



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 26, 2011

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 the Study Session agenda item. Comments are limited to no more than three minutes per person.

CLOSED SESSION

- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957** (one position)
- **Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(c)** (one case)

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 (Flag Salute)

Moment of Silence

Observe a moment of silence in memory of four former College professors who recently passed away.

- **Donald E. Brook**, a Professor of Mathematics & Computer Science, retired in 1998, after 28 years with the College. He passed away on September 28.
- **Patrick D'Incognito** joined the College in 1990 as a Professor of Aircraft Maintenance & Manufacturing. He retired in June 2008, and passed away on September 23.
- **Ron Hartman** joined the College in 1967 as a Professor of Earth Sciences & Astronomy, and served as Director of the Planetarium. Professor Hartman retired in 2005, although he continued to work as an adjunct faculty member until 2010. He passed away on August 30.
- **Alan Lawson** joined the College in 1987 as an adjunct Professor of Law. He retired in June 2011, shortly after being diagnosed with liver cancer. He passed away on September 5.

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed classified staff and faculty:**

Classified

Linda Ju-Ong, ESL Instructional Support Assistant, ESL
Calixto Ortiz, ESL Learning Resources Technician, ESL

Supervisory

David Todd, Supervisor, Flight Training Program, Technology & Health

Management

Deborah Cavion, Associate Dean/Assistant Athletic Director, Kinesiology, Kinesiology
& Athletics

- **Recognition**
 - Presentation of American Red Cross Donor Awards Related to the Two Year Community College Blood Drive and the Community College "Out for Blood" Competition (Dean Sue Long)

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of September 14, 2011. (See backup packet pages 1 through 10.)

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 – Bill Scroggins, President/CEO
 - Providing Administrative Procedures to the Board for Information Only
 - Information on the Asian American and Native American Pacific Islander-Serving Institutions Grant (Vice President Yamagata-Noji)
5. Informational Report – Summer Bridge Cohort Tracking Project, prepared by Anabel Perez, Counselor and Bridge Program Faculty Coordinator (See backup packet pages 11 through 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 that 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 October 26, 2011. (See backup packet pages 14 through 32.)

INSTRUCTION and STUDENT SERVICES

2. Consideration of approval of increase to the Student Health Fee. (See backup packet page 33.)
3. Consideration of approval of a contract with Credentials Solutions (C.S.) an online transcript processing service. (See backup packet pages 34 and 35.)
4. Consideration of approval of agreement with Medical Billing Technology, Inc. (MBT) and Los Angeles County Office of Education (LACOE). (See backup packet pages 36 and 37.)
5. Consideration of ratification of a contract with The Galvin Group to participate in the "Other" Disabilities Study from October 1, 2011 through December 31, 2011. (See backup packet pages 38 and 39.)
6. Consideration of approval of a subscription agreement with the California Community Colleges Chancellor's Office to provide information for the federal Student Right-To-Know Act. (See backup packet page 40.)
7. Consideration of approval of program fees for students in the Kinesiology & Athletics Division. (See backup packet page 41.)
8. Consideration of approval for Aeronautics students and faculty members Linda Rogus, Robert Rogus, and David Todd to participate in the Pacific Coast Intercollegiate Flying Associate SAFECOR 2011 in Prescott, Arizona, November 8-14, 2011. (See backup packet page 42.)
9. Consideration of approval to accept funds for the Workforce Investment Act, Title II, 231 grant. (See backup packet page 43.)
10. Consideration of approval of 2011-12 Athletic Special Events activities. (See backup packet page 44.)
11. Consideration of approval to accept funds for the Child Development Training Consortium grant. (See backup packet page 45.)

12. Consideration of approval to accept funds and approve activities for the Asian American and Native American Pacific Islander-Serving Institutions grant. (See backup packet page 46.)
13. Consideration of approval of a service agreement between the Child Development Center and Child Care Results. (See backup packet page 47.)
14. Consideration of approval of additions and changes in the Continuing Education Division. (See backup packet page 48.)
15. Consideration of approval of contracts with the Center of Excellence. (See backup packet page 49.)

ADMINISTRATIVE SERVICES

16. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 50 through 62.)
17. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet pages 63 through 65.)
18. Consideration of approval to renew the agreement with the 48th District Agricultural Association for an additional five years. (See backup packet page 66.)
19. Consideration of approval of a contract with Turbo Data Systems Inc. and the purchase of electronic handheld citation devices. (See backup packet page 67.)
20. Consideration of approval of a three-year maintenance agreement with Powerhouse Combustion and Mechanical to provide periodic maintenance and service on all campus boilers. (See backup packet page 68.)
21. Consideration of approval of agreements to provide Professional Design and Consulting Services with RKA Consulting Group for the Bonita Avenue and Walnut Drive Traffic Signal Design, the San Jose Hills Road Campus Entrance, and the Bonita Avenue and Temple Avenue Intersection Improvements projects; with Zylstra & Associates Engineering for the Fire Technology Fire Hose Drying Rack, the Stadium Apparel Concessions Stand, and the Hammer Throw Storage Building projects; and with Sid Lindmark, AICP for the Environmental Impact Report Master Plan Update project. (See backup packet pages 69 through 71.)
22. Consideration of approval of the following Change Orders:
 - Bid No. 2808-09 Athletic Fields Project – General Consolidated Constructors (General Contractor) – Change Order No. 5. (See backup packet page 72.)

- Bid No. 2848 Design Technology Center – Lozano Caseworks (Casework Contractor) – Change Order No. 3. (See backup packet pages 73 and 74.)
- Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 10. (See backup packet pages 74 and 75.)
- Bid No. 2861 Physical Education Program Building Renovation – HMI Construction (General Contractor) – Change Order No. 4. (See backup packet pages 76 and 77.)
- Bid No. 2862 Physical Education Program Building Renovation – Empyrean Plumbing (Plumbing Contractor) – Change Order No. 2. (See backup packet pages 77 and 78.)
- Bid No. 2865 Physical Education Program Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 2. (See backup packet pages 78 and 79.)
- Bid No. 2874 Modifications to Upper Fields at the P. E. Center Field House (Building 50G) – CS Legacy Construction (General Contractor) – Change Order No. 4. (See backup packet pages 80 and 81.)

23. Consideration of ratification of the following Contract Amendments:

- Contract 5-Year Construction Plan and Space Inventory – Cambridge West Partnership (Consultant) – Amendment No. 1. (See backup packet page 82.)
- Contract Facilities Master Plan Update 2009 – Marlene Imirzian & Associates Architects (Consultant) – Amendment No. 1. (See backup packet pages 82 and 83.)

24. Consideration of the following Completion Notice:

- Bid No. 2781 Agricultural Sciences Complex – Main Building, Laboratory Casework – Lozano Caseworks, Inc. (Contractor)

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

- Madeleine Maddox – Yearling Andalusian/Paint Cross Gelding, valued by donor at \$7,500, to be used by the Natural Sciences Division.
- Anonymous – 1978 ATC Corporation, Model ATC-112H, Helicopter Instrument Trainer/Simulator and Owner’s Manual, valued by donor at \$2,000, to be used by the Technology & Health Division.

Upcoming Events:

- October 28, 2011 **Mt. SAC Foundation Fall Retired Faculty & Staff Forum** – 11:30 a.m. – 1:30 p.m., Founders Hall
- October 28 & 29, 2011 **Planetarium Show: Halloween Happenings** – 7:00 and 8:30 p.m., Planetarium
- November 3, 2011 **Citizens Oversight Committee Meeting** – 6:00 p.m., Founders Hall
- November 4 & 5, 2011 **Fall Choral Concert** – 8:00 p.m., Feddersen Recital Hall
- November 4-6, 2011 **Repertory Dance Concert** – 8:00 p.m., Clarke Theater (Sunday matinee at 3:00 p.m.)
- November 6, 2011 **Fall Music Faculty Sunday Showcase** – 3:00 p.m., Feddersen Recital Hall
- November 10, 2011 **Veterans Day Campus Celebration** – 12:00-1:00 p.m., Humanities & Social Sciences Building Quad Area
- November 10-
December 8, 2011 **The Splendor of Taiwan: Contemporary Photography Celebrating The Republic of China Centennial** – Tuesday – Thursday, 11:00 a.m. – 2:00 p.m., and Tuesday evenings, 5:00-7:30 p.m., Art Gallery
Reception: November 10, 4:00 p.m.
- November 11, 2011 **Veteran's Day Holiday** (Campus Closed)
- November 14, 2011 **Annual Joint Board Dinner** – 5:30-7:30 p.m., Founders Hall
- November 12, 2011 **Singcopation and Frontline** (Vocal Jazz Performance) – 8:00 p.m., Clarke Theater
- November 16, 2011 **Fall Percussion Concert** – 7:30 p.m., Feddersen Recital Hall
- November 18, 2011 **Registration Begins for 2012 Winter Intersession**
- November 18, 2011 **Uptown Jazz with the Mt. SAC Jazz Band** – 8:00 p.m., Clarke Theater
- November 20, 2011 **Mt. SAC Chamber Ensemble Fall Concert** – 4:00 p.m., Feddersen Recital Hall
- November 24-27, 2011 **Thanksgiving Recess** (Campus Closed)
- November 30, 2011 **Associated Students Holiday Celebration** – 12:00-1:30 p.m., Student Life Center
- December 1, 2011 **Auxiliary Services Holiday Tea** – 9:00-10:30 a.m., Sac Book Rac
- December 7, 2011 **Administration Holiday Tea** – 10:00-11:30 a.m., Founders Hall

Upcoming Sports Events:

- October 28, 2011 **Volleyball vs. Pasadena City College** – 6:00 p.m., Gym
- October 29, 2011 **Football vs. Saddleback** – 1:00 p.m., Hilmer Lodge Stadium
- November 2, 2011 **Volleyball vs. L.A. Harbor** – 6:00 p.m., Gym
- November 9, 2011 **Volleyball vs. Long Beach** – 5:00 p.m., Gym
Men’s Wrestling vs. Palomar – 7:00 p.m., Gym
- November 10, 2011 **Men’s Soccer vs. Pasadena** – 4:00 p.m., Soccer Field
Women’s Soccer vs. Pasadena – 6:00 p.m., Soccer Field
Volleyball vs. Cerritos – 6:00 p.m., Gym
- November 11, 2011 **Women’s Basketball Tip-Off Tournament** – Time TBD, Gym
- November 16, 2011 **Volleyball vs. El Camino** – 5:00 p.m., Gym
Wrestling vs. Cerritos – 7:00 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 the President’s Office, 1100 N. Grand Avenue, Walnut, CA 91789, (909) 274-4250, 7:30 a.m. to 4:30 p.m., Monday-Friday, at least 48 hours prior to the meeting.

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

October 26, 2011





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 14, 2011

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:32 p.m. on Wednesday, September 14, 2011. Trustees Bader, Chen Haggerty, Chyr, Hall and Student Trustee Hernandez were present. Trustee Baca arrived at 7:05 p.m.

STAFF PRESENT

Bill Scroggins, 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. INTRODUCTIONS/RECOGNITION

- **Introductions**

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

Newly Appointed Classified Staff

Heather Franco, Clerical Specialist, Facilities Planning & Management
 Nancy Gardner, ESL Instructional Support Assistant, ESL
 Bruno Granillo, Lead Custodian, Custodial Services
 Krystal Hong, ESL Instructional Support Assistant, ESL
 Guillermo Miranda, Office Assistant, Financial Aid
 Alma Nunez, Office Assistant, Financial Aid
 Elisa Phillips, Computer Facilities Assistant, Information Technology
 Tiffany Rusich, ESL Instructional Support Assistant, ESL
 Sarah Smith, ESL Instructional Support Assistant, ESL

Newly Promoted Classified Staff

Lanny Arifin, Payroll Coordinator, Fiscal Services

New Faculty

David Beydler, Professor, Mathematics, Computer Science
Thomas Butler, Professor, Fine Arts
Michael Campbell, Professor, Mathematics, Computer Science
Daniel Cantrell, Professor, Communication
Diana Felix, Counselor/Coordinator, Student Support Services
Francisco Gomez, Professor, English, Literature & Journalism
Corie Hernandez, Professor, Psychiatric Technician
Mei-Ling Hsieh, Professor, Communication
James Hutchinson, Professor, Respiratory Therapy
Tiffany Kuo, Professor, Music
Stephen Lancaster, Professor, Mathematics, Computer Science
Kenneth Miller, Professor, Electronics & Computer Technology
David Mrofka, Professor, Earth Sciences & Astronomy
Richard Myers, Professor, English, Literature & Journalism
May Padilla, Professor, Registered Veterinary Technician/Animal Science
Robert Purcell, Jr., Professor/Assistant Coach, Football, Physical Education
Martin Ramey, Professor, Business Administration
Aaron Salinger, Professor, Foreign Languages
Tonya Santiago, Professor, Nursing
Niki Tran, Professor, Interior Design
Shari Wasson, Professor, Fine Arts
Daniel Wheeler, Professor, Learning Assistance

- **Recognition**

- Trustee Chen Haggerty noted the retirement of Eula Mae Gray, Student Relations Specialist, after 40 years of service to the College. A certificate of service will be mailed to Eula, with the Board's thanks.

2. APPROVAL OF MINUTES

It was moved by Trustee Bader, seconded by Trustee Hall, to approve the minutes of the regular meeting of August 24, 2011. Motion unanimously carried. Student Trustee concurred.

3. PUBLIC COMMUNICATION

Kristina Allende, Chair, English, Literature, and Journalism Department, read the names of 16 talented adjunct educators who have worked for the College for up to 4½ years. Earlier in the day, Professor Allende said she informed each of these educators that, due to budget cuts, the College would not be able to offer them any classes to teach in the spring. Professor Allende said she is not suggesting that the College doesn't need to make the cuts, and she acknowledged that students are the most affected by the budget cuts. However, she encouraged the College to find a way to express its appreciation for the services of the adjunct faculty members who are losing their jobs because of the reductions to the class schedule.

4. REPORTS

A. Alex Mendoza, Associated Students President, reported the following:

- President Mendoza commented on the outstanding campus commemoration of the 10th anniversary of the 9/11 tragedy. He thanked Vice President Yamagata-Noji for taking the lead in planning the event.
- AB 131, the second part of the California Dream Act, has passed the Legislature and is on Governor Brown's desk for signature. The bill would provide undocumented students with access to State-funded financial aid.
- The Associated Student Executive Board is interested in establishing safe zones for both the LGBT (Lesbian, Gay, Bisexual, and Transgender) community and AB 540 students (undocumented students who pay in-state tuition) by the Spring 2012 semester. Cal Poly Pomona has offered to provide safe zone training workshops at Mt. San Antonio College, free of charge. The purpose of these workshops is to ensure a campus atmosphere that is supportive, informative, and welcoming to all members of the campus community.

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

- At its September 1 meeting, the Senate voted to recommend that the College support faculty who win a position on the State Academic Senate Executive Board. At tomorrow's meeting, the Senate will consider a new administrative procedure on course equivalencies and variances. It will also decide whether to reconstitute last year's Academic Integrity Task Force.
- President Kaljumagi announced that the following faculty have won appointments to four State Academic Senate Committees:
 - Michelle Grimes Hillman – Accreditation and SLOs
 - Michelle Grimes Hillman – Standards and Practices
 - Phillip Maynard – Outreach and Recruitment Ad-Hoc
 - Antoine Thomas – Occupational Education
- The Academic Senate has 125 of the 129 positions on college-wide committees filled. In addition, there are 72 voting members of the Academic Senate this year, for a total body of 136 faculty who participate in the work of the Academic Senate.
- The Academic Senate, in conjunction with the Instruction Office, has begun the faculty hiring process for 2012-13.

C. Marchelle Nairne-Proulx, Classified Senate President, reported the following:

- President Nairne-Proulx commented on the August 26 Fall Convocation. Overall, the response from classified staff was very positive. The only negative comments included the desire to have more staff development sessions offered to classified staff and the inability by some to leave their office and participate in the Convocation activities. Ms. Nairne-Proulx said she plans to begin working with CSEA President Laura Martinez to schedule activities for classified staff at the next Convocation.

- The following update on the Classified Senate's 2011-12 goals was provided:
 - The Senate is working on a quarterly classified newsletter that it hopes to distribute by the end of September.
 - The Senate is developing a New Classified Employee Resource Manual. Once it is completed, the Senate will provide a copy to new classified employees to help acclimate them to Mt. SAC.
 - The Senate is just beginning its fund-raising efforts.
 - On behalf of the Classified Senate, President Nairne-Proulx wished Eula Gray many years of happiness in retirement. Eula has been active in the Classified Senate since 2008. Her wonderful sense of humor is greatly missed at Senate meetings.
- D. Jennifer Galbraith, Faculty Association President, reported the following:
- The Faculty Association is creating a Communications Task Force to review methods for communicating with Association members. A task force to review current evaluation forms, specifically the student evaluation form, has been established at the recommendation of the Tenure Review Task Force.
 - President Galbraith said that, over the summer, she received numerous complaints about the pay dates for the intersession. She will be meeting with Vice President Loria and Fiscal Services staff to discuss options.
 - The Faculty Association will be appointing two faculty to serve on the President's Advisory Council's Smoking on Campus Task Force. This group will be charged with creating the administrative procedure and determining the logistics of the policy.
 - The Faculty Association is reviewing its appointments to College committees for currency. The Association wants to do a better job of providing opportunities for all of its members to serve while maintaining continuity of knowledge.
- E. Laura Martinez, President, CSEA, Chapter 262, reported the following:
- President Martinez congratulated retiring classified staff member Eula Gray on an impressive 40-year career with the College. During her tenure, Eula was a strong mentor to students and a valued advocate for classified staff.
 - Over the summer, President Martinez attended CSEA's 85th Annual Conference, along with three other delegates representing CSEA, Chapter 262. Ms. Martinez thanked Vice President Gregoryk for attending a portion of the conference.
 - President Martinez said she hopes the upcoming Associated Students Fall Leadership Conference provides students with a productive learning experience.
- F. President Scroggins' report included the following:
- Dr. Scroggins asked that a moment of silence be observed in memory of retiree Rita Mae Gurnee, who passed away on Saturday, September 3, at the age of 89. Ms. Gurnee was an important part of the Mt. SAC family for many years. She joined the College in 1959 as a Reference & Document Librarian and Occupational Information Specialist. In 1984, she became the Coordinator for Library Services. She retired in 1990.

- Dr. Scroggins commented on the 9/11 Campus Tribute which he said provided an opportunity for the College community to come together in remembrance.
- Dr. Scroggins announced that the College is once again planning to host an Annual Joint Board Dinner for Superintendents and Board members from the ten unified school districts and four ROPs in the College district. Board members will be notified as soon as the event is scheduled, which will be sometime in November.
- President Scroggins shared a letter from the Association of Community College Trustees (ACCT), informing the College that it is entitled to two votes at the ACCT Annual Community College Leadership Congress being held in October, in Dallas. Following discussion, Dr. Scroggins was asked to notify ACCT that no trustees plan to attend the event.
- President Scroggins introduced recently retired, although still working, Susan Jones, Director of Financial Aid, and asked her to give an update on the College's Financial Aid Program.

Director Jones reported that over \$51 million was distributed to students in 2010-11—an increase of 141% from 2007-08. Of that total, more than \$36 million was in the form of Pell Grants, while \$9.5 million was in Board of Governors Fee Waivers. Ms. Jones also noted that her office received and processed 34,716 financial aid applications over the past academic year—up 97% from applications filed (17,608) in 2007-08. As of August 31, the Financial Aid Office has already received 30,476 applications—clearly demonstrating the growing need for student financial assistance due to the strained economy. In an effort to assist students, Financial Aid conducted 72 outreach events last year.

5. CONSENT AGENDA

Trustee Chen Haggerty noted the addition of an addendum to the Consent Agenda (item #21).

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

HUMAN RESOURCES

1. Approval of Personnel Transactions, dated September 14, 2011.

INSTRUCTION and STUDENT SERVICES

2. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 6.
3. Approval of a contract with University Student, Inc., an auxiliary organization of California State University, Northridge, for the Family & Consumer Sciences Discipline/Industry Collaborative grant.
4. Approval of a grant renewal, contracts, acceptance of funds, and activities for the Center of Excellence grant.

5. Approval of an affiliation agreement with the San Bernardino County Fire Department for the Paramedic program, effective September 15, 2011.
6. Approval of additions and changes to Continuing Education programs.
7. Approval of a ceramics card for purchase of clay by ceramics students.

ADMINISTRATIVE SERVICES

8. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
9. Ratification of an agreement with Vavrinek, Trine, Day & Co., LLP, to conduct an audit, as required, to obtain Fiscal Independence status.
10. Approval of Resolution No. 11-02, implementing Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, beginning with the 2010-11 fiscal year financial reporting.
11. Ratification of an agreement with Iron Mountain for the period July 1, 2011, through June 30, 2012, with an option to renew for four additional years.
12. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 7.
13. Approval of an agreement with SchoolsFirst Federal Credit Union for an Automated Teller Machine Site License and Maintenance.
14. Approval of the College's participation in the PEPPM National Contract Program.
15. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 8.
16. Approval to reduce to 5% the retention for JPI Development Group, Inc. for the Physical Education Building Renovation – Fire Sprinkler project (Bid No. 2863).
17. Approval of agreements to provide Professional Design and Consulting Services with Hill Partnership, Inc. for the Building 40 Feasibility Study project; with Hill Partnership, Inc. for the Classroom Building Renovation (formerly Agricultural Sciences Lab) Expanded Site Development project; and with Marlene Imirzian & Associates Architects for the Food Service Building project.
18. Approval of the following Change Orders:
 - Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 9.

- Bid No. 2853 Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 10.
- Bid No. 2855 Administration Building Remodel – Angeles Contractor (General Contractor) – Change Order No. 9.
- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electrical, Inc. (Electrical Contractor) – Change Order No. 8.
- Bid No. 2861 Physical Education Program Building Renovation – HMI Construction (General Contractor) – Change Order No. 3.

19. Ratification of the following Contract Amendments:

- Contract Classroom Building Renovation (formerly Agricultural Sciences Lab) Fire Sprinkler Design Services – Hill Partnership, Inc. (Consultant) – Amendment No. 2.
- Contract Agricultural Sciences Complex – Partial Construction Phase Services – Hill Partnership, Inc. (Consultant) – Amendment No. 3.

20. Approval of the following Proposed Gifts and Donations to the College:

- Am-Tec Security – Four GE 2011 NX8RF and Nine DSC 2010 Home Security Systems, valued by donor at \$1,950, to be used by the Natural Sciences Division.

21. Approval for broadcasting students and faculty to travel to Orlando, Florida, for the National College Media Convention on October 25-30, 2011.

Motion unanimously carried. Student Trustee concurred.

6. **CONTRACT WITH THE CAL POLY POMONA FOUNDATION**

Dr. Scroggins explained that, while this contract ends on September 30, 2011, the grant's work has been proceeding; the paperwork is just catching up.

It was moved by Trustee Hall, seconded by Trustee Baca, to ratify a contract with the Cal Poly Pomona Foundation, Inc., for the Regional Information Systems Security Grant. Motion passed unanimously. Student Trustee concurred.

7. **APPROPRIATIONS LIMIT FOR 2011-12**

In response to a question related to line 2.G. of the Gann Limit Worksheet, Vice President Gregoryk explained that the amount listed is the unreimbursed Medicare expenses for hourly and short-term employees.

It was moved by Trustee Hall, seconded by Trustee Chyr to approve Resolution No. 11-03 – Appropriations Limit for 2011-12. Motion unanimously carried. Student Trustee concurred.

8. AGREEMENT WITH PRESTOSPORTS

President Scroggins clarified that the proposed agreement with PrestoSports is not to redesign the athletic website but rather to provide templates that are already designed to receive sports information. This will help staff who do this work.

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve a three-year Applications Services Agreement with PrestoSports. Motion unanimously carried. Student Trustee concurred.

9. PUBLIC HEARING ON PROPOSED BUDGET

In accordance with Title 5 of the California Code of Regulations, Section 58301, the 2011-12 Proposed Budget was made available to the public from September 9, 2011, through September 14, 2011, and a Public Hearing was scheduled for 6:30 p.m., on Wednesday, September 14, 2011. Trustee Chen Haggerty opened the Public Hearing at 7:30 p.m. There were no statements made relative to the proposed Budget. The Public Hearing was closed at 7:31 p.m.

10. ADOPTION OF THE 2011-12 BUDGET

Vice President Gregoryk reported that the College ended the 2010-11 fiscal year with a positive variance of \$9,774,346 mainly due to salary and benefit savings from vacant positions and balances from unspent department budgets.

Mr. Gregoryk reviewed the proposed 2011-12 budget. Included in the adopted budget are ongoing general fund revenues of \$141,281,810. Ongoing expenditures are estimated at \$144,776,137, leaving a projected ongoing structural budget deficit of \$7,413,284.

Of major note, this year is the Base Apportionment Workload Reduction in the amount of \$7,996,179, resulting in a reduction of 1,869 full-time equivalent students. Further reductions will occur in the spring if mid-year budget cuts occur. Mr. Gregoryk said nine small districts didn't get a workload reduction because it would basically force them to close their doors. Board members asked for a listing of those nine districts.

While the budget includes \$1,469,349 to cover a two percent faculty salary increase and \$755 per year benefit increase, it does not include possible additional expenditures for salary and benefit increases for classified, confidentials, supervisors, and management staff.

Mr. Gregoryk said that, as planning begins for the 2012-13 budget, the College will develop a three-year plan to eliminate the structural deficit.

It was moved by Trustee Hall, seconded by Trustee Baca, to approve the 2011-12 adopted budget. Motion carried unanimously. Student Trustee concurred.

11. PROPOSED REVISIONS TO BOARD POLICY 4270 – USE OF GENERAL EDUCATION COURSES COMPLETED AT OTHER ACCREDITED INSTITUTIONS

Board members received for first reading and discussion proposed revisions to Policy 4270 – Use of General Education Courses Completed at Other Accredited Institutions at its August meeting. Dr. Scroggins asked that Board members consider an additional revision to the policy. He suggested that the last paragraph be removed in its entirety because this is something that is done on an individual credit-by-exam basis.

It was moved by Trustee Hall, seconded by Trustee Bader, to approve the proposed revisions to Board Policy 4270 – Use of General Education Courses Completed at Other Accredited Institutions, as amended. Motion unanimously carried. Student Trustee concurred.

12. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Congratulations were offered to newly appointed and newly promoted staff.
 - Congratulations and thanks were extended to retiring staff member Eula Gray for her 40 years of service to the College and Mt. SAC students.
- Trustee Baca said he is looking forward to attending the Associated Students Leadership Retreat. Dr. Baca said he was late to tonight's meeting because he was returning from a meeting in Sacramento of the Task Force on Student Success. The purpose of the Task Force is to examine best practices for promoting student success and to adopt a plan for improving student success within the California Community Colleges. Within the next week, a draft document from the Task Force will be made public. Dr. Baca encouraged everyone to review the document and provide feedback on the proposed recommendations.
- Trustee Bader said she is also looking forward to attending the Associated Students Leadership Retreat because it provides a wonderful opportunity to get to know the student leaders.

Trustee Bader said this is such a difficult fiscal time, and the Board appreciates the work of all staff to reduce spending, where possible. She also thanked the College administration for being transparent when it comes to the budget.

Trustee Bader thanked Vice President Yamagata-Noji and others for planning the 9/11 Tribute.

- Student Trustee Hernandez said he plans to attend both the Associated Students Leadership Retreat and the reception for international students. Student Trustee Hernandez said students aren't close to Board members, and they are looking forward to getting better acquainted at the Retreat.
- Trustee Hall said Professor Allende's comments tonight were disturbing, and he hopes when things turn around that those adjunct faculty will be the first to be hired back.

Dr. Hall mentioned Mandy Pongs, a former Mountie softball player who was recently diagnosed with an aggressive form of cancer. The Mt. SAC softball and football programs are hosting a "Mandy Pongs Day" on October 1, 6:00 p.m. Dr. Hall said

he knows only too well the high cost of cancer treatments and is happy to help her. He hopes others will, also.

- Trustee Chyr said he appreciated the invitation to participate in the first home football pre-game ceremony to celebrate the Back-to-Back National Championship and unveil the new banner.

Trustee Chyr also mentioned Professor Allende's comments regarding adjunct faculty. He said he would like the College to find a way to recognize adjunct faculty for their efforts. He thanked Professor Allende for bringing this issue to the Board's attention.

- Trustee Chen Haggerty said she is currently a part-time faculty member at Rio Hondo College so she understands what they are going through. She appreciates the efforts of the Faculty Association to always include them.

13. ADJOURNMENT

The meeting adjourned at 8:19 p.m.

WTS:dc

Mt. San Antonio College Bridge Program

Background

Initiated in 1998, the Bridge program targets incoming first-time freshmen students from local feeder high schools who place into the lowest basic skills levels at Mt. SAC. The majority of students are first generation college students, low income, and of ethnic minority background. Additionally, many students emanate from English language learner backgrounds. The Bridge program utilizes the learning community model by organizing students into cohort, linked courses, mostly combining English, reading or math courses with counseling courses. Critical support is provided by in-class tutors and supplemental instructional assistance, peer mentoring and counseling support. Faculty dedicate substantial time to integrate the teaching-learning aspects of their classes, using contemporary pedagogical strategies such as On Course.

Summer Bridge Program Outreach and Recruitment

Due to the fact that we have strong partnerships with our High School Outreach department and our local district high schools who are familiar with our program, the demand for our program continues to increase each year.

Summer Bridge 2010

Number of applications:	1034
Number of accepted students:	543
Number who enrolled:	349

Summer Bridge 2011

Number of applications:	1005
Number of accepted students:	532
Number who enrolled:	347

Use of Resources

The Bridge Program is housed in the Student Services Annex (Bldg 9D). Available resources in 9D include counseling and advising, computer lab, laptops, study area, and a study room.

Number of students utilizing resources in fall 2010 and spring 2011:

Counseling and Advising Appointments:	1191
Computer Lab:	4015
Laptops:	571
Study Area:	879
Study Room:	594

Recognition

The successfulness of the Bridge Program has been noted statewide and nationally by other colleges. It is a primary example of an efficient educational model that assists basic skills students to more rapidly and successfully complete required basic skills models and progress toward program completion, graduation and transfer.



2010 Summer Bridge Cohort Tracking: First Year Analysis

Background

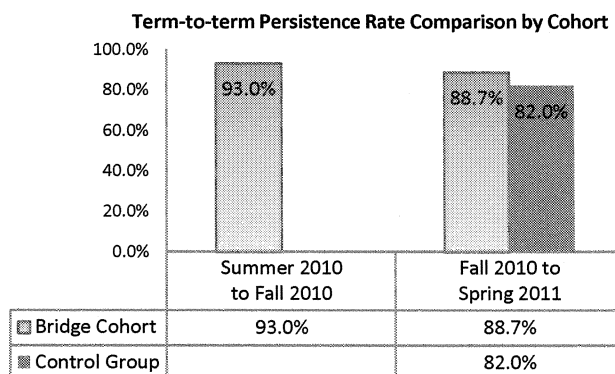
The Summer Bridge Program is one of many Learning Communities supported by Mt. SAC. As a Learning Community, additional College resources are expended thereby obtaining support for the students in the form of supplemental instruction, peer advising, program engagement activities, and counseling. This support ensures a superior avenue for program students with which to achieve success academically and in life. A growing concern during times of economic pressure is the cost of these programs; however, previous research has demonstrated the initial overhead of a Learning Community is more than offset by exceptionally high rates of success in the initial course coupled with residual savings to the College as the student is able to more effectively progress through developmental courses and into college-level coursework. The focus of this report is to examine the persistence and academic progress of the 2010 Summer Bridge cohort in comparison with a preselected Control Group of similar background. The original cohort size of the 2010 Summer Bridge program was 343 students and 776 students in the Fall 2010 Control Group.

Results

Fall to Spring Persistence

Majority of the 2010 Summer Bridge students persisted to Fall 2010 (93.0%). The Summer Bridge cohort continued to have an impressive term-to-term persistence rate (88.7%) from Fall 2010 to Spring 2011, higher than that of the Control Group (82.0%).

Term-to-Term Persistence Rate	Summer 2010 Enrolled	Fall 2010 Enrolled	Summer 2010 to Fall 2010	Spring 2011 Enrolled	Fall 2010 to Spring 2011
Summer Bridge	343	319	93.00%	283	88.70%
Control Group	n/a	776	n/a	636	82.00%



Academic Standing

About six percent of the Control Group cohort still did not complete 12 units by the end of spring term, their second full length term, while all the Summer Bridge cohort had achieved 12 units. Overall, Summer Bridge students had a better academic standing than the Control Group students at the end of Spring 2011.

Academic Standing at the end of Spring 2011	Summer Bridge		Control Group	
	Count	Percent	Count	Percent
On Probation	85	30.00%	233	36.70%
Good Standing	198	70.00%	362	57.00%
Less Than 12 Units	0	0.00%	40	6.30%
Grand Total	283	100.00%	635	100.00%

Progression

2010 Summer Bridge students were enrolled in enhanced Basic Skills courses with special support and achieved high success. It is of interest to see how these students progressed in the next level English or math courses. The majority of Summer Bridge students took the next level English or math course immediately in the Fall term. While doing relatively well in ENGL68 and ENGL1A, some students were struggling in MATH50, MATH51, and ENGL67.

Progression of Summer Bridge Cohort

Summer Bridge Cohort Summer 2010 to Fall 2010	LERN81 to ENGL67	ENGL67 to ENGL68	ENGL68 to ENGL1A	LERN49 to MATH50	MATH50 to MATH51	Grand Total
Enrolled Count	20	123	41	27	67	278
Success Count	10	95	30	8	39	182
Success Rate	50.00%	77.20%	73.20%	29.60%	58.20%	65.50%

Comparatively, students from the Control Group enrolled in the same Basic Skills English and math courses were similarly tracked on their progression; far less students from the Control Group achieved success in the same set of Basic Skills courses. Students in the Control Group cohort who progressed to the next level struggled in most English and math courses, especially the lower level ones.

Progression of Control Group Cohort

Control Group Cohort Fall 2010 to Spring 2011	LERN81 to ENGL67	ENGL67 to ENGL68	ENGL68 to ENGL1A	LERN49 to MATH50	MATH50 to MATH51	Grand Total
Enrolled Count	29	104	35	30	28	226
Success Count	10	73	20	10	16	129
Success Rate	34.50%	70.20%	57.10%	33.30%	57.10%	57.10%

A chi-square test of independence was performed to examine the relationship between students' successful progression through the basic skills sequence of English and math courses for Bridge students and Control Group students. The relationship between these variables was found to be significant for English courses in that the Summer Bridge cohort was more likely to achieve success in the next level English courses than the Control Group. However, when repeating the same test with math courses, no significance was found between success in math courses and the cohort groups. Both cohorts appeared to struggle with successful math progression.

Action

The Summer Bridge program plans to supplement the quantitative data currently gathered with qualitative data. Specifically, Summer Bridge students will be asked to participate in focus groups that measure their engagement with their peers, the institution, and administration. This qualitative data will then be synthesized with the quantitative data for Program Review.

Key Terms

First Census Date: A date occurring at roughly 20% of the course length for a term.

Enrolled: A student having stayed in the course past the First Census Date.

Course Success Rate: Students achieving a grade of A, B, C, or P in the course out of the total number of students Enrolled in the course.

Course Retention Rate: Students having stayed in the course to the end of the course length out of the total number of students Enrolled in the course.

Fall to Spring Persistence Rate: Students having Enrolled in one or more courses in the fall term and one or more courses in the spring term out of the total number of students having enrolled in the fall term.

Progression: A student having achieved a grade of A, B, C, or P in a course from a sequence of courses within a discipline and grade of A, B, C, or P in the next course in the sequence (e.g., LERN49 then MATH50).

Academic Standing: A status at Mt. SAC indicating an academic performance index that begins once students complete 12 units or more. It is a cumulative process that evaluates the progress of a student's GPA and dropped course pattern by term.

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

DATE: October 26, 2011

CONSENT

SUBJECT: Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Cash, Robin
 Position: Learning Lab Coordinator New: No
 Department: Learning Assistance Center
 Sal Range/Step: A-88, Step 1 Salary: \$4,008.39/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 10/27/11

Name: Cruz, Ana
 Position: Building Automation Technician New: No
 Department: Energy Services
 Sal Range/Step: B-78, Step 2 Salary: \$4,695.61/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 11/1/11

Name: Pepper, Shawn
 Position: Horse Trainer New: Yes
 Department: Natural Sciences
 Sal Range/Step: B-57, Step 1 Salary: \$1,724.32/month
 Job FTE: 0.475 # Mos.: 12
 Effective: 10/27/11

Name: Phipps, Sarah
 Position: Laboratory Technician, Chemistry New: No
 Department: Natural Sciences
 Sal Range/Step: A-79, Step 1 Salary: \$1,740.89/month
 Job FTE: 0.475 # Mos.: 12
 Effective: 10/27/11

Name: Rains, Heather
 Position: Veterans Services Specialist New: Yes
 Department: Financial Aid
 Sal Range/Step: A-78, Step 2 Salary: \$3,810.18/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 10/27/11

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Personnel Transactions

DATE: October 26, 2011

CLASSIFIED EMPLOYMENT

Permanent New Hires (continued)

Name:	Reyna, Corina	New:	No
Position:	Secretary		
Department:	Admissions & Records		
Sal Range/Step:	A-81, Step 3	Salary:	\$4,121.92/month
Job FTE:	1.00	# Mos.:	12
Effective:	10/27/11		

Promotions

Name:	Callahan, Elizabeth	New:	No
Position:	Administrative Secretary		
Department:	Arts Division		
Sal Range/Step:	A-88, Step 6 + L1	Salary:	\$5,243.74/month
Job FTE:	1.00	# Mos.:	12
Effective:	10/27/11		
Comments:	Promoted from Secretary		

Name:	Inouye, Irene	New:	No
Position:	Curriculum Specialist		
Department:	Instruction Office		
Sal Range/Step:	A-112, Step 1	Salary:	\$5,089.60/month
Job FTE:	1.00	# Mos.:	12
Effective:	10/27/11		
Comments:	Promoted from Assistant Curriculum Specialist		

Name:	Ojeda, Christine	New:	No
Position:	Administrative Secretary		
Department:	Kinesiology & Athletics Division		
Sal Range/Step:	A-88, Step 2	Salary:	\$4,208.82/month
Job FTE:	1.00	# Mos.:	12
Effective:	10/27/11		
Comments:	Promoted from Clerical Specialist		

SUBJECT: Personnel Transactions

DATE: October 26, 2011

CLASSIFIED EMPLOYMENT

Voluntary Lateral Transfer

Name: Nelson, Carol
Position: Secretary
Department: President's Office
Sal Range/Step: A-81, Step 6
Job FTE: 1.00
Effective: 10/27/11

New: No
Salary: \$4,771.63/month
Mos.: 12

Temporary Out-of-Class Assignment

Name: Aparicio, Erika
From: Clerical Specialist
To: Human Resources Technician
Department: Human Resources
Effective: 11/1/11
End Date: 2/13/12

Name: Ludwig, Carole
From: Secretary
To: Administrative Secretary
Department: DSPS
Effective: 10/27/11
End Date: 6/30/12

Temporary Change in Assignment

Name: Nelson, Carol
Position: Secretary
Department: Administrative Services
Effective: 10/17/11
End Date: 10/26/11
Remarks: Change in Job FTE from 0.75 to 1.00

Correction of Effective Date

Name: Ju-Ong, Linda
Position: ESL Instructional Support Assistant
Department: ESL
Sal Range/Step: A-45, Step 1
Job FTE: 0.475
Effective: 9/19/11

New: Yes
Salary: \$1,241.19/month
Mos.: 12

SUBJECT: Personnel Transactions

DATE: October 26, 2011

CLASSIFIED EMPLOYMENT

Resignations

Chang, Dean, Admissions & Registration Clerk, ESL, effective 9/8/11
 Hernandez, Ditmara, Clerical Specialist, Adult Basic Education, effective 8/29/11

Personal/Professional Growth Benefits

Three Semester/Four Quarter Units or more, Lower Division Work - \$150

Barth, Robert
 Torres, Jason

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

Dzib, Diana
 Martinez, Julia
 Ulloa, Gabriela
 Williams, Michelle

Bachelor's Degree - \$500

Fermin, Ernestine

CONFIDENTIAL EMPLOYMENT

Promotion

Name:	Franco, Joanne	
Position:	Human Resources Analyst	New: Yes
Department:	Human Resources	
Sal Range/Step:	C-97, Step 1	Salary: \$5,951.00/month
Job FTE:	1.00	# Mos.: 12
Effective:	11/1/11	
Comments:	Promoted from Human Resources Technician	

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list (See page 9 of the personnel transactions.)

Hourly Non-Academic Employees

Per employment list (See page 9 of the personnel transactions.)

SUBJECT: Personnel Transactions

DATE: October 26, 2011

TEMPORARY EMPLOYMENT

Professional Experts Employees

Per employment list (See pages 9 through 11 of the personnel transactions.)

New rate and title effective 10/27/11

Farm Specialist-Artificial Insemination \$35.00/hour

Student Employees

Per employment list (See pages 11 through 19 of the personnel transactions.)

ACADEMIC EMPLOYMENT

New Hire

Name:	Fowler, Jamaika	New:	No
Position:	Articulation Officer/Counselor		
Department:	Counseling		
Salary/Range:	Column I, Step 1	Salary:	\$61,750.46/annual
Contract status:	First Contract	# Mos.:	11
% of Position:	100%		
Effective:	10/27/11		

Initial Salary Adjustment

Name:	Beydler, David	New:	No
Position:	Professor		
Department:	Mathematics		
Sal Range/Step:	Column II, Step 2	Salary:	\$62,537.00/annual
Job FTE:	1.0	# Mos.:	10
Effective:	8/29/11		
Remarks:	Initially placed at Column I, Step 2		

Salary Advancement for Full-time Faculty Column Crossover 2011-12

Coursework and/or degree earned

Name:	Ford, Kelly	New:	No
Position:	Professor		
Department:	Kinesiology & Athletics		
Sal Range/Step:	Column III, Step 12	Salary:	\$94,789.00/annual
Contract status:	Tenure	# Mos.:	10
Job FTE:	1.0		
Effective:	10/1/11		

SUBJECT: Personnel Transactions

DATE: October 26, 2011

ACADEMIC EMPLOYMENT

Salary Advancement for Full-time Faculty Column Crossover 2011-12 (continued)

Coursework and/or degree earned

Name: Phillips, Jamie
 Position: Professor New: No
 Department: Horticultural Sciences
 Sal Range/Step: Column III, Step 6 Salary: \$80,560.00/annual
 Contract status: 3rd Contract/4th Year # Mos.: 10
 Job FTE: 1.0
 Effective: 8/29/11

Approval of Payment for Work Experience Instructor/Coordinator – Spring 2011

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 10, Workload.

<u>Instructor</u>	<u>Number of Students</u>	<u>Amount</u>
Shum, Mee	13	\$1,658.59

Approval of Payment for Work Experience Instructor/Coordinator – Summer 2011

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 10, Workload.

<u>Instructor</u>	<u>Number of Students</u>	<u>Amount</u>
Shum, Mee	5	\$637.92

ACADEMIC EMPLOYMENT

Approval of Payment for Work Experience Instructor/Coordinator – Fall 2011

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 10, Workload.

<u>Instructor</u>	<u>Number of Students</u>	<u>Amount</u>
McIntyre, Claudine	5	\$660.24
Paulin, Andrew	18	\$2,218.75
Ramirez, Jesus	29	\$3,699.93

Banking Leave of Absences with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Avila, Rocio	English, Literature & Journalism	7	Spring 2012
Boehner-Staylor, Maya	English, Literature & Journalism	1	Spring 2012
Burnes, Fatemeh	Fine Arts	6	Spring 2012

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**ACADEMIC EMPLOYMENT****Banking Leave of Absences with Pay** (continued)

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Chapman, Neil	Commercial & Entertaining Arts	5.75	Spring 2012
Domico, Brenda	Accounting & Management	10	Spring 2012
Eatman, Elisabeth	Consumer & Design Technologies	2	Fall 2011
Esslinger, Sandra	History & Art History	6	Spring 2012
Marano, Americo	Foreign Languages	15	Spring 2012
Metter, Jean	Consumer & Design Technologies	2.66	Spring 2012
Rillorta, Linda	Sociology & Philosophy	1.5	Spring 2012
Spaulding, Ralph	History & Art History	3.5	Spring 2012
Trull, Stephen	Geography & Political Science	15	Spring 2012
Wolde-Yohannes, Samuel	Sociology & Philosophy	6	Spring 2012
Wolf, Phillip	Physics	1.5	Spring 2012

Unpaid Leave of Absence

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Williams Tyler, Jody	Chemistry	15	Spring 2012

Approval of Stipend

Master's Degree-\$1,500
Phillips, Jamie

Service Increment, 2011-12

\$312/month for faculty upon completion of 5 years or more at top step of any column

<u>NAME</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>
Terreri, Joseph	Mathematics, Computer Science	8/29/11

SUBJECT: Personnel Transactions

DATE: October 26, 2011

ACADEMIC EMPLOYMENT

Additional Assignments

Provider	Area/ Department	Service/ Agreement	Dates	Amount
Kantenwein, Karin	Music	Coach, Chamber Winds Flute Program	10/28/11, 11/4/11, 11/10/11, 11/18/11 & 11/20/11	\$41.09/hr. Not to exceed \$600
Mittler, William	Theater	Oversee/supervise running crew for the 4 th Annual Student Show "Nine Lives"	11/22/11, 11/29/11, 12/1/11, 12/3/11, 12/4/11, 12/5/11, 12/6/11, 12/9/11, 12/10/11, 12/11/11 & 12/17/11,	\$41.09/hr. Not to exceed \$1,000
Shiao, Irene	Music	Coach, Chamber Winds String Program	10/28/11, 11/4/11, 11/10/11, 11/18/11 & 11/20/11	\$44.01/hr. Not to exceed \$600
Stuntz, Lori	Music	Coach, Chamber Winds Brass Program	10/28/11, 11/4/11, 11/10/11, 11/18/11 & 11/20/11	\$45.55/hr. Not to exceed \$600
Worsley, Margaret	Music	Coach, Chamber Winds Woodwind Program	10/28/11, 11/4/11, 11/10/11, 11/18/11 & 11/20/11	\$41.09/hr. Not to exceed \$600

MANAGEMENT

Resignation

Morley, Richard, Executive Director College Development and Mt. Sac Foundation, effective 9/22/11

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hollett, Jennifer	Secretary	Technical Services	21.57	09/01/11-11/01/11
Homsi, Jamil	Grounds Equipment Oper.	Grounds	17.49	09/26/11-02/31/11
Magoni, Christina	Administrative Secretary	Library/Learning Resource	23.13	09/12/11-09/30/11
Marin, Irma	Clerical Specialist	Human Resources	19.14	11/01/11-02/13/12
Silva, Azael	Student Relations Spec.	Student Life	21.57	09/26/11-06/30/12

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hoffski, James	Model	Fine Arts	21.00	10/27/11-06/30/12
Ihrke, Junko	Study Skills Assistant II	Adult Basic Education	11.32	10/27/11-02/26/12
Levy, Leslie	Model	Fine Arts	21.00	10/27/11-06/29/12
Lin, Henry	Tutor II	Tutorial Services	9.25	10/27/11-06/30/12
Magoni, Marisa	Learning Assistant	Learning Assistance	13.00	08/31/11-06/30/12
Martinez, Daniel	Study Skills Assistant III	Adult Basic Education	12.48	10/27/11-06/30/12
Mayfield, Crystal	Electronics Lab. Specialist	Electronics	11.44	09/05/11-06/30/12
Mingrino, David	Model	Fine Arts	21.00	09/15/11-06/30/12
Wiley, Jasmin	Model	Fine Arts	21.00	10/27/11-06/29/12

Professional Expert Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Abbott, Christopher	EMS Licensing Examiner III	Medical Services	25.00	10/17/11-06/30/12
Abbott, Christopher	Paramedic Specialist	Medical Services	15.60	10/17/11-06/30/12
Alayass, Khaoula	CDC Assistant	Child Development Center	8.00	09/12/11-12/31/11
Barbagallo, Tanina	Project Administrator	Adult Basic Education	60.00	08/29/11-06/30/12
Barr, Thomas	Proctor, EMT	Medical Services	12.48	09/22/11-06/30/12
Benz, Sandra	Reg. Veterinary Technician	Agricultural Sciences	12.48	09/19/11-06/30/12
Bingham, Ashley	Athletic Injury Specialist	Kinesiology & Athletics	22.00	08/01/11-06/30/12
Bollier, James	Sports Publicist	Kinesiology & Athletics	16.00	08/01/11-06/30/12
Boroian, Derek	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	07/01/11-06/30/12
Brown, Christy	Project Expert/Specialist	Respiratory Therapy	25.00	08/29/11-06/17/12
Carbajal, Laura	Technical Expert II	Nursing	45.00	09/30/11-06/22/12
Cardoza, Leslie	Athletic Injury Specialist	Kinesiology & Athletics	22.00	08/01/11-06/30/12
Cavanaugh, Sean	Proctor, EMT	Medical Services	12.48	09/22/11-06/30/12
Chavira, Debra	Lecturer	Continuing Education	19.76	09/27/11-06/30/12
Choi, Jung-Jin	Tutorial Specialist IV	Tutorial Services	23.22	08/29/11-06/30/12
Corral, Benjamin	Lecturer-Fire Technology	Fire Technology	37.26	09/14/11-06/30/12
Crespo, Evelyn	Teaching Aide	Adult Basic Education	13.27	09/01/11-06/30/12
Davis, Brandy	Interpreter IV	DSPS	38.00	08/29/11-06/30/12
Di Donato, Lisa	Project Coordinator	Research & Inst. Effect.	35.00	09/12/11-06/30/12
Dizon, Caleb	Technical Expert II	Nursing	45.00	08/29/11-06/22/12
Dominick, Samuel	Lecturer-Fire Technology	Fire Technology	37.26	09/12/11-06/30/12

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Professional Expert Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Dorough, Darlene	Interpreter IV	Human Resources	38.00	09/01/11-06/30/12
Ewing, Lynn	Technical Expert II	Nursing	45.00	10/03/11-06/22/12
Fong, Maychin	Technical Expert II	Nursing	45.00	08/26/11-06/30/12
Fonseca, Maria	Technical Expert II	Nursing	45.00	08/29/11-06/22/12
Gleicher, Ginger	Interpreter V	Sign Language	45.00	08/29/11-06/17/12
Herrera, Mario	Proctor, EMT	Medical Services	12.48	09/22/11-06/30/12
Holomon, Regina	CDC Teacher III	Child Development Ctr.	9.75	08/17/11-12/31/11
Huber, Peggy	Interpreter V	Sign Language	45.00	08/29/11-06/17/12
Inocencio, Pia	Project Expert/Specialist	Technology & Health	25.00	09/01/11-06/30/12
Jones, Lorraine	Lecturer	Continuing Education	19.76	10/02/11-06/30/12
Juracan, Byron	Technical Expert II	Nursing	45.00	10/03/11-06/22/12
Kim, Stacy	Proctor, EMT	Medical Services	12.48	09/22/11-06/30/12
Kwan, Tomoko	Tutorial Specialist I	Tutorial Services	17.00	08/29/11-06/30/12
La Curan, Dana	Proctor, EMT	Medical Services	12.48	09/22/11-06/30/12
Landorf, Richard	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Li, Jinbai	Tutorial Specialist IV	Tutorial Services	23.22	08/29/11-06/30/12
Lopez, Carolina	Project Expert/Specialist	Student Health Center	25.00	10/04/11-06/30/12
Lorenz, Juliane	Aquatics Assistant	Kinesiology & Athletics	12.00	08/01/11-06/24/12
Luber, Mike	Technical Expert II	Nursing	45.00	10/03/11-06/22/12
Martinez, Giovann	Proctor, EMT	Medical Services	12.48	09/22/11-06/30/12
McCormick, Carol	Technical Expert II	Nursing	45.00	08/29/11-06/22/12
Mcivor, Maliwan	Project Expert/Specialist	Respiratory Therapy	25.00	09/26/11-06/17/12
McKinley, Jonathan	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Myers, Calvin	Lecturer- Fire Technology	Fire Technology	37.26	09/14/11-06/30/12
Osea, Mark	Tutorial Specialist IV	Tutorial Services	23.22	08/29/11-06/30/12
Ov, Stacy	Project Expert/Specialist	Respiratory Therapy	25.00	08/29/11-06/17/12
Palafox, Virginia	Real Time Captioner V	DSPS	40.00	09/27/11-06/30/12
Pechin, Thomas	Proctor, EMT	Medical Services	12.48	09/22/11-06/30/12
Pepper, Shawn	Lecturer	Agricultural Sciences	19.75	09/12/11-10/26/11
Peralta, Sean	Comp. Svcs. Train. Spec.	ESL	14.56	08/29/11-06/30/12
Perez, Angelica	CDC Assistant	Child Development Ctr.	8.00	08/29/11-12/22/11
Perez, Lorraine	Technical Expert II	Nursing	45.00	09/30/11-06/22/12
Petersen, Craig	Program Supervisor II	Continuing Education	16.64	09/01/11-06/30/12
Phipps, Sarah	Project/Program Aide	Chemistry	19.76	09/19/11-10/26/11
Qureshi, Maryam	Event Supervisor I	Technical Services	11.75	08/29/11-06/30/12
Rasmussen, Steven	Interpreter III	DSPS	30.00	07/01/11-06/30/12
Rincon, Priscilla	Proctor, EMT	Medical Services	12.48	09/20/11-06/30/12
Rodriguez, Guillermina	Technical Expert II	Nursing	45.00	09/30/11-06/22/12
Roueintan, Mosoud	Tutorial Specialist I	Tutorial Services	17.00	08/29/11-02/19/12
Shih, Tien Hua	Tutorial Specialist IV	Tutorial Services	23.22	08/29/11-06/30/12
Simmons, Robert	Athletic Injury Specialist	Kinesiology & Athletics	22.00	07/01/11-06/30/12
Smith, Lindsey	Teaching Aide	Agricultural Sciences	13.22	08/29/11-06/30/12

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Professional Expert Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Steen, Allison	CDC Assistant	Child Development Ctr.	8.00	08/29/11-12/31/11
Story, Alicia	Teaching Aide	Continuing Education	13.27	09/15/11-06/30/12
Stuard, Elizabeth	Interpreter IV	Sign Language	38.00	08/29/11-06/17/12
Szenczi, Christopher	Lecturer, Fire Technology	Fire Technology	37.26	09/14/11-06/30/12
Tawney, James	Proctor, EMT	Medical Services	12.48	09/22/11-06/30/12
Thompson, David	Technical Expert II	Nursing	45.00	08/31/11-06/22/12
Thompson, Michael	Lecturer-Fire Technology	Fire Technology	37.26	09/28/11-06/30/12
Thompson, Michael	Lecturer-Fire Technology	Fire Technology	37.26	09/28/11-06/30/12
Tran, Marileth	Technical Expert II	Nursing	45.00	08/29/11-06/30/12
Valderrama, Mario	Lecturer-Fire Technology	Fire Technology	37.26	08/01/11-06/29/12
Van Leeuwen	Proctor, EMT	Medical Services	12.48	09/22/11-06/30/12
Vasquez, Ruby	CDC Associate II	Child Development Ctr.	8.50	08/29/11-12/31/11
Viridi, Masako	Tutorial Specialist IV	Tutorial Services	23.22	08/29/11-02/19/12
Waite, Christopher	Athletic Injury Specialist	Kinesiology & Athletics	22.00	07/01/11-06/30/12
Weathermon, Michael	Health Promotion Expert	Fire Technology	24.00	09/20/11-06/30/12
Wong, William	CDC Teacher III	Child Development Ctr.	9.75	08/01/11-08/26/11
Wong, William	CDC Teacher III	Child Development Ctr.	9.75	08/29/11-12/31/11
Wright, Cody	Proctor, EMT	Medical Services	12.48	09/15/11-06/30/12
Yu, Christopher	Proctor, EMT	Medical Services	12.48	09/08/11-06/30/12

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Teresa	Student Assistant V	Agricultural Sciences	12.50	08/29/11-02/26/12
Acosta, Gabriela	Student Assistant III	Agricultural Sciences	10.00	08/29/11-02/26/12
Aden, Saxon	Student Assistant II	DSPS	8.75	09/06/11-02/24/12
Albarran, Casey	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Alvarez, Jerry	Student Assistant II	EOPS/CARE/CalWORKs	8.75	09/06/11-12/21/11
Andrews, Allison	Student Assistant I	Agricultural Sciences	8.00	08/29/11-02/26/12
Andrzejewski, Britnee	Student Assistant I	Agricultural Sciences	8.00	08/18/11-02/26/12
Arellano, Laura	Student Assistant II	Child Development Ctr.	8.75	08/29/11-12/31/11
Baez, Martina	Student Assistant I	DSPS	8.00	09/07/11-12/16/11
Bailey, Alan	Student Assistant V	Radio	12.50	08/29/11-02/19/12
Banh, Wilson	Student Assistant III	The Writing Center	10.00	09/16/11-02/26/12
Banuelos, Christina	Student Assistant II	Public Safety	8.75	09/01/11-12/16/11
Barajas, Veronica	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Barranco, Jacqueline	Student Assistant II	Biological Sciences	8.75	09/02/11-12/31/11
Barrios, Norman	Student Assistant III	Bridge Program	10.00	08/29/11-02/26/12
Bates, Monique	Student Assistant III	Biological Sciences	10.00	09/12/11-12/16/11
Bedard, Adrian	Student Assistant II	Tutorial Services	8.75	09/06/11-02/17/12
Benson, Steven	Student Assistant IV	Fire Technology	11.25	09/12/11-12/18/11
Bharwani, Henna	Student Assistant V	Tutorial Services	12.50	09/06/11-02/16/12

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Briggs, Charles	Student Assistant V	Tutorial Services	12.50	08/29/11-02/19/12
Bui, Tuan	Student Assistant IV	Tutorial Services	11.25	09/06/11-02/16/12
Cabrera, Elisamarie	Student Assistant II	DSPS	8.75	09/06/11-02/24/12
Cabrera, Jacqueline	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Calderon, Phillip	Student Assistant III	The Writing Center	10.00	09/16/11-02/26/12
Canossi, Sarah	Student Assistant III	Tutorial Services	10.00	08/29/11-02/16/12
Cantu, Martin	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Carluen, Julianne	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Carmona, Ariel	Student Assistant IV	Journalism	11.25	09/12/11-12/18/11
Castaneda, Edward	Student Assistant III	Agricultural Sciences	10.00	08/29/11-02/26/12
Chaidez-Ibanez, Rocio	Student Assistant V	Nutrition	12.50	08/22/11-12/21/11
Chang, Desmond	Student Assistant II	DSPS	8.75	09/01/11-02/24/12
Chang, Jamie	Student Assistant I	Technical Services	8.00	08/30/11-02/26/12
Chavez, Kevin	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Chu, Benjamin	Student Assistant II	DSPS	8.75	08/30/11-02/24/12
Cole, Shaun	Student Assistant V	Technical Services	12.50	09/01/11-02/26/12
Conrad, Mark	Student Assistant IV	CIS	11.25	08/15/11-02/19/12
Cooper, Trevondrick	Student Assistant I	Counseling	8.00	09/14/11-12/30/11
Coprich, Jazzmine	Student Assistant IV	Learning Assistance Ctr.	11.25	08/29/11-02/18/12
Coronado, Leila	Student Assistant V	Tutorial Services	12.50	08/29/11-02/19/12
Correa, Antonio	Student Assistant III	Radio	10.00	08/29/11-02/19/12
Cortez, David	Student Assistant V	Tutorial Services	12.50	08/29/11-02/19/12
Cosio, Christopher	Student Assistant IV	Tutorial Services	11.25	09/01/11-02/19/12
Cota, Emily	Student Assistant I	DSPS	8.00	09/07/11-12/16/11
Davila, Maria	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Davis, Brandon	Student Assistant I	DSPS	8.00	09/06/11-02/24/12
De La Puente, Valerie	Student Assistant II	Journalism	8.75	09/12/11-12/18/11
Decoste, Robert	Student Assistant III	Music	10.00	08/29/11-12/16/11
Del Real, Javier	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Dela Cruz, Nimrod	Student Assistant IV	Commercial & Enter. Arts	11.25	09/29/11-02/16/12
Deskin, Shannon	Student Assistant III	Landscape	10.00	08/29/11-02/18/12
Deskin, Shannon	Student Assistant III	Agricultural Sciences	10.00	08/29/11-02/26/12
Do, Tho	Student Assistant IV	Chemistry	11.25	09/27/11-02/24/12
Doo, Ammar	Student Assistant III	Tutorial Services	10.00	08/29/11-02/16/12
Doyle, Sean	Student Assistant II	The Writing Center	8.75	09/06/11-02/19/12
Duenas, David	Student Assistant IV	The Writing Center	11.25	08/31/11-02/19/12
Dunn, Michael	Student Assistant V	Agricultural Sciences	12.50	08/29/11-02/26/12
Eccles, Samantha	Student Assistant III	Agricultural Sciences	10.00	09/19/11-12/18/11
Eccles, Samantha	Student Assistant II	Agricultural Sciences	8.75	08/29/11-02/26/12
Eckert, Sydney	Student Assistant I	Earth Sciences & Astro.	8.00	09/22/11-02/26/12
Edwards, Brian	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Ekeke, Angelica	Student Assistant III	Tutorial Services	10.00	09/06/11-02/16/12

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Elkins, Nicholas	Student Assistant III	Tutorial Services	10.00	09/06/11-02/16/12
Enlow, David	Student Assistant V	Commercial & Enter. Arts	12.50	09/16/11-12/09/11
Estrada, Isaac	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Estrada, Isaac	Student Assistant III	Music	10.00	09/14/11-02/16/12
Fallon, Madison	Student Assistant V	Tutorial Services	12.50	09/06/11-02/16/12
Felipe, Sandra	Student Assistant I	DSPS	8.00	09/06/11-12/16/11
Flores Arias, Rodrigo	Student Assistant I	ESL	8.00	08/29/11-02/26/12
Flores, Cintia	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12
Flores, Ruben	Student Assistant V	Agricultural Sciences	12.50	08/29/11-02/26/12
Fotiadis, Joanna	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12
Fruge, Yvonne	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Fuentes, Mauricio	Student Assistant IV	CEA	11.25	08/29/11-02/16/12
Ganji, Bardia	Student Assistant III	Tutorial Services	10.00	08/29/11-02/19/12
Garavito, Christine	Student Assistant III	The Writing Center	10.00	08/29/11-02/23/12
Garcia, Erik	Student Assistant I	DSPS	8.00	09/06/11-12/16/11
Garcia, Mayra	Student Assistant II	Biological Sciences	8.75	09/12/11-12/31/11
Gephart, Allison	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Ghorbani, Aida	Student Assistant III	History	10.00	09/06/11-12/19/11
Ghorbani, Aida	Student Assistant III	Tutorial Services	10.00	09/12/11-02/16/12
Gilbreath, Katherine	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Gonzales, Jeramy	Student Assistant III	Architecture & EDT	10.00	09/22/11-02/19/12
Gonzalez, Lauren	Student Assistant V	Child Development	12.50	09/01/11-02/26/12
Gonzalez, Martin	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12
Gonzalez, Nyria	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Gonzalez, Sara	Student Assistant II	Tutorial Services	8.75	09/13/11-02/19/12
Graessley, Jeffrey	Student Assistant I	Technical Services	8.00	09/07/11-02/26/12
Guerrero, Madalyn	Student Assistant II	Public Safety	8.75	08/29/11-12/16/11
Guzman, Javier	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Guzman, Scarlett	Student Assistant II	Bridge Program	8.75	08/26/11-02/26/12
Hagemann, Norman	Student Assistant III	Agricultural Sciences	10.00	08/29/11-02/26/12
Hammond, Yancy	Student Assistant II	Public Safety	8.75	08/29/11-12/16/11
Hanakahi, Peter	Student Assistant II	DSPS	8.75	09/06/11-02/24/12
Hardman, Eric	Student Assistant IV	Adult Basic Education	11.25	09/06/11-02/26/12
Harris, Shanna	Student Assistant III	Child Development Ctr.	10.00	08/29/11-12/31/11
Hernandez, Alma	Student Assistant I	Child Development Ctr.	8.00	08/22/11-12/31/11
Hernandez, Cecilia	Student Assistant I	ESL	8.00	08/29/11-02/26/12
Hernandez, Denielle	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Hernandez, Guy	Student Assistant III	Agricultural Sciences	10.00	08/29/11-02/26/12
Hernandez, Priscilla	Student Assistant IV	Adult Basic Education	11.25	08/29/11-02/28/12
Hernandez, Priscilla	Student Assistant V	Adult Basic Education	12.50	09/01/11-02/26/12
Hess, Benjamin	Student Assistant III	Tutorial Services	10.00	08/29/11-02/16/12
Hoang, Debra	Student Assistant III	Learning Assistance Ctr.	10.00	08/29/11-12/12/11

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hollenbeck, Geoffrey	Student Assistant I	Agricultural Sciences	8.00	08/29/11-02/26/12
Horowitz, Leah	Student Assistant V	Electronics	12.50	09/06/11-02/16/12
Hu, Yihuan	Student Assistant III	Tutorial Services	10.00	09/06/11-02/16/12
Huerta, Anthony	Student Assistant III	Landscape	10.00	08/29/11-02/18/12
Huerta, Anthony	Student Assistant IV	Agricultural Sciences	11.25	08/29/11-02/26/12
Hung, Diana	Student Assistant V	Tutorial Services	12.50	09/12/11-02/16/12
Hunter, Alexander	Student Assistant III	Tutorial Services	10.00	08/29/11-02/16/12
Huynh, Stephanie	Student Assistant III	Tutorial Services	10.00	08/29/11-02/16/12
Ibarra, Crystal	Student Assistant II	DSPS	8.75	08/29/11-02/24/12
Ingoglia, Tony	Student Assistant V	Tutorial Services	12.50	09/26/11-02/26/12
Irianto, Igor	Student Assistant II	Tutorial Services	8.75	09/06/11-02/16/12
Isago, Jessica	Student Assistant III	Fashion	10.00	09/02/11-02/26/12
James, Tammessia	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Jett, Dakota	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Jimenez, Cynthia	Student Assistant III	Music	10.00	09/06/11-02/16/12
Johnson, Duane	Student Assistant II	Agricultural Sciences	8.75	08/29/11-02/26/12
Johnson, Heather	Student Assistant III	EOPS	10.00	09/01/11-12/21/11
Jones, Ashley	Student Assistant III	Career & Transfer Svcs.	10.00	09/01/11-12/31/11
Jones, Dominic	Student Assistant II	Admissions & Records	8.75	08/29/11-02/26/12
Juarez, Yesenia	Student Assistant I	Child Development Ctr.	8.00	08/22/11-12/31/11
Kaminski, Paulo	Student Assistant II	Public Safety	8.75	08/29/11-12/16/11
Karr, Aimee	Student Assistant IV	Technical Services	11.25	08/29/11-02/27/12
Ketagodage Dona, Mahisha	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Kim, Hang	Student Assistant V	Tutorial Services	12.50	08/29/11-02/19/12
Kim, Se Wan	Student Assistant II	Biological Sciences	8.75	09/06/11-12/15/11
Kochi, Andrew	Student Assistant II	Chemistry	8.75	08/29/11-02/16/12
Lail, Meng	Student Assistant V	Assessment	12.50	09/15/11-12/18/11
Lakey, Kenneth	Student Assistant II	The Writing Center	8.75	08/15/11-02/19/12
Lam, Chi Man	Student Assistant III	Agricultural Sciences	10.00	09/26/11-02/19/12
Landeros, Katherine	Student Assistant II	Child Development Ctr.	8.75	08/15/11-02/24/12
Lara, Maria	Student Assistant I	DSPS	8.00	07/25/11-08/12/11
Lara, Maria	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Lau, Brian	Student Assistant III	Tutorial Services	10.00	08/29/11-02/16/12
Le, Yen	Student Assistant I	Technical Services	8.00	09/01/11-02/26/12
Lee, Christine	Student Assistant V	Tutorial Services	12.50	08/29/11-02/16/12
Lee, Christine	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Lee, Jennifer	Student Assistant II	Natural Sciences Div.	8.75	08/29/11-02/26/12
Lee, Jennifer	Student Assistant II	Tutorial Services	8.75	09/06/11-02/16/12
Lee, ShaRonne	Student Assistant I	DSPS	8.00	07/25/11-08/12/11
Lee, Timothy	Student Assistant II	Tutorial Services	8.75	09/16/11-02/19/12
Leyva, Alicia	Student Assistant III	Agricultural Sciences	10.00	08/29/11-02/26/12
Li, Enny	Student Assistant II	Admissions & Records	8.75	08/29/11-01/06/12

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lin, Jack	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Lira, Alondra	Student Assistant IV	Bridge Program	11.25	08/29/11-02/26/12
Lising, Jacquelyn	Student Assistant V	Tutorial Services	12.50	09/06/11-02/16/12
Liu, Fay	Student Assistant V	Child Development Ctr.	12.50	08/11/11-12/31/11
Lopez, Marisol	Student Assistant III	Tutorial Services	10.00	08/29/11-02/16/12
Lopez, Melissa	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12
Lopez, Steven	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/11
Lopez, Steven	Student Assistant I	DSPS	8.00	09/07/11-12/16/11
Lopez, Steven	Student Assistant II	Technical Services	8.75	08/29/11-02/26/12
Loya, Ruby	Student Assistant II	Public Safety	8.75	09/01/11-09/30/11
Lozano, Lisa	Student Assistant I	Child Development Ctr.	8.00	09/08/11-12/31/11
Lu, Alice	Student Assistant V	Tutorial Services	12.50	09/06/11-02/16/12
Lucas, Kate	Student Assistant I	DSPS	8.00	09/06/11-12/16/11
Lukich, Alexander	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Ma, Isaiah	Student Assistant III	Tutorial Services	10.00	09/06/11-02/16/12
Macedo, Emmanuel	Student Assistant I	Technical Services	8.00	08/29/11-02/26/12
Macedo, Emmanuel	Student Assistant I	Technical Services	8.00	07/25/11-08/28/11
MacKinnon, Amy	Student Assistant III	EOPS/CARE/CalWORKs	10.00	09/06/11-12/21/11
Magallanes, Angelica	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12
Magana, Cynthia	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12
Mages, Daniel	Student Assistant III	Technical Services	10.00	08/29/11-02/26/12
Mahan, Megan	Student Assistant I	DSPS	8.00	09/27/11-02/24/12
Mamaril, Adrian	Student Assistant II	Technical Services	8.75	08/29/11-02/26/12
Mancera, Agustin	Student Assistant I	ESL	8.00	08/29/11-02/26/12
Mares, Adriana	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12
Marquez, Andrea	Student Assistant IV	Tutorial Services	11.25	08/29/11-02/16/12
Marquez, Andrea	Student Assistant I	Earth Sci. & Astronomy	8.00	09/16/11-02/26/12
Marroquin, Samantha	Student Assistant II	Counseling	8.75	08/29/11-12/30/11
Maturino, Natalya	Student Assistant II	Agricultural Sciences	8.75	09/12/11-02/26/12
McGee, Willie	Student Assistant II	Biological Sciences	8.75	09/12/11-02/26/12
McMurray, Chris	Student Assistant II	Technical Services	8.75	08/29/11-02/26/12
McPhail, Brian	Student Assistant V	Medical Services	12.50	09/20/11-12/18/11
Medina, Blanca	Student Assistant I	DSPS	8.00	07/25/11-08/12/11
Medina, Kathryn	Student Assistant III	Music	10.00	08/29/11-02/16/12
Melendez, Carlos	Student Assistant IV	Commercial & Enter. Arts	11.25	09/01/11-12/31/11
Melendez, Hailey	Student Assistant II	The Writing Center	8.75	09/30/11-02/19/12
Melone, Michael	Student Assistant I	ESL	8.00	08/29/11-02/26/12
Mendez, Joseph	Student Assistant IV	Learning Assistance	11.25	08/29/11-02/18/12
Mendez, Yvonne	Student Assistant V	CalWORKs	12.50	09/12/11-12/21/11
Mercer, Christine	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Miramontes, Carlos	Student Assistant II	DSPS	8.75	09/06/11-02/24/12
Miranda, Jaimie	Student Assistant I	Agricultural Sciences	8.00	08/29/11-02/26/12
Miranda, Jaimie	Student Assistant I	Agricultural Sciences	8.00	08/01/11-08/28/11

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Mitchell, Melissa	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Monarrez, Berenice	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Montano, Melanie	Student Assistant I	DSPS	8.00	09/06/11-12/16/11
Montez, Danielle	Student Assistant I	Child Development Ctr.	8.00	08/29/11-12/31/11
Montiel, Carlos	Student Assistant II	Technical Services	8.75	09/14/11-02/26/12
Montiel, Ricardo	Student Assistant V	Technical Services	12.50	08/29/11-02/26/12
Moore, Casey	Student Assistant II	Agricultural Sciences	8.75	08/29/11-02/26/12
Morales, Samantha	Student Assistant IV	Adult Basic Education	11.25	08/29/11-02/26/12
Mosavi, Sayedah	Student Assistant II	Tutorial Services	8.75	09/06/11-02/16/12
Mulligan, Sean	Student Assistant IV	Technical Services	11.25	08/31/11-02/26/12
Murillo, Blanca	Student Assistant II	EOPS/CARE/CalWORKs	8.75	09/06/11-12/21/11
Murphy, Sowmya	Student Assistant I	DSPS	8.00	09/06/11-02/24/12
Muscat, Joshua	Student Assistant I	Agricultural Sciences	8.00	08/29/11-02/26/12
Myers, Andrea	Student Assistant II	Admissions & Records	8.75	08/29/11-01/06/12
Nakata, David	Student Assistant IV	Fine Arts	11.25	09/14/11-02/16/12
Nandee, Brian	Student Assistant IV	Consumer & Des. Tech.	11.25	08/30/11-02/19/12
Navarro, Jose	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Nazary, Mariam	Student Assistant II	EOPS/CARE/CalWORKs	8.75	09/06/11-12/21/11
Nemzek, Jaclyn	Student Assistant I	ESL	8.00	09/06/11-02/26/12
Ng, Allen	Student Assistant II	Biological Sciences	8.75	09/07/11-02/26/12
Nguyen, James	Student Assistant III	Tutorial Services	10.00	09/16/11-02/16/12
Nguyen, Joelle	Student Assistant II	Admissions & Records	8.75	08/29/11-01/06/12
Nishino, Alexander	Student Assistant I	Technical Services	8.00	08/02/11-08/28/11
Nishino, Alexander	Student Assistant I	Technical Services	8.00	08/29/11-02/26/12
Noboa, Christian	Student Assistant V	Medical Services	12.50	09/22/11-12/18/11
Noriega, Edward	Student Assistant III	Tutorial Services	10.00	08/29/11-02/19/12
Noriega, Jessica	Student Assistant I	Child Development Ctr.	8.00	08/14/11-12/31/11
O'Brien, Samantha	Student Assistant IV	Aeronautics	11.25	09/09/11-02/19/12
Olalia, Allison	Student Assistant IV	Fine Arts	11.25	09/01/11-12/16/11
Olivas, Daillion	Student Assistant I	Agricultural Sciences	8.00	08/29/11-02/26/12
Onwughalu, Deborah	Student Assistant II	Child Development Ctr.	8.75	08/15/11-02/24/12
Orozco, Jennifer	Student Assistant I	DSPS	8.00	09/07/11-12/16/11
Ortega, Dominic	Student Assistant I	Agricultural Sciences	8.00	08/29/11-02/26/12
Ortiz, David	Student Assistant II	Counseling	8.75	08/29/11-12/30/11
Palomares, Susana	Student Assistant IV	Counseling	11.25	08/29/11-12/30/11
Pantoja, Eric	Student Assistant III	Tutorial Services	10.00	08/29/11-02/19/12
Papa, Neil	Student Assistant V	Tutorial Services	12.50	09/06/11-02/16/12
Paredes, Terry	Student Assistant V	Medical Services	12.50	09/22/11-12/18/11
Park, Lance	Student Assistant II	Tutorial Services	8.75	08/28/11-02/19/12
Parry, Edward	Student Assistant II	Public Safety	8.75	09/15/11-12/31/11

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Partida, Leticia	Student Assistant IV	Learning Assistance	11.25	08/29/11-02/18/12
Pawlak, Mary	Student Assistant III	Agricultural Sciences	10.00	08/29/11-02/26/12
Perez, Jesse	Student Assistant I	DSPS	8.00	08/29/11-02/24/12
Perez, Kristin	Student Assistant IV	Technical Services	11.25	07/01/11-07/23/11
Perez, Rosemary	Student Assistant I	Child Development Ctr.	8.00	09/21/11-12/31/11
Piercy, Marcy	Student Assistant IV	Tutorial Services	11.25	09/06/11-02/16/12
Pimentel, Daniel	Student Assistant I	DSPS	8.00	09/16/11-09/30/11
Pineda, John	Student Assistant II	DSPS	8.75	09/06/11-02/24/12
Pineda, John	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Pino, Jacquelynn	Student Assistant I	DSPS	8.00	09/06/11-12/16/11
Piper, Shelby	Student Assistant II	DSPS	8.75	08/29/11-02/24/12
Plumley, Tiana	Student Assistant II	Biological Sciences	8.75	09/01/11-12/31/11
Portillo, Tarah	Student Assistant II	Counseling	8.75	08/29/11-12/30/11
Potter, Robert	Student Assistant V	Building Automation	12.50	09/12/11-12/18/11
Poveda, Vanessa	Student Assistant III	Theater	10.00	09/01/11-12/16/11
Pozon, Rachel	Student Assistant III	Tutorial Services	10.00	08/29/11-02/16/12
Puga, Juan Pablo	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12
Pulido, Adriel	Student Assistant II	DSPS	8.75	08/29/11-02/24/12
Pulido, Alejandra	Student Assistant I	ESL	8.00	08/29/11-02/26/12
Quiroz, Vanessa	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Qureshi, Maryam	Student Assistant III	Technical Services	10.00	07/01/11-08/28/11
Rahini, Hirbod	Student Assistant III	Tutorial Services	10.00	08/29/11-02/16/12
Ralph, Jeffrey	Student Assistant II	Public Safety	8.75	08/29/11-12/16/11
Ramirez, Geoffrey	Student Assistant V	Tutorial Services	12.50	08/29/11-02/16/12
Ramirez, Rocio	Student Assistant II	Natural Sciences Div.	8.75	08/09/11-08/28/11
Ramirez, Rocio	Student Assistant II	Natural Sciences Div.	8.75	08/29/11-02/24/12
Rangel, Sergio	Student Assistant V	DSPS	12.50	08/29/11-02/24/12
Redman, Roy	Student Assistant II	DSPS	8.75	08/29/11-02/24/12
Relock, Chase	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Requeño, Carlos	Student Assistant IV	Information Technology	11.25	08/15/11-12/16/11
Rettig, Oswaldo	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Reyes, Andrew	Student Assistant III	Tutorial Services	10.00	09/06/11-02/16/12
Rice, Cristy	Student Assistant II	Biological Sciences	8.75	08/26/11-12/15/11
Roberts, Sabrina	Student Assistant V	Tutorial Services	12.50	09/06/11-02/16/12
Rodriguez, Marco	Student Assistant IV	Fine Arts	11.25	09/14/11-02/16/12
Rogoff, Samantha	Student Assistant III	Tutorial Services	10.00	08/25/11-02/19/12
Romero, Stiven	Student Assistant I	Earth Sci. & Astronomy	8.00	09/16/11-02/26/12
Rosales, Crystal	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Rosales, Loretta	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Ruiz, Briana	Student Assistant III	Natural Sciences Div.	10.00	08/29/11-02/26/12
Rule, Lucinda	Student Assistant I	Child Development Ctr.	8.00	09/12/11-12/31/11
Salgado, Sherri	Student Assistant I	DSPS	8.00	07/25/11-08/12/11
Salinas, Krystal	Student Assistant II	Counseling	8.75	08/29/11-12/30/11
Sam, Natalie	Student Assistant I	ESL	8.00	09/06/11-02/26/12
Sanchez, Gabriela	Student Assistant IV	High School Outreach	11.25	08/15/11-02/17/12
Sanchez-Cantu, Carmen	Student Assistant II	Child Development Ctr.	8.75	08/26/11-12/31/11
Schrum, Brittney	Student Assistant I	Consumer & Des. Tech.	8.00	09/12/11-02/17/12
Seery, Annette	Student Assistant I	DSPS	8.00	09/06/11-12/16/11
Serrano, Herbert	Student Assistant II	Agricultural Sciences	8.75	09/12/11-02/26/12
Sese, Niccolo	Student Assistant I	AC & Welding	8.00	09/15/11-12/18/11
Shamsi, Ahmed	Student Assistant I	EOPS/CARE/CaWORKs	8.00	09/06/11-12/21/11
Shearer, Lindsay	Student Assistant III	Music	10.00	08/29/11-02/26/12
Shelton, Rachel	Student Assistant II	DSPS	8.75	08/29/11-02/24/12
Shelton, Shade	Student Assistant V	Tutorial Services	12.50	08/29/11-02/16/12
Siddiqi, Hishaam	Student Assistant II	Tutorial Services	8.75	09/06/11-02/16/12
Sievert, Madeleine	Student Assistant III	DSPS	10.00	08/29/11-02/24/12
Silva, Adrienne	Student Assistant V	The Writing Center	12.50	08/29/11-02/19/11
Sitacarini, Stephanie	Student Assistant IV	High School Outreach	11.25	08/15/11-02/26/12
Sitacarini, Stephanie	Student Assistant II	DSPS	8.75	08/29/11-02/24/12
Sloan, Warren	Student Assistant II	DSPS	8.75	08/29/11-02/24/12
Soemardy, Adhitya	Student Assistant III	Tutorial Services	10.00	09/06/11-02/16/12
Sommers, Christina	Student Assistant IV	Tutorial Services	11.25	09/06/11-02/16/12
Sommers, Christina	Student Assistant III	Biological Sciences	10.00	09/07/11-12/15/11
Stevenson, J.Edward	Student Assistant V	Tutorial Services	12.50	09/06/11-02/16/12
Stocker, Michael	Student Assistant I	Agricultural Sciences	8.00	08/29/11-02/26/12
Suri, Jingzhi	Student Assistant II	Tutorial Services	8.75	08/29/11-02/19/12
Tamillo, Blanca	Student Assistant III	Agricultural Sciences	10.00	08/29/11-02/26/12
Tan, Katy	Student Assistant I	Child Development Ctr.	8.00	08/15/11-12/31/11
Tanori, Sandra	Student Assistant II	Admissions & Records	8.75	08/29/11-01/06/12
Teng, Tina	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Than, Kim	Student Assistant V	Tutorial Services	12.50	09/06/11-02/16/12
Thao, James	Student Assistant I	DSPS	8.00	09/06/11-02/24/12
Thomas, Isaiah	Student Assistant I	DSPS	8.00	09/06/11-12/16/11
Thompson, Chelsea	Student Assistant V	Commercial Art	12.50	09/15/11-12/09/11
Thompson, Marvin	Student Assistant II	Admissions & Records	8.75	08/15/11-01/06/12
Thompson, Marvin	Student Assistant IV	High School Outreach	11.25	08/15/11-02/17/12
Trejo, Matthew	Student Assistant III	DSPS	10.00	08/29/11-02/24/12
Trevino, Joseph	Student Assistant III	Tutorial Services	10.00	09/12/11-02/16/12
Truong, Tu	Student Assistant I	DSPS	8.00	09/07/11-12/16/11
Tschirgi, Brian	Student Assistant I	DSPS	8.00	08/29/11-02/24/12

SUBJECT: Personnel Transactions**DATE:** October 26, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Tse, Camille	Student Assistant II	Tutorial Services	8.75	09/06/11-02/16/12
Tseng, Angela	Student Assistant V	Tutorial Services	12.50	08/29/11-02/16/12
Tun, Francis	Student Assistant I	DSPS	8.00	07/25/11-08/12/11
Vail, Tyler	Student Assistant I	Technical Services	8.00	08/29/11-02/26/12
Vandagriff, Matthew	Student Assistant V	Medical Services	12.50	09/22/11-12/18/11
Vasquez, Monique	Student Assistant II	Technical Services	8.75	08/29/11-02/26/12
Vasquez, Robert	Student Assistant V	CaWORKs	12.50	08/29/11-12/16/11
Vazquez, Lizbette	Student Assistant III	EOPS	10.00	09/06/11-12/21/11
Vega, Gilbert	Student Assistant III	Public Safety	10.00	08/29/11-12/31/11
Vega, Loren	Student Assistant I	DSPS	8.00	09/16/11-12/16/11
Velasco, Edith	Student Assistant III	Admissions & Records	10.00	08/29/11-01/06/12
Velasco, Zulema	Student Assistant III	Tutorial Services	10.00	08/29/11-02/16/12
Velasquez, Luis	Student Assistant I	DSPS	8.00	09/16/11-09/30/11
Verduzco, Agustin	Student Assistant IV	Commercial & Enter. Arts	11.25	09/12/11-02/16/12
Villa, Robert	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12
Virgen, Silvia	Student Assistant I	DSPS	8.00	09/16/11-09/30/11
Vo, Tina	Student Assistant III	Adult Basic Education	10.00	08/29/11-12/12/11
Wailase, Mataiasi	Student Assistant II	Admissions & Records	8.75	08/29/11-01/06/12
Wailase, Mataiasi	Student Assistant II	Admissions & Records	8.75	07/06/11-08/28/11
Wailase, Salote	Student Assistant II	Admissions & Records	8.75	08/29/11-01/06/12
Walker, Alexander	Student Assistant I	DSPS	8.00	09/06/11-12/16/11
Walker, Brian	Student Assistant III	Tutorial Services	10.00	09/06/11-02/16/12
Walters, Nathaniel	Student Assistant V	Technical Services	12.50	09/08/11-02/26/12
Walters, Nathaniel	Student Assistant V	Television	12.50	08/29/11-02/19/12
Weeks, James	Student Assistant III	Agricultural Sciences	10.00	08/29/11-02/26/12
Weiss, Cheryl	Student Assistant V	Agricultural Sciences	12.50	02/26/11-06/30/11
Wiley, Rebecca	Student Assistant I	DSPS	8.00	09/07/11-12/16/11
Williams, Amalia	Student Assistant III	Agricultural Sciences	10.00	08/29/11-02/26/12
Williams, Amalia	Student Assistant III	Landscape	10.00	08/29/11-12/18/11
Williamson, Sean	Student Assistant III	Counseling	10.00	08/15/11-02/26/12
Winslow, Geoff	Student Assistant II	Agricultural Sciences	8.75	08/29/11-02/26/12
Wolf, Zephram	Student Assistant III	Mathematics, Computer Sci.	10.00	09/22/11-02/26/12
Woodcock, Jennifer	Student Assistant III	The Writing Center	10.00	08/29/11-02/26/12
Yee, Jennifer	Student Assistant II	Biological Sciences	8.75	09/08/11-12/15/11
Young, Timothy	Student Assistant II	DSPS	8.75	09/06/11-02/24/12
Zaldivar, Leo	Student Assistant II	Technical Services	8.75	07/01/11-08/28/11
Zamarripa, Ruth	Student Assistant I	Child Development Ctr.	8.00	09/07/11-12/31/11
Zangenberg, Elizabeth	Student Assistant I	Photography	8.00	08/29/11-12/18/11
Zimmerman, Elizabeth	Student Assistant III	Tutorial Services	10.00	09/12/11-02/16/12
Zuniga, Lizbeth	Student Assistant II	Bridge Program	8.75	08/29/11-02/26/12

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

DATE: October 26, 2011

CONSENT

SUBJECT: Health Services Fee Increase

BACKGROUND

Education Code Section 76355 permits the governing board of a community college to increase the student health services fee by the same percentage as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar above the existing fee, the student health fee may be increased as directed by the Chancellor's Office.

Based on the index increase, the California Community Colleges Chancellor's Office distributed a memo dated August 20, 2011, authorizing an increase in the health fee to \$18 per semester and \$15 per Summer and Winter intersessions.

ANALYSIS AND FISCAL IMPACT

This increase will change the student health fee to \$18 per semester, and \$15 per intersession, commencing Spring 2012. Students receiving the Board of Governors Fee Waiver (BOGW) pay 75% of current fees; therefore, the fees for BOGW students will be \$14, and \$11, respectively.

The Student Health Center has experienced a significant increase in utilization in the past five years. Visits for medical services have increased 141% and mental health 100%. Fiscally, this change will allow the Student Health Center program to remain self-supporting and to increase the number of professional staff in an effort to continue meeting the health needs of students enrolled in credit courses.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves a Student Health Services fee increase from \$17 to \$18 per semester and from \$14 to \$15 per Summer/Winter intersessions, effective with the Spring 2012 semester. BOGW recipients will continue to pay a reduced fee of \$14 per semester, and \$11 per Winter/Summer intersessions.

Prepared by: Sandra Samples/Carolyn Keys

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #2

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

DATE: October 26, 2011

CONSENT

SUBJECT: Contract with Credentials Solutions-Online Transcript Processing
Service

BACKGROUND

After thorough research, the Admissions and Records Office proposes to contract with Credentials Solutions (C.S.) to process and transmit student transcripts on behalf of the College. The product is called "TranscriptsPlus" which is a fully automated online transcript ordering service that uses a robotics software interface called "RoboRegistrar." RoboRegistrar interfaces with Banner to automatically receive transcript requests, conduct a check on students/alumni of holds or encumbrances, locate student records, communicate with students/alumni via email, fax and/or text messaging, print transcripts and order Fed-Ex shipments as requested, and send transcripts electronically to requested destinations – with little or no intervention from College staff.

ANALYSIS AND FISCAL IMPACT

In 2009-10, the campus processed 40,000 transcripts with three full-time staff processing transcripts. If Mt. SAC were to contract with C.S. staff time can be redirected toward other office needs. For students, the process would facilitate the simple and efficient ordering and payment of transcript requests.

Transcript and Verification Fees: California Educational Code 76223 allows the College to charge reasonable amount for furnishing copies of any student record to a student or former student, including an additional fee for expedited transcripts. The College President/CEO in consultation with appropriate staff is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. It is recommended that the transcript fee, beyond the two free transcripts guaranteed to students (Education Code 76223) be set at \$5.00. C.S. charges \$2.00 per transcript, for processing fully electronic transcripts. Although the College would realize a loss of the two free transcripts per student, by charging \$5.00 to each student, \$3.00 would be rebated to the College, thereby offsetting this loss.

There are no other startup costs. C.S. will charge the campus a \$125.00 annual maintenance fee. However, this fee will be deducted from the fees collected on behalf of the college, negating any up front or annual costs.

Prepared by: George Bradshaw

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Contract with Credential Solutions

DATE: October 26, 2011

The initial contract is for five years; or at the end of any succeeding one year period, provided that written notice of termination is provided at least 90 days before the end of the period or at any time without cause upon 90 days written notice of termination.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Credentials Solutions to process and transmit student transcripts on behalf of the College.

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

DATE: October 26, 2011

CONSENT

SUBJECT: Agreement with Medical Billing Technology, Inc. (MBT), and the Los Angeles County Office of Education (LACOE) to Participate in the Medi-Cal Administrative Activities (MAA) Program

BACKGROUND

The Federal Government provides reimbursement to local education agencies for a portion of the dollars spent performing administrative activities related to linking families to the Medi-Cal program and/or referring students to Medi-Cal services. The Medi-Cal Administrative Activities (MAA) Program allows colleges throughout the State to recover funds to support outreach and referral activities. At the present time, the Student Health Center, CalWORKs, EOPS, DSPS, Child Care, and other programs provide these services to the college community on a regular basis.

Participation in the MAA program requires 1) identification and training of employees who provide information and assistance related to Medi-Cal, 2) the completion of time surveys by these employees a minimum of three times per year, 3) the compilation of survey data and the submission of quarterly invoices by Fiscal Services. Mt SAC proposes to contract with Medical Billing Technologies, Inc. (MBT) to provide training as required by MAA program regulations and to provide technical assistance in compliance and the implementation of best practices to optimize reimbursement opportunities.

In order to process reimbursement claims through the California Department of Health Care Services, the District must also contract with Los Angeles County Office of Education (LACOE). LACOE is the agency responsible for coordination of MAA for the community colleges in the county.

ANALYSIS AND FISCAL IMPACT

1. Medical Billing Technology, Inc. will complete the College's quarterly reimbursement invoices and submit them to the District. MBT will also advise and assist with the MAA audit file.
2. MBT will receive compensation of \$150 per employee participant, per quarter, completing the MAA Time Surveys.
3. Mt. SAC will be responsible for designating a MAA coordinator, identifying eligible College programs, departments and employees, arranging for all training, providing participant information, and ensuring that time surveys are completed by established deadlines.

Prepared by: Carolyn S. Keys

Reviewed by: Audrey Yamagata-Noji/Linda Baldwin

Recommended by: Bill Scroggins

Agenda Item: Consent #4

SUBJECT: Agreement with Medical Billing Technology, Inc., and the Los Angeles County Office of Education (LACOE) to Participate in the Medi-Cal Administrative Activities (MAA) Program

DATE: October 26, 2011

4. LACOE shall act as liaison between the California Department of Health Care Services and the District and will review quarterly invoices, and approve and submit them on behalf of the District to the Department of Health Care Services for reimbursement. LACOE proposes to charge the College \$2.00 annually.

Based on information collected from other colleges throughout the state, it is anticipated that the College may receive approximately \$200,000 annually, although the amount is uncertain until the process and claims have been completed for the first year of participation.

Funding Source

Reimbursements generated and received from participation in the Medi-Cal Administrative Activities will be applied to the contractual costs from Medical Billings Technology and Los Angeles County Office of Education. This will have the net effect of costing only \$75 per employee participant, per quarter.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Medical Billing Technologies, Inc. and an agreement with the Los Angeles County Office of Education to enable the college to participate in the Medi-Cal Administrative Activities program.

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

DATE: October 26, 2011

CONSENT

SUBJECT: Contract with The Galvin Group to Participate in the "Other" Disabilities Study

BACKGROUND

Disabled Student Programs & Services offices (DSPS) are required to report students with disabilities in one or more disability category, according to the verification of disability that the office receives. The categories are: Acquired Brain Injury, Developmentally Delayed Learner, Hearing, Learning Disability, Mobility, Psychological, Speech and Language, Visual, and Other Disability. In 2008, DSPS reported that "Other" is the largest populated category at Mt. SAC. Statewide, in academic year 2009-10, 72 of the 112 community colleges reported that "Other" is their largest cohort.

The California Community Colleges Chancellor's Office has commissioned a study on the "Other" reporting category due to the fact that 30% of DSPS students served statewide cannot be accurately described to the Legislature. Additionally, among many other disabilities and medical conditions, students on the Autism Spectrum are coded as "Other." The ability to identify the number of autistic students served, the type and amount of services rendered, and the cost of services provided may assist the Chancellor's Office to obtain more funding for DSPS programs. The study may also help the field to justify the importance of conducting assessments for Learning Disabilities which are often reported as "Other" because of incomplete or outdated learning disabilities assessments received by DSPS that are conducted elsewhere. Finally, it is also possible that additional positive changes to the DSPS funding formula may result as a consequence of this study.

ANALYSIS AND FISCAL IMPACT

Through an RFP process, the Chancellor's Office selected The Galvin Group as the consultant to carry out the study. The Galvin Group has chosen Mt. SAC's DSPS program as one of eight colleges statewide to participate in this study due to the College's large volume of DSPS students reported in the "Other" disabilities category. The study period is October 1-December 31, 2011. Mt. SAC will receive \$4,500 as payment for the work to be accomplished. The payment will be used to compensate student assistants working in DSPS, who will perform the work with oversight by the Director of DSPS, Grace Hanson.

Prepared by: Grace T. Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #5

SUBJECT: Contract with The Galvin Group to Participate in the "Other" Disabilities Study

DATE: October 26, 2011

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract between The Galvin Group and Mt. San Antonio College from October 1, 2011, through December 31, 2011 to participate in the "Other" Disabilities Study.

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

DATE: October 26, 2011

CONSENT

SUBJECT: Student Right-To-Know Reporting Subscription Agreement

BACKGROUND

In order to develop reports required for the federal Student Right-To-Know (SRTK) Act for Mt. SAC's first-time freshmen cohorts in Fall 2009, Fall 2010, and Fall 2011, the California Community Colleges Chancellor's Office will provide to Mt. SAC the operational definitions, data collection, and reporting requirements necessary to submit data and/or generate reports which will comply with federal law, secure transfer data, and match it with data supplied by Mt. SAC.

ANALYSIS AND FISCAL IMPACT

The subscription agreement is the standard agreement between Mt. SAC and the California Community Colleges Chancellor's Office to facilitate compliance by community college districts with the information reporting requirements of the federal SRTK Act. The yearly cost for these services is \$3,900.

The agreement shall be effective October 27, 2011, through June 30, 2012.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with the California Community Colleges Chancellor's Office to provide SRTK subscription services.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

DATE: October 26, 2011

CONSENT

SUBJECT: Program Fees for Students in the Kinesiology and Athletics Division

BACKGROUND

Students in First Aid and CPR courses (PE-3 and PE-5) incur charges associated with their American Red Cross CPR card/certificate. Students take a written and practical exam during the semester to become certified in specific levels of First Aid and CPR. Those who pass are required to carry a certification card/certificate from the American Red Cross.

ANALYSIS AND FISCAL IMPACT

The estimated fee for students for the 2011-12 academic year is \$27. This represents the actual cost charged by the vendor. Fiscal Services will validate the actual fee amount prior to charging students.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves program fees, as detailed above.

Prepared by: Debbie Cavion

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #7

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

DATE: October 26, 2011

CONSENT

SUBJECT: Aeronautics Students to Participate in the Pacific Coast Intercollegiate
Flying Association SAFECON 2011 in Prescott, Arizona

BACKGROUND

The Mt. San Antonio College Flying Team requests permission to participate in the Pacific Coast Intercollegiate Flying Association Regional Safety and Flight Evaluation Conference (SAFECON), hosted by Embry-Riddle Aeronautical University, in Prescott, Arizona. Twenty students will be attending with faculty members Linda Rogus, Robert Rogus, and David Todd. Travel dates are November 8-14, 2011,

ANALYSIS AND FISCAL IMPACT

The anticipated cost of the competition is \$19,330.

Funding Sources

Unrestricted General Fund, Associated Students, student contributions, and fundraising.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Flying Team's participation in the Pacific Coast Intercollegiate Flying Association SAFECON 2011.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #8

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

DATE: October 26, 2011

CONSENT

SUBJECT: Workforce Investment Act, Title II, 231 Grant Acceptance of Funds

BACKGROUND

The Mt. San Antonio College Continuing Education Division has received funding for instructional support in the areas of Adult Basic Education and ESL from the Federal Workforce Investment Act (WIA), Title II, 231 grant.

ANALYSIS AND FISCAL IMPACT

1. This grant is intended for supplementary educational services that enable adults to acquire basic English literacy skills, complete basic education courses, and secure training for employment and citizenship.
2. Areas of language-skill focus have been determined by surveys of student needs and interests. Outcomes are determined by pre- and post-testing using multiple measures. Gains in students' language skills result in higher benchmark awards in future grant funding.
3. Funds received total \$852,627.
4. The grant period is July 1, 2011, through June 30, 2012.

Funding Source

Federal Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 225/231.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the WIA, Title II funds, as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #9

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

DATE: October 26, 2011

CONSENT

SUBJECT: 2011-12 Athletic Special Events Activities

BACKGROUND

The Mt. SAC Athletic Special Events (Cross Country Invitation and Relays) previously operated out of the Auxiliary Services office until the 2010-11 year, at which point the Mt. SAC Foundation oversaw the financial transactions of these events. After one year, it was determined that these events should be handled by Fiscal Services. Because of this change, the Special Events staff has been working with Fiscal Services to organize and allocate the Special Events budget. The following items require Board ratification due to the complex nature of the budgets in the transition process.

ANALYSIS AND FISCAL IMPACT

The following line items have been budgeted within the new Cross Country account line items; activities are not to exceed the identified amounts.

	<u>Income</u>	<u>Expenses</u>
Sponsorship – Puma	\$62,500	
Promotional Supplies		\$2,200
Meals for Workers		\$6,000
Awards		\$17,000
Baldwin Park Marriott (Cross Country Banquet)		\$4,000

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies this sponsorship and expenses, as detailed above.

Prepared by: Joe Jennum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #10

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

DATE: October 26, 2011

CONSENT

SUBJECT: Child Development Training Consortium Grant – Acceptance of Funds

BACKGROUND

Mt. San Antonio College received an award notification for a sub-grant titled “Child Development Training Consortium,” funded by the California Department of Education and passed through Yosemite Community College District. The purpose of the project is to address critical shortages in the number of licensed childcare center workers in California. The primary objective of the grant is to offer classes that meet the needs of the California Department of Education Child Development Division (CDD) and employees in CDD-funded programs. The College is eligible to generate up to 400 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit.

ANALYSIS AND FISCAL IMPACT

The sub-grant award totals \$10,000. The performance period for the sub-grant is September 1, 2011, through June 30, 2012. Activities will be carried out with grant funds. The project will not impact the College budget.

Funding Source

California Department of Education through Yosemite Community College District.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Child Development Training Consortium grant funds.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #11

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

DATE: October 26, 2011

CONSENT

SUBJECT: Asian American and Native American Pacific Islander-Serving
Institutions Grant

BACKGROUND

Mt. San Antonio College received an award notification for a grant titled "Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI)," funded by the U.S. Department of Education. The purpose of the project is to provide a networked link of services and activities to improve the academic achievement and personal development of AANAPISI students. The five main components of the project are: instructional support, counseling intervention, student development, professional development, and research and evaluation. The project's activities are aimed at addressing the AANAPISI Program's competitive preference priorities of increasing the number and proportion of high-need students who persist in and complete postsecondary education and enabling data-based decision-making.

ANALYSIS AND FISCAL IMPACT

The grant award is \$400,000 per year for a projected five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$2,000,000. The performance period for the grant is October 1, 2011, through September 30, 2016.

As part of the grant activities, project staff will conduct student and staff development activities, advisory committee meetings, and other grant-related meetings. Permission is requested to purchase food and/or catering services for these meetings, not to exceed \$2,000 per event. Permission is requested to purchase promotional items for these meetings, not to exceed \$500 per event. Activities will be carried out with grant funds. The project will not impact the College budget.

Funding Source

U.S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the AANAPISI grant funds and approves the activities, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #12

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

DATE: October 26, 2011

CONSENT

SUBJECT: Child Development Center Service Agreement with Child Care Results

BACKGROUND

As part of the funding terms and conditions of existing State contracts, the Mt. San Antonio College Child Development Center (CDC) completes biannual assessments of children's educational progress and overall development and biannual parent satisfaction surveys. The CDC uses the services of Child Care Results for specialized scanning and analysis of data from the completed assessment and surveys to comply with State assessment and planning requirements for the 2011-12 academic year.

ANALYSIS AND FISCAL IMPACT

The term of the agreement with Child Care Results is October 27, 2011, through June 30, 2012, and will not exceed \$2,600.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Child Development Center service agreement with Child Care Results, as detailed above.

Prepared by: Tamika Addison/Joumana McGowan

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #13

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

DATE: October 26, 2011

CONSENT

SUBJECT: Continuing Education

BACKGROUND

Continuing Education presents a variety of offerings.

ANALYSIS AND FISCAL IMPACT

Adult Education – New Classes/Programs:

Course Title/Program	Provider	Rate of Pay
First Aid and CPR	Baca, Michael (not to exceed 18 hours) English, Wendi (not to exceed 18 hours) Malone, Kristine (not to exceed 14 hours)	\$45/hour

Funding Source

Health Resources and Services Administration Personal Care Attendant Grant.

Community Services Program – New Classes/Programs:

Course Title/Program	Presenter	Remuneration		Fee
		40%	Other	
Zumba (6 classes)	Centeno, Alejandra	X		\$43
Firefighter Physical Ability Test	Ward, Elizabeth		50%	\$20

Funding Source

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

Community Services Class Changes:

From:

Bookkeeping Certificate Program
Grabowski, Jean

To:

Bookkeeping Preparation
Jean's Complete Bookkeeping and Tax
Service, Inc. (Grabowski, Jean)

RECOMMENDATION

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

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #14

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

DATE: October 26, 2011

CONSENT

SUBJECT: Contracts with the Center of Excellence

BACKGROUND

The Center of Excellence (COE) is funded by the California Community Colleges Economic and Workforce Development Program to conduct environmental scanning. The COE also directs two other grants funded by SB70, one focused on futuristic research and one on career exploration.

1. The COE collaborates with other centers and colleges on research projects and may share costs of collaborative projects. The COE will pay Los Rios' Center of Excellence \$25,000 to cover one third of the cost of a \$75,000 futuristic study conducted in partnership with The Institute for the Future, Los Rios CCD, and City College of San Francisco.
2. The COE will increase its existing contract with Hilltop Creative Group by \$4,000 to add consulting services.
3. The COE will start a new contract with eXist Designs, to create videos on careers and college programs, not to exceed \$45,000.

ANALYSIS AND FISCAL IMPACT

1. A \$25,000 payment will be made to Los Rios Community College District in November 2011 to share the cost of the futuristic study.
2. The contract with Hilltop Creative Group will increase from \$12,000 to \$16,000 and will expire on June 30, 2012. The dates remain unchanged.
3. A new contract with eXist Designs to produce new videos will be effective November 1, 2011, and end on June 30, 2012, and will not exceed \$45,000.

There is no cost to the District.

Funding Sources

California Community Colleges Chancellor's Office Economic and Workforce Development Program and SB70 grants held by the COE.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contracts with Los Rios CCD, Hilltop Creative Group and eXist Designs.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #15

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

DATE: October 26, 2011

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 07/01/11 - 10/07/11

9220	From:	11000-300000-451000-660000	Supplies-VP Instruction	\$	100
	To:	11000-300000-563000-660000	Equipment Rental and Leases-VP Instruction		100
		To provide funds for a water dispenser rental.			
9223	From:	11000-312500-562000-190500	Facility Rental and Leases-Chemistry		2,288
		11000-313500-563000-040100	Equipment Rental and Leases-Biological Sciences		1,330
	To:	11000-301010-643700-601000	Equip Lease Purch IT-Over \$5,000-Natural Sci Div		3,618
		To provide funds for a copier lease.			
9226	From:	11000-312500-451000-190500	Supplies-Chemistry		495
	To:	11000-312500-563000-190500	Equipment Rental and Leases-Chemistry		495
		To provide funds for Airgas cylinder rentals.			

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** October 26, 2011

9227	From:	11000-313010-431000-170100 Instr Supplies/Materials-Mathematics	\$ 217
	To:	11000-313010-584000-170100 Computer/Technlg Related Serv-Mathematics	217
		To provide funds for Vision Class Kit 1 software license.	
9228	From:	11000-313010-431000-170100 Instr Supplies/Materials-Mathematics	2,608
	To:	11000-313010-584000-170100 Computer/Technlg Related Serv-Mathematics	2,608
		To provide funds for Minitab software license.	
9229	From:	11000-313500-431000-040100 Instr Supplies/Materials-Biological Sciences	420
	To:	11000-313500-641200-040100 New Equip-\$200-999-Biological Sciences	420
		To provide funds for the purchase of animal skulls.	
9230	From:	11000-313500-431000-040100 Instr Supplies/Materials-Biological Sciences	405
	To:	11000-313500-641200-040100 New Equip-\$200-999-Biological Sciences	405
		To provide funds for the purchase of animal bones.	
9231	From:	11000-342510-451000-150100 Supplies-English	1,375
	To:	11000-342510-641300-150100 New Equip-\$1,000-4,999-English	1,375
		To provide funds for the purchase of a shredder.	
9233	From:	11000-343000-431000-220600 Instr Supplies/Materials-Geographic Info Sys-GIS	652
	To:	11000-343000-584000-220600 Computer/Tech Related Srv-Geographic Info Sys-GIS	652
		To provide funds for ArcView/ArcGIS software licenses.	
9234	From:	11000-351520-584000-095600 Comp/Tech Related Srv-Manufacturing Technology	3,592
	To:	11000-351520-441000-095600 Software-Under \$200-Manufacturing Technology	3,592
		To provide funds for Autodesk software.	
9238	From:	11000-352000-564000-095000 Repairs-Aeronautics	28,135
	To:	11000-352000-452800-095000 Supplies-Repair Parts-Aeronautics	28,135
		To provide funds to replace the engine of an existing plane.	
9239	From:	11000-352500-644400-095300 Software-Over \$5,000-Architecture, Eng Design Tech	8,282
	To:	11000-352500-441000-095300 Software-Under \$200-Architecture, Eng Design Tech	8,282
		To provide funds for Autodesk software.	
9240	From:	11000-355000-564000-213300 Repairs-Fire Technology	1,000
	To:	11000-355000-433000-213300 Instr Supplies-Repair Parts-Fire Technology	1,000
		To provide funds for the purchase of fire engine batteries.	

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** October 26, 2011

9242	From:	11000-370000-451000-601000 Supplies-Arts Division	\$ 1,208
	To:	11000-370000-563000-601000 Equipment Rental and Leases-Arts Division	780
		11000-370000-564500-601000 Maintenance Agreements-Arts Division	428
		To provide funds for a water dispenser rental and a copier maintenance agreement.	
9243	From:	11000-370000-431000-000000 Instr Supplies/Materials-Arts Division	404
		11000-371040-451000-060400 Supplies-Radio, Television	218
	To:	11000-370000-521000-601000 Travel and Conferences-Arts Division	404
		11000-371040-641500-060400 New Equip IT-\$200-999-Radio, Television	218
		To provide funds for travel and conference and the purchase of a printer.	
9244	From:	11000-372000-431000-100400 Instr Supplies/Materials-Music	4,570
	To:	11000-372000-641300-100400 New Equip-\$1,000-4,999-Music	4,570
		To provide funds for the purchase of a printer and a piano.	
9245	From:	11000-376000-431000-103000 Instr Supplies/Materials-Computer Graphics	2,039
	To:	11000-376000-644200-103000 Software-\$200-999-Computer Graphics	2,039
		To provide funds for Strata Design software.	
9246	From:	11000-380000-589000-679000 Other Services-Grants Office	350
	To:	11000-380000-641500-679000 New Equip IT-\$200-999-Grants Office	350
		To provide partial funding for the purchase of a scanner.	
9248	From:	11000-504000-451000-646000 Supplies-Financial Aid	315
	To:	11000-504000-641500-646000 New Equip IT-\$200-999-Financial Aid	315
		To provide funds for the purchase of a fax machine.	
9249	From:	11000-523000-589000-643000 Other Services-EOPS	577
	To:	11000-523000-641200-643000 New Equip-\$200-999-EOPS	577
		To provide funds for the purchase of a privacy filter and a keyboard tray.	
9251	From:	11000-620000-451000-659000 Supplies-Facilities Planning and Mgt	294
	To:	11000-620000-641200-659000 New Equip-\$200-999-Facilities Planning and Mgt	294
		To provide funds to replace a cell phone.	
9252	From:	11000-623000-564000-651000 Repairs-Transportation	5,000
	To:	11000-623000-451000-651000 Supplies-Transportation	5,000
		To provide funds for parts to perform repairs in house rather than contracting outside vendors.	

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** October 26, 2011

9254	From:	11000-900000-561000-660000 Contracted Services-President-Institutional	\$ 1,490
	To:	11000-100000-641200-660000 New Equip-\$200-999-President	674
		11000-100000-641500-660000 New Equip IT-\$200-999-President	816
		To provide funds for the purchase of a scanner for the President's office, and a fabric tack board for the VOICES committee.	
9255	From:	11000-960400-451000-677000 Supplies-Warehouse-Stores	6,355
	To:	11000-960400-589000-677000 Other Services-Warehouse-Stores	6,355
		To provide funds for letterhead stationary.	
9256	From:	17800-301010-431000-000000 Instr Supplies/Materials-Natural Sciences Division	6,000
	To:	17800-313010-584000-170100 Computer/Technlgy Related Serv-Mathematics	6,000
		To provide funds for Maplesoft software license.	
9258	From:	17800-313010-431000-170100 Instr Supplies/Materials-Mathematics	438
	To:	17800-313010-584000-170100 Computer/Technlgy Related Serv-Mathematics	438
		To provide funds for Developer AA software license.	
9259	From:	17800-340000-441000-000000 Software-Under \$200-Humanities/Social Sciences Div	2,571
	To:	17800-343000-584000-220600 Computer/Tech Related Srv-Geographic Info Sys-GIS	652
		17800-345000-584000-220100 Computer/Technlgy Related Srv-Psychology, Educ	1,919
		To provide funds for Statistical Package for the Social Sciences (SPSS) and Arcview/ ArcGIS software licenses.	
9276	From:	71090-521780-471000-696000 Food Supplies-AS New Student Welcome	900
	To:	71090-521780-589200-696000 Svcs-Catering/Prom Items-AS New Student Welcome	900
		To provide funds for food for the High School Outreach New Student Welcome event held on 08/17/11.	
9277	From:	71100-521815-523000-696000 Student Travel/Conf-AS Ctr-Constructive Leadership	713
	To:	71100-521815-451000-696000 Supplies-AS Ctr for Constructive Leadership	713
		To provide funds for books for the Fall Leadership conference.	
9279	From:	11000-313500-563000-040100 Equipment Rental and Leases-Biological Sciences	312
		11000-313500-564500-040100 Maintenance Agreements-Biological Sciences	2,138
	To:	11000-311010-643700-010200 Equip Lease Purch IT-Over \$5,000-Animal Science	2,450
		To provide funds for a copier lease.	
9280	From:	11000-301010-431000-601000 Instr Supplies/Materials-Natural Sciences Division	75
	To:	11000-301010-581000-043000 Accreditation-Natural Sciences Division	75
		To provide funds for the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accreditation fee.	

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** October 26, 2011

9281	From:	11000-312500-431000-190500 Instr Supplies/Materials-Chemistry	\$ 2,200
		11000-312500-451000-190500 Supplies-Chemistry	240
	To:	11000-312500-641300-190500 New Equip-\$1,000-4,999-Chemistry	2,200
		11000-312500-644200-190500 Software-\$200-999-Chemistry	240
		To provide funds for the purchase of a laser head and software upgrade for a spectrometer.	
9287	From:	17318-380190-127000-701000 Noninstr Sal-Reassign Time-Address Acute Student	5,800
		17318-380190-141000-701000 Hrly Noninstr Sal-Addressing Acute Student Needs	4,485
		17318-380190-143000-701000 Hrly Noninstr Sal-Counselors-Address Acute Student	34,617
		17318-380190-147000-701000 Faculty Overload-Noninstr-Address Acute Std Needs	4,217
		17318-380190-311000-701000 STRS-Addressing Acute Student Needs	1,597
		17318-380190-321000-701000 PERS-Addressing Acute Student Needs	2,032
		17318-380190-331000-701000 OASDI-Addressing Acute Student Needs	372
	To:	17318-380190-232000-701000 Professional Expert Sal-Address Acute Std Needs	5,748
		17318-380190-241000-701000 Hrly Instr Aide Sal-Dir Instr-Address Acute Student	14,140
		17318-380190-452700-701000 Supplies-Printing-Addressing Acute Student Needs	336
		17318-380190-564500-701000 Maintenance Agreements-Address Acute Std Needs	705
		17318-380190-584000-701000 Comp/Tech Related Srv-Address Acute Std Needs	30,940
		17318-380190-589200-701000 Srvs-Catering/Prom Items-Address Acute Std Needs	1,251
		To reallocate funds for the Title V grant.	
9291	From:	17151-336100-561000-684000 Contracted Services-Center of Excellence	18,015
		17151-336100-641600-684000 New Equip IT-\$1,000-4,999-Center of Excellence	2,148
	To:	17151-336100-232000-684000 Professional Expert Salaries-Center of Excellence	18,615
		17151-336100-335000-684000 Medicare-Center of Excellence	278
		17151-336100-351000-684000 SUI-Center of Excellence	300
		17151-336100-361000-684000 W/C-Center of Excellence	248
		17151-336100-381000-684000 Alternative Retirement Plan-Center of Excellence	559
		17151-336100-451000-684000 Supplies-Center of Excellence	163
		To reallocate funds for the 2010-11 Center of Excellence, CTE-Hub grant.	
9295	From:	11000-351000-231000-123000 Short-Term, Nonacad Salaries-Nursing	433
		11000-351000-431000-123000 Instr Supplies/Materials-Nursing	2,265
	To:	11000-351000-564500-123000 Maintenance Agreements-Nursing	2,698
		To provide funds for a Scanmark machine maintenance agreement.	
9300	From:	11000-352500-451000-095300 Supplies-Architecture, Eng Design Tech	490
	To:	11000-352500-584000-095300 Comp/Tech Related Serv-Architecture, Eng Design	490
		To provide funds for Print Manager Plus software license.	

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** October 26, 2011

9301	From:	11000-375000-431000-101100 Instr Supplies/Materials-Photography	\$ 1,642
	To:	11000-375000-584000-101100 Computer/Technlgy Related Serv-Photography	1,642
		To provide funds for Photoshop software license.	
9302	From:	11000-610000-451000-672000 Supplies-Fiscal Services	228
	To:	11000-610000-641200-672000 New Equip-\$200-999-Fiscal Services	228
		To provide funds for the purchase of a desktop paper cutter.	
9304	From:	44002-000000-792023-000000 Restricted Fund Bal-BAN Interest	500,000
	To:	44002-771100-641400-710000 New Equip-Over \$5K-10 Design/Online Technology	500,000
		To provide funds for instructional equipment for the Design Technology Building.	
9307	From:	11000-351520-431000-095600 Instr Supplies/Materials-Manufacturing Technology	3,690
	To:	11000-351520-641300-095600 New Equip-\$1,000-4,999-Manufacturing Technology	3,690
		To provide funds for two control simulator module dual machines.	
9308	From:	11000-650000-451000-677000 Supplies-Safety and Risk Management	200
	To:	11000-650000-589200-677000 Srvs-Catering/Prom Items-Safety/Risk Management	200
		To provide funds for catering services.	
9311	From:	17021-380140-141000-123000 Hrly Noninstr Sal-Enrollment Growth for Nursing (RN)	516
		17021-380140-451000-123000 Supplies-Enrollment Growth for Nursing (RN)	910
		17021-380140-521000-123000 Travel/Conferences-Enrollment Growth Nursing (RN)	293
		17021-380140-584000-123000 Comp/Tech Related Srv-Enroll Growth Nursing (RN)	1,060
		17021-380140-641200-123000 New Equip-\$200-999-Enroll Growth for Nursing (RN)	2,500
	To:	17021-380140-211000-123000 Classified Salaries-Unit A-Enroll Growth Nursing (RN)	3,896
		17021-380140-232000-123000 Professional Expert Sal-Enroll Growth Nursing (RN)	339
		17021-380140-321000-123000 PERS-Enrollment Growth for Nursing (RN)	497
		17021-380140-331000-123000 OASDI-Enrollment Growth for Nursing (RN)	309
		17021-380140-335000-123000 Medicare-Enrollment Growth for Nursing (RN)	92
		17021-380140-351000-123000 SUI-Enrollment Growth for Nursing (RN)	80
		17021-380140-361000-123000 W/C-Enrollment Growth for Nursing (RN)	66
		To reallocate funds for the 2010-11 Enrollment Growth Nursing grant.	
9313	From:	11000-375000-431000-101100 Instr Supplies/Materials-Photography	2,690
	To:	11000-375000-584000-101100 Computer/Technlgy Related Serv-Photography	2,690
		To provide funds for Photoshop software license.	
9321	From:	11000-363000-431000-083500 Instr Supplies/Materials-Physical Education-General	1,326
	To:	11000-363000-641200-083500 New Equip-\$200-999-Physical Education-General	1,326
		To provide funds for the purchase of a wrestling scale, headset, and receiver.	

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: October 26, 2011

9327	From:	11000-371040-451000-060400 Supplies-Radio, Television	\$	649
	To:	11000-371040-561000-060400 Contracted Services-Radio, Television		649
		To provide funds for Press Association news and information services for the Radio/ Television classes.		
9332	From:	42001-771000-589000-710000 Other Services-17j Construction Support		13,100
	To:	42001-779340-622000-710000 Add to Bldgs < 150K-17a SM Local-07/08-Proj Insp		13,100
		To provide funds for project inspection services.		

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: October 26, 2011

BUDGET REVISIONS
For the period 07/01/11 - 10/07/11

Unrestricted General Fund

9215	Revenue:	13500-470300-883100-701000	Contract Instr Services-Pomona Unified School Dist.	\$ 16,000
	Expenditures:	13500-470300-237000-701000	Lecturers	8,400
		13500-470300-335000-701000	Medicare	125
		13500-470300-351000-701000	SUI	135
		13500-470300-361000-701000	W/C	112
		13500-470300-381000-701000	Alternative Retirement Plan	252
		13500-470300-589000-701000	Other Services	5,803
		13500-470300-591000-701000	Indirect Costs	1,173
9216	Revenue:	13500-470300-883100-701000	Contract Instr Services-Metropolitan Water District	40,640
	Expenditures:	13500-470300-237000-701000	Lecturers	13,200
		13500-470300-335000-701000	Medicare	197
		13500-470300-351000-701000	SUI	213
		13500-470300-361000-701000	W/C	176
		13500-470300-381000-701000	Alternative Retirement Plan	396
		13500-470300-451000-701000	Supplies	10,000
		13500-470300-589000-701000	Other Services	13,314
		13500-470300-591000-701000	Indirect Costs	3,144
9217	Revenue:	13500-470300-883100-701000	Contract Instr Services-Bassett Unified School Dist.	8,000
	Expenditures:	13500-470300-237000-701000	Lecturers	4,500
		13500-470300-335000-701000	Medicare	67
		13500-470300-351000-701000	SUI	72
		13500-470300-361000-701000	W/C	60
		13500-470300-381000-701000	Alternative Retirement Plan	135
		13500-470300-589000-701000	Other Services	2,537
		13500-470300-591000-701000	Indirect Costs	629
9306	Revenue:	13738-340150-888500-490000	Other Student Fees-Study Abroad Travel	200
	Expenditures:	13738-340150-523000-490000	Student Travel and Conference	200
9328	Revenue:	13701-371000-887730-100100	Sales Materials-Ceramics-Clay Fees	4,155
	Expenditures:	13701-371000-431500-100100	Instr Supplies-Material Fees	4,155

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Restricted General Fund

2011-12 Center of Excellence grant

9278	Revenue:	17352-336100-865900-684000	State Revenue	\$	205,000
	Expenditures:	17352-336100-211000-684000	Classified Salaries-Unit A		44,692
		17352-336100-232000-684000	Professional Expert Salaries		12,000
		17352-336100-322000-684000	PERS Classified Noninstr		6,350
		17352-336100-332000-684000	OASDI Classified Noninstr		3,515
		17352-336100-336000-684000	Medicare Classified Noninstr		822
		17352-336100-352000-684000	SUI Classified Noninstr		913
		17352-336100-362000-684000	W/C Classified Noninstr		754
		17352-336100-372000-684000	Cash in Lieu Class Noninstr		2,397
		17352-336100-392000-684000	Retiree Benefits Clas Noninstr		358
		17352-336100-452400-684000	Supplies-Office		2,814
		17352-336100-521000-684000	Travel and Conferences		8,000
		17352-336100-522000-684000	Mileage		1,000
		17352-336100-561000-684000	Contracted Services		110,000
		17352-336100-591000-684000	Indirect Costs		7,885
		17352-336100-641300-684000	New Equip-\$1,000-4,999		3,500

2011-12 Enrollment Growth Nursing grant

9288	Revenue:	17022-380140-865900-123000	State Revenue		169,487
	Expenditures:	17022-380140-132000-123000	Hrly Instr Sal-Ad Ed Reg Sch		8,048
		17022-380140-211000-123000	Classified Salaries-Unit A		26,129
		17022-380140-231000-123000	Short-Term, Nonacad Salaries		28,587
		17022-380140-242000-123000	Professional Expert Sal Instr		53,281
		17022-380140-311000-123000	STRS		664
		17022-380140-321000-123000	PERS		2,854
		17022-380140-331000-123000	OASDI		1,620
		17022-380140-335000-123000	Medicare		1,719
		17022-380140-351000-123000	SUI		1,869
		17022-380140-361000-123000	W/C		1,544
		17022-380140-371000-123000	CIL		6,947
		17022-380140-381000-123000	Alternative Retirement Plan		2,456
		17022-380140-451000-123000	Supplies		2,000
		17022-380140-584000-123000	Computer/Technlgy Related Serv		22,000
		17022-380140-589200-123000	Services for Catering/Prom Items		3,250
		17022-380140-591000-123000	Indirect Costs		6,519

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TEST UP, Year 4 grant

9317	Revenue:	17633-380380-819000-701000	Other Federal Revenues	\$	141,987
	Expenditures:	17633-380380-141000-701000	Hrly Noninstr Salaries		12,810
		17633-380380-143000-701000	Hrly Noninstr Sal-Counselors		11,432
		17633-380380-231000-701000	Short-Term, Nonacad Salaries		47,098
		17633-380380-311000-701000	STRS		2,000
		17633-380380-335000-701000	Medicare		1,055
		17633-380380-351000-701000	SUI		514
		17633-380380-361000-701000	W/C		948
		17633-380380-371000-701000	CIL		762
		17633-380380-381000-701000	Alternative Retirement Plan		1,413
		17633-380380-451000-701000	Supplies		14,670
		17633-380380-521000-701000	Travel and Conferences		6,900
		17633-380380-523000-701000	Student Travel and Conference		4,400
		17633-380380-589000-701000	Other Services		1,300
		17633-380380-589200-701000	Services for Catering/Prom Items		300
		17633-380380-591000-701000	Indirect Costs		32,385
		17633-380380-769000-732000	Other Student Aid		4,000

2011-12 Mt. SAC Suicide Prevention grant

9319	Revenue:	17062-534500-819000-701000	Other Federal Revenues		101,868
	Expenditures:	17062-534500-211000-701000	Classified Salaries-Unit A		41,032
		17062-534500-232000-701000	Professional Expert Salaries		24,546
		17062-534500-321000-701000	PERS		4,521
		17062-534500-331000-701000	OASDI		2,567
		17062-534500-335000-701000	Medicare		600
		17062-534500-351000-701000	SUI		666
		17062-534500-361000-701000	W/C		550
		17062-534500-371000-701000	CIL		4,400
		17062-534500-381000-701000	Alternative Retirement Plan		375
		17062-534500-521000-701000	Travel and Conferences		3,600
		17062-534500-522000-701000	Mileage		500
		17062-534500-561000-701000	Contracted Services		4,500
		17062-534500-589000-701000	Other Services		3,500
		17062-534500-591000-701000	Indirect Costs		9,511
		17062-534500-641500-701000	New Equip IT-\$200-999		1,000

2011-12 231 Literacy grant

9329	Revenue:	17422-420100-819000-493000	Other Federal Revenues		158,722
		17422-410500-819000-493080	Other Federal Revenues		411,134
		17422-410505-819000-493080	Other Federal Revenues		173,482

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	17422-420000-819000-493000 Other Federal Revenues	\$ 109,289
Expenditures:	17422-410500-121000-493080 Educational Admin-Regular	84,391
	17422-410500-142000-493080 Hrly Noninstr Sal-Hrly Noninstr	10,000
	17422-410500-211000-493080 Classified Salaries-Unit A	165,025
	17422-410500-232000-493080 Professional Expert Salaries	15,720
	17422-410500-241000-493080 Hrly Instr Aide Sal-Dir Instr	24,320
	17422-410500-261000-493080 Hrly Instr Aide Sal-Other	2,000
	17422-410500-311000-493080 STRS	7,787
	17422-410500-335000-493080 Medicare	4,097
	17422-410500-351000-493080 SUI	4,460
	17422-410500-361000-493080 W/C	4,009
	17422-410500-371000-493080 CIL	5,993
	17422-410500-381000-493080 Alternative Retirement Plan	5,482
	17422-410500-381300-493080 Alt Retire Plan Admin Fee	1,041
	17422-410500-411000-493080 Textbooks	9,000
	17422-410500-431000-493080 Instr Supplies/Materials	3,000
	17422-410500-441000-493080 Software-Under \$200	800
	17422-410500-451000-493080 Supplies	2,968
	17422-410500-521000-493080 Travel and Conferences	16,000
	17422-410500-522000-493080 Mileage	100
	17422-410500-564500-493080 Maintenance Agreements	1,000
	17422-410500-641200-493080 New Equip-\$200-999	11,632
	17422-410500-641500-493080 New Equip IT-\$200-999	12,309
	17422-410500-641600-493080 New Equip IT-\$1,000-4,999	10,000
	17422-410500-644200-493080 Software-\$200-999	10,000
	17422-410505-232000-493080 Professional Expert Salaries	37,500
	17422-410505-241000-493080 Hrly Instr Aide Sal-Dir Instr	44,264
	17422-410505-335000-493080 Medicare	560
	17422-410505-351000-493080 SUI	604
	17422-410505-361000-493080 W/C	1,088
	17422-410505-381000-493080 Alternative Retirement Plan	1,125
	17422-410505-381300-493080 Alt Retire Plan Admin Fee	138
	17422-410505-411000-493080 Textbooks	4,000
	17422-410505-431000-493080 Instr Supplies/Materials	4,000
	17422-410505-441000-493080 Software-Under \$200	1,000
	17422-410505-451000-493080 Supplies	2,000
	17422-410505-521000-493080 Travel and Conferences	9,494
	17422-410505-522000-493080 Mileage	100
	17422-410505-564500-493080 Maintenance Agreements	1,500
	17422-410505-641200-493080 New Equip-\$200-999	1,109
	17422-410505-641500-493080 New Equip IT-\$200-999	10,000

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17422-410505-641600-493080	New Equip IT-\$1,000-4,999	\$ 55,000
17422-420000-143000-493000	Hrly Noninstr Sal-Counselors	6,300
17422-420000-211000-493000	Classified Salaries-Unit A	67,258
17422-420000-311000-493000	STRS	520
17422-420000-321000-493000	PERS	3,500
17422-420000-331000-493000	OASDI	1,986
17422-420000-335000-493000	Medicare	1,082
17422-420000-351000-493000	SUI	1,184
17422-420000-361000-493000	W/C	979
17422-420000-371000-493000	CIL	5,755
17422-420000-381000-493000	Alternative Retirement Plan	1,056
17422-420000-381300-493000	Alt Retire Plan Admin Fee	305
17422-420000-431000-493000	Instr Supplies/Materials	14,951
17422-420000-451000-493000	Supplies	1,913
17422-420000-521000-493000	Travel and Conferences	1,000
17422-420000-564500-493000	Maintenance Agreements	1,500
17422-420100-142000-493000	Hrly Noninstr Sal-Hrly Noninstr	35,600
17422-420100-232000-493000	Professional Expert Salaries	60,000
17422-420100-241000-493000	Hrly Instr Aide Sal-Dir Instr	26,700
17422-420100-242000-493000	Professional Expert Sal Instr	12,000
17422-420100-311000-493000	STRS	2,937
17422-420100-335000-493000	Medicare	1,591
17422-420100-351000-493000	SUI	1,732
17422-420100-361000-493000	W/C	1,786
17422-420100-381000-493000	Alternative Retirement Plan	2,160
17422-420100-381300-493000	Alt Retire Plan Admin Fee	87
17422-420100-451000-493000	Supplies	3,538
17422-420100-451500-493000	Supplies-Computer Parts/Supplies	678
17422-420100-641200-493000	New Equip-\$200-999	2,000
17422-420100-641600-493000	New Equip IT-\$1,000-4,999	7,913

Other Trust Fund

2011-12 Cross Country Invitational

9373	Revenue:	79301-366105-884021-709000	Sales-Banquet	3,500
	Expenditures:	79301-366105-451000-709000	Supplies	200
		79301-366105-561000-709000	Contracted Services	3,300

2011-12 Cross Country Invitational

9374	Revenue:	79301-366100-884020-709000	Sales-Souvenir	65,000
		79301-366100-884022-709000	Sales-Entry Fees	120,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: October 26, 2011

	79301-366100-884023-709000 Sales-Gate Fees	\$ 35,000
	79301-366100-884024-709000 Sales-Advertising	500
	79301-366100-888107-709000 Parking-Special Events	16,000
	79301-366100-882002-709000 Sponsorships	62,500
	79301-366100-885200-709000 Booth Rental	4,000
	79301-366100-889000-709000 Other Local Revenues	178,436
Expenditures:	79301-366100-231000-709000 Short-Term, Nonacad Salaries	14,160
	79301-366100-232000-709000 Professional Expert Salaries	23,000
	79301-366100-236000-709000 Overtime, Noninstructional	5,000
	79301-366100-331000-709000 OASDI	310
	79301-366100-335000-709000 Medicare	627
	79301-366100-351000-709000 SUI	679
	79301-366100-361000-709000 W/C	561
	79301-366100-381000-709000 Alternative Retirement Plan	1,615
	79301-366100-451000-709000 Supplies	3,000
	79301-366100-452400-709000 Supplies-Office	1,000
	79301-366100-453200-709000 Supplies-Promotional Items	1,200
	79301-366100-453900-709000 Supplies-Medical	1,000
	79301-366100-471000-709000 Food Supplies	5,000
	79301-366100-511000-709000 Consultants	15,050
	79301-366100-563000-709000 Equipment Rental and Leases	7,168
	79301-366100-564000-709000 Repairs	1,000
	79301-366100-582000-709000 Mandated & Misc Fees	200
	79301-366100-585000-709000 Postage	300
	79301-366100-589000-709000 Other Services	95,550
	79301-366100-589201-709000 Promotional Items-Awards	16,000
	79301-366100-589300-709000 Board Approved Donations	500
	79301-366100-641200-709000 New Equip-\$200-999	6,000
	79301-366100-731000-709000 Interfund Transfers-Out	54,500
	79301-366100-794005-709000 Assigned Fund Bal-Trusts	228,016

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$26,162), Restricted General Fund (\$65,275), Bond Construction Fund (\$13,100), BAN Construction Fund (\$500,000), and Associated Students Trust Fund (\$187) 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 (\$68,995), Restricted General Fund (\$1,470,969), and Other Trust Fund (\$484,936) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: October 26, 2011

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/Assignment	Date(s)	Amount Not to Exceed
Jill Alexander	Instruction – Family & Consumer Sciences Discipline/Industry Collaborative Grant	Speaker, Entrepreneur Student Workshop	11/1/11-6/30/12	\$500
Adam Alvarado	Instruction – Regional Information Systems Security Center Grant	Web design and Development for the Grant's Website	10/1/11-12/31/11	\$9,765
Christine Baltés	Instruction – Dance	Pilates Master Class Guest Lecturer	11/21/11-12/9/11	\$250
Katie Bartels	Instruction – Family & Consumer Sciences Discipline/Industry Collaborative Grant	Speaker, Entrepreneur Student Workshop	11/1/11-6/30/12	\$500
Lory Bedikian	Instruction – English, Literature, and Journalism	Literary Reading for Writers' Day	11/7/11	\$300
Tiffanie Siyavong Carson	Instruction – Dance	Choreographer, 2011 Repertory Concert	11/4/11-11/6/11	\$500
Joseph Domingo	Instruction – Family & Consumer Sciences Discipline/Industry Collaborative Grant	Speaker, Entrepreneur Student Workshop	11/1/11-6/30/12	\$500
Sheila Dufresne	Instruction – Regional Information Systems Security Center Grant	Develop Marketing Strategy and Materials, Plan Events, and Prepare Reports	10/1/11-12/31/11	\$11,000

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

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Provider	Area/Department	Service/Assignment	Date(s)	Amount Not to Exceed
Mike Esperanza	Instruction – Dance	Choreographer, 2011 Repertory Concert	11/4/11-11/6/11	\$500
Peter Gallardo	Athletics – Special Events	High School Assistant, Cross Country Invitational	10/14/11-10/22/11	\$200
Mark Gardener	Athletics – Special Events	Announcer, Cross Country Invitational	10/14/11-10/22/11	\$200
Mark Gutierrez	Athletics – Special Events	Artist, Cross Country Invitational	10/3/11-10/22/11	\$500
John Heneise	Technology and Health Division	Update FileMaker Pro Databases	11/1/11-6/30/12	\$6,000
Rodney Hsueh	Athletics – Special Events	Meet Scoring, Cross Country Invitational	10/14/11-10/22/11	\$200
William J. Huff dba James & James Sound Recorders	Instruction – Music	Recording Instrumental Concerts	10/26/11-5/25/12	\$1,800
John Jodzio	Instruction – English, Literature, and Journalism	Literary Reading for Writers' Day	11/14/11	\$300
Bob Maguire	Athletics – Special Events	Entry Fee Coordinator, Cross Country Invitational	10/3/11-10/31/11	\$3,000
Rhonda Manning	Instruction – Family & Consumer Sciences Discipline/Industry Collaborative Grant	Speaker, Entrepreneur Student Workshop	11/1/11-6/30/12	\$500
Pauline Mata	Instruction – Dance	Choreographer, 2011 Repertory Concert	11/4/11-11/6/11	\$500
Milagro Murcia	Instruction – Family & Consumer Sciences Discipline/Industry Collaborative Grant	Speaker, Entrepreneur Student Workshop	11/1/11-6/30/12	\$500
Krystine Ngo	Instruction – Family & Consumer Sciences Discipline/Industry Collaborative Grant	Speaker, Entrepreneur Student Workshop	11/1/11-6/30/12	\$500
Stephanie Rosati	Instruction – Family & Consumer Sciences Discipline/Industry Collaborative Grant	Create Culinary Arts/Hotel Management Program Showcase	11/1/11-6/30/12	\$500
Tim O'Rourke	Athletics – Special Events	High School Coordinator, Cross Country Invitational	10/3/11-10/22/11	\$5,000

SUBJECT: Independent Contractors**DATE:** October 26, 2011

Provider	Area/Department	Service/Assignment	Date(s)	Amount Not to Exceed
Jose Ortiz	Athletics – Special Events	Meet Scoring, Cross Country Invitational	10/14/11-10/22/11	\$200
Alan Michael Parker	Instruction – English, Literature, and Journalism	Literary Reading for Writers' Day	11/14/11	\$300
Alan Perez	Athletics – Special Events	Meet Scoring, Cross Country Invitational	10/14/11-10/22/11	\$200
Victoria Randall	Athletics – Special Events	Graphic Design, Cross Country Invitational	10/14/11-10/22/11	\$1,500
Ken Reeves	Athletics – Special Events	Announcer, Cross Country Invitational	10/14/11-10/22/11	\$200
Don Ruh	Athletics – Special Events	Elementary/Jr. High Coordinator, Cross Country Invitational	10/3/11-10/22/11	\$3,500
Marie Sato	Instruction – Music	Guest Artist, Percussion Master classes	10/28/11 11/2/11 11/7/11 11/16/11 11/30/11	\$600
Walfred Solarzano	Athletics – Special Events	High School Assistant, Cross Country Invitational	10/14/11-10/22/11	\$200
Chalatorn Ujamrus	Instruction – Dance	Choreographer, 2011 Repertory Concert	11/4/11-11/6/11	\$500
Gonzalo Vasquez	Instruction – Family & Consumer Sciences Discipline/Industry Collaborative Grant	Speaker, Entrepreneur Student Workshop	11/1/11-6/30/12	\$500
Cheri Wilson	Instruction – Family & Consumer Sciences Discipline/Industry Collaborative Grant	Speaker, Entrepreneur Student Workshop	11/1/11-6/30/12	\$500

Funding Sources

Unrestricted General Fund, Restricted General Fund, and Athletics Special Event Trust Fund.

RECOMMENDATION

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

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

DATE: October 26, 2011

CONSENT

SUBJECT: Renewal Agreement with the 48th District Agricultural Association

BACKGROUND

For the past ten years, the College has been leasing ¼ acre of property to the 48th District Agricultural Association for the purpose of creating an operational model agricultural farm complex. Educational experiences are available for students and school personnel of elementary through high school levels as well as enhancing facilities and opportunities for Mt. SAC students and the community at-large. The initial term of this agreement was for ten years, commencing December 20, 2001, through December 19, 2011, with renewal options for additional five-year increments.

ANALYSIS AND FISCAL IMPACT

The 48th District Agricultural Association wishes to renew this agreement for five years, commencing December 20, 2011, through December 19, 2016. The Association will pay rent to the District of \$3,545.90 for the initial year with each succeeding year including an annual cost-of-living increase consistent with the provisions incorporated into the initial agreement. This amount covers the District's cost for electricity, gas, and water.

Funding Source

Not Applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves renewal of the agreement between Mt. San Antonio College and the 48th District Agricultural Association for an additional five-year period, as presented.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #18

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

DATE: October 26, 2011

CONSENT

SUBJECT: Contract with Turbo Data Systems Inc. for Handheld Citation Devices

BACKGROUND

The Mt. San Antonio College Department of Public Safety is currently in a contractual agreement with Citation Management LLC, Duncan Solutions, to process parking citations issued upon the College property. Duncan Solutions does not have a handheld citation device (ticket writer) that is conducive to enhance the parking enforcement process in an expedient and proficient fashion. The Duncan Solutions contractual agreement is currently \$40,000 annually.

ANALYSIS AND FISCAL IMPACT

Turbo Data Systems, Inc. developed a proven handheld electronic citation device which encompasses a camera, built-in printer, memory, GPS violator locator and inclusive software created to fulfill the needs of the Mt. SAC Department of Public Safety. The device is capable of downloading violation information in "real time"; thus, enabling the parking officers to issue citations in an expeditious and timely manner, error-free, and reducing the appeal process.

Turbo Data Systems, Inc. has agreed to provide the following services: Delinquent collection and payment processing; electronic citation information; handheld ticket writer interface; system and document storage; online reporting; DMV interface for vehicle registered owner information; DMV registration holds; out-of-state processing; web payment system; online system access for violator and staff; and Franchise Tax Board offset collection.

The Restricted Parking Fund fiscal impact is a one-time cost for equipment, software, hardware support, and maintenance of \$40,500. Thereafter, the annual cost is \$10,000. Purchasing the electronic handheld citation devices will not only create a state-of-the-art process of issuing citations, but will save the restricted parking fund \$30,000 annually.

Funding Source

Restricted Parking Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the new contractual agreement with Turbo Data Systems, Inc. and the purchase of the electronic handheld citation devices.

Prepared by: Mark DiMaggio

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #19

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

DATE: October 26, 2011

CONSENT

SUBJECT: Maintenance Agreement with Powerhouse Combustion and Mechanical

BACKGROUND

In order to provide for the ongoing maintenance and safe operation of certain specialized equipment and systems, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

Consultant:	Powerhouse Combustion and Mechanical		
Project:	Annual Boiler Maintenance and Service Agreement		
Description:	Amount		
Three-year maintenance agreement to provide periodic maintenance and service on all campus boilers. Pricing breakdown for three-year term: year one-\$14,060; year two-\$14,763; and year three-\$15,502. Qualifications of existing staff not sufficient to meet this need.	\$44,325.00		
Contract Amount			\$44,325.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #20

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

DATE: October 26, 2011

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:	RKA Consulting Group	
	Project:	Bonita Avenue and Walnut Drive Traffic Signal Design	
Item	Description:	Amount	
	Professional consulting services to provide construction administration and inspection services for the traffic signal installation at the Bonita Avenue and Walnut Drive intersection. Services are provided for a fixed fee.	\$21,300.00	
	Reimbursable expenses:	\$500.00	
	Contract Amount		\$21,800.00

#2	Consultant:	RKA Consulting Group	
	Project:	San Jose Hills Road Campus Entrance	
Item	Description:	Amount	
	Professional consulting services to provide construction administration and inspection services for roadwork right of way at the campus entrance at San Jose Hills Road. Services are provided for a fixed fee.	\$11,700.00	
	Reimbursable expenses:	\$500.00	
	Contract Amount		\$12,200.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #21

SUBJECT: Professional Design and Consulting Services**DATE:** October 26, 2011

#3	Consultant:	RKA Consulting Group	
	Project:	Bonita Avenue and Temple Avenue Intersection Improvements	
Item	Description:	Amount	
	Professional consulting services to provide construction administration and inspection services for roadwork in the public right of way at the Bonita Avenue and Temple Avenue intersection. Services are provided for a fixed fee.	\$19,600.00	
	Reimbursable expenses:	\$500.00	
	Contract Amount		\$20,100.00

#4	Consultant:	Zylstra & Associates Engineering	
	Project:	Fire Technology Fire Hose Drying Rack	
Item	Description:	Amount	
	Professional engineering services to perform seismic analysis, wind load analysis, foundation design, and framing details for a drying rack for the Fire Technology program. Services are provided for a fixed fee.	\$800.00	
	Reimbursable expenses:	\$80.00	
	Contract Amount		\$880.00

#5	Consultant:	Zylstra & Associates Engineering	
	Project:	Stadium Apparel Concessions Stand	
Item	Description:	Amount	
	Professional engineering services to perform seismic analysis, wind load analysis, foundation design, and framing detail for the Stadium Apparel Concessions Stand. Services are provided for a fixed fee.	\$3,500.00	
	Reimbursable expenses:	\$350.00	
	Contract Amount		\$,3850.00

#6	Consultant:	Zylstra & Associates Engineering	
	Project:	Hammer Throw Storage Building	
Item	Description:	Amount	
	Professional engineering services to perform seismic analysis, wind load analysis, foundation design, slab on grade footings, and post and beam design for the Hammer Throw Storage Building. Services are provided for a fixed fee.	\$3,000.00	
	Reimbursable expenses:	\$300.00	
	Contract Amount		\$3,300.00

SUBJECT: Professional Design and Consulting Services

DATE: October 26, 2011

#7	Consultant:	Sid Lindmark, AICP	
	Project:	Environmental Impact Report Master Plan Update	
Item	Description:	Amount	
	Assess changes in the Campus Facility Master Plan and prepare an update to the contents of the District's Environmental Impact Report for review. Services are provided for a fixed fee.	\$50,000.00	
	Contract Amount		\$50,000.00

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

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

DATE: October 26, 2011

CONSENT

SUBJECT: Athletic Fields Project (Unilateral Deductive Change Order)

BACKGROUND

Athletic Fields Project (Unilateral Deductive Change Order)

ANALYSIS AND FISCAL IMPACT

The Athletic Storage Building project began construction in March 2009, with a contract schedule of 120 construction days. The actual duration of construction was over 200 days. After reviewing the project with counsel, it is clear that the College is entitled to liquidated damages exceeding the remaining contract balance. Efforts to resolve the issue with the contractor have been unsuccessful, to date.

Bid No.	2808-09	Contractor:	General Consolidated Constructors (General Contractor)	CO No.	5
Item	Change and Justification:		Amount	Time	
	Retention currently being held for the Athletic Storage project as a partial payment toward the amount of liquidated damages currently owed to the College for completion of the project beyond the contractual completion date.		<\$59,673.91>	0 days	
	Total		<\$59,673.91>	0 days	
	Original Contract Amount			\$545,000.00	
	Net Change by Previous Change Orders			\$51,739.04	
	Net Sum Prior to This Change Order			\$596,739.04	
	Amount of Change Order No. 5			<\$59,673.91>	
	New Contract Sum			\$537,065.13	
	Percentage of Change to Contract, to Date			-1.46%	

Funding Sources

State Capital Outlay and Measure R Bond funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #22

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

DATE: October 26, 2011

CONSENT

SUBJECT: Design Technology Center (Change Orders)

BACKGROUND

Design Technology Center (Change Orders).

As of September 1, 2011, Change Orders for the Design Technology Center project totaled \$1,088,466.13, or 6.8% of all contracts. Changes totaling 3% of all contracts were owner-requested changes, 2.2% were required by the Architect, 0.7% was to address unforeseen conditions, and 0.9% was for Division of the State Architect, updated code requirements, and other miscellaneous changes.

ANALYSIS AND FISCAL IMPACT

The following changes were 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.	2848	Contractor:	Lozano Caseworks (Casework Contractor)	CO No.	3
Item	Change and Justification:		Amount	Time	
	Store casework due to delays in the project. <i>Miscellaneous change.</i>		\$3,200.00	0 days	
	Total		\$3,200.00	0 days	
	Original Contract Amount		\$339,800.00		
	Net Change by Previous Change Orders		\$71,277.00		
	Net Sum Prior to This Change Order		\$411,077.00		
	Amount of Change Order No. 3		\$3,200.00		
	New Contract Sum		\$414,277.00		
	Percentage of Change to Contract, to Date		21.92%		

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #22

SUBJECT: Design Technology Center (Change Orders)

DATE: October 26, 2011

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

Design Technology Center	Date	Amount	%	Bid No. 2848 Lozano Caseworks (Caseworks Contractor)
Contract Amount		\$339,800.00		
C.O. No. 1	August 2010	\$56,010.00	16.48%	Provide additional casework.
C.O. No. 2		\$15,267.00	4.49%	Add photographic processing sinks and revise photographic casework.

Bid No.	2849	Contractor:	RC Construction (General Contractor)	CO No.	10
Item	Change and Justification:			Amount	Time
	Revise floor finishes to include polished concrete, stained concrete, and high performance floor coverings. The revised flooring design will reduce maintenance costs over the life of the facility. <i>Owner-directed change-design modification.</i>			\$83,329.56	14 days
	Total			\$83,329.56	14 days
	Original Contract Amount			\$4,998,000.00	
	Net Change by Previous Change Orders			\$430,298.44	
	Net Sum Prior to This Change Order			\$5,428,298.44	
	Amount of Change Order No. 10			\$83,329.56	
	New Contract Sum			\$5,511,628.00	
	Percentage of Change to Contract, to Date				10.28%

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

Design Technology Center	Date	Amount	%	Bid No. 2849 RC Construction (General Contractor)
Contract Amount		\$2,707,000.00		
C.O. No. 1	July 2010	\$1,464.72	.59%	Rain delays; Relocate fence.
C.O. No. 2	August 2010	\$1,681.69	1.0%	Increase wall thickness; Insulation at roof for mechanical unit.
C.O. No. 3	December 2010	\$27,666.00	.55%	Roofing; Rubber tile flooring.
C.O. No. 4	January 2011	\$37,232.00	.74%	Metal wall panels; Revised floor finishes.

SUBJECT: Design Technology Center (Change Orders)

DATE: October 26, 2011

Design Technology Center (cont.)	Date	Amount	%	Bid No. 2849 RC Construction (General Contractor)
Contract Amount		\$2,707,000.00		
Change Order No. 5	April 2011	\$33,221.73	.66%	Metal stud furring wall, change all wood doors to 100% FSC, miscellaneous concrete work; Revise corridor ceiling heights; Provide framing changes at wheelchair lift; 1,200-gallon water tank.
Change Order No. 6	May 2011	\$65,889.48	1.32%	Fire alarm system and column furring; Revise drinking fountain; Revise wall framing; Change opening of doors; Automatic door openers; Ductwork in assembly space; Add soffit.
Change Order No. 7	June 2011	\$79,375.30	1.59%	Architectural metal louvers.
Change Order No. 8	July 2011	\$163,884.10	3.28%	Marker boards; Revise room layouts; Metal stud framing; Anti-graffiti coating and glazing; Replace drywall with wonder board; Expansion joints; Revise door hardware.
Change Order No. 9	September 2011	\$19,883.33	.4%	Revise metal stud framing in Assembly Space; increase framing soffit; box in tube steel; backing for monitors in lobby; Demo and patch drywall.

Funding Sources

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: October 26, 2011

CONSENT

SUBJECT: Physical Education Program Building Renovation (Change Orders)

BACKGROUND

Physical Education Program Building Renovation (Change Orders).

As of September 1, 2011, Change Orders for the Physical Education Program Building Remodel project totaled \$93,745.08, or 3.2% of all contracts. Changes totaling 0.7% of all contracts was owner-requested changes, 2.1% were required by the Architect, 0.1% was required to update Campus Standards, 0.1% was to address unforeseen conditions, and 0.2% was for Division of the State Architect, updated code requirements, and other miscellaneous changes.

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.	2861	Contractor:	HMI Construction (General Contractor)	CO No.	4
Item	Change and Justification:		Amount	Time	
1	Install structural steel backing plates necessary for the proper installation of the new building reinforcement work. <i>Architect/Engineer requirement-unforeseen field condition.</i>		\$23,850.08	0 days	
2	Install metal stud framing at the exterior walls to support new thermal insulation. The originally specified pins were not suitable. <i>Architect/Engineer requirement-unforeseen field condition.</i>		\$8,895.00	0 days	
3	Replace 743 square feet of concrete in the sidewalk to provide for an adequate walking surface. <i>Architect/Engineer requirement-unforeseen field condition.</i>		\$12,020.24	0 days	
4	Remove and replace the existing concrete flatwork around the building and the existing door landings to meet ADA Code. <i>DSA/Code requirement.</i>		\$16,438.72	10 days	
	Total		\$61,204.04	10 days	
	Original Contract Amount		\$1,883,000.00		
	Net Change by Previous Change Orders		\$77,035.39		
	Net Sum Prior to This Change Order		\$1,960,035.39		
	Amount of Change Order No. 4		\$61,204.04		
	New Contract Sum		\$2,021,239.43		
Percentage of Change to Contract, to Date			7.34%		

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #22

SUBJECT: Physical Education Program Building Renovation (Change Orders)

DATE: October 26, 2011

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

Physical Education Program Building Remodel	Date	Amount	%	Bid No. 2861 HMI Construction (General Contractor)
Contract Amount		\$1,883,000.00		
C. O. No. 1	April 2011	\$14,580.49	.77%	Over-excavate 12" of footing to expose firm soil bottom; Remove drywall and patch back at eight locations.
C. O. No. 2	June 2011	\$49,658.63	2.64%	Height of wall increase; Casework replacement; Framing in corridors; New chain-link fence line posts; Furr out wall for drinking fountain chiller; Demolish existing planters.
C. O. No. 3	September 2011	\$12,796.27	.68%	Additional column reinforcement and metal stiffeners.

Bid No.	2862	Contractor:	Empyrean Plumbing (Plumbing Contractor)	CO No.	2
Item	Change and Justification:		Amount	Time	
	Remove the existing water heater and piping, and provide proper piping and faucet for the mop sink. <i>Architect/Engineer requirement-additional details required.</i>		\$1,592.95	0 days	
	Total		\$1,592.95	0 days	
	Original Contract Amount			\$194,316.00	
	Net Change by Previous Change Orders			\$19,431.60	
	Net Sum Prior to This Change Order			\$213,747.60	
	Amount of Change Order No. 2			\$1,592.95	
	New Contract Sum			\$215,340.55	
	Percentage of Change to Contract, to Date			10.82%	

SUBJECT: Physical Education Program Building Renovation (Change Orders)

DATE: October 26, 2011

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

Physical Education Program Building Remodel	Date	Amount	%	Bid No. 2862 Empyrean Plumbing (Plumbing Contractor)
Contract Amount		\$194,316.00		
C. O. No. 1	April 2011	\$19,431.60	10.00%	Install trap primers; Connect down-spouts to storm drain lines; Add isolation valves; Add exterior hose bib and replace 2" water service with 2 ½".

Bid No.	2865	Contractor:	Construction Electric (Electrical Contractor)	CO No.	2
Item	Change and Justification:			Amount	Time
1	Connect the fire-rated rollup door with the fire alarm system, not shown on plans. <i>Architect/Engineer requirement-additional details required.</i>			\$1,563.00	0 days
2	Provide a data conduit pathway and a power conduit pathway to serve the new systems furniture for the computer lab portion of the WIN program. <i>Owner-directed change-design modification.</i>			\$3,799.00	0 days
	Total			\$5,362.00	0 days
	Original Contract Amount			\$452,000.00	
	Net Change by Previous Change Orders			\$834.00	
	Net Sum Prior to This Change Order			\$452,834.00	
	Amount of Change Order No. 2			\$5,362.00	
	New Contract Sum			\$458,196.00	
Percentage of Change to Contract, to Date				1.37%	

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

Physical Education Program Building Remodel	Date	Amount	%	Bid No. 2865 Construction Electric (Electrical Contractor)
Contract Amount		\$452,000.00		
C. O. No. 1	April 2011	\$834.00	.18%	Furnish support of all conduits.

SUBJECT: Physical Education Program Building Renovation (Change Orders)

DATE: October 26, 2011

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

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

DATE: October 26, 2011 **CONSENT**

SUBJECT: Modifications to Upper Fields at the P. E. Center Field House
(Building 50G) (Unilateral Deductive Change Order)

BACKGROUND

Modifications to Upper Fields at the P. E. Center Field House (Building 50G) (Unilateral Deductive Change Order).

ANALYSIS AND FISCAL IMPACT

The Modifications to the Upper Practice Fields project include work to laser-grade the sand bed underneath the sod prior to installation of new sod. The contractor neglected to complete this step, resulting in an unacceptable finished product. After consultation with counsel, it is clear that the College can deduct from the remaining contract balance the necessary funds to correct the work. Efforts to resolve the issue with the contractor have been unsuccessful, to date.

Bid No.	2874	Contractor:	CS Legacy Construction (General Contractor)	CO No.	4
Item	Change and Justification:			Amount	Time
1	The contract amount is being reduced as a partial payment for the cost of removal and replacement of the sod, which was installed without proper leveling as per contract documents.			<\$49,473.99>	0 days
2	The contract balance currently being held for the Modifications to the Upper Fields at Building 50G project is reduced by \$10,000.00			<\$10,000.00>	0 days
3	The contract balance currently being held for the Modifications to the Upper Fields at Building 50G project is reduced by \$23,296.00.			<\$23,296.00>	0 days
4	The contract balance currently being held for the Modifications to the Upper Fields at Building 50G project is reduced by \$500.00.			<\$500.00>	0 days
	Total			<\$83,269.99>	0 days
	Original Contract Amount				\$485,847.00
	Net Change by Previous Change Orders				\$29,906.56
	Net Sum Prior to This Change Order				\$515,753.56
	Amount of Change Order No. 4				<\$83,269.99>
	New Contract Sum				\$432,483.57
	Percentage of Change to Contract, to Date				-10.98%

Prepared by: Gary L. Nellesen Reviewed by: Thomas G. Meikle/Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #22

SUBJECT: Modifications to Upper Fields at 50G (Change Order)

DATE: October 26, 2011

Funding Sources

State Capital Outlay 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: October 26, 2011

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:	Cambridge West Partnership	No.	1
	Project:	5-Year Construction Plan and Space Inventory		
Item	Change and Justification:		Amount	
	Additional professional consulting services to update and resubmit the FPP for the Technology Building Remodel to the Chancellor's Office. Fixed fee:		\$12,000.00	
	Total		\$12,000.00	
	Original Contract Amount		\$39,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$39,000.00	
	Amount of Amendment No. 1		\$12,000.00	
	New Contract Sum		\$51,000.00	

#2	Consultant:	Marlene Imirzian & Associates Architects	No.	1
	Project:	Facilities Master Plan Update 2009		
Item	Change and Justification:		Amount	
	Additional professional consulting services to update the Facilities Master Plan. Fixed fee:		\$36,000.00	
	Total		\$36,000.00	
	Original Contract Amount		\$170,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$170,000.00	
	Amount of Amendment No. 1		\$36,000.00	
	New Contract Sum		\$206,000.00	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #23

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: October 26, 2011

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

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

DATE: October 26, 2011

ACTION

SUBJECT: Meet-and-Confer Agreement between the District and the Confidential
and Supervisory Employees for 2011-12

BACKGROUND

Representatives from the Confidential and Supervisory employee groups and the District have met and conferred in good faith regarding terms and conditions of employment. Throughout the meet-and-confer process, both parties exchanged information, opinions, and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

The District and Confidential and Supervisory employees reached an agreement on the following:

- A one-time increase to salaries of 2%, retroactive to July 1, 2011, and ending June 30, 2012.
- The ability to “opt out” of the District’s group medical plan only. Employees declining coverage must provide annual proof of continuing health coverage under a comparable group medical benefit plan.
- Bereavement Leave: A maximum of five (5) days leave of absence, or seven (7) days leave of absence if travel of more than two hundred (200) miles one way is required, without loss of salary.

ANALYSIS AND FISCAL IMPACT

The cost of providing these agreements is \$42,164.

The medical benefit opt-out provision is cost neutral to the District. Any difference between the District-provided benefit allowance and the premium cost for dental, vision, and life insurance to the employee will be included in the employee’s gross wages on a pre-tax basis.

Funding Sources

Restricted General Fund and Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Meet-and-Confer Agreement reached between the District and the Confidential, and Supervisory employees for fiscal year 2011-12.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Action #1

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

DATE: October 26, 2011

ACTION

SUBJECT: Meet-and-Confer Agreement between the District and Management
Employees for 2011-12

BACKGROUND

Representatives from the Management employee group and the District have met and conferred in good faith regarding terms and conditions of employment. Throughout the meet-and-confer process, both parties exchanged information, opinions, and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

The District and Management employees reached an agreement on the following:

- A one-time increase to salaries of 2%, retroactive to July 1, 2011, and ending June 30, 2012.
- The ability to “opt out” of the District’s group medical plan only. Employees declining coverage must provide annual proof of continuing health coverage under a comparable group medical benefit plan.
- Bereavement Leave: A maximum of five (5) days leave of absence, or seven (7) days leave of absence if travel of more than two hundred (200) miles one way is required, without loss of salary.

ANALYSIS AND FISCAL IMPACT

The cost of the one-time increase to salaries is \$198,721.

The medical benefit opt-out provision is cost-neutral to the District. Any difference between the District-provided benefit allowance and the premium cost for dental, vision, and life insurance to the employee will be included in the employee’s gross wages on a pre-tax basis.

Funding Sources

Restricted General Fund and Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Meet-and-Confer Agreement reached between the District and Management employees for fiscal year 2011-12.

Prepared by: Annette Loria

Recommended by: Bill Scroggins Agenda Item: Action #2

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

DATE: October 26, 2011

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 2410 – Policy and Administrative Procedure

BACKGROUND

Mt. San Antonio College currently has Board Policy 2410 – Policy and Administrative Procedure. Slight modifications have been proposed by the Academic Senate to clarify the relationship of Board Policy 2410 to Administrative Procedure 2410.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation, and utilizing the College’s shared governance process, revisions to Board Polity 2410 have been suggested.

The proposed language has been recommended by the College’s Academic Senate, the classified staff leaders, the Academic Mutual Agreement Council, and the President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 2410 – Policy and Administrative Procedure.

Prepared by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Discussion #2

SUBJECT: Proposed Revisions to BP 2410 – Policy and Administrative Procedure

DATE: October 26, 2011

Chapter 2 – Board of Trustees

BP 2410 Policy and Administrative Procedure

Reference: Education Code Section 70902

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the College. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to College activities. All College employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued **approved** by the College President/CEO **and maintained in the President's Office** as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be **created or** revised as deemed necessary by the College President/CEO **as per AP 2410.**

The College President/CEO shall provide each member of the Board with copies of Administrative Regulations and Procedures as they are revised. The Board reserves the right to direct revisions of the Administrative Regulations and Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Access to all Board Policies and Administrative Procedures shall be readily available to College employees through the College Web site.

Adopted March 24, 2004

Chapter 3 - General Institution

AP 3250 Institutional Planning

References:

Accreditation Standards; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

The College has an institutional planning body, known as the President's Advisory Council (PAC), which includes representatives from management, faculty, staff, and Associated Students. The charge of PAC is to represent the overall interests of the College consistent with the College's Mission, Vision, and Core Values. One of the functions of PAC is to assure the effectiveness of ongoing planning processes by periodically reviewing and recommending institutional planning decisions and processes that are coordinated and consistent with the established direction and focus of the College.

These planning processes include but are not limited to the following:

- Planning for Institutional Effectiveness
- Accreditation Criteria
- Student Equity Plan
- Facilities Plan
- Long Range Educational or Academic Master Plan
- Faculty and Staff Diversity Plan
- Matriculation Plan
- Strategic Plan
- Budget Processes

These plans are recommended to PAC by established governance committees with distinct responsibilities related to overall planning of the institution.

The institution assures the effectiveness of its ongoing planning processes by systematically reviewing, evaluating and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.

Program Review

The Institutional Effectiveness Committee will coordinate and periodically evaluate the College's program review process. The goal of program review is to conduct unit/department based planning and evaluation that supports and aligns with College procedures for budget development and resource allocation as well as integrate with the intentions and practices relating to student learning outcomes. The College recognizes that an effective planning and

evaluation process should be user friendly, data driven, and ongoing (as opposed to multi-year cycles).

Assessment of Integrated Planning

At least twice each year, PAC will convene as an expanded body to assess the effectiveness of integrated planning. The purpose of this periodic assessment is (1) to assess the effective integration of ongoing planning processes, and (2) to make recommendations on integrated planning to the College President. The expanded body shall include members of PAC, plus the following positions/assignments:

- 1. Members of the President's Advisory Council (14)**
- 2. Vice President, Instruction**
- 3. Vice President, Student Services**
- 4. Vice President, Administrative Services**
- 5. Vice President, Human Resources**
- 6. Dean, Instructional Services**
- 7. Chief Technology Officer**
- 8. Director, Facilities Planning and Management**
- 9. Director, Assessment and Matriculation**
- 10. Director, Research and Institutional Effectiveness**
- 11. Director, Upward Bound**
- 12. Faculty (Co-)chair of Campus Equity and Diversity Committee**
- 13. Faculty (Co-)chair of Student Equity Committee**
- 14. Faculty (Co-)chair of Assessment and Matriculation Committee**
- 15. Faculty (Co-)chair of Basic Skills Steering Committee**
- 16. Four classified staff appointed jointly by CSEA 262 and 651**
- 17. Four students appointed by Associated Students**

Add:

- 11. Faculty Outcomes Coordinator**
- 18. One faculty member appointed by the Faculty Association**

References revised February 2008

Chapter 7 – Human Resources

AP 7211 Minimum Qualifications and Equivalencies

References:

Education Code Sections 87001, 87003, 87359 and 87743.2; Title 5 Sections 53400 et seq.

Minimum Qualifications

Faculty shall meet the minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

Equivalency Committee – An Academic Senate Equivalency Committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process “shall include reasonable procedures to ensure that the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications...” In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate equivalency committee shall:

- Recommend all equivalency determinations to the Board of Trustees.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Work with disciplines to review all established equivalencies for currency and accuracy every four years.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

The Equivalency Committee will recommend criteria for equivalencies to the minimum qualifications for disciplines. The committee shall consist of seven members: the Academic Senate President, four faculty appointed by the Academic Senate President, one instructional manager appointed by the Chief Instruction Officer, and one representative from non-credit instruction appointed by the Academic Mutual Agreement Council. The terms of the appointments are for three years. If a vacancy occurs, appropriate replacements may be made at any time.

Determination of Equivalencies – The following procedures are to be used to determine equivalency status of any potential faculty applicant and the process for disciplines to request equivalency status. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements shall state the required qualifications as specified by the Disciplines List, including the possibility of meeting these qualifications via an equivalency.

The Office of Human Resources shall first screen all applications for minimum qualifications. In cases where it is unclear whether minimum qualifications are met, the Office of Human Resources shall consult the Academic Senate President.

Applications of candidates who do not meet minimum qualifications shall be sent to the Academic Senate President to determine if the candidate meets an established equivalency. Department members of the screening committee may choose to review all of these applications and consult with the Academic Senate President to establish whether a candidate may meet an established equivalency. The Academic Senate President shall review the applicants' materials and shall send a decision concerning equivalency or non-equivalency to the Office of Human Resources before candidates are notified of interviews.

Equivalencies to Minimum Qualifications (Full-time and Part-time)

The following process and criteria are used to determine equivalencies to minimum qualifications for both full- and part-time faculty:

A. General Principles Applying to All Equivalencies

1. Equivalencies supersede limited credentials.

- Degrees and credits generally must be from accredited institutions (Section 53406).
- An occupational license or certificate is required in certain instances (Section 53417).
- A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the Academic Senate (Section 53430).
- Whenever a master's degree is mentioned, any degree beyond the master's will also satisfy that qualification.

B. Process by Which Individual Equivalencies are Granted

1. Departments must submit guidelines for establishing equivalencies in their discipline(s) to the Academic Senate for approval. Upon approval, copies will be filed in the Office of Human Resources, the Instruction Office and the Academic Senate Office.
2. Departments may determine:
 - a. To "not use equivalencies" for hiring
 - b. To specify "exact standards" for equivalent preparation
3. A faculty member in the discipline and the Department Chair must both sign off to validate the equivalency.
4. Departments will be given the opportunity each fall to evaluate the guidelines they are using to grant equivalencies and may submit revisions. These revisions will

be reviewed by the Equivalency Committee and the Curriculum and Instruction Council and approved by the Academic Senate. A complete review of equivalencies will occur every four years to ensure the equivalencies are current.

5. Part-time faculty hired under a previous minimum qualification or equivalency shall be permitted continuous employment. For the purpose of this AP, a lapse in employment may not exceed two years to be considered "continuous." Any lapse in employment longer than two years requires that the faculty member re-qualify under the current minimum qualification or equivalency.

C. Options for Consideration for Equivalencies in Disciplines that Require a Master's Degree:

1. A master's degree in any discipline plus upper division and/or graduate units in the discipline and/or teaching or other professional experience.
2. A bachelor's degree in the discipline or a related discipline plus the unit/course equivalent to a master's degree in the discipline or a related discipline AND significant progress toward a doctorate degree subject to degree completion before entering into a contract with the district. Note: Documentation that the degree has been awarded must be submitted before the district will enter into a contract.
3. A bachelor's degree in the discipline plus a master's degree in any discipline AND related work experience.
4. A bachelor's degree in the discipline or a related discipline plus related work experience AND measurable performance indicators subject to review by the discipline faculty. The performance indicators to be used must be included in the equivalency statement.

The experience and education that will be applicable will be determined by the department, recommended by the Equivalency Committee and approved by the Academic Senate. The minimal degree requirements will be a bachelor's degree. Nothing will satisfy this requirement other than the degree itself.

D. Options for Consideration for Equivalencies in Disciplines not Requiring a Master's Degree:

1. Licensure or certification in lieu of experience or education. General Education units and work experience may be considered to balance the licensure or certification so as to equal that required in an Associate degree. General Education that is part of the attainment of the licensure or certification must be documented.
2. Some related experience required to balance course work.

Equivalencies for faculty teaching in disciplines that do not require the master's degree may utilize some combination of units, licensure or certification, and related occupational experience. However, the General Education coursework for all equivalencies is expected to be at least equivalent to that required for an Associate degree.

The Academic Senate Equivalency Committee shall review equivalency requests to determine whether the equivalency proposed is in fact equivalent to the stated minimum qualifications. The committee will consider related degrees, general education coursework, and specialization of coursework in the given discipline. The Equivalency Committee will forward its recommendation to the Curriculum and Instruction Council. The council will review the equivalency proposal to confirm that all legal requirements related to the equivalency are met and then will forward its recommendation the Academic Senate body.

Equivalencies to Minimum Qualifications (Full-time and Part-time, Continuing Education)

The following process and criteria are used to determine equivalencies to minimum qualifications for both full-and part-time faculty.

- A. Equivalency Criteria – Acceptable equivalencies for continuing education disciplines:
 1. Equivalent degrees by other names or equivalent course work.
 2. Experience in the discipline (for disciplines not requiring a master’s degree)
- B. Establishing Criteria – When proposing new or updating old criteria, the process is as follows:
 1. The equivalency form is completed by the appropriate Continuing Education area supervisor after consultation with faculty in the appropriate discipline and the Dean of Continuing Education.
 2. The form is forwarded to the chair of the campus Equivalency Committee, with a copy to the Academic Senate Office, and the same process is followed as in credit disciplines.
- C. Determining Equivalencies – State law allows districts to establish equivalencies to the degree or experience requirements. If the position announcement allows applicants to have equivalent qualifications or if equivalencies are being considered for a part-time position, the equivalencies must be verified by documentation provided by the job applicant. This documentation will be considered part of the application. The Academic Senate President, using the previously approved equivalency on file in the Office of Human Resources, will determine if the applicant’s qualifications are indeed equivalent.

Approved by the Academic Senate: October 14, 2010

Adopted by AMAC: November 22, 2010