



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 10, 2017

4:00 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 (4:00 p.m.)

PUBLIC COMMUNICATION

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

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

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

CLOSED SESSION

1. **Public Employee Performance Evaluation** (Pursuant to Section 54957) – President & CEO
2. **Conference with Labor Negotiators** (Pursuant to Section 54957.6):
 - Bill Scroggins, Chief Negotiator (CSEA 262)
 - Abe Ali, Chief Negotiator (CSEA 651)
 - Jennifer Galbraith, Chief Negotiator (Faculty Association)
3. **Charge or Complaint Involving Information Protected by Federal Law** (Pursuant to Section 54956.86) – Appeal of Administrative Review (per Administrative Procedure 3435), Discrimination and Harassment Investigations (two cases, regarding Student No. ...2613 and Employee No. ...1057).

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)

- **Evelyn Aguilera**, Fiscal Technician II (Fiscal Services)
- **Elda Blount**, Administrative Specialist III (Professional and Organizational Development)
- **Kasteel Gumban**, Fiscal Technician II (Fiscal Services)
- **Christine Lisnock**, Laboratory Technician II – Chemistry (Chemistry)
- **David Munar**, Custodian (Custodial Services)
- **Alejandra Pulido**, Coordinator, Project/Program (English as a Second Language)
- **Humberto Reynoso**, Laboratory Technician – Arts (Fine Arts)

Confidential Employees (Newly Appointed)

- **Melissa Cone**, Executive Assistant I (Fiscal Services)

Classified Employees (Promoted)

- **Jane Ho**, Laboratory Technician II – Chemistry (Chemistry)

Management Employees (Promoted)

- **Marisa Ziegenhohn**, Director, Fiscal Resources (Fiscal Services)

- **Recognition:**

Award a Certificate of Service to the following retiring employees:

- **Jodi Carter**, Account Clerk III (Fiscal Services), 20 years of service
- **Kathleen Clarke**, Educational Advisor (Counseling), 28 years of service
- **Mary Ann Mulvihill**, Administrative Specialist II (Business Division), 13 years of service

Award Certificates of Service to the following retired/retiring faculty members, whose combined years of service total 166 years:

- **George D. Dorough**, Professor (Sign Language/Interpreting), 26 years of service
- **Jean Garrett**, Professor (English, Literature & Journalism), 19 years of service
- **Christopher G. Graham**, Professor (Mathematics, Computer Science), 26 years of service
- **Paul W. Kittle**, Professor (Librarian-Learning Resources), 12 years of service
- **Rasool Masoomian**, Professor (Business Administration), 16 years of service
- **Heidi R. Parra**, Professor (Mathematics, Computer Science), 24 years of service
- **Christine M. Tunstall**, Professor (Counselor-Disabled Student Programs and Services), 27 years of service
- **Jill K. Wilkerson**, Professor (Counselor-Disabled Student Programs and Services), 16 years of service

Congratulate the 2017 Educators of Distinction:

- **Manuel Castillejos**, Professor, World Languages
- **Alison Chamberlain**, Professor, Biological Sciences
- **Guadalupe De La Cruz**, Transfer Specialist, Career & Transfer Services
- **Sandra Padilla**, Educational Advisor, Bridge Program
- **Craig Petersen**, Professor, Biological Sciences

The All-USA Community College Academic Team recognizes high achieving two-year college students who demonstrate academic excellence combined with leadership and service. Awards are given at both the state and national levels. At the state level, two Mt. San Antonio College students, **Anna Badillo** and **Jordan Tang**, were recently named to the 2017 All-California Academic First Team and were recognized at an awards luncheon in Sacramento on March 23, 2017. In addition, on the national level, Anna is one of only 20 students from across the country who was named to the All-USA Academic Team and received a \$5,000 scholarship. More than 1,800 students competed for this honor in 2017 and as the top scoring student in California, Anna was also named a 2017 Coca Cola New Century Scholar, earning an additional \$2,000 scholarship. Anna was presented at the Annual President's Breakfast held during the American Association of Community Colleges Annual Convention on April 24, 2017. Congratulations Anna and Jordan!

Under the guidance of Faculty Advisor **Kelly Coreas**, second year Respiratory Therapy students **John Gelert**, **Michael LaBianca**, **Christopher Low**, and **Daniel Kim** participated in the California Society for Respiratory Care South Coast Region Student Sputum Bowl competition in April. The Sputum Bowl is a fun name for an annual Respiratory Therapy trivia contest put on by the state and national Respiratory Therapy professional societies. These students competed against teams from several local colleges and after numerous rounds of questions, they won the regional competition. To be able to call yourself "Sputum Bowl Champion" is a title coveted by Respiratory Therapists around the country and these students have worked hard to earn this title. They will now represent Mt. SAC and the South Coast Region at the upcoming California Society for Respiratory Care Annual Conference in San Diego in June. Best of luck, gentlemen!

The Respiratory Therapy Department, under the leadership of Program Director **Kelly Coreas** and Department Chair **Mary-Rose Weisner**, is among a select group of programs that will be recognized by the Commission on Accreditation for Respiratory Care (CoARC) to receive the Distinguished Registered Respiratory Therapy (RRT) Credentialing Success Award. This award is presented as part of the CoARC's continued efforts to value the RRT credential as a standard of professional achievement. From a program effectiveness perspective, the CoARC views the RRT credential as a measure of a program's success in inspiring its graduates to achieve their highest educational and professional aspirations. Congratulations!

Dr. Irene Malmgren was presented with the Carter Doran Leadership Award at the Chief Instructional Officers Annual Spring Conference. This award recognizes an active instructional administrator who exemplifies leadership by showing qualities which Carter Doran embodied in his role as teacher/dean at Mt. San Antonio College and Vice President of Instruction at Santa Ana and College of the Canyons: Integrity, compassion, kindness, sense of humor, wit, and charm; Dedication to the common good; Devotion to excellence without elitism; Generosity with time and talent; and Loyalty to friends one and all. Congratulations, Irene, on a job well done!

APPROVAL OF MINUTES

1. Approval of minutes of the special meeting of April 12, 2017 (Pages 1 and 2).
2. Approval of minutes of the regular meeting of April 12, 2017 (Pages 3 through 15).
3. Approval of minutes of the special meeting of April 19, 2017 (Pages 16 and 17).

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. Management Steering Committee
9. 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
 - Informational Report – 2017 Scorecard for Mt. San Antonio College (Page 18).

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 19 through 24);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 25 through 27);
3. Re-issuance of stale-dated warrants (Page 28);
4. Agreement with Citrus College for the use of tennis courts, including advance payments (Page 29);
5. Amendment to Strata Information Group contract (Page 30);
6. Purchase of Hewlett Packard networking equipment (Pages 31 and 32);
7. Purchase of Furniture for the Business and Computer Technology Buildings A, B, and C – Phase I (Pages 33 and 34);
8. School of Continuing Education modular purchase for the Short-Term Vocational Health Careers Program Simulation Lab (Pages 35 and 36);
9. Purchase supplies and equipment through other public agencies' competitively bid contract for the 2017-18 fiscal year (Pages 37 and 38);
10. Amendment No. 2 to Verizon Wireless Communications agreement (Page 39);
11. Agreement with AT&T for advance payment of DSA inspection fees for cellular sites (Page 40);
12. Consulting agreement for the West Parcel Solar California Environmental Quality Act (CEQA) Initial Study (Pages 41 and 42);
13. Agreement with McKinstry Essention LLC for an Engineered Maintenance Plan (Page 43);
14. Agreement with Hampton Tedder Electric Co., Inc. for a High Voltage Coordination Survey and Report (Page 44);
15. Central Plant generator repair (Page 45);

16. Professional design and consulting services with Hill Partnership for the Student Center (Page 46);
17. Change Order for Building 23 Renovation (Pages 47 and 48):
 - Contract Harik Construction, Inc. (General Contractor) – Change Order No. 5;
18. Change Orders for the Business and Computer Technology Project (Pages 49 through 53):
 - Contract SJD&B (General Contractor) – Change Order No. 2;
 - Contract CLS Constructors, Inc. (General Contractor) – Change Order No. 1;
 - Contract Stolo Cabinets, Inc. (General Contractor) – Change Order No. 1;
 - Contract Letner Roofing Co. (Roofing Contractor) – Change Order No. 1;
 - Inland Building Construction Companies, Inc. (General Contractor) – Change Order No. 1;
 - R.W. Smith & Co. (General Contractor) – Change Order No. 1;
 - Stanton Utilities, Inc. (Utility Contractor) – Change Order No. 1; and
 - Daniel's Electrical Construction Co., Inc. (Electrical Contractor) – Change Order No. 1;
19. Proposed Gifts and Donations to the College:
 - Kay Hoevel – Mini Skid Steer with 16 horse power Honda engine with attachments, bucket, trencher, auger motor, and (3) augers; 6, 9, and 14 inch. Ripper, loader, tow hitch, chains, and load binders. Pro hauler trailer included. Hydraulic pressure gauge and service manuals for Honda engine and Compact Power Prodigy Skid Steer Model TK215 SN 1036405, valued by donor at \$4,500, to be used in the Equipment Technology labs and for general farm work.

HUMAN RESOURCES:

20. Personnel Transactions (Pages 54 through 69);
21. Contract with Maxient LLC (Page 70);
22. Contract with PeopleAdmin for Onboarding Services (Page 71);
23. New and/or Revised Classified Job Classification Descriptions (Pages 72 through 80);
24. New and/or Revised Management Job Classification Descriptions (Pages 81 through 97);

INSTRUCTION:

25. Acceptance of 2017-18 Funds: Adult Education Block Grant, AB104, Section 39, Article 9 (Pages 98 and 99);
26. Contract Agreement with Interact Communications (Page 100);
27. School of Continuing Education Additions and Changes (Pages 101 through 104);
28. Technical Assistance Agreement with the Academic Senate for California Community Colleges (Page 105);

29. West Covina Unified School District Facilities Use Agreement for Noncredit Instruction at Rio Verde Academy (Page 106);
30. Approval of Aircraft Repair Services with Foothill Aircraft Sales & Inc. (Page 107);
31. Yankee Book Peddler (Page 108);
32. Donation to Algalita Marine Research and Education in Support of Dr. Deborah Boroch Science Discovery Day (Page 109);
33. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year (Pages 110 through 112);
34. Mt. San Antonio College 2017 Scorecard (Pages 113 through 115);
35. Mt. San Antonio College's 2017 Institutional Effectiveness Partnership Indicators (Pages 116 through 119);
36. Assessment, Remediation, and Retention for Associate Degree Nursing Programs Grant: Acceptance of Funds (Page 120);
37. Basic Skills and Student Outcomes Transformation Grant: Approval of Activities (Page 121);
38. California Community Colleges Maker Mini-Grant: Approval of Activities (Page 122);
39. Enrollment Growth for Associate Degree Nursing Programs Grant: Acceptance of Funds (Page 123);
40. Health Careers Training Program Mini-Grant: Acceptance of Funds and Approval of Purchases (Page 124);
41. Song-Brown Registered Nurse Capitation Grant: Acceptance of Funds and Approval of Purchases (Page 125);

PRESIDENT'S OFFICE:

42. Agreement with Liebert Cassidy Whitmore for Legal Services (Page 126);
43. Consulting Agreement with the McCallum Group, Inc. (Page 127);

STUDENT SERVICES:

44. Contract with Island Packers for the ACES 2017 Summer Science Transfer Program (Page 128);
45. Contract with California State University, Channel Islands Campus Recreation for the ACES 2017 Summer Science Transfer Program (Page 129);
46. Contract with the University of California, Santa Barbara Campus Conference Services for the ACES 2017 Summer Residential Transfer Bridge Program (Page 130);

47. Contract with Griffith Moon Publishing (Page 131);
48. Contract with Mountain Meadows Golf Course (Page 132);
49. Interagency Agreement with Cal Poly Pomona (Page 133);
50. Student Health Services Fee Increase (Page 134); and
51. Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Page 135).

Ratification is requested for the following:

52. Continue utilizing Leighton Consulting, Inc. and Converse Consultants to provide materials and geotechnical soils testing engineer of records services (Page 136).

ACTION ITEMS

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

1. Resolution 16-13 – A Resolution Authorizing Layoff Due to Lack of Work and/or Lack of Funds (Pages 137 and 138);
2. Equal Employment Opportunity (EEO) Fund Multiple Method Allocation Model Certification Form for the Fiscal Year 2017-18 (Pages 139 and 140);
3. 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 (Pages 141 through 144);
4. Purchase of Audio-Visual Control Systems and Equipment – Phase III – (Bid No. 3155) – PLACEHOLDER (Page 145);
5. Proposal to set aside CEQA approvals for the West Parcel Solar Project, finalize the Preliminary Draft Initial Study/Mitigated Negative Declaration for the West Parcel Solar Project, and publish a Public Hearing Notice for purposes of adopting a Mitigated Negative Declaration (Pages 146 and 147).
6. Resolution 16-14 – A Request for Allowance of Attendance Due to Emergency Conditions (Pages 148 and 149).

DISCUSSION ITEM

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

1. Proposed New Board Policy 3730 – Text Messaging (Pages 150 and 151).

INFORMATION ITEMS

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

1. New Administrative Procedure 3730 – Text Messaging (Pages 152 through 155);
2. Revised Administrative Procedure 4024 – Units-to-Contact-Hour Relationship (Pages 156 and 157);
3. New Administrative Procedure 7123 – Applicant Travel Reimbursement (Pages 158 and 160).

ADJOURNMENT

Future Board Meetings

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

Upcoming Events

May 9-10	American Red Cross Drive , 9:00 a.m.-4:00 p.m., East of Student Life Center
May 11	69th Annual Student Art Exhibition , 4:00-6:00 p.m., Art Gallery 1B
May 12	Classified Employees Dinner for Evening Staff , 6:00-7:00 p.m., Building 47 Spring Wind Ensemble Concert , 7:30 p.m., Sophia Clarke Theater
May 13	Sixth Annual Dr. Deborah Boroch Discovery Day: Water is Life , 7:30 a.m.-2:00 p.m., various locations Students and Educators of Distinction , 11:30 a.m.-2:30 p.m., Pacific Palms

Upcoming Events (continued)

- May 15 **11th Annual Health Professions Conference**, 8:00 a.m.-6:30 p.m., various locations
- May 16 **Classified Employees Lunch**, 11:30 a.m.-1:00 p.m. and 1:00-2:00 p.m., Building 9C-Stage
Arise: Annual Cultural Night, 6:00-8:30 p.m., Building 13, Room 1700
- May 18-June 19 **69th Annual Student Art Exhibit Reception**, 4:30-7:30 p.m., Art Gallery
- May 19 **One World, One Sky: Big Bird's Adventure**, 4:30-5:00 p.m., Planetarium
Astronaut, 6:00-6:45 p.m. and 7:30-8:15 p.m., Planetarium
- May 19-21 **Spring Dance Concert**, 8:00 p.m., Sophia Clarke Theater
- May 20 **Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium
Seeing, 6:00-6:35, p.m., Planetarium
- May 21 **Music Department Student Showcase**, 2:00 p.m., Recital Hall
- May 24 **The 2017 Classys**, 9:00-11:00 a.m., Sophia Clarke Theater
Chamber Winds Spring Ensemble, 7:30 p.m., Recital Hall
- May 25 **Athletic Fair**, 11:00 a.m.-2:00 p.m., North of Building 6
- May 29 **Memorial Day – Campus Closed**
- May 31 **String Orchestra Spring Concert**, 7:30 p.m., Recital Hall

Upcoming Athletics Events

- May 5 **Softball Regionals**, 7:00 p.m., Softball Field
- May 6 **Softball Regionals**, 2:00 p.m., Softball Field
- May 12 **Mt. SAC Foundation Golf Tournament**, 8:30 a.m., Pacific Palms
Softball Regionals, 5:30 p.m. and 8:30 p.m., Softball Field
- May 13 **Softball Regionals**, 3:00 p.m., 5:30 p.m., and 8:00 p.m., Softball Field
- May 14 **Softball Regionals**, 12:00 p.m. and 2:00 p.m., Softball 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**

May 10, 2017





MT. SAN ANTONIO COLLEGE

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 12, 2017

MINUTES

CALL TO ORDER

A special meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Bader at 4:35 p.m. on Wednesday, April 12, 2017. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

Bill Scroggins, President & CEO; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Sokha Song, Director, EEO were present.

PUBLIC SESSION

PUBLIC COMMUNICATION

- Academic Senate President Jeff Archibald commented on Action Item #1.

ACTION ITEM #1 – REVISED MANAGEMENT JOB CLASSIFICATION DESCRIPTION

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

Discussion: There was discussion about this item.

It was moved by Trustee Chen and seconded by Student Trustee Santos to amend the motion to postpone the approval of this item to a Special Board Meeting on Wednesday, April 19, 2017.

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.

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

Noes: Hall

Abstained: None

Absent: None

Student Trustee concurred.

ADJOURNMENT

The meeting adjourned at 4:59 p.m.

WTS:CN



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 12, 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 5:00 p.m. on Wednesday, April 12, 2017. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

Bill Scroggins, President & CEO; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Sokha Song, Director, EEO were present.

PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

CLOSED SESSION

The Board adjourned to Closed Session at 5:01 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].
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)

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.

PUBLIC SESSION

The meeting reconvened at 6:43 p.m., and the Pledge of Allegiance was led by Joan Sholars.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

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

Management Employees (Newly Appointed)

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

Classified Employees (Promoted)

- **Yen Hang**, Administrative Specialist II (Technology and Health) (absent)
- **Chong Hee Min**, Coordinator, Noncredit SSSP (English as a Second Language) (absent)

- **Linda Monteilh**, Administrative Specialist IV (Business Division) (present)
 - **Sophia Salazar**, Administrative Specialist II (Human Resources) (present)
 - **Virginia Villegas**, Coordinator, Health Programs (Technology and Health) (absent)
 - **Krystal Yeo**, Coordinator, School of Continuing Education (School of Continuing Education) (absent)
- Award a Certificate of Service to the following retiring employees:
 - **Leticia Bencomo**, Administrative Specialist III (Student Health Services), 13 years of service (absent)
 - **Vickie Monegan**, Administrative Specialist IV (Event Services), 15 years of service (absent)

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 8th State Championship and surpassed Ventura College who they were tied with at seven. This is the 6th 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

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of March 12, 2017.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

PUBLIC COMMUNICATION

- Student Magda, Vice President, Caduceus Club, invited the Board to the Health Careers Conference on campus.
- Community Member Mansfield Collins commented on the lawsuit between Walnut United Taxpayers and Mt. SAC.

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
- **Lee Jones**, President, CSEA 262 (no written report)
- **Cesar Castaneda**, President, CSEA 651 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation
- **Jennifer Galbraith**, Representative, Management Steering Committee

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 Vickie Monegan and Leticia Bencomo on their retirement.
 - They congratulated the Women’s Basketball team on their State Championship.
- C. Trustee Hall reported the following:
- Congratulated Athletics on another state championship—64 in the last 20 years.
 - Attended the Auxiliary Services Board of Directors quarterly meeting.
 - Attended the Annual Joint Board Dinner, and sat with Walnut Valley USD and commented that the presentations useful and informative.
 - Attended the New Faces of San Gabriel Valley event where Senator Josh Newman and Assemblymember Phillip Chen made their first local reports.
 - Attended the Kepler Annual Scholarship dinner and commented that the lecture was great.
 - Attended the last Community Public Workshop here at Founders Hall and commented that it was great outreach to the community. Thanked Dr. Scroggins and the Vice Presidents for attending no matter how large the audience was.
 - Looking forward to attending the Mt. SAC Relays Opening Ceremony.
 - Commented that our softball team is 29-3 and ranked #2 in the south region.

D. Trustee Chen Haggerty reported the following:

- Attended the Rowland Heights Coordinating Council monthly meeting and provided an update on College activities. She thanked Jill Dolan for helping provide these reports monthly.
- Attended the Community Public Workshop in Rowland Heights, and commented that it was one of the larger attended meetings.
- Attended the Annual Joint Board Dinner, and sat with Rowland USD members. She commented that the staff was optimistic about the dual enrollment program.
- Attended the San Gabriel Valley Regional Chamber luncheon featuring Assemblyman Philip Chen and Senator Josh Newman, and was briefed on current bills and potential bills in the pipeline.
- Attended the ACCT Governance Leadership Institute in Honolulu, Hawaii with Dr. Scroggins and Trustee Chen, and commented on the important training topics discussed and how impressive the Kapiolani community College farmer's market and culinary program were.
- Attended the APAHE Conference, and commented that she is impressed by the leadership, which includes Audrey Yamagata-Noji and Abe Ali. She presented at the Conference on creating a safe and supportive environment for all students irrespective of immigration status.

E. Trustee Hidalgo reported the following:

- Attended the IMC Luncheon where Hilda Solis was the speaker, in which she discussed supporting workforce initiatives.
- Attended the President's Circle Breakfast, and commented that it was a great event.
- Attended the Kepler Scholarship dinner, and thanked Dr. Baca and the committee for putting on that event that seems to get better and better every year. He commented that it was his first time visiting the observatory.
- Looking forward to attending the Mt. SAC Relays and the Foundation golf tournament.

F. Trustee Baca reported the following:

- Welcomed Mike Gregoryk back.
- Attended the Annual Joint Board Dinner, and commented that the College did a great job in providing information and interaction with our local board and superintendents.
- Attended the Community Public Workshop in Rowland Heights.
- Won't be able to make the Mt. SAC Relays and commented that this is the first time he'll miss in a really long time.
- Attended the Kepler Scholarship dinner, and thanked colleagues for attending. The speaker gave insight and photos that were very revealing and hadn't yet been viewed. The student support was amazing and they are doing fantastic work under Bob Nelson and Julie Bray Ali. Thanked the committee members and campus staff for their planning and execution of the event. Thanked State Senator Josh Newman for attending the event with his wife.
- Looking forward to attending the CCLC Conference in Lake Tahoe, where he will be presenting on the issue of student civic engagement.

G. Trustee Santos reported the following:

- Attended the Cesar Chavez breakfast.
- Attended a lunch with Senator Newman and Assemblymember Philip Chen, where she spoke with Senator Lara on the issue of single payer.

- Attended the Bike SGV ride with the Women on Wheels from Bassett Adult School to the Duarte Gold line and back.
- Attended the Walnut Park ribbon cutting ceremony.
- Attended the Mt. SAC Master Plan Community Facility Advisory Committee.
- Attended the Inspiring Women of Mt. SAC lunch.
- Attended the Annual Joint Board Dinner.
- Attended the Kepler Scholarship Dinner.
- Attended President's Circle breakfast.
- Attended the Bassett City Council meeting where they presented her with an honorary service award and pin for serving as the Bassett Middle School PTA President.
- Attended two Mayors Summits.

H. Trustee Chen reported the following:

- Commented that that because of their accomplishments, the basketball team was invited to compete in Taiwan in an international tournament.
- Attended the Community Public Workshop in Hacienda Heights, and he commends staff for coming out full-force.
- Attended the New Faces of San Gabriel Valley Luncheon with Assemblymember Philip Chen and Senator Charlie Newman
- Attended an Open House with Blanca Rubio.
- Attended the Inspiring Women of Mt. SAC lunch.
- Attended the ACCT Governance Leadership Institute in Hawaii, and commented that the food was impressive at the hosting community college. He feels we have a unique opportunity to do something similar at MT. SAC since we have farmland and a farm program.
- Attended the Kepler Scholarship Dinner, and commented that the entire event was wonderful and he thought the student component was great. He had an amazing view of Jupiter from the observatory.
- Appointed by Speaker Anthony Rendon to serve on Student Opportunity and Access Program for California.

I. Student Trustee Santos reported the following:

- Congratulated newly elected Student Trustee Corey Case.
- Attended the Annual Joint Board Dinner.
- Attended the Cesar Chavez Breakfast, in which Professor Castellanos was honored.
- Attended the New Faces of San Gabriel Valley lunch with the Associated Students president and other Board Members.
- Hosted an informational orientation for interested Student Trustee candidates.
- Attended the Kepler Scholarship Dinner, and appreciated the keychain that was given out. It was her first time in the Observatory and thought the clarity of the telescope to see Jupiter was amazing.
- Looking forward to attending the SGV Economic Legislative Network reception.
- Looking forward to attending the CCCT Board/CEO meeting.
- Looking forward to CCLC Trustee meeting in Tahoe.

J. Trustee Bader reported the following:

- Welcomed Mike Gregoryk back.
- Attended some of the Community Public Workshops, and thanked the staff for their attendance, especially Don Sachs for attending all of them. He commented that even though not largely attended, it was a good outreach to the community.
- Attended the Annual Joint Board Dinner, and commented that it's always good to be in touch with the local school board members.
- Attended the Kepler Scholarship Dinner and thanked Dr. and Mrs. Baca for their hard work.
- Commented that we won many awards from the SGV Tribune Best Awards.
- Traveled up to Sacramento for a reunion of Chuck's assembly member friends. Talked with Ian Calderon about issues facing the College.
- Attended the Trauma Center reception at Pomona Valley Community Hospital Medical Center where Pomona Valley was congratulated on being a Class 2 trauma center.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated Vickie Monegan and Leticia Bencomo on their retirement.
- He congratulated the Women's Basketball team on their state championship.
- He commented on the amount of employees who are talking about professional development and noted that it's very important to our employees.
- He commented on the Community Public Workshops and how important it is to be out in the community and, although the groups were small, they were influential community members. He thanked Jill Dolan for setting the meetings up, Don Sachs for attending, and Audrey and Irene for their attendance and leadership at the meetings.
- He attended the President's Circle Breakfast and presented information to major donors for the Foundation. The Fall presentation is focused on Mt. SAC while the Spring presentation is focused on educational issues. He commented that educating people about Mt SAC and the role of education.
- He attended the ACCT Governance Leadership Institute with Trustees Chen and Chen Haggerty in Honolulu. He commented that people from around the nation were talking about key community college issues, and at just about every issue, Mt. SAC was ahead of the curve. Very reinforcing on a national level that we're performing well on the programmatic side.
- Thanked Sokha Song for standing in for Abe Ali.
- Welcomed Mike Gregoryk back to work.

CONSENT CALENDAR

The following correction was made to the Consent Calendar:

- Consent Item #10, Page 41 – Please see handout for corrections. Changes are noted in red.
- Consent Item #23, Page 59 – Under Academic Employment, delete Temporary New Hire Raymond Mosack, Professor, Fire Technology from the item.

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

1. Appropriation Transfers and Budget Revisions Summary;
2. This item was pulled and acted upon separately below;
3. Re-issuance of stale-dated warrants;
4. Resolution No. 16-12 – Signature Changes to Existing Banking Accounts;
5. Agreement with Ellucian for consulting services;
6. Agreement with Nuventive;
7. Purchase of flash storage device;
8. Consulting agreements with P2S Engineering, Inc. and PAL id Studio for the Community Education Computer Laboratory Project;
9. Consulting agreements with P2S Engineering, Inc. and PAL id Studio for the Math and Science Secondary Effects Projects;
10. This item was pulled and acted upon separately below;
11. Agreement with West Coast Arborists, Inc. to provide services for the Urban Forest Management Program – Phase 1;
12. Contract with Psomas for professional engineering services for the Southeast Campus Utility Replacement Project;
13. Contract with P2S Engineering Services, Inc. for professional engineering services for the Simulation Laboratory;
14. Award of Bid No. 3149 to Sehi Computers, San Clemente, CA:
 - Bid No. 3149 Purchase of Network Hardware;
15. This item was pulled and acted upon separately below;
16. This item was pulled and acted upon separately below;
17. Change Order for Campus Elevators Maintenance Service Agreement:
 - Contract Schindler Elevator (Elevator Contractor) – Change Order No. 2;
18. Change Order for Athletics Complex East - Abatement:
 - Contract Unlimited Environmental, Inc. (General Contractor) – Change Order No. 1;

19. Deductive Change Order for the Thermal Energy System and Chiller Cooling Tower Project:
 - Contract Tilden-Coil Constructors, Inc. (General Contractor) – Change Order No. 2;
20. Contract Amendment:
 - 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;
23. Personnel Transactions;
24. This item was pulled and acted upon separately below;
25. School of Continuing Education Additions and Changes;
26. Memorandum of Understanding with Biola University;
27. Contract Agreement with Washington State Community & Technical Colleges;
28. Affiliation Agreement with Care Ambulance Service;
29. Affiliation Agreement with North Net Training Authority;
30. Contract Agreement: OCLC WorldShare Consulting Services;
31. Contract Agreement: Library Resource – Community College League of California;
32. Classified Great Staff Retreat at UCLA Conference Center;
33. Contract Agreement: Record Timing for 2017 Mt. SAC Relays;
34. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year;
35. Strong Workforce Initiative Local Share: Acceptance of Funds and Approval of Purchases;
36. Contract with Cal Poly Pomona Foundation, Inc.;
37. Contract for Legal Services with Harriet Buhai Center for Family Law;

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #2 – HIRE VARIOUS INDEPENDENT CONTRACTORS IN ORDER TO ACQUIRE THE EXPERTISE NEEDED TO ACCOMPLISH COLLEGE GOALS AND TO MEET DEADLINES

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #10 – CONSULTING AGREEMENTS WITH SID LINDMARK, AICP; ITERIS; AND GREVE & ASSOCIATES FOR THE WEST PARCEL SOLAR CALIFORNIA ENVIRONMENTAL QUALITY (CEQA) INITIAL STUDY

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 #15 – AWARD OF BID. NO. 3150 TO GOLDEN PHOENIX ELECTRIC, PASADENA, CA: BID NO. 3150, ADMINISTRATION BUILDING 4 – LIGHTING RETROFIT

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #16 – AWARD OF BID. NO. 3151 TO GRIFFITH COMPANY, BREA, CA: BID NO. 3151, LANDSCAPE PROJECT AT TEMPLE AND GRAND AVENUES

It was moved by Trustee Hall 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 #24 – NEW AND/OR REVISED MANAGEMENT JOB CLASSIFICATION DESCRIPTIONS

It was moved by Trustee Hall 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 #1 – PUBLIC HEARING REGARDING THE INITIAL PROPOSALS FOR SUCCESSOR AGREEMENT BETWEEN THE DISTRICT AND CSEA, CHAPTER 651

A public hearing was held at 9:20 p.m. regarding the initial proposal for Successor Agreement between the District and CSEA, Chapter 651, and there was no public comment. The public hearing concluded at 9:21 p.m.

ACTION ITEM #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

This item was pulled for additional review.

ACTION ITEM #3 – ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER

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 #4 – REVIEW OF BOARD GOALS FOR 2017-18

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

Discussion: Trustee Hall would like to add that we operate Mt. SAC as cost-effectively as possible--something similar as to what was added to the Core Values. This item will be added to the Board Goals.

It was moved by Trustee Hall and seconded by Trustee Chen to amend the motion to include a new Board Goal.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #5 – 2017 CCCT BOARD OF DIRECTORS ELECTION

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

Discussion: The candidates that were selected for nomination are Jenkins, Leal, Blum, Casas, Castellanos, Grey, Hoffman, Haynes, and Moreno.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

INFORMATION ITEM #1 – CHANGES TO ADMINISTRATIVE PROCEDURE 4020 – PROGRAM AND CURRICULUM DEVELOPMENT

This item was presented for information.

ADJOURNMENT

The meeting adjourned at 9:29 p.m.

WTS:CN



MT. SAN ANTONIO COLLEGE

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 19, 2017

MINUTES

CALL TO ORDER

A special meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Bader at 6:32 p.m. on Wednesday, April 19, 2017. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

Bill Scroggins, President & CEO; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Sokha Song, Director, EEO were present.

PUBLIC SESSION

The pledge of allegiance was led by Student Trustee Elizabeth Santos.

PUBLIC COMMUNICATION

- Faculty Association President Eric Kaljumagi commented on Action Item #1.

ACTION ITEM #1 – REVISED MANAGEMENT JOB CLASSIFICATION DESCRIPTION

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

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.

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

ADJOURNMENT

The meeting adjourned at 7:16 p.m.

WTS:CN

2017 Institution-set Standards, Scorecard, and Institutional Effectiveness and Partnership
Initiatives for Mt. San Antonio College
Barbara McNeice-Stallard, Director - Research & Institutional Effectiveness
May 10, 2017

Background

Mt. San Antonio College is always focused on improving its institutional effectiveness. There are three main metrics that allow the College to benchmark its progress. This informational report will provide an overview of the metrics and how they inter-relate, the process used to engage the College in the metrics, and the progress toward achieving Mt. SAC's institutional goals.

Overview

There are three institutional effectiveness metrics for Mt. SAC: 1) Institution-set Standards (ISS); 2) Scorecard (see Consent item); and 3) Institutional Effectiveness and Partnership Initiatives (IEPI) (see Consent item). ISS is required by the Accrediting Commission for Community and Junior Colleges while the others are required of the California Community College's Chancellor's Office. Metrics provide stakeholders with information on achievement, fiscal viability, and accreditation (see Table 1).

Table 1. Comparison of Contents of Institutional Effectiveness Metrics

Metric	Goal Required	ISS	Scorecard	IEPI
<i>Student Achievement</i>				
Course Success	Yes	✓		✓
Persistence	Yes	✓	✓	
Degrees & Certificates Awarded	Yes	✓		✓
Career Development & College Preparation (CDCP)	Yes	✓		✓
Transfer	Yes	✓		✓
Cohort Tracking:				
Completion	Yes		✓	✓
30 Units			✓	
Remedial Math, English, American Language	Yes		✓	✓
Career Technical Education (CTE)			✓	✓
Career Development & College Preparation (CDCP)			✓	✓
Transfer (Year 1, Year 2)			✓	✓
Media Earnings Change			✓	
<i>Fiscal Viability</i>	Yes			✓
<i>Accreditation Status</i>	Yes			✓

Shading = Mt. SAC Goals set

Projected Impact on Mt. SAC

The College uses its governance process to have each metric reviewed yearly by the Institutional Effectiveness Committee (IEC) and President's Advisory Council (PAC). IEC recommends the short-term and long-term goals, based on the accreditation ISS, and PAC makes the final decision on those goals. Yearly, the Board of Trustees reviews and approves the Scorecard and IEPI at its meetings.

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

DATE: May 10, 2017

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 2/27/17 - 4/2/17**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 9,902
4000	Supplies/Materials	101,040
5000	Other Operating Expenses/Services	402,118
7950	Unassigned Fund Balance	140,538
Total		\$ 653,598

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 200,747
3000	Employee Benefits	93,728
6000	Capital Outlay	359,123
Total		\$ 653,598

Prepared by: Myeshia Armstrong/Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 10, 2017

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 186,650
Total	\$ 186,650

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 7,702
3000 Employee Benefits	10,148
4000 Supplies/Materials	27,776
5000 Other Operating Expenses/Services	135,107
6000 Capital Outlay	5
7000 Other Outgo	5,912
Total	\$ 186,650

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 18,145
Total	\$ 18,145

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 18,145
Total	\$ 18,145

Health Services Fund- 39

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,000
Total	\$ 1,000

To:

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 10, 2017

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	18,549
3000	Employee Benefits		2,162
6000	Capital Outlay		4,449
Total		\$	25,160

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	18,560
5000	Other Operating Expenses/Services		6,600
Total		\$	25,160

BAN Construction Fund - 44

From:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	527
7920	Restricted Fund Balance		50,000
Total		\$	50,527

To:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	50,527
Total		\$	50,527

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	297,464
Total		\$	297,464

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	88,564
5000	Other Operating Expenses/Services		208,900
Total		\$	297,464

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 10, 2017

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 69
6000 Capital Outlay	5,076
Total	\$ 5,145

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 5,145
Total	\$ 5,145

Student Representation Fee Trust Fund - 72

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,518
Total	\$ 1,518

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,518
Total	\$ 1,518

BUDGET REVISIONS
For the period 2/27/17 - 4/2/17

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 2016-17 TRIO High School Activities Program	\$ 15,000
883100 2016-17 Supplemental Support for Early Childhood Mentor Program	1,160
Total	\$ 16,160

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 4,699
3000 Employee Benefits	287
4000 Supplies/Materials	4,449
5000 Other Operating Expenses/Services	6,725
Total	\$ 16,160

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 10, 2017

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
812000	Project RAISE: Regional Alliance in STEM Education Grant	\$ 100,000
812003	Achieving in College, Ensuring Success (ACES) Year 2	6,600
819000	Enhancing Undergraduate Chinese Language and Culture Studies Grant	26,110
862200	2016-17 EOPS	2,159
862900	Prop 39 Clean Energy	49,820
862900	Prop 39 Physical Environments	49,700
862902	2016-17 CARE	6,759
865900	2016-17 California Community Colleges (CCC) Makerspace Start-Up Grant	40,000
865900	Career Technical Education (CTE) Data Unlocked Grant	50,000
882000	2016-17 Water Education	1,000
882000	Innovation in Higher Education Program Planning Grant	34,000
Total		\$ 366,148

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 135,426
2000	Classified/Other Nonacademic Salaries	88,400
3000	Employee Benefits	23,581
4000	Supplies/Materials	28,416
5000	Other Operating Expenses/Services	42,207
6000	Capital Outlay	39,200
7000	Other Outgo	8,918
Total		\$ 366,148

Child Development Fund - 33

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
862900	Los Angeles Universal Preschool Grant	\$ 125,000
Total		\$ 125,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 10, 2017

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	5,842
5000	Other Operating Expenses/Services		110,791
6000	Capital Outlay		3,263
7000	Other Outgo		5,104
Total		\$	125,000

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
898001	Los Angeles Universal Preschool Grant	\$	5,104
Total		\$	5,104

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	5,104
Total		\$	5,104

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$653,598), Restricted General Fund (\$186,650), Child Development Fund (\$18,145), Health Services Fund (\$1,000), Capital Outlay Projects Fund (\$25,160), BAN Construction Fund (\$50,527), Bond Construction Fund No. 2 (\$297,464), Associated Students Trust Fund (\$5,145), and Student Representation Fee Trust Fund (\$1,518) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$16,160), Restricted General Fund (\$366,148), Child Development Fund (\$125,000), and Capital Outlay Projects Fund (\$5,104) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: May 10, 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.

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Aina, Iosefa	Student Services – Arise Program	Asian Pacific Islander Heritage month, Keynote Speaker	5/11/17	\$200
Alviso, Jesus	Student Services – International Student Program	Recognition Ceremony/Cross Cultural Musical Performance	5/23/17	\$1,000
Bloom, Siri	Instruction – Music	Guest Performer – Faculty Chamber Ensemble	6/4/17	\$300
Bosler, Annie	Instruction – Music	Guest Performer – Faculty Chamber Ensemble	6/4/17	\$300
Champion, Kyle	Instruction - Music	Guest Performer – Spring Choral Concert	6/1/17-6/3/17	\$300
Colls, Guillermo	Instruction – Basic Skills and Student Outcomes Transformation Grant	Facilitate workshop at Academic/Student Services Master Planning Summit. To include airfare and hotel accommodations	5/12/17	\$2,000
Held, Darren	Student Services – International Student Program	Summer Institute/Workshop Presenter	7/25/17	\$1,200

Prepared by: Myeshia Armstrong

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors**DATE:** May 10, 2017

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Hong, Michael	Instruction – Music	Guest Performer – Faculty Chamber Ensemble	6/4/17	\$300
Lee, James	Instruction – Music	Guest Performer – Faculty Chamber Ensemble	6/4/17	\$300
Low-Atwater, Elizabeth	Instruction – Music	Guest Performer – Faculty Chamber Ensemble	6/4/17	\$300
McCormick, Lisa	Instruction – Music	Guest Performer – Faculty Chamber Ensemble	6/4/17	\$300
Murao, Joy	Instruction – Strong Workforce Paralegal	Development of curriculum for four courses within the Paralegal Studies discipline	4/10/17-2/28/18	\$11,000
Neylon, Lyn	Instruction – Basic Skills and Student Outcomes Transformation Grant	Facilitate workshop at Academic/Student Services Master Planning Summit. To include airfare and hotel accommodations	5/12/17	\$2,000
Rafael, Pablo dba Sergio's Custom Upholstery	Instruction – Kinesiology, Athletics and Dance	Upholstery of backstop cover of softball/baseball field	3/8/17-6/30/17	\$700
Randall, Victoria	Instruction – Kinesiology, Athletics and Dance	Creation of Mt. SAC Relays Program	2/8/17-4/11/17	\$1,100
Scott, Joshua	Instruction – Basic Skills and Student Outcomes Transformation Grant	Facilitate workshop at Academic/Student Services Master Planning Summit. To include airfare and hotel accommodations	5/12/17	\$2,000
Smith, Wendy	Instruction – Basic Skills and Student Outcomes Transformation Grant	Facilitate workshop at Academic/Student Services Master Planning Summit. To include airfare and hotel accommodations	5/12/17	\$2,000

SUBJECT: Independent Contractors

DATE: May 10, 2017

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Wicke, Steve dba Sierra Club	Instruction – Geography and Political Science	Presenter for Earth Day	4/26/17	\$500
Wilson, Chris	Instruction – Music	Guest Performer – Faculty Chamber Ensemble	6/4/17	\$300

Funding Sources

Unrestricted General Fund – Instruction – Music; Geography and Political Science; Kinesiology, Athletics, and Dance, Student Services – International Student Program.

Restricted Fund – Instruction – Basic Skills and Student Outcomes Transformation Grant, Strong Workforce Paralegal, Student Services – Arise Program.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<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
1054598	07/15/2014	Stephanie Puente	\$58.00
H0048239	09/11/2012	Victor M. Rodriguez	\$138.00
H0048514	09/11/2012	Carla F. Soriano Cruz	\$167.50
H0081469	03/18/2013	Alanna R. Gabriele	\$188.00

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: May 10, 2017

CONSENT

SUBJECT: Agreement with Citrus College for Use of Tennis Courts

BACKGROUND

Due to the construction work taking place on the Business and Computer Technology Complex (BCT), the College has the need to relocate tennis classes related to team practice to an off-campus venue. After evaluating a number of alternative venues, staff determined that the tennis facilities at Citrus College are the most suitable location for this practice. The College is presently using this facility for Spring tennis practice under an agreement previously approved by the Board of Trustees. In order to provide ongoing access to practice facilities, the College needs to initiate a new agreement with Citrus for the Summer and Fall terms. This agreement will provide access to the courts at Citrus College through the end of 2017.

ANALYSIS AND FISCAL IMPACT

The facility rental fee for the courts is \$50.00 per use, billable monthly in advance. This rate is unchanged from the previous agreement. Additional fees will be charged for labor if necessary, however the need for labor is not anticipated at this time. It is anticipated that the courts will be used for a maximum of 50 days during the Summer and Fall terms. Under the terms of the agreement, the College will be billed in advance on a monthly basis based on anticipated usage, credits, or additional charges due to changes or cancellations of use dates will be applied in the following month. The maximum anticipated expense for the Summer and Fall terms will not exceed \$3,000.

Funding Sources

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

RECOMMENDATION

It is recommended that the Board of Trustees approves the Use of Facility Agreement with Citrus College, including advanced payments, as presented.

Prepared by: William Eastham/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>Amendment to Strata Information Group Contract</u>	

BACKGROUND

Strata Information Group (SIG), San Diego, CA has provided technical and functional support services to the College for the implementation and maintenance of Banner and related software. The current contract expires June 30, 2017.

The upcoming release of Banner 9, which is a major system upgrade, will require technical assistance to implement. The College must transition to Banner 9 by December 2018 due to Ellucian ending maintenance support for previous versions of Banner. The Information Technology department has started planning and training staff members for this change in technology.

ANALYSIS AND FISCAL IMPACT

SIG agreed to extend the contract term to June 30, 2018. The hourly service rate is \$155 which is a \$5 increase from the previous contract. The College is invoiced monthly for actual hours utilized. Meals and incidental expenses are invoiced on a per diem basis of \$64 for a full on-site day and \$48 for a partial day. Travel expenses such as hotel, airfare, and car rental are invoiced at their actual cost and receipts are provided.

The funding for the 2017-18 fiscal year consists of a \$104,532 unused balance from the existing 2016-17 contract, and an additional \$65,468 from savings of Information Technology’s budgets in the Unrestricted General Fund. Approval is requested to increase the contract for a total not to exceed \$170,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the amended contract with Strata Information Group for one year with the option to renew for four additional years, as presented.

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

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

DATE: May 10, 2017

CONSENT

SUBJECT: Purchase of Hewlett Packard Networking Equipment

BACKGROUND

The College is in need of purchasing Hewlett Packard (HP) networking equipment to provide networking and telecommunication services to the new Business and Computer Technology Building (BCT) complex. The BCT will house the Business Division, classrooms, laboratories, administrative offices, and a Language Lab with associated classrooms. The College currently utilizes HP equipment for its standard networking infrastructure.

ANALYSIS AND FISCAL IMPACT

To expedite the procurement process within the tight construction deadlines, the use of an existing “piggyback” contract with another public agency was pursued. California Public Contract Code Section 20652 allows the governing board of any community college district, without advertising for bids, and when the board has determined it to be in the best interests of the district, to authorize the purchase of materials, supplies, equipment through another public agency that has awarded a contract based on a formal bid process, which permitted its bid to be used (“piggybacked”) by other public agencies.

Requests for quotes were sent to three vendors to compare overall pricing to ensure the College is receiving the best price for the networking equipment. All three vendors responded and provided quotes based upon the WSCA-NASPO Data Communications Contract AR1464 CA PA #7-14-70-06. Sehi Computer Products, Inc. provided the lowest cost for this equipment. The pricing summary below includes all applicable taxes and shipping.

<u>Vendor/Location</u>	<u>Total Cost</u>
Sehi Computer Products, Inc., San Clemente, CA	\$395,311.58
CDW Government, Chicago, IL	\$436,007.62
Golden Star Technology, Cerritos, CA	\$483,094.19

Prepared by: Teresa Patterson/Dale Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

SUBJECT: Purchase of Hewlett Packard Networking Equipment

DATE: May 10, 2017

Funding Source

Measure RR Bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of network equipment for the Business and Computer Technology Building Complex from Sehi Computer Products, Inc. for the amount of \$395,311.58, as presented.

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

DATE: May 10, 2017

CONSENT

SUBJECT: Purchase of Furniture for the Business and Computer Technology
Buildings A, B, and C – Phase I

BACKGROUND

This procurement of Phase I furniture will provide for modular office systems, free standing components, and seating for the new Business and Computer Technology Building (BCT). The new structure consists of three buildings totaling approximately 106,000 square feet of space, which will include lecture classrooms, non-computer classrooms, and computer labs.

Furniture selections for the lecture classroom seating (mobile tablet arm chairs and industrial stools) were developed through the BCT furniture committee. The committee evaluated various manufacturer products through showroom tours, demos, and mock-ups.

From the evaluation process, a short list of products was compiled and costs were submitted by the corresponding vendors. A cost comparison spreadsheet was generated for the BCT furniture committee for evaluation and selection. The final award for lecture classroom seating was selected based on a majority vote with the following evaluation criteria:

- Best meeting the functional requirements
- Most appropriate for student usage/comfort
- Durability/ease of maintenance
- Cost
- Warranty

Specifications for the remaining student furniture were based on standards established from the Design Technology Center Request for Proposals. Specifications for office furniture were based on standards established from the Administrative Services Request for Proposals.

ANALYSIS AND FISCAL IMPACT

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

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

SUBJECT: Purchase of Furniture for the Business and Computer Technology Buildings A, B, and C – Phase I

DATE: May 10, 2017

Company/Product Description	Amount
Interior Office Solutions: Haworth ergonomic task seating, labor, and installation. California Multiple Award Schedule (CMAS)	\$44,341.93
Corporate Business Interiors: Sit-on-It student classroom seating. CMAS	\$158,491.70
Corporate Business Interiors: Krueger Interiors (KI) lecture classroom seating (instructor stools and mobile tablet arm chairs). CMAS	\$66,681.09
Interior Office Solutions: Krueger Interiors (KI) lecture classroom seating (industrial stools, instructor stools, and mobile tablet arm chairs), labor, and installation. CMAS	\$107,246.57
Corporate Business Interiors: Allsteel modular systems, freestanding office furniture, and classroom tables both computer and non-computer. CMAS	\$917,904.47
Corporate Business Interiors: Egan Visual marker boards and tack boards. CMAS	\$3,493.05
Corporate Business Interiors: Gunlocke modular systems and freestanding office furniture. CMAS	\$37,724.42
Corporate Business Interiors: Labor and installation of modular systems, freestanding office furniture, classroom tables, marker boards, and tack boards. (Administrative Services Building RFP)	\$357,256.20
Total	\$1,693,139.43

The costs for all projects include applicable sales tax and freight. The majority of manufacturers listed above have successfully provided quality products and services to the College in the past. Contract terms include:

- California Multiple Awards Schedule (CMAS)
- Administrative Services Building Request for Proposal
- Design Technology Center Request for Proposal

Funding Source

Measure RR Bond Anticipation Notes 2.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of furniture for the Business and Computer Technology Buildings A, B, and C – Phase I, as presented.

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

DATE: May 10, 2017

CONSENT

SUBJECT: School of Continuing Education Modular Purchase for the Short-Term
Vocational Health Careers Program Simulation Lab

BACKGROUND

Phase I of the School of Continuing Education (SCE) Building 40 Renovation project was approved by the Board of Trustees in December 2015. The Phase I project provided for the renovation of 9,500 square feet of temporary space for classrooms, offices, and support spaces. Phases II and III continued the SCE remodel, which completed the upgrade of the entire 24,667 square foot building.

There is still a need for additional classroom space to support the growth in the SCE non-credit program offerings. This modular space will create a Simulation (SIM) Lab to expand the Short Term Vocational Health Careers program. The modular facility will increase the number of classes that can be offered and will provide access for students to obtain the skills and knowledge necessary to enter into middle skill level jobs. Currently, these health programs must use available space in the already impacted Health Careers Resource Lab and other buildings on campus. The new SIM Lab will offer real life hands-on training situations for the non-credit health programs.

The new SIM Lab will be housed in a triple-wide modular building with an in-ground foundation. It will have an area with hospital beds, physical therapy equipment, phlebotomy chairs, a small living area with a kitchenette, a bathroom with shower, and a classroom area that will provide audio and video support to the learning skills. The facility will be approximately 2,160 square feet and will include heating, ventilation, air conditioning, LED lighting for energy efficiency, and technology. The SIM Lab is expected to provide services to an estimated 350 to 400 students.

The SIM Lab modular building will be located adjacent to the existing Building 40 facility.

ANALYSIS AND FISCAL IMPACT

To expedite the procurement process within the tight construction deadlines, the use of an existing "piggyback" contract with another public agency was pursued.

Prepared by: Teresa Patterson/Gary Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

SUBJECT: School of Continuing Education Modular Purchase for the Short-Term
Vocational Health Careers Program Simulation Lab

DATE: May 10, 2017

California Public Contract Code Section 20652 allows the governing board of any community college district, without advertising for bids, and when the board has determined it to be in the best interests of the district, to authorize the purchase of materials, supplies, equipment through another public agency that has awarded a contract based on a formal bid process, which permitted its bid to be used (“piggybacked”) by other public agencies.

The new 36 x 60 foot triple-wide modular unit will be purchased from Silver Creek Industries, Inc. located in Perris, CA through its piggyback contract with Chula Vista Elementary School District.

The cost for this building is \$389,102, plus an allowance of \$10,000 for unforeseen conditions. The total not-to-exceed amount will be \$399,102.

Funding Source

Measure RR (Series A) Bond funds.
Strong Workforce Program Regional Share.
Adult Education Block Grant funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves award of the School of Continuing Education Modular Purchase for the Short Term Vocational Health Careers program Simulation Lab, to Silver Creek Industries, Inc., as presented.

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

DATE: May 10, 2017

CONSENT

SUBJECT: Purchase Supplies and Equipment Through Other Public Agencies'
Competitively Bid Contracts for the 2017-18 Fiscal Year

BACKGROUND

The College seeks the Board's approval to purchase supplies and equipment by means of existing public agency contracts that have been formally bid pursuant to California Public Contract Code Section 20652, as needed, which is in the College's best interest for the fiscal year ending on June 30, 2018.

ANALYSIS AND FISCAL IMPACT

California Public Contract Code Section 20652 authorizes the Board of Trustees, without advertising for bids, to contract for the lease or purchase of materials, supplies, equipment, automobiles, tractors, and other personal property for Mt. San Antonio College through competitively bid contracts let by other public agencies (commonly known as piggy-back contracts).

An example of an existing public agency contract that the College currently utilizes is the California Multiple Award Schedule for the purchase of office and classroom furniture, standards for which were developed through a formal request for proposals process conducted by Mt. SAC staff. Additionally, the College utilizes the National Association of State Procurement Officials' contract, formerly known as Western States Contracting Alliance, to purchase items from Hewlett Packard such as network equipment, laptops, and desktop computers. Other examples of piggy-back contracts include, but are not limited to, the College Buys program offered through the Foundation for Community Colleges, and the Los Angeles County Office of Education contracts.

Utilizing these contracts allows the College to purchase a wide range of supplies and equipment as needed from other formally bid contracts that permit other California school districts to piggy-back, resulting in the lowest price for the College. Some contracts allow for additional voluntary vendor-supplied discounts based on purchase volume, and the College would still be bid-protected. The Board's approval to use any allowable existing contract will help leverage those additional vendor-supplied discounts ensuring the College receives the lowest price on those purchases.

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

SUBJECT: Purchase Supplies and Equipment Through Other Public Agencies'
Competitively Bid Contracts for the 2017-18 Fiscal Year

DATE: May 10, 2017

Funding Sources

Unrestricted General Fund.
Grant and other restricted funds.
State and local bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the procurement of supplies and equipment by means of other existing public agency contracts pursuant to California Public Contract Code Section 20652, and authorizes staff to make such procurements, as needed, which is in the College's best interest for the fiscal year ending on June 30, 2018.

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

DATE: May 10, 2017

CONSENT

SUBJECT: Amendment No. 2 to Verizon Wireless Communications Agreement

BACKGROUND

The College currently leases space on the rooftop of the Learning Technology Center, Building 6 to Verizon Wireless for the operation of a mobile/wireless communications facility. The benefits of having wireless communications equipment installed on this facility are the expanded and increased coverage in and around the surrounding area. The initial term of the agreement was for 10 years, commencing March 1, 1999, with two successive five-year renewal periods. The final term of this agreement is due to expire February 28, 2019.

ANALYSIS AND FISCAL IMPACT

The College wishes to amend the agreement with Verizon Wireless to allow the option to renew for a new five-year term commencing March 1, 2019, with renewal for up to four additional five-year terms upon mutual agreement by both parties. Verizon currently pays a monthly fee to the College in the amount of \$2,380. The monthly fee will continue to increase annually by 3%.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves Amendment No. 2 to the agreement with Verizon Wireless for the option to extend the agreement for five additional five-year terms, as presented.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT: <u>Agreement for Cellular Sites -- Division of State Architect Inspection</u> <u>Costs</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

AT&T has agreed to reimburse the College for the costs associated with the DSA inspection services for this project in the amount of \$2,816.00. At the end of the project, the College will send a final invoice to the company detailing all costs. AT&T has agreed to pay in advance for the inspection services. Any remaining balance of the advance payment will be returned within 30 days of the completion of the project and final sign off. In the event that the costs exceed the advance payment amount during the course of the project, the College will submit invoices for those additional costs.

Funding Source

Not applicable.

RECOMMENDATION

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

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

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

DATE: May 10, 2017

CONSENT

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

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.

Additional environmental consulting services are required to update the previous studies which were completed for the 2012 Subsequent EIR.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Helix Environmental Planning, Inc.
	Project:	West Parcel Solar CEQA Initial Study
Item	Description:	Amount
	Professional consulting services to provide biological support in the development of the Initial Study; update to the Habitat Mitigation Plan; and act as agency liaison with the permitting agencies including U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, State Regional Water Control Board, and California Department of Fish and Wildlife. Time and materials, not to exceed:	\$15,600.00
	Contract Amount:	\$15,600.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

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

DATE: May 10, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the consulting agreement with Helix Environmental Planning, Inc., as presented.

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

DATE: May 10, 2017

CONSENT

SUBJECT: Agreement with McKinstry Essention LLC for an Engineered
Maintenance Plan

BACKGROUND

In 2014, the College contracted with McKinstry Essention LLC for the development of an Engineered Maintenance Plan. The plan includes an inventory of all mechanical, electrical, and plumbing equipment on campus, and the development of an ongoing capital equipment replacement program including Scheduled Maintenance and ongoing Preventative Maintenance Plans.

Since that time, new buildings have been, or are in the process of, being constructed. This proposal would add those new buildings into the plan.

ANALYSIS AND FISCAL IMPACT

	Consultant:	McKinstry Essention LLC	
	Project:	Engineered Maintenance Plan	
Item	Description:	Amount	
	Professional consulting services to develop an Engineered Maintenance Plan for the Campus Café, Student Success Center, Building 12, and the Business and Computer Technology projects.	\$12,800.00	
	Install equipment tags on new mechanical, electrical, and plumbing equipment in the above buildings.	\$5,120.00	
	Contract Amount:		\$17,920.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with McKinstry Essention LLC for an Engineered Maintenance Plan, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with Hampton Tedder Electric Co., Inc. for a High Voltage Coordination Survey and Report</u>	

BACKGROUND

Recently, the College has experienced several unexplained power outages affecting electrical Loop 1 of the campus electrical system. In order to determine the issue causing the fault, it is necessary that a Coordination Survey of the high voltage protective equipment on this loop be completed.

Hampton Tedder Electric Co., Inc., who has provided high voltage technicians to the campus in the past, will provide a National Electrical Testing Association certified technician to perform the survey, and the report will be completed by a State Certified Engineer.

ANALYSIS AND FISCAL IMPACT

	Consultant:	Hampton Tedder Electric Co., Inc.	
	Project:	High Voltage Coordination Survey and Report	
Item	Description:	Amount	
	Perform Coordination Survey of high voltage electrical equipment on electrical Loop 1, and provide a report of findings.	\$31,260.00	
	Contract Amount:		\$31,260.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Hampton Tedder Electric Co., Inc. for a High Voltage Coordination Survey and Report, as presented.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #14

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

DATE: May 10, 2017

CONSENT

SUBJECT: Central Plant Generator Repair

BACKGROUND

In 2005, the College completed construction of the Central Plant, which includes two 750 kilowatt Caterpillar generators which provide approximately 30% of the campus' energy demand. One of the generators has reached the point in its useful life where the 16 cylinder packs and cylinder heads on the motor need to be replaced.

ANALYSIS AND FISCAL IMPACT

Public Contract Code (PCC) Section 20651 requires that all purchases valued over \$87,800 be formally bid and awarded by the governing board. The repair cost for replacing the cylinder packs and heads exceeds the formal bid threshold, however, the College has determined that there is no practical value in advertising for and receiving of bids because Quinn Power Systems is the only authorized Caterpillar dealer in Southern and Central California. In addition, Quinn has been contracted by the College to maintain the generators and engines since their commissioning in 2005, and in all cases has provided excellent service, on time and within the budget allowed.

The required repair work includes removal of all 16 cylinder heads and 16 cylinder packs, installation of 16 new cylinder packs, seals and gaskets, and installation of 16 new cylinder heads and seals. The cost is estimated to be \$108,878.50. An additional allowance of \$10,000.00 is requested for unforeseen additional required repairs, for a total cost not to exceed \$118,878.50.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the proposal for Quinn Power Systems to repair one Central Plant generator, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #15

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services - Hill Partnership</u>	

BACKGROUND

In May 2017, the Board approved an agreement with Hill Partnership (HPI Architects) for the programming and conceptual design of the new Student Center. Following the completion of that phase of work, we are now ready to begin Phase 2 for the next phase of design.

ANALYSIS AND FISCAL IMPACT

Architectural services include schematic design, design development, construction documents, and Division of State Architect review and approval. The cost for construction administration services will be finalized at the end of the Design Phase.

	Consultant:	Hill Partnership (HPI Architects)	
	Project:	Student Center	
Item	Description:	Amount	
	Professional architectural services for the development of Phase 2 of the design for the new 96,000 square foot Student Center building. The fee for basic services is based on a construction budget of \$55,000,000.	\$2,743,125.00	
	Additional project specific consulting services.	\$228,525.00	
	Allowances for consultants where the scope has not yet been determined, to be approved on a time and materials basis.	\$421,300.00	
	Reimbursable expenses, not to exceed:	\$85,000.00	
	Contract Amount:	\$3,477,950.00	

Funding Source

Bond Anticipation Note (BAN) 2.

RECOMMENDATION

It is recommended that the Board of Trustees approve the contract with Hill Partnership (HPI Architects) for professional design and consulting services, as presented.

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

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

DATE: May 10, 2017

CONSENT

SUBJECT: Building 23 Renovation (Change Order)

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

At the completion of the project, a deductive change order is required for the remaining unused allowance.

Bid No.	3009	Contractor:	Harik Construction, Inc. (General Contractor)	CO No.	5
Item	Change and Justification:		Amount		Time
1	Deduction for unused allowance.		<\$214.00>		0 days
	Total		<\$214.00>		0 days
	Original Contract Amount		\$499,000.00		
	Net Change by Previous Change Orders		\$200,606.00		
	Net Sum Prior to This Change Order		\$699,820.00		
	Amount of Change Order No. 5		<\$214.00>		
	New Contract Sum		\$699,606.00		
	Percentage of Change to Contract, to Date				40.20%

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #17

SUBJECT: Building 23 Renovation (Change Order)

DATE: May 10, 2017

Bldg. 23 Renovations	Date	Amount	%	Harik Construction, Inc.
Contract Amount		\$499,000.00		
C. O. No. 1	December 2015	\$61,573.00	12.34%	Relocate doors and add skylights; approve acoustics; revise drywall due to door hardware modifications; and texture existing and new walls.
C. O. No. 2	March 2016	\$45,349.00	21.43%	Revisions to doors and hardware for installation of access control system; exit signs and receptacles; seismic improvements to suspended ceiling; and modifications due to addition of appliances.
C. O. No. 3	May 2016	\$58,924.00	33.24%	Electrical changes required by access control system; changes for installation of modular wall system and dishwasher; demolition and framing at Public Safety; new card for fire alarm panel.
C. O. No. 4	June 2016	\$34,974.00	40.24%	Kitchenette modifications; installation of security wall; electrical changes for furniture placement; actuator for access control.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: May 10, 2017

CONSENT

SUBJECT: Change Orders for the Business and Computer Technology Project

BACKGROUND

In October and November of 2015, 20 contracts were awarded for the construction of the Business and Computer Technology project. Each contract included an allowance for unforeseen conditions and minor additions to the scope of work.

As the project is nearing completion, several contracts can be adjusted to reflect the actual costs of the work. Some contracts will require an increase while others will be reduced in value. The net change for the following contracts is an increase of \$32,847. There may also be future additive or deductive change orders for issues that are currently being negotiated.

ANALYSIS AND FISCAL IMPACT

Bid No.	3030	Contractor:	SJD&B	CO No.	2
Item	Change and Justification:		Amount	Time	
1	Backfill trench where rerouting of utility occurred due to Thermal Energy Storage Tank project. This item is required for coordination with the tank project.		\$19,194.00	0 days	
2	Additional over-excavation where wall was changed to retaining wall, and soil remediation for excessive wet soil which was discovered during excavation. This work is required due to unforeseen conditions.		\$18,934.00	0 days	
3	Added over-excavation for amphitheater wall due to wall and footing type change. This work is required due to a required structural revision changing a planter wall to a retaining wall footing.		\$5,932.00	0 days	
	Total		\$44,060.00	0 days	
	Original Contract Amount		\$1,343,558.00		
	Net Change by Previous Change Orders		\$45,019.00		
	Net Sum Prior to This Change Order		\$1,388,577.00		
	Amount of Change Order No. 2		\$44,060.00		
	New Contract Sum		\$1,432,637.00		
	Percentage of Change to Contract, to Date		6.63%		

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

Recommended by: Bill Scroggins Agenda Item: Consent #18

SUBJECT: Change Orders for the Business and Computer Technology Project

DATE: May 10, 2017

Bid No. 3030	Date	Amount	%	SJD&B
Contract Amount		\$1,343,558.00		
C. O. No. 1	September 2016	\$45,019.00	3.35%	Remove and replace wet soil and add geotextile fabric; provide and install additional SWPPP measures; remove unforeseen asbestos transite pipe; additional work at new storm drain location.

Bid No.	3032	Contractor:	CLS Constructors, Inc.	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Deduct Additive Alternate #1 for a specific footing protection system to address the possibility of schedule delays due to excessive rain conditions.		<\$250,000>	0 days	
2	Increase the size and dimensions of walls and footings at the exterior electrical equipment yard, due to conflicts with existing underground utilities.		\$34,357.00	0 days	
3	Site wall and footing revisions at north garden wall and stair, due to a required structural revision changing a planter wall to a retaining wall footing.		\$34,781.00	0 days	
4	Additional forming to north footings and grade beam to comply with required safety conditions.		\$9,348.00	0 days	
5	Revise amphitheater planter box walls and footings due to a required structural revision to change a planter wall to a retaining wall footing; provide ground protection between buildings; and additional costs for a concrete pour on premium time to prevent delays due to rain.		\$69,863.00	0 days	
6	Labor, materials, and equipment to muck out mud around Building A due to rain.		\$3,764.00	0 days	
	Total		<\$97,887.00>	0 days	
	Original Contract Amount		\$4,645,000.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$4,645,000.00		
	Amount of Change Order No. 1		<\$97,887.00>		
	New Contract Sum		\$4,547,113.00		
	Percentage of Change to Contract, to Date		<2.11%>		

SUBJECT: Change Orders for the Business and Computer Technology Project

DATE: May 10, 2017

Bid No.	3035	Contractor:	Stolo Cabinets, Inc.	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Delete countertop, resulting from a change to programmatic space requirements.		<\$499.00>	0 days	
2	Delete casework due to framing changes at Building C second floor, resulting from a change to programmatic space requirements.		<\$7,682.00>	0 days	
3	Credit for casework revision in Building B, Room 212, resulting from a change to programmatic space requirements.		<\$103.00>	0 days	
	Total		<\$8,284.00>	0 days	
	Original Contract Amount			\$731,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$731,000.00	
	Amount of Change Order No. 1			<\$8,284.00>	
	New Contract Sum			\$722,716.00	
	Percentage of Change to Contract, to Date			<1.13%>	

Bid No.	3036	Contractor:	Letner Roofing Co.	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Added PVC roofing at HVAC locations to meet roofing manufacturer's flashing height requirement.		\$17,201.00	0 days	
	Total		\$17,201.00	0 days	
	Original Contract Amount			\$1,022,460.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$1,022,460.00	
	Amount of Change Order No. 1			\$17,201.00	
	New Contract Sum			\$1,039,661.00	
	Percentage of Change to Contract, to Date			1.68%	

SUBJECT: Change Orders for the Business and Computer Technology Project

DATE: May 10, 2017

Bid No.	3045	Contractor:	Inland Building Construction Companies, Inc.	CO No.	1
Item	Change and Justification:			Amount	Time
1	Credit for deletion of manual projector screens and seats and foot bar at new IDF room location, resulting from a change to the audio visual requirements.			<\$31,679.00>	0 days
	Total			<\$31,679.00>	0 days
	Original Contract Amount			\$2,024,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$2,024,000.00	
	Amount of Change Order No. 1			<\$31,679.00>	
	New Contract Sum			\$1,992,321.00	
Percentage of Change to Contract, to Date				<1.57%>	

Bid No.	3046	Contractor:	R.W. Smith & Co.	CO No.	1
Item	Change and Justification:			Amount	Time
1	Procure and install additional food equipment and walk-in refrigerator at convenience store in Building C, due to revised standards for the convenience store design.			\$84,235.00	0 days
	Total			\$84,235.00	0 days
	Original Contract Amount			\$1,271,787.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$1,271,787.00	
	Amount of Change Order No. 1			\$84,235.00	
	New Contract Sum			\$1,356,022.00	
Percentage of Change to Contract, to Date				6.62%	

SUBJECT: Change Orders for the Business and Computer Technology Project

DATE: May 10, 2017

Bid No.	3047	Contractor:	Stanton Utilities, Inc.	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Extend the south side storm drain to replace 8 inch existing drain with 15 inch line, due to the poor condition of the existing underground piping.		\$34,852.00	0 days	
	Total		\$34,852.00	0 days	
	Original Contract Amount		\$2,537,000.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$2,537,000.00		
	Amount of Change Order No. 1		\$34,852.00		
	New Contract Sum		\$2,571,852.00		
Percentage of Change to Contract, to Date			1.37%		

Bid No.	3050	Contractor:	Daniel's Electrical Construction Co., Inc.	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Credit for deleted fixtures and outlets, resulting from a change to programmatic space requirements.		<\$9,651.00>	0 days	
	Total		<\$9,651.00>	0 days	
	Original Contract Amount		\$6,032,000.00		
	Amendment #1		\$1,584,715.00		
	Revised Contract Amount		\$7,616,715.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$7,616,715.00		
	Amount of Change Order No. 1		<\$9,651.00>		
	New Contract Sum		\$7,607,064.00		
Percentage of Change to Contract, to Date			<0.16%>		

Funding Sources

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

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT <u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Finley, Dawn
Position: Career Services Specialist New: Yes
Department: Business Division
Range/Step: A-88, Step 3 Salary: \$4,904.89/month
Job FTE: 1.00/12 months
Effective: 5/11/17

Name: Huynh, Shirley
Position: Administrative Specialist II New: No
Department: Counseling
Range/Step: A-75, Step 1 Salary: \$3,909.07/month
Job FTE: 1.00/12 months
Effective: 5/11/17

Name: Lacayo, Alexandria
Position: Athletic Trainer New: Yes
Department: Kinesiology, Athletics, and Dance
Range/Step: A-105, Step 1 Salary: \$5,268.83/month
Job FTE: 1.00/12 months
Effective: 7/10/17

Name: Lopez, Steven
Position: Laboratory Technician – Natural Sciences New: Yes
Department: Natural Sciences Division
Range/Step: A-79, Step 1 Salary: \$4,067.80/month
Job FTE: 1.00/12 months
Effective: 5/11/17

Prepared by: Human Resources Staff Reviewed by: Abe Ali
Recommended by: Bill Scroggins Agenda Item: Consent #20

SUBJECT: Personnel Transactions

DATE: May 10, 2017

Permanent New Hires (continued)

Name: Miranda, Raul
 Position: Theatrical Audio Engineer New: No
 Department: Technical Services
 Range/Step: A-108, Step 1 Salary: \$5,428.47/month
 Job FTE: 1.00/12 months
 Effective: 5/11/17

Name: Rubio, Casandra
 Position: Administrative Specialist I New: Yes
 Department: Humanities and Social Sciences Division
 Range/Step: A-69, Step 1 Salary: \$1,749.18/month
 Job FTE: 0.475/12 months
 Effective: 5/11/17

Name: Solorzano, Andrea
 Position: Risk Management Specialist New: No
 Department: Administrative Services
 Range/Step: A-88, Step 3 Salary: \$4,904.89/month
 Job FTE: 1.00/12 months
 Effective: 5/17/17

Name: Yujuico, Kimberly
 Position: Laboratory Technician II - Chemistry New: Yes
 Department: Chemistry
 Range/Step: A-86, Step 1 Salary: \$4,361.22/month
 Job FTE: 1.00/12 months
 Effective: 5/15/17

Promotion

Name: Rodriguez, Giovanni
 Position: Coordinator, Student Activities New: No
 Department: Student Services
 Range/Step: A-105, Step 1 Salary: \$5,268.83/month
 Job FTE: 1.00/12 months
 Effective: 5/11/17

SUBJECT: Personnel Transactions

DATE: May 10, 2017

Reclassification (Ratification)

Name: Saldana, Vivian
Position: Administrative Specialist II
Department: Technology and Health Division
Range/Step: A-75, Step 6 + L 10 Salary: \$5,163.68/month
Job FTE: 1.00/12 months
Effective: 3/14/17
Remarks: Previously, Administrative Specialist I

Resignation

Nicole Aragon, Coordinator, Grants (Grants), effective 4/30/17

Retirements

Jodi Carter, Account Clerk III (Fiscal Services), effective 3/30/17
Kathleen Clarke, Educational Advisor (Counseling), effective 6/2/17
Mary Ann Mulvihill, Administrative Specialist II (Business Division), effective 6/1/17

ACADEMIC EMPLOYMENT

Permanent New Hires

Name: Arellano, Mariano
Position: Professor, Mathematics New: No
Department: Mathematics and Computer Science
Range/Step: I-1 Salary: \$64,546.00/annual
Job FTE: 1.00/10 months
Effective: 8/28/17

Name: Benoe, Christopher
Position: Professor, Photography New: No
Department: Commercial and Entertainment Arts
Range/Step: I-1 Salary: \$64,546.00/annual
Job FTE: 1.00/10 months
Effective: 8/28/17

Name: Casian, Elizabeth
Position: Professor, American Language New: No
Department: American Language
Range/Step: I-1 Salary: \$64,546.00/annual
Job FTE: 1.00/10 months
Effective: 8/28/17

SUBJECT: Personnel Transactions

DATE: May 10, 2017

Permanent New Hires (continued)

Name: Churchill, Diana
 Position: Professor, Biological Sciences
 Department: Biological Sciences
 Range/Step: I-1
 Job FTE: 1.00/10 months
 Effective: 8/28/17
 New: Yes
 Salary: \$64,546.00/annual

Name: Hernandez-Magallon, Karla
 Position: Professor, Sociology
 Department: Sociology and Philosophy
 Range/Step: I-1
 Job FTE: 1.00/10 months
 Effective: 8/28/17
 New: No
 Salary: \$64,546.00/annual

Name: Reynolds, Franklin
 Position: Professor, Communication
 Department: Communication
 Range/Step: I-1
 Job FTE: 1.00/10 months
 Effective: 8/28/17
 New: Yes
 Salary: \$64,546.00/annual

Name: Tsurumi, Keiko
 Position: Professor, World Languages
 Department: World Languages
 Range/Step: I-1
 Job FTE: 1.00/10 months
 Effective: 8/28/17
 New: No
 Salary: \$64,546.00/annual

Name: Wohlgezogen, Laura
 Position: Professor, Mathematics
 Department: Mathematics and Computer Science
 Range/Step: I-1
 Job FTE: 1.00/10 months
 Effective: 8/28/17
 New: No
 Salary: \$64,546.00/annual

Temporary New Hire (Spring 2017 semester) (Ratification)

Name: Mosack, Raymond
 Position: Professor, Fire Technology
 Department: Public Safety Programs
 Range/Step: I-1
 Job FTE: 1.00/10 months
 Effective: 4/19/17 through 6/18/17
 New: No
 Salary: \$64,546.00/annual

SUBJECT: Personnel Transactions

DATE: May 10, 2017

Salary Advancement for Full-time Faculty Column Crossover, 2016-17

Coursework and/or Degree earned

Name: Mestas, Sara
Position: Professor, Counseling
Department: Counseling
Column/Step: II-2 Salary: \$79,393.98/annual
Job FTE: 1.00/11 months
Effective: 7/1/16
Remarks: Previously on Column I, Step 2

Salary Advancements for Full-time Faculty Column Crossover, 2017-18

Coursework and/or Degree earned

Name: Chavez, Dalia
Position: Professor, Counseling
Department: Adult Basic Education
Column/Step: II-3 Salary: \$82,174.12/annual
Job FTE: 1.00/11 months
Effective: 7/1/17
Remarks: Previously on Column I, Step 2

Name: Shear, Michelle
Position: Professor, Dance
Department: Kinesiology, Athletics, and Dance
Column/Step: II-10 Salary: \$95,409.00/annual
Job FTE: 1.00/10 months
Effective: 8/28/17
Remarks: Previously on Column I, Step 9

Salary Advancement for Part-time Faculty Column Crossover, 2016-17

Coursework and/or Degree earned

Name: Petry Petra
Position: Adjunct Professor
Department: World Languages
Column/Step: III-4 Salary: \$88.53/hour
Effective: 8/29/16
Remarks: Previously on Column I, Step 4

SUBJECT: Personnel Transactions

DATE: May 10, 2017

Banking Leaves of Absence with Pay

<u>Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Howell, Luisa	World Languages	15.0	Fall 2017
Metter, Jean	Consumer Science & Design Tech.	0.44	Fall 2017

Professional Growth Increments, 2017-18

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

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Barrios, Mary Beth	Counseling	7/1/17
Kemp, Kurt	World Languages	8/28/17
Young, Paula	Mathematics, Computer Science	8/28/17

Resignation

Jody Williams Tyler, Professor, Chemistry (Chemistry) effective 6/30/17

Retirements

Jean Garrett, Professor, English (English, Literature, and Journalism) effective 6/30/17

Heidi Parra, Professor, Mathematics (Mathematics, Computer Science) effective 6/30/17

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Benedict, Jeffrey	Instruction/Music	Clinician – Jazz Festival	5/6/17	\$44.72/hr. Not to exceed \$500
Campos, Ariel	Instruction/Music	Performer – Wind Ensemble Concert	5/12/17	\$44.72/hr. Not to exceed \$300
Domingues, Cameron	Instruction/Music	Performer – Wind Ensemble Concert & Faculty Chamber Ensemble	5/12/17 & 6/4/17	\$53.12/hr. Not to exceed \$600
Harrison, Andrew	Instruction/Music	Coach – Individual Music Coaching	3/1/17- 6/30/17	\$44.72/hr. Not to exceed \$2,000
Harrison, Laura	Instruction/Music	Performer – Music Faculty Recital	4/9/17	\$44.72/hr. Not to exceed \$300
Koba, Dean	Instruction/Music	Clinician – Jazz Festival	5/6/17	\$44.72/hr. Not to exceed \$500

SUBJECT: Personnel Transactions

DATE: May 10, 2017

Reclassifications

Name: Jones, Heather
 Position: Manager, Planetarium and Astronomy
 Department: Natural Sciences Division
 Range/Step: M-10, Step 6 Salary: \$108,780.00/annual
 Job FTE: 1.00/12 months
 Effective: 5/11/17
 Remarks: Previously, Supervisor, Planetarium and Astronomy

Name: Pawlak, Matthew
 Position: Manager, Farm
 Department: Natural Sciences Division
 Range/Step: M-10, Step 5 Salary: \$106,644.00/annual
 Job FTE: 1.00/12 months
 Effective: 5/11/17
 Remarks: Previously Supervisor, Farm

Temporary Special Projects Administrator New Hire

Name: Surrenda, Rhiannon
 Position: Special Projects Director New: No
 Department: School of Continuing Education
 Range/Step: M-13, Step 1 Salary: \$429.60/daily
 Job FTE: 1.00/12 months
 Effective: 5/15/17
 Remarks: Temporary through 6/30/18

Interim Assignment (Ratification)

Name: Bangloy, Antonio
 From: Manager, Application Support & Development New: No
 To: Interim Director, Enterprise Application Systems
 Department: Information Technology
 Range/Step: M-20, Step 1 Salary: \$147,168.00/annual
 Job FTE: 1.00/12 months
 Effective: 4/7/17
 End Date: 6/30/17

SUBJECT: Personnel Transactions**DATE:** May 10, 2017**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>
Lopez, Krystal	Administrative Specialist II	Absence	Student Services	22.55	04/01/17-04/30/17
Martinez, Irene	Administrative Specialist III	Vacancy	Student Services	23.94	04/10/17-06/30/17
Martinez, Marcus	Lab. Tech.-Photography	Vacancy	Instruction	23.47	04/15/17-06/30/17
Pacala, John	Lab Tech-Photography	Vacancy	Instruction	23.47	03/20/17-06/30/17
White, Gregory	Custodian	Absence	Administrative Svcs.	18.25	04/19/17-06/30/17

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Arenas Juarez, Vianey	Administrative Aide	Student Services	13.00	04/13/17-06/30/17
Barajas Lara, Karina	Secretarial Aide	Instruction	12.00	06/12/17-06/30/17
Bautista, Jessica	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Candell Villacreses, Melissa	Administrative Aide	Student Services	13.00	04/13/17-06/30/17
Cazares, Jennifer	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Cervantes, Angelica	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Clark, Aniston	Student Intern	Student Services	15.00	06/01/17-06/30/17
Contreras, Elizabeth	Student Intern	Student Services	15.00	05/11/17-06/30/17
Disney, Patricia	Secretarial Aide	Instruction	12.00	06/12/17-06/30/17
Estrella, Pamela	Prog. Sup., Comm. Svcs. I	Instruction	12.50	06/05/17-06/30/17
Figueroa, Alexandria	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Genelli, Emily	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Gomez, Judith	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Gordon, Barbara	Secretarial Aide	Instruction	12.00	06/12/17-06/30/17
Harris, Ashley	ECD Master Teacher I	Instruction	13.50	04/03/17-06/30/17
Hill, Jared	Sound Engineer I	Administrative Svcs.	14.50	04/01/17-06/30/17
Holt, JC	Prog. Sup., Comm. Svcs. I	Instruction	12.50	06/05/17-06/30/17
Jimenez, Steven Michael	Study Skills Assistant III	Instruction	12.50	06/01/17-06/30/17
Lewis, Christina	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Maciel, Monica	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
McIntyre, Dominique	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Medina, Raymond	Prog. Sup., Comm. Svcs. I	Instruction	12.50	06/12/17-06/30/17
Moore, Mariko	Secretarial Aide	Instruction	12.00	05/11/17-06/30/17
Mulvihill, Sean	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Quintero, Bryan	Teaching Aide	Instruction	13.50	04/01/17-06/30/17
Robles, Connie	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Robles, Guadalupe	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Rodriguez, Valerie	CDC Associate I	Instruction	10.50	02/27/17-06/30/17
Salce, Bryan	House Manager I	Administrative Svcs.	10.75	02/27/17-06/30/17
Sanchez, Shantel	Secretarial Aide	Instruction	12.00	06/05/17-06/30/17
Song, Flori	Teaching Aide	Instruction	13.50	02/27/17-06/30/17
Villescas, Anisa	CDC Associate I	Instruction	10.50	02/27/17-06/30/17

SUBJECT: Personnel Transactions

DATE: May 10, 2017

Professional Expert Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Blackman, Myisha	Interpreter V	Student Services	48.00	03/08/17-06/30/17
Campos, Emilie	Tutorial Specialist I	Instruction	17.00	02/27/17-06/30/17
Carrillo, Elsa	Project Expert/Specialist	Instruction	25.00	03/21/17-06/30/17
Castro, Candice	Project Expert/Specialist	Instruction	25.00	02/27/17-06/30/17
Costa, James	Sound Engineer II	Administrative Svcs.	20.00	03/23/17-06/30/17
Froman, Vera	Technical Expert I	Instruction	35.00	03/08/17-06/30/17
Hasenbein, John	Tutorial Specialist I	Instruction	17.00	02/27/17-06/30/17
Hinds, Shawna	Technical Expert I	Instruction	35.00	03/06/17-06/30/17
Jaime, Aubrie	Athletic Injury Specialist II	Instruction	26.00	02/27/17-06/30/17
Leslie, Timothy	Lic. Marriage & Family Thrp.	Student Services	41.75	04/03/17-06/30/17
Nguyen, Tam	Tutorial Specialist I	Instruction	17.00	02/27/17-06/30/17
Nuckolls, Steven	Lecturer-Fire Technology	Instruction	37.50	03/16/17-06/30/17
Robertson, Sidney	Project Expert/Specialist	Student Services	25.00	02/27/17-06/18/17
Yang, Soomin	Project/Program Aide	Instruction	20.00	03/20/17-06/30/17

Student Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abdelnour, Sandra	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Abdelnour, Shady	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Adelman, Chelsea	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Ahmed, Zahrah	Student Assistant V	Instruction	13.00	03/13/17-06/30/17
Aldana, Carlos	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Alexander, Julia	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Almouazzen, Mohamad	Student Assistant II	Instruction	10.75	03/06/17-06/30/17
Amaya, Alexandra	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Amezcuca, Liz	Student Assistant IV	Student Services	12.25	03/20/17-06/30/17
Andrade, Jeanette	Student Assistant V	Instruction	13.00	03/13/17-06/30/17
Arceo, Joshua	Student Assistant V	Instruction	13.00	04/17/17-06/30/17
Arias, Oscar	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
	Student Assistant V	Instruction	13.00	06/01/17-06/30/17
Arteaga, Martin	Student Assistant I	Instruction	10.50	02/28/17-06/30/17
Ashby, Justin	Student Assistant V	Instruction	13.00	04/10/17-06/30/17
Ashouri, Hassib	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Avila, Katie	Student Assistant V	Student Services	13.00	04/10/17-06/30/17
Bailey, Derek	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Banuchi, Ryan	Student Assistant III	Administrative Svcs.	11.50	02/27/17-06/30/17
	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Barajas, Martin	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Barker, Taisun	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Batres, Josue	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Baydoun, Mohamad	Student Assistant II	Instruction	10.75	03/14/17-06/30/17
Baydoun, Nawal	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Baydoun, Rola	Student Assistant II	Instruction	10.75	02/27/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** May 10, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bedard, Adrian	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
Bell, Glennon	Student Assistant II	Administrative Svcs.	10.75	02/27/17-06/30/17
Bera, Usha	Student Assistant V	Instruction	13.00	06/01/17-06/30/17
Bokelman, Cheyanne	Student Assistant III	Instruction	11.50	04/01/17-06/30/17
Bower, Ryan	Student Assistant V	Administrative Svcs.	13.00	02/27/17-06/30/17
Braga, Christina	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Brosman-Zamora, Garryson	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Buenrostro, Elena	Student Assistant III	Instruction	11.50	03/20/17-06/30/17
Burns, Kelynn	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Caballero, Jessica	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Cabanillas-Camacho, Karen	Student Assistant I	Instruction	10.50	03/22/17-06/30/17
Cabrera, Kaitlyn	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Campa, Saul	Student Assistant III	Student Services	11.50	02/27/17-06/16/17
Cao, Binh	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Cardenas, Anna	Student Assistant V	Student Services	13.00	02/27/17-06/16/17
Cardozo, Rudolpho	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Chairez, Giovanni	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Chan, Yu To	Student Assistant IV	Student Services	12.25	03/08/17-06/30/17
Chang, Kyle	Student Assistant I	Instruction	10.50	02/27/17-06/16/17
Chavez, Miranda	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Cheng, Jonathan	Student Assistant III	Instruction	11.50	02/28/17-06/30/17
Chou, William	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Church, April	Student Assistant III	Instruction	11.50	03/03/17-06/30/17
Cloutier, Joshua	Student Assistant IV	Student Services	12.25	02/27/17-06/16/17
Cross, Lee	Student Assistant V	Instruction	13.00	03/15/17-06/30/17
Cruz, Julian	Student Assistant I	Instruction	10.50	03/13/17-06/30/17
Cuevas, Natalie	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Cui, Jie	Student Assistant III	Instruction	11.50	02/28/17-06/30/17
Curl, Jonathon	Student Assistant IV	Instruction	12.25	04/01/17-06/30/17
Dang, Thuy	Student Assistant V	Instruction	13.00	03/27/17-06/30/17
De La Cruz, Karla	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
De La Cruz, Vanessa	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
De La Cruz Cabrera, Melissa	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
De Leon Rodriguez, Silvia	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Dean, Danette	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Dejbakhsh, Ashcon	Student Assistant I	Instruction	10.50	02/27/17-06/16/17
Des Rochers, Justin	Student Assistant II	Instruction	10.75	03/21/17-06/30/17
Diaz, Ashley	Student Assistant I	Instruction	10.50	04/04/17-06/30/17
Diaz, Brenda	Student Assistant I	Instruction	10.50	06/01/17-06/30/17
Diaz, Carolina	Student Assistant I	Instruction	10.50	03/30/17-06/30/17
Doyle, Sean	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Du, Hao	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
Duran, Jacqueline	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Ebro, Eliza	Student Assistant I	Instruction	10.50	02/27/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** May 10, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Engle, Shantel	Student Assistant I	Instruction	10.50	02/27/17-06/18/17
	Student Assistant V	Instruction	13.00	02/27/17-06/18/17
Escobedo, Xavier	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Faamafoe, Manumalotaum	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Faouri, Razy	Student Assistant V	Instruction	13.00	03/06/17-06/30/17
Farg, Sandy	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Fernandez, Jonathan	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Figueroa, Mario	Student Assistant V	Instruction	13.00	02/28/17-06/30/17
Flores, Ashley	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Flores, Brenda	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Flores, Hilda	Student Assistant IV	Student Services	12.25	02/27/17-06/16/17
Flores, Joanna	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Flores, Ruben	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Flores Contreras, Luis	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Franco, Andrew	Student Assistant V	Administrative Svcs.	13.00	02/27/17-06/30/17
Garay, Javier	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Garcia, Raul	Student Assistant II	Instruction	10.75	02/27/17-06/18/17
Garibaldi, Kyle	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Garoz, Brigham	Student Assistant I	Administrative Svcs.	10.50	04/10/17-06/30/17
Ghaly, Alfred	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Gonzales, Andrew	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Gonzalez, Reyna	Student Assistant V	Instruction	13.00	04/06/17-06/30/17
Granillo, Jaritza	Student Assistant III	Instruction	11.50	03/20/17-06/30/17
Guerra, Eduardo	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Haro-Huerta, Victor	Student Assistant I	Instruction	10.50	06/01/17-06/30/17
Hernandez, Samantha	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Hernandez, Sarah	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Hernandez, Stephanie	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Hernandez Lopez, Christian	Student Assistant III	Instruction	11.50	03/14/17-06/30/17
Herrera, Kevin	Student Assistant I	Instruction	10.50	04/01/17-06/30/17
Herrera, Natalie	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Hilton, Jonathan	Student Assistant III	Instruction	11.50	04/01/17-06/30/17
Htun, Wai Yan	Student Assistant IV	Student Services	12.25	03/08/17-06/30/17
Huang, Simon	Student Assistant III	Instruction	11.50	03/23/17-06/30/17
Huynh, Richard	Student Assistant IV	Student Services	12.25	04/03/17-06/30/17
Huynh, Xuan	Student Assistant IV	Student Services	12.25	02/27/17-06/16/17
Irigoyen, Andres	Student Assistant I	Instruction	10.50	03/13/17-06/30/17
Iskander, Miriam	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Jaramillo, Andres	Student Assistant I	Instruction	10.50	02/27/17-06/16/17
Jett, Dakota	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Jim, Michael	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Jimenez Larios, Itsel	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Joromat, Eric	Student Assistant II	Instruction	10.75	04/01/17-06/30/17
Kauvaka, Sione	Student Assistant I	Instruction	10.50	03/06/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** May 10, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Kim, Sharon	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Kipuw, Arand	Student Assistant IV	Student Services	12.25	03/16/17-05/31/17
Lai, Mingchao	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Landeros, Miguel	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Latu, Max	Student Assistant III	Instruction	11.50	03/10/17-06/30/17
Lee, Grace	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Lee, Hoe Kyung	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Leinz, Caleb	Student Assistant IV	Student Services	12.25	03/08/17-06/30/17
Leon, Erick	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Lewis, Janell	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Lira Sanchez, Jasmin	Student Assistant III	Administrative Svcs.	11.50	02/27/17-06/30/17
Liu, Jennie	Student Assistant V	Student Services	13.00	04/10/17-06/30/17
Liu, Junyan	Student Assistant IV	Student Services	12.25	03/17/17-06/30/17
Loperena Beattie, Lexa	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
	Student Assistant II	Instruction	10.75	06/01/17-06/30/17
Maciel, Arthur	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Maes, Jeffrey	Student Assistant III	Student Services	11.50	03/20/17-06/30/17
Maldonado, Angelica	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Marcellina, Grace	Student Assistant IV	Student Services	12.25	02/27/17-06/16/17
Mares Gaitan, Octavio	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Mariscal, Mayra	Student Assistant I	Student Services	10.50	03/17/17-06/30/17
Martinez, Michael	Student Assistant I	Instruction	10.50	03/07/17-06/30/17
Martinez, Samantha	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Matining, John Paul	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Mattox, Melanie	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Mcjimpson, Chanele	Student Assistant II	Student Services	10.75	03/27/17-06/30/17
Medel, Raymond	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Medina, Jacquelyne	Student Assistant V	Administrative Svcs.	13.00	02/27/17-06/30/17
Mekhail, Mina	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
Mendoza, Richard	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Meraz, Jacob	Student Assistant V	Instruction	13.00	04/01/17-06/30/17
Mesko, Abby	Student Assistant IV	Student Services	12.25	02/27/17-06/16/17
Miller, Conor	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Miller, Hannah	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
Misheva, Yoana	Student Assistant II	Student Services	10.75	03/13/17-06/30/17
Mitchell, Brittany	Student Assistant III	Instruction	11.50	03/07/17-06/30/17
Mo, William	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Mojica, Jovany	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Moline, Jordan	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Moore, Mark	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Mosley, Dominique	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Murphy, Tiana	Student Assistant V	Instruction	13.00	03/06/17-06/30/17
Naas, Tanner	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Naing, May	Student Assistant II	Instruction	10.75	02/27/17-06/30/17

SUBJECT: Personnel Transactions

DATE: May 10, 2017

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Nava Olvera, Cesar	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Navarro, John Joshua	Student Assistant III	Administrative Svcs.	11.50	02/27/17-06/30/17
Nawaz, Sana	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Neoh, Alex	Student Assistant I	Instruction	10.50	02/27/17-06/16/17
Nguyen, Anne	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Nguyen, Tammy	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Niemerow, Sasha	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Njuh, Jude	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
Nuno, Derrick	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Ocegeda, Dania	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Ochotorena, Martin	Student Assistant III	Student Services	11.50	02/27/17-06/16/17
Ortega, Angel	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Osimowicz, Emma	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
Osuna, Herlen	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Padilla, Precious	Student Assistant III	Instruction	11.50	03/14/17-06/30/17
Paek, Jeremy	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Paez, Julian	Student Assistant III	Student Services	11.50	02/27/17-06/16/17
Pang, ZhaoLong	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Paniagua, Maricarmen	Student Assistant II	Instruction	10.75	03/06/17-06/30/17
Perales, Marisa	Student Assistant V	Instruction	13.00	03/13/17-06/30/17
Perez, Jose	Student Assistant IV	Student Services	12.25	02/27/17-06/16/17
Perez, Kimberly	Student Assistant I	Instruction	10.50	03/10/17-06/30/17
Pham, Christopher	Student Assistant IV	Instruction	12.25	04/01/17-06/30/17
Phan, Mindy	Student Assistant IV	Student Services	12.25	02/27/17-06/16/17
Phuong, Hoang	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Piercy, Mary	Student Assistant V	Instruction	13.00	03/06/17-06/30/17
Pizarro, Lizette	Student Assistant V	Instruction	13.00	04/04/17-06/30/17
Plummer, Destiny	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Pogosova, Elena	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Portis, John	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Preciado, Veronica	Student Assistant III	Student Services	11.50	03/14/17-06/30/17
Quach, Luong	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Quinones, Juan	Student Assistant I	Instruction	10.50	02/27/17-03/31/17
Quintero, Bryan	Student Assistant III	Instruction	11.50	02/27/17-03/31/17
Ramirez, Alejandro	Student Assistant II	Instruction	10.75	03/08/17-06/30/17
Ramirez, John	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Ramirez, Laura	Student Assistant I	Instruction	10.50	03/21/17-06/30/17
Ramirez, Michelle	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Ramos, Jocelyn	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Recio, Marco	Student Assistant V	Instruction	13.00	02/27/17-06/19/17
Regas, Kristina	Student Assistant II	Instruction	10.75	03/13/17-06/30/17
Rexwinkel, Renae	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Reyna, Marvin	Student Assistant V	Instruction	13.00	02/27/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** May 10, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Reza, Araceli	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Robinson, Jacob	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
Robles, Nicholas	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Rodriguez, Carolina	Student Assistant IV	Instruction	12.25	02/27/17-03/17/17
Rodriguez, Laura	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Rodriguez, Ulysses	Student Assistant IV	Student Services	12.25	03/08/17-06/30/17
Romero, Yesenia	Student Assistant V	Instruction	13.00	03/06/17-06/30/17
Ross-Tupper, Aimee	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Ruiz, Briam	Student Assistant IV	Administrative Svcs.	12.25	02/27/17-06/30/17
Saafi, Joshua	Student Assistant III	Student Services	11.50	03/03/17-06/30/17
Sakr, Marie Paule	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Salter, Tavonn	Student Assistant III	Administrative Svcs.	11.50	03/20/17-06/30/17
Sampson, Kimberly	Student Assistant V	Instruction	13.00	04/17/17-06/30/17
Sanchez, Gustavo	Student Assistant II	Instruction	10.75	03/06/17-06/30/17
Sandoval, Melissa	Student Assistant II	Instruction	10.75	03/06/17-06/30/17
Scalise, Angelina	Student Assistant III	Instruction	11.50	04/10/17-06/30/17
Schiffman, Rachel	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Scott, Dariana	Student Assistant III	Instruction	11.50	03/07/17-06/30/17
Scott, Emetrious	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Shah, Tanay	Student Assistant III	Student Services	11.50	04/10/17-06/30/17
Shamsi, Wajeeha	Student Assistant IV	Student Services	12.25	02/27/17-06/16/17
Siaki, Deja	Student Assistant III	Instruction	11.50	03/22/17-06/30/17
Sifuentes, Sergio	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Silguero, Levith	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Snyder, Rachel	Student Assistant V	Instruction	13.00	03/20/17-06/30/17
Soemardy, Ebryanto	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Solis, Nicole	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Sommers, Rhys	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Soto, Brayon	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Soto, Elizabeth	Student Assistant IV	Student Services	12.25	03/08/17-06/30/17
Stegner, Lisa	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Tabuena, Vincent	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Tamura, Ariana	Student Assistant V	Instruction	13.00	02/27/17-06/19/17
Tang, Phat	Student Assistant IV	Student Services	12.25	02/27/17-06/16/17
Ting, Carey	Student Assistant V	Instruction	13.00	03/15/17-06/30/17
Tran, Nguyet	Student Assistant IV	Student Services	12.25	02/27/17-06/16/17
Tran, Vu	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Ueda, Seiji	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Uribe, Rodrigo	Student Assistant III	Instruction	11.50	03/20/17-06/30/17
Vainikolo, Alexander	Student Assistant III	Student Services	11.50	03/27/17-06/30/17
Valladares, Destina	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Van, Osmond	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Vaquerano, Carolina	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
	Student Assistant III	Instruction	11.50	03/13/17-06/30/17

SUBJECT: Personnel Transactions

DATE: May 10, 2017

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Vazquez, Jorge	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Velasco, Diana	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Velasco Esparza, Eduardo	Student Assistant II	Instruction	10.75	03/13/17-06/30/17
Veliz, Jonah	Student Assistant II	Instruction	10.75	03/06/17-06/30/17
Veloz, Adrian	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Vera, Evelyn	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Villafuerte, Juan Marco	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Villatoro, Christopher	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Villaverde, Ma Anika	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Voytek, Timothy	Student Assistant I	Administrative Svcs.	10.50	02/27/17-06/30/17
Wailase, Priscilla	Student Assistant V	Student Services	13.00	03/13/17-06/30/17
Walper, Sydney	Student Assistant V	Instruction	13.00	02/27/17-06/19/17
Wang, Amy	Student Assistant I	Instruction	10.50	03/22/17-06/30/17
Wangsadipura, Amy	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Watson, Fametta	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
White, Michael	Student Assistant V	Instruction	13.00	04/03/17-06/30/17
Williams, Cristian	Student Assistant III	Instruction	11.50	04/06/17-06/30/17
Wolde, Dagnachew	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Wu, Jeffrey	Student Assistant II	Administrative Svcs.	10.75	02/27/17-06/30/17
Yu, Rongkai	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
	Student Assistant II	Instruction	10.75	06/01/17-06/30/17
Zapanta, Giancarlo	Student Assistant II	Instruction	10.75	04/01/17-06/30/17
Zaw, Pyae	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Zendejas Salcedo, Trinidad	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Zhang, Juefan	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Zhao, Leslie	Student Assistant I	Instruction	10.50	03/18/17-06/30/17

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>Contract with Maxient LLC</u>	

BACKGROUND

Maxient LLC’s (Maxient) Conduct Manager is a fully web-based solution for managing the processes and records related to unlawful discriminations, sexual harassment, and student behavior including discipline, behavioral intervention/threat assessment, and Title IX complaints. Federal and State requirements related to identifying, tracking, and monitoring of student conduct issues and complaints require the College to utilize an elaborate and integrated record-keeping system. This software enables online incident reporting, potentially through multiple, customized reporting forms; streamlines the product of letters to students and notification between campus departments including e-mails which can be confirmed received; produces detailed reports instantaneously; and allows an office to become as paperless as desired.

A three-year contract with Maxient was signed on October 1, 2015, through Student Services and funding for one year was Board approved on June 24, 2015. Human Resources has an interest taking over this contract for the remaining two (2) year period, July 1, 2016, through June 30, 2018, and to broaden its use. Currently Human Resources has an agreement with Law Room, which has not proved to be an effective tool, and is more than double the cost of Maxient.

ANALYSIS AND FISCAL IMPACT

Maxient’s annual service fee is \$11,000, with two (2) years being approved and paid at this time for a total of \$22,000. The previous agreement with Law Room is \$35,000 per year, resulting in a cost savings to the College.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Maxient LLC for the period July 1, 2016, through June 30, 2018.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Consent #21</u>

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

DATE: May 10, 2017

CONSENT

SUBJECT: Contract with PeopleAdmin for Onboarding Services

BACKGROUND

PeopleAdmin has been the College’s primary source for recruiting for the past nine years. The College has an interest in a full service implementation for electronic onboarding, which would allow for a streamlined process and workflow for newly hired employees to complete all required documentation and to ensure that this documentation is received and processed by the appropriate department.

ANALYSIS AND FISCAL IMPACT

PeopleAdmin’s annual service fee for the onboarding services is \$4,500.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with PeopleAdmin for onboarding services, as presented.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #22

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT: <u>New and/or Revised Classified Job Classification Descriptions</u>	

BACKGROUND

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

- Fiscal Technician I (New); and
- Information Technology Specialist (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 Classified Job Classification Descriptions, as presented.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #23

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: May 10, 2017

**FISCAL TECHNICIAN I
FLSA NON-EXEMPT – A-69**

DEFINITION

Under general supervision, performs routine technical and administrative support duties in the preparation, maintenance, and processing of accounts payable, accounts receivable, and student accounts; maintains accounting and financial records.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or managerial personnel. Exercises no supervision over staff.

CLASS CHARACTERISTICS

This is the first experienced-level class in the Fiscal Technician class series. Initially under close supervision, incumbents with general administrative experience perform basic work in accounts receivable, accounts payable, and student accounts, in addition to performing a variety of record keeping and account support activities. Incumbents at this level usually perform most of the duties required of the positions at the journey-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. This class is distinguished from the Fiscal Technician II in that the latter performs the full range of routine to complex administrative support and technical duties in the College's Fiscal Services Department and various other departments. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Performs a variety of routine administrative and technical account support duties related to accounts receivable, accounts payable, and student accounts, including balancing, adjusting, and maintaining accounts and financial records according to established policies and procedures.
- Records, verifies, and deposits money into proper funds/accounts; prepares accounts receivable billings; maintains accounts receivable records.
- Collects student registration and a variety of student fees and fines; processes cash and credit card transactions using cash register and bankcard electronic services; reconciles cash drawer; receives and counts cash, coins, and other monies; issues receipts; calculates revenue sub-totals and totals; and prepares third party student contracts payments and corrections.
- Maintains student accounts receivable records for State collection program or collection agencies.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: May 10, 2017

- Counts, verifies, and reconciles cash, currency, coins, checks, and related receipts; prepares daily bank deposits; provides support for all operations within the vault and records and maintains cash receipts; opens and closes departmental vault and safes.
- Prints payroll and accounts payable checks and transmits student refunds for payment.
- Responds to inquiries and complaints from students regarding fees, fines, outstanding account balances, student refunds, parking permits, and a variety of related issues; ensures accounts are accurate; processes necessary corrections and refunds.
- Assists students with debit card activation; maintains related records; analyzes, researches, and solves problems regarding routine transactions of lost debit cards.
- Performs routine office clerical duties to support departmental operations, including answering telephones, taking and disseminating messages, interacting with walk-in customers, and providing factual information to callers and visitors; composes routine correspondence; generates and responds to customer e-mails; orders supplies.
- Opens, sorts, and stamps daily mail, and performs labeling and other mailing tasks.
- Answers questions from staff, outside vendors, and financial institutions regarding policies and procedures.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
- Business arithmetic and basic financial and statistical techniques.
- Financial record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing, database, and spreadsheet software.
- 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 College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

- Perform detailed account and financial office support; work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn and interpret, apply, and explain applicable policies and procedures.
- Make accurate arithmetic and financial computations.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: May 10, 2017

- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level accounting or related courses at a regionally accredited college and one (1) year of administrative, cashiering, accounting, or customer service experience, preferably within a higher education setting.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: May 10, 2017

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: May 10, 2017

**INFORMATION TECHNOLOGY SPECIALIST
FLSA NON-EXEMPT – A-95**

DEFINITION

Under general direction, performs a variety of technical duties in implementing, maintaining, monitoring, and auditing data system security authorizations and permissions; oversees and participates in computer operations, data processing and interpretation functions, and production of computerized forms, documents, and reports; coordinates communications, production schedules, and services to meet data processing and reporting needs of District College staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Enterprise Application Systems. Exercises no direct supervision of staff. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is a specialized journey-level classification responsible for providing user support, reporting and processing of system data, and ensuring data security authorizations and permissions are in place and effective. Incumbents are expected to possess knowledge of computer operations and data processing and management. The work requires the frequent use of tact and judgment and working knowledge of District College-wide information technology systems and operations. This classification is distinguished from other information technology classifications by specializing in **scheduling** data processing and production of computerized forms, documents, and reports. ~~This class is further distinguished from the Computer Operator by the performance of technical work related to coordinating computer operations, setting and monitoring security authorizations and permissions, and the provision of technical instruction to less experienced staff.~~

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Creates, modifies, updates, and troubleshoots systems user accounts, passwords, and security clearances; implements, monitors, and audits systems security authorization and permissions; evaluates releases for security needs.
- **Provides support to Helpdesk and campus users regarding user account issues.**
- **Conducts a quarterly review of system security, ensuring that account requests and access permissions are appropriate and comply with audit standards.**
- **Performs technical work related to coordinating computer operations, setting and monitoring security authorizations, and permissions.**
- **Provides technical instruction to less experienced staff.**

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: May 10, 2017

- Sets and monitors automation schedules incorporating ad hoc requests and business process defined jobs; processes scheduled and ad hoc job requests in data systems.
- **Ensures that output and logs created by scheduled jobs are reviewed and that issues are quickly addressed by appropriate staff members.**
- ~~Modifies~~ **Monitors** systems resources for possible errors and contacts appropriate systems staff for error recovery.
- Processes department requests and updates system security by adding and modifying forms, definitions, and security classes.
- Assists users with operational questions or problems and in the use of data systems related to specific departmental activities.
- Performs **research on** duplicate identification numbers, **initiates** error recovery process; documents changes.
- Creates, builds, and modifies forms, documents, and reports to perform data processing and reporting and to meet the needs of various departments; answers questions about data means; sets up report definitions to ensure proper formatting for online viewing.
- Assists departments with configuring scanning system security and customization of scanning processes.
- Maintains and compiles documentation of user procedures, technical references, training manuals, handbooks, and guides.
- **Maintains a regularly updated production calendar, clearly identifying the daily, weekly, and monthly beginning of term and end of term Information Technology activities. The annual production calendar will include processes for admissions processing, financial aid processing and disbursement, registration appointments, academic standing calculations, fiscal transactions, payroll transactions, and numerous other activities scheduled on systems by departments throughout the campus; ensure that these jobs are ran successfully on schedule with appropriate parameters and at appropriate times.**
- **Ensures the completion of term-end and annual state and federally mandated reporting activities.**
- **Provides technical support and assistance to administrative departments to assure that data reported is accurate and passes all edits for successful submission.**
- **Assists with running surveys/tests and print/fold reports as needed.**
- Participates in group problem solving activities to promote continual business process improvements and initiatives.
- ~~Provides second-level support to help desk staff.~~
- ~~Provides lead direction and training to assigned support staff; schedules and assigns duties; reviews work upon completion for quality control purposes; creates and updates data center documentation for staff training purposes.~~
- ~~Performs Computer Operator duties as needed.~~
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: May 10, 2017

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of data system security.
- Principles and practices of computer operations, data processing and analysis functions, and production of computerized forms, documents, and reports.
- Principles of data management concepts and structures, including data collection, manipulation, and distribution requirements for analysis and reporting functions.
- Principles, practices, and methods of operating computers and peripheral equipment.
- Procedures for creating and modifying systems security.
- ~~District~~ **College** data processing systems and software applications.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- **Specific knowledge of the operations and account creation processes for a variety of enterprise applications.**
- 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:

- ~~➤ Reviews the work of others and maintain established quality control standards.~~
- **Plan, organize, and coordinate the submission of data files to external agencies.**
- Proactively ensure systems are functioning properly.
- Implement, monitor, and audit data system security authorization and permissions.
- Make sound decisions regarding access control.
- Set and monitor automation schedules and create and process ad hoc requests.
- Evaluate user needs and create, build, and modify forms, documents, and reports for data processing and reporting.
- Read and understand technical documentation.
- Interpret, apply, explain, and ensure compliance with applicable ~~District~~ **College** standards, policies, and procedures related to assigned area of responsibility.
- Compose clear and concise correspondence and reports.
- Understand and follow oral and written instructions.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: May 10, 2017

- 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 in computer science, management information systems, or a related field, and two (2) years of progressively responsible experience working with data systems.

Licenses and Certifications:

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

PHYSICAL DEMANDS

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

ENVIRONMENTAL ELEMENTS

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

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT: <u>New and/or Revised Management Job Classification Descriptions</u>	

BACKGROUND

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

- Director, Accessible Media and Technology (New);
- Manager, Farm (Revised); and
- Manager, Planetarium and Astronomy Observatory Center (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: <u>Bill Scroggins</u>	Reviewed by: <u>Abe Ali</u>
	Agenda Item: <u>Consent #24</u>

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

**DIRECTOR, ACCESSIBLE MEDIA AND TECHNOLOGY
FLSA EXEMPT – M-13**

DEFINITION

Under the administrative direction and oversight of the Dean, Disabled Student Programs & Services (DSPS), provides leadership in strategic and tactical accessible media and technology planning, purchasing, and the implementation of technology academic programs in the High Tech. Center; including the production, acquisition, and delivery of alternate media. Tracks emerging technology and best practices to provide up-to-date consultation to the College to promote universally designed technology print, and digital media for students and the general public. This position develops, coordinates and oversees training, and documentation in accessible print and digital media, and technology. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Disabled Student Programs & Services. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Program Director classification that oversees, directs, and participates in all activities of the High Tech Center, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Dean, Disabled Student Programs & Services in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean, Disabled Student Programs & Services in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work. This class is distinguished from the Dean, Disabled Student Programs & Services in that the latter has overall responsibility for all functions of the Disabled Student Programs & Services Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the High Tech Center.
- Develops and implements goals, objectives, and priorities for the program; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

- Develops, administers, and directly oversees the program budget.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean, Disabled Student Programs & Services.
- Develops and oversees the implementation of policies, procedures, and long-range strategic planning governing accessible technology for academic and student service needs.
- Selects, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Dean.
- Assesses accessible media and technology needs of students and provides technical support and training for various adaptive hardware and software solutions; provides leadership to anticipate and resolve systems, hardware, and software problems.
- Assesses accessible media and technology programs and services to enhance student equity, success, and the student experience.
- Serves as a College resource and primary point-of-contact for accessibility-related digital and print media, and technology questions, issues, and concerns.
- Daily supervision of the High Tech Center including personnel supervision and facilities/equipment management.
- Assists in the development and implementation of accessible print and digital media, technology solutions, and in the development of plans to refresh and replace inaccessible computing technology.
- Interacts with the User Support and Network Services team and other Information Technology teams to promote sharing of knowledge and to provide assistance whenever possible.
- Promotes adaptive technology solutions to faculty and staff to address the needs of students with disabilities.
- Supports faculty with appropriate technology and technical expertise to enhance the educational experience for students.
- Provides leadership and expertise in electronic access issues related to websites and other electronic resources.
- Assists faculty, staff, and students in the research, development, and deployment of new accessible media and technology interventions, integration, and processes that assist in maintain an accessible learning environment.
- Interacts with counselors, disability accommodations specialists, and external community organizations to maintain a broad inventory of available services.
- Provides faculty with computing resources and technical knowledge necessary to assist them with academic research and educational development; develops plans for professional training for faculty on current and emerging technology.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

- Maintains and upgrades technical expertise and leadership skills through educational classes, seminars, literature, and experimentation with new technology and networking with colleagues at other colleges.
- Writes comprehensive reports, training documentation, and other communication as required, pertaining to the unit and services offered.
- Delivers presentations, trainings, conference workshops, and seminars on accessible digital and print media technologies to promote awareness of accessible technology solutions to disability issues and universal design.
- 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 College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assist in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to the Director, Equal Employment Opportunity Programs in Human Resources and other appropriate authority as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Principles of universal design.
- Principles of database structures and network systems design.
- Project Management principles and software.
- Accessible technology hardware and software.
- Accessible curricular print and digital media.
- Laws and regulations relative to postsecondary institutions and students with disabilities, especially the Americans with Disabilities Act and Sections 504 and 508 of the Rehabilitation Act.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Operation of a computer, a variety of assistive devices, mobile devices, and assigned software.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- 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, various socio-economic, and ethnic groups.

Skills & Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Develop a program budget within state and local constraints.
- Manage and monitor complex projects on time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, control, prioritize, and direct operations and activities involved in the integration of accessible technology needs to support the High Tech Center and additional academic programs.
- Supervise and evaluate the performance of assigned personnel.
- Design training programs, documentation, and deliver presentations on a variety of related topics.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.

SUBJECT: New and/or Revised Management Job Classification Descriptions

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- 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 graduation from a regionally accredited four-year college or university with major coursework in information technology or related field and five (5) years of significant knowledge and experience in accessible print and digital media; and accessible technology planning, analysis, design, conversion, testing, implementation and operation. Thorough knowledge of policies, procedures, and legal requirements such as Section 504 and Section 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Preferred Qualifications:

- Master's degree in accessible technology, rehabilitation counseling, information systems, or equivalent combination of educational and experience from which comparable knowledge and abilities can be acquired.
- Knowledge of various disabling and medical conditions.

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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is partially a sedentary office classification although standing in and walking between work areas is required. Finger, manual and upper body dexterity is needed to interpret and communicate in sign language, 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 25 pounds.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

ENVIRONMENTAL ELEMENTS

Incumbents primarily work in an office or classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasionally, employees may work in the field and be exposed to cold and hot temperatures, inclement weather conditions, and potentially hazardous chemical or physical substances in a classroom setting. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

**SUPERVISOR MANAGER, FARM
FLSA NON-EXEMPT – ~~S-9~~ M-10**

DEFINITION

Under general **the administrative** direction **and oversight of the Dean, Natural Sciences, the Manager, Farm**, plans, schedules, assigns, and reviews the work of Farm Program staff, including animal units, horticulture unit, and agriculture lands; oversees and maintains Farm financial accounts; coordinates, monitors, and provides technical input for assigned farm operations, maintenance, and related projects and programs; provides responsible technical assistance to the Dean, Natural Sciences; performs a variety of technical tasks relative to the assigned functional area. **This position is overtime exempt.**

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean, Natural Sciences. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a full supervisory **management**-level classification responsible for planning, organizing, supervising, reviewing, and evaluating the work of Farm Program staff. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including short- and long-term operational and maintenance planning, development and administration of program budgets, and various other projects. Successful performance of the work requires an extensive background in farm operations, as well as, the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Dean, Natural Sciences in that the latter has overall responsibility for all functions for the Natural Sciences Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff of the Farm Program, including animal units, horticulture unit, and agriculture lands.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services, projects, and activities; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Evaluates 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

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- Monitors operations and activities of the Farm Program; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Supervises and participates in the development and implementation of weekly, monthly, and annual plans for assigned units and programs.
- Oversees the coordination of the sales of the farm's products, including animals, horses, and horticulture; researches current sales, expenses, and market trends to establish prices.
- Obtains and maintains permits, licenses, and certificates to ensure compliance of farm operations, including performing inspections to meet regulatory requirements.
- Manages all aspects of student residents at the farm, including maintaining contracts and agreements; ensuring compliance with rules, policies, and procedures; and coordinating utility services.
- Prepares and presents various reports and other necessary correspondence; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.
- Reviews and maintains operational data; analyzes and evaluates data results; implements findings and takes corrective action, as necessary.
- Answers questions and provides information to faculty, students, staff, and the public; investigates inquiries; recommends corrective actions to resolve issues.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and **College** District policies. Attends **College** District mandated DHR training and participates in DHR investigations as directed. ~~Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents~~ **Assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints** to the Director, of Equal Employment Opportunity Programs in Human Resources **and other appropriate authority as necessary.**

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

- 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 and practices of farm operations and maintenance program development and administration.
- Principles, practices, equipment, tools, and materials of farm operations and maintenance.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget program development, administration, and accountability.
- Safety principles, practices, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and **College District** 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 farm operations and maintenance services, projects, and activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex farm operations and maintenance duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

- 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 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 an accredited four-year college or university with major coursework in agricultural science, animal sciences, or related field and five (5) years of increasingly responsible experience in farm and/or ranch management, including two (2) years of lead or supervisory experience.

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 the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied farming tools and equipment, and to operate a motor vehicle and visit various District ~~District~~ **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. The job involves fieldwork requiring frequent walking in operational 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 animals and work sites. **Incumbents** ~~Employees~~ must possess the ability to lift, carry, push, and pull materials and objects, typically weighting 50 pounds, and occasionally heavier weights with the use of proper equipment.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

ENVIRONMENTAL ELEMENTS

~~Employees~~ **Incumbents** work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, hazardous physical substances and fumes and mechanical and/or electrical equipment and machinery. ~~Employees~~ **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: May 10, 2017

**SUPERVISOR MANAGER, PLANETARIUM & AND ASTRONOMY OBSERVATORY
CENTER
FLSA NON-EXEMPT – S-8 M-10**

DEFINITION

Under general the administrative direction and oversight of the Dean, Natural Sciences, the Manager, Planetarium and Astronomy Observatory Center, plans, schedules, assigns, and reviews the work of staff assigned to the Planetarium and Astronomy Observatory Center; oversees planning, programming, and operations of the center; develops and implements strategies for creating revenue through outreach and programs; provides responsible technical assistance to the Dean, Natural Sciences; performs a variety of technical tasks relative to the assigned functional area. **This position is overtime exempt.**

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Dean, Natural Sciences. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a full-supervisory management-level classification responsible for planning, organizing, supervising, reviewing, and evaluating the work of Planetarium and Astronomy Observatory Center staff, programs, activities, projects, and operations. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including short- and long-term planning, development and administration of assigned budgets, and various other projects and studies. Successful performance of the work requires an extensive background in planetarium and observatory center operations and programming, as well as, the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Dean, Natural Sciences in that the latter has overall responsibility for all functions for the Natural Sciences Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff, programs, and operations of the Planetarium and Astronomy Observatory Center.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services, projects, and activities; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Evaluates employee performance, counsel's employees, and effectively recommends initial disciplinary action; assists in selection and promotion.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations, programs, and projects of the Planetarium and Astronomy Observatory Center; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, programs, and projects; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Oversees Planetarium and Astronomy Observatory Center operations, including equipment and technology maintenance and scheduling of facilities for classes, private reservations, and public shows.
- Develops, designs, and implements entertaining and educational shows for diverse audiences; gives shows as part of the center outreach initiatives and programs.
- Develops and implements advertising and marketing strategies; develops and distributes informational flyers, newspaper notices, and website and social media updates.
- Designs, develops, and implements educational exhibits in the center and other venues.
- Operates and maintains telescopes for public viewing; coordinates and supervises telescope observing sessions.
- Prepares and presents various reports and other necessary correspondence; prepares and maintains related reports, records, and files; ensures the proper documentation of activities.
- Reviews and maintains operational data; analyzes and evaluates data results; implements findings and takes corrective action, as necessary.
- Answers questions and provides information to faculty, students, staff, and the public; investigates inquiries; recommends corrective actions to resolve issues.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- 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~~ **Assist in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints** to the Director, of Equal Employment Opportunity Programs in Human Resources **and other appropriate authority as necessary.**
- Performs other related duties as assigned.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

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 and practices of planetarium and astronomy observatory center operations and program development and administration.
- Principles and practices of planetarium and astronomy observatory center equipment and technology operations and maintenance.
- Applicable ~~F~~federal, ~~S~~state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget program development, administration, and accountability.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Methods and techniques of public speaking.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and ~~D~~istrict **College** staff, including individuals of various ages, disabilities, various 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 planetarium and astronomy observatory center programs, operations, projects, and activities.
- Interpret, apply, explain, and ensure compliance with applicable ~~F~~federal, ~~S~~state, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Make effective presentations before groups.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

- 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 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 astronomy or related field and one (1) year of related experience in astronomical observing and planetarium operations and programming and public outreach OR a minimum of five (5) years of experience in any combination of public outreach, planetarium programming and presentation, or professional experience in astronomical instrumentation and observation,

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various ~~District~~ **College** and meeting sites; to climb and descent ladders; 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. ~~Employees~~ **Incumbents** must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: May 10, 2017

ENVIRONMENTAL ELEMENTS

~~Employees~~ **Incumbents** work in an office environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. ~~Employees~~ **Incumbents** may work in the field and are exposed to loud noise levels and cold and hot temperatures. ~~Employees~~ **Incumbents** may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>Acceptance of 2017-18 Funds: Adult Education Block Grant, AB104, Section 39, Article 9</u>	

BACKGROUND

Mt. San Antonio Regional Consortium for Adult Education has been allocated Year 3 funds from the Adult Education Block Grant (AEBG) Budget Act per AB104, Section 39, Article 9. The funds are provided to eligible consortia for the purpose of implementing regional plans for adult education. The 2017-18 AEBG allocation to the Mt. San Antonio College Consortium is \$33,159,800. Each member district is direct-funded and will therefore continue to access allocations from the California Department of Education and California Community College Chancellor’s Office.

The Mt. San Antonio Regional Consortium for Adult Education is comprised of the following member districts: Baldwin Park Unified School District (USD), Bassett USD, Charter Oak USD, Covina-Valley USD, East San Gabriel Valley Regional Occupational Program and Training Center, Hacienda La Puente USD, Mt. San Antonio Community College District, Pomona USD, and Rowland USD. The Consortium Steering Committee, consisting of district leaders, collaboratively determined for 2017-18, a Year 3 funding structure and each member’s allocation.

ANALYSIS AND FISCAL IMPACT

1. For 2017-18, Mt. San Antonio College will oversee the funds for joint regional activities; supervise the Consortium Manager, consultants, and other shared Consortium staff; purchase Consortium equipment and supplies; maintain unallocated funds until the consortium determines the appropriate use; and, when appropriate and approved by the Steering Committee, create Memorandums of Understanding with members listed above for distributing these unallocated funds.
2. Mt. San Antonio College’s 2017-18 total allocation of \$720,843 includes:
 - a. A member allocation of \$438,124 and
 - b. Regional/joint expenditures along with Consortium unallocated funds in the amount of \$319,569.
3. The approved expenditures from 2017-18 AEBG funds to support the implementation of the Regional Plan and are allowable AEBG expenses include: instructional and non-instructional salaries, employee benefits; travel and professional development for

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

SUBJECT: Acceptance of 2017-18 Funds: Adult Education Block Grant, AB104,
Section 39, Article 9

DATE: May 10, 2017

consortium members related to the grant; consultants and contractors, hotels, or vendor contracts (including deposits), printing/publication costs; equipment, capital outlay, marketing, software, supplies, promotional items, food for related meetings that occur throughout the duration of the funding period, and indirect costs for member allocation. The budget for these funds is determined collaboratively by the Consortium Steering Committee. The funding period is July 1, 2017, through June 30, 2020.

4. Activities will be carried out with 2017-18 AEBG funds. The project will not impact the College budget.

Funding Source

Restricted Funds - Budget Act per AB104, Section 39, Article 9.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the AB104 Adult Education Block Grant Consortia funds for 2017-18 and approves the activities, as presented.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT: <u>Contract Agreement with Interact Communications</u>	

BACKGROUND

In recent years, the School of Continuing Education (SCE) has experienced significant growth in size and scope of programs which evolved from a Division restructuring as well as increased community need and demand. Moreover, during this expansion, SCE has been involved in several state and federal initiatives and policy changes that have impacted this growth and increased partnerships. Although SCE has increased enrollment, data show that there are still large numbers of students within the Mt. SAC service area who are lacking the following: basic literacy and language skills, educational credentials, citizenship training, college preparation, and workforce training. SCE has identified Interact Communications as a resource to assist in developing a comprehensive marketing plan focused on the promotion and enrollment of its key programs and services.

ANALYSIS AND FISCAL IMPACT

The unique student populations who would benefit from access to SCE programs also require nontraditional methods of outreach. Interact Communications will work directly with the various noncredit departments and staff to develop core strategies for recruitment and marketing to potential students and partners, and create and design layouts for printed and presentation materials. In addition, they will develop with SCE a viewbook that provides a high-level overview of the Division for use within the campus and community.

Authorization is requested to enter into a contract with Interact Communications. The agreement will be effective May 11, 2017, through June 30, 2018, at a cost not to exceed \$32,500, including travel expenses.

Funding Source

Restricted Fund – 2016-17 Adult Education Block Grant funds.
Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Madelyn A. Arballo Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #26

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

DATE: May 10, 2017

CONSENT

SUBJECT: School of Continuing Education Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Adult Basic Education – Changes

Course Title/Program	Change	Dates
High School Summer School Program	Addition: Whittier Union High School District	6/12/17-7/20/17
High School	Site Coordinator	Payment Not to Exceed
California	TBD	\$7,000
La Serna	TBD	\$7,000
Pioneer	TBD	\$7,000
Santa Fe	TBD	\$7,000
Whittier	TBD	\$7,000
	Addition: Chaffey Joint Union High School District	5/31/17-7/3/17
High School	Site Coordinator	Payment Not to Exceed
Montclair	Kooiman, Michelle	\$7,000
Instructional supplies, security, coordinators, and clerical staff will be supplied by the College as needed by each Unified School District. Faculty will be provided through an Instructional Service Agreement as mutually agreed upon between the USD and the College. The Memorandums of Understanding are in effect from May 2017–May 2018.		

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #27

SUBJECT: School of Continuing Education Additions and Changes**DATE:** May 10, 20172. Community Services – Additional Classes

Course Title/Program	Presenter	Payment	Fee
Meet the Publisher: Get Your Manuscript Critiqued	Krusemark, LeeAnne	40%	\$25 Materials Fee: \$10
Beginner's Guide to Getting Published	Krusemark, LeeAnne	40%	\$49 Materials Fee: \$20
Explore 50 Different Self Publishing Options	Krusemark, LeeAnne	40%	\$25 Materials Fee: \$10
Introduction to Screenwriting	Krusemark, LeeAnne	40%	\$25 Materials Fee: \$10
Violin for Beginners and First Year Students	Hymel, Margy	50%	\$162

3. Community Services Program Changes

Course Title/Program	Change	Detail
College for Kids	Additional Instructor Robotics for Kids	Added: Garcia, Raquel Materials Fee: \$20

4. New Contracts

Course Title/Program	Expenses	Fee
<u>Contract #1718-002</u> Furniture of America California Incorporated 19605 East Walnut Drive North City of Industry, California 91789 April 18, 2017 – August 29, 2017 Content: On-site training on Social Media and Online Marketing	Instruction: \$1,400 Leadership Build 20 hours at \$70/hour	\$5,000

5. Contract Changes

Course Title/Program	From	To
Contract #1617-003 Los Angeles County Office of Education	Additional Instructor	Holbert, James \$74.53/hour

SUBJECT: School of Continuing Education Additions and Changes

DATE: May 10, 2017

6. Contract Renewal

Course Title/Program	Amount
City of San Dimas Swim and Racquet Club 990 W. Covina Boulevard San Dimas, California 91773 Healthy Aging for Older Adults August 28, 2017-June 08, 2017	\$10,560

7. Curriculum

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.

Course ID	Course Title
VOC ST1	Sewing and Tailoring 1
VOC ST2	Sewing and Tailoring 2

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.

Course ID	Course Title
BS ASVB1	Armed Services Vocational Aptitude Battery (ASVAB) 1
BS ASVB2	Armed Services Vocational Aptitude Battery (ASVAB) 2
VOC AGR57	Power Train Repair
VOC AGR73	Landscaping Laws, Contracting and Estimating
VOC THR15	Play Rehearsal and Performance - Acting

SUBJECT: School of Continuing Education Additions and Changes

DATE: May 10, 2017

8. Use of Facility

Facility	Program/Department	Cost
Cameron Park Community Center 1305 East Cameron Avenue West Covina, California 91790 (City of West Covina 1444 W. Garvey Avenue West Covina, California 91790)	Education for Older Adults/Adults With Disabilities English as a Second Language	No Cost to District
Delafield Corporation 1540 Flower Avenue Duarte, California 91010	Short-Term Vocational	No Cost to District
Duarte High School 1565 East Central Avenue Duarte, California 91010 (Duarte Unified School District 1620 Huntington Drive Duarte, California 91010)	Short-Term Vocational	No Cost to District

Funding Source

Revenue Generated Fund - High School Summer School.
Community Services - Student Registration Fees.
Contracts - Contracting Agency.

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: May 10, 2017

CONSENT

SUBJECT: Technical Assistance Agreement with the Academic Senate for
California Community Colleges

BACKGROUND

Mt. SAC School of Continuing Education (SCE) basic skills faculty have had success in creating contextualized noncredit curriculum to accelerate students into employment or for success in credit coursework. Because of this proven success, SCE faculty are well positioned to provide leadership to noncredit faculty from 14 Los Angeles County community colleges as part of a curriculum project for the Strong Workforce Program regional share. SCE faculty will assist their regional faculty colleagues in creating noncredit contextualized coursework that will promote and accelerate pathways into credit CTE programs on their campuses. It is apparent that each college has an individual style, depth of content, and format for curriculum and Course Outlines of Record. Although SCE faculty are experienced in accelerating noncredit coursework through contextualized instruction at Mt. SAC and developing noncredit curriculum, they are requesting expertise from the Academic Senate for California Community Colleges (ASCCC) to identify best practices across the state in curriculum development for all disciplines, particularly CTE. This faculty collaboration will include the expertise of Mt. SAC's Faculty Curriculum Liaison.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter into an agreement with ASCCC for two faculty representatives from the ASCCC Executive Board, Cheryl Aschenbach and Katie Krolikowski, to provide curriculum technical assistance on behalf of ASCCC. The costs will be invoiced and include training fees, conference and travel expenses, and food in an amount not to exceed \$3,500.

Funding Source

Restricted funds – 2015-16 Adult Education Block Grant fund and 2016-17 Strong Workforce Project Regional Share funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement for technical assistance from the State Academic Senate California Community Colleges, as presented.

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #28

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>West Covina Unified School District Facilities Use Agreement for Noncredit Instruction at Rio Verde Academy</u>	

BACKGROUND

West Covina Unified School District (WCUSD) has available space at the Rio Verde Academy site for Mt. San Antonio College’s School of Continuing Education (SCE) to provide noncredit instruction. SCE would like to offer Summer noncredit courses in the following areas: Adults with Disabilities, Citizenship, ESL, Education for Older Adults, and Short-term Vocational subjects. Mt. SAC will need to hire a site coordinator to provide campus oversight during the summer session. Moreover, as part of the WCUSD Facilities Use Agreement, Mt. SAC will reimburse WCUSD for custodial services and utilities.

ANALYSIS AND FISCAL IMPACT

The duration of the Facilities Use Agreement is June 19–September 1, 2017, and covers 55 days of instruction. Mt. SAC will hire a site coordinator to provide College oversight at the Rio Verde Academy during the agreement period. The total cost is not to exceed \$18,000. The proposed breakdown for the reimbursed costs is as follows:

Custodial services: Not to exceed \$12,000
Utilities: Not to exceed \$6,000

Funding Source

2017 Bond Anticipation Notes (BAN).

RECOMMENDATION

It is recommended that the Board of Trustees approves the West Covina USD Facilities Use Agreement and the costs related to operating noncredit summer courses at Rio Verde Academy, as presented.

Prepared by: Madelyn A. Arballo/Tami Pearson Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #29

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

DATE: May 10, 2017

CONSENT

SUBJECT: Approval of Aircraft Repair Services with Foothill Aircraft Sales & Service, Inc.

BACKGROUND

The College's Aviation program, located at the Brackett Airfield, manages and maintains several aircraft for student flight training purposes. These aircraft require scheduled maintenance per Federal Aviation Administration (FAA) requirements, periodic engine overhauls, and occasional off-schedule service when unexpected repairs are required. The College's previous service and repair provider, NAI Aircraft Services, located in La Verne, CA went out of business. In the search for a new service provider, staff identified Foothill Aircraft Sales & Service, Inc., located in Upland, CA as the single source that best meets its needs, due to their close proximity and they are the only vendor who will perform on-site services at the Brackett Airfield. Furthermore, using a service center at another airport would be impractical, inefficient, and unsafe. Foothill Aircraft Sales & Service, Inc. has provided the College with the proper insurance requirement to meet the Mt. SAC standards.

ANALYSIS AND FISCAL IMPACT

Public Contract Code (PCC) Section 20651 requires that all purchases valued over \$88,300 be formally bid and awarded by the governing board. Recent unexpected repairs have caused the need to exceed the formal bid threshold. However, the College has determined that there is no practical value in advertising for and receiving of bids because Foothill Aircraft is the single source that best meets its need in providing aircraft maintenance and repair services.

The College anticipates spending approximately \$100,000 for aircraft maintenance services for fiscal year 2016-17. It is anticipated that the same amount will also be spent for fiscal year 2017-18. Services will be paid by income generated funds supported by student fees. There is no residual cost to the District.

Funding Source

Restricted funds – Income Generated by Student Fees.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement for the College's aircraft repair services from Foothill Aircraft Sales & Service, Inc., for fiscal years 2016-17 and 2017-18, as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #30

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>Yankee Book Peddler</u>	

BACKGROUND

Over the past three years, Yankee Book Peddler (YBP) has become Mt. San Antonio College Library’s primary supplier for books. In addition to being a book and ebook vendor, YBP provides technical services for the processing of materials, links book orders to OCLC Discovery (the Library’s online catalog), and provides selection support. YBP provides access to a range of formats, publishers, and aggregators for digital and print books. Publishers include university presses and other academic publishers. YBP specifically supports the Librarians’ work of selection through an approval program and GOBI, their online collection development interface. The approval program helps align orders to the curriculum of the College using subject profiles developed by the Librarians. The approval program and other curated selection lists aimed at college programs help the librarians allocate their time more effectively on evaluating titles rather than gathering title lists.

ANALYSIS AND FISCAL IMPACT

Over the past two years we have developed an approval program to support Librarian selection of materials which are mapped to the College curriculum. Because of the diversity of our programs, degrees, and certificates it is a challenge for our eight full-time Librarians to select across the curriculum. The approval plan provides recommended titles for us to choose from. Additionally, titles purchased from Librarian approval lists come at a 14%-17% reduction over the list price. We are also able to purchase ebooks directly from YBP, reducing the number of electronic resource vendors that we have to work with which reduces the time from purchase to student access to materials. Print books purchased through YBP are also delivered shelf-ready reducing the processing time new books become available to our students. The Library and Learning Resources Division currently anticipates purchasing up to \$200,000 annually for books, ebooks, and processing services from YBP.

Funding Source

Unrestricted General Fund.
Restricted Fund – State Lottery and Student Equity.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of books and ebooks through the YBP approval plan services, 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: May 10, 2017

CONSENT

SUBJECT: Donation to Algalita Marine Research and Education in Support of
Dr. Deborah Boroch Science Discovery Day

BACKGROUND

The Natural Sciences Division will conduct the Dr. Deborah Boroch Science Discovery Day event on Saturday, May 14, 2016. This is an exciting, popular, well-attended community outreach event where 5th, 6th, and 7th grade students are invited to the campus to explore areas of math and science. There will also be Planetarium shows, speakers, tours of the Wildlife Sanctuary, and access to the Exploration Center. Parents are encouraged to accompany their children in attendance.

ANALYSIS AND FISCAL IMPACT

This year's keynote speaker will be Anika Ballent. Ms. Ballent has requested in lieu of payment, a donation of \$250 be made to Algalita Marine Research and Education. This event will be funded through the Dr. Deborah Boroch Science Discovery Day funds.

Funding Source

Revenue Generated Fund – Discovery Science Day.

RECOMMENDATION

It is requested that the Board of Trustees approves the donation to Algalita Marine Research and Education in support of the Dr. Deborah Boroch Science Discovery Day event, as presented.

Prepared by: Matthew Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

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

DATE: May 10, 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

AHIS 11H	History of African, Oceanic, and Native American Art - Honors
CHLD 86	Infant Toddler Practicum Seminar
CHLD 87	Infant Toddler Practicum Field Work Experience
THTR 26	Sound for Theater
THTR 27	Introduction to Stage Management
THTR 60A	Theater for Young Audiences - Performance
THTR 60B	Theater for Young Audiences - Design
THTR 60C	Theater for Young Audiences - Stage Management

4-Year Review

Course Title

AHIS 11	History of African, Oceanic, and Native American Art
BIOL 4	Biology for Majors
BIOL 4H	Biology for Majors - Honors
CISD 14	VBA for Excel and Access
CISD 21	Database Management - Microsoft SQL Server
CISD 21L	Database Management - Microsoft SQL Server Laboratory
CISN 24	Window Server Network and Security Administration
CISN 24L	Window Server Network and Security Administration Laboratory
CISN 51	Cisco CCNA Networking and Routing
CISN 51L	Cisco CCNA Networking and Routing Laboratory
CISP 21L	Programming in Java Laboratory
CISP 24	Advanced Java Programming
CISP 24L	Advanced Java Laboratory
CISW 15	Web Site Development
CISW 21	Secure Web Programming with ASP.NET
DSPS 33	Strategies for Success in Math for Students with Disabilities
ENGR 1	Introduction to Engineering

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #33

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

DATE: May 10, 2017

<u>Modified Courses</u>	<u>Course Title</u>
BUSS 85	Special Issues in Marketing
DNCE 13	Modern Performance
DNCE 30	Contemporary Dance
DN-T 18	Introduction to Dance
ENGR 24	Engineering Graphics
MUS 121	Musicianship I
MUS 122	Musicianship II
MUS 212	Music Theory IV
MUS 221	Musicianship III
MUS 222	Musicianship IV

New Certificates

Technical Theater

Modified Certificates

Children's Program: Teaching
Fashion Merchandising – Level II
Mental Health – Psychiatric Technician

Modified Degrees

Mental Health – Psychiatric Technician

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.

Funding Source

Not Applicable.

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

DATE: May 10, 2017

RECOMMENDATION

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

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

DATE: May 10, 2017

CONSENT

SUBJECT: Mt. San Antonio College 2017 Scorecard

BACKGROUND

In its commitment to increase transfer and degree and certificate attainment, the California Community Colleges Board of Governors established a more user-friendly performance measurement system that tracks student success at all California Community Colleges (CCC). This Student Success Scorecard has data in both static and dynamic formats that report out by gender, age, and ethnicity by all California community colleges to determine if colleges are narrowing achievement gaps. (See 2017 Mt. SAC Scorecard handout.)

For the 2017 report, the Mt. San Antonio College Scorecard consists of the following indicators of college effectiveness:

- A. **Completion Rate:** The percentage of first-time students with a minimum of six units earned who attempted any math or English in the first three years and achieved any of the following outcomes within six years of entry: obtained a degree, certificate, or transferred to a four-year institution, or were transfer prepared (i.e., successfully completed 60 University of California (UC)/California State University (CSU) transferable units with a grade point average of 2.0 or higher).
- B. **Persistence Rate:** The percentage of first-time students with a minimum of six units earned who attempted any math or English in the first three years and achieved the following measure of progress (or momentum point): enrolled in the first three consecutive primary semester terms anywhere in the CCC system. Persistence Rate is reported for the overall cohort, as well as by lowest level of attempted math or English.
- C. **30 Units:** The percentage of first-time students with a minimum of six units earned who attempted any math or English in the first three years and achieved the following measure of progress (or milestone) within six years of entry: earned at least 30 units in the CCC system.
- D. **Remedial Progress Rate:** The percentage of credit students who attempted a course designated at “levels below transfer” in:
 1. Math and successfully completed a college-level course in math within six years;
 2. English and successfully completed a college-level course in English within six years;
 3. English as a Second Language (ESL) [Mt. SAC’s Credit American Language] and successfully completed the ESL sequence or a college-level English course within six years.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #34

SUBJECT: Mt. San Antonio College 2017 Scorecard

DATE: May 10, 2017

- E. Career Technical Education (CTE) Completion Rate: The percentage of students who attempted a CTE course for the first time and completed more than eight units in the subsequent three years in a single discipline (two-digit vocational Taxonomy of Programs code where at least one of the courses is occupational SAM B or C) and who achieved any of the following outcomes within six years of entry:
1. Earned any Associate of Arts (AA)/Associate of Sciences (AS) or credit Certificate (Chancellor's Office approved);
 2. Transferred to a four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC);
 3. Achieved "Transfer Prepared" (i.e., student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0).
- F. Career Development & College Preparation (CDCP) Completion Rate: The percentage of students who attempted two or more CDCP courses, with a minimum of four attendance hours in each of those courses, within three years. The following outcomes within six years of entry:
1. CDCP Certificate(s);
 2. Earned AA/AS or Certificates (Chancellor's Office approved);
 3. Transferred to a four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC);
 4. Achieved "Transfer Prepared" (student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0).
- G. Transfer Level Achievement (New): The percentage of first-time students who achieve transfer level math or English in their first and second year.
- H. Skills Builder (New): Skills-builders are workers who are maintaining and adding to skill-sets required for ongoing employment and career advancement. Skills-builders successfully complete a limited number of courses, but do not earn a certificate or degree, or transfer to a four-year college. Wages recalculated as the median inflation adjusted wages before and after the year of enrollment for students who completed career technical education courses (SAM A, B, or C) of at least .5 units and passed all CTE coursework in a given academic year.

For the static electronic report: <http://scorecard.cccco.edu/scorecard.aspx>

For the dynamic electronic report:

http://datamart.cccco.edu/Outcomes/Student_Success_Scorecard.aspx

SUBJECT: Mt. San Antonio College 2017 Scorecard

DATE: May 10, 2017

ANALYSIS AND FISCAL IMPACT

Although Mt. SAC demonstrates success in most of the above indicators, it is essential for the College to continue to review the findings on an ongoing basis to determine the programs and services that are currently offered that advance students' outcomes and what new programs and services could be offered in the future. A number of campus-wide initiatives/groups are engaged in evaluating program effectiveness (e.g., Basic Skills Initiative and Planning for Institutional Effectiveness). The Student Equity Plan has contributed toward the College's improvement over time. A breakdown of the data by gender, age, and ethnicity was used extensively by the Student Equity Committee as a major component of the section on Campus-Based Research for the College's 2015 Student Equity Report.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Mt. San Antonio College 2017 Scorecard, as presented.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT: <u>Mt. San Antonio College's 2017 Institutional Effectiveness Partnership Indicators</u>	

BACKGROUND

Institutional Effectiveness Partnership Initiative (IEPI) is a collaborative effort to help advance the institutional effectiveness of California Community Colleges. Major components of the initiative include development of the statewide indicators per SB852 and SB860, making Technical Assistance Teams (now called Partnership Resource Teams) and implementation grants available to colleges interested in receiving assistance, and providing professional development opportunities. As a result, each College is required to adopt a framework of some of the indicators by June 15, 2017, and Colleges will set goals for indicators from the five areas of the indicators:

- A. District Fiscal Viability
- B. District Programmatic Compliance with State and Federal Guidelines
- C. College Student Performance and Outcomes
- D. College Accreditation Status
- E. College Fiscal Viability
- F. College Choice

The specific indicators for each framework are noted below. Those in bold indicate Mt. San Antonio College has goals set for them. How the College came to recommend these goals is outlined in the Analysis Section. (See attached District Indicator Rates handout.)

A. District Fiscal Viability

- 1. **Fund Balance** (Ending unrestricted general fund balance as a percentage of total expenditures).
- 2. Salary and Benefits (Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures).
- 3. Annual Operating Excess/(Deficiency) (Net increase or decrease in unrestricted general fund balance).
- 4. Cash Balance (Unrestricted and restricted general fund cash balance, excluding investments).

Prepared by: Barbara McNeice-Stallard Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #35

SUBJECT: Mt. San Antonio College's 2017 Institutional Effectiveness Partnership Indicators

DATE: May 10, 2017

B. District Programmatic Compliance with State and Federal Guidelines

5. Other Post-Employment Benefits (OPEB) Liability. Percentage of OPEB liability that the district set aside fund.
6. District Participation Rate for the 18-24-year-old rate. Percentage that is enrolled.
7. **Audit Findings – Audit Opinion Financial Statement** (Modified opinion, material weaknesses, or significant deficiencies as identified in an annual independent audited financial statement).
8. **Audit Findings – State Compliance (Modified opinion, material weaknesses, or significant deficiencies as identified in an annual independent audited financial statement).**
9. **Audit Findings – Federal Award/Compliance** (Modified opinion, material weaknesses, or significant deficiencies as identified in an annual independent audited financial statement).

C. College Student Performance and Outcomes Scorecard

10. Completion Rate (College Prepared) (Percentage of degree, certificate and/or transfer-seeking students starting first time in 2008-09 tracked for six years through 2013-14 who completed a degree, certificate, or transfer-related outcomes).
11. **Completion Rate (Unprepared).**
12. Completion Rate (Overall).
13. Remedial Rate (Math) (Percentage of credit students tracked for six years who started below transfer level in mathematics and completed a college-level transfer course in the same discipline).
14. Remedial Rate (English) (Percentage of credit students tracked for six years who started below transfer level in English and completed a college-level transfer course in the same discipline).
15. Remedial Rate (Credit English as a Second Language [ESL] [American Language]) (Percentage of credit students tracked for six years who started below transfer level in American Language and completed a college-level transfer course in the same discipline).
16. Career Technical Education Rate (Percentage of students tracked for six years who started first time and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate or transferred).
17. **Successful course completion** (Percentage of students who earn a grade of "C" or better or "credit" in Fall).
18. Completion of degrees (Number of associate degrees completed).
19. Completion of certificates (Number of Chancellor's Office-approved certificates completed).

SUBJECT: Mt. San Antonio College's 2017 Institutional Effectiveness Partnership Indicators

DATE: May 10, 2017

20. Transfers to four-year (Number of students who transfer to a four-year institution, including California State University, University of California, or private and out-of-state universities).
21. Transfer-level Math (Year 1)
22. Transfer-level Math (Year 2)
23. Transfer-level English (Year 1)
24. Transfer-level English (Year 2)
25. Low Unit Certificates
26. Median Time to Degree
27. Number of Career Development and Preparation Awards
28. Career Technical Education Skills Builder

D. College Accreditation Status

29. **Accreditation Status Goal: Fully Accredited, Reaffirmed (highest possible)**

E. College Fiscal Viability

30. Full-Time Equivalent Students (Annual number of full-time equivalent students).

F. College Choice

31. **College Choice** (The College also created a Goal for optional indicator #9, Completion Rates for Unprepared Students. The College has current and ongoing programs that align well with indicator.) Mt. SAC created a Goal for #11 above.
32. College Choice (Self-identify an indicator related to any topic)
33. Noncredit College

ANALYSIS AND FISCAL IMPACT

The College used a shared governance approach in deciding what its Goals should be for the indicators required to report upon by June 2017. The approach included a review by the Institutional Effectiveness Committee (IEC) and President's Advisory Council (PAC) in which they examined the indicators and other metrics used by the College to measure its progress, reviewing the history of IEPs, understanding the requirements for the College, and determining how other indicators might already help (e.g., Institution-set Standards required by Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges). Based on this information, IEC recommended to PAC the College's Goals for the indicators as noted above.

SUBJECT: Mt. San Antonio College's 2017 Institutional Effectiveness Partnership Indicators

DATE: May 10, 2017

Although Mt SAC demonstrates success in these indicators, it is essential for the College to review the findings on an ongoing basis to determine the programs and services that are currently offered that advance students' outcomes and what new programs and services could be offered in the future.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves Mt. San Antonio College's 2017 Institutional Effectiveness Partner Initiative indicators and goals, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>Assessment, Remediation, and Retention for Associate Degree Nursing Programs Grant: Acceptance of Funds</u>	

BACKGROUND

Mt. San Antonio College received an award notification for an Assessment, Remediation, and Retention for Associate Degree Nursing (ADN) Programs grant, funded by the California Community Colleges Chancellor’s Office. The purpose of the grant is to:

- increase enrollment capacity in the nursing program,
- determine, through diagnostic assessment, those students who are ready to enter the nursing program and who are most likely to succeed,
- provide pre-entry preparation for students who do not achieve the assessment cut score,
- provide support to students enrolled in the nursing program to increase the program retention and completion rate to 85 percent or more, and
- increase the number of students who complete the nursing program and pass the national licensure exam.

ANALYSIS AND FISCAL IMPACT

The grant award is \$57,000. The period of performance is July 1, 2017, through June 30, 2018.

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; and indirect costs.

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

Funding Source

California Community Colleges Chancellor’s Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Assessment, Remediation, and Retention for ADN Programs grant funds, as presented.

Prepared by:	<u>Adrienne J. Price</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #36</u>

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

DATE: May 10, 2017

CONSENT

SUBJECT: Basic Skills and Student Outcomes Transformation Grant: Approval of
Activities

BACKGROUND

Mt. San Antonio College currently has a Basic Skills and Student Outcomes Transformation grant, funded by the California Community Colleges Chancellor's Office. The College is implementing the following high-impact practices to respond to the needs of students placing into basic skills courses:

- Development of an English co-requisite model for students placing in the basic skills writing course that is one level below transfer (ENGL 68).
- Development of an accelerated, non-degree-applicable, basic skills course for students placing in the basic skills writing course that is two levels below transfer (ENGL 67).
- Development of an onboarding process for incoming freshmen that clusters students into "areas of interest."
- Enrollment of students placing into basic skills courses in a learning community that includes ENGL 67, ENGL 68, and a career exploration course.
- Contextualizing basic skills courses around students' identified career clusters.
- Embedding tutors for pilot sections of these new course models.

ANALYSIS AND FISCAL IMPACT

As part of the grant activities, authorization is requested to reimburse travel and related expenses for non-Mt. SAC employees to participate in grant-sponsored events.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Basic Skills and Student Outcomes Transformation grant activities, as presented.

Prepared by: Adrienne J. Price Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #37

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>California Community Colleges Maker Mini-Grant: Approval of Activities</u>	

BACKGROUND

Mt. San Antonio College currently has a mini-grant titled “California Community Colleges (CCC) Maker,” funded by the California Community Colleges Chancellor’s Office and passed through Sierra College. The purpose of the project is to develop and/or strengthen college-supported makerspaces and educational strategies that prepare students for highly skilled careers, including technical and entrepreneurial occupations. During the mini-grant period, the College will develop an implementation plan that, if approved by the funding agency, will lead to a significantly larger two-year grant beginning July 1, 2017.

ANALYSIS AND FISCAL IMPACT

As part of the grant activities, authorization is requested to reimburse travel and related expenses for non-Mt. SAC employees to participate in grant-sponsored events.

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

Funding Source

California Community Colleges Chancellor’s Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the CCC Maker Mini-Grant activities, as presented.

Prepared by:	<u>Adrienne J. Price</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #38</u>

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

DATE: May 10, 2017

CONSENT

SUBJECT: Enrollment Growth for Associate Degree Nursing Programs Grant:
Acceptance of Funds

BACKGROUND

Mt. San Antonio College received an award notification for an Enrollment Growth for Associate Degree Nursing (ADN) Programs grant, funded by the California Community Colleges Chancellor's Office. The purpose of the grant is to:

- increase enrollment capacity in the nursing program,
- determine, through diagnostic assessment, those students who are ready to enter the nursing program and who are most likely to succeed,
- provide pre-entry preparation for students who do not achieve the assessment cut score,
- provide support to students enrolled in the nursing program to increase the program retention and completion rate to 85 percent or more, and
- increase the number of students who complete the nursing program and pass the national licensure exam.

ANALYSIS AND FISCAL IMPACT

The grant award is \$211,000. The period of performance is July 1, 2017, through June 30, 2018.

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 and professional development; contracted services; equipment; and indirect costs.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Enrollment Growth for ADN Programs grant funds, as presented.

Prepared by: Adrienne J. Price Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #39

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>Health Careers Training Program Mini-Grant: Acceptance of Funds and Approval of Purchases</u>	

BACKGROUND

Mt. San Antonio College received an award notification for a Health Careers Training Program mini-grant funded by the California Office of Statewide Health Planning and Development. The purpose of the grant is to assist students in exploring various health professions, preparing for health careers, and identifying available educational resources that will help them reach their professionals goals. The conference will include a keynote address, concurrent workshops, a health education fair, hands-on skill-building activities, and an academic game show. The College expects 1,100 participants, including middle school, high school, and community college students.

As part of the grant activities, authorization is requested to purchase food and promotional items for the health professions conference.

ANALYSIS AND FISCAL IMPACT

The grant award is \$12,000. The period of performance is June 26, 2017, through June 25, 2018. The funding agency has approved the expenditure of grant funds to support the following: catering services and food supplies; conference materials and promotional items; a keynote speaker; and printing.

Authorization is requested for the following:

- Purchase food and/or catering services for the conference, not to exceed \$8,600.
- Purchase promotional items for the conference, not to exceed \$2,000.

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

Funding Source

California Office of Statewide Health Planning and Development.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Health Careers Training Program Mini-Grant funds and approves the purchases, as presented.

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #40

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

DATE: May 10, 2017

CONSENT

SUBJECT: Song-Brown Registered Nurse Capitation Grant: Acceptance of Funds
and Approval of Purchases

BACKGROUND

Mt. San Antonio College received an award notification for the Song-Brown Registered Nurse (RN) Capitation grant, funded by the California Office of Statewide Health Planning and Development. The purpose of the grant is to support the costs associated with training full-time RN students, including improving retention in the nursing program, particularly among students from diverse backgrounds.

As part of the grant activities, authorization is requested to (a) purchase food (not to exceed \$5,000 per event) and promotional items (not to exceed \$5,000 per year) for grant-related meetings and events that occur throughout the year; and (b) provide advance payment (deposits) to vendors for grant-related activities.

ANALYSIS AND FISCAL IMPACT

The grant award is \$120,000. The performance period is July 1, 2017, through June 30, 2019.

The funding agency has approved the expenditure of grant funds, "...for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution." The College has planned expenditures in the following categories: instructional and non-instructional salaries; employee benefits; instructional, non-instructional, and promotional supplies and materials; travel and professional development; food supplies and catering; contracted services; equipment; and indirect costs.

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

Funding Source

California Office of Statewide Health Planning and Development.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Song-Brown RN Capitation grant funds and approves the purchases, as presented.

Prepared by: Adrienne J. Price Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #41

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT: <u>Agreement with Liebert Cassidy Whitmore for Legal Services</u>	

BACKGROUND

The agreement with the law firm Liebert Cassidy Whitmore is approved on a year-to-year basis.

ANALYSIS AND FISCAL IMPACT

In accordance with the agreement, the law firm of Liebert Cassidy Whitmore agrees to provide legal and consulting services to the College in regard to employment relations and education law including representation in labor negotiations, as needed, and in administrative and court proceedings, as requested by the College.

The term of the agreement is from June 1, 2017, through May 31, 2018. The agreement shall be terminable by either party upon 30 days' written notice.

The range of hourly rates for attorney time is \$200-\$320 and \$75-\$160 for time of paraprofessional staff. There is no increase to the rates from our previous contract, effective June 1, 2016, through May 31, 2017.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Liebert Cassidy Whitmore for the period June 1, 2017, through May 31, 2018.

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

DATE: May 10, 2017

CONSENT

SUBJECT: Consulting Agreement with the McCallum Group, Inc.

BACKGROUND

Related to recent legislative action that has greatly impacted community colleges, and particularly Mt. SAC, and the proposed changes to community colleges moving into the legislature this year, it has called for a stronger voice for Mt. SAC, its Board, its staff, and its students in influencing the significant State-level decisions.

ANALYSIS AND FISCAL IMPACT

The McCallum Group, Inc. shall perform the following services:

- provide generally weekly e-mailed Sacramento Report to list of Client e-mail addresses; and
- provide up to 12 hours of consultation annually. This consultation could be in the form of a strategic planning session for the District; a PowerPoint presentation for the Board of Trustees; or consultation on the budget, facilities issues, legislators, CalSTRS issues, faculty advice, etc.

The term of the Consulting Agreement is March 1, 2017, through February 28, 2018. The cost to the District will be \$12,000, payable at the rate of \$1,000 per month as invoiced by the Consultant, which represents no change to last year's rate. In addition, if Consultant provides Client with consulting services at a location outside of Sacramento, Consultant shall be reimbursed by Client for all reasonable travel expenses including airline tickets, car rentals, mileage, parking, tolls, hotel accommodations, and meals, as invoiced after the fact by Consultant. If Client asks Consultant to perform services in addition to those specifically listed above, the parties shall negotiate for additional compensation to be paid Consultant for such additional services. There is no increase to the rate from our previous contract.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the Consulting Agreement with the McCallum Group, Inc., as presented.

Recommended by: Bill Scroggins Agenda Item: Consent #43

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT: <u>Contract with Island Packers for the ACES 2017 Summer Science Transfer Program</u>	

BACKGROUND

The Mt. San Antonio College ACES (TRiO) Program is requesting approval of a contract with Island Packers to tour Santa Cruz Channel Island, Scorpion Cove, for an educational experience. This will be a classroom activity for the upcoming ACES 2017 Summer Science Transfer Program scheduled on July 31, 2017. Students will participate in this hands-on activity to enhance the classroom experience.

ANALYSIS AND FISCAL IMPACT

The contract covers an educational activity that is a hands-on learning experience. The total amount of the contract is not to exceed \$3,780.

Funding Source

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

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Island Packers for the ACES 2017 Summer Science Transfer Program, as presented.

Prepared by: Diana Felix/Jose Martinez-Saldana Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Consent #44

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

DATE: May 10, 2017

CONSENT

SUBJECT: Contract with California State University, Channel Islands Campus
Recreation for the ACES 2017 Summer Science Transfer Program

BACKGROUND

Mt. San Antonio College ACES (TRiO) Program is requesting approval of a contract with the California State University, Channel Islands Campus Recreation for a kayaking educational experience. This will be a classroom activity for the upcoming ACES 2017 Summer Science Transfer Program scheduled on Friday, August 4, 2017. Students will participate in this hands-on activity to enhance the classroom experience.

ANALYSIS AND FISCAL IMPACT

The contract covers an educational activity that is a hands-on learning experience of kayaking. The total amount of the contract is not to exceed \$2,450.

Funding Source

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

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with the California State University, Channel Islands Campus Recreation for the ACES 2017 Summer Science Transfer Program, as presented.

Prepared by: Diana Felix/Jose Martinez-Saldana

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #45

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>Contract with the University of California, Santa Barbara Campus</u>	
	<u>Conference Services for the ACES 2017 Summer Residential Transfer</u>	
	<u>Bridge Program</u>	

BACKGROUND

Mt. San Antonio College Student Equity Programs is requesting authorization of a contract with the University of California, Santa Barbara Campus Conference Services for its upcoming ACES 2017 Summer Residential Transfer Bridge Program to be held July 30-August 4, 2017. The primary goal of Transfer Bridge is to provide students from ACES (TRiO), Arise, Aspire, Bridge, Dream, and REACH programs to complete a transferrable science course while experiencing a university campus in residence. Students will participate in hands-on activities that enhance their classroom experience including transfer experiences designed to prepare them for the Fall 2018 transfer admission process.

ANALYSIS AND FISCAL IMPACT

The ACES 2017 Summer Residential Transfer Bridge Program will host 60 students and 10 staff. The total amount of the contract is not to exceed \$24,901 for lodging, food, and use of facilities.

A non-refundable deposit is required two weeks prior to the arrival date of July 16, 2017. The cost for the deposit is \$25 per guest for a total of \$1,750.

Funding Source

Restricted General Fund – Student Equity.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract and advance deposit with the University of California, Santa Barbara Campus Conference Services for the ACES 2017 Summer Residential Transfer Bridge Program.

Prepared by:	<u>Diana Felix/Francisco Dorame</u>	Reviewed by:	<u>Audrey Yamagata-Noji</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #46</u>

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

DATE: May 10, 2017

CONSENT

SUBJECT: Contract with Griffith Moon Publishing

BACKGROUND

The Art Gallery is requesting approval of a contract with Griffith Moon Publishing for the production of a catalog for the Khôra exhibition running from September 21-December 7, 2017. Historically, the Art Gallery has been documenting exhibitions with catalogs over the past two decades. With this being the first catalog to be professionally published and marketed, this will make the Mt. SAC Art Gallery one of the first community colleges to have a publishing company agree to produce their catalog. This exhibition is high-profile, as it is exhibiting a Guggenheim Fellowship Recipient. This vendor is a very reputable company that will bring visibility to the Art Gallery program, as well as the College.

ANALYSIS AND FISCAL IMPACT

Griffith Moon is offering publishing and distribution of this exhibition catalog, essentially marketing the book to booksellers, as well as, the whole production of the book itself for a prepaid amount of \$2,000. As a result of our pre-payment, this company is working with us to reduce the cost significantly from an estimated \$5,000-\$10,000 industry comparable.

Funding Source

Associated Students Budget.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Griffith Moon Publishing, as presented.

Prepared by: Fatemeh Burnes/Andrea Sims

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #47

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT: <u>Contract with Mountain Meadows Golf Course</u>	

BACKGROUND

Disabled Student Programs and Services is requesting approval of a contract with Mountain Meadows Golf Course for its annual department training to be held on June 19, 2017. The department will be sharing information and discussing factors which impact our students and services, make certain services are provided in a coordinated manner, set goals and vision, and ensure all staff have the opportunity to provide input with the completion of the department's Planning for Institutional Effectiveness (PIE) plan.

ANALYSIS AND FISCAL IMPACT

The training will host 40 people for a total not to exceed \$2,200. A deposit of 50% is to be paid in May, with the remainder due June 5, 2017. The contract covers all meals and the use of meeting facilities.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract and advance deposit with Mountain Meadows Golf Course, as presented.

Prepared by: Don Potter/Grace Hanson Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Consent #48

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT: <u>Interagency Agreement with Cal Poly Pomona</u>	

BACKGROUND

Mt. San Antonio College is requesting to continue the interagency agreement with Cal Poly Pomona, which provides radiological and pharmacy services on a fee-for-services basis to Mt. SAC students.

Established on June 30, 1998, this agreement has allowed Mt. San Antonio College Student Health Services to refer students to Cal Poly Pomona’s Student Health Services for low-cost X-rays and pharmaceuticals.

ANALYSIS AND FISCAL IMPACT

The term of this agreement will be from July 1, 2017, through June 30, 2020. This agreement may be extended for up to two additional one-year terms upon mutual agreement of both parties.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Interagency Agreement with Cal Poly Pomona, as presented

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
	Agenda Item: <u>Consent #49</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 10, 2017</u>	CONSENT
SUBJECT:	<u>Student Health Services Fee Increase</u>	

BACKGROUND

Education Code Section 76355 permits the governing board of a community college to increase the Student Health Services fees by the same percentage as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar above the existing fee, the Student Health Services fees may be increased as directed by the Chancellor’s Office. As of February 24, 2017, the Implicit Price Deflator Index has increased enough to support a one dollar increase in the student health fee. It is recommended that the Board of Trustees approves a one dollar increase to the current student health fees, resulting in a semester fee of \$20 and an intersession fee of \$17. The last time the health fee was increased was Spring 2014.

ANALYSIS AND FISCAL IMPACT

This proposed increase will change the Student Health Services fee from \$19 to \$20 for Fall and Spring semesters and from \$16 to \$17 for Winter and Summer intersessions, commencing Spring semester 2018.

Student Health Services opened a Satellite Health Center during Spring 2016 in an effort to meet the growing health needs of students and to increase access and capacity to health services. Student Health Services is 100% self-supporting with student fees covering: all personnel costs, including salary increases, related equipment, medical supplies, medications, lab fees, and student accident insurance premiums for increased student utilization at two health center sites. During the first year of the Satellite Health Center, primary medical and mental health visits have increased overall by 19%. The proposed increase in health fee will assist to offset these costs.

Funding Source

Student Health Services Fees.

RECOMMENDATION

It is recommended that the Board of Trustees approves a Student Health Services fee increase from \$19 to \$20 per semester and from \$16 to \$17 per Winter/Summer intersessions, effective with the Spring semester 2018. Board of Governor Waiver recipients will continue to pay reduced fees of \$15 per semester and \$12 per Winter/Summer intersessions.

Prepared by:	<u>Marguerite Whitford/Grace Hanson</u>	Reviewed by:	<u>Audrey Yamagata-Noji</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #50</u>

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

DATE: May 10, 2017

CONSENT

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

BACKGROUND

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services (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
Arellano, Carol	\$96
Arthur, Marisa	\$96
Campos, Jocelyn	\$96
Duran, Vienna	\$96
Fick, Sarah	\$96
Hernandez-Thorn, Rianna	\$96
Jakvani, Jannah	\$96
Kassfy, Jasmine	\$96
Lazenby, Amanda	\$48
Lopez, Angelica	\$96

Providers	Not to Exceed
Maldonado, Madeline	\$96
Mays, Lesley	\$96
Nederlof, Tiffany	\$96
Paredes, Mirabel	\$96
Reyes, Mark	\$96
Sanchez, Renee	\$96
Thomas, Rachel	\$96
Torres, Diana	\$96
Yniguez, Andrea	\$96

Funding Source

Restricted Categorical Fund – Disabled Student Programs and Services.

RECOMMENDATION

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

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #51

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	CONSENT
SUBJECT: <u>Materials and Geotechnical Soils Testing Engineer of Record Services</u>	

BACKGROUND

The analysis of existing soils conditions is integral to the design of most of the College’s construction projects. Such work is performed by a geotechnical and geologic consultant, experienced in all phases of geotechnical testing and materials testing. Additionally, all projects require materials testing for welding, reinforcing and structural steel, brick and block, fireproofing, concrete, and other items during the course of construction. In October 2006, the College distributed a Request for Qualifications to qualified firms to contract with one or more firms for projects. Out of the six proposals received, two firms were selected to provide these services, Leighton Consulting, Inc. of Rancho Cucamonga, CA, and Converse Consultants of Monrovia, CA. Assignments are made on a project-by-project basis to perform the required testing services.

ANALYSIS AND FISCAL IMPACT

Government Code 4526 establishes the selection of professional services, including engineering, based on demonstrated competence, qualifications to perform the assigned work, and fair and reasonable prices. Both firms continue to meet these requirements, and have demonstrated consistent competitive pricing. Facilities Planning and Management requests to continue utilizing Leighton Consulting, Inc. and Converse Consultants for an additional two year period, effective January 1, 2017. Costs are budgeted as part of project budgets.

Funding Sources

Measure RR Bond funds, Measure RR Bond Anticipation Note funds, State and Local Scheduled Maintenance funds, State Capital Outlay Grants, General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies Leighton Consulting, Inc. of Rancho Cucamonga, CA, and Converse Consultants of Monrovia, CA, to provide continuing materials and geotechnical soils testing engineer of record services, as presented.

Prepared by: Gary L. Nellesen/Teresa Patterson Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #52

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

DATE: May 10, 2017

ACTION

SUBJECT: Resolution 16-13 – A Resolution Authorizing Layoff Due to Lack of Work
and/or Lack of Funds

BACKGROUND

Due to lack of work and/or lack of funds, it is necessary to exercise a workforce reduction in the Kinesiology, Athletics, and Dance Division. In accordance with California Education Code § 88014, the College Board of Trustees is required to approve a resolution to implement such a layoff.

ANALYSIS AND FISCAL IMPACT

Administration has reorganized the work in the Kinesiology, Athletics, and Dance Division resulting in a workforce reduction. The reduction in workforce is to a 0.475 FTE, 12-month position, Range 105, Step 3 with an annual salary of \$33,110.62.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Classified Layoff Due to Lack of Work and/or Lack of Funds Resolution, as presented.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Action #1

**RESOLUTION 16-13
AUTHORIZING LAYOFF
DUE TO LACK OF WORK AND/OR LACK OF FUNDS
IMPLEMENTING CALIFORNIA EDUCATION CODE SECTION 88017
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

WHEREAS, due to the lack of work and/or lack of funds, the Governing Board of the Mt. San Antonio Community College District has determined that it will be necessary to layoff the following classified position pursuant to the provisions of California Education Code Sections 88014, 88017, 88117, and 88127:

Athletic Trainer

0.475 FTE, 12-month term

NOW, THEREFORE, BE IT RESOLVED, that as of August 9, 2017, the above-mentioned services in the Mt. San Antonio Community College District shall be discontinued to the extent described herein; and

BE IT FURTHER RESOLVED, that the number of classified employees shall be reduced by layoff as specified above pursuant to California Education Code Section 88127;

BE IT FURTHER RESOLVED, that the President/CEO is directed to give notices of layoffs to the affected classified employees pursuant to California Education Code Section 88017;

BE IT FURTHER RESOLVED, that said layoff, shall become effective August 9, 2017;

BE IT FURTHER RESOLVED, that the classified employee laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code Section 88127.

PASSED AND ADOPTED this 10th day of May 2017, by the Governing Board of the Mt. San Antonio Community College District of Walnut, California, by the following vote:

AYES:
NOES:
ABSENT:

Signed: _____
Rosanne Bader
President, Board of Trustees

Attest: _____
William T. Scroggins
College President & CEO and
Secretary, Board of Trustees

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

DATE: May 10, 2017

ACTION

SUBJECT: Equal Employment Opportunity (EEO) Fund Multiple Method Allocation
Model for the Fiscal Year 2017-18

BACKGROUND

Pursuant to Title 5, Section 53030, the purpose of the New Allocation Model of Equal Employment Opportunity (EEO) Fund is to promote equal employment opportunities in hiring and promotion at community college districts.

To fulfill the College's commitment to Equal Employment Opportunity programs and services and to remain compliant with Title 5, Section 53030, the State Chancellor's Office requires community college districts to identify multiple methods that measure the district's success in promoting equal employment opportunities. Multiple Method 1 was mandatory for funding, and the College was required to select at least five additional Methods to meet:

Method 1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year;

Method 2 – Board policies and adopted resolutions;

Method 3 – Incentives for hard-to-hire areas/disciplines;

Method 4 – Focused outreach and publications;

Method 5 – Procedures for addressing diversity throughout hiring steps and levels;

Method 6 – Consistent and ongoing training for hiring committees;

Method 7 – Professional development focused on diversity;

Method 8 – Diversity incorporated into criteria for employee evaluation and tenure review; and

Method 9 – Grow-Your-Own programs.

Approval of the multiple methods by the Board of Trustees will afford the College funding from the state Chancellors Office EEO funds. The multiple methods model was developed based on the commitments established in our Board of Trustees approved EEO Plan. This EEO allocation model was vetted through the District's Campus Equity and Diversity Committee.

ANALYSIS AND FISCAL IMPACT

If approved, the College is expected to receive approximately \$45,000 to be spent on EEO activities identified in the multiple method model.

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

SUBJECT: Equal Employment Opportunity (EEO) Fund Multiple Method Allocation
Model for the Fiscal Year 2017-18

DATE: May 10, 2017

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Equal Employment Opportunity (EEO) Multiple Method Allocation Model Form for the fiscal year 2017-18, as presented.

**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 Presidents and 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 hired 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/Combination 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 12th day of April 2017.

Adopted at a regular meeting of the Governing Board at 1100 N. Grand Ave., Walnut, CA 91789, this 10th day of May, 2017.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

Signed: _____
Rosanne Bader
President
Board of Trustees

Attest: _____
William T. Scroggins, Ph.D.
College President & CEO and
Secretary, Governing Board

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

DATE: May 10, 2017

ACTION

SUBJECT: Purchase of Audio Visual Control Systems and Equipment – Phase II -
(Bid No. 3155) PLACEHOLDER

BACKGROUND

On July 13, 2016, the Board of Trustees approved a multi-year bid for the purchase of audio-visual equipment. Since that time, the Technical Services team has identified additional equipment necessary for the College's emergency alert system and several large projects in process, including the Business and Computer Technology Center, which is nearing completion. The proposed solutions are based on proven campus standards already in use.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with California Education Code Section 81641. Seventeen bids were requested with seven bids received and publicly opened on April 17, 2017.

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

Funding Source

Unrestricted General Fund.

RECOMMENDATION

Due to time constraints in meeting the Board submittal deadline, a recommendation and summary will be presented to the Board of Trustees at its meeting on May 10, 2017.

Prepared by: Teresa Patterson/Chris Rodriguez

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #4

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	ACTION
SUBJECT: <u>Set Aside CEQA Approvals for West Parcel Solar Project; Preliminary Draft Initial Study/Mitigated Negative Declaration for West Parcel Solar Project</u>	

BACKGROUND

The Mt. San Antonio Community College District is the lead agency for the West Parcel Solar Project (Solar Project), which is among the projects identified and evaluated in the Mt. San Antonio College Facility Master Plan 2012 (2012 Master Plan) dated February 18, 2013. The Plan received California Environmental Quality Act (CEQA) lead agency approval by the Board of Trustees' certification of the 2012 Master Plan's Subsequent Environmental Impact Report (2012 Master Plan EIR) (SCH 2002041161). On January 13, 2016, the Board of Trustees approved an Addendum to the 2012 Master Plan EIR related to the Solar Project.

ANALYSIS AND FISCAL IMPACT

It has been determined that the 2012 Master Plan EIR and Addendum do not satisfy the requirements for project specific environmental review of the Solar Project under CEQA. The 2012 Master Plan EIR is a programmatic EIR that may be used for tiering but not for project specific CEQA approval. Staff recommends that the Board set aside the CEQA and Addendum approvals for the Solar Project. Staff intends to present to the Board at the May 10 meeting the preliminary draft Initial Study/Mitigated Negative Declaration (MND) for the Solar Project for general discussion purposes. The MND will be formally published and circulated for public review once in final draft form and brought back for adoption at a public hearing at the July 12, 2017, Board of Trustees meeting, provided the public review period does not require preparation and circulation of an environmental impact report for the Solar Project.

FUNDING SOURCE

Not applicable.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Action #5

SUBJECT: Set Aside CEQA Approvals for West Parcel Solar Project; Preliminary
Draft Initial Study/Mitigated Negative Declaration for West Parcel Solar
Project

DATE: May 10, 2017

RECOMMENDATION

Staff recommends the Board take the following actions:

1. Set aside approval and certification of the Solar Project under the 2012 Master Plan EIR and Addendum.
2. Direct staff to finalize the draft Initial Study/Mitigated Negative Declaration for the Solar Project and publish and circulate the same for a minimum 30-day public review/comment period as required under CEQA and CEQA Guidelines.
3. Direct staff to publish a notice of a public hearing on July 12, 2017, for purposes of adopting a Mitigated Negative Declaration for the Solar Project, unless information made available during the public review/comment period requires the preparation and circulation of an environmental impact report for the Solar Project.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	ACTION
SUBJECT: <u>Resolution 16-14 – A Resolution for a Request for Allowance of Attendance Due to Emergency Conditions</u>	

BACKGROUND

Due to a power outage on April 27, 2017, the Child Development Center facility was forced to close. In accordance with California Education code § 8271, the College Board of Trustees is required to approve a resolution to request an allowance of attendance due to emergency conditions.

ANALYSIS AND FISCAL IMPACT

The Child Development Center, as a result of the power failure/outage, did not have operable lighting, ventilation systems, heating/cooling systems for kitchen appliances to operate the food program, and communication systems (phone and computers). As such, the Child Development Center could not safely operate according to California Community Care Licensing Division regarding health and safety.

The emergency closure resulted in the reduction of one operating day, changing the days of operation for both CSPP 6209 and CCTR 6106 from 233 days to 232 days.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Request for Allowance of Attendance Due to Emergency Conditions Resolution, as presented.

Prepared by: Tamika Addison Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Action #6

**RESOLUTION 16-14
REQUEST FOR ALLOWANCE OF
ATTENDANCE DUE TO EMERGENCY CONDITIONS
IMPLEMENTING CALIFORNIA EDUCATION CODE SECTION 8271
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

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

WHEREAS, the Child Development Center facility experienced a power outage due to part of the campus's high voltage electrical system failing on April 26, 2017, and power was not restored to the Child Development Center until approximately 5:00 p.m. on April 27, 2017;

WHEREAS, California Education Code Section 8271 states, "In the event that operating agencies are unable to operate due to incomplete renovations authorized by administrating state agencies, or due to circumstances beyond the control of the operating agency, including earthquakes, floods, or fire, such programs shall not be penalized for incurred program expenses nor in subsequent annual budget allocations."

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of Mt. San Antonio College authorizes the Mt. San Antonio College Child Development Center to request an "Allowance of Attendance because of emergency conditions" consideration from the California Department of Education, Early Education and Support Division and any other CDE department charged with reviewing the request.

PASSED AND ADOPTED by the members of the Governing Board of the Mt. San Antonio Community College District on the 10th day of May 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, Board of Trustees
Mt. San Antonio Community College District

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	DISCUSSION
SUBJECT: <u>Proposed New Board Policy 3730 – Text Messaging</u>	

BACKGROUND

Text messaging has become a common and popular way to communicate. Mt. San Antonio College has recently expanded its use of text messaging and proposes Board Policy 3730 – Text Messaging to guide the use of this valuable communication tool.

ANALYSIS AND FISCAL IMPACT

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

Board Policy 3730 – Text Messaging 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 for first reading and discussion proposed new Board Policy 3730 – Text Messaging.

Recommended by: Bill Scroggins Reviewed by: Uyen Mai
Agenda Item: Discussion #1

SUBJECT: First Reading of Board Policy 3730 – Text Messaging

DATE: May 10, 2017

Chapter 3 – General Institution

BP 3730 Text Messaging (NEW)

References:

Telephone Consumer Protection Act (47 U.S.C § 227)

Mt. San Antonio College uses text messaging as supplemental means of communicating with its community.

Text messages will be used by authorized College personnel to relay important information and time sensitive information, such as emergency notifications, registration appointments, and financial aid.

Text messages will also be sent to faculty, staff, and students through Emergency Alerts handled by the campus Emergency Notification System, following Mt. SAC's Emergency Response and Evacuation Plan.

Text messages will clearly identify Mt. SAC as the sender and will not be used as the sole means of communicating important information.

Text messages must follow state and federal regulations, including the Telephone Consumer Protection Act (enacted in 1991 and updated in 2016), which restricts communication with people on the Do Not Call List, limits prerecorded calls, and limits communication to mobile phones using an auto-dialer.

Approved:

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	INFORMATION
SUBJECT: <u>New Administrative Procedure 3730 – Text Messaging</u>	

BACKGROUND

Text messaging has become a common and popular way to communicate. Mt. San Antonio College has recently expanded its use of text messaging and proposes Administrative Procedure 3730 – Text Messaging to guide the use of this valuable communication tool.

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 3730 – Text Messaging 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 new Administrative Procedure 3730 – Text Messaging.

Recommended by: Bill Scroggins Reviewed by: Uyen Mai
Agenda Item: Information #1

SUBJECT: Administrative Procedure 3730 – Text Messaging (NEW)

DATE: May 10, 2017

Chapter 3 – General Institution

AP 3730 Text Messaging (NEW)

Background

Short Message Servicing (SMS), also known as text messaging, is a supplemental method of communication that Mt. San Antonio College will use to communicate with the Mt. SAC community. SMS messaging will be utilized by authorized College personnel to relay important and time sensitive information. The College utilizes two systems for text messaging. For critical emergency information, text messaging is part of the Emergency Notification System which also includes phone calls and emails. For informational messages that are critical to students, text messaging is used for updating students on topics such as student account issues, registration, and financial aid.

Opt In, Opt Out Options for Informational Messages

Individuals must opt-in to receive informational text messages. It is the responsibility of each individual to ensure that their mobile phone number is accurate. Their information can be updated anytime in the portal.

Although this service is free from Mt. SAC, charges from each recipient's cell phone provider for usage may apply. Recipients must contact their service provider for details.

Prospective students who have completed a community college admissions application via CCC Apply and opt-in to the receipt of informational text messages will receive text messages.

Mt. SAC students and employees can opt-in to receive informational text messages by logging into the portal to update their personal information, selecting the appropriate phone type(s), and providing a corresponding mobile phone number.

Students can opt out in one of two ways. Users can log into the portal to update their personal information by selecting to inactivate or delete their mobile phone number. In addition, they can follow the opt-out procedures provided at the end of each text message.

Students are automatically removed from the system after two consecutive semesters of inactivity.

Employees must opt out of informational messages by logging into the portal to update their personal information by selecting to inactivate or delete their Employee Text Message phone number.

SUBJECT: Administrative Procedure 3730 – Text Messaging (NEW)

DATE: May 10, 2017

Opt In, Opt Out Options for Emergency Messages

The Emergency Notification System, which includes text messaging, is coordinated through a separate system.

Students and employees opt in to receive emergency text messages by logging into the portal and updating their Emergency Notification Information and providing a mobile phone number under the Text Phone field.

Students can opt out in one of two ways. Users can log into the portal to update their personal information by selecting to inactivate or delete their mobile phone number. In addition, they can follow the opt-out procedures provided at the end of each text message.

Students are automatically removed from the system after two consecutive semesters of inactivity.

Employees must opt out of emergency messages by logging into the portal to update their personal information by selecting to inactivate or delete their Emergency Text Message phone number.

Procedures for Informational Text Messages

Non-emergency text messaging requests must be made by completing the Text Request Form. Requests must be submitted via email to the helpdesk at helpdesk@mtsac.edu 48 hours in advance by a College administrator authorized by the President. A list of authorized text messages and corresponding authorized administrators will be maintained by the Information Technology Department. Informational text messaging is limited to financial aid, enrollment, and registration information including student holds that affect registration.

Messages should be no longer than 116 characters, should address a specific student population, and should direct students to a specific call of action, such as 'check your Mt. SAC portal' or 'go to www.mtsac.edu/bog for info'. When possible, abbreviations and text lingo should be kept to a minimum.

All text messages will end with a static opt out message, 'To end msgs txt XXSTOP.' The first two leading characters noted as 'XX' will denote the appropriate identifier, e.g., FA = Financial Aid and AR = Admissions and Records, which are specific to the administrative office sending the message so that recipients can identify its origin.

Authorized College administrators must abide by all other College policies and ensure:

- the message is valid,
- the wording is appropriate, and
- the distribution list is accurate.

SUBJECT: Administrative Procedure 3730 – Text Messaging (NEW)

DATE: May 10, 2017

Emergency Alerts will be handled by the campus Emergency Notification System in compliance with Mt. SAC's Emergency Response and Evacuation Plan.

Considerations

Text messaging must not be used as the sole means of communicating an important message or announcement. The text message must be supplemented by another means of communication such as an email, portal announcement, or paper notice to ensure that all students, including those without a mobile phone, receive the message.

Text messaging must not be used for:

- general information to large populations such as "Winter session starts Tuesday!"
- repeat reminders of messages already circulated, or
- personal matters; items for sale or congratulatory messages.

Care must be taken not to send messages too frequently or frivolously as this may result in fewer students choosing to receive text messages.

Approved: February 8, 2017

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	INFORMATION
SUBJECT: <u>Revised Administrative Procedure 4024 – Units-to-Contact-Hour Relationship</u>	

BACKGROUND

Mt. San Antonio College is updating the College’s Administrative Procedures and proposes the following revisions to Administrative Procedure 4024 – Units-to-Contact-Hour Relationship.

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 4024 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 4024 – Units-to-Contact-Hour Relationship.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Information #2

SUBJECT: Revised Administrative Procedure 4024 – Units-to-Contact-Hour
Relationship

DATE: May 10, 2017

Chapter 4 – Academic Affairs

AP 4024 Units-to-Contact-Hour Relationship

References:

Title 5 Section 55002.5 and 55256.5; Program and Course Approval Handbook
(California Community Colleges)

Mt. San Antonio College establishes the following relationships between the number of units assigned to a given course and the number in the course outline:

For each 1 unit credit **a minimum of:**

- ~~46-48~~ **18** lecture contact hours + **plus** a minimum of ~~32-36~~ **36** additional hours of related independent student work (total of ~~48-54~~ **54 to 78** hours) OR
- ~~48-54~~ **54** laboratory or activity contact hours.

The exception shall be:

- Work Experience and internship courses, which shall award credit in compliance with Title 5 specifications under section 55256.5 as follows: 1 unit for each 75 hours or paid work OR 60 hours of unpaid work.

As course contact hours increase, additional credit shall be awarded in half unit increments per the above standards. In addition, a course shall not be offered for zero (0) units.

Approved: November 18, 2009

Revised: October 26, 2016

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 10, 2017</u>	INFORMATION
SUBJECT: <u>New Administrative Procedure 7123 – Applicant Travel Reimbursement</u>	

BACKGROUND

Mt. SAC is updating the College’s Administrative Procedures and proposes the creation of Administrative Procedure 7123 – Applicant Travel Reimbursement.

ANALYSIS AND FISCAL IMPACT

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

Administrative Procedure 7123 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 New Administrative Procedure 7123 – Applicant Travel Reimbursement.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Information #3

SUBJECT: Proposed New Administrative Procedure 7123 – Applicant Travel Reimbursement

DATE: May 10, 2017

Chapter 7 – Human Resources

AP 7123 Applicant Travel Reimbursement (NEW)

Applicant Travel Reimbursement

The College is authorized to pay for and/or reimburse necessary traveling expenses to and from the College for candidates who travel to the College for full-time faculty, management, or classified interviews.

Eligibility for Reimbursement

Full-time faculty (contract and regular), management, or classified applicants who must travel 150 miles or more (subject to verification) one way from their residence to the College to interview will be eligible for the reimbursement.

Reimbursable Expenses

- A. The College shall reimburse up to a total of \$500 for actual and necessary traveling expenses associated with the applicant's interview. Any expenses exceeding this amount shall be the applicant's responsibility.
- B. Travel may be by air, private, or rented automobile, bus, or rail. Expenses for lodging, meals, parking, and incidental expenses such as cab fare shall be considered appropriate expenses. Expenses for lodging and meals are subject to approval by the Vice President, Human Resources. It is expected, however, that airline tickets will be booked at coach or tourist class rates.
- C. Mileage for using one's own car shall be reimbursed at the appropriate College mileage rate, not to exceed what it would have cost for airfare.
- D. Reimbursement is limited to the expenditures incurred by the applicant on behalf of himself/herself only.
- E. The total number of travel days for which lodging and meal expenses may be claimed will normally be limited to one day prior and one day following the interview depending on the distance to be traveled and the time of the interview. Exceptions will be determined by the Vice President, Human Resources in consultation with the appropriate hiring managers.

SUBJECT: Proposed New Administrative Procedure 7123 – Applicant Travel
Reimbursement

DATE: May 10, 2017

Required Documentation for Reimbursement

Applicants shall submit to the Office of Human Resources a Candidate Reimbursement for Interview Form providing all required documentation of expenses within 30 days of completing travel. Original receipts for lodging and carrier expenses must be submitted in order for the applicant to be reimbursed. The Candidate Reimbursement for Interview Form will be authorized by Human Resources.

Approved: September 14, 2016