



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 17, 2010

6:00 p.m. Closed Session

6:30 p.m. Public Session

Founders Hall, 1100 N. Grand Avenue
Walnut, CA 91789

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

AGENDA

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

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

PUBLIC COMMUNICATION

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

CLOSED SESSION

- **Employment/Appointment of College President**
- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**
CSEA Chapters 262 and 651

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

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

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

MOMENT OF SILENCE

Observe a moment of silence in memory of Max Hernandez. Max first joined the College as a student. In 2002, he was hired as a student assistant in both Financial Aid and Purchasing. He is most remembered for his work as a receptionist/clerical specialist in Professional and Organizational Development from 2006-2010. Max died on October 27, 2010, during a drug cartel shoot-out in Mexico that occurred across the street from the fruit stand he owned. He was 39.

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed staff:**

Classified Staff

Brenda Dial, Receptionist/Clerical Assistant, Professional & Organization Development

Patrick Escalera, Heavy Grounds Equipment Operator, Grounds

Serina Gutierrez, Financial Aid Specialist, Financial Aid

April Landry, Senior Buyer, Purchasing

Desiree Marquez, Coordinator, Student Veterans Services & Scholarships, Financial Aid

Terrence Pratt, Financial Aid Specialist, Financial Aid

Christine Santiago, Clerical Specialist, Financial Aid

Steven Zamora, Grounds Equipment Operator, Grounds

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of October 27, 2010. (See backup packet pages 1 through 12.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

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

REPORTS

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

1. Associated Students Report
2. Senates
 - A. Academic Senate
 - B. Classified Senate
3. Employee Groups
 - A. Faculty Association
 - B. CSEA Units
 - C. Other Unrepresented Groups
4. President – John S. Nixon, President/CEO
5. Informational Report – Building Automation Program, Funded by a U.S. Department of Labor Grant, prepared by Darrow Soares, Director, CTE Initiatives (See backup packet page 13.)

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.

HUMAN RESOURCES

1. Consideration of approval of Personnel Transactions, dated November 17, 2010. (See backup packet pages 14 through 19.)

INSTRUCTION and STUDENT SERVICES

2. Consideration of approval for students to participate in the Turf Team Challenge January 11-15, 2011 in Austin, TX. (See backup packet page 20.)
3. Consideration of approval of activities for the Family and Consumer Sciences Discipline/ Industry Collaborative grant. (See backup packet page 21.)
4. Consideration of approval to extend a contract and carry over funds for the Early Childhood Mentor Program. (See backup packet page 22.)
5. Consideration of approval of a contract training MOU with the Butte-Glenn Community College District. (See backup packet page 23.)

6. Consideration of approval of an addition to the Continuing Education Fee Based Program. (See backup packet page 24.)
7. Consideration of approval of curriculum additions to the Continuing Education program. (See backup packet page 25.)
8. Consideration of an affiliation agreement with Silverado Senior Living Sierra Vista for students enrolled in the Psychiatric Technician Program. (See backup packet page 26.)

ADMINISTRATIVE SERVICES

9. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 27 through 33.)
10. Consideration of approval of the Quarterly Financial Status Report for the period ending September 30, 2010. (See backup packet pages 34 through 36.)
11. Consideration of approval of the Quarterly Investment Report for the period ending September 30, 2010. (See backup packet page 37.)
12. Consideration of approval to reduce from 10% to 5% the retention for Columbia Steel, Inc. for the Agricultural Sciences Complex – Main Building – Structural Steel and Miscellaneous Metals package (Bid No. 2774). (See backup packet page 38.)
13. Consideration of approval of an Agreement to provide Professional Design and Consulting Services with Converse Consultants for the Language Laboratory Expansion project; with RKA Consulting Group for the Bonita Drive and Temple Avenue Intersection Realignment project; with Gala Systems for the Annual Gala Stage Life Maintenance Agreement; with RKA Consulting Group for the Bonita Drive and Walnut Drive Signals and illuminated Crosswalk project; with RKA Consulting Group for the Sanctuary Improvements project; with H2 Environmental Consulting Services, Inc. for the Humanities North and West Door Frames project; with RKA Consulting Group for the Traffic Engineering Study project; and with RAM Air Conditioning for the Central Plant Preventative Maintenance project. (See backup packet pages 39 and 40.)
14. Consideration of approval of a three-year Maintenance Agreement with Gala Systems to provide annual service on the Theater stage lift. (See backup packet page 41.)
15. Consideration of approval of a three-year Maintenance Agreement with RAM Air Conditioning to provide quarterly and annual preventative maintenance on the Central Plant chillers, boilers, heat exchangers, cooling towers, and other associated equipment. (See backup packet page 42.)
16. Consideration of approval of the following Change Orders:
 - Bid No. 2779 Agricultural Sciences Complex (Main Building) – American Electric Company (Electrical Contractor) – Change Order No. 5. (See backup packet page 43.)

- Bid No. 2775 Agricultural Sciences Complex (Main Building) – Harbor Construction (General Contractor) – Change Order No. 9. (See backup packet page 44.)
- Bid No. 2772 Agricultural Sciences Complex (Main Building) – Griffith Company (General Contractor) – Change Order No. 5. (See backup packet pages 45 and 46.)
- Bid No. 2840 Humanities Building Exterior Improvement Bridge Project – Y & M Construction (General Contractor) – Change Order No. 4. (See backup packet pages 47 and 48.)
- Bid No. 2847 Design Technology Center – Columbia Steel (Structural Steel and Miscellaneous Metals Contractor) – Change Order No. 1. (See backup packet page 49.)
- Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 4. (See backup packet page 50.)
- Bid No. 2846 Design Technology Center – K.A.R. Construction (Caissons and Concrete Contractor) – Change Order No. 5. (See backup packet page 51.)
- Bid No. 2874 Modifications to Upper Practice Field – CS Legacy Construction (General Contractor) – Change Order No. 2. (See backup packet pages 52 and 53.)

17. Consideration of approval of the following Contract Amendments:

- Contract Agricultural Sciences Complex – Hill Partnership Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet page 54.)
- Contract Science Laboratory Building – NTD Stichler (Professional Design and Consulting Services Consultant) – Amendment No. 4. (See backup packet page 54.)
- Contract Parking Lot D Improvements – RKA Consulting Group (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet page 55.)

18. Consideration of approval of the following Proposed Gifts and Donations to the College:

- Lyssette Trejo – Pottery Barn Sofa (Model: Pearce; Year: 2008; Color: Brown), valued by donor at \$800-\$1,000, to be used by the Student Services Division.

ACTION ITEMS

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

1. Consideration of approval of proposed revisions to Board Policy 2720 – Communications Among Board Members. (See backup packet pages 56 and 57.)

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.

ADJOURNMENT

Future Board Meetings: December 15, 2010 (Third Wednesday)
 January 26, 2011
 February 23, 2011

Upcoming Events:

November 18, 2010	Registration Begins for Winter 2010 Intersession, Spring 2011 Semester, and Continuing Education Classes
November 18, 2010	Chambers of Commerce Mega Mixer – 5:00 p.m., Founders Hall
November 19, 2010	Fall Jazz Band Concert – 8:00 p.m., Clarke Theater
November 21, 2010	Fall Wind Ensemble Concert – 4:00 p.m., Clarke Theater
November 25-28, 2010	Thanksgiving Recess (Campus Closed)
November 29, 2010	Annual Joint Board Dinner – 5:30-7:30 p.m., Founders Hall
December 2, 2010	Associated Students Holiday Tea – 12:00-1:30 p.m., Student Life Center
December 2, 2010	Auxiliary Services Holiday Tea – 2:00-3:00 p.m., Sac Book Rac
December 2, 2010	Foundation Wassail Donor Reception – 5:00 p.m., Founders Hall
December 2, 3, 4, 2010	13th Annual Wassail Dinner & Concert – 6:00 p.m., Feddersen Recital Hall & Dance Studio

- December 2, 3, 4, 5, 2010 **Surprise, Surprise** (Theater production) – 8:00 p.m., Studio Theater
 Sunday matinee: December 5, 2:00 p.m.
- December 8, 2010 **Administration Holiday Tea** – 10:00-11:30 a.m., Founders Hall
- December 11, 2010 **Foundation Heritage Hall 5K Walk/Run** - Fairplex
- December 12, 2010 **2010 Fall Semester Ends**
- December 19, 2010 **Feel the Music – Los Angeles Master Chorale** – 4:00 p.m., Pomona
 First Baptist Church
- December 22 – January 2 **Winter Recess** (Campus Closed)

Upcoming Sports Events:

- November 19, 2010 **Women’s Basketball vs. Cerritos** – 5:30 p.m., Gym
- December 1, 2010 **Men’s Basketball vs. West Los Angeles** – 6:00 p.m., Gym
- December 22, 2010 **Women’s Basketball vs. Long Beach** – 5:30 p.m., Gym

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 Diana Casteel, Executive Assistant to the President and Board of Trustees, 1100 North Grand Avenue, Walnut, CA 91789, (909) 594-5611, extension 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**

November 17, 2010





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 27, 2010

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:00 p.m. on Wednesday, October 27, 2010. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

John S. Nixon, President/CEO; Virginia Burley, Vice President, Instruction; Michael D. Gregoryk, Vice President, Administrative Services; Audrey Yamagata-Noji, Vice President, Student Services; and Annette Loria, Vice President, Human Resources.

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session to discuss the following items:

- Employment/Appointment of College President
- Conference with Legal Counsel – Existing Litigation, per Government Code Section 54956.9(a) – PW Construction, Inc. vs. Mt. San Antonio Community College District
- Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 (One position)
- Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6 CSEA Chapters 262 and 651

3. PUBLIC SESSION

The public meeting reconvened at 6:30 p.m.

4. INTRODUCTIONS/RECOGNITION

- **Introductions**

- The following newly appointed staff were introduced to the Board:

Classified Staff

Kim Garcia, Secretary, Humanities & Social Sciences Division
Serina Gutierrez, Financial Aid Specialist, Financial Aid
Jenny Hua, Admissions & Records Clerk I, Admissions & Records
Tamiaka Hunter, Project/Program Coordinator, Counseling
Irene Inouye, Assistant Curriculum Specialist, Instructional Services
Charlie Lee, Admissions & Records Systems Analyst, Admissions & Records
Leticia Lopez de Garcia, Receptionist/Clerical Assistant, Humanities & Social
Sciences Division
Nicholas Smith, Senior Toolkeeper, Air Conditioning & Refrigeration
Joshua Tercero, Laboratory Technician, Theater, Arts

Management Staff

Terri Long, Dean, Instructional Services
Paulo Madrigal, Director, Community & Career Education, Continuing
Education

- President Nixon reminded everyone that the College is going through its accreditation site visit this week. He introduced accreditation visiting team members present: Dr. Brian King, President of Cabrillo College and Team Chair; Dr. Ben Duran, President of Merced College; and Cheryl Stewart, Librarian, Coastline College.

- **Recognition**

- Sue Long, Dean of Arts, and Maryann Tolano-Leveque, Director of Student Life, reminded Board members that Mt. SAC and Cal Poly have an annual "Out for Blood" Drive. This year, Mt. SAC won the competition. In the previous two years, Cal Poly won one year and there was a tie the second year. Dr. Long presented the trophy to Xavier Padilla, President, Associated Students in appreciation of the students' support. The American Red Cross also has other competitions, one of which is a Two-Year Community College Blood Drive. Dr. Long and Ms. Tolano-Leveque informed the Board that Mt. SAC donated 1,307 units of blood, which was enough to win that competition, as well. That certificate was also presented to Associated Students.
- Trustee Hall announced that Linda Group, Benefits Specialist, is retiring after 28½ years of service to the College. Linda is currently out of state and wasn't able to attend the meeting, so her certificate will be mailed to her, with the Board's thanks.

5. APPROVAL OF MINUTES

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve the minutes of the regular meeting of September 15, 2010, and the special meeting of October 9, 2010. Motion unanimously carried.

6. ACTION TAKEN IN CLOSED SESSION

Trustee Hall reported that, in closed session, the Board voted unanimously to approve a settlement agreement (Case No. 1010-1), as follows, regarding the following projects:

- PW Construction, Inc. (General Contractor), Classroom Remodel Project (Bid No. 2665), in the amount of \$0.00, and accepted the project as complete.
- PW Construction, Inc. (General Contractor), New Data Center Project (Bid No. 2704) in the amount of \$0.00, and accepted the project as complete.

7. PUBLIC COMMUNICATION

Maya Alvarez-Galvan, English Professor and Coordinator of the Teaching and Learning Center, invited Board members to participate in a new program on campus called *MyBook@MtSAC*. Nominations for a book that the campus can read together are being accepted until October 31. Professor Alvarez-Galvan said the shared book, or campus book, will be read in the spring. She will be organizing discussion groups and different activities, depending on the book. Professor Alvarez-Galvan said she has received positive feedback about the idea of a campus book.

8. REPORTS

A. Xavier Padilla, Associated Students President, reported the following:

- A special election on a Student Representation Fee is being held November 8-12. This fee is a voluntary 50¢ donation collected at the time of registration during the fall and spring semesters. The purpose of the donation is to provide Mt. SAC students with a funding source to share their positions and viewpoints before city, county, district, and state government agencies. President Padilla said an example of how this money might be used would be to send students to Sacramento to fight against a possible enrollment fee increase from the current \$26 per unit.
- Earlier today, seven students met with accreditation visiting team member Sydney Larson. President Padilla said they shared with her their role on campus and how they work to represent students well.
- Associated Students has implemented a new accountability system that they hope will keep track of students attending collegewide committees. This system will ensure that the students' voice is represented across campus.
- President Padilla shared upcoming events including the Halloween Bash and Battle of the Bands.

B. Eric Kaljumagi, Academic Senate President, reported the following:

- The Senate has had three meetings since the last Board meeting. On September 16, the Senate approved an AS Degree in Pest Management, recommendations from the Textbook Task Force, and an administrative procedure on Credit for Extra-Institutional Learning (AP 4285). The Senate also passed a resolution encouraging the College to place additional GPA calculations on students' transcripts and recommended that the State Academic Senate propose a new academic discipline of Classics.
- On September 30, the Senate approved recommendations from the Plagiarism Software Task Force which included the purchase and implementation of the Turnitin software. This recommendation is being reviewed by the College administration.
- At the October 14 Senate meeting, a resolution modifying the Reading Competency requirement to accept baccalaureate degrees was approved. The Senate also approved three certificate programs and modified the process by which the Curriculum Office reports course title changes. The Senate also approved its 2009-10 year-end report and adopted its 2010-11 goals, and recommended an administrative procedure on Minimum Qualifications and Equivalencies. This recommendation is being reviewed by the College administration.
- President Kaljumagi said the Academic Senate is working with the Instruction Office on hiring replacement positions for 2011-12. Positions are expected to be prioritized by the Senate's Executive Board on November 5 and by the College's Academic Mutual Agreement Council (AMAC) on November 8.
- The fall meeting of the State Academic Senate will be held November 11-13, in Anaheim. Eric Kaljumagi, Liesel Reinhart, and Antoine Thomas will represent Mt. SAC with Professor Thomas serving as the official voting delegate for the proposed 25 state resolutions.

C. Donna Lee, Classified Senate President, reported the following:

- At the October Senate meeting, it was proposed that the Senate develop a welcome program for new classified employees. A subcommittee was created and will be working on the details.
- The Classified Senate just completed another successful Stateline turnaround fund-raiser on October 16. Money raised is used to support classified employees through Professional Growth Scholarships. The Senate has also been helping facilitate and promote a campus-wide United Way Campaign.
- The Classified Senate and Academic Senate will be meeting to discuss the possibility of having a joint year-end recognition ceremony.

D. Jennifer Galbraith, Faculty Association President, reported the following:

- The Faculty Association will be sending a negotiations survey out to over 1,200 faculty this week asking for input on negotiations topics. The survey results will be reviewed by the Faculty Association Executive Board to give guidance to the negotiations team for the full contract negotiations this year.

- In response to the Associated Students Resolution, the Faculty Association has created a task force to investigate the opinions of the faculty with respect to smoking on campus. The task force will create a survey and send it to all faculty, then present the information to the Faculty Association.
- The Faculty Association sent a delegation of eight faculty to the CCA Fall Conference in South San Francisco at the beginning of this month. At the conference Mt. SAC faculty member Joe Franco was awarded CCA's first annual David Sanchez GLBT Award for his efforts working on GLBT issues.

E. Bill Rawlings, CSEA, Chapter 262 President, reported the following:

- A lot of good things are happening on campus, especially related to the progress on accreditation and reinforcing the role of classified staff in the participatory governance process.
- President Rawlings shared concerns of CSEA, Chapter 262, relating to the June 2010 layoff of a classified employee in the nursing department. The layoff occurred due to the end of grant funding. The College and CSEA have not been able to come to a resolution on the issue, so Mr. Rawlings wanted to share CSEA's concerns with the Board. Of most concern is Education Code Section 88017(c)(1), which states that a classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. Mr. Rawlings admitted that this section could be interpreted in a number of ways, but CSEA interprets it to mean that a person can't be laid off if they meet the minimum qualifications to perform any short-term employee duties at the College. Mr. Rawlings acknowledged a good-faith effort on the part of the College to resolve this issue.

F. President Nixon's report included the following:

- Dr. Nixon commented briefly on the accreditation site visit. He invited Board members to the exit report scheduled for Thursday, 1:30 p.m., October 28, in the Feddersen Recital Hall.
- Dr. Nixon reminded Board members that the College is participating in the CLASS (California Leadership Alliance for Student Success) Initiative, supported by grants from the William and Flora Hewlett Foundation and the James Irvine Foundation. The initiative focuses attention on leadership strategies and policies that must be central in California's effort to increase successful outcomes for community college students.

Dr. Nixon introduced Anabel Perez, Learning Communities Counselor/Coordinator, Maria Tsai, Research Analyst, and Barbara McNeice-Stallard, Director of Research & Institutional Effectiveness, who told the Board about plans to examine student success by tracking a cohort of Summer Bridge students for the next three years. Data will be collected on 349 students, including retention rates, persistence rates, transfer rates, and degree attainment. The cohort will be compared against two groups – those who were not accepted into the Summer Bridge Program and a random sample of students who have similar characteristics to the Bridge cohort. Updates will be provided to the Board twice a year in order to provide the Board the opportunity to engage in the discussion of student performance.

Ms. Perez provided a brief overview/history of the Summer Bridge Program. The goal of the program is to help graduating high school seniors transition from high school to college. The program began in 1997 with 82 students, and this past summer, 349 students participated.

9. INFORMATIONAL REPORT

Board members were provided with a written update on the Writing Center, prepared by David Charbonneau, Director, Writing Center.

The College has provided lab-based instruction supporting English and AmLa classes for nearly fifteen years. In the 2007-08 academic year, a new facility was opened and a new Director with manager status was hired to facilitate the development of the Writing and Reading Assistance Center (WRAC) into a fully integrated Writing Center.

Mr. Charbonneau provided the following program overview:

Tutoring: By all standard metrics, the Writing Center has developed a highly successful tutoring service whose mainstay is its trained, dedicated corps of peer tutors supervised by experienced writing teachers. Since beginning to tutor in the fall of 2007, the Writing Center's tutoring has grown by 1,000%; on average, the Center now tutors over 1,800 students each term for over 5,000 contact hours.

Workshops: The Writing Center has seen its workshop program grow exponentially since its last report in the spring of 2008: from 39 workshops with 226 attendees that spring to 71 workshops with 1,059 students last fall.

Technology (the Computer Lab): The Writing Center's computer lab continues to be one of the most utilized computer labs on campus with 4,108 students logging 28,881 hours in the spring semester alone.

Tutors in the Classroom: Supported by a Basic Skills grant, the Writing Center is offering 10 sections of "Tutors in the Classroom" (a supplemental instruction program) in English 67 this semester. Last spring, students who consistently took advantage of the services of the tutor in the classroom had success rates of almost 82%, which is 13% higher than the overall average for students in English 67.

10. CONSENT AGENDA

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve or ratify the following items:

HUMAN RESOURCES

1. Approval of Personnel Transactions, dated October 27, 2010.

INSTRUCTION and STUDENT SERVICES

2. Approval for the Jazz Ensemble to participate in the Reno Jazz Festival April 8-10, 2011.
3. Approval of a contract for the Child Development Infant/Toddler Resource grant.

4. Approval of a contract amendment for the Eligible Public Training Provider List.
5. Approval of activities for the Hispanic-Serving Institutions Education Grant – Mt. SAC Agriculture Pathways Program grant.
6. Approval of activities and a contract for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
7. Approval of activities for the Health Care Sector and Other High Growth and Emerging Industries – Building Automation grant.
8. Approval of activities for the Scholarships in Science, Technology, Engineering, and Mathematics grant.
9. Approval to accept funds for the Child Development Training Consortium grant.
10. Approval to accept funds and approve activities and contracts for the Title V – Developing Hispanic-Serving Institutions grant.
11. Approval to accept funds and approve activities for the Talent Expansion in Science and Technology – An Urban Partnership grant.
12. Approval to accept funds and approve activities for the Career Advancement Academy grant.
13. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.
14. Approval of additions and changes to the Continuing Education program.

ADMINISTRATIVE SERVICES

15. Approval of the Appropriation Transfers and Budget Revisions Summary.
16. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
17. Approval of an amended agreement with Dolinka Group, LLC for Redevelopment Assistance – Phase III.
18. Approval of Resolution No. 10-03 – Additional Interest and Penalties on Delinquent Property Tax Revenues.
19. Approval of an amendment to Resolution No. 05-13 – Adoption of Edwards Systems Technology Addressable Fire Alarm System as the Standard for Use in Public Works Improvements.
20. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.

21. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 14.
22. Approval of an agreement with Mobile Mini LLC to lease containers (including containers already on campus) for construction projects, through June 30, 2013.
23. Approval of a Renewal Agreement with The Liquidation Company for the period November 4, 2010, through November 3, 2013. (See backup packet page 71.)
24. Consideration of approval of a contract with PeopleAdmin, Inc. for online employment application and tracking software upgrade.
25. Approval of a contract with Professional Account Management to provide the College with Registered Owner and Vehicle Information through the Department of Motor Vehicles and for the mailing of citation notices and collection of out-of-state fees.
26. Approval of an Agreement to provide Professional Design and Consulting Services with Marlene Imirzian & Associates Architects for the Continuing Education project.
27. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 15.
28. Approval of the following Contract Amendments:
 - Contract Administration Building Remodel – Marlene Imirzian & Associates Architects (Professional Design and Consulting Services Consultant) – Amendment No. 9.
 - Contract San Jose Hills Pedestrian Improvements – RKA Consulting Group (Professional Design and Consulting Services Consultant) – Amendment No. 1.
29. Approval of the following Proposed Gifts and Donations to the College:
 - Clifton Morris – Preview Plans – Construction Manual for RV-6 – RV-6A Aircraft, valued by donor at \$50, to be used by the Technology & Health Division.
 - Alfred F. Pere – Two hydraulic aircraft jacks, valued by donor at \$200, to be used by the Technology & Health Division.
 - Alfred F. Pere – 1982 Piper Tomahawk airplane, valued by donor at \$43,000, to be used by the Technology & Health Division.

Motion unanimously carried. Student Trustee concurred.

11. PILOT PROGRAM FOR COURSE MATERIAL RENTAL GRANT

Vice President Gregoryk informed the Board that 63 applications nationwide were submitted for funding through this grant. Mt. SAC received one of 12 grants funded. Total grant funding for Mt. SAC is \$983,469. With this funding, the College hopes to create a self-sustaining textbook rental program with at least 40 titles. In order for a book

to be included in the rental program, the faculty member needs to commit to using the book for at least four semesters.

Vice President Gregoryk said that, last year, 1.1 million textbooks were rented in the community college system. This grant is Mt. SAC's entry into the world of renting textbooks.

Trustee Bader congratulated the College grant writers for having the grant application funded. She noted that she has long been concerned about textbook affordability, and is very excited about this new option for students.

It was moved by Trustee Bader, seconded by Trustee Chen Haggerty, to accept funds and approve activities for the Pilot Program for Course Material Rental grant. Motion unanimously carried. Student Trustee concurred.

12. CONTRACT WITH VICENTI, LLOYD & STUTZMAN, LLP

Trustee Hall said he prefers that the Board not approve contracts without a "not to exceed" amount, and suggests that \$20,000 would be an appropriate amount for this proposed contract.

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve a contract for Forensic Accounting and Financial Investigation Services with VLS Fraud Solutions, a Division of Vicenti, Lloyd & Stutzman, LLP, in an amount not to exceed \$20,000. Motion unanimously carried. Student Trustee concurred.

13. SOLE-SOURCE AGREEMENT WITH AIRCUITY OPTINET SYSTEM

Gary Nellesen, Director of Facilities Planning & Management, said Mt. SAC is committed to Leadership in Energy and Environmental Design (LEED®), a key element of which is indoor environmental air quality. After over a year of research, he believes the Aircuity OptiNet System would work best for the College. Aircuity® is the only supplier of this system that multiplexes a single set of sensors to monitor multiple zones. Other systems require a large number of sensors in every space.

It was moved by Trustee Chyr, seconded by Trustee Bader, to approve a Sole-Source Agreement with Aircuity OptiNet System as the standard system for Indoor Air Quality Management. Motion unanimously carried. Student Trustee concurred.

14. AIRCUITY OPTINET SYSTEM PURCHASE

It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, to approve the initial capital expenditure for the implementation and ongoing maintenance of the Aircuity OptiNet System in the Science Laboratory and Agricultural Sciences Complex. Motion unanimously carried. Student Trustee concurred.

15. CHANGE ORDERS

At the request of Trustee Hall, Gary Nellesen provided a brief report on the status of the Agricultural Sciences Complex as we transition to a new architect. He assured the Board that the building should be ready for occupancy during the spring 2011 semester.

It was moved by Trustee Baca, seconded by Trustee Bader, to approve the following Change Orders:

- Bid No. 2665 Classroom Remodel – PW Construction (General Contractor) – Change Order Nos. 14, 15, and 16.
- Bid No. 2775 Agricultural Sciences Complex (Main Building) – Harbor Construction (General Contractor) – Change Order No. 8.
- Bid No. 2773 Agricultural Sciences Complex (Main Building) – K.A.R. Construction (General Contractor) – Change Order No. 5.
- Bid No. 2780 Agricultural Sciences Complex (Main Building) – Pierre Sprinkler & Landscape, Inc. (Landscape Contractor) – Change Order No. 1.
- Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 3.
- Bid No. 2846 Design Technology Center – K.A.R. Construction (Caissons and Concrete Contractor) – Change Order No. 4.
- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electric, Inc. (Electrical Contractor) – Change Order No. 3.
- Bid No. 2854 Administration Building Remodel – Janus Corporation (Hazardous Materials Abatement Contractor) – Change Order No. 2.

Motion unanimously carried. Student Trustee concurred.

16. PRESIDENTIAL SEARCH BROCHURE

Board members were presented with a sample brochure which included information that would be included on the backside of the presidential search announcement/brochure – invitation to apply, application process, and information about the College. Information in the Board agenda backup included only information on Qualifications; Challenges, Issues & Opportunities; and Compensation.

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, to approve the presidential search brochure for distribution as provided this evening by Human Resources. Motion unanimously carried. Student Trustee concurred.

17. PURCHASE OF MEDIA EQUIPMENT AND CONTROL SYSTEMS

Vice President Gregoryk explained that the total amount of Bid No. 2881 – Purchase of Media Equipment and Control Systems is \$148,044.06. The awarding of bids is broken down to five individual vendors and their contract amount.

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve awarding of Bid No. 2881 – Purchase of Media Equipment and Control Systems to the vendors listed, in the total amount of \$148,044.06. Motion unanimously carried. Student Trustee concurred.

18. PROPOSED REVISIONS TO BOARD POLICY 2720 – COMMUNICATION AMONG BOARD MEMBERS

The Board received for first reading and discussion proposed revisions to Board Policy 2720 – Communications Among Board members. With no suggested revisions by Board members, this policy will be brought back to the Board for action at its November meeting.

19. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Board members welcomed the Accreditation visiting team to Mt. SAC. Board members appreciated the opportunity to meet visiting team members at the welcome reception held on Monday, October 25.
 - New staff members were welcomed to the College.
 - Board members wished retiring staff member Linda Group well. They all know her and have found her to be very helpful.
 - Trustees mentioned the many events they have attended, including: the Walnut Family Festival parade, the Mt. SAC soccer banner celebration, Moon Over Buffalo theater performance, International Students reception, and the Associated Students Leadership Retreat.

- Student Trustee Martinez said he was very pleased that there was no student fee increase in the just-signed State budget. He attended the California Community College Student Affairs Association Conference last week where leadership issues were discussed. This weekend, Mr. Martinez will be attending a student General Assembly where 30 resolutions will be discussed.

Mr. Martinez said that, earlier today, he and a small group of students met with a member of the accreditation visiting team, and he thought it went well.

- Trustee Chen Haggerty said that she had recently been invited to serve on CCLC's ACES (Advisory Committee on Education Services) Committee, and she attended her first meeting on October 8. This committee identifies needs and reviews educational programs for CEOs and trustees. The Committee meets four times a year.

Trustee Chen Haggerty said that she and President Nixon will be attending the CLASS Fall Institute in Sacramento on Friday and Saturday, November 12 and 13.

- Trustee Bader said she happened to be in Monterey during the Jazz Festival and was very pleased to be able to attend and see Sincopation perform. She also represented the College at a luncheon in honor of Dr. Philip Pumerantz, President of Western University of Health Sciences.

Trustee Bader invited everyone to a fashion show fund-raiser for the Robert and Beverly Lewis Cancer Care Center in Pomona. All models are cancer survivors, one of which is Professor Michelle Grimes-Hillman.

- Trustee Chyr, who also happens to work at the University of La Verne, said applications at the University are up 1,000% over last year. He said that, while this is good for the University of La Verne, it speaks to some of the ills within the State,

and students' fear that they won't be able to get into UC or CSU. Trustee Chyr said we have to keep in mind that it is all about students.

- Trustee Baca said he attended the NCCCF (Network of California Community College Foundations) Conference in Palm Springs October 13-15. Representatives from the Mt. SAC Foundation were also in attendance. Trustee Baca encouraged everyone to support the Osher Scholarship. It is hoped that the College will meet its match by June 30, 2011.
- Trustee Hall said he recently had a conversation with an aide from State Assemblyman Ed Hernandez's office who is a product of the College's Bridge Program. She will soon be getting an MBA from UCLA. Trustee Hall said he is looking forward to tracking our Bridge students.

Trustee Hall said he was pleased to serve as a starter at the 63rd Annual Cross Country Invitational on October 23.

Trustee Hall reminded Board members that the College is a sponsor of the Youth Science Center dinner to be held on November 19.

20. ADJOURNMENT

The meeting adjourned at 8:45 p.m.

JSN:dc

**Mt. SAC Building Automation Program
Funded by a Grant through the U.S. Department of Labor
Progress Report**

Overview:

On August 23, 2010, the first cohort of Mt. SAC students began instruction in the emerging “Green” career of Building Automation Systems (BAS) technician. Building Automation is defined as a programmed, computerized network that controls and reduces the energy consumption and maintenance of commercial buildings. Mt. San Antonio College, Rio Hondo College, and Chaffey College are collaborating on this program through a grant from the United States Department of Labor. The program is supplemented by intensive case management and job placement. An advisory committee made up of local Building Automation contractors have actively contributed to the program’s curriculum development. In addition, they have committed to student internships, and have provided work-based externships for Mt. SAC’s Building Automation faculty.

Program Progress and Activities:

The Building Automation Program combines existing resources of Mt. SAC’s Air Conditioning and Refrigeration and CIS Departments, Rio Hondo’s Electronics Department, and the Industrial Motors program at Chaffey College. Chaffey College will enhance its Industrial Motors program by purchasing additional industrial motors trainers and providing important lab upgrades. Rio Hondo is putting resources into its electronics program to include remote wireless controls and equipment required in building automation. Mt. SAC purchased a new computer lab, industrial HVAC equipment, and made major lab upgrades. The grant funds professional development and a portion of instructional salaries and lab support for all three colleges.

Individual student case management and instructional support is ongoing. Tutorial services for CIS courses are provided to transition incumbent construction and HVAC workers into the technically challenging automation courses. Pre-assessment testing, case management, educational plans, registration, and financial aid assistance are provided through Adult Basic Education (ABE.) ABE tracks student progress and provides intervention to students, when necessary. ABE contributed to the systems for data collection and progress reporting to the Department of Labor. Interviews and assessment testing are currently being scheduled for spring 2011 enrollment.

Separate funds were leveraged to pay Mt. SAC’s CIS faculty to participate in summer externships that linked their CIS curriculum to Building Automation. The San Gabriel Valley Career and Technical Education Community Collaborative (SGVCTECC) served as the funding source and is available for future work-based professional development. As a result of the externships, CISN 11 and CISN41 are taught in the enhance version to support the BAS instruction. The SGVCTECC also provides the tutorial funding for CIS courses.

The advisory committee has remained active, consistent, and continues to review the curriculum originally developed for this grant’s application. The committee meets again on November 18 to meet with and review qualifications of students to help prepare them for paid BAS internships leading to employment. The committee will continue to meet each semester to review the curriculum and provide advice as the program develops.

Mt. SAC is one of only five colleges in the Western United States to offer a BAS certificate. The funding period for this grant runs through February 2013.

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

DATE: November 17, 2010

CONSENT

SUBJECT: Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hire(s)

Name: Pattapurathi, Harini
 Position: Database Administrator
 Department: Information Technology
 Sal Range/Step: A-126, Step 2
 % of Position: 100%
 Effective: 01/03/11
 Replaces: Madhu Bhatnagar

New: No
 Salary: \$6,142.87/month
 # Mos.: 12

Reclassification(s)

Name: De Leon, Lucy
 Position: Secretary
 Department: Student Services
 Sal Range/Step: A-81, Step 6
 % of Position: 100%
 Effective: 12/01/10
 Remarks: Reclassified from Clerical Specialist position, A-69, Step 6

Salary: \$4,771.63/month
 # Mos.: 12

Name: Martinez, Jacolyn
 Position: Project/Program Coordinator
 Department: Counseling
 Sal Range/Step: A-95, Step 5 +L2
 % of Position: 100%
 Effective: 12/01/10
 Remarks: Reclassified from Clerical Specialist position, A-69, Step 6 +L2

Salary: \$5,622.01/month
 # Mos.: 12

Retirement(s)

Bell, Willie, Lead Custodian, Custodial Services, effective 01/10/11
 Gracia, Luis, Supervisor, Custodial Services, Custodial Services, effective 12/31/10
 Pruitt, Miyoko, Clerical Specialist, Nursing, effective 12/15/10

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Consent #1

SUBJECT: Personnel Transactions

DATE: November 17, 2010

CLASSIFIED EMPLOYMENT

Personal/Professional Growth Benefit(s)

Three Semester/Four Quarter Units or more, Upper Division Work or Graduate Work - \$500

Aparicio, Erika

TEMPORARY EMPLOYMENT

Substitute Employee(s)

Per employment list (See page 5.)

Hourly Non-Academic Employee(s)

Per employment list (See page 5.)

Professional Experts Employee(s)

Per employment list (See page 6.)

Student Employee(s)

Per employment list (See page 6.)

ACADEMIC EMPLOYMENT

Approval of Payment for Work Experience Instructor/Coordinator – Fall 2010

Payment for the following faculty members at 0.1 LHE per student enrolled in the Work Experience courses, according to the District Faculty Agreement, Article X, Work Hours.

<u>Instructor(s)</u>	<u>Number of Student(s)</u>	<u>Amount</u>
Ramirez, Jesus	2	\$250.16

Student Intern(s)

Kidwell, Jennifer, DSPS, University of Redlands, effective 10/08/10 – 12/10/10
 Scheiler, Whitney, DSPS, University of Redlands, effective 10/08/10 – 12/10/10

SUBJECT: Personnel Transactions**DATE:** November 17, 2010**ACADEMIC EMPLOYMENT****Approval of Independent Contractor(s)**

PROVIDER	AREA/DEPT.	SERVICE / ASSIGNMENT	DATE(S)	AMOUNT
Castillo, Liliana	Student Services/ Student Life/ Associated Students	Actor in Play "Christmas in Mexico"	12/02/10	Not to exceed \$100
De Lapp, Jan	Family & Consumer Sciences	Create Child Development Program Showcase, including PowerPoint and video presentation	07/01/10 - 06/30/11	Not to exceed \$1,000
De Loera, Josué	Student Services/ Student Life/ Associated Students	Actor in Play "Christmas in Mexico"	12/02/10	Not to exceed \$100
Feldman, Andrew	Family & Consumer Sciences	Create Culinary Arts & Hospitality Program Showcase, including PowerPoint and video presentation	07/01/10 - 06/30/11	Not to exceed \$1,000
Fregoso, Jesus	Student Services/ Student Life/ Associated Students	Actor in Play "Christmas in Mexico"	12/02/10	Not to exceed \$100
Gonzalez, Eva	Student Services/ Student Life/ Associated Students	Actor in Play "Christmas in Mexico"	12/02/10	Not to exceed \$100
Karasuda, Shinichiro	Student Services/ EOPS/CARE	Complete conversion of old DOS database by exporting EOPS data into new database	10/01/10 - 10/07/10	Not to exceed \$990
Kasmar, Steve	Family & Consumer Sciences	Plan and implement Culinary Arts Professional Development Workshop	07/01/10 - 06/30/11	Not to exceed \$1,500
Lopez, Camel	Student Services/ Student Life/ Associated Students	Actor in Play "Christmas in Mexico"	12/02/10	Not to exceed \$100
Mendoza, Joanna	Student Services/ Student Life/ Associated Students	Actor in Play "Christmas in Mexico"	12/02/10	Not to exceed \$100
Neri, Diana	Student Services/ Student Life/ Associated Students	Actor in Play "Christmas in Mexico"	12/02/10	Not to exceed \$100
Skog, Thomas L.	Perkins/ Agriculture, Landscape	Guest Speaker at AGLI 30 Beef Production Class	11/04/10	Not to exceed \$100

SUBJECT: Personnel Transactions

DATE: November 17, 2010

ACADEMIC EMPLOYMENT

Employee(s) Not Independent Contractor(s)

PROVIDER	AREA/DEPT.	SERVICE / ASSIGNMENT	DATE(S)	AMOUNT
Estafanous, Christina	Adult Basic Education	High School Curriculum & SLO's	08/23/10 – 06/19/11	Not to exceed \$40.28/hr.
Lyons, Kellee	Adult Basic Education	High School Curriculum & SLO's	08/23/10 – 06/19/11	Not to exceed \$40.28/hr.
Mariles, Joseph	Adult Basic Education	High School Curriculum & SLO's	08/23/10 – 06/19/11	Not to exceed \$40.28/hr.

MANAGEMENT EMPLOYMENT

Approval of Stipend(s)

Doctorate Degree - \$2,000

Becker, Liza, Director, English as a Second Language

Pay Scale Change(s)

Name: Astorga, Juan Carlos
 Position: Director, Upward Bound Program
 Department: Upward Bound
 Salary/Range: M-13, Step 1 Salary: \$100,632.00/annual
 % of Position: 100% # of Mos.: 12
 Effective: 12/01/10
 Remarks: From Pay Range M-8 to M-13

Name: Eastham, William
 Position: Director, Technical Services/Learning Resources
 Department: Technical Services
 Salary/Range: M-19, Step 1 + L5 Salary: \$128,160.00/annual
 % of Position: 100% # of Mos.: 12
 Effective: 12/01/10
 Remarks: From Pay Range M-15 to M-19

SUBJECT: Personnel Transactions**DATE:** November 17, 2010**MANAGEMENT EMPLOYMENT****Pay Scale Change(s)**

Name: Jones, Susana
Position: Director, Financial Aid
Department: Financial Aid
Salary/Range: M-19, Step 1+ L6 **Salary:** \$128,160.00/annual
% of Position: 100% **# of Mos.:** 12
Effective: 12/01/10
Remarks: From Pay Range M-15 to M-19

Pay Scale / Title Change(s)

Name: Williams, Lorraine
Position: Director, CalWORKs/CARE
Department: CalWORKs/CARE
Salary/Range: M-13, Step 1 **Salary:** \$100,632.00/annual
% of Position: 100% **# of Mos.:** 12
Effective: 12/01/10
Remarks: From Pay Range M-8 to M-13

TEMPORARY EMPLOYMENT**Substitute Employee(s)**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Rush, Steven	Custodian	Custodial Services	16.65	10/25/10-12/21/10

Hourly Non-Academic Employee(s)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Bowman, Patricia	Study Skills Assistant II	Teacher Prep. Institute	11.32	11/30/10-12/21/10
Cal, Candace	Study Skills Assistant II	Teacher Prep. Institute	11.32	11/30/10-12/21/10
Gonzalez, Irene	Financial Aid Assistant	Financial Aid	12.76	11/18/10-06/30/11
Haggerty, William	General Campus Worker	Physical Education	8.00	10/28/10-06/24/11
Huber, Peggy	Study Skills Assistant III	The Writing Center	12.48	10/28/10-06/30/11
Yi, Edward	Fire Tech Equip Aide I	Fire Technology	10.87	10/28/10-06/30/11

SUBJECT: Personnel Transactions**DATE:** November 17, 2010**TEMPORARY EMPLOYMENT****Professional Expert Employee(s)**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Casian, Elizabeth	Project Coordinator	ESL	35.00	11/01/10-06/30/11
Eiseman, Stephanie	Interpreter I	Continuing Education	18.00	10/24/10-06/30/11
Geer, Kathleen	Project Expert/Specialist	Respiratory Therapy	25.00	10/25/10-06/16/11
Gilbreath, Fern	Interpreter IV	Sign Language	38.00	10/13/10-06/20/11
Gonzalez, Lauren	Project/Program Aide	Child Development	19.76	10/01/10-06/30/11
Martinez, Gerardo	Sports Publicist	Physical Education	16.00	08/23/10-06/24/11
Nakamura, Kimberly	Sports Publicist	Physical Education	16.00	09/01/10-06/24/11
Orozco, Gwendelyn	Technical Expert II	Nursing	45.00	09/01/10-12/17/10
Ov, Stacy	Project Expert/Specialist	Respiratory Therapy	25.00	10/06/10-06/16/11
Perez, Maria	CDC Teacher I	Child Development	8.75	10/11/10-06/30/11
Pollock, Larry	Lecturer-Fire Technology	Fire Technology	37.26	10/26/10-06/30/11
Tran, Huy	Tutor III	The Writing Center	10.50	11/08/10-06/19/11
Trujillo, Ruben	Teaching Aide	ESL	13.27	11/01/10-06/30/11

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acosta, De Lacey	Student Assistant I	DSPS	8.00	10/05/10-12/21/10
Aldridge, Farah	Student Assistant I	DSPS	8.00	10/08/10-12/21/10
Arbez Simpson, Valeria	Student Assistant V	Tutorial Services	12.50	10/19/10-02/20/11
Cornter, Jennifer	Student Assistant III	Teacher Prep. Institute	10.00	10/13/10-12/17/10
Cota, Emily	Student Assistant I	DSPS	8.00	10/08/10-12/21/10
Goddard, Shawn	Student Assistant V	Community Collaborative	12.50	10/12/10-12/12/10
Hagemann, Norman	Student Assistant III	Agricultural Sciences	10.00	11/01/10-02/27/11
Hernandez, Priscilla	Student Assistant IV	Adult Basic Education	11.25	10/27/10-02/28/11
Kaminski, Paulo	Student Assistant II	Public Safety	8.75	08/07/10-02/27/11
Laubriel, Lily	Student Assistant I	DSPS	8.00	10/20/10-12/21/10
Mackey, Verliseya	Student Assistant I	DSPS	8.00	10/21/10-12/21/10
Medina, Jose	Student Assistant II	Tutorial Services	8.75	10/19/10-02/20/11
Mendez, Joseph	Student Assistant IV	Learning Assistance Ctr.	11.25	10/05/10-02/20/11
Mora, Eduardo	Student Assistant I	DSPS	8.00	10/12/10-12/21/10
Nguyen, Thu	Student Assistant IV	Tutorial Services	11.25	08/26/10-02/20/11
Rothman, Andrea	Student Assistant IV	Hospitality	11.25	10/18/10-12/09/10
Soemardy, Adhitya	Student Assistant II	Tutorial Services	8.75	10/05/10-02/20/11
Suarez, Maria	Student Assistant II	Adult Basic Education	8.75	10/25/10-02/25/11
Taliloa, Faiga	Student Assistant II	Public Safety	8.75	07/01/10-02/27/11
Toia, Faleolo	Student Assistant II	Public Safety	8.75	07/01/10-02/27/11
Tovar, Samantha	Student Assistant I	DSPS	8.00	10/20/10-12/21/10
Vo, Tina	Student Assistant III	Adult Basic Education	10.00	10/25/10-02/25/11

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

DATE: November 17, 2010

CONSENT

SUBJECT: Collegiate Student Turf Team Challenge

BACKGROUND

The Mt. San Antonio College Turf Team is requesting permission for two teams to represent Mt. SAC at the 7th Annual Student Challenge at the Sports Turf Managers Association's Annual Conference and Exhibition. The conference will be held January 11-15, 2011, in Austin, Texas. This is a national competition for students pursuing sports turf management as a career. In addition to competing against top schools in the nation (both 2- and 4-year programs), the event gives students a chance to associate with top professionals in the industry. There will be multiple seminars and trade show exhibits for students to explore.

ANALYSIS AND FISCAL IMPACT

Students who will be competing are:

Team 1: Pat Escalera, Chaz Perea, Christopher Romo, and Kevin Marsh.

Team 2: Tom Skelton, Wade Anderseck, and Matthew Janney.

Brian Scott and Steve Dugas will be the faculty advisors attending.

Funding Sources

Perkins funds and private industry donations.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Turf Teams' participation in the Sports Turf Managers Association Conference and Exhibition.

Prepared by: Matthew Judd

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #2

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

DATE: November 17, 2010

CONSENT

SUBJECT: Activity and Contract: Family and Consumer Sciences Discipline/Industry Collaborative Grant

BACKGROUND

Mt. San Antonio College currently has a grant titled "Family and Consumer Sciences Discipline/Industry Collaborative," funded by the California Community Colleges Chancellor's Office. The project is designed to improve vocational and technical education statewide by implementing a comprehensive plan integrating the objectives of the Carl D. Perkins Career and Technical Education Act State Plan priorities. As part of the grant activities, permission is requested to sponsor an event at which food will be served and enter into contract with DoubleTree Hotel Santa Ana/OC Airport.

ANALYSIS AND FISCAL IMPACT

The grant will sponsor a Hospitality Professional Development Symposium for an estimated 70 faculty members from around the state. The event will take place on May 13, 2011, in Santa Ana. Permission is requested to enter into contract with DoubleTree Hotel Santa Ana/OC Airport for facilities and catering, not to exceed \$5,500.

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 Hospitality Professional Development Symposium activities and contract, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #3

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

DATE: November 17, 2010

CONSENT

SUBJECT: Contract Extension and Carry Over Funds – Early Childhood Mentor Program

BACKGROUND

At its meeting on January 28, 2009, the Board of Trustees approved an agreement with the San Francisco Community College District (SFCCD) that had received a grant from the California Department of Education for the purpose of operating an Early Childhood Mentor Program. SFCCD was authorized to enter into agreements with other California community colleges to provide services. Mt. SAC is a part of the Foothill Regional Early Childhood Mentor Program, led by Citrus College, which also includes Chaffey, Glendale, and Pasadena City Colleges.

ANALYSIS AND FISCAL IMPACT

The Supplemental Support Funding for Large Area Programs has been carried over through the 2010-11 contract year in the amount of \$534.94.

Funding Source

California Department of Education – Early Childhood Mentor Program.

RECOMMENDATION

It is recommended that the Board of Trustees approves the carry-over funds, as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #4

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

DATE: November 17, 2010

CONSENT

SUBJECT: Contract Training Memorandum of Understanding with the Butte-Glenn
Community College District

BACKGROUND

Continuing Education Division presents a wide variety of contract training programs and courses each semester and requests approval of the Memorandum of Understanding (MOU) outlined below. The proposed MOU is made between the Butte-Glenn Community College District (District) on behalf of the California Corporate College (CA CC) and Mt. San Antonio College District (Member District).

The California Community Colleges Chancellor's Office has established the California Corporate College within the System Strategic Plan as a cooperative venture of California's 112 community colleges. The CA CC provides a single point of contact for businesses, governmental agencies, associations, and organizations to assess training and workforce preparation services throughout California. Butte-Glenn Community College District is the CA CC host district.

ANALYSIS AND FISCAL IMPACT

The MOU establishes Mt. San Antonio College as a member district of the California Corporate College. The CA CC will serve as a clearinghouse for acquiring statewide and multi-jurisdictional corporate training and workforce preparation contracts and delivering services through member community colleges. An annual fee of \$500 will be assessed to the member district upon establishment of the first revenue-generating training contract through the CA CC. If the CA CC membership produces no revenue-generating contract in a given year, the fee will not be assessed.

The MOU will be effective January 1, 2011, and will remain in effect until termination by either party.

Funding Source

General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the MOU with the Butte-Glenn Community College District, as presented.

Prepared by: Paulo Madrigal / Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #5

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

DATE: November 17, 2010

CONSENT

SUBJECT: Addition to the Continuing Education Fee Based Program

BACKGROUND

Continuing Education presents a wide variety of programs and courses each semester. An addition to the program is listed below.

ANALYSIS AND FISCAL IMPACT

Community Services Program – New Classes/Programs:

Course Title/Program	Presenter	Remuneration		Fee
		40%	Other	
Conditioning for Sports – Baseball	Parker, Stacy PE Trust	X	-0-	\$ 26

Funding Source

All instructors/presenters are paid based on student registration fees collected or grant funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the addition of Conditioning for Sports – Baseball.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #6

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

DATE: November 17, 2010

CONSENT

SUBJECT: Curriculum Additions - Continuing Education Program

BACKGROUND

Continuing Education presents a wide variety of programs and courses each semester. Additions to the program are listed below.

ANALYSIS AND FISCAL IMPACT

Adult Education Certificates and Courses:

The following new adult education certificates and courses have been approved through the curriculum approval process. Board approval is requested prior to submission to the Chancellor's Office.

COURSE ID	Title	New Course	
		Yes	No
<u>GED Preparation Certificate of Competency and affiliated courses</u>			
• BS GEDRD	GED Preparation: Language Arts – Reading	X	
• BS GEDWR	GED Preparation: Language Arts – Writing	X	
• BS GEDMA	GED Preparation: Mathematics	X	
• BS GEDSC	GED Preparation: Science	X	
• BS GEDSS	GED Preparation: Social Studies	X	
<u>Basic Career Readiness Certificate of Competency and affiliated courses</u>			
Required:			
• BS ABE01	Career Information and Guidance		X
• BS ABE02	Adult Basic Education		X
• BS LRN06	Personal Computer Applications		X
Elective:			
• BS ABE04	Guidance and Orientation to Special Programs		X
• BS ABE05	Career Development		X
VOC GRP8	Fundamentals of Digital Media	X	
VOC MF10	Mathematics and Blueprint Reading for Manufacturing	X	

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the curriculum additions to the Continuing Education Program, as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #7

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

DATE: November 17, 2010

CONSENT

SUBJECT: Affiliation Agreement with Silverado Senior Living Sierra Vista

BACKGROUND

Students enrolled in the Psychiatric Technician Program require use of clinical facilities for training. Silverado Senior Living Sierra Vista, located in Azusa, will provide students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and Silverado Senior Living Sierra Vista is the standard agreement used by the Technology and Health Division. No changes or amendments have been made.

The Nursing Department has received approval from the BRN (Board of Registered Nursing) to use this facility as a clinical training site.

The agreement is effective November 18, 2010.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with Silverado Senior Living Sierra Vista.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #8

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

DATE: November 17, 2010

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 reserve for contingencies 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 reserve for contingencies 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 10/13/10 - 11/03/10**

6888	From: 11000 - 350000 - 564000 - 601000	Repairs-Tech and Health Division	\$ 3,100
	To: 11000 - 350000 - 433000 - 601000	Instr Supplies-Repair Parts-Tech and Health Division	3,100
	To provide funds for repair parts.		
6889	From: 11000 - 365000 - 564000 - 083600	Repairs-Exercise Science/Wellness Center	428
	To: 11000 - 365000 - 452800 - 083600	Repair Parts-Exercise Science/Wellness Center	428
	To provide funds for repair parts.		
6890	From: 11000 - 990000 - 792000 - 000000	Unallocated Contingency-Reserves for Contingency	2,688
	To: 11000 - 900660 - 231000 - 603000	Short-Term, Nonacad Salaries-Academic Senate	2,688
	To provide funds for a student hourly worker for the Academic Senate.		

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #9

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** November 17, 2010

6891	From: 71090 - 521785 - 471000 - 696000	Food Supplies-AS Student Life Activities	\$ 200	
	To: 71090 - 521785 - 589200 - 696000	Services for Catering/Prom Items-AS Student Life	200	
	To provide funds for catering services for the Community Volunteer fair.			
6914	From: 11000 - 351520 - 431000 - 095600	Instr Supplies/Materials-Manufacturing Technology	805	
	To: 11000 - 351520 - 641500 - 095600	New Equip. IT-\$200-999-Manufacturing Technology	805	
	To provide funds for equipment.			
6917	From: 17620 - 380420 - 143000 - 123030	Hrly Noninstr Sal-Counselors-WIA Allied Health Prog	7,000	
	To: 17620 - 380420 - 232000 - 123030	Professional Expert Salaries-WIA Allied Health Prog	7,000	
	To provide funds for professional expert salaries.			
6920	From: 17020 - 380140 - 116000 - 123000	Instr Salaries-Temporary Contract-Enrollment Growth	63,616	
	To: 17020 - 380140 - 231000 - 123000	Short-Term, Nonacad Salaries-Enrollment Growth	6,300	
		17020 - 380140 - 232000 - 123000	Professional Expert Salaries-Enrollment Growth	25,158
		17020 - 380140 - 242000 - 123000	Professional Expert Sal Instr-Enrollment Growth	32,158
	To provide funds for short-term hourly and professional expert salaries.			
6921	From: 11000 - 372020 - 451000 - 100400	Supplies-Music-Instrumental	2,400	
	To: 11000 - 372020 - 141000 - 100400	Hrly Noninstr Salaries-Music-Instrumental	2,400	
	To provide funds for hourly non-instructional salaries.			
6922	From: 11000 - 990000 - 792000 - 000000	Unallocated Contingency-Reserves for Contingency	7,500	
	To: 11900 - 661000 - 584000 - 678000	Computer/Technlgy Related Serv-Info Technology	7,500	
	To provide funds for PeopleAdmin software upgrade.			
6923	From: 71005 - 521500 - 795000 - 696000	Reserve Contingency-Other Funds-Assoc Students	7,997	
	To: 71005 - 521500 - 641500 - 696000	New Equip. IT-\$200-999-Associated Students	5,787	
		71005 - 521500 - 641600 - 696000	New Equip. IT-\$1,000-4,999-Associated Students	2,210
	To provide funds for computers for the Associated Students' senate and the Executive Board offices.			
6924	From: 11000 - 990000 - 792000 - 000000	Unallocated Contingency-Reserves for Contingency	2,500	
	To: 11900 - 500000 - 521000 - 660000	Travel and Conferences-VP Student Services	2,500	
	To provide funds for travel and conference to attend the Chief Student Services Officers (CSSO) Executive Board meetings.			
6925	From: 17635 - 380370 - 141000 - 490000	Hrly Noninstr Salaries-CTE Community Collaborative	2,000	
	To: 17635 - 380370 - 241000 - 490000	Hrly Instr Aide Sal-Dir Instr-CTE Comm Collaborative	2,000	
	To provide funds for hourly instructional aide salaries.			

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** November 17, 2010

6942	From:	13110 - 100100 - 641400 - 601000	New Equip.-Over \$5K-College Improvements	\$ 2,172
	To:	13110 - 100100 - 561000 - 601000	Contracted Services-College Improvements	2,092
		13110 - 100100 - 589000 - 601000	Other Services-College Improvements	80
		To provide funds for services for the Joachim Hiller retrospective exhibit.		
6943	From:	11000 - 372000 - 241000 - 100400	Hrly Instr Aide Sal-Dir Instr-Music	600
	To:	11000 - 372020 - 561000 - 100400	Contracted Services-Music-Instrumental	600
		To provide funds for contracted services.		
6945	From:	11000 - 372000 - 241000 - 100400	Hrly Instr Aide Sal-Dir Instr-Music	450
		11000 - 372000 - 561000 - 100400	Contracted Services-Music	373
		11000 - 372000 - 583000 - 100400	Advertisement, Non-Legal-Music	30
	To:	11000 - 372000 - 641200 - 100400	New Equip.-\$200-999-Music	853
		To provide funds for equipment.		
6950	From:	17090 - 380290 - 451000 - 490000	Supplies-Career Advancement Academy	750
		17090 - 380290 - 511000 - 490000	Consultants-Career Advancement Academy	2,722
		17090 - 380290 - 583000 - 490000	Advertisement, Non-Legal-Career Advancement Acad	47
		17090 - 380290 - 767000 - 732000	Parking Fees-Career Advancement Academy	220
	To:	17090 - 380290 - 232000 - 490000	Professional Expert Salaries-Career Advancement Acd	2,338
		17090 - 380290 - 321000 - 490000	PERS-Career Advancement Academy	1,071
		17090 - 380290 - 331000 - 490000	OASDI-Career Advancement Academy	330
		To provide funds for professional expert salaries and employer paid benefits.		
6961	From:	11000 - 342520 - 231000 - 060200	Short-Term, Nonacad Salaries-Journalism	370
	To:	11000 - 342520 - 523000 - 060200	Student Travel and Conference-Journalism	370
		To provide funds for registration fees for the Journalism Association of Community Colleges (JACC) Southern California conference.		
6962	From:	17010 - 300250 - 521000 - 170100	Travel and Conferences-Statistics Pthwy (Statway) Proj	3,000
	To:	17010 - 300250 - 141000 - 170100	Hrly Noninstr Salaries-Statistics Pthwy (Statway) Proj	2,684
		17010 - 300250 - 311000 - 170100	STRS-Statistics Pathway (Statway) Project	221
		17010 - 300250 - 335000 - 170100	Medicare-Statistics Pathway (Statway) Project	40
		17010 - 300250 - 351000 - 170100	SUI-Statistics Pathway (Statway) Project	19
		17010 - 300250 - 361000 - 170100	W/C-Statistics Pathway (Statway) Project	36
		To provide funds for hourly non-instructional salaries and employer paid benefits.		

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 17, 2010

BUDGET REVISIONS
For the period 10/13/10 - 11/03/10

Ceramics, Clay Card			
6915	Revenue:	13701 - 371000 - 887700 - 100100	Local Revenue \$ 4,796
	Expenditures:	13701 - 371000 - 431500 - 100100	Instr Supplies-Material Fees 4,796
Expedited Transcript Fee			
6916	Revenue:	13742 - 502000 - 887900 - 620000	Local Revenue 7,500
	Expenditures:	13742 - 502000 - 236000 - 620000	Overtime, Noninstructional 1,821
		13742 - 502000 - 331000 - 620000	OASDI 113
		13742 - 502000 - 335000 - 620000	Medicare 27
		13742 - 502000 - 351000 - 620000	SUI 13
		13742 - 502000 - 361000 - 620000	W/C 26
		13742 - 502000 - 451000 - 620000	Supplies 5,500
Veteran's Services			
6928	Revenue:	11000 - 000000 - 816000 - 000000	Federal Revenue (3,500)
	Expenditures:	11000 - 990000 - 792000 - 000000	Unallocated Contingency (3,500)
Veteran's Services			
6929	Revenue:	13504 - 504100 - 816000 - 648000	Federal Revenue 3,843
	Expenditures:	13504 - 504100 - 451000 - 648000	Supplies 3,843
Career Advancement Academy			
6949	Revenue:	17090 - 380290 - 865900 - 490000	State Revenue 25,000
	Expenditures:	17090 - 380290 - 232000 - 490000	Professional Expert Salaries 15,871
		17090 - 380290 - 237000 - 490000	Lecturers 6,210
		17090 - 380290 - 321000 - 490000	PERS 394
		17090 - 380290 - 331000 - 490000	OASDI 248
		17090 - 380290 - 335000 - 490000	Medicare 320
		17090 - 380290 - 351000 - 490000	SUI 160
		17090 - 380290 - 361000 - 490000	W/C 294
		17090 - 380290 - 381000 - 490000	Alternative Retirement Plan 541
		17090 - 380290 - 591000 - 490000	Indirect Costs 962
American Recovery and Reinvestment Act			
6963	Revenue:	17051 - 500010 - 819000 - 000000	Other Federal Revenue 69,402
	Expenditures:	17051 - 500010 - 121000 - 632000	Educational Admin-Regular 31,237
		17051 - 500010 - 211000 - 631000	Classified Salaries-Unit A 12,713
		17051 - 500010 - 211000 - 632000	Classified Salaries-Unit A 14,100
		17051 - 500010 - 311000 - 632000	STRS 2,577

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 17, 2010

17051 - 500010 - 321000 - 631000	PERS	\$	1,361
17051 - 500010 - 321000 - 632000	PERS		1,510
17051 - 500010 - 331000 - 631000	OASDI		758
17051 - 500010 - 331000 - 632000	OASDI		841
17051 - 500010 - 335000 - 631000	Medicare		177
17051 - 500010 - 335000 - 632000	Medicare		445
17051 - 500010 - 335000 - 632000	Medicare		197
17051 - 500010 - 351000 - 631000	SUI		92
17051 - 500010 - 351000 - 632000	SUI		225
17051 - 500010 - 351000 - 632000	SUI		101
17051 - 500010 - 361000 - 631000	W/C		177
17051 - 500010 - 361000 - 632000	W/C		432
17051 - 500010 - 361000 - 632000	W/C		195
17051 - 500010 - 371000 - 631000	CIL		739
17051 - 500010 - 371000 - 632000	CIL		599
17051 - 500010 - 371000 - 632000	CIL		926

Parent in School Program

6965	Revenue:	33540 - 336080 - 812000 - 692000	Federal Revenue	19,231
	Expenditures:	33540 - 336080 - 231000 - 692000	Short-Term, Nonacad Salaries	18,037
		33540 - 336080 - 335000 - 692000	Medicare	269
		33540 - 336080 - 351000 - 692000	SUI	130
		33540 - 336080 - 361000 - 692000	W/C	254
		33540 - 336080 - 381000 - 692000	Alternative Retirement Plan	541

Talent Expansion in Science and Technology (TEST UP)

6971	Revenue:	17633 - 380380 - 819000 - 701000	Other Federal Revenue	127,447
	Expenditures:	17633 - 380380 - 127000 - 701000	Noninstr Sal-Reassign Time	12,810
		17633 - 380380 - 141000 - 701000	Hrly Noninstr Salaries	19,918
		17633 - 380380 - 143000 - 701000	Hrly Noninstr Sal-Counselors	11,432
		17633 - 380380 - 241000 - 701000	Hrly Instr Aide Sal-Dir Instr	26,127
		17633 - 380380 - 311000 - 701000	STRS	3,643
		17633 - 380380 - 335000 - 701000	Medicare	640
		17633 - 380380 - 335000 - 701000	Medicare	390
		17633 - 380380 - 351000 - 701000	SUI	188
		17633 - 380380 - 351000 - 701000	SUI	318
		17633 - 380380 - 361000 - 701000	W/C	587
		17633 - 380380 - 361000 - 701000	W/C	347
		17633 - 380380 - 381000 - 701000	Alternative Retirement Plan	784
		17633 - 380380 - 391000 - 701000	Retiree Benefits	353
		17633 - 380380 - 451000 - 701000	Supplies	4,450
		17633 - 380380 - 521000 - 701000	Travel and Conferences	6,900

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE: November 17, 2010**

17633 - 380380 - 523000 - 701000	Student Travel and Conference	\$ 4,400
17633 - 380380 - 583000 - 701000	Advertisement, Non-Legal	1,000
17633 - 380380 - 589200 - 701000	Services for Catering/Prom Items	300
17633 - 380380 - 591000 - 701000	Indirect Costs	28,860
17633 - 380380 - 769000 - 732000	Other Student Aid	4,000

Addressing Acute Student Needs, Year 5

6972	Revenue:	17318 - 380190 - 812000 - 701000	Federal Revenue	570,951
	Expenditures:	17318 - 380190 - 127000 - 701000	Noninstr Sal-Reassign Time	25,254
		17318 - 380190 - 129000 - 701000	Noninstr Sal-Other	68,826
		17318 - 380190 - 141000 - 701000	Hrly Noninstr Salaries	43,789
		17318 - 380190 - 143000 - 701000	Hrly Noninstr Sal-Counselors	60,746
		17318 - 380190 - 147000 - 701000	Faculty Overload-Non Instructional	16,376
		17318 - 380190 - 211000 - 701000	Classified Salaries-Unit A	23,064
		17318 - 380190 - 221000 - 701000	Instr Aide Sal-Direct Instr-UA	118,189
		17318 - 380190 - 241000 - 701000	Hrly Instr Aide Sal-Dir Instr	58,302
		17318 - 380190 - 311000 - 701000	STRS	17,628
		17318 - 380190 - 321000 - 701000	PERS	9,266
		17318 - 380190 - 331000 - 701000	OASDI	5,365
		17318 - 380190 - 335000 - 701000	Medicare	2,329
		17318 - 380190 - 335000 - 701000	Medicare	310
		17318 - 380190 - 335000 - 701000	Medicare	2,807
		17318 - 380190 - 351000 - 701000	SUI	878
		17318 - 380190 - 351000 - 701000	SUI	140
		17318 - 380190 - 351000 - 701000	SUI	1,110
		17318 - 380190 - 361000 - 701000	W/C	296
		17318 - 380190 - 361000 - 701000	W/C	2,267
		17318 - 380190 - 361000 - 701000	W/C	2,818
		17318 - 380190 - 371000 - 701000	CIL	16,672
		17318 - 380190 - 371000 - 701000	CIL	11,397
		17318 - 380190 - 381000 - 701000	Alternative Retirement Plan	570
		17318 - 380190 - 381000 - 701000	Alternative Retirement Plan	1,607
		17318 - 380190 - 381000 - 701000	Alternative Retirement Plan	144
		17318 - 380190 - 391000 - 701000	Retiree Benefits	801
		17318 - 380190 - 589000 - 701000	Other Services	80,000

2010-11 Child Development Training Consortium

6975	Revenue:	17041 - 380120 - 865900 - 130500	State Revenue	10,000
	Expenditures:	17041 - 380120 - 231000 - 130500	Short-Term, Nonacad Salaries	1,000
		17041 - 380120 - 335000 - 130500	Medicare	15
		17041 - 380120 - 351000 - 130500	SUI	7
		17041 - 380120 - 361000 - 130500	W/C	13

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 17, 2010

17041 - 380120 - 381000 - 130500	Alternative Retirement Plan	\$	30
17041 - 380120 - 755000 - 732000	Grants, Other		8,935

Mt. SAC Scholars Program (S-STEM)

6976	Revenue:	17003 - 380350 - 819000 - 701000	Other Federal Revenue	29,907
	Expenditures:	17003 - 380350 - 147000 - 701000	Faculty Overload-Non Instructional	9,000
		17003 - 380350 - 311000 - 701000	STRS	743
		17003 - 380350 - 335000 - 701000	Medicare	131
		17003 - 380350 - 351000 - 701000	SUI	65
		17003 - 380350 - 361000 - 701000	W/C	120
		17003 - 380350 - 381000 - 701000	Alternative Retirement Plan	48
		17003 - 380350 - 511000 - 701000	Consultants	19,800

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$13,202), Restricted General Fund (\$76,671), and Associated Students Trust Fund (\$8,197) 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 (\$12,639), Restricted General Fund (\$832,707), and Child Development Fund (\$19,231) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: November 17, 2010

CONSENT

SUBJECT: Quarterly Financial Status Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending September 30, 2010, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending September 30, 2010, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #10

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-31 IQ
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2010-2011

Quarter Ended: (Q1) Sep 30, 2010

District: (850) MT. SAN ANTONIO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	147,042,337	149,050,146	143,634,299	141,392,628
A.2	Other Financing Sources (Object 8900)	20,002	112,129	13,887	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	147,062,339	149,162,275	143,648,186	141,392,628
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	145,091,707	144,082,373	137,369,441	146,340,161
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,186,342	4,640,508	3,169,740	1,284,158
B.3	Total Unrestricted Expenditures (B.1 + B.2)	153,278,049	148,722,881	140,539,181	147,624,319
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-6,215,710	439,394	3,109,005	-6,231,691
D.	Fund Balance, Beginning	32,937,727	26,722,017	27,161,411	30,270,416
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	32,937,727	26,722,017	27,161,411	30,270,416
E.	Fund Balance, Ending (C. + D.2)	26,722,017	27,161,411	30,270,416	24,038,725
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.4%	18.3%	21.5%	16.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	31,934	32,685	31,048	31,048
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		7,645,632	28,376,344	15,965,962
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)		7,645,632	28,376,344	15,965,962

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,281,810	141,392,628	6,868,565	4.9%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	141,281,810	141,392,628	6,868,565	4.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	146,229,343	146,340,161	29,553,629	20.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,284,158	1,284,158	0	1,284,158
J.3	Total Unrestricted Expenditures (J.1 + J.2)	147,513,501	147,624,319	29,553,629	20%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-6,231,691	-6,231,691	-22,685,064	
L.	Adjusted Fund Balance, Beginning	30,270,416	30,270,416	30,270,416	
L.1	Fund Balance, Ending (C. + L.2)	24,038,725	24,038,725	7,585,352	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.3%	16.3%		

V. Has the district settled any employee contracts during this quarter? **NO**

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

The district ended the fiscal year 2009-10 with healthy reserves as a result of planned budget reductions and a hiring freeze. Due to the state budget uncertainty, there is a possibility that the district may experience mid-year budget reductions. Therefore, the district is taking a conservative approach to maintain prudent reserves for the fiscal year 2011-12.

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

DATE: November 17, 2010

CONSENT

SUBJECT: Quarterly Investment Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal accountability status effective July 1, 2009. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) are held with a trustee. The cash investments are summarized as follows for the quarter ending September 30, 2010:

County of Los Angeles, Cash in County Treasury	\$100,130,414	1.34%
Citizens Business Bank, District Clearing Account	18,710	.25%
Citizens Business Bank, Revolving Fund	85,328	.25%
Citizens Business Bank, Community Education Clearing Account	8,337	0.00%*
Citizens Business Bank, Bursar's Office Credit Cards	50	.25%
Citizens Business Bank, Web Registration Credit Cards	67,759	.25%
Citizens Business Bank, Parking Services Credit Cards	1,853	.25%
Cash with Trustee, Revenue Lease Bonds (COPS)	2,960,144	0.20%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the September 30, 2010, Quarterly Investment Report, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #11

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

DATE: November 17, 2010

CONSENT

SUBJECT: Reduce Retention for Columbia Steel, Inc., Agricultural Sciences
Complex - Main Building – Structural Steel and Miscellaneous Metals
(Bid No. 2774)

BACKGROUND

On June 25, 2008, the Board of Trustees awarded to Columbia Steel, Inc., the Agricultural Sciences Complex - Main Building – Structural Steel and Miscellaneous Metals package (Bid No. 2774). The work for this project is 90% complete, and Columbia Steel, Inc. is requesting that the payment retention being held by the College be reduced from 10% to 5% of the total contract amount.

ANALYSIS AND FISCAL IMPACT

Public Contract Code Section 9203 requires that the College withhold not less than 5% of the contract price until final completion and acceptance of a project and allows the College to make full payments at any time after 50% of the work has been completed, conditional upon satisfactory progress being made. Columbia Steel’s work to date has been performed satisfactorily, and the current retention amount already collected represents more than 5% of the contract amount.

There is no financial impact to the Measure R Bond budget.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves reducing to 5% the retention for Columbia Steel, Inc. on their contract for the Agricultural Sciences Complex - Main Building – Structural Steel and Miscellaneous Metals package (Bid No. 2774).

Prepared by: Thomas Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #12

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

DATE: November 17, 2010

CONSENT

SUBJECT: Professional Design and Consulting Services

BACKGROUND

In order to commence design on construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	Converse Consultants	
	Project:	Language Laboratory Expansion	
Item	Description:	Amount	
	Professional geotechnical services to provide a geoseismic study of the Language Laboratory Expansion project. Fixed fee, not to exceed:	\$10,950.00	
	Contract Amount		\$10,950.00

#2	Consultant:	RKA Consulting Group	
	Project:	Bonita Drive and Temple Avenue Intersection Realignment	
Item	Description:	Amount	
	Professional engineering services to prepare traffic signal plans inclusive of signal timing, signal location, traffic lane striping, and ticket lane modifications. Create biddable construction documents and specifications for the new work. Fixed fee, not to exceed:	\$35,500.00	
	Contract Amount		\$35,500.00

#3	Consultant:	RKA Consulting Group	
	Project:	Bonita Drive and Walnut Drive Signals and Illuminated Crosswalk	
Item	Description:	Amount	
	Professional engineering services to design traffic signal layouts, structural footings, and drive path striping for the new traffic signals. Create biddable construction documents and specifications for the new work. Fixed fee:	\$16,500.00	
	Contract Amount		\$16,500.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #13

SUBJECT: Professional Design and Consulting Services

DATE: November 17, 2010

#4	Consultant:	RKA Consulting Group	
	Project:	Sanctuary Improvements	
Item	Description:	Amount	
	Professional engineering services to evaluate the site for bridge placement, roadway placement, gas line protection, bus drop-off design, and utility company coordination. Fixed fee:	\$15,500.00	
	Contract Amount		\$15,500.00

#5	Consultant:	H2 Environmental Consulting Services, Inc.	
	Project:	Humanities North and West Door Frames	
Item	Description:	Amount	
	Professional services to provide project specification and lead air monitoring before, during, and after lead abatement is complete. Fixed fee:	\$12,100.00	
	Contract Amount		\$12,100.00

#6	Consultant:	RKA Consulting Group	
	Project:	Traffic Engineering Study	
Item	Description:	Amount	
	Professional services to provide traffic engineering study of the pedestrian issues at the intersection of Bonita Avenue and Edinger Way. Fixed fee:	\$3,200.00	
	Contract Amount		\$3,200.00

Funding Sources

Measure RR Bond funds.

RECOMMENDATION

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

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

DATE: November 17, 2010

CONSENT

SUBJECT: Gala Systems Stage Lift Annual Maintenance Agreement

BACKGROUND

In order to commence design on construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

Consultant:	Gala Systems		
Project:	Gala Stage Lift Annual Maintenance Agreement		
Description:	Amount		
Three-year maintenance agreement to provide annual service on the Theater stage lift. Fixed fee for three-year term:	\$11,060.00		
Contract Amount		\$11,060.00	

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #14

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 17, 2010</u>	CONSENT
SUBJECT: <u>Central Plant Annual Preventative Maintenance Agreement</u>	

BACKGROUND

In order to commence design on construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

Consultant:	RAM Air Conditioning	
Project:	Central Plant Preventative Maintenance	
Description:	Amount	
Three-year maintenance agreement to provide quarterly and annual preventative maintenance on Central Plant chillers, boilers, heat exchangers, cooling towers, and other associated equipment, per manufacturer's maintenance recommendations. Fixed fee:	\$95,760.00	
Contract Amount		\$95,760.00

Funding Source

Maintenance Service Agreements.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: John S. Nixon Agenda Item: Consent #15

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

DATE: November 17, 2010

CONSENT

SUBJECT: Agricultural Sciences Complex – Main Building (Change Orders)

BACKGROUND

Agricultural Sciences Complex – Main Building (Change Orders).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2779	Contractor:	American Electric Company (Electrical Contractor)	CO No.	5
Item	Change and Justification:			Amount	Time
	Install two light poles in courtyard area, including all underground conduits, not included in original scope of work.			\$7,487.00	0 days
	Total			\$7,487.00	0 days
	Original Contract Amount			\$1,863,000.00	
	Net Change by Previous Change Orders			\$196,620.99	
	Net Sum Prior to This Change Order			\$2,059,620.99	
	Amount of Change Order No. 5			\$7,487.00	
	New Contract Sum			\$2,067,107.99	
	Percentage of Change to Contract, to Date			10.96%	

The following Change Orders have previously been approved by the Board of Trustees:

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2779 American Electric (Electric Contractor)
Contract amount		\$1,863,000.00		
Change Order No. 1	July 2009	\$43,859.09	2.35%	Clean and cut blockouts and retaining wall footing excavation.
Change Order No. 2	July 2010	\$103,536.27	7.91%	Rain costs/Mass Notification/Installation of electrical boxes.
Change Order No. 3	August 2010	\$41,846.15	10.16%	Install underground conduit/ Relocate traffic signal boxes.
Change Order No. 4	September 2010	\$7,379.48	10.55%	Replace existing conduits and add traffic boxes along Bonita Drive.

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #16

SUBJECT: Agricultural Sciences Complex – Main Building (Change Orders)

DATE: November 17, 2010

Bid No.	2775	Contractor:	Harbor Construction (General Contractor)	CO No.	9
Item	Change and Justification:			Amount	Time
1	Install additional drywall to accommodate modified mechanical, electrical, and plumbing systems. The systems were modified to fit in tight ceiling spaces.			\$4,505.00	0 days
2	Construct a fire-rated assembly around chilled water lines that run from first to second floor.			\$202.00	0 days
	Total			\$4,707.00	0 days
	Original Contract Amount			\$3,868,000.00	
	Net Change by Previous Change Orders			\$306,370.00	
	Net Sum Prior to This Change Order			\$4,174,370.00	
	Amount of Change Order No. 9			\$4,707.00	
	New Contract Sum			\$4,179,077.00	
	Percentage of Change to Contract, to Date			8.04%	

The following Change Orders have previously been approved by the Board of Trustees:

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2775 Harbor Construction (General Contractor)
Contract Amount		\$3,868,000.00		
Change Order No. 1	January 2009	\$9,166.00	0.24%	Increase hydraulic elevator capacity.
Change Order No. 2	April 2009	\$10,588.00	0.51%	Rain costs.
Change Order No. 3	June 2009	\$4,064.00	0.62%	Upgrade toilet partition material to Campus Standard.
Change Order No. 4	July 2009	\$58,254.00	2.12%	Add access control to all doors in building.
Change Order No. 5	December 2009	\$31,104.00	2.93%	Add insulation at all interior walls to improve acoustics.
Change Order No. 6	March 2010	\$9,690.00	3.18%	Miscellaneous framing changes.
Change Order No. 7	September 2010	\$82,610.00	5.31%	Miscellaneous changes to structure, ceilings, and finishes.
Change Order No. 8	October 2010	\$100,894.00.00	7.92%	Miscellaneous changes to doors and exterior walls. Add panels and epoxy coating.

SUBJECT: Agricultural Sciences Complex – Main Building (Change Orders)

DATE: November 17, 2010

Bid No.	2772	Contractor:	Griffith Company (General Contractor)	CO No.	5
Item	Change and Justification:			Amount	Time
1	Install rumble strip plate at north entrance of the site; necessary to prevent construction vehicles entering and leaving the site from tracking debris onto campus's streets.			\$475.50	0 days
2	Labor and materials to clean and back fill retaining wall, east slope, and gutter along fire road due to heavy rains.			\$6,422.08	3 days
3	Clean up and re-grade slope on south side of site due to heavy rains.			\$7,400.00	1 day
4	Provide survey to confirm control points along building, transformer, trash enclosure pads and retaining wall; work originally to be completed by concrete contractor, and they will be back charged for work.			\$1,696.80	0 days
5	Add traffic stripe at Bonita Drive and Walnut Drive intersection to address pedestrian requirements; work completed in two phases due to heavy rains.			\$1,405.04	0 day
	Total			\$17,399.42	6 days
	Original Contract Amount			\$1,211,000.00	
	Net Change by Previous Change Orders			\$63,070.05	
	Net Sum Prior to This Change Order			\$1,274,070.05	
	Amount of Change Order No. 5			\$17,399.42	
	New Contract Sum			\$1,291,469.47	
	Percentage of Change to Contract, to Date				6.64%

The following Change Orders have previously been approved by the Board of Trustees:

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2772 Griffith Company (General Contractor)
Contract amount		\$1,211,000.00		
Change Order No. 1	November 2008	\$10,937.05	0.90%	Survey work/Demolition of abandoned underground structures, geo-textile material.
Change Order No. 2	May 2009	\$36,072.70	3.88%	Installation of geo-textile materials on Bonita Drive/ Storm drain work.
Change Order No. 3	November 2009	\$18,116.12	5.38%	Rain costs.
Change Order No. 4	September 2009	<\$2,055.82>	5.21%	Additional concrete on Bonita Drive street divider and installation of fencing.

SUBJECT: Agricultural Sciences Complex – Main Building (Change Orders)

DATE: November 17, 2010

Funding Source

State Capital Outlay and Measure R Bond funds.

RECOMMENDATION

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

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

DATE: November 17, 2010

CONSENT

SUBJECT: Humanities Building Exterior Improvement Bridge Project
(Change Order)

BACKGROUND

Humanities Building Exterior Improvement Bridge Project (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2840	Contractor:	Y & M Construction (General Contractor)	CO No.	4
Item	Change and Justification:			Amount	Time
1	Remove one parking stall, signage, and revise the striping to allow for compliant accessible parking.			\$0.00	0 days
2	Credit for unused allowance.			<\$15,000.00>	0 days
3	Credit for additional labor and small tool costs not used.			<\$5,500.00>	0 days
4	Credit for dumpsters not used.			<\$450.00>	0 days
5	Back charge for removal of dead palm tree.			<\$400.00>	0 days
	Total			<\$21,350.00>	0 days
	Original Contract Amount			\$493,200.00	
	Net Change by Previous Change Orders			\$36,957.17	
	Net Sum Prior to This Change Order			\$530,157.17	
	Amount of Change Order No. 4			<\$21,350.00>	
	New Contract Sum			\$508,807.17	
	Percentage of Change to Contract, to Date				3.16%

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #16

SUBJECT: Humanities Building Exterior Improvement Bridge Project (Change Order)

DATE: November 17, 2010

The following Change Orders have previously been approved by the Board of Trustees:

Humanities Building Exterior Improvement Bridge Project	Date	Amount	%	Bid No. 2840 Y&M Construction (General Contractor)
Contract Amount		\$493,200.00		
Change Order No. 1	January 2010	\$429.15	0.09%	Delete anti-graffiti from project/Demolition work.
Change Order No. 2	February 2010	\$25,784.90	5.23%	Credit for 30" drain pipe/ Replace light poles and signage.
Change Order No. 3	May 2010	\$10,743.12	2.18%	Revise irrigation and landscape/Modify sewer and storm drain.

Funding Source

Measure R Bond and COPS funds.

RECOMMENDATION

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

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

DATE: November 17, 2010

CONSENT

SUBJECT: Design Technology Center (Change Orders)

BACKGROUND

Design Technology Center (Change Orders).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2847	Contractor:	Columbia Steel (Structural Steel and Miscellaneous Metals Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Provide concrete-filled steel bollards at fire hydrants and Fire Department connection.		\$1,335.39	0 days	
2	Revise weld lengths at the canopy area of the assembly space per clarification of the welding details.		\$0.00	0 days	
3	Back charge for inspector's overtime charges.		<\$1,104.00>	0 days	
4	Survey additional control points; original lines were disturbed by concrete operations.		\$1,432.00	0 days	
5	Provide fireproofing at all structural steel beams and columns supporting the floor of CAD/Studio room per Architects clarification.		\$0.00	0 days	
6	Install rail for drinking fountain to maintain code-required alcove depth.		\$621.00	2 days	
	Total		\$304.99	0 days	
	Original Contract Amount		\$1,238,000.00		
	Net Change by Previous Change Orders		\$37,117.67		
	Net Sum Prior to This Change Order		\$1,275,117.67		
	Amount of Change Order No. 1		\$304.99		
	New Contract Sum		\$1,275,422.66		
Percentage of Change to Contract, to Date			3.02%		

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #16

SUBJECT: Design Technology Center (Change Orders)

DATE: November 17, 2010

Bid No.	2853	Contractor:	Brewster Electric (Electrical Contractor)	CO No.	4
Item	Change and Justification:			Amount	Time
1	Credit to delete all roof jacks. General Contractor will complete work and provide the warranty.			<\$3,296.49>	0 days
2	Add motor-rated toggle switch at the fire dampers to simplify maintenance by allowing the power to be turned off at the unit.			\$3,168.29	0 days
3	Provide power to seven automatic doors. Power for the doors was not addressed in the electrical plans.			\$6,838.46	0 days
	Total			\$6,710.26	0 days
	Original Contract Amount			\$2,491,338.00	
	Net Change by Previous Change Orders			\$232,946.93	
	Net Sum Prior to This Change Order			\$2,724,284.93	
	Amount of Change Order No. 4			\$6,710.26	
	New Contract Sum			\$2,730,995.19	
	Percentage of Change to Contract, to Date			9.62%	

The following Change Orders have previously been approved by the Board of Trustees:

Design Technology Center	Date	Amount	%	Bid No. 2853 Brewster Electric (Electrical Contractor)
Contract Amount		\$2,491,338.00		
Change Order No. 1	November 2009	\$14,085.49	0.56%	Revise high voltage location feeders
Change Order No. 2	July 2010	\$200,409.40	8.00%	Add floor boxes and safety lighting system.
Change Order No. 3	October 2010	\$18,452.04	0.74%	Provide power and conduit to irrigation controller. Intercept circuit to AHU unit.

SUBJECT: Design Technology Center (Change Orders)

DATE: November 17, 2010

Bid No.	2846	Contractor:	K.A.R. Construction (Caissons and Concrete Contractor)	CO No.	5
Item	Change and Justification:			Amount	Time
1	Modify concrete slab; revise floor system to include sustainable materials.			\$0.00	0 days
2	Install vapor barrier to reduce potential moisture problems.			\$0.00	0 days
3	Provide metal stud attachment at exterior canopy per architect clarification.			\$0.00	0 days
4	Clarify dimensions at accessible seating area in Auditorium.			\$0.00	0 days
5	Add concrete to extend balcony edge.			\$304.99	0 days
	Total			\$304.99	0 days
	Original Contract Amount			\$1,238,000.00	
	Net Change by Previous Change Orders			\$37,117.67	
	Net Sum Prior to This Change Order			\$1,275,117.67	
	Amount of Change Order No. 5			\$304.99	
	New Contract Sum			\$1,275,422.66	
	Percentage of Change to Contract, to Date			3.02%	

The following Change Orders have previously been approved by the Board of Trustees:

Design Technology Center	Date	Amount	%	Bid No. 2846 KAR Construction (Concrete & Masonry Contractor)
Contract Amount		\$1,238,000.00		
Change Order No. 1	February 2010	\$11,200.00	0.90%	Purchase rumble plates.
Change Order No. 2	February 2010	\$18,616.02	1.50%	Revise exterior masonry color and pattern.
Change Order No. 3	March 2008	\$1,179.76	0.09%	Increase footing size and strengthen door jamb attachment.
Change Order No. 4	October 2010	\$6,121.89	0.49%	Credit for control survey and embeds. Change brick veneer colors.

Funding Source

State Capital Outlay and Measure R Bond funds.

RECOMMENDATION

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

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

DATE: November 17, 2010

CONSENT

SUBJECT: Modifications to Upper Practice Field (Change Order)

BACKGROUND

Modifications to Upper Practice Field (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2874	Contractor:	CS Legacy Construction (General Contractor)	CO No.	2
Item	Change and Justification:			Amount	Time
1	Demolish existing sidewalk to provide underground access to electrical pull boxes.			\$1,467.53	0 day
2	Supply crushed miscellaneous base in lieu of native soil.			\$2,301.42	0 day
3	Provide additional data and power boxes to provide convenient access to power and data during campus events.			\$12,391.80	0 days
4	Upgrade existing circuit breaker to support required electrical loads.			\$1,612.22	0 days
	Total			\$17,772.97	0 days
	Original Contract Amount				\$485,847.00
	Net Change by Previous Change Orders				\$8,030.82
	Net Sum Prior to This Change Order				\$485,847.00
	Amount of Change Order No. 2				\$17,772.97
	New Contract Sum				\$511,650.79
	Percentage of Change to Contract, to Date				5.31%

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #16

SUBJECT: Modifications at Upper Practice Field (Change Order)

DATE: November 17, 2010

The following Change Order has previously been approved by the Board of Trustees:

Modifications to Upper Practice Field	Date	Amount	%	Bid No. 274 C.S. Legacy Construction, Inc. (General Contractor)
Contract Amount		\$485,847.00		
Change Order No. 1	September 2010	\$8,031.00	1.7%	Demolish retaining wall and electrical cabinet; add rebar.

Funding Source

State Scheduled Maintenance, 2006-07 One-Time Funding, and Measure R Bond funds.

RECOMMENDATION

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

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

DATE: November 17, 2010

CONSENT

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

BACKGROUND

In order to commence design on construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contract amendments are presented for ratification:

#1	Consultant:	Hill Partnership Inc.	No.	1
	Project:	Agricultural Sciences Complex		
Item	Change and Justification:		Amount	
	Professional architectural services including resolving grading issues and deficiencies at the Agricultural Science Complex – Main Building and Equine and Animal Care buildings. Proposal also includes design coordination, construction document processing, and construction phase services for associated Civil and Landscape Improvements. Fixed fee, not to exceed:		\$37,950.00	
	Total		\$37,950.00	
	Original Contract Amount		\$100,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$100,000.00	
	Amount of Amendment No. 1		\$37,950.00	
	New Contract Sum		\$137,950.00	

#2	Consultant:	NTD Stichler	No.	4
	Project:	Science Laboratory Building		
Item	Change and Justification:		Amount	
	Professional design services necessary to add fire sprinklers in the Astronomy Dome project in the Science Laboratory building. Fixed fee, not to exceed:		\$7,850.00	
	Total		\$7,850.00	
	Original Contract Amount		\$1,440,793.00	
	Net Change by Previous Amendments		\$402,226.00	
	Net Sum Prior to This Amendment		\$1,843,019.00	
	Amount of Amendment No. 4		\$7,850.00	
	New Contract Sum		\$1,850,869.00	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #17

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: November 17, 2010

#3	Consultant:	RKA Consulting Group	No.	1
	Project:	Parking Lot D Improvements		
Item	Change and Justification:		Amount	
	Added professional engineering services necessary to add a drive lane and revise entrance location at Student Parking Lot D. Fixed fee:		\$1,920.00	
	Total		\$1,920.00	
	Original Contract Amount		\$8,150.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$8,150.00	
	Amount of Amendment No. 1		\$1,920.00	
	New Contract Sum		\$10,070.00	

Funding Sources

#1 – State Capital Outlay and COPS funds.

#2 – Measure RR Bond funds.

#3 – Measure RR Bond funds.

RECOMMENDATION

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

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

DATE: November 17, 2010

ACTION

SUBJECT: Revisions to Board Policy 2720 – Communications Among Board Members

BACKGROUND

Updating the Board Policy handbook is an ongoing process.

ANALYSIS AND FISCAL IMPACT

Board Policy 2720 – Communications Among Board Members was adopted by the Board on March 24, 2004. In its February 2010 update, the Community College League of California proposed revisions to this policy to clarify the requirements regarding the authority of Board members to receive information from staff. One sentence was added to the end of this policy to reflect changes to the Brown Act in this regard, which read: *In addition, no other person shall make serial communications to Board Members.* Alternative language for this policy was also developed for consideration. After meeting with faculty leadership, it is recommended that the Board considers the proposed alternative language. Proposed revisions to Board Policy 2720 – Communications Among Board Members were presented to the Board in October 2010, for first reading and discussion

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 2720 – Communications Among Board Members.

SUBJECT: Revisions to Board Policy 2720 – Communications Among Board Members

DATE: October 27, 2010

Chapter 2 – Board of Trustees

BP 2720 Communications Among Board Members

Reference:

Government Code Section 54952.2

~~Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.~~

A majority of the members of the Board of Trustees shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

Adopted March 24, 2004