



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, April 12, 2017**

**5:00 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 (5:00 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.**

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

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

## CLOSED SESSION

1. **Conference with Legal Counsel** – Existing Litigation Pursuant to Section 54956.9(d) – one case:
  - Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]
2. **Conference with Labor Negotiators** – Pursuant to Section 54957.6:
  - Bill Scroggins, Chief Negotiator (CSEA 262)
  - Matt Judd, Negotiation Team Member (CSEA 651)
  - Jennifer Galbraith, Chief Negotiator (Faculty Association)

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

## REPORTING OF ACTION TAKEN IN CLOSED SESSION

### INTRODUCTIONS AND RECOGNITION

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

#### Classified Employees (Newly Appointed)

- **Maridelle Acero**, Administrative Specialist III (Student Services)
- **Jiaqi Cao**, Admissions and Registration Clerk (English as a Second Language)
- **Denise Cisneros**, Admissions and Registration Clerk (English as a Second Language)
- **Rigo Estrada**, Student Services Program Specialist II (Financial Aid)
- **Christina Gamboa**, Human Resources Technician (Human Resources)
- **Yolanda Haro**, Coordinator, Project/Program (Professional and Organizational Development)
- **Esther Hernandez**, Administrative Specialist I (Counseling)
- **Shelly Laddusaw**, Coordinator, School of Continuing Education (Short Term Vocational)
- **Rodrigo Luzuriaga Aguirre**, Computer Facilities Assistant (Information Technology)
- **Abigail Morales**, Lead Library Technician (Library and Learning Resources)
- **Shannon Rider**, Educational Research Assessment Analyst (Research and Institutional Effectiveness)
- **Joshua Schaedel**, Laboratory Technician – Photography (Commercial and Entertainment Arts)
- **Martin Wong**, Learning Lab Assistant (Adult Basic Education)

#### Management Employees (Newly Appointed)

- **Myeshia Armstrong**, Associate Vice President, Fiscal Services (Fiscal Services)
- **Dejah Swingle**, Director, Strong Workforce Initiatives (Instruction)
- **Tommie Vitzelio**, Director, Learning Assistance Center (Learning Assistance Center)

### Classified Employees (Promoted)

- **Yen Hang**, Administrative Specialist II (Technology and Health)
- **Chong Hee Min**, Coordinator, Noncredit SSSP (English as a Second Language)
- **Linda Monteilh**, Administrative Specialist IV (Business Division)
- **Sophia Salazar**, Administrative Specialist II (Human Resources)
- **Virginia Villegas**, Coordinator, Health Programs (Technology and Health)
- **Krystal Yeo**, Coordinator, School of Continuing Education (School of Continuing Education)

- **Recognition:**

Award a Certificate of Service to the following retiring employees:

- **Leticia Bencomo**, Administrative Specialist III (Student Health Services), 13 years of service
- **Vickie Monegan**, Administrative Specialist IV (Event Services), 15 years of service

Congratulations to Head Basketball Coach **Brian Crichlow** and his Women's Basketball team for winning back-to-back State Championships. This is another record setting year for the Mounties as they captured their 8<sup>th</sup> State Championship and surpassed Ventura College who they were tied with at seven. This is the 6<sup>th</sup> year in a row the Mounties played in the Championship game, capturing championships in 2012, 2013, 2016, and 2017. Coach Crichlow was an assistant when the Mounties won their previous four championships. Numerous athletes were named to the All-State and All-Tournament Team. Congratulations to Coach Crichlow and his team on this record setting accomplishment!

On Wednesday, March 1, 2017, Public Safety received a call of a woman having a seizure at the SAC Book Rac bookstore. Public Safety Officers **Leoscar Taylor** and **Alex Villegas**, and Sergeant **Rob Toyer** responded. Officer Taylor determined the woman was not breathing and she did not have a pulse. CPR was started by Officer Taylor and Sergeant Toyer, while Officer Villegas prepared the Automatic External Defibrillator. Three electrical shocks were provided in an effort to assist with reviving the victim. Public Safety personnel were joined by Student Health Services Nurses **Shirley Wong** and **Jose Pena**. Mt. SAC personnel worked together as they continued to perform CPR until Los Angeles County Fire paramedics arrived. The woman was alive for about two hours after arriving at the hospital, but, unfortunately, her condition was not survivable. The fact the patient survived for so long was directly because of the effective CPR and medical treatment received from our staff. We want to publicly recognize the valiant effort by Public Safety Officers Leoscar Taylor and Alex Villegas, Sergeant Rob Toyer, and Nurses Shirley Wong and Jose Pena. Although the ultimate outcome was not what was desired, these personnel never wavered in their dedication to saving the life of one of our students.

### **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of March 12, 2017 (Pages 1 through 11).

## **PUBLIC COMMUNICATION**

**At this time, the Board of Trustees will listen to communication from the public on matters that are not on the agenda or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. 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

## 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 12 through 16);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 17 through 21);
3. Re-issuance of stale-dated warrants (Page 22);
4. Resolution No. 16-12 – Signature Changes to Existing Banking Accounts (Pages 23 through 32);
5. Agreement with Ellucian for consulting services (Page 33);
6. Agreement with Nuventive (Page 34);
7. Purchase of flash storage device (Page 35);
8. Consulting agreements with P2S Engineering, Inc. and PAL id Studio for the Community Education Computer Laboratory Project (Pages 36 and 37);
9. Consulting agreements with P2S Engineering, Inc. and PAL id Studio for the Math and Science Secondary Effects Projects (Pages 38 and 39);
10. Consulting agreements with Sid Lindmark, AICP; Iteris; and Greve & Associates for the West Parcel Solar California Environmental Quality Act (CEQA) Initial Study (Pages 40 and 41);
11. Agreement with West Coast Arborists, Inc. to provide services for the Urban Forest Management Program – Phase 1 (Page 42);
12. Contract with Psomas for professional engineering services for the Southeast Campus Utility Replacement Project (Pages 43 and 44);
13. Contract with P2S Engineering Services, Inc. for professional engineering services for the Simulation Laboratory (Page 45);
14. Award of Bid No. 3149 to Sehi Computers, San Clemente, CA (Pages 46 and 47):
  - Bid No. 3149 Purchase of Network Hardware;

15. Award of Bid No. 3150 to Golden Phoenix Electric, Pasadena, CA (Page 48):
  - Bid No. 3150 Administration Building 4 – Lighting Retrofit;
16. Award of Bid No. 3151 to Griffith Company, Brea, CA (Page 49):
  - Bid No. 3151 Landscape Project at Temple and Grand Avenues;
17. Change Order for Campus Elevators Maintenance Service Agreement (Page 50):
  - Contract Schindler Elevator (Elevator Contractor) – Change Order No. 2;
18. Change Order for Athletics Complex East - Abatement (Page 51):
  - Contract Unlimited Environmental, Inc. (General Contractor) – Change Order No. 1;
19. Deductive Change Order for the Thermal Energy System and Chiller Cooling Tower Project (Pages 52 and 53):
  - Contract Tilden-Coil Constructors, Inc. (General Contractor) – Change Order No. 2;
20. Contract Amendment (Pages 54 and 55):
  - Contract Professional Furniture Design Services – Student Success Center – PAL id Studio – Amendment No. 1;
21. Approval of the following Completion Notices:
  - Bid No. 3086 Athletic Modular Building – Electrical, Power Pro Plus, Inc. (Contractor)
  - Bid No. 3088 Athletic Modular Building – Demo and Earthwork, SJD&B, Inc. (Contractor);
22. Proposed Gifts and Donations to the College:
  - San Antonio Regional Hospital – a retired Cryostat, Sekura - Model No. 4553, Serial No. 6201, value unknown by donor, to be used in the Histology Student Laboratory;

**HUMAN RESOURCES:**

23. Personnel Transactions (Pages 56 through 75);
24. New and/or Revised Management Job Classification Descriptions (Pages 76 through 85);

**INSTRUCTION:**

25. School of Continuing Education Additions and Changes (Pages 86 through 90);
26. Memorandum of Understanding with Biola University (Page 91);
27. Contract Agreement with Washington State Community & Technical Colleges (Page 92);
28. Affiliation Agreement with Care Ambulance Service (Page 93);
29. Affiliation Agreement with North Net Training Authority (Page 94);

30. Contract Agreement: OCLC WorldShare Consulting Services (Page 95);
31. Contract Agreement: Library Resource – Community College League of California (Page 96);
32. Classified Great Staff Retreat at UCLA Conference Center (Page 97);
33. Contract Agreement: Record Timing for 2017 Mt. SAC Relays (Page 98);
34. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year (Pages 99 through 101);
35. Strong Workforce Initiative Local Share: Acceptance of Funds and Approval of Purchases (Pages 102 and 103);

**STUDENT SERVICES:**

36. Contract with Cal Poly Pomona Foundation, Inc. (Page 104);
37. Contract for Legal Services with Harriet Buhai Center for Family Law (Page 105); and
38. Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 106 and 107).

**Ratification is requested for the following:**

39. Contract Renewal: Economic Modeling, LLC (Page 108);
40. Contract Amendment: Laguna Cliffs Marriot Resort and Spa for the 2017 Management Retreat (Page 109); and
41. Contract Agreement: Goodwill SoCal (Page 110).

**ACTION ITEMS**

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

1. Public Hearing Regarding the Initial Proposals for Successor Agreement Between the District and CSEA, Chapter 651;
2. Revision of Resolution 16-06 – Resolution Fixing the Employer Contribution Under Section 22895 of the Public Employees’ Medical and Hospital Care Act with Respect to a Recognized Employee Organization (See Pages 111 through 114);
3. Annual Review of Board Policy 2015 – Student Member (Pages 115 and 116);
4. Review of Board Goals for 2017-18 (Page 117); and

5. 2017 CCCT Board of Directors Election (Pages 118 and 119).

## INFORMATION ITEMS

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

1. Changes to Administrative Procedure 4020 – Program and Curriculum Development (Pages 120 through 125).

## ADJOURNMENT

### Future Board Meetings

May 10, 2017  
June 28, 2017  
July 12, 2017  
August 9, 2017  
September 13, 2017  
October 11, 2017

### Upcoming Events

April 8	<b>Disability Athletics Fair</b> , 9:00 a.m.-3:30 p.m., North of Wellness Center <b>Kepler Scholarship Dinner</b> , 5:00 p.m., Dance Studio
April 9	<b>Music Faculty Recital</b> , 2:00 p.m., Recital Hall
April 11-13	<b>Faculty Exhibition</b> , Art Gallery
April 17-19	<b>American Red Cross Blood Drive</b> , 9:00 a.m.-7:00 p.m., North of Building 6
April 18-20	<b>Faculty Exhibition</b> , Art Gallery
April 21	<b>One World, One Sky: Big Bird's Adventure</b> , 4:30-5:00 p.m., Planetarium <b>Astronaut</b> , 6:00-6:45 p.m. and 7:30-8:15 p.m., Planetarium
April 22	<b>Secret of the Cardboard Rocket</b> , 4:30-5:00 p.m., Planetarium <b>Seeing</b> , 6:00-6:35 p.m. and 7:30-8:05 p.m., Planetarium
April 26	<b>Denim Day – Honoring Sexual Violence Awareness Month</b>
April 27	<b>Culture Fair</b> , 3:00-6:00 p.m., Building 9C

## Upcoming Athletics Events

April 11	<b>Softball vs. Fullerton College</b> , 3:00 p.m., Softball Field <b>Baseball vs. Citrus College</b> , 6:00 p.m., Mazmanian Field
April 13	<b>Softball vs. East Los Angeles College</b> , 5:00 p.m., Softball Field
April 20	<b>Softball vs. Pasadena City College</b> , 5:00 p.m., Softball Field <b>Baseball vs. Chaffey College</b> , 2:30 p.m., Mazmanian Field
April 21	<b>Softball vs. Glendale College</b> , 5:00 p.m., Softball Field
April 25	<b>Baseball vs. Pasadena College</b> , 2:30 p.m., Mazmanian Field
April 26	<b>Softball vs. College of the Canyons</b> , 6:00 p.m., Softball Field
April 28	<b>Baseball vs. Pasadena City College</b> , 2:30 p.m., Mazmanian Field

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

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**April 12, 2017**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 8, 2017

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Bader at 5:01 p.m. on Wednesday, March 8, 2017. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

#### STAFF PRESENT

Bill Scroggins, President & CEO; Irene Malmgren, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Abe Ali, Vice President, Human Resources were present.

#### PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

#### CLOSED SESSION

The Board adjourned to Closed Session at 5:02 p.m. to discuss the following items:

1. Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953].

#### PUBLIC SESSION

The meeting reconvened at 6:32 p.m., and the Pledge of Allegiance was led by Jill Dolan.

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

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

## REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

## INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

### Classified Employees (Newly Appointed)

- **Melissa Alvarez-Mejorado**, Administrative Specialist III (Research and Institutional Effectiveness) (absent)
- **Danielle Bloom**, Administrative Specialist I (Education for Older Adults & Adults with Disabilities) (present)
- **Alexander Brambila**, Administrative Specialist II (EOPS) (present)
- **Kimberly Butler**, Custodian (Custodial Services) (absent)
- **Pattie Duffy**, Business Analyst (Information Technology) (present)
- **Christina Gamboa**, Human Resources Technician (Human Resources) (absent)
- **Michael Guerrero**, Custodian (Custodial Services) (absent)
- **Catherine Harnett**, Administrative Specialist II (School of Continuing Education) (absent)
- **Brandon Jacoby**, Laboratory Technician II, Biological Sciences (Natural Sciences) (present)
- **Dalia Khalil**, Administrative Specialist I (Adult Basic Education) (present)
- **Stephanie Vukojevic**, Administrative Specialist II (Short-Term Vocational) (absent)

### Classified Employees (Promoted)

- **Heidi Alcala**, Coordinator, VESL (ESL) (present)
  - **Tiffany Chen**, Senior Buyer (Purchasing) (present)
- The following professors who received tenure at last month's Board meeting:
    - **Brian Crichlow**, Kinesiology (present)
    - **Cheryl Gilbert**, Mental Health (present)
    - **Hong Guo**, Library (present)
    - **Jason Perez**, Commercial Arts and Entertainment (present)
    - **Roger Willis**, Communication (absent)
- Award a Certificate of Service to the following retiring employees:
    - **Jill Miller**, Administrative Specialist IV (Administrative Services), 13 years of service (absent)

## APPROVAL OF MINUTES

The following correction was made to the Minutes:

- Board President Rosanne Bader was incorrectly listed as “Board Vice President” in the Call to Order Section of the minutes.

It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, and passed to approve the minutes of the regular meeting of February 8, 2017, as corrected.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

## **PUBLIC COMMUNICATION**

- Community Member Angel Garcia spoke on a concern with Pomona Valley Hospital. Since the subject matter was not within the jurisdiction of this Board, Mr. Garcia was asked to discontinue his public comment.

## **REPORTS**

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

- **Aneca Abcede**, President, Associated Students
- **Jeff Archibald**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Sandra Bollier**, President, CSEA 262
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

## **BOARD COMMUNICATION**

- A. Trustee Bader read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”
- B. All Board members shared the following comments:
  - They welcomed and congratulated newly appointed and promoted employees.
  - They congratulated Jill Miller on her retirement.
  - They congratulated the tenured faculty.
- C. Trustee Student Trustee Santos reported the following:
  - Attended the Aspire Program’s Black History Month Luncheon, and was inspired by the speaker.
  - Attended the Athletics Hall of Fame Banquet and had a lot of fun.

- Attended the ACCT National Legislative Summit held in Washington DC. She was able to meet with legislators. She reported there was discussion with ACCT and they're working on having student trustees on their regional boards.
- Looking forward to the Cesar Chavez breakfast in which Mt. SAC Professor Manuel Castellanos is being honored.
- Congratulated Associated Students President Aneca Nuyda for being selected as a Mt. SAC inspiring woman.
- Commented that today is National Women's Day.
- Looking forward to the upcoming student trustee elections and orientation.
- Looking forward to an upcoming CCCT meeting that is a joint meeting with the CEO Board.

D. Trustee Chen reported the following:

- Attended the Aspire Program's Black History Month Luncheon with a dean from UCI, and thought it was very inspiring.
- Attended the Athletics Hall of Fame Banquet, and commented on the comradery of the athletes.
- Attended the ACCT National Legislative Summit held in Washington DC, and met with Torres, Napolitano, and Royce. He thanked Jill Dolan for organizing the visits.
- Attended the Hacienda Heights Improvement Association meeting promote the upcoming Community Public Workshops for feedback on the Educational and Facilities Master Plan.
- Attended the La Puente City Council meeting promote the upcoming Community Public Workshops for feedback on the Educational and Facilities Master Plan.
- Attended the Mt. SAC DSPS Planning for College event, and commented on the great outreach we have for students.
- Attended the Town Hall meeting with Senator Newman, and commented that this was Senator Newman's first Town Hall and there were great questions asked.
- Attended the Community Public Workshop in Baldwin Park, and thanked staff for attending.

E. Trustee Santos reported the following:

- Attended the Baldwin Park Community Forum meeting promote the upcoming Community Public Workshops for feedback on the Educational and Facilities Master Plan.
- Attended the Home Health Care Certificate Completion Ceremony, and enjoyed talking with students.
- Attended the City of West Covina's Birthday Party at South Hills Country Club.
- Attended the Community Facilities Plan Advisory Committee meeting.
- Met with the visiting accreditation external evaluation team today for an interview.
- Attended the Athletics Hall of Fame Banquet.
- Attended the Aspire Program's Black History Month Luncheon.

F. Trustee Baca reported the following:

- Attended the Athletics Hall of Fame Banquet, which is always a great event.
- Attended the ACCT National Legislative Summit held in Washington DC, and advocated Pell Grants, Perkins Grants, career technical education, student loans, and DACA. He reported that both democratic and republican representatives indicated that DACA was

an important topic for them, too.

- Attended the Diamond Bar City Council meeting promote the upcoming Community Public Workshops for feedback on the Educational and Facilities Master Plan.
- Attended the Pomona City Council meeting promote the upcoming Community Public Workshops for feedback on the Educational and Facilities Master Plan.
- Met with the visiting accreditation external evaluation team last night for an interview, and is very optimistic.
- Looking forward to attending the Kepler event and noted that Dr. Steven Levin, Juno Project Scientist, will be the keynote speaker.
- Flying to Sacramento for statewide vet summit, and will be doing a presentation on gold star parents.

G. Trustee Hidalgo reported the following:

- Attended the West Covina City Council meeting promote the upcoming Community Public Workshops for feedback on the Educational and Facilities Master Plan.
- Attended the Community Public Workshop in West Covina.
- Met with the visiting accreditation external evaluation team last night for an interview.

H. Trustee Hall reported the following:

- Thanked Carol Nelson, Brigitte Hebert, and Bill Eastham and staff with the Regional Chamber and SGV Civic Alliance with event services for future events.
- Thanked those who attended the Salute to Heroes breakfast which honored two of our own employees, Dave Wilson and Lorenzo “Gunny” Harmon.
- Attended the Athletics Hall of Fame Banquet, and thanked those who organized.
- Thanked Jill Dolan for organizing the Community Public Workshops.
- Looking forward to attending the Community Public Workshop in West Covina, Covina, and Walnut tomorrow.
- Attended the Past Presidents’ Luncheon, and commented how wonderful it was.
- Met with the visiting accreditation external evaluation team last night for an interview.

I. Trustee Chen Haggerty reported the following:

- Attended the ACCT National Legislative Summit held in Washington DC, and commented that the local community colleges visited legislators together.
- Running for reelection of the ACCT Diversity Committee and thanked the Board for their letter of support.
- Met with the visiting accreditation external evaluation team today for an interview.

J. Trustee Bader reported the following:

- Attended the Athletics Hall of Fame Banquet, and commented how inspiring it is.
- Looking forward to attending the Pomona, Diamond Bar, and La Verne City Council meetings to promote the upcoming Community Public Workshops for feedback on the Educational and Facilities Master Plan.
- Attended the Community Public Workshop in Pomona, and appreciated that Superintendent Martinez was in attendance.
- Congratulated Irene Malmgren and everyone involved in accreditation.
- Attended the Past Presidents’ Luncheon, and enjoyed seeing everyone.
- Met with student Corey Case.
- Thanked Eric for lunch and discussion.

- Attended the Aspire Program's Black History Month Luncheon, and commented that the speaker was outstanding.

### **PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:**

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated Jill Miller on her retirement.
- Commented on the accreditation process and the level of interaction with our staff was amazing.
- He thanked Steve Garcia for his service as the Interim Associate Vice President, Fiscal Services.
- He introduced Rod Carter, Managing Director, and Christen Villalobos, Associate, RBC Capital Markets, to present on the 2017 Bond Anticipation Notes.

### **CONSENT CALENDAR**

The following correction was made to the Consent Calendar:

- Consent Item #27 – Please see handout for corrections to Assistant Director, Public Safety Programs; Director, Public Safety Programs; and Director, Professional Development. Changes are noted in red.

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

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. This item was pulled and acted upon separately below;
4. Quarterly Investment Report for the quarter ending December 31, 2016;
5. This item was pulled and acted upon separately below;
6. Resolution No. 16-11 authorizing a Debt Issuance and Management Policy in Accordance with Senate Bill 1029;
7. Agreement with Cal Poly Pomona Foundation, Inc. for the rental of Kellogg House for Information Technology's annual retreat;
8. Agreement with Hyland for consulting services for Fiscal Services document management;
9. Agreement with OmniUpdate, Inc.;

10. License agreement with Qualtrics;
11. Agreement with Internet Archive for a subscription service to Archive-It to preserve collections of digital content;
12. Modified contract with Ellucian for additional service hours;
13. Contracts to provide temporary staffing services with Accountemps and Accounting Principles, Inc.;
14. This item was pulled and acted upon separately below;
15. Agreement with Spectrum Business Cable to relocate existing primary telecommunications fiber optic cable service to the campus;
16. Agreement with ALMA Strategies to provide professional consulting services for Capital Outlay planning;
17. Agreement with Psomas to provide civil engineering services for Student Parking Lot M (Temporary);
18. Agreements to provide professional design and consulting services with PAL id Studio for the Continuing Education Building 40 Remodel – Phase III and the Simulation Laboratory;
19. Award of Bid No. 3147 to Best Contracting Services, Inc., Gardena, CA:
  - Bid No. 3147 Building 28A – Roof Replacement;
20. Change Order for Student Services Modular Structures:
  - Contract Design Space Modular Buildings (Modular Contractor) – Change Order No. 1;
21. Deductive Change Order for the Continuing Education Building 40 Upgrades – Mechanical:
  - Contract AP Construction Group (General Contractor) – Change Order No. 1;
22. This item was pulled and acted upon separately below;
23. Approval of the following Completion Notices:
  - Bid No. 3009 Building 23 Renovation, Harik Construction, Inc. (Contractor)
  - Bid No. 3065 Building 40 Phase I, Golden Phoenix (Contractor)
  - Bid No. 3066 Building 40 Phase I, AP Construction Group, Inc. (Contractor);
24. Proposed Gifts and Donations to the College:
  - Shravan Kumar Poulu – fuel sending transmitter – Cessna, vacuum pump – Tempest, vacuum suction gauge, Hartzell engine alternator – ER14-50, Lycoming engine starter, valued by donor at \$2,400, to be used in the Aircraft Maintenance Department.

- Gloria Jernigan – Minolta X700 camera, 200 m. lenses (2), 70-210 mm. 52 mm. Vivitar (1), 55 mm. Minolta skylight (1B) Md-35-70/35/Minolta flash auto 280 PX with case, strap, carrying bag, light filter (Hoya), all manuals and cleaning kit, valued by donor at \$500, to be used in the Photography Department.
- Chino Valley Independent Fire District – 1992 Pierce Arrow Fire Engine which will replace two non-serviceable fire engines, valued by donor at \$4,990, to be used in Fire Technology.

25. Personnel Transactions;
26. Master Pay Schedule for 2016-17;
27. This item was pulled and acted upon separately below;
28. Adult Education Block Grant Data and Accountability Fund Distribution;
29. Contract Agreement with Catapult/K12;
30. Contract Agreement with Nossaman LLP;
31. School of Continuing Education 2017 High School Summer School Program;
32. School of Continuing Education Additions and Changes;
33. Advance Payment for the Purchase of a Propeller for the Aeronautics Program;
34. Child Development Center Pre-K Students Fieldtrip to the Aquarium of the Pacific;
35. Contract Agreement with Right Question Institute;
36. Qualtrics Campus-Wide License Renewal;
37. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year;
38. Course Identification Program Grant: Acceptance of Funds and Approval of Contract with Academic Senate for California Community Colleges;
39. This item was pulled and acted upon separately below;
40. Strong Workforce Initiative Regional Share: Acceptance of Funds and Approval of Purchases;
41. 2017-18 Regular Board of Trustees Meeting Calendar;

42. Approval to hire Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
43. Contract with Pacific Palms Resort and Conference Center;
44. Agreement with Lazar Translating and Interpreting Services;
45. Agreement with Iteris to provide transportation planning services for the Pomona Intersections Update Supplement to the Mt. San Antonio College 2015 Facilities Master Plan Update, the Physical Education Projects Subsequent Project, and the Program Environmental Impact Report; and
46. Contract Amendment:
  - Contract Professional architectural and engineering services – Business and Computer Technology – Hill Partnership – Amendment No. 3.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**CONSENT ITEM #3 – QUARTERLY FINANCIAL STATUS REPORT FOR THE PERIOD ENDING DECEMBER 31, 2016**

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**CONSENT ITEM #5 – RESOLUTION NO. 16-10 AUTHORIZING THE SALE OF GENERAL OBLIGATION FOND ANTICIPATION NOTES**

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.

**CONSENT ITEM #14 – PURCHASE OF USED TELEVISION PRODUCTION EQUIPMENT WITH TRADE-IN OF 1998 VIDEO PRODUCTION TRUCK**

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.

**CONSENT ITEM #22 – CONTRACT AMENDMENT: ELECTRICAL SERVICES – BUSINESS AND COMPUTER TECHNOLOGY BUILDING AND LOBBY ADDITION TO THE LANGUAGE CENTER – BID NO. 3050 – DANIEL’S ELECTRICAL CONSTRUCTION COMPANY, INC. – AMENDMENT NO. 1**

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**CONSENT ITEM #27 – NEW AND/OR REVISED MANAGEMENT JOB CLASSIFICATION DESCRIPTIONS**

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**CONSENT ITEM #39 – STRONG WORKFORCE INITIATIVE LOCAL SHARE: ACCEPTANCE OF FUNDS AND APPROVAL OF PURCHASES**

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.

**ACTION ITEM #1 – PROPOSAL TO INITIATE CSEA, CHAPTER 651 NEGOTIATIONS FOR SUCCESSOR AGREEMENT, JULY 1, 2017, THROUGH JUNE 30, 2020**

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**ACTION ITEM #2 – PUBLIC HEARING REGARDING THE INITIAL PROPOSALS FOR SUCCESSOR AGREEMENT BETWEEN THE DISTRICT AND THE FACULTY ASSOCIATION**

A public hearing was held at 9:44 p.m. regarding the initial proposal for Successor Agreement between the District and CSEA, Chapter 262, and there was no public comment. The public hearing concluded at 9:45 p.m.

**DISCUSSION ITEM #1 – ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER**

The Student Trustee commented that she would like to see the Student Trustee be allowed to attend Closed Session.

This item will be brought back to the next meeting for action.

**DISCUSSION ITEM #2 – FINALIZATION OF BOARD GOALS FOR 2017-18**

Goals were compiled from the Board Self-Evaluation.

This item will be brought back to the next meeting for action.

**DISCUSSION ITEM #3 – PROJECT LABOR AGREEMENTS**

This item was tabled for discussion at the next meeting.

**ADJOURNMENT**

The meeting adjourned at 9:54 p.m.

WTS:CN

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Appropriation Transfers and Budget Revisions Summary</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

**APPROPRIATION TRANSFERS**  
**For the period 2/6/17 - 2/26/17**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 37,787
5000 Other Operating Expenses/Services	1,534,340
<b>Total</b>	<b>\$ 1,572,127</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 369,756
2000 Classified/Other Nonacademic Salaries	163,424
3000 Employee Benefits	102,979
6000 Capital Outlay	163,143

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

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

**DATE:** April 12, 2017

7000	Other Outgo	\$	315,000
7950	Unassigned Fund Balance		457,825
<b>Total</b>		<b>\$</b>	<b>1,572,127</b>

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	566,141
5000	Other Operating Expenses/Services		1,869,671
7920	Restricted Fund Balance		10,000
<b>Total</b>		<b>\$</b>	<b>2,445,812</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	888,614
3000	Employee Benefits		31,872
4000	Supplies/Materials		235,755
6000	Capital Outlay		886,436
7000	Other Outgo		403,135
<b>Total</b>		<b>\$</b>	<b>2,445,812</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	778
<b>Total</b>		<b>\$</b>	<b>778</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
3000	Employee Benefits	\$	778
<b>Total</b>		<b>\$</b>	<b>778</b>

**Health Services Fund- 39**

From:

<u>Budget Classification</u>			<u>Amount</u>
7920	Restricted Fund Balance	\$	960
<b>Total</b>		<b>\$</b>	<b>960</b>

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

**DATE:** April 12, 2017

To:		
<u>Budget Classification</u>		<u>Amount</u>
3000	Employee Benefits	\$ 960
<b>Total</b>		<b>\$ 960</b>

**Capital Outlay Projects Fund - 41**

From:		
<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 4,475
<b>Total</b>		<b>\$ 4,475</b>

To:		
<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 4,475
<b>Total</b>		<b>\$ 4,475</b>

**Bond Construction Fund No. 2 - 45**

From:		
<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 17,834
<b>Total</b>		<b>\$ 17,834</b>

To:		
<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 17,834
<b>Total</b>		<b>\$ 17,834</b>

**Associated Students Trust Fund - 71**

From:		
<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 1,128
<b>Total</b>		<b>\$ 1,128</b>

To:		
<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 578
6000	Capital Outlay	550
<b>Total</b>		<b>\$ 1,128</b>

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

**DATE:** April 12, 2017

**BUDGET REVISIONS**  
**For the period 2/6/17 - 2/26/17**

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
812000 Asian American/Native American/Pacific Islander Serving Institution (AANAPISI), Year 1	\$ 350,000
865900 2016-17 Strong Workforce Program - Regional Plan	425,250
<b>Total</b>	<b>\$ 775,250</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 212,365
2000 Classified/Other Nonacademic Salaries	226,815
3000 Employee Benefits	100,699
4000 Supplies/Materials	15,100
5000 Other Operating Expenses/Services	220,271
<b>Total</b>	<b>\$ 775,250</b>

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
898001 Workspace for Presentation Employees	\$ 75,000
898001 Faculty Office Remodel	240,000
<b>Total</b>	<b>\$ 315,000</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 5,000
6000 Capital Outlay	310,000
<b>Total</b>	<b>\$ 315,000</b>

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

**DATE:** April 12, 2017

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$1,572,127), Restricted General Fund (\$2,445,812), Child Development Fund (\$778), Health Services Fund (\$960), Capital Outlay Projects Fund (\$4,475), Bond Construction Fund No. 2 (\$17,834), and Associated Students Trust Fund (\$1,128) 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 Restricted General Fund (\$775,250), and Capital Outlay Projects Fund (\$315,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Independent Contractors

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Not to Exceed</b>
Abaya, Arquin	Instruction – Music	Guest Performer – Wind Ensemble Concert and Faculty Chamber Ensemble Concert	5/1/17- 5/31/17	\$150
Badua, Ricky	Instruction – Music	Guest Performer – Wind Ensemble Concert and Faculty Chamber Ensemble Concert	5/1/17- 5/31/17	\$400
Bezdecny, Kristine	Instruction – Geography and Political Science	Presenter for Earth Day	4/26/17	\$500
Boyle, Caitlin dba Film Sprout LLC	Student Services – Financial Aid, Scholarships and Veteran Services	Movie presentation – Veterans Memorial Week	5/24/17	\$305
Burrell, Dwayne	Instruction – Music	Guest Performer – Wind Ensemble Concert and Faculty Chamber Ensemble Concert	5/1/17- 5/31/17	\$150
Capron, Elise	Instruction – English, Literature, and Journalism	Presenter for Writers' Day	4/28/17	\$300

Prepared by: Myeshia Armstrong

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Independent Contractors**DATE:** April 12, 2017

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Not to Exceed</b>
Chaney, Nakia	Instruction – English, Literature, and Journalism	Presenter for Writer’s Day	4/28/17	\$300
Claus, Scott	Instruction – Fine Arts	Guest Speaker – Weekend of the Arts	4/28/17-4/30/17	\$300
Curley’s Key Shop	Administrative Services – Fiscal Services	Repair and maintenance of the vault door	3/1/17-6/15/17	\$1,000
Del Fante, Ernest	Instruction – Music	Adjudicator – Jazz Festival	5/6/17	\$425
Favor, Judith	Instruction – English, Literature, and Journalism	Presenter for Writers’ Day	4/28/17	\$100
Forsberg, Sheila dba Forsberg Consulting Services	Human Resources	Classification Consultant Services	4/13/17-6/30/17	\$10,000
Frias, Jennifer	Instruction – Fine Arts	Guest Speaker – Weekend of the Arts	4/28/17-4/30/17	\$300
Givens, Mark	Instruction – English, Literature, and Journalism	Presenter for Writers’ Day	4/28/17	\$200
Hammer, Stephanie Barbe	Instruction – English, Literature, and Journalism	Presenter for Writers’ Day	4/28/17	\$300
Harper, Tobi	Instruction – English, Literature, and Journalism	Literary Reading	5/2/17	\$200
Hatch, Tim	Instruction – English, Literature, and Journalism	Presenter for Writers’ Day	4/28/17	\$100
Hearn Hill, Bonnie	Instruction – English, Literature, and Journalism	Presenter for Writers’ Day	4/28/17	\$300
Hendelman, Tamir	Instruction – Music	Guest Clinician – Vocal and Instrumental Jazz	3/20/17	\$700

**SUBJECT:** Independent Contractors**DATE:** April 12, 2017

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Not to Exceed</b>
Kenny, Martin dba The Compensation Center	Human Resources	Classification Consultant Services	1/12/17- 6/30/17	\$8,000 ((\$5,000 approved by Board on 1.11.17 – total \$13,000)
Lai, Yi Shun	Instruction – English, Literature, and Journalism	Presenter for Writers’ Day	4/28/17	\$300
Ma, Amie	Instruction – Music	Score Tabulator – Jazz Festival	5/6/17	\$425
Nair, Jyoti	Instruction – Natural Sciences Division	CCC Markerspace Start Up – Advising on the creation and implementation of the Markerspace concept	1/26/17- 6/30/17	\$200
Nelson, Wayne	Instruction – Music	Adjudicator – Jazz Festival	5/6/17	\$425
O’Brian, Jonathan	Instruction – English, Literature, and Journalism	Literary Reading	5/2/17	\$200
Perhamus, Rob	Instruction – Natural Sciences Division	CCC Markerspace Start Up – Advising on the creation and implementation of the Markerspace concept	1/26/17- 6/30/17	\$200
Porqueras, Diego	Instruction – Natural Sciences Division	CCC Markerspace Start Up – Advising on the creation and implementation of the Markerspace concept	1/26/17- 6/30/17	\$200
Powell – Fleischman, Erica	Instruction – Music	Guest Performer – Wind Ensemble Concert and Faculty Chamber Ensemble Concert	5/1/17- 5/31/17	\$400
Quintero, Isabel	Instruction – English, Literature, and Journalism	Literary Reading	4/27/17	\$400
Richard, Charles	Instruction – Music	Adjudicator – Jazz Festival	5/6/17	\$425

**SUBJECT:** Independent Contractors**DATE:** April 12, 2017

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Not to Exceed</b>
Scott – Coe, Jo	Instruction – English, Literature, and Journalism	Presenter for Writers' Day	4/28/17	\$300
Sedillo, Matt	Instruction – English, Literature, and Journalism	Presenter for Writers' Day	4/28/17	\$300
Seo, Brian	Instruction – Natural Sciences Division	CCC Markerspace Start Up – Advising on the creation and implementation of the Markerspace concept	1/26/17-6/30/17	\$200
Serio, Don	Instruction – Natural Sciences Division	CCC Markerspace Start Up – Advising on the creation and implementation of the Markerspace concept	1/26/17-6/30/17	\$200
Snelling, Jolene	Instruction – Music	Festival Assistant – Jazz Festival	5/6/17	\$200
Snyder, Clifton	Instruction – English, Literature, and Journalism	Literary Reading	5/2/17	\$200
Thomas, Thomas	Instruction – English, Literature, and Journalism	Presenter for Writers' Day	4/28/17	\$100
Thompson, Autom Marie	Student Services – Student Life – LAMBDA Club	DJ for LAMBDA Club Winter Ball	12/9/16	\$350
Turner, Andrew	Instruction – English, Literature, and Journalism	Presenter for Writers' Day	4/28/17	\$300
White, Dean	Instruction – Fine Arts	Guest Speaker – Weekend of the Arts	4/28/17-4/30/17	\$300
Wicke, Steve	Instruction – Geography and Political Science	Presenter for Earth Day	4/26/17	\$500

**SUBJECT:** Independent Contractors

**DATE:** April 12, 2017

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Not to Exceed</b>
Wilson, Trenton	Instruction – Natural Sciences Division	CCC Markerspace Start Up – Advising on the creation and implementation of the Markerspace concept	1/26/17-6/30/17	\$200
Wotring, J. Daniel	Instruction – Aeronautics	Flight Instruction	4/13/17-12/30/17	\$1,000
Zamora, Elder	Instruction – English, Literature, and Journalism	Presenter for Writers' Day	4/28/17	\$100

**Funding Source**

Unrestricted General Fund – Instruction – Music; Geography and Political Science; English; Literature and Journalism; Fine Arts; and Human Resources.

Restricted Fund – Instruction – Natural Sciences Division and Aeronautics; Student Services - Financial Aid/Veteran Services; and Student Life – LAMBDA Club.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Re-issuance of 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.

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

**ANALYSIS AND FISCAL IMPACT**

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

Warrant No.	Original Issue Date	Payee	Amount
H0045582	09/11/12	Nereida A. Alvarado	\$75.50
H0078330	03/12/13	Cesar K. Avelar	\$208.50
H0079379	03/12/13	Guadalupe Herrera	\$25.50
H0079957	03/12/13	Samantha C. Mazza	\$322.00
H0110697	09/09/13	Curtis R. Katsura	\$161.00

**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: Myeshia Armstrong                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #3

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Resolution No. 16-12 – Signature Changes to Existing Bank Accounts

**BACKGROUND**

Pursuant to Section 84030 of the Education Code and in accordance with Section 58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business services transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to Sections 81457 or 81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be placed into the appropriate county treasury within a reasonable time period. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

Due to the hiring of a new Associate Vice President, Fiscal Services, it is necessary to add this employee to the authorized signers on all existing bank accounts.

**ANALYSIS AND FISCAL IMPACT**

Periodically, Fiscal Services reviews existing bank accounts to determine if accounts may be closed, consolidated or renamed.

**Funding Source**

Not applicable.

Prepared by: Myeshia Armstrong/Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

**SUBJECT:** Resolution No. 16-12 – Signature Changes to Existing Bank Accounts

**DATE:** April 12, 2017

**RECOMMENDATION**

It is recommended that the Board of Trustees adopts a resolution to revise authorized signers for accounts payable, payroll, bank merchant, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by Sections 84030 and 85266 of the Education Code, and in accordance with Section 58311 of Title 5 of the California Code of Regulations.

It is recommended that in order to adequately safeguard and manage College assets, two authorized signatures be required on each check on every account, unless otherwise stated.

It is recommended that account signers, banks, and savings and loans not be authorized to issue counter checks or cashier's checks on any of the accounts.

It is recommended that the Board of Trustees authorizes the submission of revised signature cards to banking institutions for accounts that may be affected by personnel changes.

**RESOLUTION NO. 16-12  
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

**RESOLUTION AUTHORIZING CHANGES TO EXISTING BANK ACCOUNTS**

WHEREAS, the Board of Trustees finds there is a need to establish new or changed bank accounts for clearing, revolving, payroll, and accounts payable accounts; and

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by 84030 of the Education Code, and in accordance with 58311 of Title 5 of the California Code of Regulations, the Board of Trustees is authorized to establish such accounts; and

WHEREAS, pursuant to Education Code Section 85266, with the approval of the county superintendent of schools, the governing board of a community college district may cause warrants to be drawn on the county treasury against designated funds, except debt service, of the district in the county treasury in the payment of expenses of the district.

NOW, THEREFORE, BE IT RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

**CHANGES TO EXISTING ACCOUNTS**

**Citizens Business Bank  
1095 North Garey Avenue  
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District – Revolving Fund**

Type: Checking Account

Purpose: Revolving cash fund used for emergency purposes, such as securing or purchasing services, materials, and payment of supplement salary due to payroll errors. This account is also used to order change funds.

Action: Add signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

**Citizens Business Bank  
1095 North Garey Avenue  
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District – Community Education Clearing Account**

Type: Merchant/Checking Account

Purpose: Fees paid by credit cards for Community Education fee-based classes.

Action: Add signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

**Citizens Business Bank  
1095 North Garey Avenue  
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District – District Clearing Account**

Type: Checking Account

Purpose: Receipt of ACH Deposits

Action: Add signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

**Citizens Business Bank  
1095 North Garey Avenue  
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District – Web  
Registration Credit Cards**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to web  
registration.

Action: Add signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M.  
Malmgren, Teresa W. Patterson (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong,  
Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two  
signatures required)

**Citizens Business Bank  
1095 North Garey Avenue  
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District – Parking  
Services Credit Cards**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to Parking  
Services.

Action: Add signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M.  
Malmgren, Teresa W. Patterson (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong,  
Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two  
signatures required)

**Citizens Business Bank  
1095 North Garey Avenue  
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District – College Programs**

Type: Merchant/Checking Account

Purpose: To handle all debit/credit card collection of fees for the Performing Arts and College Programs through the Performing Arts Center Box Office

Action: Add signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

**Citizens Business Bank  
1095 North Garey Avenue  
Pomona, CA 91767**

Account Name: **Mt. San Antonio College Auxiliary Services – SAC Book Rack**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to the SAC Book Rack

Action: Add signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

**Citizens Business Bank  
1095 North Garey Avenue  
Pomona, CA 91767**

Account Name: **Mt. San Antonio College Auxiliary Services – General Account**

Type: Checking Account

Purpose: Main Bank Account for Mt. SAC Auxiliary Services

Action: Add signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

**City National Bank  
3424 Carson Street  
Torrance, CA 90503**

Account Name: **Mt. San Antonio Community College District – Federal Perkins Loans**

Type: Checking Account

Purpose: Student Federal Perkins Loans

Action: Add signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

**Bank of America  
Southern California Government Services  
333 South Hope Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District – Payroll Warrants**

Type: Payroll Warrants

Purpose: Issue Payroll Warrants Only

Action: Change signature

Current Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or Rosa Royce, Chief Compliance and College Budget Officer

New Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or Myeshia Armstrong, Associate Vice President, Fiscal Services

**Bank of America  
Southern California Government Services  
333 South Hope Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District – Payroll Direct Deposits**

Type: ACH Account Payroll Direct Deposits

Purpose: ACH Account for processing Payroll Direct Deposits only

Action: No Change

Signatures: No signature required; File transfer only

**Bank of America  
Southern California Government Services  
333 South Hope Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District – Commercial Warrants**

Type: Commercial Warrants

Purpose: Issue Warrants for Accounts Payable only

Action: Change signature

Current Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or Rosa Royce, Chief Compliance and College Budget Officer

New Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or Myeshia Armstrong, Associate Vice President, Fiscal Services

**Bank of America  
Southern California Government Services  
333 South Hope Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District – ACH Vendor Payments**

Type: ACH Vendor Payments

Purpose: Electronic File Transfer for Vendor Payments only

Action: No Change

Signatures: No Signature Required: Electronic Transfer only

**Bank of America  
Southern California Government Services  
333 South Hope Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District – Sweep Account**

Type: Sweep Account

Purpose: Sweep Account for making deposits directly with the Los Angeles County Treasurer’s Office

Action: Change signature

Current Signatures: Michael D. Gregoryk, Vice President, Administrative Services; and Rosa Royce, Chief Compliance and College Budget Officer

New Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or Myeshia Armstrong, Associate Vice President, Fiscal Services

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Mt. San Antonio Community College District, as follows:

PASSED AND ADOPTED by the vote of the members of the Governing Board of the Mt. San Antonio Community College District on the 12th day of April 2017 by a vote of:

AYES:  
NOES:  
ABSENT:

I, William T. Scroggins, Clerk/Secretary of the Governing Board of the Mt. San Antonio Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by said Board at a regularly called and conducted meeting held on said date.

---

William T. Scroggins  
College President/CEO and  
Secretary, Governing Board  
Mt. San Antonio Community College District

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Agreement with Ellucian for Consulting Services

**BACKGROUND**

Information Technology is developing a project with Admissions and Records and Counseling to create a Student Success checklist in the portal. This checklist will show a student's progress along defined enrollment steps such as assessment, orientation, registration, and fee payment. The checklist will be dynamic and automatically update as a student completes each step.

To complete the project assessment and development, consulting services from Ellucian are required.

**ANALYSIS AND FISCAL IMPACT**

Ellucian will provide consulting and document the technical requirements related to retrieving the checklist information from Banner and displaying it in the portal.

The agreement includes 40 hours of consulting at \$220 an hour for a total of \$8,800 plus estimated travel expenses of \$3,000 for a not to exceed total of \$11,800.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Ellucian for consulting services, as presented.

Prepared by: Dale S. Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Agreement with Nuventive</u>	

**BACKGROUND**

Information Technology (IT) and the Instruction Office have developed a project to integrate data into the College’s Planning for Institutional Effectiveness (PIE) process. The goal of the project is to dynamically display various department and program-level data in the online tool used for PIE. PowerBI, a Microsoft suite of business analytics tools, will be used to create data dashboards and allow for drilling down into the details of the data.

Approval is requested to enter into an agreement with Nuventive to facilitate the setup of the online environment and provide PowerBI training to IT and Research and Institutional Effectiveness staff.

**ANALYSIS AND FISCAL IMPACT**

The agreement with Nuventive is for a fixed price of \$27,500 plus travel expenses not to exceed \$10,000 for a total cost of \$37,500. Nuventive will provision and configure a SQL database in the Azure cloud environment and populate it with the required data. They will also facilitate a training workshop on how to utilize and maintain the PowerBI dashboards.

Half of the project fee is due upon execution of the agreement. The other half is due upon Mt. SAC’s acceptance of the project deliverables. Travel expenses will be invoiced monthly.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: _____	Dale S. Vickers	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #6

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Purchase of Flash Storage Device

**BACKGROUND**

Information Technology's current primary storage device is approximately seven years old and has reached its maximum number of storage drives at 65 terabytes. The storage space is 80% utilized, which is the maximum amount of functional utilization since free overhead space is required to move files within the system. To increase storage capabilities, an additional flash storage device is needed.

Specifications for a new storage device were developed to include a minimum of 65 terabytes of usable storage and three years of hardware and software maintenance.

**ANALYSIS AND FISCAL IMPACT**

Eight vendors were contacted to provide a quote and six vendors responded. The lowest per terabyte quote is Dell-EMC at \$170,174.76 plus applicable taxes. The EMC Unity 4000 unit includes more than 100 terabytes of storage in 28 storage drives. The unit is scalable and expandable to 250 storage drives. A summary of the quotes are as follows:

<b>Vendor</b>	<b>Device Quoted</b>	<b>Terabytes</b>	<b>Cost</b>	<b>Cost Per Terabyte</b>
Presidio	Nimble AF5000	69.12	\$150,531.93	\$2,177.83
SHI	Pure M50	62	\$238,513.92	\$3,847.00
Sehi	HPE 3Par 8200	76.8	\$181,950.00	\$2,369.14
Akinsit	Nimble AF5000	69	\$176,877.49	\$2,563.44
Dell-EMC	EMC Unity 4000	107.52	\$170,174.76	\$1,582.73
Sirius Computer Solutions, Inc.	No Bid			

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of the flash storage device from Dell-EMC, as presented.

Prepared by: Dale S. Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Consulting Agreements for the Community Education Computer Laboratory Project</u>	

**BACKGROUND**

The Community Education Computer Laboratory project will provide a computer laboratory adjacent to Community Education classrooms to supply support for noncredit instruction. The availability of technology will complete the Student Success and Support Program’s (SSSP) mandated activities and deliver noncredit and fee-based instruction which requires computers.

The project will provide for the purchase and installation of a double-wide modular building near the Continuing Education Building 40.

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	P2S Engineering, Inc.	
	<b>Project:</b>	Community Education Computer Laboratory	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional electrical and technology engineering services for the Community Education Computer Laboratory, including concept drawings and construction drawings.	\$4,000.00	
	Contract Amount:	\$4,000.00	

<b>#2</b>	<b>Consultant:</b>	PAL id Studio	
	<b>Project:</b>	Community Education Computer Laboratory	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services for the Community Education Computer Laboratory, including space planning, code compliance review, specification of furniture, bid and procurement support, installation supervision, and coordination of warranty documents.	\$5,500.00	
	Reimbursable expenses, not to exceed:	\$275.00	
	Contract Amount:	\$5,775.00	

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

**SUBJECT:** Consulting Agreements for the Community Education Computer  
Laboratory Project

**DATE:** April 12, 2017

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the consulting agreements with P2S Engineering and PAL id Studio to provide services for the Community Education Computer Laboratory Project, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Consulting Agreements for the Math and Science Secondary Effects Projects</u>	

**BACKGROUND**

As part of the Science, Technology, Engineering, and Mathematics Center Project (STEM), under development at the Math and Science Building 61, additional work is required to relocate laboratories from their current locations in the building to new locations.

A mathematics laboratory and the Geographic Information Systems (GIS) laboratory will be relocated to the Math and Science Building 61, and the Robotics laboratory and a classroom will be relocated to the Science North Building 11. Each of these projects require professional engineers and/or consultants for the design and development of the projects.

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	P2S Engineering, Inc.	
	<b>Project:</b>	Math and Science Secondary Effects (Building 61)	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional electrical and technology engineering services for the remodel of three rooms in Building 61, including field verification, construction drawings, and panel schedules.	\$4,000.00	
	Contract Amount:	\$4,000.00	

<b>#2</b>	<b>Consultant:</b>	PAL id Studio	
	<b>Project:</b>	Math and Science Secondary Effects (Building 61)	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services for the remodel of three rooms in Building 61, including space planning, code compliance review, specification of furniture, bid and procurement support, installation supervision, and coordination of warranty documents.	\$13,750.00	
	Reimbursable expenses, not to exceed:	\$687.50	
	Contract Amount:	\$14,437.50	

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

**SUBJECT:** Consulting Agreements for the Math and Science Secondary Effects Projects

**DATE:** April 12, 2017

<b>#3</b>	<b>Consultant:</b>	P2S Engineering, Inc.	
	<b>Project:</b>	Science North Secondary Effects (Building 11)	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional electrical and technology engineering services for the remodel of three rooms in Building 11, including field verification, construction drawings, and panel schedules.	\$4,000.00	
	Contract Amount:	\$4,000.00	

<b>#4</b>	<b>Consultant:</b>	PAL id Studio	
	<b>Project:</b>	Science North Secondary Effects (Building 11)	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services for the remodel of three rooms in Building 11, including space planning, code compliance review, specification of furniture, bid and procurement support, installation supervision, and coordination of warranty documents.	\$11,500.00	
	Reimbursable expenses, not to exceed:	\$575.00	
	Contract Amount:	\$12,075.00	

Funding Source

Bond Anticipation Note (BAN) 2 funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the consulting agreements with P2S Engineering, Inc. and PAL id Studio for the Math and Science Secondary Effects Projects, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Consulting Agreements for the West Parcel Solar California</u> <u>Environmental Quality Act (CEQA) Initial Study</u>	

**BACKGROUND**

It has been determined that an Initial Study is necessary for the West Parcel Solar project, which is one of the projects included in the 2012 Facility Master Plan Subsequent Environmental Impact Report (EIR) to Final Program EIR (SCH 2002041161). An Initial Study demonstrates that the College has examined a project’s potential environmental impacts on a systemic and project specific basis and meets California Environmental Quality Act (CEQA) requirements.

As part of the analysis, the consultants will also produce an updated Truck Haul Congestion Analysis memorandum and a Haul Route Plan/Construction Traffic Control Plan for submittal to the City of Walnut as part of the hauling permit process.

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Sid Lindmark, AICP
	<b>Project:</b>	West Parcel Solar CEQA Initial Study
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Professional consulting services to provide project management, CEQA analysis, and CEQA processing as lead consultant for the preparation of the West Parcel Solar CEQA Initial Study. Time and materials, not to exceed:	\$33,215.00
	Contract Amount:	\$33,215.00

<b>#2</b>	<b>Consultant:</b>	Iteris
	<b>Project:</b>	West Parcel Solar CEQA Initial Study
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Professional transportation planning services for the West Parcel Solar CEQA Initial Study, including the Truck Haul memorandum update and the Haul Route Plan/ Construction Traffic Control Plan. Time and materials, not to exceed:	\$23,088.00

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

**SUBJECT:** Consulting Agreements for the West Parcel Solar California Environmental Quality Act (CEQA) Initial Study

**DATE:** April 12, 2017

	Contract Amount:	\$23,088.00
<b>#3</b>	<b>Consultant:</b>	Greve & Associates
	<b>Project:</b>	West Parcel Solar CEQA Initial Study
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Professional consulting services for the West Parcel Solar CEQA Initial Study regarding air quality, noise, and greenhouse gas emissions. Time and materials, not to exceed:	\$5,000.00
	Contract Amount:	\$5,000.00

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the consulting agreements with Sid Lindmark, AICP; Iteris; and Greve & Associates for the West Parcel Solar CEQA Initial Study, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Agreement with West Coast Arborists, Inc. to Provide Services for the Urban Forest Management Program - Phase 1</u>	

**BACKGROUND**

The Facilities Master Plan currently under development includes a Landscape Master Plan. As part of the Landscape Master Plan, a comprehensive tree inventory is necessary. This effort will provide a digitized inventory and assessment database of all trees on campus. This work is an essential element of the Facilities Master Plan and will provide the basis for long-term landscape maintenance.

**ANALYSIS AND FISCAL IMPACT**

The following contract is presented for approval:

	<b>Consultant:</b>	West Coast Arborists, Inc.
	<b>Project:</b>	Urban Forestry Management Program - Phase I
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Provide a digitized inventory and assessment database of all trees located within the College, including location, description, and condition. Cost is \$2 per tree, not to exceed:	\$20,000.00
	Contract Amount:	\$20,000.00

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with West Coast Arborists, Inc. to provide services for the Urban Forest Management Program – Phase 1, as presented.

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

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Contract with Psomas for Professional Engineering Services for the  
Southeast Campus Utility Replacement Project

**BACKGROUND**

During the design phase of the Athletics Complex project, it was determined that the main campus water service and main storm drain utility lines which pass through the Athletics site could be reused. After the initial excavation for hazardous materials abatement of existing underground utilities, it was determined that the water and storm drain lines should be replaced.

The contract is for civil engineering for the replacement of approximately 1,250 feet of 30-inch storm drain line which currently runs under the existing football field, and approximately 750 feet of an existing 12-inch water main which runs north of the Stadium. Psomas will provide preliminary planning, construction documents, bid and award services, and construction administration services.

Psomas is currently a sub-consultant to the architectural firm designing the entire Athletics Complex East project, and the proposed replacements will align with other projects in the area.

**ANALYSIS AND FISCAL IMPACT**

The following contract is presented for approval:

	<b>Consultant:</b>	Psomas
	<b>Project:</b>	Southeast Campus Utility Replacement Project
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Professional engineering services for the civil utility replacement of approximately 1,250 feet of 30-inch storm drain line, and approximately 750 feet of an existing 12-inch water main at the Athletics Complex East site.	\$26,500.00
	Reimbursable expenses, not to exceed:	\$2,500.00
	Contract Amount:	\$29,000.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

**SUBJECT:** Professional Engineering Services - Southeast Campus Utility  
Replacement

**DATE:** April 12, 2017

Funding Sources

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

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Psomas for professional engineering services for the Southeast Campus Utility Replacement Project, as presented.

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Contract with P2S Engineering Services, Inc. for Professional  
Engineering Services for the Simulation Laboratory

**BACKGROUND**

The Simulation Laboratory project consists of laboratory space for the Occupational Therapy Aide, Certified Nursing Assistant, Physical Therapy Aide, Personal Care Attendant, and the Emergency Medical Services programs, and will be located in a modular structure south of the Community Education temporary facility Building 40. This contract will provide electrical, plumbing, and technology engineering design services including concept drawings and construction documents.

**ANALYSIS AND FISCAL IMPACT**

The following contract is presented for approval:

	<b>Consultant:</b>	P2S Engineering Services, Inc.
	<b>Project:</b>	Simulation Laboratory
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Professional electrical, plumbing, and technology engineering services for the new Simulation Laboratory for Continuing Education.	\$6,000.00
	Contract Amount:	\$6,000.00

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with P2S Engineering Services, Inc. for professional engineering services for the Simulation Laboratory, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Purchase of Network Hardware - Bid No. 3149 – Sehi Computers</u>	

**BACKGROUND**

Mt. SAC’s high-speed network currently utilizes first generation hardware fiber optic modules known as Xenpaks. Replacements for the Xenpack transceiver hardware has become scarce, since Hewlett Packard (HP) announced the end-of-life, end-of-sale for this product. Therefore, the College is in need of an upgrade to replace the aging hardware in order to continue the high availability of its campus network and interconnected systems.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Twelve bids were requested with six bids received and publicly opened on March 8, 2017. After careful review of the bids received, it was determined that the College must reject the two lowest bidders, Dexon Computer, located in Minneapolis, MA, and Telenet VoIP, Inc., located in El Segundo, CA, for the following reasons: HP confirmed that Dexon Computer is not an authorized reseller of its products. In addition, after further research of the serial numbers for the items quoted, HP confirmed that the products were originally acquired through a gray market, which voids the manufacturer’s warranty. Although Dexon offers a full life-time warranty, if the College were to deploy any of these products into its existing equipment, HP may void those warranties as well. Telenet VoIP, Inc. is an authorized HP reseller, however, it was confirmed that the products offered were also acquired through the gray market, which voids the manufacturer’s warranty.

Based on the information provided above, the College recommends rejecting the bids submitted by Dexon Computer and Telenet VoIP, Inc., and award the purchase of its network hardware equipment to Sehi Computers, located in San Clemente, CA for the amount of \$134,849, plus all applicable taxes.

Prepared by: Myeshia Armstrong Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #14

**SUBJECT:** Purchase of Network Hardware – (Bid No. 3149) – Sehi Computers

**DATE:** April 12, 2017

**SUMMARY OF BIDS  
PURCHASE OF NETWORK HARDWARE**

Description	Quantity	Dexon Computer	Telnet VoIP, Inc.	Sehi Computers	Golden Star Technology	Southern Computer Warehouse	CDW
		Unit Prices					
HP 8-port 10-GbE SFP+v2 zl Module	56	\$1,375.00	\$1,652.00	\$1,507.00	\$2,207.54	\$3,124.48	\$2,174.24
HP ProCurve 10-GbE SFP+LR Transceiver	52	\$275.00	\$554.40	\$876.00	\$1,093.68	\$1,283.05	\$1,623.99
HP X132 10G SFP LC SR Transceiver	15	\$195.00	\$280.00	\$327.00	\$407.68	\$496.68	\$531.70
<b>Total</b>		<b>\$94,225.00</b>	<b>\$125,540.80</b>	<b>\$134,849.00</b>	<b>\$186,608.80</b>	<b>\$244,420.42</b>	<b>\$249,139.68</b>

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Purchase of Network Hardware - Bid No. 3149 and awards the contract to Sehi Computers, as presented.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Administration Building 4 Lighting Retrofit - Bid No. 3150</u>	

**BACKGROUND**

In 2012, the Administration Building 4 was renovated to provide administrative space for Administrative Services, including Fiscal Services, Instruction, Human Resources, and several other departments.

The lighting system installed throughout the building has proven to be problematic because it does not allow for control at individual work areas. A new LED lighting system will improve both controllability and efficiency, and will represent a new campus standard for office lighting.

This project will include demolition and replacement of the existing lighting fixtures with new solid-state luminaires using LED technology. The work will also include installation of low voltage electrical power conductors and cables, hangers, supports, raceways, and boxes for the electrical systems.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Thirty-three contractors were invited to bid. Eight contractors attended the job walk with only one bid received from Golden Phoenix Electric located in Pasadena, California, for the total amount of \$274,000. After careful review of the bid submitted, staff believes the cost to be fair and reasonable.

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of the Administration Building 4 Lighting Retrofit - Bid No. 3150 to Golden Phoenix Electric, as presented.

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

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Landscape Project at Temple and Grand Avenues - Bid No. 3151

**BACKGROUND**

The plants and trees at the northeast corner of Temple and Grand Avenues have reached a 20-year life growth with many that have died and been removed. Therefore, bids were solicited for work consisting of hardscape and landscape demolition, installation of new trees and planting materials, and replacement of the existing irrigation system. Facilities Planning & Management staff from the Grounds Department will construct the main irrigation lines and point of connection with the campus water system and will specifically select each of the new trees to ensure that only the best quality specimens are planted.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Fifteen contractors were invited to participate in the bid process with 10 contractors attending the job walk. Four bids were received and publicly opened on March 17, 2017. The lowest responsible, responsive bidder is Griffith Company, located in Brea, CA. The summary of bids is as follows:

<b>Company/Location</b>	<b>Base Bid Amount</b>
Griffith Company, Brea, CA	\$404,873.89
Environmental Construction, Inc., Woodland, CA	\$437,536.00
Southern California Landscape, Inc., Fontana, CA	\$467,000.00
Mariposa Landscapes, Inc., Irwindale, CA	\$567,874.00

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of the Landscape Project at Temple and Grand Avenues - Bid No. 3151 to Griffith Company, as presented.

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Annual Maintenance Agreement (Change Order)</u>	

**BACKGROUND**

In February 2015, the Board of Trustees approved a two-year contract to provide annual maintenance service for elevators on campus for the period of July 2015 through June 2017. New equipment warranties cover newly constructed buildings and, therefore, a service agreement is not required for the first year following construction.

**ANALYSIS AND FISCAL IMPACT**

This change order provides for the maintenance of two elevators at the Student Success Center for the remainder of the contract term.

	<b>Consultant:</b>	Schindler Elevator	<b>CO No.</b>	2
	<b>Project:</b>	Campus Elevators Maintenance Service Agreement		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Add monthly elevator maintenance for two elevators at the Student Success Center at an increase of \$770 per month for four months of the final year of the existing maintenance contract.		\$3,080.00	
	Total		\$3,080.00	
	Original Contract Amount		\$84,288.00	
	Net Change by Previous Change Orders		\$4,472.16	
	Net Sum Prior to This Change Order		\$88,760.16	
	Amount of Change Order No. 2		\$3,080.00	
	New Contract Sum		\$91,840.16	

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #17

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Athletics Complex East – Abatement (Change Order)

**BACKGROUND**

In December 2016, the Board of Trustees approved a contract with Unlimited Environmental, Inc. in the amount of \$324,000 for the removal of lead and asbestos materials such as lead-based paint, window caulking, roofing materials, transite piping, and parking and striping within the Athletics Buildings 50A-H and surrounding sites.

During the abatement demolition, additional lead-based paint was discovered underneath the press box roof deck. Since this lead-based paint was unknown until it was revealed during the asbestos removal, it was not included in the initial contract.

**ANALYSIS AND FISCAL IMPACT**

<b>Bid No.</b>	3141	<b>Contractor:</b>	Unlimited Environmental, Inc.	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Remove and dispose of lead-based paint coating at the underside of the press box roof deck.			\$32,657.00	5 days
	Total			\$32,657.00	5 days
	Original Contract Amount			\$324,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$324,000.00	
	Amount of Change Order No. 1			\$32,657.00	
	New Contract Sum			\$356,657.00	
Percentage of Change to Contract, to Date				10.08%	

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #18

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Thermal Energy System and Chiller Cooling Tower Project (Deductive Change Order)</u>	

## **BACKGROUND**

The Thermal Energy System and Chiller Cooling Tower Project was approved by the Board of Trustees at the October 21, 2015, meeting to increase the capacity of the campus chilled water system. The work consists of adding a new electric chiller, new cooling tower, two-million gallon underground storage tank, and underground chilled water piping from Parking Lot H to Lot R.

## **ANALYSIS AND FISCAL IMPACT**

At the completion of the project, a Deductive Change Order is required for the unused contract allowance.

<b>RFP No.</b>	3010	<b>Contractor:</b>	Tilden-Coil Constructors, Inc. (General Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Deduction for unexpended allowance.			<\$4,184.00>	0 days
	Total			<\$4,184.00>	0 days
	Original Contract Amount			\$11,633,240.00	
	Net Change by Previous Change Orders			\$435,641.60	
	Net Sum Prior to This Change Order			\$12,068,881.60	
	Amount of Change Order No. 2			<\$4,184.00>	
	New Contract Sum			\$12,064,697.60	
Percentage of Change to Contract, to Date					3.71%

<b>Athletics Modular</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>American Modular Systems</b>
Contract Amount		\$11,633,240.00		
C. O. No. 1	June 2016	\$435,641.60	3.74%	Rerouting and replacement of underground chilled water and heating hot water pipes; rental of a chiller and generator.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #19

**SUBJECT:** Thermal Energy System and Chiller Cooling Tower Project (Deductive  
Change Order)

**DATE:** April 12, 2017

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Professional Furniture Design Services for the Student Success Center – Contract Amendment</u>	

**BACKGROUND**

PAL id Studio was previously awarded the interior design contract for furniture, fixtures, and equipment design services for the Student Success Center project in October 2013.

Following occupation of the building, users made requests for changes to the furniture type and layout to allow the facility to better meet staff and student needs. Changes were requested in Disabled Student Services and Programs (DSPS), Veterans, Bridge, Health Services, and Trio areas, as well as to exterior furniture.

**ANALYSIS AND FISCAL IMPACT**

The following Contract Amendment is presented for approval:

	<b>Consultant:</b>	PAL id Studio	<b>No.</b>	1
	<b>Project:</b>	Student Success Center		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
1	Provide additional professional furniture, fixtures, and equipment design services as requested following occupation of the Student Success Center.	\$14,300.00		
2	Reimbursable expenses, not to exceed:	\$715.00		
	<b>Total</b>	<b>\$15,015.00</b>		
	Original Contract Amount	\$66,937.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$66,937.00		
	Amount of Amendment No. 1	\$15,015.00		
	New Contract Sum	\$81,952.00		
	Total Project Budget	\$17,907,541.00		
	Percentage of Change to the Total Project Budget	0.08%		

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #20

**SUBJECT:** Professional Furniture Design Services for the Student Success Center –  
Contract Amendment

**DATE:** April 12, 2017

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT</b>	<u>Personnel Transactions</u>	

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Aguilera, Evelyn  
 Position: Fiscal Technician II New: No  
 Department: Fiscal Services  
 Range/Step: A-88, Step 1 Salary: \$4,448.88/month  
 Job FTE: 1.00/12 months  
 Effective: 4/13/17

Name: Blount, Elda  
 Position: Administrative Specialist III New: Yes  
 Department: Professional and Organizational Development  
 Range/Step: A-81, Step 1 Salary: \$1,971.03/month  
 Job FTE: 0.475/12 months  
 Effective: 4/13/17

Name: Gumban, Kasteel  
 Position: Fiscal Technician II New: No  
 Department: Fiscal Services  
 Range/Step: A-88, Step 1 Salary: \$4,448.88/month  
 Job FTE: 1.00/12 months  
 Effective: 4/17/17

Name: Lisnock, Christine  
 Position: Laboratory Technician II – Chemistry New: Yes  
 Department: Chemistry  
 Range/Step: A-86, Step I Salary: \$4,361.22/month  
 Job FTE: 1.00/12 months  
 Effective: 4/13/17

Prepared by: Human Resources Staff Reviewed by: Abe Ali  
 Recommended by: Bill Scroggins Agenda Item: Consent #23

**SUBJECT:** Personnel Transactions

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**DATE:** April 12, 2017

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**Permanent New Hires** (continued)

Name: Munar, David  
 Position: Custodian New: No  
 Department: Custodial Services  
 Range/Step: B-34, Step 1 Salary: \$3,163.68/month  
 Job FTE: 1.00/12 months  
 Effective: 4/13/17

Name: Pulido, Alejandra  
 Position: Coordinator, Project/Program New: No  
 Department: English as a Second Language  
 Range/Step: A-95, Step 1 Salary: \$2,265.65/month  
 Job FTE: 0.475/12 months  
 Effective: 4/13/17

Name: Reynoso, Humberto  
 Position: Laboratory Technician – Arts New: No  
 Department: Fine Arts  
 Range/Step: A-79, Step 1 Salary: \$1,932.20/month  
 Job FTE: 0.475/10 months  
 Effective: 4/13/17

**Promotions**

Name: Ho, Jane  
 Position: Laboratory Technician II – Chemistry New: No  
 Department: Chemistry  
 Range/Step: A-86, Step 2 Salary: \$4,579.28/month  
 Job FTE: 1.00/12 months  
 Effective: 4/13/17  
 Remarks: Formerly Laboratory Technician I, Chemistry

**Change of Assignment** (Ratification)

Name: Chatarpaul, Rajwattie  
 Position: Administrative Specialist I New: No  
 Department: CalWORKs  
 Range/Step: A-69, Step 5 Salary: \$3,245.17/month  
 Job FTE: 0.725/12 months  
 Effective: 3/6/17  
 Remarks: Previously 0.475 FTE

**SUBJECT:** Personnel Transactions

**DATE:** April 12, 2017

**Temporary Out-of-Class Assignments** (Ratifications)

Name: Gallegos, Ashley  
From: Construction Project Specialist  
Department: Facilities Planning & Management  
Range/Step: A-81, Step 3 Salary: \$4,574.89/month  
Job FTE: 1.00/12 months  
To: Administrative Specialist IV  
Department: Facilities Planning & Management  
Range/Step: A-88, Step 3 Salary: \$4,856.33/month  
Job FTE: 1.00/12 months  
Effective: 2/11/17  
End Date: 3/1/17

Name: Ho, Jane  
From: Laboratory Technician I, Chemistry  
Department: Chemistry  
Range/Step: A-79, Step 2 Salary: \$2,089.67/month  
Job FTE: 0.475/12 months  
To: Laboratory Technician II, Chemistry  
Department: Chemistry  
Range/Step: A-86, Step 2 Salary: \$2,175.16/month  
Job FTE: 0.475/12 months  
Effective: 1/3/17  
End Date: 4/12/17

**39-Month Reemployment**

Jodi Carter, Account Clerk III (Fiscal Services), effective 3/10/17

**Resignation**

Edward Parry, Parking Officer (Public Safety), effective 2/23/17

**Retirement**

Leticia Bencomo, Administrative Specialist III (Student Health Services), effective 4/1/17

**SUBJECT:** Personnel Transactions

**DATE:** April 12, 2017

### **CONFIDENTIAL EMPLOYMENT**

#### **Permanent New Hire**

Name: Cone, Melissa  
 Position: Executive Assistant I New: No  
 Department: Fiscal Services  
 Range/Step: C-73, Step 2 Salary: \$5,461.00/month  
 Job FTE: 1.00/12 months  
 Effective: 4/13/17

### **SUPERVISORY EMPLOYMENT**

#### **Temporary Out-of-Class Assignment** (Ratification)

Name: Smith, William  
 From: KSAK Operations Coordinator  
 Department: Technical Services  
 Range/Step: A-95, Step 6 + L15 Salary: \$6,616.04/month  
 Job FTE: 1.00/12 months  
 To: Supervisor, Broadcast and Presentation Services  
 Department: Technical Services  
 Range/Step: S-7, Step 1, L15 Salary: \$7,363.07/month  
 Job FTE: 1.00/12 months  
 Effective: 2/20/17  
 End Date: 6/30/17

### **ACADEMIC EMPLOYMENT**

#### **Temporary New Hire (Spring 2017 semester)** (Ratification)

Name: Mosack, Raymond  
 Position: Professor, Fire Technology New: No  
 Department: Public Safety Programs  
 Range/Step: I-1 Salary: \$64,546.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 3/13/17 through 6/17/17

#### **Professional Growth Increment, 2016-17**

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

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Hooper, Jaime	Nursing	12/1/16

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Banking Leaves of Absence with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Aquino, Lloyd	English, Literature & Journalism	15.0	Fall 2017
Diem, Andrea	Sociology & Philosophy	3.0	Fall 2017
Esslinger, Sandra	Art History	3.0	Fall 2017
Esslinger, Sandra	Art History	3.0	Spring 2018
Horton, Tamra	English, Literature & Journalism	3.0	Fall 2017
Horton, Tamra	English, Literature & Journalism	3.0	Spring 2018
Kolchakian, Misty	Psychology	3.0	Fall 2017
Kolchakian, Misty	Psychology	3.0	Spring 2018
Louie, Charis	Psychology	0.75	Spring 2017
Rillorta, Linda	Sociology & Philosophy	3.0	Spring 2017

**Additional Assignments**

<b>Provider</b>	<b>Area / Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Benedict, Jeffrey	Instruction/Music	Adjudicator – Jazz Festival	5/6/17	\$44.72/hr. Not to exceed \$500
Harrison, Andrew	Instruction/Music	Coach – Individual Music Coaching	2/27/17- 6/30/17	\$44.72/hr. Not to exceed \$1,500
Husband, Ronald	Instruction/Fine Arts	Guest Speaker – Weekend of the Arts	4/27/17- 4/30/17	\$44.72/hr. Not to exceed \$300
Koba, Dean	Instruction/Music	Adjudicator – Jazz Festival	5/6/17	\$44.72/hr. Not to exceed \$500
Selnick, Shari	Student Services/ Student Life/LEAD Program	One presentation for the LEAD program on “Public Speaking”	3/10/17- 6/16/17	Not to exceed \$75

**MANAGEMENT EMPLOYMENT****Promotion**

Name:	Ziegenhohn, Marisa	New:	No
Position:	Director, Fiscal Resources	Salary:	\$121,776.00/annual
Department:	Fiscal Services		
Range/Step:	M-15, Step 1		
Job FTE:	1.00/12 months		
Effective:	4/13/17		

**SUBJECT:** Personnel Transactions

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**DATE:** April 12, 2017

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**Interim Assignments** (Ratifications)

Name: Hirsch, Jamie  
 From: Professor, Fire Technology New: Yes  
 To: Interim Assistant Director, Public Safety Programs  
 Department: Technology and Health  
 Range/Step: M-13, Step 6 Salary: \$124,212.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 1/9/17  
 End Date: 6/30/17

Name: Shull, Stephen  
 From: Professor, Fire Technology New: Yes  
 To: Interim Director, Public Safety Programs  
 Department: Technology and Health  
 Range/Step: M-17, Step 6 Salary: \$145,104.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 1/9/17  
 End Date: 6/30/17

**Resignation**

Robert Hughes, Director, Enterprise Application Systems (Information Technology), effective 3/31/17

**Retirement**

Sheree Culross, Manager, Bursar's Office (Bursar's Office), effective 8/31/17

**TEMPORARY EMPLOYMENT**

**Classified Short-Term Hourly Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Becker, Sarah	Assist. Curriculum Spec.	Absence	Instruction	21.46	02/22/17-06/30/17
Bloom, Danielle	Admin. Specialist I	Vacancy	Instruction	21.25	02/01/17-02/28/17
Csehy, Leslie	Custodian	Pool	Admin. Services	18.25	01/01/17-06/30/17
Hipp Mirhashemi, Kasie	Student Center Spec.	Absence	Student Services	23.47	03/07/17-06/30/17
Johnson, Devin Lee	Laboratory Tech., Art	Absence	Instruction	23.24	03/06/17-06/30/17
Navarro, Albert	Grnds. & Hort. Tech.-Campus	Pool	Admin. Services	18.99	02/01/17-06/30/17
Rivera, Harold	KSAK Ops. Coord.	Absence	Admin. Services	27.52	02/23/17-06/30/17
Rodil, Jennifer	Student Center Spec.	Absence	Student Services	23.47	02/13/17-06/30/17
Sanchez Sanchez, Luis	Custodian	Pool	Admin. Services	18.25	03/17/17-06/30/17
Stanisci, Anthony	Custodian	Pool	Admin. Services	18.25	03/02/17-06/30/17
Villegas, Amanda	Admin. Specialist I	Vacancy	Instruction	21.25	01/03/17-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Hourly Non-Academic Employees**

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alvarez, Raelyn	Administrative Aide	Student Services	13.00	02/27/17-06/30/17
Alvarez Perez, Susana	Secretarial Aide	Instruction	12.00	06/05/17-06/30/17
Arellano, Esther	CDC Associate I	Instruction	10.50	02/27/17-06/30/17
Ayala, Luis	Teaching Aide	Instruction	13.50	02/27/17-06/20/17
Ayala, Whitney	Teaching Aide	Instruction	13.50	02/27/17-06/20/17
Bernhard, Taylor	Secretarial Aide	Instruction	12.00	06/12/17-06/30/17
Chacon, Consuelo	Nursing Assistant	Instruction	19.00	04/13/17-06/30/17
Chang, Katherine	Game Day Personnel	Instruction	10.50	02/27/17-06/30/17
Dang, Thuy	Teaching Aide	Instruction	13.50	01/03/17-06/30/17
De Arco, Sebastian	Teaching Aide	Instruction	13.50	02/27/17-06/20/17
Deng, Yuan Fu	Prog. Sup., Comm Srv. I	Instruction	12.50	02/27/17-06/30/17
Duguil, John	Teaching Aide	Instruction	13.50	02/27/17-06/20/17
Dulay, Valerie	Instructional Aide	Instruction	10.50	04/13/17-06/30/17
Flores, Anthony	Theatrical Rigger I	Administrative Services	12.50	02/27/17-06/30/17
Fuentes, Lesley	Instructional Aide	Instruction	10.50	04/13/17-06/30/17
Hebert, Carmencita	Secretarial Aide	Instruction	12.00	06/12/17-06/30/17
Hernandez, Lidia	Administrative Aide	Student Services	13.00	02/27/17-06/30/17
Hirst, Tanner	Theatrical Rigger I	Administrative Services	12.50	02/27/17-06/30/17
Ho, Roxana	Secretarial Aide	Instruction	12.00	04/13/17-06/30/17
Lawson, Zsazsa	Secretarial Aide	Instruction	12.00	02/27/17-06/20/17
Leon, Elia	Secretarial Aide	Instruction	12.00	06/05/17-06/30/17
Martinez, Fernando	Secretarial Aide	Instruction	12.00	06/12/17-06/30/17
Morales, Brenda	Secretarial Aide	Instruction	12.00	04/13/17-06/30/17
Nguy, Paul	Lab Assistant	Instruction	13.50	02/27/17-06/30/17
Perez, Dominique	Instructional Aide	Instruction	10.50	04/13/17-06/30/17
Quintana, Jeanette	Study Skills Assistant I	Instruction	10.50	04/13/17-06/30/17
Quintero, Bryan	Teaching Aide	Instruction	13.50	02/01/17-06/30/17
Ramos, Elaine	Secretarial Aide	Instruction	12.00	06/05/17-06/30/17
Ruiz, Maria	Secretarial Aide	Instruction	12.00	05/30/17-06/30/17
Villescas, Anisa	Child Dev. Center Asst.	Instruction	10.50	02/27/17-06/30/17
Villegas, Ezequiel	Senior Tool Keeper Aide	Instruction	13.75	04/13/17-06/30/17
Wallace, Tyler	Game Day Personnel	Instruction	10.50	02/27/17-06/30/17
Zahn, Lauren	Secretarial Aide	Instruction	12.00	05/01/17-06/30/17

**Professional Expert Employees**

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aguero, Jesse	Tutorial Specialist I	Instruction	17.00	02/27/17-06/30/17
Anglin, Ana	Technical Expert II	Instruction	45.00	02/27/17-06/30/17
Barragan, Secily	Tutorial Specialist I	Instruction	17.00	02/06/17-06/30/17
Benavides, Michelle	Interpreter II	Student Services	30.00	02/02/17-06/30/17
Berber, Jennifer	Project Expert/Specialist	Instruction	25.00	03/01/17-06/30/17
Carlson, Deborah	Interpreter III	Student Services	35.00	03/01/17-06/30/17
Chacon, Consuelo	Project/Program Aide	Instruction	20.00	02/01/17-06/30/17

**SUBJECT:** Personnel Transactions

**DATE:** April 12, 2017

**Professional Expert Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Failla, Christopher	Registered Nurse II	Student Services	32.00	03/16/17-06/30/17
Flores Guzman, Daisy	Technical Expert II	Instruction	45.00	02/13/17-06/30/17
Garavito, Christine	Tutorial Specialist I	Instruction	17.00	02/27/17-03/08/17
Hillman, Michael	Project/Program Aide	Instruction	20.00	03/01/17-06/30/17
Lee, Lei	Project/Program Aide	Instruction	20.00	03/18/17-06/30/17
Macias, Paige	Project/Program Aide	Instruction	20.00	02/21/17-06/30/17
Manyweather, Lila	Project Administrator	Instruction	60.00	02/27/17-06/30/17
Moreno, Yvonne	Interpreter IV	Human Resources	41.00	02/22/17-06/30/17
Phillips, Donna	Tutorial Specialist I	Instruction	17.00	02/27/17-06/30/17
Rodriguez, Linda Marie	Project Expert/Specialist	Instruction	25.00	02/27/17-06/30/17
Roeske, Alison	Tutorial Specialist I	Instruction	17.00	02/01/17-06/30/17
Sakamoto, Rosario	Adv. Practice Reg. Nurse	Instruction	41.75	02/01/17-06/30/17
Shibata, Setsue	Technical Expert III	Instruction	55.00	02/01/17-06/30/17
Simons, Amber	Interpreter V	Student Services	48.00	02/07/17-06/30/17
Stella, Michael	Project Expert/Specialist	Student Services	25.00	02/23/17-06/30/17
Swingle, Dejah	Project Administrator	Instruction	60.00	02/27/17-06/30/17

**Student Employees**

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acevedo, Anna	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Achi, Birla	Student Assistant I	Instruction	10.50	03/01/17-06/30/17
Acuna, Sean	Student Assistant IV	Student Services	12.25	02/27/17-06/20/17
Adelman, Joshua	Student Assistant V	Instruction	13.00	03/01/17-06/30/17
Aguilera, Jessica	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Aguirre, Ashley	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Alberry, Katelyn	Student Assistant V	Student Services	13.00	02/27/17-06/18/17
Alcantara, Henry	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Alexander, Robert	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Ali, Maryam	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Allan, Andrew	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Altamirano, Mayra	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Aluesi, Elisinoa	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Alvarado, Ryan	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Alvarez, Kahomy	Student Assistant II	Administrative Services	10.75	02/27/17-06/30/17
Alzaga, Angelika	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Ambos, Justin	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Anaya, Sara	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Anderson-Hernandez, Krysten	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Aneke, Eric	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Aragon, Melissa	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Araya, Marina	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Arellano, Alexis	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Arredondo, Victoria	Student Assistant III	Student Services	11.50	02/27/17-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Arteaga, Martin	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Arvizu, Irma	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Atchison, Felin	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Atienza, Ryan Kevin	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Ativalu, Abigail	Student Assistant V	Student Services	13.00	02/27/17-06/30/17
August, Ayanna	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Aumua Uiagalelei Soliai, Nathan	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Avila, Katie	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Avina Horta, Angelica	Student Assistant II	Student Services	10.75	02/27/17-06/16/17
Azabache, Samantha	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Badillo, Jacob	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Balles, Mary	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Banks, Eric	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Barajas, Alex	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Barbosa, Daniel	Student Assistant I	Student Services	10.50	02/27/17-06/16/17
Barragan, Daniel	Student Assistant I	Administrative Services	10.50	02/27/17-06/30/17
Barton, Juliana	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Basto, Paula Lyn	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Basurto, Tracy	Student Assistant I	Administrative Services	10.50	02/27/17-06/30/17
Batres, Gudiel	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Bell, Glennon	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Beltrame, Sarah	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Bennett, Jalenlewis	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Bera, Usria	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Bernal, Amber	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Bernal, Briana	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Betancourt, Anthony	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Biddle, Charles	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Bisarra, Alexis	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Blas, Rodrigo	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Bodie, Shonnardo	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Bonilla, Stephanie	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Bortis, Joshua	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Bovadilla, Eduardo	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Boykin, Demiah	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Bravo, Elizabeth	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Bravo, Viviana	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Brelle, Brittany	Student Assistant II	Administrative Services	10.75	02/27/17-06/30/17
Briggs, Kaitlin	Student Assistant IV	Student Services	12.25	03/01/17-05/31/17
Brillantes, Jeremy	Student Assistant I	Student Services	10.50	02/27/17-06/30/17
Briseno-Roach, Araceli	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Brow, Laura	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Brown Yates, Marvin	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Buie, Adrian	Student Assistant III	Instruction	11.50	02/27/17-06/30/17

**SUBJECT:** Personnel Transactions

**DATE:** April 12, 2017

**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bur, Allison	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Bustamante, Paul	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Caballero, Jessica	Student Assistant IV	Student Services	12.25	01/09/17-02/24/17
Cabanillas-Camacho, Karen	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Cabrera, Andria	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Camacho, Clarissa	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Campa, Saul	Student Assistant II	Student Services	10.75	02/27/17-06/16/17
Canete, Beatrice	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Cao, Binh	Student Assistant III	Instruction	11.50	01/03/17-02/16/17
Cao, Jiaqi	Student Assistant I	Instruction	10.50	02/27/17-03/08/17
Cardenas, Lazaro	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Carlos, Lindsey	Student Assistant I	Administrative Services	10.50	02/27/17-06/30/17
Carlos, Richard	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
Carmona, Maegan	Student Assistant I	Administrative Services	10.50	02/27/17-06/30/17
Carpenter, Jenna	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
Carranza, Franiel	Student Assistant I	Administrative Services	10.50	02/27/17-06/30/17
Carter, Demestre	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Casas, Laura	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Castillo, Mariel	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Castro, Valeria	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Ceja, Pamela	Student Assistant III	Instruction	11.50	03/01/17-06/30/17
Ceralde, Dionne	Student Assistant IV	Student Services	12.25	02/27/17-06/21/17
Cerda, Arlene	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Cervera, Jayra	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Chamberlain, Yvonne	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Chan, Ying Kiu	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Chen, Julian	Student Assistant IV	Student Services	12.25	03/01/17-05/31/17
Chenet, Kevin	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Choi, Francisco	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Cisneros, Denise	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Coelho, Andrea	Student Assistant II	Student Services	10.75	03/01/17-06/30/17
Conant, Tiffany	Student Assistant II	Student Services	10.75	02/27/17-06/16/17
Corcuera, Raul	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Cordero, Elijah	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Cornejo, Maria	Student Assistant I	Student Services	10.75	02/27/17-06/30/17
Cornejo-Acosta, Veronica	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Cortez, Koreen	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Covarrubias, Susana	Student Assistant V	Student Services	13.00	02/27/17-06/30/17
Crest, Justin	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Cruz, Kaitlynn	Student Assistant V	Student Services	13.00	02/27/17-06/18/17
Cwiak, Daniel	Student Assistant V	Administrative Services	13.00	02/27/17-06/30/17
Dallas-Anderson, Valerie	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Dalman, Samantha	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Dandridge, Pebbles	Student Assistant III	Student Services	11.50	02/27/17-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Davis, Alisha	Student Assistant V	Instruction	13.00	02/27/17-06/21/17
Davis, Amber	Student Assistant V	Instruction	13.00	02/21/17-06/30/17
Davis, Summer	Student Assistant III	Instruction	11.50	03/01/17-06/30/17
Davis, Tina	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
De Leon, Ariel	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Dean, Danette	Student Assistant I	Instruction	10.50	01/01/17-02/25/17
Decker, Clegg	Student Assistant I	Administrative Services	10.50	03/01/17-06/30/17
Del Barrio, Maria Zeka	Student Assistant I	Administrative Services	10.50	02/27/17-06/30/17
Dennis, Willie	Student Assistant IV	Administrative Services	12.25	02/27/17-06/30/17
DeVaughn, Danielle	Student Assistant V	Student Services	13.00	02/27/17-06/30/17
Deyan, Briana	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Diaz, Carolina	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Diaz, Erika	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Diaz, Melissa	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Dillard-Gregoire, Corina	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Dimitrious, Ghada	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Dizon, Courtney	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Dominguez, Walkiria	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Doyle, Sean	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Dulay, Valerie	Student Assistant I	Instruction	10.50	01/09/17-02/26/17
Dunlap, Dorian	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Duong, Mike	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Edwards, Lonnell	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Elias, Liana	Student Assistant II	Student Services	10.75	02/27/17-06/16/17
Elmassian, Erin	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Enriquez, Joey	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Escobedo, Bianca	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Espinoza, Victor	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Espinoza-Ortega, Raquel	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Espiritu, Anahi	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Esquivel, Pedro	Student Assistant II	Instruction	10.75	02/02/17-06/30/17
Estrada Jr, Javier	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Estrada, Carmen	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Estrada, Karla	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Faamafoe, Manumalotaum	Student Assistant I	President's Office	10.50	01/01/17-02/26/17
Farrar, Jeffery	Student Assistant III	Instruction	11.50	01/03/17-02/26/17
Ferman, Kenny	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Fernandez, Khris	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Fernandez, Rudolph	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Fernandez Briseno, Silvia	Student Assistant III	Student Services	11.50	03/01/17-05/31/17
Finchum, Marissa	Student Assistant II	Student Services	10.75	03/01/17-06/30/17
Fisher, Christopher	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Flemings, Keshon	Student Assistant IV	Student Services	12.25	01/03/17-02/26/17
Flores Contreras, Luis	Student Assistant III	Instruction	11.50	01/01/17-02/16/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Flores, Anthony	Student Assistant III	Administrative Services	11.50	01/01/17-02/26/17
Flores, Brenda	Student Assistant II	Instruction	10.75	01/01/17-02/25/17
Flores, Jose	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Fofrich, Joshua	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Fortier, Jeremy	Student Assistant IV	Instruction	12.25	03/01/17-06/30/17
Fortier, Tammy	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Fortunati, Anthony	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Franco, Andrew	Student Assistant V	Administrative Services	13.00	01/01/17-02/26/17
Franco, Guillermo	Student Assistant III	Student Services	11.50	01/09/17-02/24/17
Frazier, Amanda	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Fuentes, Carlos	Student Assistant III	Student Services	11.50	03/06/17-06/30/17
Fuentes, Ernesto	Student Assistant V	Student Services	13.00	02/27/17-06/18/17
Gabriel, Unique	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Garcia, Cassandra	Student Assistant III	Student Services	11.50	01/01/17-02/24/17
Garcia, David	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Garcia, Grace	Student Assistant III	Student Services	11.50	03/01/17-06/30/17
Garcia, Gregory	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Garcia, Jazmin	Student Assistant II	Human Resources	10.75	02/27/17-06/30/17
Garcia, Joel	Student Assistant II	Administrative Services	10.75	02/27/17-06/30/17
Garcia, Karmin	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Garcia, Lilibeth	Student Assistant V	Student Services	13.00	03/03/17-06/18/17
Garcia, Madeline	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Garcia, Ricardo	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Garcia, Sara	Student Assistant III	Student Services	11.50	01/01/17-02/24/17
Garcia, Terumi	Student Assistant V	Student Services	13.00	02/27/17-06/30/17
Gardner, Samantha	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Gastelum, Bigdail	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Gillum, William	Student Assistant V	Instruction	13.00	03/13/17-06/30/17
Godoy Garcia, Brenda	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Gomez, Florencia	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Gonzales, Michael	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Gonzales, Vincent	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Gonzalez Hernandez, Jahaira	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Gonzalez, Minerva	Student Assistant III	Student Services	11.50	02/27/17-06/16/17
Gonzalez, Perla	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Gonzalez, Saharra	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Gonzalez, Santiago	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Grajeda, Jeffrey	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Gramajo Zepeda, Willy	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Greenspon, Rita	Student Assistant I	Instruction	10.50	02/01/17-02/26/17
Greenspon, Rita	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Guerra, Angelica	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Guo, Siyun	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Gutierrez, Elizabeth	Student Assistant I	Instruction	10.50	02/27/17-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Gutierrez, Francisco	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Gutierrez, Jesus	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Guzman, Jersey	Student Assistant II	Administrative Services	10.75	02/27/17-06/30/17
Guzman, Steven	Student Assistant I	Administrative Services	10.50	02/27/17-06/30/17
Hadley, Sidonia	Student Assistant III	Student Services	11.50	02/27/17-06/16/17
Haema, Nat	Student Assistant II	Instruction	10.75	03/13/17-06/30/17
Haffner, Elizabeth	Student Assistant II	Instruction	10.75	03/13/17-06/30/17
Hafoka, Loupua	Student Assistant IV	Student Services	12.25	02/27/17-06/21/17
Halliburton, Ashley	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Hambrick, Darrian	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Haro, Christopher	Student Assistant I	Instruction	10.50	01/01/17-02/26/17
Harris, Christopher	Student Assistant III	Instruction	11.50	03/01/17-06/30/17
Hawkins, Gary	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Hayman, Jason	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Henderson, Deonte	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Hernandez Rosales, Brianda	Student Assistant III	Student Services	11.50	03/01/17-06/30/17
Hernandez, Aaron	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Hernandez, Diana	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Hernandez, Edgar	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Hernandez, Jaime	Student Assistant I	Student Services	10.50	02/27/17-06/30/17
Hernandez, Valentina	Student Assistant V	Student Services	13.00	03/03/17-06/18/17
Herrera, Clara	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Ho, Krystina	Student Assistant III	Student Services	11.50	01/01/17-02/24/17
Ho, Krystina	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Ho, Tsung Han	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Hom, Jordan	Student Assistant I	Administrative Services	10.50	02/27/17-06/30/17
Horn, Crystal	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Hornsby, Queana	Student Assistant I	Instruction	10.50	03/13/17-06/30/17
Hsu, James	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Huang, Terry	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Hughey, Joshua	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Hunter, Michael	Student Assistant V	Student Services	13.00	02/27/17-06/30/17
Huynh, Richard	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Iglesias, Priscilla	Student Assistant II	Instruction	10.75	02/27/17-06/16/17
Iniguez, Michelle	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Irigoyen, Andres	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Jackson, Christopher	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Jackson, Mariah	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Jernagin, Takisha	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Jijakli, Mohsen	Student Assistant I	Instruction	10.50	02/01/17-02/26/17
Jimenez, Amanda	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Jimenez, Carlos	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Johnson, Michael	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Johnson, Shavonn	Student Assistant III	Instruction	11.50	02/27/17-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Joromat, Eric	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Juarez, Adrian	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Juarez, Alejandro	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Juarez, Ashley	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Juarez, Luis	Student Assistant III	Instruction	11.50	02/27/17-06/16/17
Kaaki, Sarah	Student Assistant III	Student Services	11.50	03/13/17-06/30/17
Khakheria, Brian	Student Assistant III	Student Services	11.50	03/13/17-06/30/17
Khan, Hasan	Student Assistant II	Instruction	10.75	02/27/17-06/21/17
Kim, Daniel	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Kimes, Jerome	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Kinard, Ryan	Student Assistant III	Instruction	11.50	01/01/17-02/26/17
Knapp, Kayleen	Student Assistant I	Student Services	10.50	03/01/17-06/30/17
Kohitolu, Finau	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Kong, Xiaohong	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Kramer, Victoria	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Krishnan, Srividya	Student Assistant V	Instruction	13.00	03/01/17-06/30/17
Ku Chi, Nubia	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Kwong, Dawn	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Laher, Abigail	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
Lares, Deane	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Lau, Melissa	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Lavaki, Mekemeke	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Le, Khan	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Le, Yen	Student Assistant IV	Administrative Services	12.25	02/27/17-06/30/17
Lee, Grace	Student Assistant I	Instruction	10.50	02/01/17-02/26/17
Lee, Tao Yang	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Leon Garcia, Diana	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Leon Menjivar, Andrea	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Leon, Amber	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Leon, Diana	Student Assistant II	Administrative Services	10.75	02/27/17-06/30/17
Li, Qixian	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Liu, Jennie	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Liu, Li-Kai	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Lizama, Breanne	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Lo, Yi Ching	Student Assistant I	Instruction	10.50	03/13/17-06/30/17
Lopez, Abraham	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Lopez, Anthony	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Lopez, Mark	Student Assistant III	Student Services	11.50	01/03/17-02/24/17
Lopez, Mark	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Lopez, Monica	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Lopez, Paola	Student Assistant V	Instruction	13.00	03/13/17-06/30/17
Lopez, Raylene	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Lopez-Ibarra, Maria	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Louis, Tamara	Student Assistant V	Student Services	13.00	02/27/17-06/18/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Lu, Thuy	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Lyles, Kennadie	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Macedo, Olimpia	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Macias, Jennifer	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
MacMonagle, JenniferLynn	Student Assistant II	Student Services	10.75	02/27/17-06/16/17
Magalei, Jaiave	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Magalei, Maika	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Magallanes, Jonas	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Magallon, Jesus	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Malhotra, Rajat	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Manalo, Julia Stefi	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Mares, Karla	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Margulis, Eugene	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Marinez, Tanner	Student Assistant II	Administrative Services	10.75	02/27/17-06/30/17
Marquez, Gilbert	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Marshall, Alicea	Student Assistant I	Student Services	10.50	02/27/17-06/30/17
Martinez Luna, David	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Martinez, Adriana	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Martinez, Alexis	Student Assistant III	Instruction	11.50	03/01/17-06/30/17
Martinez, Crystal	Student Assistant II	Student Services	10.75	02/27/17-06/16/17
Martinez, Janell	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Martinez, Jose	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Martinez, Shawdae	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Matavao, Ruth	Student Assistant IV	Student Services	12.25	02/27/17-06/21/17
Mauro, Arielle	Student Assistant I	Student Services	10.50	02/27/17-06/30/17
McConnell, Robert	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Mccurrie, Philip	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Medina, Danielle	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Medina, Jacquelyne	Student Assistant V	Administrative Services	13.00	02/01/17-02/26/17
Medina, Robert	Student Assistant IV	Administrative Services	12.25	02/27/17-06/30/17
Medrano, Rogelio	Student Assistant III	Student Services	11.50	03/03/17-06/18/17
Melendez, Rebecca	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Mendez, Ailyn	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Mendoza, Jasmine	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Mier, Milton	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Miller, Paige	Student Assistant V	Instruction	13.00	03/01/17-06/30/17
Milovich Goff, Michael	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Miranda, Yelena	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Moala, Fas	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Moberg, Jessyca	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Mobley, Chalon	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Mody, Paran	Student Assistant V	Student Services	13.00	02/27/17-06/18/17
Moffitt, Heather	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Molera, Gerald	Student Assistant III	Student Services	11.50	02/27/17-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Montes, Daisy	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Montes, Talia	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Montevirgen, Krizzle-Mae	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Montoya, Kimberly	Student Assistant III	Instruction	11.50	02/27/17-03/31/17
Morris, Evan	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Mosley, Dominique	Student Assistant III	Instruction	11.50	02/28/17-06/30/17
Muehlen, Brian	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Mulugeta, Haywan	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Mundine, Scipio	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Munoz, Miguel	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Murguia, Emilie	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Murillo, Ivonne	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Naas, Tanner	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Naguit, GERALYN	Student Assistant IV	Instruction	12.25	02/27/17-06/18/17
Nakata, David	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Nawaz, Sana	Student Assistant III	Instruction	11.50	02/07/17-02/26/17
Nebedum, Aadaeze	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Nelson, Kelly	Student Assistant V	Instruction	13.00	03/01/17-06/30/17
Newborn, Latricia	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Nguyen, Ashley	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Nguyen, Catherine	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Nguyen, Helen	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Nguyen, Kenny	Student Assistant V	Instruction	13.00	01/09/17-02/26/17
Nguyen, Kenny	Student Assistant III	Instruction	11.50	02/27/16-06/30/17
Nguyen, Melissa	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Nguyen, My	Student Assistant II	Instruction	10.75	02/27/17-06/20/17
Nguyen, Thomas	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Nieto, Gregorio	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Norwood, Jahleel	Student Assistant IV	Administrative Services	12.25	02/27/17-06/30/17
Nunez, Destiny	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Ochoa Flores, Ariana Maria	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Ochotorena, Martin	Student Assistant III	Student Services	11.50	02/27/17-06/16/17
Ofomata, Shanley	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Olivares, Irvin	Student Assistant I	Instruction	10.50	02/27/17-06/20/17
Olivares, Ruth	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Olivas, Juanita	Student Assistant III	Student Services	11.50	02/27/17-06/16/17
Ong, Sean	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Ordunez, Soledad	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Orihuela, Mariafe	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Osorio, Karen	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Otico, Divine	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Pacheco, Ismael	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Paez, Julian	Student Assistant III	Student Services	11.50	02/27/17-06/16/17
Pahua-Salgado, Katherine	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Palma Tejeda, Edith	Student Assistant V	Student Services	13.00	02/27/17-06/30/17
Pang, Mark	Student Assistant II	Instruction	10.75	02/27/17-06/18/17
Parham, Jordan	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Park, Tiffany	Student Assistant V	Student Services	13.00	03/03/17-06/18/17
Pauley, Joseph	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Pawling, Kyle	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Pedraza, Moses	Student Assistant V	Administrative Services	13.00	02/27/17-06/30/17
Pedroche, Valerie	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Pena, Kelly	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Perez, Anthony	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Perez, Ashley	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Perez, Briana	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Perez, Herminio	Student Assistant V	Instruction	13.00	03/01/17-06/30/17
Perez, Robert	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Perez, Shirley	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Pfost, Natalie	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Pham, Charlene	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Pina, Melissa	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Pirrie, Joseph	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Pla, Lauren	Student Assistant I	Student Services	10.50	02/27/17-06/30/17
Pla, Tiffany	Student Assistant I	Student Services	10.50	02/27/17-06/30/17
Pogosova, Elena	Student Assistant V	Student Services	13.00	02/27/17-06/18/17
Preciado, Veronica	Student Assistant V	Student Services	13.00	02/27/17-06/18/17
Preston, Erin	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Prizio, Victoria	Student Assistant IV	Instruction	12.25	02/27/17-06/16/17
Quezada, Melissa	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Quinones, Christian	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Quintero, Gabriella	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Quiroz, Miguel	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Qureshi, Maryam	Student Assistant V	Student Services	13.00	02/27/17-06/30/17
Raigoza, Dalya	Student Assistant II	Student Services	10.75	02/27/17-06/16/17
Ramos, Leslie	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Rancano, Mitzy	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Repreza, Christopher	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Resto, Cristal	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Richardson, Axel	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Rider, Cole	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Rios, Brandon	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Rivera, Esmeralda	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Rivera, Lysania	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Robledo, Francisco	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Robles Ortegon, Natalia	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Rodriguez, Abigail	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Rodriguez, Alexis	Student Assistant II	Instruction	10.75	02/27/17-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Rodriguez, Alysia	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Rodriguez, Ashley	Student Assistant III	Instruction	11.50	01/01/17-02/24/17
Rodriguez, David	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Rodriguez, Marco	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Rodriguez Soriano, Vanessa	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Rojo, Abraham	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Roman, Ramon	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Rowlett, Becky	Student Assistant III	Student Services	11.50	01/03/17-02/24/17
Rowlett, Everett Jr	Student Assistant III	Student Services	11.50	01/03/17-02/24/17
Rowlett, Everett Jr	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Rubio, Nikita	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Ruiz, Precylla	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Russo, Kristen	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Sabella, Sean	Student Assistant III	Student Services	11.50	03/13/17-06/30/17
Salamah, Ala	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Salgado, Nancy	Student Assistant V	Instruction	13.00	03/01/17-06/30/17
Sanchez, Francisco	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Sanchez, Jazmin	Student Assistant I	Administrative Services	10.50	02/27/17-06/30/17
Sanchez, Juan	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Sanchez, Mayra	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Sanchez, Rosie	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Sanchez, Xochitl	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Sanchez Ayala, Raul	Student Assistant II	Human Resources	10.75	02/27/17-06/30/17
Sandico, Narciso Emanuel	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Sandoval, Cassandra	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Sandoval, Maria	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Schexnayder, Kevin	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Sevilla, Jon Jon	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Shamim, Aman	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Shen, Chris	Student Assistant V	Student Services	13.00	02/27/17-06/18/17
Sherman, Dominic	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Sierra, Justin	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Simpson, Paul	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Siongco, Meryl	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Siquina, Vanessa	Student Assistant V	Student Services	13.00	03/03/17-06/18/17
Siufanua, KJ	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Skeene, Mitchell	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
So, Anthony	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Soares, Kailey	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Soehalim, Joshua	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Solis, Danny	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Solis, Roberta	Student Assistant I	Administrative Services	10.50	02/27/17-06/30/17
Solorzano, Yesenia	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Streams, Mirasol	Student Assistant II	Student Services	10.75	02/27/17-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** April 12, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Struckus, Stephanie	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Styron, De'Andre	Student Assistant III	Instruction	11.50	02/28/17-06/30/17
Summers, Andrew	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Tapia Lopez, Saydi	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Tarvin, Takisha	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Tate, Barrett	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Taylor, Ezekiel	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Taylor, Tianna	Student Assistant II	Student Services	10.75	02/27/17-06/16/17
Tellez, Ashley	Student Assistant V	Student Services	13.00	02/27/17-06/18/17
Thach, Alyson	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Thomas, Oliana	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Thomas, Scott	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Thomas, Yasmin	Student Assistant I	Student Services	10.50	02/27/17-06/30/17
Toailoa Isara, Lonetona	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Togiai, Andrew	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
Tokunaga, Alice	Student Assistant III	Instruction	11.50	02/27/17-06/18/17
Torres, Alejandro	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Torres, Christian	Student Assistant V	Instruction	13.00	02/27/17-06/18/17
Torres, Ised	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Torres, Matthew	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Tran, Jonathan	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Trejo, Jonathan	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Trejo, Marilyn	Student Assistant III	Student Services	11.50	02/27/17-06/16/17
Trujillo Negrete, Adriana	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Tse, Romand	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Tu, Jimmy	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Tuia, Harvest	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Turner, Kyle	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Ugarte Garcia, Patricio	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Uiagalelei, Merosa	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Uribe, Leslie	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Vadakkan, Sabeeca	Student Assistant V	Instruction	13.00	02/27/17-06/16/17
Vainikolo, Atunaisa Vainik	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Valadez, Natalie	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Valdez, Joshua	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Valladares, Karen	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Valle, Natali	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Van Pelt, Steven	Student Assistant II	Administrative Services	10.75	02/27/17-06/30/17
Van Winkle, Rachel	Student Assistant III	Instruction	11.50	03/01/17-06/30/17
Vargas, Erica	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Vazquez, Jorge	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Vega, Eugene	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Venegas, Jennifer	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Verma, Mitu	Student Assistant III	Student Services	11.50	01/03/17-02/24/17

**SUBJECT:** Personnel Transactions

**DATE:** April 12, 2017

**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Villa, Abigail	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Villa, Maria	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Villagracia, Jessica	Student Assistant I	Instruction	10.50	02/27/17-06/16/17
Villanueva, Adrian	Student Assistant V	Instruction	13.00	03/01/17-06/30/17
Villanueva, Nico	Student Assistant V	Student Services	13.00	03/01/17-06/30/17
Villegas, Melissa	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Voong, Koren	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Voytek, Timothy	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Wailase, Priscilla	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Wallace, Dewayne	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Waters, Trelani	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
White, Michael	Student Assistant V	Student Services	13.00	03/01/17-06/30/17
Whitman, Jasmine	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Wigfall, Keishma	Student Assistant III	Student Services	11.50	02/27/17-06/16/17
Wilkerson, Dandre	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Wilkerson, Grace	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Williams, Courtney	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Williams, Cristian	Student Assistant III	Instruction	11.50	02/06/17-02/26/17
Wongso, Shannon	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Woolvett, Mackenzie	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Wright, Ty	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Wu, Hannah	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Xuan, Sheng Quan	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Yap, Karmen	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Yassa, Anthony	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Yee, Justin	Student Assistant III	Administrative Services	11.50	02/27/17-06/30/17
Yeoh, Yan Chun	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Yue, Alan	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Zapata, Alexander	Student Assistant IV	Student Services	12.25	01/01/17-02/24/17
Zaw, Pyae	Student Assistant II	Instruction	10.75	01/01/17-02/26/17
Zhang, Charlotte	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Zubieta, Lorenzo	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Zuniga, Adrian	Student Assistant V	Instruction	13.00	02/27/17-06/30/17

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>New and/or Revised Management Job Classification Descriptions</u>	

**BACKGROUND**

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

- Assistant Director, Center of Excellence (New); and
- Manager, Grounds (Revised).

**ANALYSIS AND FISCAL IMPACT**

These job classification descriptions are being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

**RECOMMENDATION**

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

Recommended by: Bill Scroggins      Reviewed by: Abe Ali  
Agenda Item: Consent #24

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

**DATE:** April 12, 2017

**ASSISTANT DIRECTOR, CENTER OF EXCELLENCE  
FLSA EXEMPT – M-6**

**DEFINITION**

Under the administrative direction and oversight of the Director, Center of Excellence, the Assistant Director, Center of Excellence assists with organization, oversight, and coordination of Center of Excellence (COE) activities. Provides advanced research for regional and statewide studies; utilizes data and research tools including data visualization software, labor market data sources, statistical software, online survey services, and other sources; responds to data requests from the regional community colleges and other stakeholders; manages research staff; and assists with regional presentations and meeting attendance. This position is an overtime-exempt supervisory classification.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Center of Excellence. Exercises general supervision over professional, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is an Assistant Director classification in the COE. The incumbent oversees, directs, and participates in major activities and programs in the COE and is responsible for providing professional level support to the Director, Center of Excellence, in a variety of areas. Assists in short-term and long-term planning and development and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as skill in coordinating departmental work with that of other College departments and divisions. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Director, Center of Excellence in that the latter has overall responsibility for all functions of the COE unit and for developing, implementing, and interpreting institutional policy.

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

- Plans and oversees the daily functions, operations, projects, and activities of the COE, including workforce research, partnership development, strategic planning, and Chancellor's Office special projects.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the COE; recommends within program policy, appropriate service levels, and resources; recommends and administers policies and procedures.
- Assumes responsibility for and ensures the completion of assigned COE research projects, from the development of the methodology to the publication of the final products; such as reports, research briefs, or presentations.

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

**DATE:** April 12, 2017

- Analyzes a wide variety of proprietary, public, and private labor market data using statistical tools, data visualization software, and quantitative and qualitative research methodologies.
- Conducts literature review and provides analytical writing for the COE research, reports, and other publications.
- Develops visualizations of research findings.
- Provides project management services to the Director, Center of Excellence on research projects. Helps plan tasks, track progress, and complete each of the assigned projects.
- Coordinates marketing for the COE initiative, including but not limited to, maintaining the COE website, managing COE presence on social media websites, and updating marketing materials.
- Presents data and research at community college events in Los Angeles/Orange County region when the Director, Center of Excellence is not available.
- Validates research data with appropriate industry representatives and focus groups.
- Assists Director, Center of Excellence in managing and reviewing the work of research support staff and outside vendors as it relates to assigned projects.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director, Center of Excellence.
- Conducts research on workforce development needs, including primary research, industry surveys, interviews, secondary research, and data analysis; prepares and publishes environmental scan studies; provides consultation and technical expertise to regional community colleges concerning emerging jobs and workforce needs; responds to inquiries and provides detailed and technical information concerning projects.
- Participates in COE communications and information between other regional centers, community agencies, independent contractors, staff, faculty, administrators, businesses, and economic development and governmental agencies; conducts marketing and outreach activities.
- Attends and participates in professional group meetings, various committees, and advisory groups; makes presentations at meetings and conferences; stays abreast of new trends and innovations related to COE programs, projects, and services.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the COE.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect College or Center operations, implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports and various management and information updates.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

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

**DATE:** April 12, 2017

- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR) provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations, as directed. Prevents DHR against individuals who bring these complaints forward through recognizing and/or reporting possible incidents to the Director, Equal Employment Opportunity Programs in Human Resources.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Principles and practices involved in planning, organization, and direction of COE operations and activities including economic development functions and the development of programs and resources in support of emerging industry and workforce trends.
- Applicable federal, state, local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Statistical tools, research methodologies, analysis and report writing, project management, and fiscal reporting methods used in California government agencies, schools, or colleges.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.
- Techniques for effectively representing the College in contacts with governmental agencies; community groups; and various business, professional, educational, regulatory, and legislative organizations.

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

**DATE:** April 12, 2017

**Skills & Abilities to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the assigned program areas.
- Provide administrative and professional leadership.
- Plan, organize, and direct operations and activities.
- Interpret, apply, explain, and ensure compliance with federal, state, local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of programs, projects, events, and administrative activities.
- Effectively represent the College in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- 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 social sciences, economics, business administration, or a related field and two (2) years in social science or educational research, specifically, with compiling, analyzing, and filtering data, translating the data to answer research questions, and developing research reports.

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

**DATE:** April 12, 2017

**Preferred Qualifications:**

- Knowledge of the California Community College System.
- Knowledge of labor market data and analysis.
- Knowledge of visualization principles and techniques (preferably Tableau software).
- Expertise in computer software applications relating to data analysis and report generation. High proficiency in Excel.

**Licenses and Certifications:**

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

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

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

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

**DATE:** April 12, 2017

**SUPERVISOR MANAGER, GROUNDS  
FLSA EXEMPT – M-6**

**DEFINITION**

Under general administrative direction and oversight of the Director, Grounds and Transportation, the Manager, Grounds plans, schedules, assigns, and reviews the work of staff responsible for performing the full range of grounds maintenance work; coordinates, monitors, and provides technical input for assigned grounds maintenance projects and programs; provides technical assistance to the Manager Director, Grounds & and Transportation; performs a variety of technical tasks relative to grounds maintenance projects and programs. This position is an overtime-exempt supervisory classification.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Manager Director, Grounds & and Transportation. Exercises direct and general supervision over grounds maintenance staff.

**CLASS CHARACTERISTICS**

This is ~~the full supervisory level~~ a management-level classification responsible for managing in the grounds maintenance operations of the Facilities Planning and Management Department class series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of ground maintenance staff either directly or through lead workers. Incumbents are expected to be fully proficient in the performance of the full range of grounds maintenance duties. Performance of the work requires the use of considerable independent judgment, initiative, and discretion within established guidelines. This class is distinguished from the Manager Director, Grounds & and Transportation in that the latter has management responsibility for all grounds and transportation functions and activities of the College.

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

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in grounds maintenance activities of all District College grounds and facilities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsel's employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.

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

**DATE:** April 12, 2017

- Makes regular or special inspections of on-going and completed grounds maintenance assignments to ensure quality of work, operating procedures, methods and practices, safety, and other established standards and requirements are satisfactorily met and maintained.
- Monitors inventory; prepares, maintains, and reviews various records and reports related to grounds maintenance operations, including service and supply requests and timesheets as required.
- Plans, schedules, and directs the proper and timely application of fertilizers, pesticides, and other cultural practices.
- Reviews irrigation and landscaping construction design plans for sustainability and feasibility; coordinates irrigation projects and watering schedules with input from subordinate grounds maintenance staff.
- Assists in the coordination and inspection of the work of outside contractors involved in contract repairs and facilities construction.
- Prepares and maintains various records and reports related to work orders, projects, inventory, and assigned activities.
- Effectively schedules overtime to ensure proper coverage and grounds maintenance service for special events.
- Interfaces with the public; answers questions and provides standard information to the public if working in a public facility.
- Provides the leadership to maintain the efficiency and continuity of the maintenance function in the absence of the **Manager Director, Grounds & and Transportation**.
- Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Responds to emergency situations as necessary.
- Learns and applies emerging technologies ~~and~~, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and District **College** policies. Attends District **College** mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director, of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, methods, equipment, materials, and tools used in District **College** grounds and athletic fields maintenance, irrigation, landscaping, and refuse and recycling.

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

**DATE:** April 12, 2017

- Horticultural procedures, soil chemistry, fertilizers, pest control, and related construction procedures.
- Project planning, estimation, and scheduling.
- Safe operation and routine maintenance of heavy equipment and power tools used in area of responsibility.
- Proper use and applications of a variety of pesticides and herbicides.
- Applicable ~~F~~ederal, ~~S~~tate, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- 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~~ **College** staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

**Skills & Abilities to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct grounds maintenance services and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable ~~F~~ederal, ~~S~~tate, 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.
- Perform the most complex grounds maintenance duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies, equipment, and projects.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- 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.
- Make sound, independent 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 programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

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

**DATE:** April 12, 2017

- 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 that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college and five (5) years of increasingly responsible grounds maintenance experience and experience with computerized irrigation systems, including ~~two (2) years~~ lead or supervisory experience.

**Licenses and Certifications:**

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

**PHYSICAL DEMANDS**

Must possess mobility to work in the field as well as around various District **College** facilities, to operate a motor vehicle and drive on surface streets; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at landscape site areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>School of Continuing Education Additions and Changes</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Community Services – Additional Classes

Course Title/Program	Presenter	Payment	Fee
A Beginner’s Guide to Paid Advertising on Social Media, Google, and Bing	Leadership Build, LLC (Aguilar, Allen)	40%	\$79 Materials Fee: \$20
How to Optimize Google, Bing ,and Social Media Advertising to Improve your ROI	Leadership Build, LLC (Aguilar, Allen)	40%	\$79 Materials Fee: \$20
Simple Techniques to Optimize your Website and Increase Traffic and Sales	Leadership Build, LLC (Aguilar, Allen)	40%	\$79 Materials Fee: \$20
College for Kids Summer Program:  College for Kids Classes	<u>Instructors:</u> Arias, Oscar English, Wendi Ha, Grace Hy, Linda Jimenez, Steven- Michael Lopez, Shirley Madrigal, Yahaira Manus, Karen Monges, Debra Key Ortiz, Calixto Pasa, Paul Pena, Kathleen Proctor, Michael “Andy”	10 or more students \$30/hour  9 or fewer students \$20/hour	All Classes  Session I & II: \$162/class

Prepared by: Madelyn A. Arballo Reviewed by: Irene M. Malmgren  
 Recommended by: Bill Scroggins Agenda Item: Consent #25

**SUBJECT:** School of Continuing Education Additions and Changes

**DATE:** April 12, 2017

	Rivera, Edith Janet Salas, Edgar Segovia, Marina Tat-Chung, Kathy Van Der Heide, Julie  <u>Program Coordinator:</u> Cazares, Guadalupe	\$2,800	
Swim Programs for Summer: Group and Private Lessons	<u>Coordinator:</u> Ruh, Mark  <u>Supervisor:</u> Rieben, Mike	\$4,000  \$6,500	Group: \$50-\$60  Private: \$75-\$85
Applied Science Camp	<u>Instructors:</u> Pasa, Paul Proctor, Michael "Andy"	10 or more students \$30/hour  9 or fewer students \$20/hour	\$90

2. New Contracts

<b>Agency (Description of Services)</b>	<b>Expenses</b>	<b>Fee</b>
Austin-Corporation 11693 San Vicente Boulevard #321 Los Angeles, California 90049  <u>Contract #16-0386:</u> State of California Employment Training Panel (ETP)  Funding to provide local businesses with customized employee training needed to remain competitive. Training is based on employer's specific needs.	Instruction      \$80,000 Materials        \$3,000 Supplies         \$1,000	\$205,382

**SUBJECT:** School of Continuing Education Additions and Changes

**DATE:** April 12, 2017

3. Contract Changes

Course Title/Program	Change	Detail
Contract #16-0386 State of California Employment Training Panel (ETP)	New Instructor	Flores, Yesenia \$70/hour

4. Contract Education Development Programs

Agency (Description of Services)	Expenses
Community College ETP Collaborative Meeting (CCETPC)  Chaffey College InTech Training Center 9400 Cherry Ave., Bldg. A Fontana, California 92335  Food Systems, Inc. 7280 Artesia Blvd. Buena Park, California 90621  Monday, April 24, 2017	Catering not to exceed \$400

5. Curriculum

New Certificates

The new noncredit certificates listed below have been approved through the curriculum approval process since the last Board meeting and will be effective Summer 2017.

- High School Equivalency (HSE) Math
- HSE Science
- HSE Reading and Language Arts
- HSE Social Studies

New Courses

The new noncredit courses have been approved through the curriculum approval process since the last Board meeting and will be effective beginning Summer 2017.

**SUBJECT:** School of Continuing Education Additions and Changes

**DATE:** April 12, 2017

<b>Course ID</b>	<b>Course Title</b>
BS BIO50	Basic Skills Biology

### Course Modifications

The noncredit courses listed below have been modified and/or corrected to meet Title 5 requirements and to provide additional program options, meet industry standards, and to respond to advisory committee recommendations. They were approved through the curriculum approval process since the last Board meeting.

<b>Course ID</b>	<b>Course Title</b>
BS HSESC	HSE Preparation: Science
BS HSESS	HSE Preparation: Mathematics
BS HSERL	HSE Preparation: Reasoning through Language Arts
BS HSEMA	HSE Preparation: Math
VOC AGG01	Food Production, Land Use & Politics – A Global Perspective
VOC AGN02	Animal Nutrition
VOC AGR29	Ornamental Plants - Herbaceous
VOC AGR39	Turf Grass Production and Management
VOC AGR40	Sports Turf Management
VOC AGR55	Diesel Engine Repair
VOC AGR63	Irrigation Systems Management
VOC AGR72	Landscape Hardscape Applications
VOC AGR73	Landscaping Laws, Contracting and Estimating
VOC BA75	Using Microcomputers in Financial Accounting
VOC CSB16	Macintosh Applications
VOC CSW15	Web Site Development
VOC EL53	Communication Systems
VOC EL54A	Industrial Electronics
VOC FSH62	Retail Buying and Merchandising
VOC ID12	Materials and Products for Interior Design
VOC PHO15	History of Photography
VOC PHO30	Advertising Photography

### Funding Source

Community Services - Student Registration Fees.

Contracts - Contracting Agency.

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

**SUBJECT:** School of Continuing Education Additions and Changes

**DATE:** April 12, 2017

**RECOMMENDATION**

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

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Memorandum of Understanding with Biola University

**BACKGROUND**

The Biola University Teaching English to Speakers of Other Languages (TESOL) Masters-level program is requesting a partnership with the College's English as a Second Language (ESL) program to provide teacher-training opportunities under the direct supervision of Mt. San Antonio College ESL faculty.

**ANALYSIS AND FISCAL IMPACT**

This Memorandum of Understanding serves to establish a partnership with one of the leading Masters in TESOL programs in the region. The College's ESL faculty will gain mentorship skills as they support the student teachers in developing their pedagogy. In recognition of the time and efforts of Master Teachers, Biola will provide an honorarium of \$100 to each Master Teacher for each Biola student participating in student teaching at the College.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Memorandum of Understanding with Biola University, as presented.

Prepared by: Madelyn A. Arballo/Liza Becker

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract Agreement with Washington State Community &amp; Technical Colleges</u>	

**BACKGROUND**

Per Assembly Bill AB104, Adult Education Block Grant (AEBG), the Mt. San Antonio Regional Consortium for Adult Education has been engaged in collaborative planning to improve educational opportunities and create pathways for adult learners. The Integrated Basic Education and Skills Training (I-BEST) is an approach that integrates teaching of basic skills and technical content in order to accelerate the rate at which adult education students enter and complete post-secondary occupational education.

I-BEST offers an initial one-day training that is an administrative-led presentation providing an overview of the history of the program and its implementation in the state of Washington. Topics covered include team teaching and collaborative planning, pathway models, wraparound services, recruitment, education and employment outcomes, funding, and return on investment. Consortium administrators and key faculty and staff from the nine member institutions will participate in this one-day professional development symposium on May 31, 2017.

**ANALYSIS AND FISCAL IMPACT**

Authorization is requested to enter into a contract with Washington State Community & Technical Colleges in the amount of \$3,600, which includes speakers’ fees and travel. Additional authorization is sought for expenditures associated with food, in an amount not to exceed \$4,000.

**Funding Source**

New Contract – 2016-17 AEBG Restricted Funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Washington State Community & Technical Colleges, as presented.

Prepared by:	<u>Madelyn A. Arballo/Ryan Whetstone</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #27</u>

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Affiliation Agreement with Care Ambulance Service

**BACKGROUND**

Mt. SAC's Emergency Medical Technician (EMT) Program provides instruction and training to students by arranging clinical learning experiences. Care Ambulance Service, located in Orange, California, has agreed to accept our EMT students and will provide them with excellent training opportunities.

**ANALYSIS AND FISCAL IMPACT**

Authorization is requested to enter into an agreement with Care Ambulance Service. The new affiliation agreement between Mt. SAC and Care Ambulance Service is the standard Mt. SAC agreement. The agreement shall be effective April 17, 2017, through June 30, 2018.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the affiliation agreement with Care Ambulance Service, as presented.

Prepared by: Jemma Blake Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #28

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Affiliation Agreement with North Net Training Authority</u>	

**BACKGROUND**

Mt. San Antonio College’s Fire Academy requires the use of a Fire Control 3 certified training center. North Net Training Authority, located in Anaheim, California, has the space and structures for live fire skills training in the area of fire behavior, interior fire attack, exterior fire attack, and vertical ventilation. Training for the 64<sup>th</sup> Fire Academy is to be conducted on May 17-18, 2017, and will provide approximately 33 students with 16 hours of skills-based training.

**ANALYSIS AND FISCAL IMPACT**

Authorization is requested to enter into an agreement with North Net Training Authority, at a cost not to exceed \$1,540 for the two-day training session. The agreement shall be effective May 17-18, 2017.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the affiliation agreement with North Net Training Authority, as presented.

Prepared by: Jemma Blake Judd Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #29

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Contract Agreement: OCLC WorldShare Consulting Services

**BACKGROUND**

In 2013, the Library migrated from a server-based Integrated Library System to OCLC WorldShare Management Services (WMS), a web-based unified system that brings together acquisitions, vendor management, circulation, cataloging, electronic resource access and maintenance, and patron data management. OCLC is a non-profit membership organization that has provided leadership in Library innovation and management for 50 years. Part of the appeal of WMS is that it enables streamlining of processes to reduce the time necessary from the ordering of a resource to its availability to students. WMS originally launched with access to the collection through WorldCat Local. At the beginning of Spring semester 2017, the Library migrated the catalog to a new interface, WorldCat Discovery.

**ANALYSIS AND FISCAL IMPACT**

The workflow for Library selection, acquisition, and technical services has been impacted over the past four years by a number of changes, including changes to the library system (both backend and user interface) and changes in the materials collected (increase in eBooks and other electronic content). As the systems and materials have changed, some of the processes have not been updated to best account for these changes. The Library has also been experiencing difficulty in integrating new library materials purchasing systems into these processes. OCLC has recently begun a consulting service that will facilitate the Library through a process of participatory evaluation of the current workflow and active redesigning of workflows towards the goal of increasing efficiency and accuracy. The consultant is an expert in the system, and, therefore, can work with staff and faculty in the Library using best practices to achieve a feasible streamlined workflow. The service will allow for a more streamlined process to be established.

The agreement will become effective April 15 through May 31, 2017, at a cost not to exceed \$6,000, including travel expenses.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract agreement with OCLC WorldShare Consulting Services, as presented.

Prepared by: Meghan Chen/Romelia Salinas

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #30

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Library Electronic Information Resource – Community College League of California</u>	

**BACKGROUND**

The Library and Learning Resources Division provides informational databases for a wide range of disciplines. The databases are used by students doing class projects and by faculty for research and class preparation. The databases provide students and faculty access to books, articles, newspapers, government codes, and legal information. Examples include the Grove Art Online, Academic Search Premier, Literature Resource Center, ProQuest Newspapers, CINAHL (Cumulative indexes to Nursing and Allied Health Literature), ERIC (Educational Resource Information Center), and Netlibrary eBooks. The Community College League of California (CCLC) is a central source for many of our database needs.

**ANALYSIS AND FISCAL IMPACT**

Public Contract Code Section 20651 requires that all purchases valued over \$88,300 be formally bid and awarded by the Governing Board. The cost of purchasing all the databases currently used by the College exceeds the formal bid threshold, and most of the databases are proprietary and considered sole source. Therefore, it is proposed that the College use the services of the Community College League Consortium, a joint project of the CCLC with the Council of Chief Librarians. The program provides informational databases via the internet to libraries at all 112 community colleges and many off-campus centers around the state. The program negotiates significant price discounts on more than 100 different databases, ranging from 20% to 50% off list prices. The Library and Learning Resources Division currently anticipates spending up to \$200,000 annually for these databases.

**Funding Source**

Unrestricted General Fund.  
Restricted Fund – State Lottery and Perkins.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of on-line informational databases from the Community League Consortium, as presented.

Prepared by:	<u>Meghan Chen/Romelia Salinas</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:** April 12, 2017

**CONSENT**

**SUBJECT:** Classified Great Staff Retreat at UCLA Conference Center

**BACKGROUND**

As in the previous year, \$30,000 has been allocated for a classified staff retreat for the 2016-17 fiscal year. The retreat will focus on employee engagement and motivation, team-building, leadership, effective communication, and to improve the knowledge of Classified staff's job roles, and will be held at the UCLA Conference Center, in Lake Arrowhead, CA, on May 17-19, 2017. Authorization is requested to enter into a contract with the UCLA Conference Center to conduct this retreat.

**ANALYSIS AND FISCAL IMPACT**

The 2016 Great Staff Retreat was held at UCLA Conference Center, with resounding employee endorsement, at a cost of \$225 per person. The cost for the 2017 year is \$235 per person. The UCLA Conference Center offers a complete meeting package which includes lodging, meals, and the conference location. Costs for additional food services and team-building activities are at an additional cost. A contract with the UCLA Conference Center has been received and authorization is requested for a not-to-exceed amount of \$22,000, with the anticipation of 40 participants. Additional authorization is requested to make advance payment (deposit) of \$9,400 to the Conference Center.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Great Staff Retreat at the UCLA Lake Arrowhead Conference Center and advance payment, as presented.

Prepared by: Lianne Greenlee

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract Agreement: Record Timing for 2017 Mt. SAC Relays</u>	

**BACKGROUND**

The Mt. Mt. SAC Athletics Special Events request authorization to enter into a contract agreement with Record Timing for the Mt. SAC Relays. This event has a rich tradition and high level of national and international exposure. This will be the 58<sup>th</sup> running of the Mt. SAC Relays, and they will be held April 13-15, 2017.

**ANALYSIS AND FISCAL IMPACT**

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

Record Timing will provide race timing services at a cost not to exceed \$6,000. This company was used for the Relays in 2016, and there is no increase in cost.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: _____	Joe Jennum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #33

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

**DATE:** April 12, 2017

**CONSENT**

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

**BACKGROUND**

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

New Courses

Course Title

ENGL 90	Accelerated Developmental Writing
PUBH 22	Introduction to Epidemiology
THTR 13	Play Rehearsal and Performance - Technical
THTR 20	Introduction to Script Analysis for the Theater
THTR 21	Introduction to Theater Design
THTR 22	Stage Lighting

4-Year Review

Course Title

ARCH 290	Architectural Work Experience
BUSA 71	Personal Financial Planning
BTNY 3	Plant Structures, Functions, and Diversity
CISD 11L	Database Management - Microsoft Access Laboratory
CISN 34	Linux Networking and Security
CISN 34L	Linux Networking and Security Laboratory
CISW 21L	Secure Web Programming with ASP.NET Laboratory
DNCE 11A	Social Dance Forms I
DNCE 11B	Social Dance Forms II
DNCE 12A	Modern I
DNCE 12B	Modern II
DNCE 14B	Jazz II
DNCE 18A	Tap I
DNCE 18B	Tap II
DNCE 19	Tap Performance
DNCE 22	Dance Rehearsal
DNCE 24	Dance Production
DNCE 32	Commercial Dance
DNCE 33	Improvisation

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #34

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

**DATE:** April 12, 2017

DNCE 34	Dance Directives
DNCE 40	Conditioning Through Dance
FCS 80	Personal Financial Planning
KINX 9	Conditioning for Sports
MUS 17B	Intermediate Piano
MUS 18	Advanced Piano

Modified Courses

Course Title

ANIM 130	Introduction to 3D Modeling
MUS 112	Music Theory II
MUS 211	Music Theory III
R-TV 14	Media Aesthetics
R-TV 101	Work Experience in Broadcast Entertainment
SIGN 220	Translation: American Sign Language and English
SPCH 99	Special Projects in Speech
THTR 15	Play Rehearsal and Performance - Acting

Modified Certificates

Manufacturing Technology

New Degrees

World Languages, AA

Modified Degrees

Manufacturing Technology, AS

Sociology, AA-T

Theater Arts, AA-T

**ANALYSIS AND FISCAL IMPACT**

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

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

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

**DATE:** April 12, 2017

Funding Source

Not Applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the above curriculum additions and changes effective with the 2017-18 academic year, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Strong Workforce Initiative Regional Share: Acceptance of Funds and Approval of Purchases</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for the Strong Workforce Initiative Regional Share, funded by the California Community Colleges Chancellor’s Office and passed through Rancho Santiago Community College District. The purpose of the grant is to develop more and better Career Technical Education (CTE) to increase social mobility and fuel regional economies with skilled workers. The initiative focuses on data-driven outcomes rather than activities, along with an emphasis on innovation and risk-taking.

Mt. SAC is participating in eight regional projects: two as the lead college, four as a partner college receiving funding, and two as a college joining the projects but receiving no funding. The two projects in which the College is the lead are the Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R) Collaborative and the CTE Readiness/Noncredit Boot Camps. The purpose and scope of the HVAC/R Collaborative is to provide facilities and technology, which can be utilized across the region, as well as showcase and research the energy and sustainability of Zero Net Energy. The CTE Readiness/Noncredit Boot Camps project will create short-term noncredit boot camps to better prepare students to enter college and be successful in credit CTE coursework.

Four partner-college projects will support K-12 career pathways, one CTE program, and two research projects at the Los Angeles/Orange County Center of Excellence. The purpose and scope of the Career Pathways Specialist project is to promote articulation, dual enrollment, and the development of career pathways between Mt. SAC and feeder high schools/adult schools. The purpose and scope of the Crosstown Engineering Design Manufacturing HUB is to create systematic, broad-based Engineering Design Manufacturing pathways that emphasize the most recent technologies in industry. The purpose and scope of the Los Angeles Workforce Education Research Center and the OC Regional Data Enhancement projects is to research and publish robust labor market supply and demand reports, research staffing patterns, and provide industry growth projections for Los Angeles and support college-specific research projects for Orange County.

Mt. SAC is participating in regional conferences in the Global Trade and Logistics Regional Consortia and Digital Badging project, and is providing expertise and best practices for the San Gabriel Valley Cooperative Work Experience Education Collaborative.

Prepared by:	<u>Adrienne J. Price</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #35</u>

**SUBJECT:** Strong Workforce Initiative Regional Share: Acceptance of Funds and Approval of Purchases

**DATE:** April 12, 2017

### **ANALYSIS AND FISCAL IMPACT**

The total grant award is \$837,529. The project amounts are as follows: \$178,529 for HVAC/R Collaborative; \$175,000 for CTE Readiness Noncredit Boot Camps; \$120,000 for Career Pathways Specialist; \$144,000 for Crosstown Engineering Design Manufacturing HUB; \$90,000 for Los Angeles Workforce Education Research Center; \$130,000 for Orange County Regional Data Enhancement; \$0 for Global Trade and Logistics Regional Consortia and Digital Badging; and \$0 for San Gabriel Valley Cooperative Work Experience Education Collaborative.

The performance period is July 1, 2016, through June 30, 2020.

The funding agency has approved the expenditure of grant funds to support the following: instructional and non-instructional salaries; employee benefits; instructional and non-instructional supplies and materials; travel; catering; contracted services; equipment; and construction.

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

#### **Funding Source**

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

### **RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with Cal Poly Pomona Foundation, Inc.</u>	

**BACKGROUND**

The Counseling Department is requesting approval to contract with Cal Poly Pomona Foundation, Inc. for a planning day on Friday, May 5, 2017. Counseling Administrators and full-time faculty will participate in activities and strategies to maintain quality service to our students. Other areas of review will be:

1. Student Success and Support Program implementation strategies and review.
2. Developing goals and a plan of action to maintain and implement.

**ANALYSIS AND FISCAL IMPACT**

The contract covers parking, continental breakfast, lunch, refreshments, and use of meeting rooms at Kellogg West Conference Center. The training will host 50 participants. The total amount of the contract is not to exceed \$4,352.71.

**Funding Source**

Restricted Fund – Student Success and Support Program.

**RECOMMENDATION**

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

Prepared by:	<u>Thomas G. Mauch</u>	Reviewed by:	<u>Audrey Yamagata-Noji</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #36</u>

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Contract for Legal Services with the Harriett Buhai Center for Family Law

**BACKGROUND**

The Harriet Buhai Center for Family Law is a non-profit law firm that provides legal consultations to the students of the CalWORKs Program. This non-profit law firm had previously provided services to the CalWORKs students; but, due to their reduced funding, they will no longer be able to provide free services to our students. In establishing a contract with the Harriet Buhai Center for Family Law, we will be able to continue offering confidential individual meetings between eligible CalWORKs students and Harriet Buhai legal staff. The legal staff will provide family legal services related to divorce, child support issues, housing, and domestic violence.

**ANALYSIS AND FISCAL IMPACT**

The contract with Harriet Buhai Center for Family Law is for the current fiscal year, 2016-2017. All activities and expenses related to this contract will be funded out of the CalWORKs funding source, to be used only for CalWORKs-eligible students. There will be no cost to the College. The costs for services will be at a daily rate of \$250, with one visit during the Spring 2017 semester for a total of \$250.

**Funding Source**

CalWORKs funding.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract for legal services with the Harriet Buhai Center for Family Law.

Prepared by: Eric Lara

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #37

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Independent Contractors: Note Takers for the Disabled Student Programs and Services</u>	

**BACKGROUND**

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services (DSP&S) for the Spring 2017 semester.

**ANALYSIS AND FISCAL IMPACT**

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

Providers	Not to Exceed
Alazzawi, Amira	\$96
Basulto, David	\$144
Carbajal, Valerie	\$96
Carrera, Leslie	\$96
Calleros, Christina	\$96
Campos, Yesenia	\$192
Canas, Anthony	\$96
Chavez, Agustin	\$96
Cox, Austin	\$96
Diaz, Natalia	\$96
Dvorak, Kristen	\$192
Fann, Carol	\$156
Figueroa, Juan	\$96
Fuentes, Velina	\$96

Providers	Not to Exceed
Gonzalez, Jacquelyn	\$96
Guzman, Alejandro	\$96
Hernandez, Bernadette	\$96
Holland, KaLynn	\$96
Htet, Tha	\$96
Jhaveri, Rudresh	\$192
Martinez, Stacy	\$192
Maya, Cyntia	\$96
Mendivil, Christie	\$96
Mirabal, Angel	\$96
Moody, Ganiece	\$96
Moreno Hernandez, Laura	\$96
Oh, Hyun Kyung	\$96
Ortiz Sanchez, Diana	\$96

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #38

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

**DATE:** April 12, 2017

<b>Providers</b>	<b>Not to Exceed</b>
Garcia, Brittney	\$96
Piceno, Miguel	\$96
Ramos, Briana	\$96
Rivera Duran, Elena	\$96
Robles, Jasmine	\$96
Rocha Garcia, Tania	\$96
Rodarte, Denise	\$96
Rodriguez, Emylia	\$96
Sixto, Jessica	\$96
Sixto, Margie	\$96
Solis, Claudia	\$96

<b>Providers</b>	<b>Not to Exceed</b>
Paredes, Maribel	\$96
Somjit, Raelene	\$96
Soto, Deziree	\$96
Tejeda, Rebeca	\$96
Teniente Guerrero, Ana	\$96
Torres, Scarlett	\$192
Vieyra, Sheridan	\$96
Villasana, Marlene	\$336
Wang, Kelly	\$96
Wilkinson, Kimberly	\$96
Zavala, Monica	\$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.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract Renewal: Economic Modeling, LLC</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Authorization is requested to enter into a contract renewal with Economic Modeling, LLC (EMSI) for software subscription renewal to access labor market information, not to exceed \$11,000. The previous agreement with EMSI was effective February 28, 2016, through February 28, 2017, at a cost of \$7,000. The increased cost includes additional geography to include data for the entire state.

The agreement with EMSI became effective February, 28, 2017, and will expire February 28, 2018. There will be no impact to the College budget.

COE requested a change in the subscription which caused a delay of the quote and invoice from EMSI. As a result, the paperwork was not submitted for Board approval prior to the effective date of the contract.

**FUNDING SOURCE**

Mt. SAC Center of Excellence Grant funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the COE’s contract renewal with EMSI, 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 #39</u>

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

**DATE:** April 12, 2017

**CONSENT**

**SUBJECT:** Contract Amendment: Laguna Cliffs Marriott Resort and Spa for  
the 2017 Management Retreat

**BACKGROUND**

The Management Professional Development Committee, in collaboration with the Professional and Organizational Development (POD) office, coordinated a two-day retreat for management personnel. The retreat focused on leadership, team-building, wellness, and strategic planning. These topics were expressed needs from a Fall 2016 Management Professional Development Needs Survey. The retreat was held on January 5-6, 2017, at the Laguna Cliffs Resort and Spa. The initial contract with the venue was based on the attendance of 35 managers—about the same amount as attended the 2015 Management Retreat. However, by the time the final attendance numbers were required by the venue in December 2016, the attendance RSVPs had grown to 89—almost triple the original numbers.

**ANALYSIS AND FISCAL IMPACT**

The initial request for funding for the Laguna Hills Resort and Spa was \$30,000, approved by the Board at their October 7, 2016, meeting. However, the revised contract, reflecting the 300% increase in attendance, is \$56,478.29. A Board Agenda item was not submitted at the time of that change because it occurred during a change in the POD management staff. Authorization is requested for the additional amount of \$26,478.29, the difference between the originally approved funding and the amended contract.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies this increase in the Laguna Cliffs Marriott Resort and Spa contract, as presented.

Prepared by: James Jenkins

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #40

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 12, 2017</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract Agreement: Goodwill SoCal</u>	

**BACKGROUND**

In an effort to organize and consolidate, the Mt. San Antonio College Athletics Special Events Program hired Goodwill SoCal to scan and digitally archive historical photos, programs, and documents from the Mt. SAC Relays and Cross Country Invitational events.

**ANALYSIS AND FISCAL IMPACT**

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

The initial scope of work did not require Board authorization. However, we have increased the scope of work and are seeking authorization to enter into a contract agreement with Goodwill SoCal, not to exceed, \$18,000 and invoiced monthly. The agreement began on November 30, 2016, and shall be completed by October 30, 2017.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the contract with Goodwill SoCal, as presented.

Prepared by: _____	Joe Jennum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #41

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

**DATE:** April 12, 2017

**ACTION**

**SUBJECT:** Revision of Resolution No. 16-06 – A Resolution Fixing the Employer  
Contribution Under Section 22895 of the Public Employees' Medical and  
Hospital Care Act with Respect to a Recognized Employee Organization

**BACKGROUND**

The Mt. San Antonio Community College District, in accordance with Government Code 22895, and in compliance with CalPERS' current required vesting resolution language, is submitting a resolution fixing the employer contribution to provide 100% Basic/Medicare Two-Party Plan for Vice Presidents upon retirement.

This Resolution was originally presented and approved by the Board in December 2016. After submission to CalPERS, the College was informed of specific language that must be included in the Resolution in order for it to be accepted by CalPERS. Attached is a revision of the Resolution that was presented in December.

**ANALYSIS AND FISCAL IMPACT**

None; no change in vested benefits.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the revisions to the existing Resolution Fixing the Employer Contribution Under Section 22895 of the Public Employees' Medical and Hospital Care Act with Respect to a Recognized Employee Organization.

Recommended by: Bill Scroggins Reviewed by: Abe Ali  
Agenda Item: Action #2

**RESOLUTION NO. 16-06  
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
~~RESOLUTION ELECTING TO ESTABLISH A HEALTH BENEFIT  
VESTING REQUIREMENT FOR FUTURE RETIREES UNDER THE  
FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION~~**

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

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

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

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

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

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

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

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

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

~~HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board of Mt. San Antonio Community College District of Los Angeles County, California, at its regular meeting on December 14, 2016.~~

WHEREAS, (1) Mt. San Antonio Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of Vice Presidents; and

WHEREAS, (2) Mt. San Antonio Community College District is a contracting agency and has filed a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; and

WHEREAS, (3) Mt. San Antonio Community College District certifies employees are represented by a bargaining unit and there is an applicable memorandum of understanding; and

WHEREAS, (4) the credited service of an employee for purposes of determining the percentage of employer contribution applicable under Government Code Section 22895 shall mean service as defined in Government Code Section 22826; and

WHEREAS, (5) the employer contribution for active employees cannot be less than what is defined in Government Code Section 22892(b); now, therefore be it

RESOLVED, (a) that employees retired on or after January 1, 1996, shall be subject to the requirements defined in this vesting resolution; and be it further

RESOLVED, (b) that the employer contribution for each annuitant subject to this provision shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of 100% Basic/Medicare Two-Party Plan per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (c) employer contributions for post-retirement health benefits shall not be paid to annuitants with less than five (5) years of credited service with Mt. San Antonio Community College District. The percentage of the employer contribution payable for post-retirement health benefits for each annuitant shall be based on the annuitant's completed years of credited service with Mt. San Antonio Community College District.

<u>Credited Years of Service</u>	<u>Percentage of Employer Contribution</u>
<u>Less than 5 years</u>	<u>0%</u>
<u>5 years</u>	<u>100%</u>

and be it further

RESOLVED, (d) in order to receive the employer contribution payable for post-retirement health benefits, annuitants who retire for disability must meet the credited years of service requirement set for in RESOLVED (c); and be it further

RESOLVED, (e) Mt. San Antonio Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (f) that the participation of the employees and annuitants of Mt. San Antonio Community College District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Mt. San Antonio Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees' Retirement System may be obligated

**and reserves the right to terminate the health coverage of all participants of the employer; and be it further**

**RESOLVED, (g) that the executive body appoint and direct, and it does hereby appoint and direct, the President/CEO to file with the Board a verified copy of this resolution, and to perform on behalf of Mt. San Antonio Community College District functions required of it under the Act; and be it further**

**RESOLVED, (h) that coverage under the Act be effective on February 1, 2017. Adopted at a regular meeting of the Governing Board at 1100 N. Grand Ave., Walnut CA 91789, this 12<sup>th</sup> day of April 2017.**

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

Signed: \_\_\_\_\_  
Rosanne Bader, Esq.  
President  
Board of Trustees

Attest: \_\_\_\_\_  
William T. Scroggins  
College President & CEO and  
Secretary, Governing Board

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

**DATE:** April 12, 2017

**ACTION**

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

**BACKGROUND**

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

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

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

**ANALYSIS AND FISCAL IMPACT**

Following is the current Board Policy.

The current budget includes compensation for the Student Trustee.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees reaffirms the existing Board Policy 2015 - Student Member.

Recommended by: Bill Scroggins Agenda Item: Action #3

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

**DATE:** April 12, 2017

## **Chapter 2 – Board of Trustees**

### **BP 2015 Student Member**

**Reference:**

Education Code Section 72023.5

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

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

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

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

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

The Student Trustee is afforded the following privileges:

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

Approved: March 24, 2004

Revised: July 23, 2008

Revised: May 26, 2010

Revised: March 27, 2013

Revised: April 2, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016

Reviewed: April 12, 2017

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

**DATE:** April 12, 2017

**ACTION**

**SUBJECT:** Review of Board Goals for 2017-18

**BACKGROUND**

It is the responsibility of the Board of Trustees to annually set goals. Following are suggestions as based on discussions at the Board Study Session on January 21, 2017:

1. Increased private financial support.
2. More updates from our CEO in preparation for a successful 2018 bond measure.
3. A comprehensive campus security plan.
4. A plan for recruiting international students.
5. Vigorous communication with elected officials at the local, state, and federal level.
6. More Board advocacy at the state and national level.
7. A comprehensive parking facilities plan.
8. A Diversity Dashboard with an annual presentation to the Board.
9. A well-trained Mt. SAC police department.
10. Effective community meetings regarding our facilities master planning.
11. Full seven years of accreditation.
12. Protection for our DACA students and other at-risk groups.
13. Resolution of disputes and improved relations with the City of Walnut.
14. A thorough and fair discussion on a Community Workforce Agreement (PLA).

**ANALYSIS AND FISCAL IMPACT**

Not applicable.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the above listed Board Goals for 2017-18.

Recommended by: Bill Scroggins Agenda Item: Action #4

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

**DATE:** April 12, 2017

**ACTION**

**SUBJECT:** 2017 CCCT Board of Directors Election

**BACKGROUND**

In accordance with the California Community College Trustees (CCCT) Board of Directors election process, community college district board nominations for vacancies on the CCCT Board of Directors were to be received by the Association from January 1 through February 15, 2017. The election of members of the Board of Directors takes place between March 10 and April 25, 2017. The CCCT Board of Directors is a 21-member Board and meets generally five times per year.

**ANALYSIS AND FISCAL IMPACT**

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

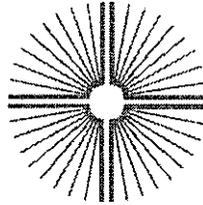
**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees discuss and cast its vote for up to nine candidates for the 2017 CCCT Board of Directors.

Recommended by: Bill Scroggins Agenda Item: Action #5



**2017 CCCT BOARD ELECTION**  
CANDIDATES LISTED IN SECRETARY OF STATE'S  
RANDOM DRAWING ORDER OF FEBRUARY 10, 2017

1. Marisa Perez, Cerritos CCD
2. Greg Pensa, Allan Hancock CCD
3. Michele R. Jenkins, Santa Clarita CCD
4. John Leal, State Center CCD
5. \*Stephen Blum, Ventura County CCD
6. \*Laura Casas, Foothill-DeAnza CCD
7. \*Stephan Castellanos, San Joaquin Delta CCD
8. Loren Steck, Monterey Peninsula CCD
9. \*Adrienne Grey, West Valley-Mission CCD
10. Shaun B. Giese, Lassen CCD
11. \*Andra Hoffman, Los Angeles CCD
12. \*Pam Maynes, Los Rios CCD
13. Richard Waters, Ohlone CCD
14. \*Jim Moreno, Coast CCD
15. William “Kyle” Iverson, Napa CCD

\*Incumbent

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b>	<u>April 12, 2017</u> <b>INFORMATION</b>
<b>SUBJECT:</b>	<u>Changes to Administrative Procedure 4020 – Program and Curriculum Development</u>

**BACKGROUND**

Mt. San Antonio College is updating the College’s Administrative Procedures and proposes the following changes to Administrative Procedure 4020 – Program and Curriculum Development.

**ANALYSIS AND FISCAL IMPACT**

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

Administrative Procedure 4020 has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information Administrative Procedure 4020 – Program and Curriculum Development.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren  
Agenda Item: Information #1

**SUBJECT:** Changes to Administrative Procedure 4020 – Program and Curriculum Development

**DATE:** April 12, 2017

## Chapter 4 – Academic Affairs

### AP 4020 Program and Curriculum Development

#### References:

Title 5 Sections 55000 et seq., and 55100 et seq.; Accreditation Standard II.A

The College defines a program as an approved sequence of courses leading to a certificate or degree. The Program and Course Approval Handbook for the California Community Colleges (~~March 2009~~**September 2013**) as well as the Course Outline of Record: A Curriculum Reference Guide (Spring 2008) is the reference used for curriculum and program development at the College.

#### A. Curriculum Review

The curriculum review process shall, at a minimum, be in accordance with the following:

- The College will have an established Educational Design Committee, and its membership structure will be mutually agreed upon by the College administration and the Academic Senate.
- The Academic Senate assigns the task of course and program review to the Educational Design Committee. The Educational Design Committee shall forward its recommendations to the Curriculum and Instruction Council for review. All **new and modified course and program** recommendations of the Educational Design Committee **Curriculum and Instruction Council shall be sent to the Board of Trustees for final approval.** and **The Curriculum and Instruction Council report must be approved by include all approved courses and programs and continue to be reported to the Senate Executive Board and** the full Academic Senate **at every meeting.** ~~prior to sending to the Board of Trustees for final approval.~~
- **Educational Design Committee and Curriculum and Instruction Council agendas will be emailed to the campus at least 72 hours before the meeting takes place. Faculty members desiring to pull items from the Educational Design Committee or Curriculum and Instruction Council agenda will notify the Curriculum Liaison, Assistant Curriculum Liaison, Curriculum Specialist, division representative, or committee or council member. Rationale must be provided for pulling items from an agenda.**

**SUBJECT:** Changes to Administrative Procedure 4020 – Program and Curriculum Development

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- The Educational Design Committee also reviews course prerequisites, corequisites, and advisories in a manner that meets each of the requirements under Title 5 Section 55003 and those specified in the College’s curriculum review process.

B. Publication of Changes and Maintenance of Records

After Board **and Chancellor’s Office** approval, all new **courses and** programs or changes to existing **courses and** programs commence with the next academic year and must be published in the College Catalog or in the online Catalog addendum. All changes to course numbers or prefixes must be reflected in the next year’s College Catalog and class schedules showing both the old and new number to provide students with a clear path of transition.

C. Maintenance of Courses and Programs

It is the intention of the College to maintain a current and functional Catalog and to offer the courses and programs therein. To support this endeavor:

- Each department shall develop a course rotation plan so that each course under the control of the department is included in a two-year scheduling cycle;
- Each department shall propose new courses, new programs, course or program modifications, and course or program inactivations as necessary to maintain a functional and relevant curriculum; and
- Each department shall comply with program and course review standards as recommended by the Educational Design Committee or the Curriculum and Instruction Council, and approved by the Academic Senate.

The Educational Design Committee or Curriculum and Instruction Council may propose inactivation of a course required for a degree or certificate should any of the following apply:

- The department controlling the course requests the inactivation;
- The course has not been submitted for course review within the past ~~five~~**four** years; or
- The course has not completed an outcomes cycle within the past ~~five~~**four** years.

The Educational Design Committee or Curriculum and Instruction Council may propose inactivation of a program should any of the following apply:

- The department controlling the program requests the inactivation; or

**SUBJECT:** Changes to Administrative Procedure 4020 – Program and Curriculum Development

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- The program has not completed an outcomes cycle within the past ~~five~~four years.

On an annual basis by October 1 of each year, the Instruction Office shall provide a list of programs with completion data, near-completers, and denied completers as well as a breakdown of courses used to complete the program to each department. In addition, the Instruction Office shall publish a list of courses and programs which are subject to inactivation under the guidelines noted above. Departments should report and provide rationale to the Instruction Office within 90 days of the distribution of the list so as to indicate which courses and programs should remain in the curriculum inventory. If departments do not report back within 90 days, the Instruction Office will inform the Educational Design Committee that may then choose to recommend inactivation of the courses or programs through the Curriculum and Instruction Council followed by approval by the Academic Senate.

Courses and programs that are requested by departments to remain in the curriculum system will be retained for one additional year. If the course or program is on the next year's list of courses and programs which are subject to inactivation, then the courses will automatically be submitted to the Educational Design Committee for inactivation.

Courses and programs that are inactivated shall be removed from the College Catalog.

#### D. Review of Courses Approved for General Education

Courses that fulfill general education requirements must:

1. Require post-secondary level skills in reading, writing, quantitative reasoning, and critical thinking.
2. Improve students' abilities to:
  - a. communicate ideas effectively orally and in writing;
  - b. define problems, design solutions, and critically analyze results;
  - c. use available media to access, research, and retrieve reliable and authoritative information;
  - d. work effectively, both cooperatively and independently;
  - e. develop and question personal and societal values, make informed choices, and accept responsibility for their decisions;
  - f. function as active, responsible, and ethical citizens; and

**SUBJECT:** Changes to Administrative Procedure 4020 – Program and Curriculum Development

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- g. acquire curiosity and skills essential for lifelong learning.
3. Impart understanding, knowledge, and appreciation of:
- a. our shared scientific, technological, historical, and artistic heritage including the contributions of women, ethnic minorities, and non-western cultures;
  - b. the earth's ecosystem including the processes that formed it and the strategies that are necessary for its maintenance;
  - c. human social, political, and economic institutions and behavior including their interrelationships; and
  - d. the psychological, social, and physiological dimensions of men and women as individuals and as members of society.

The Educational Design Committee will annually review proposals for additions and deletions to the General Education course list, maintaining consistency with the CSU area designation approval. The Committee will recommend to the Academic Senate any changes in the General Education course list. The Mt. SAC General Education course list will be published each year in the College Catalog and schedule of classes.

E. Stand-Alone Courses Approval Process

- a. The Educational Design Committee shall review proposals of stand-alone courses in a manner that meets each of the requirements under Title 5 Section 55100 and those specified in the College's curriculum review process.
- ~~b. Procedures for course approval of degree and nondegree applicable credit courses not part of a Chancellor's Office approved educational program must address the following criteria:~~
  - ~~• Courses must be recommended by the Educational Design Committee, approved by the Academic Senate, and Board of Trustees;~~
  - ~~• Individuals on the Educational Design Committee must receive stand alone course training provided for in Title 5 section 55100 each year before September 30;~~
  - ~~• Unless modified to address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor;~~

**SUBJECT:** Changes to Administrative Procedure 4020 – Program and Curriculum  
Development

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- ~~Students may count no more than 17 semester units of degree-applicable stand-alone credit courses toward satisfying the requirements for a certificate or completion of an associate degree;~~
- ~~No more than 17 semester units of stand-alone courses within a single four-digit Taxonomy of Programs (TOP) code linked to one another by prerequisites or corequisites may be approved; and~~
- ~~All approved stand-alone courses must be reported to the California Community Colleges Chancellor's Office to obtain a course control number for Management Information System (MIS) reporting.~~

Approved: October 2012

Revised: August 28, 2013

Reviewed: December 16, 2014

Reviewed: June 9, 2015

Revised: September 28, 2016