II	DSP&S	30.00	07/01/16-06/30/17
Fuentes, Alejandro	Event Supervisor II	Technical Services	13.75	07/01/16-06/30/17
Garcia, Jordan	Aquatics Assistant V	Adult Basic Education	14.00	06/01/16-06/30/16
Goff, Michael	Technical Expert II	Adult Basic Education	45.00	06/20/16-06/30/16
Goff, Michael	Technical Expert II	Adult Basic Education	45.00	07/05/16-06/30/17
Gonzales, Rachelle	Aquatics Assistant IV	Continuing Education	13.00	06/01/16-06/30/16
Gonzales, Rachelle	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Gonzalez, Karely	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Green, Kristin	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Harris, Ashley	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Hilario, Debbie	ECD Master Teacher I	Child Development Ctr.	13.50	05/01/16-06/30/16
Hilario, Debbie	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Hipp Mihashemi, Kasie	Project/Program Aide	Student Life	20.00	07/01/16-12/31/16
Hoyt, Timothy	Lecturer-Fire Technology	Public Safety	37.50	07/01/16-06/30/17
Huang, Linda	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Hubbard, Raymond	Project Manager	Facilities Planning & Mgmt	55.00	07/01/16-06/30/17
Hurley, Shelva	Project Coordinator	Research & IE	35.00	01/06/16-06/30/16
Johnson, Lauren	Interpreter II	DSP&S	30.00	07/01/16-06/30/17
Juarez, Jason	Theatrical Rigger II	Technical Services	16.50	06/11/16-06/30/16
Juarez, Jason	Theatrical Rigger II	Technical Services	16.50	07/01/16-06/30/17
Kelly, Frank	Interpreter II	DSP&S	30.00	07/01/16-06/30/17

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

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Krolik, Hannah	Aquatics Assistant III	Continuing Education	12.00	07/05/16-08/26/16
Lamson, Joseph	Aquatics Assistant IV	Continuing Education	13.00	06/01/16-06/30/16
Lamson, Joseph	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Landeros, Katherine	Project/Program Aide	Child Development Ctr.	20.00	07/01/16-09/30/16
Lao, Julian	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Lara, Sharon	Tutorial Specialist IV	Writing Center	23.25	07/01/16-06/30/17
Larson, Laura	Interpreter III	DSP&S	35.00	06/20/16-06/30/16
Leon-Silva, Yesenia	Event Supervisor II	Technical Services	13.75	07/01/16-06/30/17
Liem, Cynthia	Teaching Aide	Adult Basic Education	13.50	07/05/16-07/28/16
Lopez-Weissbuch, Ashley	Teaching Aide	Adult Basic Education	13.50	05/24/16-06/30/16
Lopez-Weissbuch, Ashley	Teaching Aide	Adult basic Education	13.50	07/01/16-08/31/16
Lyons, Casey	Interpreter II	DSP&S	30.00	07/01/16-06/30/17
Mahler, Ryan	Interpreter II	Admissions & Records	30.00	06/10/16-06/11/16
Mahler, Ryan	Interpreter II	DSP&S	30.00	07/01/16-06/30/17
Martinez, Alejandra	ECD Master Teacher I	Child Development Ctr.	13.50	07/01/16-06/30/17
Martinez, Eleanor	Real Time Captioner V	DSP&S	43.00	07/01/16-06/30/17
Nguyen, Allison	Aquatics Assistant III	Continuing Education	12.00	06/01/16-06/30/16
Nguyen, Allison	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Nunez, Gabriela	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Olivas, Daisy	Registered Nurse II	Student Health Services	32.00	07/01/16-06/30/17
Ortiz, Margarita	Real Time Captioner V	DSP&S	43.00	07/01/16-06/30/17
Ortega, Sonia	Tutorial Specialist IV	The Writing Center	23.25	07/01/16-06/30/17
Peek, Corbett	Physician	Student Health Services	61.75	07/01/16-06/30/17
Pellom, Carrie	Interpreter V	Admissions & Records	48.00	06/10/16-06/11/16
Pilling, Karen	Technical Expert II	Human Resources/Fiscal	45.00	07/06/16-06/30/17
Probst, Gary	Lecturer-Fire Technology	Fire Technology	37.50	07/01/16-06/30/17
Rebensdorf, Chase	Interpreter II	DSP&S	30.00	07/01/16-06/30/17
Sachs, Donald	Proj. Admin. Asst. to Pres.	President's Office	75.00	07/14/16-06/30/17
Salgado, Lillian	ECD Master Teacher I	Child Development Ctr.	13.50	07/01/16-06/30/17
Sandoval, Daisy Rose	Medical Assistant	Student Health Services	15.00	07/01/16-06/30/17
Schreirer, Sarah	Interpreter II	DSP&S	30.00	07/01/16-06/30/17
Schuster, Jordan	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Scott, Eugenia	Project/Program Aide	Human Resources	20.00	07/01/16-10/31/16
Segure, Cendy	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Shaffer, Rachel	Interpreter III	DSP&S	35.00	07/01/16-06/30/17
Shaw-Scott, Stacy	Interpreter II	DSP&S	30.00	07/01/16-06/30/17
Sherman, Robert	Health Prom. Specialist	Public Safety	24.00	07/01/16-06/30/17
Silva-Barrios, Azael	Event Supervisor I	Technical Services	11.75	07/01/16-06/30/17
Stuard, Elizabeth	Interpreter III	DSP&S	35.00	07/01/16-06/30/17
Swartz, Elizabeth	Lic. Mar. & Family Ther.	Student Health Services	41.75	07/01/16-06/30/17
Thompson, Keith	Lecturer-Fire Technology	Fire Technology	37.50	07/01/16-06/30/17
Veal, Eglá	Real Time Captioner V	DSP&S	43.00	07/01/16-06/30/17
Vu, Christina	Aquatics Assistant IV	Continuing Education	13.00	06/01/16-06/30/16
Vu, Christina	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Walker, Ann	Physician	Student Health Services	61.75	07/01/16-06/30/17

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

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Wolf, Zephram	Event Supervisor I	Continuing Education	11.75	06/13/16-06/30/16
Wolf, Zephram	Event Supervisor I	Continuing Education	11.75	07/01/16-08/31/16
Ybarra, Jessica	Aquatics Assistant III	Continuing Education	12.00	06/13/16-06/30/16
Ybarra, Jessica	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Zavala, Samatha	Event Supervisor II	Technical Services	13.75	07/01/16-06/30/17

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acosta, Adrianna	Student Assistant IV	TRIO/Upward Bound	12.25	06/13/16-06/30/16
Acosta, Adrianna	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Aguilera, Jessica	Student Assistant I	Child Development Ctr.	10.00	06/04/16-06/30/16
Alvarez, Raelyn	Student Assistant V	Child Development Ctr.	13.00	07/01/16-08/26/16
Alvarez, Raelyn	Student Assistant V	Child Development Ctr.	13.00	08/29/16-08/31/16
Alonzo, Armando	Student Assistant IV	TRIO/Upward Bound	12.25	06/13/16-06/30/16
Alonzo, Armando	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Andel, Lacey	Student Assistant I	Child Development Ctr.	10.00	06/06/16-06/30/16
Ascencio, Yvette	Student Assistant II	Admissions & Records	10.75	06/10/16-06/11/16
Atienaz, Ryan	Student Assistant III	DSP&S	11.50	06/20/16-06/30/16
Atienaz, Ryan	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Avina Horta, Angelica	Student Assistant II	Counseling	10.75	07/01/16-08/26/16
Barba, Andrew	Student Assistant II	Interior Design	10.75	06/10/16-06/30/16
Barragan, Daniel	Student Assistant I	Technical Services	10.00	07/01/16-08/28/16
Barton, Juliana	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Biddle, Charles	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
Bovadilla-Acosta, Eduardo	Student Assistant II	Adult Basic Education	10.75	07/05/16-07/28/16
Carranza, Franiel	Student Assistant I	Bursar's Office	10.00	07/01/16-08/26/16
Carrillo, Joseph	Student Assistant II	Adult Basic Education	10.75	06/13/16-06/30/16
Carrillo, Joseph	Student Assistant II	Adult Basic Education	10.75	07/01/16-07/28/16
Carter, Demetre	Student Assistant III	Student Life Center	11.50	07/01/16-08/28/16
Chavez Rodriguez, Oralia	Student Assistant IV	TRIO/Upward Bound	12.25	06/13/16-06/30/16
Chavez Rodriguez, Oralia	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Chavez, Nathan	Student Assistant I	Technical Services	10.00	07/01/16-08/28/16
Cote, Christopher	Student Assistant I	Adult Basic Education	10.00	06/13/16-06/30/16
Cote, Christopher	Student Assistant I	Adult Basic Education	10.00	07/01/16-08/28/16
Curtis, Monica	Student Assistant III	Business Computer Lab	11.50	07/01/16-08/28/16
Del Barrio, Maria Zeka	Student Assistant I	Bursar's Office	10.00	07/01/16-08/26/16
DimiTRiOus, Ghada	Student Assistant I	Child Development Ctr.	10.00	06/06/16-06/30/16
Drapes, Angela	Student Assistant I	Child Development Ctr.	10.00	06/06/16-06/30/16
Duran, Diego	Student Assistant II	Adult Basic Education	10.75	06/20/16-06/30/16
Duran, Diego	Student Assistant II	Adult Basic Education	10.75	07/05/16-07/28/16
Elmassian, Erin	Student Assistant III	Technical Services	11.50	07/01/16-08/28/16
Enriquez, Joey	Student Assistant III	STEM Center	11.50	07/01/16-08/28/16
Escobedo, Bianca	Student Assistant III	Technical Services	11.50	07/01/16-08/28/16
Espiritu-Torralba, Anahi	Student Assistant II	DSP&S	10.75	07/01/16-08/28/16

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

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Estrada, Javier	Student Assistant II	Adult Basic Education	10.75	07/05/16-07/28/16
Fasheh, Lisa	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Figueroa, Maria	Student Assistant III	Counseling	11.50	07/01/16-08/26/16
Forkner, Senna	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Fortunati, Anthony	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
Fuentes, Jaqueline	Student Assistant III	Child Development Ctr.	11.50	07/01/16-08/28/16
Garcia, Jessica	Student Assistant III	Admissions & Records	11.50	06/10/16-06/11/16
Garcia, Ricardo	Student Assistant II	Admissions & Records	10.75	06/10/16-06/11/16
Garica, Carlos	Student Assistant I	Aquatics	10.00	05/01/16-05/31/16
Garica, Madeline	Student Assistant I	Child Development Ctr.	10.00	06/08/16-06/30/16
Gonzalez, John	Student Assistant IV	TRIO/Upward Bound	12.25	06/13/16-06/30/16
Gonzalez, Minesva	Student Assistant III	Counseling	11.50	07/01/16-08/26/16
Gonzalez, Saharra	Student Assistant I	Child Development Ctr.	10.00	05/31/16-06/30/16
Gonzalez, John	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Gray, Liane	Student Assistant II	Adult Basic Education	10.75	06/13/16-06/30/16
Gray, Liane	Student Assistant II	Adult Basic Education	10.75	07/05/16-08/26/16
Hadley, Sidonia	Student Assistant II	Counseling	10.75	07/01/16-08/26/16
Hayman, Jason	Student Assistant III	Information Technology	11.50	06/16/16-06/30/16
Hernandez, Giovanni	Student Assistant II	Adult Basic Education	10.75	06/20/16-06/30/16
Hernandez, Giovanni	Student Assistant II	Adult Basic Education	10.75	07/05/16-07/28/16
Hill, Jared	Student Assistant III	Technical Services	11.50	07/01/16-08/28/16
Homes, Anita	Student Assistant II	Assessment & Matriculation	10.75	06/13/16-06/30/16
Huang, Terry	Student Assistant III	Student Health Center	11.50	07/01/16-08/28/16
Huerta Noriega, Oscar	Student Assistant IV	TRIO/Upward Bound	12.25	06/13/16-06/30/16
Huerta Noriega, Oscar	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Huynh, Xuan	Student Assistant II	Assessment & Matriculation	10.75	06/13/16-06/30/16
Inouge, Andrea	Student Assistant III	Arts	11.50	07/01/16-08/26/16
Juarez-Ugalde, Alejandro	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
Kimes, Jerome	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
Klinghoffer, Koby	Student Assistant III	Technical Services	11.50	06/10/16-06/30/16
Lara, Victoria	Student Assistant II	Continuing Education	10.75	06/13/16-06/30/16
Lara, Victoria	Student Assistant II	Continuing Education	10.75	07/01/16-08/26/16
Lavaki, Mekemeke	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
Le, Sarah	Student Assistant I	Natural Sciences Division	10.00	06/13/16-08/28/16
Lewis, John	Student Assistant IV	The Writing Center	12.25	06/20/16-06/30/16
Liu, Li-Kai	Student Assistant IV	STEM Center	12.25	06/01/16-06/30/16
Liu, Li-Kai	Student Assistant IV	STEM Center	12.25	07/01/16-08/26/16
Lujanmonreal, Marco	Student Assistant II	Counseling	10.75	06/20/16-06/30/16
Lujanmonreal, Marco	Student Assistant II	Counseling	10.75	07/01/16-08/26/16
Madero, Cassandra	Student Assistant IV	TRIO/Upward Bound	12.25	06/13/16-06/30/16
Madero, Cassandra	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Mahan, Megan	Student Assistant V	DSP&S	13.00	07/01/16-08/26/16
Manalo, Julia	Student Assistant III	Student Health Center	11.50	07/01/16-08/28/16
Mangold, Marissa	Student Assistant I	Child Development Ctr.	10.00	06/06/16-06/30/16
Mangold, Marissa	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16

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

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Martinez, Crystal	Student Assistant II	Counseling	10.75	07/01/16-08/26/16
Martinez, Brian	Student Assistant I	Bursar's Office	10.00	07/01/16-08/26/16
Medina, Odeth	Student Assistant IV	TRIO/Upward Bound	12.25	06/13/16-06/30/16
Medina, Odeth	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Moala, Mosese	Student Assistant III	Financial Aid	11.50	07/01/16-08/28/16
Montiel, Johnny	Student Assistant III	Fiscal Services	11.50	07/01/16-08/28/16
Munoz, Griseda	Student Assistant II	Adult Basic Education	10.75	06/13/16-06/30/16
Munoz, Griseda	Student Assistant II	Adult Basic Education	10.75	07/01/16-07/28/16
Ochoa Flores, Ariana	Student Assistant III	High School Outreach	11.50	07/01/16-08/26/16
Ochoa, Melissa	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Olivas, Juanita	Student Assistant II	Counseling	10.75	07/01/16-08/26/16
Otico, Divine	Student Assistant IV	Counseling	12.25	07/01/16-08/26/16
Paez, Julian	Student Assistant II	Counseling	10.75	07/01/16-08/26/16
Perez, Anthony	Student Assistant III	Information Technology	11.50	06/16/16-06/30/16
Picasso, Marco	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Quinones, Christian	Student Assistant III	Admissions & Records	11.50	06/10/16-06/11/16
Qureshi, Maryam	Student Assistant V	Assessment & Matriculation	13.00	06/20/16-06/30/16
Ramirez, Jesenia	Student Assistant III	Adult Basic Education	11.50	06/13/16-06/30/16
Ramirez, Jesenia	Student Assistant III	Adult Basic Education	11.50	07/01/16-07/31/16
Ramirez, Jorge	Student Assistant III	Counseling	11.50	07/01/16-08/26/16
Ramirez, Laura	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Rancano, Mitzy	Student Assistant II	Assessment & Matriculation	10.75	06/13/16-06/30/16
Richmond, London	Student Assistant III	Financial Aid	11.50	06/14/16-06/30/16
Roman, Ramon	Student Assistant III	Physics & Engineering	11.50	07/01/16-08/28/16
Salas-Sanchez, Edgar	Student Assistant V	STEM Center	13.00	03/01/16-06/30/16
Sanchez Ayala, Raul	Student Assistant I	Human Resources	10.00	07/01/16-08/28/16
Sanford, Nicole	Student Assistant III	Business Division	11.50	06/14/16-06/30/16
Santana, Ana	Student Assistant I	Child Development Ctr.	10.00	06/06/16-06/30/16
Santana, Ana	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Shamsi, Wajeeha	Student Assistant IV	TRIO/Upward Bound	12.25	06/14/16-06/30/16
Shamsi, Wajeeha	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Sifuentes, Sergio	Student Assistant I	Child Development Ctr.	10.00	06/20/16-06/30/16
So, Anthony	Student Assistant II	Technical Services	10.75	06/01/16-06/30/16
Solis, Roberta	Student Assistant I	Bursar's Office	10.00	07/01/16-08/26/16
Toailoa, Isaka	Student Assistant III	International Program	11.50	07/01/16-08/28/16
Torres, Matthew	Student Assistant III	Student Life Center	11.50	07/01/16-08/28/16
Trejo, Jonathan	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
Tuia, Harvest	Student Assistant III	SSEED Program	11.50	07/01/16-08/28/16
Urcino, Kathy	Student Assistant IV	TRIO/Upward Bound	12.25	06/13/16-06/30/16
Urcino, Kathy	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Vainikolo, Atunaisa	Student Assistant III	Student Health Center	11.50	07/01/16-08/28/16
Valle-Lara, Jesus	Student Assistant IV	Chemistry	12.25	07/01/16-08/26/16
Varela, Michael	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
Vera, Rafael	Student Assistant IV	Counseling	12.25	07/01/16-08/26/16
Wailase, Priscilla	Student Assistant III	International Program	11.50	07/01/16-08/28/16

SUBJECT: Personnel Transactions

DATE: July 13, 2016

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Wallace, Dewayne	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
Wigfall, Keishma	Student Assistant III	Counseling	11.50	07/01/16-08/26/16
Zamitiz, Citlali	Student Assistant I	Business Division	10.00	06/13/16-06/30/16
Zapata, Alexander	Student Assistant V	Adult Basic Education	13.00	06/20/16-06/30/16

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>July 13, 2016</u>	CONSENT
SUBJECT: <u>New and/or Revised Classified Job Classification Descriptions</u>	

BACKGROUND

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

- Coordinator, Flight Training Program

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 Description.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Peter Parra</u>
	Agenda Item: <u>Consent #16</u>

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: July 13, 2016

**COORDINATOR, FLIGHT TRAINING PROGRAM
FLSA: NON-EXEMPT – A-131**

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of Flight Training Program staff, including day-to-day operations of the flight school and flight simulators; coordinates, monitors, and provides technical input for assigned program operations, maintenance, and related projects and programs; maintains safety of students, staff, and faculty; ensures adherence to Federal Aviation Administration (FAA) regulations, Transportation Security Administration (TSA) requirements, and District policies and procedures; provides responsible technical assistance to the Department Chair and the Dean and Associate Dean, Technology and Health; performs a variety of technical tasks relative to the assigned functional area.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean and Associate Dean, Technology and Health. Exercises technical and functional direction and training to student workers and less experienced staff.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, overseeing, reviewing, and evaluating the work of Flight Training Program staff. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including short- and long-term operational and maintenance planning, development and administration of program budgets, and various other projects. Successful performance of the work requires an extensive background in aeronautics, as well as, the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Associate Dean, Technology and Health in that the latter assists in managing all functions of the department and serves as “second-in-command” to the Dean.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, oversees, and reviews the work of assigned instructional and student staff and contractors of the Flight Training Program.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services, projects, and activities; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Evaluates contracted staff and student assistant performance; assists in selection of staff and selection of contractors.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: July 13, 2016

- Trains staff and contractors in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the Flight Training Program; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Oversees the use of and operation of tools and equipment; ensures that tools and equipment are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment; verifies fuel usage.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Plans, develops, organizes, and coordinates training manuals, syllabi, and other materials for students and staff; establishes guidelines for standardizing instruction and training for staff, students, and contractors.
- Acts as a liaison between flight training instructional staff and the Aeronautics Department.
- Makes recommendations on new sources of funding and writes proposals as appropriate.
- Coordinates student orientations, maintains online scheduling systems, and maintains student records.
- Makes recommendations to the Aeronautics Department Chair on facility, aircraft, simulator, and other training needs.
- Prepares and presents various reports and other necessary correspondence; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.
- Reviews and maintains operational data; analyzes and evaluates data results; implements findings and takes corrective action, as necessary.
- Stays abreast of new trends and innovations in flight training program operations and services; researches emerging products and enhancements and their applicability to District needs; keeps staff and the Aeronautics Department updated on new regulations and training techniques and changes in flight training requirements.
- Answers questions and provides information to faculty, students, staff, and the public; investigates inquiries; recommends corrective actions to resolve issues.
- 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: July 13, 2016

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee oversight, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of flight training program development and administration.
- Principles, practices, equipment, tools, and materials associated with flight training programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including FAA regulations and TSA requirements.
- Basic principles and practices of budget program development, administration, and accountability.
- Safety principles, practices, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Oversee, train, plan, organize, schedule, assign, review, and evaluate the work of contracted staff.
- Organize, implement, and direct flight training program services, projects, and activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Operates and maintains flight training program related equipment and tools safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: July 13, 2016

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

Education and Experience:

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

Equivalent to an Associate's degree from a regionally accredited college or university in aeronautics or related field and two (2) years of experience teaching and/or supervising a flight training program.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid FAA Certified Instrument Flight Instructor rating for airplanes.

PHYSICAL DEMANDS

Must possess mobility to work in an office environment and in an airplane hangar environment, including a computer and flight simulators; to operate varied instruments, equipment, and tools; to operate a motor vehicle to visit various District and meetings sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although the job occasionally involves fieldwork requiring waling and standing in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above mentioned equipment. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 25 pounds. Incumbents must meet FAA physical and mental standards for maintaining license.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: July 13, 2016

ENVIRONMENTAL ELEMENTS

Incumbents work in an office and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confined spaces, dust and fumes, mechanical, electrical, and material hazards, and moving equipment and machinery. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.

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

DATE: July 13, 2016

CONSENT

SUBJECT: New and/or Revised Management Job Classification Descriptions

BACKGROUND

To reflect the current needs of the College, the following Management job classification description is being submitted for additions and/or modifications:

- Assistant Director, Writing Center

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

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

Recommended by: Bill Scroggins

Reviewed by: Peter Parra

Agenda Item: Consent #17

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: July 13, 2016

**ASSISTANT DIRECTOR, WRITING CENTER
FLSA: EXEMPT – M-6**

DEFINITION

Under general direction, plans, organizes, coordinates, and participates in the daily instruction, operations, and activities of the Writing Center programs at the various District centers; researches and gathers various program data and develops reports; provides complex and responsible support to the Director, Writing Center in areas of expertise, supervises tutors (recruits, hires, assigns work to, trains, and terminates students and employees who serve as tutors).

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Writing Center. Exercises technical and functional direction and training to assigned staff.

CLASS CHARACTERISTICS

This is a classification responsible for planning, organizing, and coordinating daily instruction, operations, and activities of the Writing Center programs, services, and activities. Responsibilities include supervision, performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Writing Center in a variety of areas. Successful performance of the work requires the knowledge of departmental and District activities, skill in coordinating departmental work with that of other departments, and extensive student, faculty, and staff contact. This class is distinguished from the Director, Writing Center in that the latter has overall management responsibility for all Writing Center programs, functions, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- In consultation with the Director, plans and coordinates Writing Center programs, services, and activities; establishes schedules and methods for providing program, services, and activities; recommends improvements or modifications.
- Provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; assists in the recruitment and selection of staff and provides recommendations.
- Oversees day-to-day operations of the Writing Center, including tutoring, front desk, and computer lab operations; opens Center and ensures schedules, equipment, and facility are ready for effective operations; assists students with questions about tutoring appointments, programs, and services; enforces Center policies and procedures; resolves student complaints and scheduling conflicts.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: July 13, 2016

- Coordinates the collection and processing of timesheets and other human resources paperwork related to the hiring and payroll of student hourly and short-term employment employees.
- Coordinates, schedules, and conducts workshops and presentations on various topics related to the Writing Center; develops, revises, and organizes workshop and presentation materials, handouts, and packets.
- Works with Director to create Student Learning Outcomes (SLO) for workshops; collects surveys and analyzes results.
- Receives syllabi and writing assignments from faculty; makes copies for tutor station folders and distributes to tutors for training purposes.
- Oversees and monitors the computer laboratory; answers student questions; works with lab assistants, supervisor, and information technology to address and resolve hardware and software problems; assists faculty to troubleshoot technical problems with hardware, software, and classroom equipment.
- Answers questions from and provides support services to students, tutors, faculty, and other departments regarding Writing Center programs, services, and activities.
- Researches, compiles, and organizes information and data on topics related to programs in assigned area; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
- Attends and participates in program-related District and community activities, committees, and professional conferences and meetings concerned with the development and implementation of assigned programs and/or projects.
- Establishes and maintains effective customer service for center patrons.
- 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:

- Principles, practices, and service delivery needs related to the Writing Center.
- Procedures for planning, implementing, and maintaining a variety of Writing Center 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.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: July 13, 2016

- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities to:

- Coordinate assigned program operations, services, and activities within the principles and parameters of the Center's mission.
- Plan, schedule, assign, and oversee activities of assigned student employees.
- Work collaboratively with instructors and classified staff in the Writing Center.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- *Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*
- Equivalent to graduation from a regionally accredited four-year college or university with major coursework in education, English, or a related field and five (5) years of experience providing instructional program support at an institution of higher education, including two (2) years of supervisory experience.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: July 13, 2016

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 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 public in interpreting and enforcing departmental policies and procedures.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>Acceptance of Funds for the Adult Education Block Grant, AB 104, Section 39, Article 9</u>	

BACKGROUND

Mt. San Antonio Regional Consortium for Adult Education received Year Two funds from the Adult Education Block Grant (AEBG), Budget Act, per AB 104, Section 39, Article 9. The 2016-17 State Budget appropriated \$500 million in funding for adult education. The funds were provided to eligible consortia for the purpose of implementing regional plans for adult education. The total 2016-17 AEBG allocation to the Mt. SAC Consortium is \$33,159,800.

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

ANALYSIS AND FISCAL IMPACT

1. For 2016-17, the Mt. SAC Consortium Steering Committee voted for the following:
 - a. The consortium will not retain a central fiscal agent but will move to a direct funding structure.
 - b. Mt. San Antonio College will oversee the funds for joint regional activities; hire and supervise the Consortium Manager, consultants, and other shared Consortium staff; purchase Consortium equipment and supplies; maintain unallocated funds until the consortium determines the appropriate use; and, when appropriate and approved by the Steering Committee, create Memorandum of Understanding with members listed above for distributing these unallocated funds.

2. Mt. San Antonio College's 2016-17 allocation includes:
 - a. a member allocation of \$336,000; and
 - b. regional/joint expenditures and Consortium unallocated 2016-17 funds in the amount of \$384,843.

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

SUBJECT: Acceptance of Funds for the Adult Education Block Grant, AB 104, Section 39, Article 9

DATE: July 13, 2016

3. The approved expenditures from 2016-17 AEBG funds to support the implementation of the Regional Plan include: instructional and non-instructional salaries; employee benefits; travel and professional development for consortium members related to the grant; consultants, hotels, or vendor contracts (including deposits); printing/publication costs; equipment; software; supplies; promotional items; food for related meetings that occur throughout the duration of the funding period; and indirect costs. The budget for these funds is determined collaboratively by the Consortium Steering Committee. The funding period is July 1, 2016, through June 30, 2018.
4. Activities will be carried out with 2016-17 AEBG funds. The project will not impact the College budget.

Funding Source

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

RECOMMENDATION

It is recommended that the Board of Trustees accepts the AB 104 Adult Education Block Grant Consortia funds for 2016-17 and approves the activities, as presented.

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

DATE: July 13, 2016

CONSENT

SUBJECT: Acceptance of Funds for AB 104, Section 84917, Adult Education Block Grant Data and Accountability Funds

BACKGROUND

On behalf of the Mt. San Antonio College Regional Consortium for Adult Education, the College was allocated Data and Accountability funds in the amount of \$544,913, as required by AB 104. The funding will be used to resolve Adult Education Block Grant (AEBG) data collection needs for the Mt. SAC Regional Consortium; foster regional and local system integration; coordinate regional intake, assessment, and referral; align efforts under the Workforce Innovation and Opportunity Act; and ultimately connect to a State-level AEBG Data System. The Mt. SAC Regional Consortium is comprised of the following members: Baldwin Park Unified School District (USD), Bassett USD, Charter Oak USD, Covina-Valley USD, East San Gabriel Valley Regional Occupational Program, Hacienda La Puente USD, Mt. San Antonio Community College District, Pomona USD, and Rowland USD.

ANALYSIS AND FISCAL IMPACT

AEBG Data and Accountability funds are a part of the 2015-16 budget year for which Mt. SAC is the Consortium fiscal agent. Therefore, Mt. SAC will continue to serve as the fiscal agent for these data funds. The Mt. SAC Regional Consortium will submit deliverables to the AEBG Office, which include a budget, budget summary, and work plan, by December 20, 2016. The Data and Accountability funds will extend through December 31, 2017.

The approved expenditures of grant funds to support the development of data and accountability mechanisms include: instructional and non-instructional salaries; employee benefits; travel and professional development for consortium members related to the grant (billed to Mt. SAC); consultant and vendor contracts; equipment; software; supplies; promotional items and food for related meetings that occur throughout the duration of the funding period; printing/publication costs; and indirect costs. The budget for these funds will be determined collaboratively by all members of the Consortium.

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

Funding Source

Budget Act per AB 104, Section 84917.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the AB 104/AEBG Data and Accountability funds.

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>School of Continuing Education Contract Number Change</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Contract Change

Course Title/Program	From	To
<u>Contract #16-0254</u> State of California Employment Training Panel (ETP)	Contract #16-0254	Contract #16-0386

Funding Source

Not applicable.

RECOMMENDATION

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

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>Contract Agreement with Kellogg West Conference Center and Lodge</u>	

BACKGROUND

Mt. San Antonio College is a member of a regional consortium with local unified school districts, called the Mt. San Antonio College Regional Consortium for Adult Education. Per Assembly Bill AB 104, Adult Education Block Grant (AEBG), the consortium has been engaged in collaborative planning to improve educational opportunities and create pathways for adult learners in our region. Activities have been funded with AB 104 grant funds, which were accepted by the Board of Trustees in November 2015. Mt. SAC has oversight of funds for these activities on behalf of the Consortium. The Consortium will be hosting a one-day professional development conference at Kellogg West Conference Center and Lodge on October 26, 2016, for faculty and staff from the nine members and the seven program areas of AEBG. Consortium faculty and adult education experts will present instructional and student services best practices that promote student outcomes and transitions.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter into a contract with Kellogg West Conference Center and Lodge for facilities and equipment rental, audiovisual needs, and catering, not to exceed \$15,000.

Funding Source

Adult Education Block Grant funds (\$15,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Kellogg West Conference Center and Lodge, as presented.

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

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

DATE: July 13, 2016

CONSENT

SUBJECT: Program Fees for Students in the Basic Fire Academy and Emergency
Medical Services Programs

BACKGROUND

Students who attend the Basic Fire Academy and Emergency Medical Services Program participate in a wide-range of training activities including: daily physical fitness training; State Fire Marshal certification classes; cardiopulmonary resuscitation training; and advanced cardiac life support and arduous firefighter manipulative training exercises. Student fees are required to purchase the following supplies: training certificates and awards; binders, handbooks, and textbooks; physical fitness training gear; uniforms and patches; helmet and accessories; and firefighter safety equipment.

All supplies purchased by students in these programs are retained by the student at the conclusion of the Academy/Program.

ANALYSIS AND FISCAL IMPACT

The estimated fees for the 2016-17 academic year are shown below and represent estimated costs charged by vendors. Fiscal Services will validate the actual fee amount prior to charging students.

The Basic Fire Academy fees will not exceed \$1,500 for new students and will not exceed \$550 for returning students.

The Emergency Medical Services fees will not exceed \$120.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Basic Fire Academy and Emergency Medical Services Program fees, as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

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

DATE: July 13, 2016

CONSENT

SUBJECT: Contractors for Physical Exams for Health Sciences Faculty

BACKGROUND

Faculty members who supervise students enrolled in the clinical internship portion of a health career program are required to have a yearly physical examination. The requirement for faculty physical examinations is included in the College-approved affiliation agreements with hospitals that provide internship opportunities.

ANALYSIS AND FISCAL IMPACT

Faculty with clinical assignments will be offered the option of having their physical completed at Walnut Medical Group or Mt. San Antonio College's Health Services. An open purchase order (not to exceed \$4,000 for fiscal year 2016-17) will be created for Walnut Medical Group, and funds will be transferred for services rendered at Mt. SAC's Health Services. A budget of \$4,000 has been established to pay for faculty physicals. Rates for physical examinations and related tests for the 2016-17 academic year are as follows:

Examination/Test	Walnut Medical Group	Mt. SAC Health Services
Routine Physical	\$30	\$35
Office Visit	No charge	\$10
PPD Mantoux TB Test	\$20	\$10
Two-Step TB Test	No charge	\$10 additional
MMR (Measles, Mumps, Rubella)	Not stocked	\$63
Mumps Titer	\$40	\$14
Rubella Titer	\$40	\$8
Rubeola Titer (Measles)	\$40	\$8
Hepatitis B Vaccine	Not stocked	\$38 per dose
Hepatitis B Surface Antibody	\$30	\$10
Varicella Vaccine	Not stocked	Not available
Varicella Titer	\$40	\$9
Tetanus Vaccine	\$40	\$25
Tdap (Tetanus, Diphtheria & Pertussis) Vaccine	Not stocked	\$38
CBC	\$20	\$6
Vision/Audio Screening Tests	Included with physical	Included with physical
Chest X-Ray	\$30 - 1 view \$50 - 2 views	Referrals available
Drug Testing	\$40	\$15

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

SUBJECT: Contractors for Physical Exams for Health Science Faculty

DATE: July 13, 2016

Funding Source

Unrestricted General Fund (\$4,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves Walnut Medical Group and Mt. SAC's Health Services to administer physicals to the Technology & Health clinical instructors, as presented.

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>July 13, 2016</u>	CONSENT
SUBJECT: <u>Program Fees for Students in the Technology and Health Division</u>	

BACKGROUND

Mt. San Antonio College operates as a testing center for students in the Technology and Health Division. Students pay testing fees directly to the vendors through the Bursar’s Office. Mt. SAC programs do not benefit from these fees; rather, this process serves as a benefit to the students.

Program	Explanation	Cost
Air Conditioning and Refrigeration	Students take an examination at the completion of the program, the Environmental Protection Agency 608 Test. Successful completion is required by industry to handle and manipulate refrigerants. The cost of the exam includes study materials for the students. The examination is computer-based.	\$25 No fee for re-test
Aviation Maintenance	Students are eligible to take two Federal Aviation Administration Certification Examinations after successfully completing the program: Airframe Oral and Practical Examination; and Powerplant Oral and Practical Examination. The cost of each exam includes materials, supplies, and the cost of the certified examiner. For each examination (or re-take), the \$410 fee includes \$400 in examiner costs and \$10 in consumable supplies and materials.	\$410
Nursing	Students are required to participate in the Kaplan and Lippincott Williams & Wilkins Integrated Testing Deluxe Program. The cost of the program includes the following:	\$112.50 per student/ per semester (\$450 total) No fee for re-takes

Prepared by: <u>Jemma Blake-Judd</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #24</u>

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

DATE: July 13, 2016

Program	Explanation	Cost
	<p><u>Integrated Testing</u> Admission Test; Transition Test; Secure, end-of-course tests (N1A, 1B, N2, N3, N4, N5, N6, N7, N8, N9, N10); Predictive Exit Test; Online Remediation Resources; Kaplan Basics Book; and Individual Student Reports and Aggregate Reports for Faculty and Administrators.</p> <p><u>NCLEX-RN Exam Review</u> Twenty-one hours of instruction; Kaplan Decision Tree; Diagnostic Exam; Readiness Test; Online Question Trainer; Online Question Bank; Online Study Center; and Kaplan Course Book.</p> <p>Kaplan exams predict the success rate of students on the National Council Licensure Examination required for Registered Nurse licensure and provide guidance to the student and the program on student preparation.</p>	
Respiratory Therapy	Students are required to take and pass two examinations prior to completing the program. These examinations verify student achievement and preparation for the National and State Licensure Examinations that are required for employment in the field. The program's accrediting agency, the Commission on the Accreditation of Respiratory Care Programs, strongly encourages programs to require these examinations.	\$60 for two exams No fee for re-takes
Welding	<p>Per our participation in the Los Angeles City Department of Building & Safety Welder Certification Program, students are also required to pass the Los Angeles City Written Exam for Welder Certification. The Department of Building & Safety charges fees for the exam and issuing the license.</p> <p>The license is valid for three years. The cost of renewing the license is \$118.80.</p>	\$118.80

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

DATE: July 13, 2016

ANALYSIS AND FISCAL IMPACT

The fees for students for the 2016-17 academic year are detailed above. They represent the actual cost charged by vendors. Fiscal Services will validate the actual fee amount prior to charging students.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Technology and Health program fees, as presented.

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

DATE: July 13, 2016

CONSENT

SUBJECT: Institution Participation Agreement with Instructure for Canvas Course Management System

BACKGROUND

Since Fall 2014, the College has been a pilot college in the Chancellor's Office's Online Education Initiative (OEI). A key OEI effort is to pay for and support a common learning management system to the majority of the 113 California community colleges. To date, 84 colleges have adopted Canvas by Instructure whether they are part of the OEI pilot colleges or not. Canvas is for all courses, faculty, and students irrespective of instructional modality. Adoption of Canvas comes with wrap-around support resources for content migration from Moodlerooms, our current learning management system, systems integration, and training for faculty, staff, and students. This adoption also comes with tier-one Canvas help desk hours for evenings, weekends, and holidays, which complement our current help desk hours. The implementation process will occur in 2016-17 while Moodlerooms continues to run through Spring 2017. There will be dual-systems running – Moodlerooms and Canvas – all year:

Fall 2016: OEI pilot courses (six classes) and a few additional sections will be manually created in Canvas to anticipate support needs as the College scales up the implementation process in Winter and Spring 2017. Training and support will be provided to faculty through in-person workshops, online resources, and phone calls.

Winter and Spring 2017: Faculty are invited to migrate course content to Canvas, with a system of training (in-person, online, and by phone) and support.

ANALYSIS AND FISCAL IMPACT

The existing two-year contract for Moodlerooms and TRAIN expires in June 2017, with an option to renew for 2017-18. If it were renewed, the cost in 2017-18 is a total of \$169,687. There is no cost to the College to adopt Canvas for three years: 2016-17, 2017-18, and 2018-19. Based on the current annual subscription cost of the Moodlerooms contract, adopting Canvas for 2016 through 2019 would save the College \$509,061 across the three years. Moreover, the College gets more Canvas wrap-around support, services, and training at no additional cost, in contrast to Moodlerooms for the same scale of support.

After 2018-19, the Chancellor's Office and the OEI Executive Team are optimistic that the State will continue to fund Canvas, in part or whole, as the OEI grant is \$10 million ongoing.

Prepared by: Meghan Chen/Victor Belinski

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

SUBJECT: Institution Participation Agreement with Instructure for Canvas Course Management System

DATE: July 13, 2016

As a system, the California community colleges will leverage the buying power of at least 75% of the colleges in negotiations for future contracts.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Institution Participation Agreement, as presented.

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

DATE: July 13, 2016

CONSENT

SUBJECT: Child Development Center Agreement with Sodexo American, LLC Food Services for the 2016-17 Academic Year

BACKGROUND

The Child Development Center (CDC) provides meals for all children enrolled on a daily basis as a required mandate of receiving State funding. The CDC participates in the Federal Child and Adult Care Food Program (CACFP), which funds these meals. The CDC is entering into an agreement with Sodexo America, LLC Food Services to provide appropriate meals and the required kitchen staffing for the children's program.

ANALYSIS AND FISCAL IMPACT

Sodexo America, LLC Food Services will prepare CDC children's breakfasts, lunches, and snacks (as applicable) from July 1, 2016, through June 30, 2017. Funds for these meals are provided by the Child and Adult Care Food Program on a cost reimbursement basis (approximately \$125,000 annually) as well as parent fees, with no cost to the District.

Funding Source

Federal Child and Adult Care Food Program and Fund (\$125,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Sodexo American, LLC Food Services to provide breakfast, lunch, and snack meals for the children enrolled in the CDC, as presented.

Prepared by: Tamika Addison/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 13, 2016</u>	CONSENT
SUBJECT: <u>Child Development Center – 2015-16 Annual Report</u>	

BACKGROUND

The Child Development Center received two contracts for the 2015-16 fiscal year from the California Department of Education, Child Development Division. These contracts, CCTR-6106 and CSPP-6209, require the submission of an Annual Program Self-Evaluation Report to the State of California. This report is additionally required to be presented to the Board of Trustees for approval.

ANALYSIS AND FISCAL IMPACT

The Annual Report is a required component of the State contract requirements.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the 2015-16 Agency Annual Report for the California Department of Education, Child Development Division, as follows:

Prepared by: Tamika Addison/Jennifer Galbraith Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #27

SUBJECT: Child Development Center – 2015-16 Annual Report

DATE: July 13, 2016

EESD 4000A

**Program Self-Evaluation Process
Fiscal Year 2015–16**

Contractor Legal Name Mt. San Antonio Community College District	Vendor Number 6482
Contract Type(s) CSPP, CCTR	
<p>This form can be expanded and is not limited to a single page.</p> <p>Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.</p> <p><input checked="" type="checkbox"/> Program Review Instrument FY 2015–16 – All Contract Types http://www.cde.ca.gov/sp/cd/ci/documents/eesosonsitemar2016.pdf</p> <p><input checked="" type="checkbox"/> Desired Results Parent Survey – All Contract Types http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc</p> <p><input checked="" type="checkbox"/> Age Appropriate Environment Rating Scales – Center-based/CFCC Contracts Types http://www.ersi.info/ecers.html</p> <p><input checked="" type="checkbox"/> Desired Results Developmental Profile and DRDPtech Reports – Center-based/CFCC Contracts Types https://www.desiredresults.us/drdp-forms</p> <p>Provide a summary of staff and board member participation in the PSE process:</p> <p>The Mt. San Antonio Community College District – Child Development Center, began the Program Self-Evaluation (PSE) process in November 2015. The process involved six Child Development Specialists, six Associate Teachers, Program Director, Assistant Director, parents, and professional experts.</p> <p>ENVIRONMENT RATING SCALES:</p> <p>The PSE process included the Infant/Toddler Environment Rating Scale (ITERS) and Early Childhood Environment Rating Scale (ECERS). The results of both scales were tabulated and reviewed by Self-Evaluation participants. Areas in need of improvement were discussed, and a corrective Action Plan developed. Follow-up and completion of most action items will be completed in September 2016.</p> <p>DESIRED RESULTS DEVELOPMENTAL PROFILE:</p> <p>The Child Development Specialists completed two (2) <i>Desired Results Developmental Profiles (DRDP)</i> for each enrolled child, and ensured that the initial DRDP was completed by the 60th day to create a "baseline", and 6 months thereafter. CDC Specialists evaluated the profile outcomes for individual needs and class trends. Parent/Teacher conferences were</p>	

SUBJECT: Child Development Center – 2015-16 Annual Report

DATE: July 13, 2016

EESD 4000A

conducted, and still in progress, with each family to discuss the DRDP results for individual children. Parents assisted the CDC Specialists in creating initial individual developmental goals for home and school for the baseline assessment, evaluation of goal attainment occurring after the 6 month assessment. CDC Specialists also considered group trends during development of weekly education plans, as part of a progressive strategy in reaching educational and developmental goals. All assessment results were entered into DRDPtech for data compilation and ease of review and parent conference discussion.

DESIRED RESULTS PARENT SURVEY:

A Parent Survey was conducted in October-November 2015. Parent responses were reviewed by the Program Director and CDC Specialists. Center-wide results were shared with parents and detailed overall level of satisfaction, areas of need and suggestions.

PROGRAM REVIEW INSTRUMENT:

The Program Director, Assistant Director, Attendance and Need Eligibility Staff audit children's/family's data files during the program year to ensure compliance and/or correct and clarify any compliance issues or questions. The administrative and other staff evaluated the areas within the review instrument, and used this evaluation to strengthen policies and practices.

Collectively, all of the above activities allowed the Mt. San Antonio Child Development Center to adequately and accurately evaluate and work to improve key components of the State General Childcare Program (CCTR) and California State Preschool Program (CSPP).

The Program Self-Evaluation summary will be submitted to the Board of Trustees for review in July 2016.

Statement of Completion: I certify that all documents required as a part of the PSE have been completed and are available for review and/or submittal upon request.

Signature of Executive Director	Date 5/31/16
Name and Title Dr. William Scroggins 	Phone Number (909) 594-5611
Contact Name if different from above (please print) Tamika Addison, CDC Director	Phone Number (909) 274 - 5275

SUBJECT: Child Development Center – 2015-16 Annual Report

DATE: July 13, 2016

EESD 4000B

**Summary of Program Self-Evaluation
Fiscal Year 2015–16**

Contractor Legal Name Mt. San Antonio Community College District		Vendor Number 6482
Contract Type(s) CSPP, CCTR	Age Group (Infant/Toddler, Preschool, School-Age) Infant/Toddler, Preschool, Kindergarten (school age)	
Program Director Name Tamika Addison	Phone Number and E-mail Address (909) 274-5275 and taddison@mtsac.edu	
This form can be expanded and is not limited to a single page.		
1. Provide a summary of the program areas that did not meet standards and a list of tasks needed to improve those areas.		
<p>VII-EES 18: Environment Rating Scale:</p> <p>Using the Early Childhood Environment Rating Scale (ECERS) and the Infant Toddler Environment Rating Scale (ITERS), the area of Health Practices – Handwashing, did not consistently achieve a minimum score of “5”. This indicates that more staff training related to the need, frequency, and length of time for handwashing, specifically after transitions from one activity or area to the next, is warranted. While children were often encouraged to wash their hands, adults did not do so consistently across the program.</p> <ul style="list-style-type: none"> Administration will facilitate handwashing trainings for staff, highlighting best practices and NAEYC requirements addressing frequency etc. The program will also post handwashing signs/visual aids as a visible reminder/prompt for staff and children. This center-wide training will occur August 2015. All new staff who begin after August, will need to complete a web-based training on appropriate handwashing practices. Program administrators and CDC Specialists (Lead Teachers) will monitor routines and transitions to ensure appropriate handwashing practices are being implemented. Administration will document monitoring visits, and assist individual staff “in the moment” as necessary. 		

SUBJECT: Child Development Center – 2015-16 Annual Report

DATE: July 13, 2016

EESD 4000B

2. Provide a summary of areas that met standards and a summary of procedures for ongoing monitoring to ensure that those areas continue to meet standards.

The Mt. SAC CDC met standards in most of the areas reviewed during the Program Self Evaluation, but is seeking to enhance quality and *exceed* standards in two areas.

Specifically, in the area of **Parent Involvement** as part of the Program Instrument, the program is seeking more opportunities for parents to participate beyond volunteering in the classrooms, which is not feasible for many working parents. The use and expansion of Parent Committees has allowed parents to not only give direct input in planning center events and changes to policies/practices, but because "events" and activities are planned/scheduled in advance, parents' opportunities to physically participate/be present are increased. The program administrators will continue to facilitate these meetings with parents and provide more educational workshops focusing on developmental milestones as requested in parent survey results.

The use of DRDPtech as part of the **Desired Results Developmental Profile** assessment process proved to be beneficial to teaching staff including the Lead CDC Specialists, Associates, and Assistants. The program uses a data collection/portfolio system technology "Learning Genie" that is compatible with DRDPtech's summarization and evaluation system technology. Teachers capture data in real time using computer tablets and are able to upload this data into DRDPtech once developmental levels are determined. The program is seeking to purchase additional computer tablets so that data can be collected and submitted by additional staff AND parents directly. In addition, the program seeks to use parent input and more *forms* of data (besides written observations/anecdotal notes) to build children's portfolios with a *variety* of supporting evidence.

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

DATE: July 13, 2016

CONSENT

SUBJECT: Child Development Center Expenditure Funding for 2016-17

BACKGROUND

The Child Development Center hosts several events and meetings throughout the year. Approval is needed for specific items related to these activities: special supplies; food and beverages; and miscellaneous items. Specific events include, but are not limited to, the annual Open House/Back-to-School Night; Literacy Month events; Preschool Graduation Ceremony; staff trainings/meetings; Advisory Board meetings; and parent education workshops.

ANALYSIS AND FISCAL IMPACT

The Child Development Center events relate to professional staff development training, planning sessions, and student/parent participation, all of which are essential and required elements of the program for the 2016-17 academic year. The amount of these expenditures will not exceed \$4,500.

All expenditures related to the special events and meetings are provided with existing Child Development Center budgets.

Funding Source

Unrestricted General Fund (\$4,500).

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenditures of the Child Development Center for the 2016-17 academic year, as presented.

Prepared by: Tamika Addison/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #28

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>Child Development Center Student Fieldtrips</u>	

BACKGROUND

The Mt. San Antonio College Child Development Center (CDC) requests authorization for up to 75 preschool students along with the Child Development Center Director, Tamika Addison, four full-time classified CDC Specialists and 20 parent chaperones to travel by school bus to visit the Cal Poly Pomona Pumpkin Patch in Pomona, Kidspace Children’s Museum in Pasadena, and Pretend City in Irvine. The required ratio of five students per adult will be maintained throughout each trip.

The Child Development Center uses the Preschool Pathways to Science curriculum, which emphasizes exploration, investigation, and interaction with nature and the environment. Fieldtrips play a role in curriculum support and are the culmination of educational plans (lesson plans) implemented throughout the year in our preschool classrooms. The interactive nature of the fieldtrips will allow the preschool children to further investigate topics introduced to them during class instruction.

ANALYSIS AND FISCAL IMPACT

Full prepayment is required for each event, with the anticipated cost of each event as follows: Admission to Cal Poly Pomona’s Pumpkin Patch, not to exceed \$350; Kidspace Children’s Museum, not to exceed \$690; and Pretend City, not to exceed \$700. Pricing covers 75 children and the required number of teachers/chaperones, as per State licensing requirements. Prepayment to each event is required.

Funding Source

Parent Fees Account (\$1,740).

RECOMMENDATION

It is recommended that the Board of Trustees approves the planned fieldtrips of the Child Development Center’s preschool students and advance payment, as presented.

Prepared by: <u>Tamika Addison/Jennifer Galbraith</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #29</u>

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

DATE: July 13, 2016

CONSENT

SUBJECT: Center of Excellence 2016-17 Grant Renewal Fund Amendment

BACKGROUND

The Center of Excellence (COE) is funded by the California Community Colleges Chancellor's Office as part of the "Doing What Matters for Jobs and the Economy" framework. The COE provides technical assistance to community colleges in the Los Angeles and Orange counties with labor market research and information on regional employers' hiring needs.

ANALYSIS AND FISCAL IMPACT

On June 22, 2016, the Mt. SAC Board of Trustees accepted the COE grant renewal for July 1, 2016, through June 30, 2017, in the amount of \$200,000. This amount has been amended to reflect an additional \$30,000.

Funding Source

California Community Colleges Chancellor's Office (SB 1402) (\$30,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the grant renewal amendment for the Center of Excellence, as presented.

Prepared by: Lori Sanchez/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #30

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>Center of Excellence Contract Agreement with Status Not Quo</u>	

BACKGROUND

The Center of Excellence (COE) is funded by the California Community Colleges Chancellor’s Office as part of the “Doing What Matters for Jobs and the Economy” framework. The COE provides technical assistance in the Los Angeles and Orange counties. In partnership with business and industry, the COE researches, analyzes, and presents regional labor market information needs, customized for community colleges.

ANALYSIS AND FISCAL IMPACT

Mt. SAC’s COE is seeking authorization to enter into an agreement with Status Not Quo to assist with the re-design of the COE website, which supports all the Centers of Excellence in California. They will focus on increasing usage and engagement of the site through more enhanced and intuitive self-service, while also providing more administrative and maintenance capabilities that are easy to use and manage. The COE’s mission is to successfully create and/or acquire data and convey the information to users in an efficient and effective manner.

The contract period will be July 20, 2016, through September 30, 2016, for a total cost of \$24,030.

There will be no cost to the District.

Funding Source

Mt. SAC Center of Excellence Grant Extension (SB 1402) (\$24,030).

RECOMMENDATION

It is recommended that the Board of Trustees approves the COE’s contract with Status Not Quo, as presented.

Prepared by: <u>Lori Sanchez/Jennifer Galbraith</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #31</u>

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

DATE: July 13, 2016

CONSENT

SUBJECT: Activities and Acceptance of Funds for the Carl D. Perkins Career and
Technical Education (CTE) Act of 2008 (Perkins IV) Title 1C Grant and
CTE Transitions

BACKGROUND

Mt. San Antonio College developed a local plan and submitted an application to the California Community College Chancellor's Office for funding through a federal grant provided by the Carl D. Perkins Career and Technical Education Act of 2008 (Perkins IV). An allocation of \$1,007,719 for the 2016-17 year will fund activities that will lead to program improvement for CTE programs. In addition, an allocation of \$43,748 for the 2016-17 year will fund articulation with secondary programs and continue outreach with partnering districts and Regional Occupational Programs (ROP).

The key aspects of the Act are to:

- provide quality career technical education to students – including special populations – to enter the workforce or continue their education;
- provide technology and equipment upgrades to maintain program currency;
- strengthen the general education content in CTE courses;
- improve the persistence and completion rates of non-traditional and economically disadvantaged students in career technical education programs; and
- provide outreach to secondary, proprietary, industry, and community partners.

CTE Transitions funding is provided to assist campuses with Tech Prep-related work after the elimination of these funds at the Federal level. The Tech Prep Consortium was formed in 1992 with a business education focus and is comprised of 10 unified school districts, three ROPs, and Mt. San Antonio College. The College Articulation with secondary programs has grown to include 28 agencies and 53 schools.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College proposes to perform the following activities in order to meet the purpose of the grant:

- strengthen the technical skills of students participating in CTE programs through the integration of general education with career and technical education;
- link CTE programs at the secondary and postsecondary levels;
- provide students with strong experience and understanding of all aspects of an industry through work-based learning;

Prepared by: Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

SUBJECT: Activities and Acceptance of Funds for the Carl D. Perkins Career and Technical Education (CTE) Act of 2008 (Perkins IV) Title 1C Grant and CTE Transitions

DATE: July 13, 2016

- provide professional development to CTE faculty, counselors, and administrators;
- develop and implement evaluations of CTE programs;
- provide activities to support special populations and economically disadvantaged students in CTE programs including marketing and outreach materials;
- promote industry partnerships and functional CTE advisory committees that may require facilities, marketing and advertising, catering and other food items, not to exceed \$8,500 annually;
- validate current and develop new Articulation Agreements by conducting Articulation Workshops;
- funds may be expended for workshop refreshments, not to exceed \$600;
- participate in Statewide Career Pathways Initiative by utilizing articulation templates;
- continue to provide articulation resources via web page;
- continue outreach efforts, such as campus visits, to promote the College and articulation; and
- funds may be expended to transport students to campus for outreach activities and articulation exams, not to exceed \$4,100.

There is no impact to the District budget.

Activities planned for the 2016-17 academic year are coordinated through the Instruction Office and the budget includes funding for:

- curriculum development and improved instructional delivery;
- new equipment and technology purchases (including equipment that requires advance payment);
- student support structures and student services;
- professional development;
- partnership development;
- accountability, assessment, and evaluation; and
- administration (5%).

Funding Source

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

RECOMMENDATION

It is recommended that the Board of Trustees accepts the grant funds when awarded and approves the activities, as presented.

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

DATE: July 13, 2016

CONSENT

SUBJECT: Renewal of Contract Agreement With ArbiterSports RefPay for the
2016-17 Academic Year

BACKGROUND

The Kinesiology, Athletics, and Dance Division requests authorization to renew an agreement with ArbiterSports RefPay to pay sports officials. RefPay is designed to allow the Division to electronically pay officials assigned through the ArbiterSports Assigning System. Officials from Athletic and Special Events are paid through RefPay.

ANALYSIS AND FISCAL IMPACT

The integration of RefPay and ArbiterSports will allow for officials to be paid in a quick and accurate fashion, eliminating the need for printing checks as well as the problems that can arise from lost checks. The amount will not exceed \$125,200 for the 2016-17 academic year, which is an increase of \$24,200 from the 2015-16 academic year.

Funding Sources

Unrestricted General Fund (\$35,000).
Cross Country Invitational budget (\$10,000).
Mt. SAC Relays budget (\$25,000)
Athletics fund-raising (\$20,000).
Aquatics fund-raising (\$25,000).
Men's Basketball fund-raising (\$3,000).
Women's Basketball fund-raising (\$3,200).
Track fund-raising (\$2,000).
Wrestling fund-raising (\$2,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract renewal with ArbiterSports RefPay, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: William Scroggins

Agenda Item: Consent #33

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>July 13, 2016</u>	CONSENT
SUBJECT: <u>Agreement with Covina District Field to Host the 2016 Mt. SAC Football Games</u>	

BACKGROUND

Due to construction on the Football Stadium, the 2016 Mt. SAC football games will be played at Covina District Field. Covina District Field is scheduled to host six regular season games as well as three possible playoff games.

ANALYSIS AND FISCAL IMPACT

Covina District Field will provide custodial and security services. The cost for rental of the facility would be approximately \$500 per hour. Deposit details have not yet been finalized, but total costs will not exceed \$30,000.

Funding Source

Measure RR Bond (Series A) funds (\$30,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Covina District Field to host the 2016 Mt. SAC Football games, as presented.

Prepared by: Joe Jennum Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #34

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

DATE: July 13, 2016

CONSENT

SUBJECT: Contract with Dr. Bryan for Health Screenings and Required Attendance
at Football Games for the 2016-17 Academic Year

BACKGROUND

As mandated by the California Community College Athletic Association and the Southern California Football Conference, Mt. San Antonio College is required to have a physician present at all football games. Dr. Thomas Bryan will provide this mandated coverage for the 2016-17 academic year. Dr. Bryan will also provide health screenings to the College's football athletes throughout the academic year.

ANALYSIS AND FISCAL IMPACT

This agreement will be effective July 13, 2016, through June 30, 2017, and shall not exceed \$4,500. This is a reduction of \$8,500 from the 2015-16 Academic Year due to Dr. Bryan providing these services to football athletes only.

Funding Source

District Athletics Fund (\$4,500).

RECOMMENDATION

It is recommended that the Board of Trustees approves this agreement with Dr. Bryan, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #35

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>Agreement with Cerritos College to Host the 2017 Mt. SAC Relays</u>	

BACKGROUND

The 59th Annual Mt. SAC Relays will be relocated off campus due to construction of the new stadium. Cerritos College will again be the sight for the 2017 Mt. SAC Relays. With such a historic and prestigious event, it was important to find a location that would be able to provide the same competitive environment that Hilmer Lodge Stadium has provided for 57 years. Next year’s event will be held April 13-15, 2017.

ANALYSIS AND FISCAL IMPACT

Cerritos College has a high quality facility that will be able to provide the resources needed to run this event. The cost for rental of the facility has increased from approximately \$18,000 to approximately \$20,000. We are currently negotiating the terms of the deposit, but are seeking authorization to make advance payment (deposit), if necessary. The total cost of the rental and deposit will not exceed \$25,000.

Funding Source

Mt. SAC Relays Budget (\$25,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Cerritos College to host the 2017 Mt. SAC Relays, 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 #36</u>

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

DATE: July 13, 2016

CONSENT

SUBJECT: Program Fees for Students in the Kinesiology, Athletics, and Dance
Division for the 2016-17 Academic Year

BACKGROUND

Students in Mt. SAC's First Aid/Cardiopulmonary Resuscitation (CPR) courses (KIN-3 and KIN-5) incur charges associated with their American Red Cross CPR card/certificate. The following are being submitted to the Board of Trustees for review:

Program	Explanation	Cost
First Aid and CPR KIN-3 and KIN-5	Students take a written and practical exam during the semester to become certified in specific/various levels of First Aid and CPR. Those who pass are required to carry a certification card/certificate from the American Red Cross. Certification cards may vary in price, with the average cost being \$19.	Not to exceed \$35

ANALYSIS AND FISCAL IMPACT

The estimated fees for students for the 2016-17 academic year are detailed above. The American Red Cross sets the costs, which may change without notice. Fiscal Services will validate the actual fee amount prior to charging students.

Funding Source

Student fees.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Kinesiology, Athletics, and Dance Division program fees, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #37

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

DATE: July 13, 2016

CONSENT

SUBJECT: Associated Students Expenditure Funding for the 2016-17 Academic Year

BACKGROUND

The College collects fees from students who desire to pay a Student Activities Fee for each regular semester. The Associated Students, under the guidance of the Director, Student Life, receives requests for funding from student organizations, student teams, College departments, and College programs. The Associated Students develops targeted goals and funding priorities and conducts budget request hearings. The Associated Students funds are received and managed by Fiscal Services. Board of Trustees approval is requested to approve the expenditure of the Associated Students funds for the periods of July 1, 2016, through June 30, 2017.

ANALYSIS AND FISCAL IMPACT

The Associated Students receives requests and allocates funds to be expended by College departments, programs, teams, and other student organizations. Strict accounting of funds is maintained.

Approval is needed to expend funds for specific items such as awards (not to exceed \$500 per individual and/or organization), catering, prepayments, deposits, promotional items, special supplies, recognition items, food, non-alcoholic beverages, uniform items, and contracted services with vendors including, but not limited to, Sodexo, El Appetiz, Magic Jumper Rentals, and 4Imprint.

Funding Source

Associated Students funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenditures of the Associated Students funds for costs associated with various special events for the 2016-17 academic year.

Prepared by: Andrea Fejeran Sims

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #38

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

DATE: July 13, 2016

CONSENT

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

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Provider	Amount Not to Exceed
Calleros, Christina	\$96
Cisneros, Alicia	\$96
Davis, Alisha	\$96
Gonzalez, Desiree	\$96
Hernandez, Savannah	\$96
Mardis, Nancy	\$96
Montes, Melissa	\$96

Funding Source

Restricted Categorical Fund – Disabled Student Programs and Services.

RECOMMENDATION

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

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #39

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 13, 2016</u>	CONSENT
SUBJECT:	<u>Contract Amendment with the University of California Santa Barbara</u>	
	<u>Campus Conference Services for the ACES 2016 Summer Residential</u>	
	<u>Transfer Bridge Program</u>	

BACKGROUND

In May 2016, the Board of Trustees approved a contract with the University of California Santa Barbara (UCSB) Campus Conference Services, in the amount of \$27,407, for the upcoming ACES 2016 Summer Residential Transfer Bridge Program to be held July 24-29, 2016. The number of classes offered was reduced from two to one. The reduction in courses also reduced the number of participants in the program from 60 to 30, resulting in amendments to the original contract.

ANALYSIS AND FISCAL IMPACT

The following changes are necessary in order to provide the ACES 2016 Summer Residential Transfer Bridge Program:

- decrease the student participants from 60 to 30;
- decrease the bed spaces from 70 to 40 (10 for staff); and
- decrease overall (not to exceed) cost from \$27,407 to \$14,909.

The contract requires prepayment of a non-refundable deposit of \$1,000 and the balance of \$13,909. The estimated fees of \$13,909 (less the deposit) are due prior to the arrival and service rendered by UCSB.

The lodging and food totals \$14,204, while \$705 is specifically for facilities usage at UCSB. The total amount of the contract is not to exceed \$14,909 for lodging, food, and use of facilities.

Funding Source

Restricted General Fund – ACES (TRiO) Grant and Student Equity.

RECOMMENDATION

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

Prepared by: _____	Francisco Dorame	Reviewed by: _____	Audrey Yamagata-Noji
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #40

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

DATE: July 13, 2016

CONSENT

SUBJECT: Fine Arts Insurance - Coverage Change Endorsement

BACKGROUND

Mt. San Antonio College purchases insurance coverage for its museum collection and temporarily loaned art items for exhibitions held in the Art Gallery. The Risk Management office received notice of an upcoming exhibition in the Art Gallery in which loaned art items will exceed the amount of coverage provided in the current policy. Therefore, the College requested a proposal from its current insurance provider to increase the coverage for this event.

ANALYSIS AND FISCAL IMPACT

The Art Gallery will receive artwork from Beth Benjamin for an upcoming Karl Benjamin exhibition beginning on July 1, 2016, through December 31, 2016. The total value of the art collection for this event is estimated to be \$1,226,000. The current museum collection and temporary loan policy has property coverage limits of \$700,000. The College requested a proposal for additional insurance for this event from Huntington T. Block Insurance Agency, Inc., the College's current broker. An endorsement to the current policy will be issued for the period July 1, 2016, through December 31, 2016, for this event with coverage limits of liability of up to \$1,226,000 in any one partial or total loss. The additional premium for this insurance endorsement is \$1,575.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the purchase of the fine arts insurance policy endorsement with increased limit of liability to \$1,226,000 and the additional payment of \$1,575 to Huntington T. Block Insurance Agency, Inc., as presented.

Prepared by: Duetta Langevin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #41

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

DATE: July 13, 2016

CONSENT

SUBJECT: Mt. SAC STEM Teacher Preparation Program (STEM TP²) Grant:
Contract with The Regents of the University of California

BACKGROUND

Mt. San Antonio College has an Advanced Technological Education grant titled “Mt. SAC Science, Technology, Engineering, and Mathematics Teacher Preparation Program (STEM TP²),” funded by the National Science Foundation. The purpose of the grant is to develop a sustainable, multi-dimensional program that will recruit, counsel, and direct likely students that have the desire and potential to become highly qualified middle school and high school mathematics and science teachers. The project will achieve its goal and four associated objectives by providing a cluster of academic support, enrichment activities, teaching opportunities, and authentic research experiences designed to promote student success. These objectives and a pipeline established to two local universities will provide a seamless transfer to a baccalaureate teacher preparation program in STEM. Recipients will be selected from students majoring in STEM areas with particular emphasis on recruiting students of color, females, Hispanics, veterans, and first-generation college students that have a desire to teach.

As part of the grant activities, authorization is requested to enter into a contract with The Regents of the University of California, on behalf of its Irvine campus.

ANALYSIS AND FISCAL IMPACT

The College will subcontract \$6,000 to The Regents of the University of California, on behalf of its Irvine campus, to oversee Mt. SAC student summer research projects. The contract will commence on June 20, 2016, and will terminate on August 31, 2016.

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

Funding Source

National Science Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with The Regents of the University of California, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #42

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

DATE: July 13, 2016

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 5010 – Admissions

BACKGROUND

Board Policy 5010 – Admissions. This policy has been revised, as presented.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College's shared governance process, revisions to Board Policy 5010 have been recommended based on recent legislation that requires the changes to our policies.

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives the revisions to Board Policy 5010 – for first reading and discussion.

Prepared by: George Bradshaw

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Discussion #1

SUBJECT: Proposed Revisions to Board Policy 5010 – Admissions

DATE: July 13, 2016

Chapter 5 – Student Services

BP 5010 Admissions

References:

Education Code Sections 76000, 76001, 76002; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Part 668.16(p)

The College shall admit any person possessing a high school diploma or its equivalent.

The College may provisionally admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- persons who are over the age of 18, but who are not currently enrolled in a K-12 district; or
- persons who are apprentices, as defined in Section 3077 of the Labor Code; or
- highly gifted persons whose age or class level is equal to grades K-12, but who wish to attend advanced scholastic or vocational courses on a part-time basis; or
- other persons, who in the judgment of the College President/CEO or his/her designee, are capable of profiting from the instruction offered.

The District may deny or place conditions on a student’s enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

Students who are admitted provisionally shall thereafter be required to comply with the District’s rules, regulations, and standards for provisional students as a condition of being re-admitted in any succeeding term.

Special Admission of Highly Gifted Students - The College President & CEO shall approve procedures generated via the College’s shared governance process regarding the evaluation of requests for the special admission of a student who is identified as highly gifted. If the College denies a request by such a student, the Board will record its findings and the reason for denying the request in writing within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

SUBJECT: Proposed Revisions to Board Policy 5010 – Admissions

DATE: July 13, 2016

Claims for State Apportionment for Concurrent Enrollment – Claims for State apportionment submitted by the District, based on enrollment of high school pupils, shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The College President & CEO shall approve procedures generated via the College’s shared governance process regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Admission to Specialized Programs - In addition to meeting the academic standards for admission to the College, students wishing to enroll in a specialized course of study, especially those governed by outside licensing agencies, must satisfy additional admissions requirements. Specific criteria for admission to these programs shall be approved by the College President & CEO and included in the Administrative ~~Regulations and~~ Procedures.

Approved: June 23, 2004

Revised: September 23, 2009

Revised: June 10, 2013

Reviewed: June 25, 2013

Revised: January 8, 2014

Reviewed: November 26, 2013

Reviewed: June 9, 2015

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

DATE: July 13, 2016

INFORMATION

SUBJECT: Revisions to Administrative Procedure 5010 – Admissions

BACKGROUND

Administrative Procedure 5010 – Admissions has been revised and is being presented.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 5010 have been recommended.

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5010 – Admissions.

Prepared by: George Bradshaw

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Information #1

SUBJECT: Revisions to Administrative Procedure 5010 – Admissions

DATE: July 13, 2016

Chapter 5 - Student Services

AP 5010 Admissions

References:

Education Code Sections 76000, 76001, 76002; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Part 668.16(p)

Admissions Eligibility Authority to Admit:

The authority to oversee the admissions of eligible students is delegated to the ~~Director of Admissions and Records~~ **Dean of Enrollment Management**, under the direction of the Vice President, Student Services. ~~Students eligible for admission to the College must be 18 years of age or older and possesses a high school diploma, GED, certificate of proficiency, or the equivalent. In addition, any apprentice, as defined in Section 3077 of the Labor Code, or any other person who is over 18 years of age who, in the judgment of the Director of Admissions and Records, is capable of profiting from the instruction offered at the College may be admitted.~~

~~Students who are 18 without a high school diploma must meet the College's ability to benefit criteria through a passing score on the numerical, reading, and writing exam. A passing score depends on which exam is taken.~~

Admission Residency Status

Each person applying for admission or enrollment in a California Community College is ~~classified as a 'resident' or 'non-resident'~~ **assigned a residency status. The most common statuses are Resident, Non-Resident, and International. The various statuses assigned can impact the tuition and fee rates assigned to students.**

Resident – a 'resident' is a person who is eligible **able** to establish California residency for tuition purposes or who **has** resided within California for at least one year and who has established a legal residence in California prior to the residency determination date.

Non-Resident – a 'non-resident' student is one who has not resided in the State **of California** for more than one year prior to the residency determination date and who has not established legal residence or who is not eligible to establish California residency for tuition purposes.

SUBJECT: Revisions to Administrative Procedure 5010 – Admissions

DATE: July 13, 2016

International –one who is or will be applying for an F-1 Student Visa.

All students must submit a Mt. SAC Application for Admissions.

Admission of Non-Resident Students:

~~The College accepts applications from students holding or attempting to obtain the F-1 Student Visa. The following items are required from international applicants:~~

- ~~• Mt. SAC Application for Admissions~~
- ~~• International (F-1 Student Visa) Student application~~
- ~~• Application processing fee of \$50.00 (U.S.)~~
- ~~• Confidential Financial support documents~~
- ~~• A passing score on the TOEFL examination. (450 paper based, 133 computer based and 45 Intranet based)~~
- ~~• Transcripts from high school and/or college~~
- ~~• TB (Tuberculosis) test~~

~~The following items are required for current F-1 Visa Students transferring into the College:~~

- ~~• Copy of I-20~~
- ~~• Copy of I-94~~
- ~~• Transfer Form~~

~~The TOEFL, admissions application, and all supporting materials must be received on or before the published application deadlines for the intended semester. Students will be required to take the Assessment of Written English (AWE) when they arrive at Mt. SAC.~~

~~Admissions procedures will be clearly delineated in the College Catalog, the schedule of classes, and the College web site.~~

~~The Mt. San Antonio College Catalog contains the most recent information regarding admissions. This document is updated annually for currency and correctness.~~

Regularly Admitted California Residents

The College shall regularly admit any person possessing a high school diploma or its equivalent and who is capable of profiting from the instruction offered.

Provisional Student Admits

The College may provisionally admit students who meet one of the following requirements:

- the student is over the age of 18 and is not currently enrolled in a K-12 district; or**
- the student is an apprentice as defined in Section 3077 of the Labor Code; or**

SUBJECT: Revisions to Administrative Procedure 5010 – Admissions

DATE: July 13, 2016

- students who are, in the judgment of the College, capable of profiting from the instruction offered.

Students who are admitted provisionally shall thereafter be required to comply with the District's rules and regulations regarding scholastic achievement and other standards as a condition of being re-admitted in any succeeding term.

Admission to Specialized Programs

In addition to meeting the academic standards to be regularly or provisionally admitted to the College, students wishing to enroll in a specialized course of study, especially those governed by outside licensing agencies, may need to satisfy additional program-specific requirements. Interested students should contact the appropriate program for the most current information.

Special Admissions

High School and Other Young Students – the requirements and guidelines for these students are contained in AP 5011 - Admission and Concurrent Enrollment of High School and Other Young Students.

International Student Admissions

The College accepts applications from students holding or attempting to obtain the F-1 Student Visa. The following items are required from international applicants:

- Mt. SAC Application for Admissions;
- International (F-1 Student Visa) Student Application;
- all application fees;
- confidential financial support documents;
- a passing score on the TOEFL examination (450 paper-based, 133 computer-based and 45 internet-based); or IELTS (overall band score of 4.5 or higher); or AWE (placement into credit course-excluding ESL);
- transcripts from high school and/or college; and
- TB (Tuberculosis) test.

SUBJECT: Revisions to Administrative Procedure 5010 – Admissions

DATE: July 13, 2016

The following items are required for current F-1 Visa Students transferring into the College:

- **copy of I-20;**
- **copy of I-94; and**
- **Status Verification Form**

The admissions application and all supporting materials must be received on or before the published application deadlines for the intended term.

Prior Expulsion Assessment

Students who have been expelled from another community college or are presently undergoing expulsion from another community college will be subject to additional approval prior to admission. Reference AP 5520 - Student Discipline Procedures.

Revised: May 2013

Revised: September 2013

Revised: May 2015

Reviewed: June 9, 2015

Revised: May 11, 2016