



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, December 11, 2013**

**5:30 p.m. - Open and Adjourn to Closed Session**  
**6:00 p.m. - Reception for Elected and Re-Elected Board Members**  
**6:30 p.m. - Public Session**

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

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

## AGENDA

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

**CALL TO ORDER (5:30 p.m.)**

**RECEPTION FOR ELECTED AND RE-ELECTED BOARD MEMBERS (6:00 p.m., Founders Hall)**

- **Judy Chen Haggerty**
- **David Hall**
- **Robert Hidalgo**
- **Laura Santos**

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

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

## PUBLIC COMMUNICATION

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

### CLOSED SESSION

Conference with Labor Negotiators Terri Long, Dean, Instructional Services; James Czaja, Vice President, Human Resources; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6.

Faculty Association, CSEA, Chapter 262, and CSEA, Chapter 651

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

### ADMINISTER OATH OF OFFICE

- Judy Chen Haggerty
- David Hall
- Robert Hidalgo
- Laura Santos

### ELECTION OF BOARD OF TRUSTEES OFFICERS

To comply with Education Code Section 35143, an annual organizational meeting must be held within 15 calendar days of the first Friday in December to elect officers of the Board. (See backup packet Pages 1 and 2.)

### INTRODUCTIONS AND RECOGNITIONS

- **Introduction of the following newly appointed staff:**
  - Management Employee
    - Marguerite Whitford, Director, Student Health Services (Health Services)
- **Recognition:**
  - Award Certificates of Service to the following retiring staff members:
    - **Terri Colvil**, Secretary, Natural Sciences, 28 years of service
    - **Linda Potter**, Executive Assistant II, Vice President, Instruction Office, 16 years of service
    - **Michael Sanchez**, Lead Technician, Information Technology, 32 years of service
    - **Mary Walters**, Library Technician III, Library and Learning Resources, 26 years of service

- Wrestling Team and Coach **David Rivera** for recently winning the 2013 Conference, Regional, and Dual Team State Championships! The Mounties recently won the conference title, going undefeated, capturing the Southern California Title for a second year in a row and winning the inaugural State Dual Team Event on November 23, beating Sac City for the State Title! Congratulations to Coach David Rivera, his staff, and student athletes!
- Men's and Women's Cross Country Teams with Coaches **Mike Goff** and **Doug Todd** for winning South Coast Conference Titles, placing first in their respective races. The Mounties also just wrapped up the State Championship Meet with the Women's Team finishing in third, while the Men's Team placed seventh in the State. Outstanding seasons for both teams, and we are proud of Coach Goff, Coach Todd, their staff, and student athletes!

## **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of November 20, 2013. (See backup packet Pages 3 through 13.)

## **REPORTING OF ACTION TAKEN IN CLOSED SESSION**

## **PUBLIC HEARING REGARDING THE CERTIFICATION OF THE SUBSEQUENT FINAL IMPACT REPORT [MT. SAN ANTONIO COLLEGE MASTER PLAN UPDATE 2012 (SCH2020441161)]**

### **PUBLIC COMMUNICATION**

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

### **REPORTS**

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

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

## BOARD COMMUNICATION

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

9. President's Report – Bill Scroggins, President & CEO
  - Oral report by Vicenti, Lloyd & Stutzman representatives (Action #\_\_)
  - Topics for the Board Study Session on February 22, 2014
  - Proposed Board Committee on Public/Private Partnerships
10. Informational Report – Mt. SAC Scorecard, presented by Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness

## CONSENT CALENDAR

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

### ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 14 through 17.)
2. 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 18 and 19.)
3. Consideration of approval of the reissuance of a stale-dated warrant, as listed. (See backup packet Page 20.)
4. Consideration of approval of an agreement amendment with Higher One Inc. for student refund management services. (See backup packet Pages 21 through 23.)
5. Consideration of approval of use of the piggyback provision in the Santa Clarita Community College District's RFP for captioning services. (See backup packet Pages 24 and 25.)
6. Consideration of approval to donate a Maico Portable Audiometer to the University of Redlands. (See backup packet Page 26.)
7. Consideration of approval of agreements to provide Professional Design and Consulting Services with EPT Design for the Administration Building Rose Garden Shade Structure project; and with Helix Environmental Planning for the Athletics Complex East Side Development project. (See backup packet Page 27.)
8. Consideration of ratification of the following Child Development Center Change Order. (See backup packet Pages 28 and 29.)
  - Bid No. 2828 Marina Landscape, Inc. (Landscape Contractor) – Change Order No. 2.
9. Consideration of approval of the following Building 12 Renovation (formerly Agricultural Sciences) Change Order. (See backup packet Pages 30 and 31.)
  - Bid No. 2936 Castlerock Environmental Inc. (Hazardous Materials Abatement Contractor) – Change Order No. 2.

10. Consideration of approval of the following Contract Amendments. (See backup packet Pages 32 and 33.)

- Contract Facilities Emergency Operation Center Addition and Plan Room Renovation – Marlene Imirzian & Associates Architects (Professional Architectural and Engineering Services) – Amendment No. 2.
- Contract Building 12 Classroom Modernization – H2 Environmental Consulting Services, Inc. (Professional Design and Consulting Services) – Amendment No. 1.

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

- David Michael Lee – Artwork, herb painting. Valued by donor at \$5,000 to be used in the Art Gallery.
- Kimberly Brooks – Artwork titled “A Certain Slant of Light,” valued by donor at \$3,250 to be used in the Art Gallery.
- Margaret Lazzari – Artwork titled “Pink Triangles,” medium, acrylic on canvas, year 2012, size 48” x 40”, valued by donor at \$4,800 to be used in the Art Gallery.
- Peter Frank – Artwork, four framed photographs and four printed-out texts (unframed), valued by donor at \$600 to be used in the Art Gallery.

## **HUMAN RESOURCES**

12. Consideration of approval of Personnel Transactions. (See backup packet Pages 34 through 44.)

13. Consideration of approval of Renewal of Management Contracts. (See backup packet Pages 45 and 46.)

## **INSTRUCTION**

14. Consideration of approval of new and modified courses, certificates, and new and modified degrees to be effective with the 2014-15 academic year. (See backup packet Pages 47 and 48.)

15. Consideration of approval for the Chamber Singers’ Performance at ACDA Western Division Conference. (See backup packet Page 49.)

16. Consideration of approval of activities for the Child Development Workforce Initiative Grant. (See backup packet Pages 50 and 51.)

17. Consideration of approval for the Communication Department to host Close to the Coast Swing Competition January 18-19, 2014. (See backup packet Page 52.)

18. Consideration of approval for Forensics Students to attend the International Forensics Association Tournament in Paris, France March 15-22, 2014. (See backup packet Page 53.)
19. Consideration of approval of a contract with USA News Network for Mt. SAC radio stations. (See backup packet Page 54.)
20. Consideration of approval of additions and changes for the Continuing Education Division. (See backup packet Page 55.)
21. Consideration of approval of a grant renewal for the Center of Excellence. (See backup packet Page 56.)
22. Consideration of approval of a service agreement with CenterTrack© for the Child Development Center. (See backup packet Page 57.)

## **ACTION ITEMS**

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

1. Consideration of approval for the Board to take action on seven items, as listed, regarding the Mt. San Antonio College 2012 Facility Master Plan Subsequent Final Program Environmental Impact Report. (See backup packet Pages 58 through 60.)
2. Consideration of approval to change the February 2014 Board meeting date from February 12, 2014, to February 19, 2014.
3. Consideration of approval to change the March 2014 Board meeting date from March 12, 2014, to March 19, 2014.
4. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2013, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation. (Distributed as separate documents.)
5. Consideration to accept Proposal to Initiate CSEA, Chapter 262 Negotiations for Successor Agreement, July 1, 2014, through June 30, 2017. (See backup packet Pages 61 and 62.)
6. Consideration to accept Proposal to Initiate CSEA, Chapter 651 Negotiations for Successor Agreement, July 1, 2014, through June 30, 2017. (See backup packet Pages 63 and 64.)
7. Consideration to accept Proposal to Initiate Faculty Negotiations for Successor Agreement, July 1, 2014, through June 30, 2017. (See backup packet Pages 65 and 66.)

8. Consideration of approval of acceptance of funds from The RP Group. (See backup packet Page 67.)
9. Consideration of approval of the 2013 Student Success Scorecard. (See backup packet Pages 68 through 70.)
10. Consideration of approval of proposed revisions to Board Policy 1200 – College Mission. (See backup packet Pages 71 and 72.)
11. Consideration of approval of proposed revisions to Board Policy 2010 – Board Membership. (See backup packet Pages 73 through 75.)
12. Consideration of approval of proposed revisions to Board Policy 3500 – Campus Safety. (See backup packet Pages 76 through 78.)
13. Consideration of approval of new Board Policy 3505 – Emergency Response Plan. (See backup packet Pages 79 and 80.)
14. Consideration of approval of proposed revisions to Board Policy 6750 – Traffic and Parking Regulations. (See backup packet Pages 81 and 82.)

### **DISCUSSION ITEM**

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

1. Receive for first reading and discussion proposed revisions to Board Policy 5010 – Admissions. (See backup packet Pages 83 through 85.)

### **INFORMATION ITEMS**

**No action will be taken on items listed. All items are being provided to the Board of Trustees for information only.**

1. Receive revisions to Administrative Procedure 4225 – Course Repetition and Withdrawals. (See backup packet Pages 86 through 89.)
2. Receive revisions to Administrative Procedure 4228 – Course Repetition – Significant Lapse of Time. (See backup packet Pages 90 and 91.)
3. Receive revisions to Administrative Procedure 5055 – Enrollment Priorities. (See backup packet Pages 92 through 97.)



# ADJOURNMENT

## Future Board Meetings

January 8, 2014

February 19, 2014 (third Wednesday) (proposed)

March 19, 2014 (third Wednesday) (proposed)

## Upcoming Events

December 5, 2013	<b>Auxiliary Services Annual Holiday Tea</b> – 10:-11:30 a.m., Bookstore
	<b>Associated Students Holiday Celebration</b> – 12:00-1:30 p.m., Student Life Center
	<b>Theodore Von Karman Lecture Series: The Planck Space Telescope</b> – Revealing the Ancient Universe – 6:30-8:30 p.m., Planetarium
December 5-7, 2013	<b>16<sup>th</sup> Annual Wassail Dinner and Concert</b> – 6:00 p.m., Dance Studio and Feddersen Recital Hall
December 5-8, 2013	<b>People Walking By: Sixth Annual Student Theater Show</b> – 8:00 p.m. (December 8 at 2:00 p.m.), Studio Theater
December 6, 2013	<b>Last day to petition for Winter Intersession Graduation</b>
	<b>Secret of the Cardboard Rocket</b> – 4:30 p.m., Planetarium
	<b>Star Tales</b> – 6:00 and 7:30 p.m., Planetarium
December 7, 2013	<b>Season of Light</b> – 6:00 and 7:30 p.m., Planetarium
December 9-11, 2013	<b>Finals Frenzy/Study Hall</b> – 9:00 a.m.-6:30 p.m., Student Life Center
December 9-15, 2013	<b>Final Exams</b>
December 13, 2013	<b>One World One Sky: Big Bird's Adventure</b> – 4:30 p.m., Planetarium
	<b>Public Night at the Observatory</b> – 9:00-10:30 p.m., Science Building Dome
December 13-14, 2013	<b>Season of Light</b> – 6:00 and 7:30 p.m., Planetarium
December 14, 2013	<b>Secret of the Cardboard Rocket</b> – 4:30 p.m., Planetarium
December 15, 2013	<b>2013 Fall Semester Ends</b>
December 16, 2013- January 5, 2014	<b>Winter Recess for Students</b>
December 23, 2013- January 1, 2014	<b>Winter Recess – Campus Closed</b>
January 6, 2014	<b>2014 Winter Intersession Begins</b>

### **Upcoming Sports Events**

December 6-8, 2013	<b>Men's Basketball Mountie Classic Tournament</b> – Time TBA
December 12, 2013	<b>Men's Basketball vs. Southwestern</b> – 7:00 p.m., Gymnasium
December 17, 2013	<b>Men's Basketball vs. Bakersfield</b> – 5:00 p.m., Gymnasium
December 20, 2013	<b>Men's Basketball vs. Glendale, AZ</b> – 7:00 p.m., Gymnasium

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

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**December 11, 2013**





**SUBJECT:** Election of Officers – Annual Organizational Meeting

**DATE:** December 11, 2013

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees elects officers of the Board.



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 20, 2013

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Baca at 6:33 p.m. on Wednesday, November 20, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present. Student Trustee Maureira was also present.

#### STAFF PRESENT

Bill Scroggins, President/CEO; James Czaja, Vice President, Human Resources; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; and Audrey Yamagata-Noji, Vice President, Student Services, were present.

#### 1. FLAG SALUTE

The Pledge of Allegiance was led by Deejay Santiago, President, Classified Senate.

#### 2. INTRODUCTIONS

The following newly appointed staff members were introduced:

##### Classified Employees

- **Fernando Castellanos**, Grounds Equipment Operator (Facilities Planning and Management) (absent)
- **Kimberly Wilder**, Library Page (Library and Learning Resources) (present)

##### Management Employees

- **Stephen Brown**, Director, CalWORKS (CalWORKS) (present)
- **Lisa Rodriguez**, Director, Title V Grant (Instruction Office) (present)

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

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

The following promoted staff members were introduced:

Classified Employee

- **Julie Hasslock**, Administrative Secretary (Business Division) (present)

Management Employee

- **Christopher Schroeder**, Manager, Network and Data Security (Information Technology) (present)

### 3. RECOGNITION

- **Laura Santos** and **Robert Hidalgo** were introduced and congratulated for being elected as Trustees at the General Election on November 5, 2013, to sit on the Mt. San Antonio College Board of Trustees and to serve for four years. Ms. Santos was elected to represent Trustee Area 3, and Mr. Hidalgo was elected to represent Trustee Area 4.
- **Judy Chen Haggerty** and **David Hall** were congratulated for being re-elected and will each serve another four-year term. Trustee Chen Haggerty will represent Trustee Area 6, and Trustee Hall will represent Trustee Area 2.
- The **Women's Water Polo Team** and **Coach Chris Jackson** were congratulated for finishing the 2013 campaign with an undefeated conference record and their second-ever South Coast Conference Championship (SCC). The Mounties finished the season with a perfect 11-0 conference record and a 19-9 overall record. The last time the Mounties won the SCC Women's Water Polo Championship was in 2000. Congratulations to Coach Jackson, his staff, and student athletes for a memorable season.

### 4. APPROVAL OF MINUTES

- A correction was made to the minutes of the regular meeting of September 11, 2013. Under the Consent Calendar, on Page 42, Consent #17, Personnel Transactions, "Retroactive Approval for Temporary Changes of Assignment," for Jennifer Galbraith and Karelyn Hoover, the effective dates should be changed (was "From 8/20/13"; should be "From: 8/12/13."
- It was moved by Trustee Bader, seconded by Trustee Chyr, and passed to approve the correction to the minutes of September 11, 2013. Student Trustee concurred.
- It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of October 23, 2013. Student Trustee concurred.

### 5. PUBLIC COMMUNICATION

None.

## 6. REPORTS

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

- May Ochoa, President, Associated Students
- Eric Kaljumagi, President, Academic Senate
- DeeJay Santiago, President, Classified Senate
- Lance Heard, President, Faculty Association
- Laura Martinez, President, CSEA 262
- Bill Lambert, Executive Director, Mt. SAC Foundation

## 7. BOARD COMMUNICATION

A. Trustee Baca read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”

B. All Board members shared the following comments:

- They welcomed new and promoted employees Fernando Castellanos, Kimberly Wilder, Stephen Brown, Lisa Rodriguez, Julie Hasslock, and Christopher Schroeder.
- They congratulated Judy Chen Haggerty, David Hall, Laura Santos, and Robert Hidalgo for being elected to serve four-year terms on the Mt. SAC Board of Trustees.
- They congratulated Coach Jackson and the Women’s Water Polo Team for finishing the 2013 campaign with an undefeated conference record and second-ever South Coast Conference Championship.
- They wished everyone a happy Thanksgiving.

C. Trustee Chen Haggerty reported the following:

- She was in a California Lottery filming with Dr. Scroggins and Vice President Gregoryk on October 29.
- She attended the Rowland Heights Coordinating Council meeting on November 7 where she reported out on the election results.
- She attended an event sponsored by the Orange County National Women’s Political Caucus entitled “Breaking the Glass Ceiling” to honor one of her law school colleagues, a former mayor of Tustin.
- She thanked Dr. Scroggins for helping her with an interview with a Chinese newspaper regarding Mt. SAC.
- She will be attending the upcoming CCLC Conference.

D. Trustee Bader reported the following:

- She attended the Student Leadership Conference in Lake Arrowhead and, as always, enjoyed meeting with the students.



- She attended the Citizens Oversight Committee meeting and enjoyed the tour of the new Child Development Center (CDC). She commended Tamika Addison, Director of the CDC.
- She attended Alumni Day and congratulated Bill Lambert, Director of the Foundation, and his staff. She said that the alums had very nice things to say about Dr. Scroggins and the campus.
- She attended a Planetarium with her two grandsons show during Alumni Day.
- She congratulated Bill Rawlings for stepping in as the CSEA 262 President while Laura Martinez is on a temporary assignment.

E. Student Trustee Maureira reported the following:

- She attended the Student Leadership Conference in Lake Arrowhead and thanked the Board members who attended.
- She attended the Student Senate of California Community Colleges (CCC) conference and was very interested in the Veteran Completion program.
- She thanked Bill Lambert for letting her and the associated students be a part of Alumni Day. She actually led a tour of Founders Hall and said that the alums were very proud of Mt. SAC.
- She thanked the faculty and Board members for all their support.

F. Trustee Chyr reported the following:

- He recognized that the football team had a great year, even though they didn't go all the way.
- He thanked Dr. Hall for offering to buy the trophy for the Women's Water Polo Team.
- He encouraged everyone to attend the upcoming Wassail dinner and show.
- He welcomed Bill Rawlings, who will be sitting in for Laura Martinez.

G. Trustee Hall reported the following:

- He reiterated that he will buy a "team" trophy for the Women's Water Polo Team since the championship did not come with a trophy.
- He commended the football team for going as far as they did this year, and he wished them luck in the bowl game this weekend.
- He attended the Student Leadership Conference in Lake Arrowhead with Trustees Baca and Bader. He encouraged the Associated Students to invite the Board members to other meetings, as well.
- He said that he endorsed both Robert Hidalgo and Laura Santos and looks forward to them helping to get the message out to the community.
- He attended the Citizens Oversight Committee meeting and asked that the terming out members be called back to thank them for serving.
- He said that he might be portraying Fred Astaire in the next Puttin' on the Hits.

- He congratulated Trustee Baca for being re-elected as the President of the Board of Governors.

H. Trustee Baca reported the following:

- He enjoyed being a part of the Associated Students Leadership Conference in Lake Arrowhead and appreciated being put on the spot with questions from the students.
- He'll be attending the Community College League of California conference tomorrow and Friday.
- He's happy that the College is able to hire new faculty.
- He looks forward to possibly attending the Wassail.
- He'll be attending the Veterans Summit put on by the Chancellor's Office.
- He has heard time and time again that it's a privilege to work at Mt. SAC, where it strives to be perfect in all areas of operation, and he's proud to represent this College.

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

- He welcomed new and promoted employees Fernando Castellanos, Kimberly Wilder, Stephen Brown, Lisa Rodriguez, Julie Hasslock, and Christopher Schroeder.
- He congratulated Judy Chen Haggerty, David Hall, Laura Santos, and Robert Hidalgo for being elected to serve four-year terms on the Mt. SAC Board of Trustees, and he looks forward to working with them.
- He congratulated Coach Jackson and the Women's Water Polo Team for finishing the 2013 campaign with an undefeated conference record and second-ever South Coast Conference Championship.
- He looks forward to working with Bill Rawlings while he fills in for Laura Martinez during her temporary assignment.
- He attended a follow-up accreditation meeting at College of the Redwoods. He said that, in the past two years, they went from being in a show-cause status to probation, and he hopes that, at the ACCJC meeting in January, they will be fully accredited.
- He shared that he will be chairing an accreditation team at Mendocino College, March 10-13, 2014.
- He described the reception plan for the four elected trustees (Judy Chen Haggerty, David Hall, Robert Hidalgo, and Laura Santos), which is to have a reception prior to the December Board meeting, and then be sworn in at the Board meeting to serve on the Mt. SAC Board of Trustees for the next four years.
- He reminded everyone that the next Board Study Session will take place on February 22, 2014, and the venue is still to be determined.

## 9. CONSENT CALENDAR

The following corrections were made to the Consent Calendar:

- Page 43, Consent #18 – “Personnel Transactions,” for Brenda Dial, the “To Job FTE:,” should read, “1.00/12 months.”
- Page 46 - Consent #18 – “Personnel Transactions,” for Marguerite Whitford, the “Range/Step:” should read “M-15, Step 1; Salary \$114,804.00.”
- Page 47 – Consent #18 – “Personnel Transactions,” under “Professional Expert Employees – New Assignments,” delete Eliza Hoyos Vences.

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

### ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of Quarterly Investment Report ending September 30, 2013.
4. Approval of Quarterly Financial Status Report ending September 30, 2013.
5. Approval of the reissuance of a stale-dated warrant.
6. Approval of the renewal of an agreement with The Liquidation Company to conduct auctions for equipment and miscellaneous items that are deemed surplus and/or salvage.
7. Approval of an agreement with Vangent to provide data management and reporting services to meet the Taxpayer Relief Act (TRA) requirement to send a 1098T form to eligible students detailing the fees they paid to the College.
8. Approval of a change order to a contract that provides Lease/Leaseback construction services for the Facilities Plan Room Renovation and Addition project.
9. Approval of a contract to provide Lease/Leaseback construction services for the Agricultural Sciences Complex Corrective Measures project.
10. Approval of a contract with Quinn Power Systems for the Central Plant Generators Annual Maintenance Agreement project.
11. Approval of a contract with G2Solutions Incorporated to provide the College with a secured electronic connection with the Department of Justice to process fingerprint LiveScan for newly hired faculty, staff, and volunteers.
12. Approval of agreements to provide Professional Design and Consulting Services with Capitol Door for the Annual Fire Sprinkler Inspection; ALTA Environmental for the Annual Emissions Report; Helix Environmental Planning, Inc. for the Athletics Complex East and Construction Support; Facility Consulting Services, LLC for Project

Management Policies, Procedures, and Internal Control; Steven Fader Architects for the Student Life Center Improvements; and with Independent Roofing Consultants for Campus Roof Improvements – Various Buildings.

13. Ratification of the following Child Development Center Change Orders:
  - Bid No. 2831 Moore Flooring (Flooring Contractor) – Change Order No. 3.
  - Bid No. 2948 HCI Systems (Security Contractor) – Change Order No. 2.
14. Approval of the following Building 12 Renovation (formerly Agricultural Sciences) Change Order:
  - Bid No. 2936 Castlerock Environmental Inc. (Hazardous Materials Abatement Contractor) – Change Order No. 1.
15. Approval of the following Performing Arts Center Chiller Replacement Change Order:
  - Bid No. 2951 Liberty Climate Control, Inc. (HVAC Contractor) – Change Order No. 1.
16. Approval of the following Contract Amendments:
  - Contract Farm Area Drainage Survey - Andreasen Engineering, Inc. (Professional Structural Engineering Services) – Amendment No. 2. (See backup packet Pages \_\_ and \_\_.)
  - Contract Design Technology Center LEED Commissioning - P2S Engineering, Inc. (Professional Design and Consulting Services) – Amendment No. 1.
17. Approval of a contract with Stradling Yocca Carlson & Rauth for legal fees to represent Mt. SAC in an IRS audit for Bond Series 2001 Election, 2006 Series C, General Obligation Bonds.

## **HUMAN RESOURCES**

18. Approval of Personnel Transactions.
19. Approval of a contract extension for Classification and Compensation Study with Koff and Associates.

## **INSTRUCTION**

20. Approval of new and modified courses, modified certificates, and modified degrees to be effective with the 2014-15 academic year.
21. Approval for the Turf Team to attend the 10<sup>th</sup> Annual Student Challenge at the Sport Turf Managers Association's Annual Conference and Exhibition January 21-25, 2014, in San Antonio, TX.

22. Approval for the Pep Squad Team to compete at the National Cheerleaders Association and National Dance Association's Collegiate Cheer and Dance Championships April 8-13, 2014, in Daytona Beach, FL.
23. Approval for the Jazz Band to compete at the 2014 Reno Jazz Festival April 10-13, 2014.
24. Approval for the Vocal Jazz Ensemble "Frontline" to compete at the 2014 Reno Jazz Festival April 10-13, 2014.
25. Approval of an agreement with Park Inn by Radisson for the Chamber Singers' 20<sup>th</sup> Anniversary Celebration on Saturday, June 21, 2014.
26. Approval of an affiliation agreement with Inland Christian Home for students enrolled in the Psychiatric Technician program.
27. Approval of activities and acceptance of funds for the LA84 Foundation/Mt. SAC Relays Youth Days grant.
28. Approval of an agreement with In-N-Out Burger for the "Dr. Debbie Boroch Discovery Day: CSU Mt. SAC."
29. Approval of additions and changes for the Continuing Education Division.

Student Trustee concurred.

**10. ACTION ITEM #1 – APPROVAL TO CHANGE THE CURRENT BOARD MEETING DATES TO EITHER THE FIRST WEDNESDAY OF EACH MONTH OR THE SECOND WEDNESDAY OF EACH MONTH, THROUGH THE REMAINDER OF 2013-14.**

Trustee Chyr asked why the June 2014 meeting is the fourth Wednesday. Vice President Gregoryk said that it has to do with Budget deadlines. The June meeting date gives his operation plenty of time to present the Tentative Budget to the Board, and the September meeting date is when it is because an Adopted Budget must be approved by the Board prior to September 15 each year. Trustee Chyr supports the second week of the month, and he suggested that for July 2014, the meeting be the fourth week so that there won't be two meetings within two weeks. So, when the Board meeting dates are put together for approval for 2014-15, he wants that to be kept in mind.

It was pointed out that the first week of the month would conflict with a few major holidays. The majority of the trustees agreed that the second Wednesday of the month would work best.

Student Trustee Maureira pointed out that the second week in December would conflict with finals. It was explained that, by statutory requirements, the annual reorganization of the Board must take place within 15 days before the first Friday in December each year.

It was moved by Trustee Bader and seconded by Trustee Chen Haggerty to approve this item for Option 1 (second Wednesday of the month), as presented. Motion carried. Student Trustee concurred.

## **11. ACTION ITEM #2 – APPROVAL TO USE THE COLLEGE’S WEST PARCEL SITE FOR SOLAR POWER GENERATION.**

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

Trustee Hall suggested that the Grand Avenue area would better be served as a retail zone. He doesn't think that the range of options has been considered for the use of this land. He doesn't challenge the number; he just wants to make sure that the Board is making the right decision regarding the use of that property. He wants an outside consultant to come in and give him an idea of a revenue stream if this property is used for retail. He wants a better understanding of how the rest of the Proposition 39 money is going to be used. He wanted to know where the 4.5% inflation number came from. He said that he would like to have feedback from the Walnut leaders regarding this decision, and he wants the new trustees to also have a vote. He said that it's crucial that the estimated energy savings be accurate. He talked to Andy McIntyre, who agreed that more information is needed.

Trustee Chyr agreed that tonight is not the time to make this decision; that, perhaps, the Board Study Session would be a place to discuss this. Dr. Scroggins said that, due to the parking structure schedule, we shouldn't postpone this too long, and he suggested that perhaps January would be the time.

Trustee Bader asked how big the Grand Avenue solar site is, and the answer was 11 acres, and the solar farm would take up all 11 acres. She asked about maybe moving the farm once the savings paid for the site. She was impressed with the savings from the dirt being moved instead of being purchased. She wasn't in favor of the carport option because of the timing. She also called attention to the fact that, the parking structure site would produce 1/6 of the energy compared to the Grand Avenue site.

Trustee Chen Haggerty said that she didn't think that Measure RR money could be used for this project, and Dr. Scroggins said that Mt. SAC's bond counsel said it could. She said that she's not ready to make a final decision and thinks that the two new trustees should also have a vote. She also wants to revisit the list of projects for Measure RR.

President Scroggins summarized the information that he believes the Board would like to see:

- a more in-depth study of the opportunity costs using a consultant who is familiar with retail options. He suggested preparing some scenarios;
- opportunities under consideration for Proposition 39, going forward;
- source of the estimate of the 4.5% inflation, and some suggested scenarios;
- know the positions of the City of Walnut leaders. (Trustee Hall said to wait until we have real options to present to them.); and
- be specific that the net cost item on the chart of \$6,250,000 is Measure RR money.

The motion was amended by Trustee Hall and seconded by Trustee Chyr to table this item until the enumerated items are ready for presentation to the Board. Motion carried. Student Trustee concurred.

## **12. DISCUSSION ITEM #1 – PROPOSED REVISIONS TO BOARD POLICY 1200 – COLLEGE MISSION**

Revised Board Policy 1200 – College Mission was presented for first reading and discussion, and it will be brought back to the next meeting for approval.

**13. DISCUSSION ITEM #2 – PROPOSED REVISIONS TO BOARD POLICY 2010 – BOARD MEMBERSHIP**

Revised Board Policy 2010 – Board Membership was presented for first reading and discussion, and it will be brought back to the next meeting for approval.

**14. DISCUSSION ITEM #3 – PROPOSED REVISIONS TO BOARD POLICY 3500 – CAMPUS SAFETY**

Revised Board Policy 3500 – Campus Safety was presented for first reading and discussion, and it will be brought back to the next meeting for approval.

**15. DISCUSSION ITEM #4 – BOARD POLICY 3505 – EMERGENCY RESPONSE PLAN (NEW)**

New Board Policy 3505 – Emergency Response Plan was presented for first reading and discussion, and it will be brought back to the next meeting for approval.

**16. DISCUSSION ITEM #5 – PROPOSED REVISIONS TO BOARD POLICY 6750 – TRAFFIC AND PARKING REGULATIONS**

Revised Board Policy 6750 – Traffic and Parking Regulations was presented for first reading and discussion, and it will be brought back to the next meeting for approval.

**17. INFORMATION ITEM #1 – ADMINISTRATIVE PROCEDURE 4020 – PROGRAM AND CURRICULUM DEVELOPMENT**

The Board received, for information only, revised Administrative Procedure 4020 – Program and Curriculum Development.

**18. INFORMATION ITEM #2 – ADMINISTRATIVE PROCEDURE 4103 – WORK EXPERIENCE**

The Board received, for information only, revised Administrative Procedure 4103 – Work Experience.

**19. INFORMATION ITEM #3 – ADMINISTRATIVE PROCEDURE 4290 – STUDENT ACADEMIC HONESTY**

The Board received, for information only, revised Administrative Procedure 4290 – Student Academic Honesty.

**20. INFORMATION ITEM #4 – ADMINISTRATIVE PROCEDURE 4300 – FIELD TRIPS AND EXCURSIONS**

The Board received, for information only, revised Administrative Procedure 4300 – Field Trips and Excursions.

**21. INFORMATION ITEM #5 – ADMINISTRATIVE PROCEDURE 5075 – COURSE ADDS AND DROPS**

The Board received, for information only, revised Administrative Procedure 5075 – Course Adds and Drops.

**22. INFORMATION ITEM #6 – ADMINISTRATIVE PROCEDURE 6750 – TRAFFIC AND PARKING REGULATIONS**

The Board received, for information only, revised Administrative Procedure 6750 – Traffic and Parking Regulations.

**23. ADJOURNMENT**

The meeting adjourned at 8:35 p.m.

WTS:dl



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

**DATE:** December 11, 2013 **CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

**APPROPRIATION TRANSFERS  
For the period 10/23/13 - 11/13/13**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 8,562
6000 Capital Outlay	2,372
7950 Unassigned Fund Balance	775,633
<b>Total</b>	<b>\$ 786,567</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 269,421
2000 Classified/Other Nonacademic Salaries	172,858
3000 Employee Benefits	185,527
5000 Other Operating Expenses/Services	158,761
<b>Total</b>	<b>\$ 786,567</b>

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

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

**DATE:** December 11, 2013

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 4,505
2000	Classified/Other Nonacademic Salaries	61,679
3000	Employee Benefits	20,665
5000	Other Operating Expenses/Services	3,185
7000	Other Outgo	1,200
<b>Total</b>		<b>\$ 91,234</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 24,515
6000	Capital Outlay	66,719
<b>Total</b>		<b>\$ 91,234</b>

**Farm Operations Fund - 34**

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 5,800
6000	Capital Outlay	200
<b>Total</b>		<b>\$ 6,000</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 6,000
<b>Total</b>		<b>\$ 6,000</b>

**BAN Construction Fund - 44**

From:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 15,649
<b>Total</b>		<b>\$ 15,649</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 15,649
<b>Total</b>		<b>\$ 15,649</b>

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

**DATE:** December 11, 2013

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 675
<b>Total</b>	<b>\$ 675</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 675
<b>Total</b>	<b>\$ 675</b>

**BUDGET REVISIONS**  
For the period 10/23/13 - 11/13/13

**Unrestricted General Fund - 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
884009 Box Office, Sales-Concessions	\$ 1,853
887730 Ceramics - Clay Fees	878
887730 Architecture/Design - Production Fees	405
887730 Industrial Design Technology - Production Fees	65
889000 Custodial - Recycling	4,216
<b>Total</b>	<b>\$ 7,417</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 4,467
6000 Capital Outlay	2,950
<b>Total</b>	<b>\$ 7,417</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
819000 Child Development Training Consortium	\$ 10,000
819000 Geodesy Curriculum 21st Century	37,511
865900 Cares Plus Program	6,170
885100 Mt. SAC Pilot Course - Rental Portion	89,020
<b>Total</b>	<b>\$ 142,701</b>

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

**DATE:** December 11, 2013

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	18,885
2000	Classified/Other Nonacademic Salaries		5,819
3000	Employee Benefits		3,872
4000	Supplies/Materials		73,479
5000	Other Operating Expenses/Services		31,707
7000	Other Outgo		8,939
<b>Total</b>		<b>\$</b>	<b>142,701</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$786,567), Restricted General Fund (\$91,234), Farm Operations Fund (\$6,000), BAN Construction Fund (\$15,649) and Associated Students Trust Fund (\$675) 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 (\$7,417) and Restricted General Fund (\$142,701) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** December 11, 2013

**CONSENT**

**SUBJECT:** Independent Contractors

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Gazarek, Sara	Instruction – Music	Clinician – Vocal Jazz Festival/Workshop	2/28/14	\$450
Guter, Christine	Instruction – Music	Clinician – Vocal Jazz Festival/Workshop	2/28/14	\$450
Huff, William dba James & James Sound Engineers	Instruction – Music	Sound Recording – Instrumental Music Performances	1/6/14– 6/20/14	\$500
Pannikker, Dhiren	Instruction – Music	Accompanist – Instrumental Jazz Concert	11/13/13– 11/15/13	\$300
Peterson, Christopher	Instruction – Music	Adjudicator – Chamber Singers Festival	3/19/14	\$500
Shew, Jamie	Instruction – Music	Clinician – Vocal Jazz Festival/Workshop	2/28/14	\$450
Vallee, Jean Sebastien	Instruction – Music	Adjudicator – Chamber Singers Festival	3/19/14	\$500

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Independent Contractors

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**DATE:** December 11, 2013

Funding Source

Unrestricted General Fund – Instruction – Music.

**RECOMMENDATION**

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

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

**DATE:** December 11, 2013

**CONSENT**

**SUBJECT:** Re-issuance of Stale-Dated Warrant

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following payee has requested the re-issuance of its warrant:

<u>Warrant Number</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07091259	12/13/10	City of West Covina	\$57.11

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the re-issuance of the above listed warrant.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

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

**DATE:** December 11, 2013 **CONSENT**

**SUBJECT:** Agreement Amendment: Higher One Inc. for Student Refund  
Management Services

**BACKGROUND**

On July 27, 2011, the Board of Trustees approved a three-year agreement with Higher One Inc. for student refund management services. Students now have the option to utilize fast, secure, and convenient ways to receive and access their financial aid or student fees funds by selecting a refund preference. Students can make a refund preference by choosing the Higher One Account Debit Card, Automated Clearing House (ACH) direct deposit to a bank of their choice, or a paper check. These services have also streamlined College operations and reduced the cost of banking fees and mailing/printing checks. Since January 18, 2012, the Fiscal Services department has processed over 135,000 student refunds, and the College has saved approximately \$100,000 in banking fees and printing/mailling costs.

With Higher One's services, students receive either their student fees refund or financial aid disbursement by direct deposit to their bank account or have the amount instantly added to the debit card. The students receive a text or e-mail message when their funds have been posted to their account. This process saves the student the inconvenience of special trips to cash checks, having checks lost in the mail, and prevents fraud of stolen checks in the mail.

**ANALYSIS AND FISCAL IMPACT**

Higher One's student refund management services are designed to ensure that an institution's refund disbursement process is fully compliant with all applicable federal regulations. An institution must pay a Federal Student Aid (FSA) credit balance to a student within 14 days of the date it was created. An FSA credit balance occurs whenever the College credits FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges (tuition, fees, and other authorized charges).

The U. S. Department of Education has asked Higher One for more specific messaging in direct payment e-mails to students who have not selected a refund preference. This notification will now include a specific location and address on campus where an immediate payment can be made. In order to provide immediate services to the students, Fiscal Services is requesting to utilize the Instant Issue Check process.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4



**SUBJECT:** Agreement Amendment: Higher One Inc. for Student Refund Management Services

**DATE:** December 11, 2013

This Instant Issue Check process will allow the issuance of paper checks instantly for refund payments to students to comply with the U. S. Department of Education's cash management regulations. An instant issue check will only be issued by an administrator who will be granted the appropriate authorization by Higher One Support.com. Also, an instant issue check will only be issued to a student who has not yet made a refund preference selection to Higher One directly and has a current payment pending for which Higher One has already received data and funds from the College. The student must be present in the designated campus office to receive an instant issue check. Higher One will provide the following services for the instant issue check:

- pre-printed check forms to be completed manually by the institution;
- account reconciliation and positive pay;
- maintain records of when and how refund payments are issued to students; and
- only in the manner and to the extent permitted by State law, Higher One agrees to indemnify the institution against any losses due to misuse of checks forms provided by Higher One.

The cost of this service will be \$5.00 per instant check issued. Higher One has waived this fee until March 31, 2014. Higher One and the College send multiple notifications to students to activate their cards and to make their refund preferences; therefore, it is expected that the cost will be minimal.

The College will only use the Instant Issue Checks for FSA program funds. Fiscal Services is requesting the following administrators as authorized signers for the Higher One Instant Issue Checks:

Authorized Signature: Michael D. Gregoryk  
Higher One, Instant Issue Checking Account  
(One signature required)

Authorized Signature: Rosa M. Royce  
Higher One, Instant Issue Checking Account  
(One signature required)

Authorized Signature: Richard Lee  
Higher One, Instant Issue Checking Account  
(One signature required)

Authorized Signature: Teresa Patterson  
Higher One, Instant Issue Checking Account  
(One signature required)

**SUBJECT:** Agreement Amendment: Higher One Inc. for Student Refund Management Services

**DATE:** December 11, 2013

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorizes amending the three-year agreement with Higher One Inc. for student refund management services by adding the Instant Issue Check process, and authorizes the check signors as listed above.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Captioning and Transcription Services</u>	

**BACKGROUND**

In order for the District to comply with the closed-captioning requirements of the Americans with Disabilities Act (ADA), the Technical Services Department has established a program to accomplish three goals: (1) to close-caption encode existing College-owned instructional video programs that lack captioning; (2) to set up practices and technologies to encode College-produced video programming with closed captions as it is edited; and (3) to provide live captioning for meetings and other College events as they are webcasted. In order to provide these services in a timely and cost-effective manner, the District needs to utilize the services of outside vendors to provide transcripts of existing videos and live captioning on-demand of meetings and events in progress.

**ANALYSIS AND FISCAL IMPACT**

On May 23, 2012, the Board of Trustees approved the use of a piggyback provision in the Foundation for Community Colleges (FCCC) RFP to secure captioning and transcription services from two companies: Automatic Sync for automated transcription services, and Caption Colorado for live webcast captioning services.

Both of these contracts have expired and were not renewed through the FCCC. However, the Santa Clarita Community College District (SCCCD) issued a Request for Proposal #SCCCD 1213-192 in July 2013, which resulted in the award of contracts to both Automatic Sync and Caption Colorado for the period September 16, 2013, through June 30, 2016, at the following rates:

1. Automated transcription services from Automatic Sync at \$2.49 per minute of transcribed video (8% less than the previous rate through the FCCC), not to exceed a total of \$49,367.00.
2. Live webcast captioning services from Caption Colorado at a rate of \$60.00 per hour (50% less than the previous rate through the FCCC), not to exceed \$3,600.00 per year.

The College is seeking approval to continue utilizing the services of Automatic Sync and Caption Colorado by piggybacking on the contract issued through the SCCC.

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

**SUBJECT:** Captioning and Transcription Services

**DATE:** December 11, 2013

Public Contract Code Section 20652 allows the governing board of any community college district, without advertising for bids, and when the board has determined it to be in the best interest of the district, to authorize the purchase of goods or services through another public agency that has awarded a contract based on a formal bid process which permitted its bid to be used (“piggybacked”) by other public agencies. The SCCCD specifically included this provision in their agreements with these vendors.

Funding Source

Unrestricted General Fund

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the use of the piggyback provision in the Santa Clarita Community College District’s RFP for captioning services to the campus.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Donation of a Maico Portable Audiometer to University of Redlands</u>	

**BACKGROUND**

The Disabled Student Programs & Services Division (DSP&S) has a Maico portable audiometer device that is approximately 15 years old that is no longer used and cannot be used elsewhere on campus.

**ANALYSIS AND FISCAL IMPACT**

The District's Purchasing Department received a written request from the University of Redlands' Truesdail Center for Communicative Disorders for the donation of this equipment to be used as an instrument for graduate students to perform hearing screenings on local school children.

Education Code 81452 allows the Board of Trustees to donate personal property belonging to the District to a non-profit organization deemed appropriate by the Board, if the Board unanimously finds that the property is of insufficient value to defray the costs of arranging a sale. Purchasing and DSP&S have determined that the portable audiometer has a value of less than \$200, which is insufficient to cover the cost of conducting a sale.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the donation of the Maico portable audiometer to the University of Redlands' Truesdail Center for Communicative Disorders, as presented.

Prepared by: <u>Teresa Patterson</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #6</u>

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 11, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Professional Design and Consulting Services</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	EPT Design	
	<b>Project:</b>	Administration Building Rose Garden Shade Structure	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional landscape architectural design and construction administration services.	\$20,500.00	
	Reimbursable expenses:	\$600.00	
	<b>Contract Amount:</b>	<b>\$21,100.00</b>	

<b>#2</b>	<b>Consultant:</b>	Helix Environmental Planning	
	<b>Project:</b>	Athletics Complex East Site Development	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional biological consulting services to conduct a raptor survey for the Athletics Complex East project. Services to include a single nesting raptor survey to determine if active or inactive nests are present within or adjacent to the proposed area of affect within the California Black Walnut Woodland Habitat. Not to exceed:	\$1,500.00	
	<b>Contract Amount:</b>	<b>\$1,500.00</b>	

**Funding Sources**

- #1 – Measure RR Bond funds, Series A.
- #2 – Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

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

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 11, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Child Development Center (Change Order)</u>	

**BACKGROUND**

Child Development Center (Change Order).

**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:

<b>Bid No.</b>	2828	<b>Contractor:</b>	Marina Landscape, Inc. (Landscape Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Install additional irrigation for planting at the north retaining wall and lower south Bonita retaining wall planters, as this work was not included in the original scope of work. <i>Architect/engineer requirements-design modification.</i>			\$35,555.37	0 days
	Total			\$35,555.37	0 days
	Original Contract Amount				\$306,300.00
	Net Change by Previous Change Orders				\$1,839.88
	Net Sum Prior to This Change Order				\$308,139.88
	Amount of Change Order No. 2				\$35,555.37
	New Contract Sum				\$343,695.25
	Percentage of Change to Contract, to Date				12.21%

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

Child Development Center	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2828 Marina Landscape (Landscape Contractor)
Contract Amount		\$306,300.00				
C. O. No. 1	4/2013	\$1,839.88	\$308,139.88	0.60%	12.21%	Relocate and cap a 3" irrigation water main line.

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

**SUBJECT:** Child Development Center (Change Order)

**DATE:** December 11, 2013

Funding Sources

Measure R and Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

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



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Classroom Building Renovation – Formerly Agricultural Sciences</u> <u>Building 12 (Change Order)</u>	

**BACKGROUND**

Classroom Building Renovation (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2936	<b>Contractor:</b>	Castlerock Environmental Inc. (Hazardous Materials Abatement Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Air Quality Management District Procedure No. 5 removal and disposal of the ACM transite pipe from the Classroom Renovation project. <i>Unforeseen condition-miscellaneous change.</i>		\$1,895.00	0 days	
	Total		\$1,895.00	0 days	
	Original Contract Amount			\$144,875.00	
	Net Change by Previous Change Orders			\$44,279.00	
	Net Sum Prior to This Change Order			\$189,154.00	
	Amount of Change Order No. 1			\$1,895.00	
	New Contract Sum			\$191,049.00	
Percentage of Change to Contract, to Date				31.87%	

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

**SUBJECT:** Classroom Building Renovation – Formerly Agricultural Sciences  
Building 12 (Change Order)

**DATE:** December 11, 2013

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

<b>Classroom Building Renovation</b>	<b>Date</b>	<b>Amount</b>	<b>Total Amount Contract Sum</b>	<b>%</b>	<b>% Total</b>	<b>Bid No. 2936 Castlerock Environmental Inc. (Hazardous Materials Contractor)</b>
Contract Amount		\$144,875.00				
C. O. No. 1	11/2013	\$44,279.00	\$189,154.00	30.56%	31.87%	Excavate, remove, and dispose of asbestos-containing transite pipe.

Funding Sources

Measure RR Bond Anticipated Note and Series A funds.

**RECOMMENDATION**

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

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

**DATE:** December 11, 2013

**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 approval:

<b>#1</b>	<b>Consultant:</b>	Marlene Imirzian & Associates Architects	<b>No.</b>	2
	<b>Project:</b>	Facilities Emergency Operation Center Addition and Plan Room Renovation		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Professional architectural and engineering services for electrical revisions and additional owner-requested changes, fixed fee:	\$30,475.00		
	Total	\$30,475.00		
	Original Contract Amount		\$370,552.00	
	Net Change by Previous Amendments		\$13,900.00	
	Net Sum Prior to This Amendment		\$384,452.00	
	Amount of Amendment No. 2		\$30,475.00	
	New Contract Sum		\$414,927.00	
	Percentage of Change to Contract, to Date			11.98%

<b>#2</b>	<b>Consultant:</b>	H2 Environmental Consulting Services, Inc.	<b>No.</b>	1
	<b>Project:</b>	Building 12 Classroom Modernization		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Provide additional asbestos and lead monitoring and project oversight services at the Building 12 Classroom Modernization project.	\$450.00		
	Total	\$450.00		
	Original Contract Amount		\$24,935.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$24,935.00	
	Amount of Amendment No. 2		\$450.00	
	New Contract Sum		\$25,385.00	
	Percentage of Change to Contract, to Date			1.80%

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

**SUBJECT:** Professional Design and Consulting Services (Contract Amendments)

**DATE:** December 11, 2013

Funding Source

Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 11, 2013</u>	<b>CONSENT</b>
<b>SUBJECT</b> <u>Personnel Transactions</u>	

**CLASSIFIED EMPLOYMENT**

**Permanent New Hire**

Name: Guzman, Mario  
Position: Web Developer  
Department: Information Technology  
Range/Step: A-79, Step 1  
Job FTE: 0.475/12 months  
Effective: 12/16/13

New: Yes  
Salary: \$1,821.35/month

**Permanent Change of Assignment**

Name: Estrada, Christina  
Position: Clerical Specialist  
Department: Natural Sciences Division  
Range/Step: A-69, Step 6  
Job FTE: 1.00/12 months  
Effective: 12/12/13

Salary: \$4,430.25/month

Remarks: Change from 0.475 Job FTE, transfer from Admissions & Records

**Temporary Change of Assignment**

Name: Truman, Lori  
Position: Receptionist/Clerical Assistant  
Department: Information Technology  
Range/Step: A-59, Step 6 + L1  
Effective: 12/16/13  
End Date: 2/21/14

Salary: \$3,113.26/month

Remarks: Change from 0.50 to 0.75 Job FTE

Prepared by: Human Resources Staff Reviewed by: James P. Czaja  
Recommended by: Bill Scroggins Agenda Item: Consent #12

**SUBJECT:** Personnel Transactions

**DATE:** December 11, 2013

**Extension of Temporary Out-of-Class Assignments (expiring 12/31/13)**

Name: Bean, Ronald  
 From: Mid-Range Systems Programmer  
 To: Database Administrator  
 Department: Information Technology  
 Range/Step: A-140, Step 4 + L2 Salary: \$8,851.15/month  
 Effective: 1/1/14  
 End Date: 6/30/14

Name: Childs, Pamela  
 From: Senior Buyer  
 To: Purchasing Specialist  
 Department: Purchasing  
 Range/Step: A-95, Step 6 + L1 Salary: \$5,939.21/month  
 Effective: 1/1/14  
 End Date: 6/30/14

Name: Demitria, Laura  
 From: Clerical Specialist  
 To: Facilities Specialist  
 Department: Facilities Planning and Management  
 Range/Step: A-81, Step 6 Salary: \$4,992.14/month  
 Effective: 1/1/14  
 End Date: 6/30/14

Name: Fenton, Sally  
 From: Secretary  
 To: Administrative Secretary  
 Department: Instruction Office  
 Range/Step: A-88, Step 6 Salary: \$5,352.27/month  
 Effective: 1/1/14  
 End Date: 6/30/14

Name: Hilario-Alvarado, Catherine  
 From: Secretary  
 To: Administrative Secretary  
 Department: Counseling  
 Range/Step: A-88, Step 6 Salary: \$5,352.27/month  
 Effective: 1/1/14  
 End Date: 6/30/14

**SUBJECT:** Personnel Transactions

**DATE:** December 11, 2013

**Extension of Temporary Out-of-Class Assignments (expiring 12/31/13)** (continued)

Name: Haro, Melissa  
From: Account Clerk I  
To: Facilities Specialist  
Department: Facilities Planning and Management  
Range/Step: A-81, Step 2 Salary: \$4,107.05/month  
Effective: 1/1/14  
End Date: 6/30/14

Name: Heflin, Brian  
From: Alternate Media Technician  
To: Senior Systems Analyst/Programmer  
Department: Information Technology  
Range/Step: A-124, Step 1 Salary: \$6,000.11/month  
Effective: 1/1/14  
End Date: 6/30/14

Name: Killiany, Kathy  
From: Coordinator, Health Careers Resource Center  
To: Coordinator, Special Projects  
Department: Technology and Health Division  
Range/Step: A-118, Step 6 Salary: \$7,214.04/month  
Effective: 1/1/14  
End Date: 6/30/14

Name: Lamoree, Daniel  
From: Educational Research Assessment Analyst  
To: Senior Systems Analyst/Programmer  
Department: Research and Institutional Effectiveness  
Range/Step: A-124, Step 3 Salary: \$6,449.37/month  
Effective: 1/1/14  
End Date: 6/30/14

Name: Lundgren, Linda  
From: Graphics Technician  
To: Graphics Designer  
Department: Marketing and Public Affairs  
Range/Step: A-98, Step 4 Salary: \$5,362.57/month  
Effective: 1/1/14  
End Date: 6/30/14

**SUBJECT:** Personnel Transactions

**DATE:** December 11, 2013

**Extension of Temporary Out-of-Class Assignments (expiring 12/31/13)** (continued)

Name: MacDonald, Gregory  
 From: Graphics Technician  
 To: Graphics Designer  
 Department: Marketing and Public Affairs  
 Range/Step: A-98, Step 4 Salary: \$5,362.57/month  
 Effective: 1/1/14  
 End Date: 6/30/14

Name: Magdaleno, Jose Raul  
 From: Sr. Help Desk/Network Support Technician  
 To: Data Communications Technician  
 Department: Information Technology  
 Range/Step: A-107, Step 5 Salary: \$6,158.21/month  
 Effective: 1/1/14  
 End Date: 6/30/14

Name: Martinez, Julia  
 From: Clerical Assistant  
 To: Clerical Specialist  
 Department: Adult Basic Education  
 Range/Step: A-69, Step 2 Salary: \$1,731.28/month  
 Effective: 1/1/14  
 End Date: 6/30/14  
 Remarks: 0.475 Job FTE

Name: Monteilh, Linda  
 From: Clerical Specialist  
 To: Secretary  
 Department: Business Division  
 Range/Step: A81, Step 6 + L1 Salary: \$5,166.86/month  
 Effective: 1/1/14  
 End Date: 6/30/14

Name: Palumbo, Margaret  
 From: Receptionist/Clerical Assistant  
 To: Student Services Program Specialist  
 Department: DSP&S  
 Range/Step: A-79, Step 3 Salary: \$4,227.42/month  
 Effective: 1/1/14  
 End Date: 6/30/14



**SUBJECT:** Personnel Transactions

**DATE:** December 11, 2013

**Extension of Temporary Out-of-Class Assignments (expiring 12/31/13)** (continued)

Name: Rodriguez, Caitlin  
From: Secretary  
To: Administrative Secretary  
Department: Facilities Planning and Management  
Range/Step: A-88, Step 5 Salary: \$5,097.40/month  
Effective: 1/1/14  
End Date: 6/30/14

Name: Stevens, Carole  
From: Secretary  
To: Administrative Secretary  
Department: DSP&S  
Range/Step: A-88, Step 6 + L10 Salary: \$5,352.27/month  
Effective: 1/1/14  
End Date: 6/30/14

**Resignation**

Ernestine Fermin, Teaching Assistant, Learning Assistance Center, effective 11/14/13

**Retirement**

Terri Colvil, Secretary, Natural Sciences Division, effective 12/31/13

**CONFIDENTIAL EMPLOYMENT**

**Extension of Temporary Out-of-Class Assignment (expiring 12/31/13)**

Name: Nelson, Carol  
From: Secretary  
To: Executive Assistant  
Department: President's Office  
Range/Step: C-73, Step 3 + L1 Salary: \$5,594.18/month  
Effective: 1/1/14  
End Date: 6/30/14

**SUBJECT:** Personnel Transactions

**DATE:** December 11, 2013

### **SUPERVISORY EMPLOYMENT**

#### **Promotion**

Name: Avila, Ruben  
 From: Lead Grounds Equipment Operator  
 To: Supervisor, Grounds and Equipment  
 Department: Grounds  
 Range/Step: S-5, Step 1  
 Effective: 12/12/13

Salary: \$5,582.00

### **ACADEMIC EMPLOYMENT**

#### **Retirements**

Kathlene Watanabe, Professor, Child Development, effective 6/14/14

#### **Winter 2014**

#### **Credit Hourly Instructors/Substitutes**

NAME	NAME	NAME
Abdel Haq, Mohammad	Ceniceroz, Jonathan R	Dutreaux, Renee Louise
Abuzalaf, Laura Rose	Chan, Franny Wai	Ellis, Richard Harold
Alexander, Eldon	Chance, Patricia B	Engler, Diane L
Altmire, Matthew Dean	Chandler, Gregory A	Erickson, Eric Luther
Alvarado, Noel M	Charbonneau, David	Fang, Lisa
Ashbran, Richard	Chen, Daniel L	Fantazia, Julianne Renee
Azul, Amy Rebekah	Childress, Scot	Faradineh, Rahim Alavi
Baler, Pablo Fabian	Coronel, Jessica E	Farber, Margaret Mary
Bark, Andrew J	Couch, Anna J	Farris, Bob L
Barron, Sergio	Coughlin, Kristina	Flores, Cynthia Alicia
Bava, Jose	Curran, Karen O'Brien	Francev, Peter K
Bayle, M Dolores	Cushing, William P	Fuller, Maria Luisa
Berry, Theresa M	Daigre, Victorine	Garcia, John Glenn
Bloomer, Darrell Dean	Damansouz, Firouzeh	Giles, Naomi Ruth
Bowman, Deanna Dawn	Damico, Anthony P	Golden, Kristin L
Brandler, Marcielle Y	Dang, Han N	Golden, Nancy S
Byce, Joann M	Darke, Tammy	Gonzalez, Randall A
Cammayo, Christina	Domingues, Cameron	Grey, Gene
Campbell, Faye Daines	Dominguez, Vonjaires M	Haines, Michael S
Carroll, Don R	Doonan, Shelley K	Hallsted, Christopher
Cascella, Henry H	Durfield, Timothy Richard	Hamby, Bobbi Page

**SUBJECT:** Personnel Transactions**DATE:** December 11, 2013**Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
Hancock, Joy Elizabeth	Lee, Chongui Keith	Quintero, Henry Albert
Haney, Randy G	Little, David A	Rahman, Mustafizur
Hartmann, Corinne Marie	Lloyd, Anthony Frazier	Ramal, Randy
Heinicke, David Ross	Louis, Iris Guerra	Ramos Bernal, Natasha
Hendrix, Jeffrey Glenn	Lukenbill, Casey Maureen	Ramos, Christopher
Henry, Darryl	Lynch-Thompson, Candace	Rhee, Joseph Hakjin
Hernandez, Lisa Steele	Martin Jr, George T	Roberts III, Charles Lewis
Hight, Jeremy J	Mateo, Sheila Marie	Roberts, Janet Elena
Hight, Lisa Ann Midori	Mattoon, Mark D	Roberts, Rhonda K
Holland, Daniel Patrick	Mayo, Ana Veronica	Rodriguez, Carmen B
Hollenshead, Marcia G	Mc Kennon, Anna L	Rohde, Michael
Howey, Dawn Marie	McDermott, Sarah Deanne	Rojas, Rubilena
Hruby, Shauna T	Merward III, Charles	Rubio, Jesus
Hunter-Buffington, Carri	Moden, Lisa Marie	Salvador, So-Young Han
Idefonso, Nelson J	Montero, Sasha	Sanchez, Cynthia
Irvine, Cynthia D	Moore, Barbara J	Sanford, Scott Clark
Jaimes, Franciella Marie	Morales Beasley, Stacey	Smith, Larry S
Jannati, Elmira	Mullane, Douglas M	Solorzano, Diana Barajas
Jenkins, Tina S	Muniz, Edgar	Stefan, John Andrew
Johnson, Kent James	Musallet, Omar A	Stevens, Kathleen A
Johnson, Susan M	Mushik, Martin P	Stevenson, James E
Joneja, Kamal Preet	Myers-Mc Kenzie, Laurel	Stier, Gregory Wade
Joshua, Stacey Jae	Nafzgar, Sara Ann	Stubbs, Thomas Edward
Kang, Eun Suk	Nahabedian, Steven	Tan, Daisy Carmen
Kay, Gary L	Nguyen, Cynthia N	Tarman, Shana Levet
Kennelley, Erika F	Nguyen, Hoang-Quyen	Taylor, Star Tennille
Khalife, Eihsan	Nguyen, John Van	Tram, Vui K
Kim, Myong-Sook	Nguyen, Tracy	Tsai, Jennifer
Klassen, Masako Okamura	Nikkhoo, Kristine	Vance, Debra S
Kordich, Jason	Null, Nicholas E	VanderVis, Melinda K
Kowalski, Francis S	Pappas Sr, Gus T	Vargas, Albert Thomas
Kuroki, Hirohito	Park, Jinsun	Vartapetian, Irina
Lahr-Dolgovin, Roberta	Paul, Christopher R	Vidales, Monique D
Lam, Wood C	Pawlak, Mark Walter	Vo, Chuong H
Lane, John Stanton	Perez Gonzalez, Jose	Watkins, Priscilla Gayle
Lastrapes, Martin L	Petrilla, Ginny L	Worsley, Margaret H
Laub, Kathleen Ann	Pewthers, Van C	Wright, Sheila L
Laverty, Julie Mallard	Phelps, Scott Miller	Zawahri, Louis
Lawson, Katherine A	Phillips, Kimberly M	Zeidel, Scott Wayne
Lawton, Judith M	Powell, Chara N	
Lee, Bianca Aquilla	Quach, Christina Sueran	

**SUBJECT:** Personnel Transactions

**DATE:** December 11, 2013

**Credit Hourly Instructor/Substitute for Ratification**

Name: Lachtman, Shana  
 Department: Sociology  
 Effective: 8/27/13 (Fall 2013)  
 Remarks: Assigned courses before clearance by HR on 11/13/13

**Winter 2014**

**Non-Credit Hourly Instructors/Substitutes**

NAME	NAME	NAME
Baker, Nathalie	James, Darrell	Stump, Celeste S
Barsamian, Aram V	Klein, Gabriella Lobasov	Tamburro, Melody Lynn
Beightol, Donna Marie	Ledezma, Erica Yolanda	Tom, Aaron Patrick
Beizai, Robin F	Mc Farlin-Stagg, Zina	Torres, Marcel C
Bhowmick, Nivedita	Middleton, Michael	Trimble, Jill Ann
Conte, Kelly Okura	Paphatsarang, Bounyou	Tucker, Raymond Michael
Cridland, Patricia Lea	Ponce, Heather R	Velarde, Margaret G
Dapello Jr, Alfred	Purper, Kristen Nicole	Walden, Carl Eugene
Devi, Maya P	Rafter, John Michael	Walter, Kenneth
Edwards, Augusta Jo Ann	Reynolds, Martha Esta	White, Shelby Lynn
Fong, Tom	Rohrenbacher, Jennifer J	Williams, Stephen Odeal
Friedman, Karena	Ryan, Rebecca A	Willis, Geneie Louise
Gomez-Angel, Mary Ann	Rzonca, Shelly Kristin	Yates, Sheryl Ann
Henry, Pamela L	Smith, Heather J	
Hunnicut, Leslie Mae	Stringfellow, Susan Joy	

**Additional Assignments**

Provider	Area/Department	Service/Agreement	Dates	Amount
Louie, Charis	Music	Photographer, Wind Ensemble Concert	11/9/13	\$75.25/hr. Not to exceed \$100
Rowden, Jonathan	Music	Jazz Combo Coach, Instrumental Jazz Program	10/24/13 – 11/26/13	\$70.24/hr. Not to exceed \$400



**SUBJECT:** Personnel Transactions**DATE:** December 11, 2013**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Barr, Thomas	EMS Licensing Examiner II	Medical Services	20.00	11/05/13-06/30/14
Bing, Lisa	Interpreter III	DSP&S	30.00	11/01/13-06/30/14
Caroll, Brandon	Paramedic Specialist	Medical Services	15.60	11/16/13-06/30/14
Caroll, Brandon	EMS Licensing Examiner III	Medical Services	25.00	11/16/13-06/30/14
Celis, Krystle	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	11/01/13-06/30/14
Corral, Benjamin	Lecturer-Fire Technology	Fire Technology	37.26	11/19/13-06/30/14
Costa, James	Theatrical Rigger II	Technical Services	16.50	11/09/13-06/30/14
Deluca, Joel	Lecturer-Fire Technology	Fire Technology	37.26	11/25/13-06/30/14
Gilmore, Patiste	Project Coordinator	Research & Instit. Effect.	35.00	12/02/13-06/30/14
Kim, Stacy	EMS Licensing Examiner II	Medical Services	20.00	11/06/13-06/30/14
Kirkland, Robert	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	11/08/13-06/30/14
Morettini, Gabriel	Paramedic Specialist	Medical Services	15.60	11/06/13-06/30/14
Morettini, Gabriel	EMS Licensing Examiner III	Medical Services	25.00	11/06/13-06/30/14
Pimentel, Bryant	Paramedic Specialist	Medical Services	15.60	10/15/13-06/30/14
Pock, Rudy	Lecturer-Fire Technology	Fire Technology	37.26	12/03/13-06/30/14
Purper, Kristen	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	11/01/13-06/30/14
Sandoval, James	FAA Certified Lab Assistant	Aircraft Maintenance	15.00	11/14/13-06/30/14
Stevenson, Thomas	Technical Expert I	Kinesiology, Ath. & Dance	35.00	10/01/13-06/30/14
Tapia, Robert	Paramedic Specialist	Medical Services	15.60	11/16/13-06/30/14
Tapia, Robert	EMS Licensing Examiner III	Medical Services	25.00	11/16/13-06/30/14
Unzueta, Jason	EMS Licensing Examiner III	Medical Services	25.00	11/16/13-06/30/14
Vega, Gilbert	Health Promotion Specialist	Fire Technology	24.00	11/18/13-06/30/14
Viloria, Donald	Lecturer-Fire Technology	Fire Technology	37.26	11/18/13-06/30/14
Walter, Kenneth	Lecturer-Fire Technology	Kinesiology, Ath. & Dance	37.26	07/01/13-06/30/14
Walter, Kenneth	Technical Expert I	Kinesiology, Ath. & Dance	35.00	08/01/13-06/30/14

**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aguero, Jesse	Student Assistant V	The Writing Center	12.50	11/01/13-02/13/14
Aguirre, Raul	Student Assistant III	Architecture	10.00	11/13/13-02/15/14
Andrzejewski, Britnee	Student Assistant III	Continuing Education	10.00	10/31/13-02/23/14
Arellano, Brenda	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Blaza, Michael	Student Assistant IV	Arise	11.25	12/16/13-02/21/14
Cervantes, Alexa	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Chenet, Keontra	Student Assistant II	Child Development Ctr.	8.75	10/01/13-02/21/14
Cofer, Danielle	Student Assistant IV	The Writing Center	11.25	11/01/13-02/13/14
Cuevas, Natalie	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Diaz Aguirre, Mariela	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Duncanson, Vicki	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Duran, Raymond	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Estrada, Christina	Student Assistant I	Information Technology	8.00	12/16/13-02/18/14
Flores, Cintia	Student Assistant III	Architecture	10.00	11/18/13-02/23/14
Flores, Diana	Student Assistant V	The Writing Center	12.50	11/01/13-02/13/14
Garavito, Christine	Student Assistant IV	The Writing Center	11.25	11/01/13-02/13/14

**SUBJECT:** Personnel Transactions**DATE:** December 11, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Garcia, Rosemary	Student Assistant I	Aquatics	8.00	10/18/13-02/23/14
Gomez, Vianney	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Gonzales, Joeanna	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Griego, Yolanda	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Gutierrez, Andrea	Student Assistant V	The Writing Center	12.50	11/01/13-02/13/14
Harrell, Jasmine	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Hernandez, Sandra	Student Assistant III	The Writing Center	10.00	11/01/13-02/13/14
Hill, Jannalle	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Lopez, Marisa	Student Assistant IV	Fiscal Services	11.25	01/02/14-02/23/14
Lozano, Jennifer	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Malieitulua, Afeleti	Student Assistant III	Arise	10.00	12/16/13-02/21/14
Mansour, Emil	Student Assistant I	Agriculture	8.00	11/05/13-02/23/14
Millan, Maria	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Moges, Jonathan	Student Assistant V	The Writing Center	12.50	11/01/13-02/13/14
Navarrete, Adolfo	Student Assistant I	Technical Services	8.00	11/06/13-02/23/14
Payton, Diqueasha	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Perez, Rosemary	Student Assistant II	Child Development Ctr.	8.75	10/01/13-02/21/14
Ramirez, Marina	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Schneider, Jacob	Student Assistant II	Television	8.75	11/05/13-02/23/14
Velasquez, Sandra	Student Assistant I	DSP&S	8.00	11/08/13-12/13/13
Zayas, Samantha	Student Assistant II	Biology	8.75	11/13/13-02/23/14

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

**DATE:** December 11, 2013

**CONSENT**

**SUBJECT:** Renewal of Management Contracts

**BACKGROUND**

Formal action by the Board of Trustees is required to offer managers, recommended in the list below, employment contracts effective July 1, 2014.

**ANALYSIS AND FISCAL IMPACT**

Following the initial employment period, the majority of management contracts are for a two-year term. Approximately one-half of management two-year contracts will expire on June 30, 2014, and, therefore, are due to be renewed at this time. Certain managers receive one-year contracts based on extenuating circumstances or the unpredictable nature of the funding sources for their positions. With the exception of those managers employed from special funding sources, all managers with contracts due to expire on June 30, 2014, are being recommended for a two-year contract for the period of July 1, 2014, through June 30, 2016.

**Funding Source**

Unrestricted/Restricted General Fund and Measure RR Series A and B.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal of management contracts for the duration listed below.

Prepared by: Human Resources Staff

Recommended by: Bill Scroggins

Agenda Item: Consent #13



**SUBJECT:** Renewal of Management Contracts**DATE:** December 11, 2013

<b>Manager</b>	<b>Contract Renewal Period</b>	
	<b>Two-year</b>	<b>One-year</b>
Arballo, Madelyn	7/1/14–6/30/16	
Astorga, Juan Carlos	7/1/14–6/30/16	
Atashpoush, Shantieh	7/1/14–6/30/16	
Bradshaw, George	7/1/14–6/30/16	
Cavion, Deborah	7/1/14–6/30/16	
Charbonneau, David	7/1/14–6/30/16	
Culross, Sheree	7/1/14–6/30/16	
Eastham, William	7/1/14–6/30/16	
Gidcumb, Gary		7/1/14-6/30/15
Hanson, Grace	7/1/14–6/30/16	
Herrera, Irene	7/1/14–6/30/16	
Jenkins, James	7/1/14–6/30/16	
Judd, Jemma Blake	7/1/14–6/30/16	
Judd, Matthew	7/1/14–6/30/16	
Lee, Richard	7/1/14–6/30/16	
Lockhart, Heidi	7/1/14–6/30/16	
Long, Susan	7/1/14–6/30/16	
Long, Terri	7/1/14–6/30/16	
Madrigal, Paulo	7/1/14–6/30/16	
McAlpin, Kenneth	7/1/14–6/30/16	
McNeice-Stallard, Barbara	7/1/14–6/30/16	
Mitchell, Rebecca	7/1/14–6/30/16	
Montoya, Michael	7/1/14–6/30/16	
Nellesen, Gary	7/1/14–6/30/16	
Ocampo, James	7/1/14–6/30/16	
Partridge, Carol	7/1/14–6/30/16	
Phillips Alonge, Olesegun		7/1/14-6/30/15
Price, Adrienne	7/1/14–6/30/16	
Reille, Audrey		7/1/14-6/30/15
Saldana, Karen	7/1/14–6/30/16	
Sloan, Sayedeh Omideh		7/1/14-6/30/15
Sneed, Roger	7/1/14–6/30/16	
Teske, Margaret		7/1/14-6/30/15
Tolano-Leveque, Maryann	7/1/14–6/30/16	
Velokovic, Jeanne Marie	7/1/14–6/30/16	
Zahrt-Egbert, Shelly	7/1/14–6/30/16	

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

**DATE:** December 11, 2013

**CONSENT**

**SUBJECT:** New and Modified Courses, Modified Certificates, and New and Modified Degrees, Effective with the 2014-15 Academic Year

**BACKGROUND**

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

New Course

ADJU 50

Course Title

Introduction to Forensics for Criminal Justice

Modified Courses

ELEC 50B

KIN 92

Course Title

Electronic Circuits (AC)

Work Experience - Athletic Training

New Degree

Administration of Justice AS-T

Modified Degrees

Radiologic Technology AS

Kinesiology and Wellness AA

Nursing AS

Modified Certificates

Nursery Management

**ANALYSIS AND FISCAL IMPACT**

New and modified courses as well as new and modified degrees and modified certificates, were developed and approved by their respective College departments and Divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council and the Academic Senate, when appropriate.

Prepared by: Terri S. Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #14

**SUBJECT:** New and Modified Courses, Modified Certificates, and New and Modified Degrees, Effective with the 2014-15 Academic Year

**DATE:** December 11, 2013

Funding Source

Not Applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the above curriculum additions and changes, effective with the 2014-15 academic year, as presented.

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

**DATE:** December 11, 2013

**CONSENT**

**SUBJECT:** Chamber Singers' Performance at the American Choral Directors  
Association Western Division Conference

**BACKGROUND**

The Mt. San Antonio College Chamber Singers has been selected to perform at the American Choral Directors Association Western Division Conference in Santa Barbara, CA. The Ensemble, under the direction of Bruce Rogers, will be performing in one of America's finest concert halls, the Granada Theater. Students will also have the opportunity to attend sessions of interest and exhibits. Travel dates for the Ensemble are February 19–22, 2014.

The American Choral Directors Association (ACDA) is a professional association for Choral Directors. ACDA offers the only choral educational events which include instructor-led, hands-on workshops, master classes, and in-depth lectures from ACDA's top choral educators and performers.

**ANALYSIS AND FISCAL IMPACT**

The total anticipated cost of this tour is \$9,000.

**Funding Sources**

Unrestricted General Fund - \$275.

Stars of Excellence - \$8,725.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Chamber Singers' performance at the American Choral Directors Association Conference in Santa Barbara, CA, as presented.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #15

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Child Development Workforce Initiative Grant: Approval of Activities</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled “Child Development Workforce Initiative,” funded by the Los Angeles Universal Preschool. The purpose of the grant is to meet significant challenges that the early child care and education field has faced in attracting and maintaining a workforce that is adequately skilled, well prepared, and culturally and linguistically reflective of the children and families being served. The project will include a three-tier process that includes recruitment from high school, completion of Mt. SAC Child Development certificates and degrees, and transfer to a four-year university to complete a BA in Child Development or Early Childhood Education. This grant will support students’ completion of Child Development permits, certificates, transfer, and degree requirements through dedicated advisement, workshops, coursework, and stipends for core members.

As part of the grant activities, authorization is requested to issue grants, in the amount of \$500 per semester, to participating four-year college/university students who qualify for the program.

**ANALYSIS AND FISCAL IMPACT**

The following students will be issued \$500 per semester upon verification that they have maintained eligibility for the program:

- |                          |   |
|--------------------------|---|
| Gabriela Amel Peralta    | California State University, Los Angeles        |
| Hannah Babishoff         | California State University, Fullerton          |
| Sunshine Baylosis        | California State University, Fullerton          |
| Mario Bonilla            | California State University, Los Angeles        |
| Bernadette Esparaza      | University of La Verne                          |
| Zulma Fletes             | University of La Verne                          |
| Christy Harris           | Pacific Oaks College                            |
| Kelly Huang              | California State University, Fullerton          |
| Amber Hyatt              | California State University, Fullerton          |
| Katherine Landeros       | California State University, Fullerton          |
| Desirae Los Cano Garibay | University of La Verne                          |
| Jacqueline Madrigal      | California State Polytechnic University, Pomona |
| Lupe Medina              | Pacific Oaks College                            |

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #16</u>

**SUBJECT:** Child Development Workforce Initiative Grant: Approval of Activities

**DATE:** December 11, 2013

Jawariyah Mustafa	California State University, Fullerton
Florie Nava	Azusa Pacific University
Yvette Parra	Pacific Oaks College
Vanessa Quiroz	University of La Verne
Lillian Salgado	University of La Verne
Emelin Tahhan	California State University, Fullerton
Katy Tan	University of La Verne
Angela Uraine	California State University, Fullerton
Juana Valencia	California State University, Fullerton

Funding Source

Los Angeles Universal Preschool.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the activities, as defined above.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 11, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Communication Department to Host Close to the Coast Swing</u>	

**BACKGROUND**

The Communication Department is requesting approval to host a forensics tournament event called the Close to the Coast Swing with Orange Coast College. Dates for the competition are January 18-19, 2014, with one date at Mt. SAC and the other at Orange Coast College.

**ANALYSIS AND FISCAL IMPACT**

Costs to host the event will not exceed \$2,500; it is expected that the costs will be covered by fees charged to participants. Costs include purchasing trophies/awards, snacks, decorations, office supplies, and compensation for a small number of judges.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Communication Department's hosting of the Close to the Coast Swing, as presented.

Prepared by: James Jenkins Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #17

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

**DATE:** December 11, 2013

**CONSENT**

**SUBJECT:** Forensics Students to Attend the International Forensics Association  
Tournament in Paris, France

**BACKGROUND**

The Communication Department is requesting approval for 14 forensics students and faculty members Jeff Archibald, Ken Klawitter, and Liesel Reinhart to attend the International Forensics Association Tournament in Paris, France. Dates for travel and competition are March 15-22, 2014.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$40,781.

**Funding Sources**

Unrestricted General Fund (\$14,243).  
Stars of Excellence (\$13,938).  
Student contributions (\$12,600).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of 14 forensics students and three faculty members at the International Forensics Association Tournament, in Paris, France, as presented.

Prepared by: James Jenkins

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #18



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 11, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with USA News Network</u>	

**BACKGROUND**

The Arts Division requests authorization to enter into a contract with USA News Network, in Grand Prairie, TX, to provide a newscast service for the College Radio Stations, 90.1 Mt. Rock and Audio8ball.com. This service will provide a ten-page newscast “Prep Sheet,” a standard tool within the commercial radio industry, Monday–Friday for the College’s Radio Program students. The sheets assist students in preparing their shows and provide daily relevant information they will need to formulate their talk breaks, etc.

**ANALYSIS AND FISCAL IMPACT**

USA News Network will charge a service fee of \$297 for the balance of the 2013-14 academic year, beginning December 1, 2013.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the service contract with USA News Network, as presented.

Prepared by: Sue Long Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #19

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

**DATE:** December 11, 2013

**CONSENT**

**SUBJECT:** Continuing Education Division Additions and Changes

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Community Services - Program Changes

<b>Course Title/Program</b>	<b>From</b>	<b>To</b>
English for California Visitors	Staff TBD	Evans, Douglas Sunnaa, Andrea

2. New Contracts

<b>Agency (Description of Services)</b>	<b>Expenses</b>	<b>Income</b>
California Corporate College c/o Butte-Glenn Community College 3526 Butte Campus Drive Oroville CA 95965	Staff - \$300 Supplies - \$50	\$2,944.50
Covered California Agent Training November 14, 2013		

3. Contract Renewals

<b>Contract</b>	<b>Amount</b>
Institute of Reading Development (IRD) 5 Commercial Boulevard Novato, CA 94949 Contract: February 1, 2014, through December 31, 2014	No Cost to the District IRD will pay Mt. SAC 10% of all tuition collected

Funding Sources

Community Services - Student Registration Fees.

New Contracts - Contracting Agency.

Contract Renewals - Student Registration Fees.

**RECOMMENDATION**

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

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

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

**DATE:** December 11, 2013

**CONSENT**

**SUBJECT:** Center of Excellence 2013-14 Grant Renewal

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The Center of Excellence Grant is renewed each year by the Chancellor's Office. The grant award is \$200,000 for the period of July 9, 2013, through June 30, 2014.

The 50% match requirement is met with in-kind match from the Los Angeles/Orange County Regional Consortium and the host college.

**Funding Source**

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

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

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

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

**DATE:** December 11, 2013

**CONSENT**

**SUBJECT:** Child Development Center and Laboratory School Service Agreement  
with CenterTrack© System

**BACKGROUND**

As part of the funding terms and conditions of existing State contracts and Federal grants, the Mt. San Antonio College Child Development Center (CDC) completes multiple annual, bi-annual, quarterly, and monthly reports related to participants' program and funding eligibility and attendance. In addition, the Center processes invoices and collects tuition for services as part of its fee program. The CDC would like to continue to use the CenterTrack© program/software by Controltec to gather, track, and maintain data necessary to complete required State and Federal reports and manage tuition payments and other fees for service for the 2013 -14 academic year.

**ANALYSIS AND FISCAL IMPACT**

The term of the service agreement with CenterTrack© System is twelve months, commencing December 1, 2013, through December 1, 2014. The cost for the service agreement, which includes maintenance and service usage fees, shall not exceed \$2,460.

**Funding Source(s)**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Tamika Addison/Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Mt. San Antonio College 2012 Facility Master Plan Subsequent Final Program Environmental Impact Report</u>	

**BACKGROUND**

The *Mt. San Antonio College 2012 Facility Master Plan Draft Subsequent Environmental Impact Report (SEIR)* was circulated to the State Clearinghouse and to other interested local agencies (e.g., Cities of Walnut, Diamond Bar, Industry, Pomona, County of Los Angeles, etc.) for a 45-day public review period. The Notice of Completion for the Draft SEIR was published in the *Inland Valley Daily Bulletin* on August 27, 2013, posted on campus, on the College website, and filed with the County of Los Angeles Recorder/Clerk of Court in Norwalk. Copies of the Draft SEIR were also made available for the public at the Learning Technology Center, at the Walnut Public Library, and on the College website.

All public comments on the Draft SEIR were due on October 21, 2013. The Final SEIR consists of responses to the public comments received on the Draft SEIR and the initial Draft SEIR.

**ANALYSIS AND FISCAL IMPACT**

Public comments received on the Draft SEIR to date are from the Native American Heritage Commission and the County of Los Angeles Department of Public Works. The Facilities Planning and Management Department has evaluated all public comments on the Draft SEIR and prepared responses pertaining to significant environmental issues. The public comments, responses, and any changes to the Draft SEIR are included in the *Response to Comments* document.

The *Response to Public Comments* is forwarded to agencies or parties providing comments ten days prior to the public hearing. They or the public may provide additional comments prior to or during the Public Hearing for the project on December 11, 2013.

At the Public Hearing, the Board of Trustees will consider adopting a Statement of Overriding Considerations (SOC) for the project. The SOC explains why the project should be adopted in spite of potential significant unavoidable adverse traffic, air quality, biological resource, and historic resource impacts that are not mitigated to Less than Significant.

Prepared by: _____	Gary L. Nellesen	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Action #1

**SUBJECT:** Mt. San Antonio College 2012 Facility Master Plan Subsequent Final  
Program Environmental Impact Report

**DATE:** December 11, 2013

The Board of Trustees will also consider adoption of a Statement of Facts and Findings at the public hearing. This document summarized the findings of the Final EIR in language specified by the *California Environmental Quality Act (CEQA) Guidelines (Section 15091)*. Adoption of the Findings by the Board of Trustees indicates they agree with the conclusions presented in the Final SEIR.

The Mitigation Monitoring Program specifies the final list of mitigation measures for the project, the agency or department responsible for implementation and monitoring of the measures, and the timing of the monitoring activity.

For purposes of the Final SEIR, the Board is also being asked to adopt the 2012 Facility Master Plan. The major recent changes to the prior master plan are the development of solar and retail uses on the West Parcel and expansion of the Land Use Management Area (LUMA). The LUMA will include replacement habitat for all sensitive plant species removed during future campus development.

The final acreage of the LUMA is subject to agreements with the California Department of Fish and Wildlife and the United States Department of Fish and Wildlife. The Board of Trustees will consider adoption of agreements with the two agencies at a later date.

The cost associated with habitat replacement alone for Coastal Sage Scrub (CSS) on campus is approximately \$1.40 million for 17.4 acres over five years. An additional \$500,000 is required for a long-term non-wasting endowment.

The projected cost for land and CSS habitat restoration offsite for 17.4 acres by the Puente Hills Preservation Authority is approximately \$2.58 million.

The District's costs associated with the California Black Walnut Conservation Plan are estimated as \$295,140 over five years. Therefore, the total District cost approaches approximately \$2.20 million for the CSS and Black Walnut habitat restoration programs on campus. This does not include non-native grassland restoration and agency-permitting costs.

However, if federal/state agencies agree during the permitting process, the District may receive credit for protection in perpetuity of approximately 3.0 acres of existing CSS habitat on MSAC Hill and for 1.0 acres of existing CSS habitat not being graded on the West Parcel. Credits for existing habitat may reduce the District's cost for habitat replacement by 15-20%.

**SUBJECT:** Mt. San Antonio College 2012 Facility Master Plan Subsequent Final  
Program Environmental Impact Report

**DATE:** December 11, 2013

### Memorandum of Understanding

A Memorandum of Understanding (MOU) between Mt. San Antonio College and the City of Walnut regarding traffic improvements will be presented to the Board at a later date. The MOU will specify procedures, funding mechanisms, and requirements for:

- (1) modifying the existing traffic signals and intersection lanes at two locations adjacent to campus (e.g., San Jose Hills Road/Grand Avenue, and Bonita Drive/Temple Avenue);
- (2) constructing two new signalized intersections (e.g., Lot F/Temple Avenue and Lot D/Temple Avenue); and
- (3) constructing the Public Transportation Center (bridge/turnouts).

### Funding Source

There are no costs involved in certification of the Subsequent Final Environmental Impact Report other than those previously approved in the CEQA consultants' contracts. The costs for implementation of the LUMA would be funded by Measure RR.

### **RECOMMENDATION**

It is recommended that the Board of Trustees takes the following seven actions:

- (1) Certify the Subsequent Final Environmental Impact Report for the 2012 Facility Master Plan.
- (2) Adopt the Statement of Overriding Considerations, the Statement of Facts and Findings, and the 2012 Mitigation Monitoring Program.
- (3) Adopt the California Black Walnut Conservation Plan (September 2012).
- (4) Adopt the Land Use Management Area for habitat mitigation.
- (5) Adopt the Campus Zoning as revised by the Final SEIR.
- (6) Adopt the 2012 Facility Master Plan Update as revised by the Final SEIR.
- (7) Direct staff to file the Notice of Determination with the County Clerk, the State Clearinghouse, and the Community College Chancellor's Office.

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

**DATE:** December 11, 2013

**ACTION**

**SUBJECT:** Proposal to Initiate CSEA, Chapter 262 Negotiations for Successor Agreement, July 1, 2014, through June 30, 2017

**BACKGROUND**

Chapter 10.7, Sections 3440-3549 of the California Government Code require that items to re-open negotiations for 2014-17 must first be identified by both parties and be presented in advance to the Board prior to the start of negotiations. Public comment on these items will be permitted during a Public Hearing at the December 11, 2013, Board of Trustees meeting.

**ANALYSIS AND FISCAL IMPACT**

The District and CSEA, Chapter 262 have agreed to begin negotiations for the successor agreement during the 2014 Winter Intersession. Negotiations for the successor agreement will begin no later than January 17, 2014. The successor contract is proposed to begin July 1, 2014, and end June 30, 2017. The District and CSEA, Chapter 262 have submitted the following initial proposals with the intention of using the interest-based bargaining approach to negotiations.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the initial proposals submitted by the District and CSEA, Chapter 262.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #5



**SUBJECT:** Proposal to Initiate CSEA, Chapter 262 Negotiations for Successor Agreement, July 1, 2014, through June 30, 2017

**DATE:** December 11, 2013

### **Proposals for Successor Agreement**

#### **From the District:**

The Mt. San Antonio Community College District submits the following topical proposals to CSEA, Chapter 262 for the purpose of opening negotiations on a successor agreement for July 1, 2014, through June 30, 2017.

Article 8:	Salaries
Article 9:	Health & Welfare Benefits
Article 12:	Vacations
Article 13:	Leaves of Absence and Related Matters
Article 14:	Transfers and Related Matters
Article 16:	Evaluations
Appendix A:	Unit A Salary Schedule of Assignments
Appendix C:	Classified Employee Evaluation Form
Appendix F:	Application for Personal/Professional Growth Benefit
New Appendix:	Catastrophic Leave Form

#### **From CSEA, Chapter 262:**

CSEA, Chapter 262 submits the following conceptual proposals to the Mt. San Antonio Community College District for the purpose of opening negotiations on a successor agreement for July 1, 2014, through June 30, 2017.

Article 2:	Terms of the Agreement
Article 4:	Organizational Rights
Article 8:	Salaries
Article 9:	Health & Welfare Benefits
Article 10:	Hours of Work and Related Matters
Article 11:	Holidays
Article 12:	Vacations
Article 13:	Leaves of Absence and Related Matters
Article 14:	Transfers and Related Matters
Article 16:	Evaluations
Article 21:	Health and Safety
New Article:	Due Process/Progressive Discipline
New Article:	Dispute Process
New Article:	Job Security

CSEA will additionally continue negotiations on the following: Classified Teaching as Adjunct Faculty; Public Safety Department; and Short-Term/Hourly Employees.

All issues mutually agreed to by both parties during successor contract negotiations will be addressed.

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

**DATE:** December 11, 2013

**ACTION**

**SUBJECT:** Proposal to Initiate CSEA, Chapter 651 Negotiations for Successor Agreement, July 1, 2014, through June 30, 2017

**BACKGROUND**

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to re-open negotiations for 2014-17 must first be identified by both parties and be presented in advance to the Board prior to the start of negotiations. Public comment on these items will be permitted during a Public Hearing at the December 11, 2013, Board of Trustees meeting.

**ANALYSIS AND FISCAL IMPACT**

The District and CSEA, Chapter 651 have agreed to begin negotiations for the successor agreement during the 2014 Winter Intersession. Negotiations for the successor agreement will begin no later than January 17, 2014. The successor contract is proposed to begin July 1, 2014, and end June 30, 2017. The District and CSEA, Chapter 651 have submitted the attached initial proposals with the intention of using the interest-based bargaining approach to negotiations.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the initial proposals submitted by the District and CSEA, Chapter 651.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #6

**SUBJECT:** Proposal to Initiate CSEA, Chapter 651 Negotiations for Successor Agreement, July 1, 2014, through June 30, 2017

**DATE:** December 11, 2013

### **Proposals for Successor Agreement**

**From the District:**

The Mt. San Antonio Community College District submits the following topical proposals to CSEA, Chapter 651 for the purpose of opening negotiations on a successor agreement for July 1, 2014, through June 30, 2017.

- Article VII: Salaries
- Article VIII: Health and Welfare Benefits
- Article IX: Hours of Work and Related Matters
- Article X: Leaves of Absence and Related Matters
- Article XII: Matters Related to Evaluation Processing
- Appendix B: Salary Schedule of Assignments
- New Appendix: Evaluation Form
- New Appendix: Catastrophic Leave Form
- New Appendix: Application for Personal/Professional Growth

**From CSEA, Chapter 651:**

CSEA, Chapter 651 submits the following conceptual proposals to the Mt. San Antonio Community College District for the purpose of opening negotiations on a successor agreement for July 1, 2014, through June 30, 2017.

- Article V: Rights of the Association
- Article VII: Salaries
- Article VIII: Health and Welfare Benefits
- Article X: Leaves of Absence and Related Matters
- Article XIV: Personal/Professional Growth

All issues mutually agreed to by both parties during successor contract negotiations will be addressed.

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

**DATE:** December 11, 2013

**ACTION**

**SUBJECT:** Proposal to Initiate Faculty Negotiations for Successor Agreement,  
July 1, 2014, through June 30, 2017

**BACKGROUND**

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to re-open negotiations for 2014-17 must first be identified by both parties and be presented in advance to the Board prior to the start of negotiations. Public comment on these items will be permitted during a Public Hearing at the December 11, 2013, Board of Trustees meeting.

**ANALYSIS AND FISCAL IMPACT**

The Mt. San Antonio Community College District and the Faculty Association of Mt. SAC have agreed to begin negotiations for the successor agreement during the 2014 Winter Intersession. Negotiations for the successor agreement will begin no later than February 24, 2014. The successor contract is proposed to begin July 1, 2014, and end June 30, 2017. The District and the Faculty Association have submitted the following initial proposals with the intention of using the traditional approach to negotiations.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the initial proposals submitted by the District and the Faculty Association.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #7

**SUBJECT:** Proposal to Initiate Faculty Negotiations for Successor Agreement,  
July 1, 2014, through June 30, 2017

**DATE:** December 11, 2013

### **Proposals for Successor Agreement**

#### **From the District:**

The Mt. San Antonio Community College District submits the following topical proposals to the Mt. San Antonio College Faculty Association for the purpose of opening negotiations on a successor agreement for July 1, 2014, through June 30, 2017.

Article 7:	Salaries
Article 8:	Contract Employee Benefits
Article 10:	Work Load
Article 14:	Class Size
Article 16:	Leaves of Absence
Article 18:	Faculty Evaluation Procedures and Personnel Files
Article 19:	Retirement
Appendix E:	Reassigned Time for Special Assignments
Appendix H:	Evaluation Forms

#### **From the Faculty Association:**

The Mt. San Antonio College Faculty Association submits the following conceptual proposals to the Mt. San Antonio Community College District for the purpose of opening negotiations on a successor agreement for July 1, 2014, through June 30, 2017.

Article 5:	Rights of Association and Members
Article 7:	Salaries
Article 8:	Contract Employee Benefits
Article 10:	Work Load
Article 13:	Intellectual Property Rights
Article 16:	Leaves of Absence
Article 18:	Faculty Evaluation Procedures and Personnel Files
Article 19:	Retirement
Appendix A:	Salary Schedule for Unit Members on Contract
Appendix B:	Department Chairs Remuneration/Reassigned Time
Appendix C:	Faculty Overload and Other than Contract Salary Rates
Appendix D:	Athletic Coaches and Performing Arts Coaches
Appendix E:	Reassigned Time for Special Assignments
Appendix H:	Evaluation Forms

All issues mutually agreed to by both parties during successor contract negotiations will be addressed.

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

**DATE:** December 11, 2013

**ACTION**

**SUBJECT:** Acceptance of Funds from The RP Group, Inc.

**BACKGROUND**

Mt. San Antonio College received a contract agreement from The Research and Planning (RP) Group, Inc. to evaluate its Leading from the Middle Academy. Numerous California community colleges across the state are participating in the Academy in order to offer training and resources to those providing leadership from the middle of the organizational structure including department chairs, deans, researchers, and faculty leaders.

This work will include two products:

- (1) evaluation of the transcriptions of three face-to-face meetings of the Leading from the Middle meetings; and
- (2) summary of the participant's evaluations of the face-to-face meetings.

**ANALYSIS AND FISCAL IMPACT**

Funding of the contract is \$3,000.

The period of performance is December 12, 2013, to June 30, 2014.

Project activities will be carried out with contract funds. There is no impact on the College budget.

**Funding Source**

The RP Group, Inc.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts The RP Group, Inc. contract funds, as presented.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Action #8

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

**DATE:** December 11, 2013

**ACTION**

**SUBJECT:** 2013 Student Success Scorecard

**BACKGROUND**

The Student Success Task Force (SSTF) recommended the implementation of a new accountability framework, whose purpose is to provide stakeholders with clear and concise information on key student progress and success metrics in order to improve performance. The recommendation specified that a scorecard be built on the existing reporting system, the Accountability Reporting for the Community Colleges (ARCC). California State Assembly Bill AB1417 (Pacheco) [Chapter 581, Statutes of 2004] established the ARCC program that requires the California Community Colleges Board of Governors to present an annual report to the Legislature and Governor on the evaluation of community college performance in meeting statewide educational outcome priorities.

To satisfy the request of the SSTF, the ARCC Advisory Workgroup, which guided the development of the initial accountability system in 2005, was reconvened. The workgroup was represented by individuals from various community college organizations and stakeholder groups as well as researchers with technical expertise in performance measures. This technical workgroup reviewed the existing framework and designed the new scorecard. In its commitment to increase transfer and degree and certificate attainment, the California Community Colleges Board of Governors established a more user-friendly performance measurement system that tracks student success at all 112 community colleges. This Student Success Scorecard has data in both static and dynamic formats that report out by gender, age, and ethnicity by all California community colleges to determine if colleges are narrowing achievement gaps. For the 2013 report, Mt. SAC Scorecard consists of the following indicators of college effectiveness:

- A. **Completion Rate (previously called Student Progress & Achievement Rate):** The percentage of first-time students with a minimum of six units earned who attempted any Math or English in the first three years and achieved any of the following outcomes within six years of entry: obtained a degree, certificate, or transferred to a four-year institution, or were transfer-prepared (i.e., successfully completed 60 UC/CSU transferable units with a grade point average of 2.0 or higher (Prepared=75.9%; Underprepared=39.4%; Overall Mt. SAC=48.6%).
- B. **Persistence Rate:** The percentage of first-time students with a minimum of six units earned who attempted any Math or English in the first three years and achieved the following measure of progress (or momentum point): enrolled in the first three consecutive primary semester terms anywhere in the California Community College system (Prepared=73.1%; Underprepared=72.2%; Overall Mt. SAC=72.4%).
- C. **Thirty Units:** The percentage of first-time students with a minimum of six units earned who attempted any Math or English in the first three years and achieved the following measure of progress (or milestone) within six years of entry: earned at least 30 units in the California Community College system (Prepared=79.5%; Underprepared=63.6%; Overall Mt. SAC=67.6%).

Prepared by: Barbara McNeice-Stallard

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Action #9

**SUBJECT:** 2013 Student Success Scorecard

**DATE:** December 11, 2013

**D. Remedial Progress Rate (formerly Credit Basic Skills Improvement Rate):** The percentage of credit students who attempted a course designated at “levels below transfer” in:

1. Math and successfully completed a college-level course in Math within six years
2. English and successfully completed a college-level course in English within six years
3. ESL (Mt. SAC’s Credit American Language) and successfully completed the ESL sequence or a college-level English course within six years
4. (Mt. SAC: Math=37.9%, English=47.6%, ESL=50.8%)

**E. Career Technical Completion Rate (CTE) (formerly Annual Credit Vocational Success):** The percentage of students who completed a CTE course for the first time and completed more than eight units in the subsequent three years in a single discipline (two-digit vocational TOP code where at least one of the courses is occupational SAM B or C) and who achieved any of the following outcomes within six years of entry:

1. Earned any AA/AS or credit Certificate (Chancellor’s Office approved)
2. Transfer to four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a California Community College)
3. Achieved “Transfer Prepared” (i.e., student successfully completed 60 UC/CSU transferable units with a GPA  $\geq$  2.0)

(Mt. SAC=60.1%)

**F. Career Development & College Preparation (CDCP) Completion Rate:** The percentage of students who attempt two or more CDCP courses, with a minimum of four attendance hours in each of those courses, within three years. The following outcomes within six years of entry were tracked:

1. CDCP Certificate(s)
2. Earned AA/AS or Certificates (Chancellor’s Office Approved)
3. Transfer to four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC)
4. Achieved “Transfer Prepared” (student successfully completed 60 UC/CSU transferable units with a GPA  $\geq$  2.0)

(Mt. SAC=24.0%)

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

For the dynamic electronic report: [http://datamart.cccco.edu/Outcomes/Student\\_Success\\_Scorecard.aspx](http://datamart.cccco.edu/Outcomes/Student_Success_Scorecard.aspx)

Report

specifications: [http://extranet.cccco.edu/Portals/1/TRIS/Research/Accountability/ARCC2\\_0/Profile\\_College\\_Specs\\_Final.pdf](http://extranet.cccco.edu/Portals/1/TRIS/Research/Accountability/ARCC2_0/Profile_College_Specs_Final.pdf)

Peer Grouping Listing:

[http://extranet.cccco.edu/Portals/1/TRIS/Research/Accountability/ARCC2\\_0/peer\\_group\\_table.pdf](http://extranet.cccco.edu/Portals/1/TRIS/Research/Accountability/ARCC2_0/peer_group_table.pdf)



**SUBJECT:** 2013 Student Success Scorecard

**DATE:** December 11, 2013

**ANALYSIS AND FISCAL IMPACT**

Although Mt. SAC demonstrates success in most of the above indicators, it is essential for the College to review the findings on an ongoing basis to determine the programs and services that are currently offered that advance students' outcomes and what new programs and services could be offered in the future. A number of campus-wide initiatives/groups are engaged in evaluating program effectiveness (e.g., Basic Skills Initiative and Planning for Institutional Effectiveness). The new Title V Grant will also contribute toward the College's improvement over time. A breakdown of the data by gender, age, and ethnicity will be shared with the following committees for their discussion and possible action: Student Equity Committee, Basic Skills Coordinating Committee, Institutional Effectiveness Committee, and Student Preparation and Success Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Mt. San Antonio College's 2013 Student Success Scorecard, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Revisions to Board Policy 1200 – College Mission</u>	

**BACKGROUND**

Updating Board Policies is an ongoing process.

**ANALYSIS AND FISCAL IMPACT**

Board Policy 1200 – College Mission. The Board took action on June 26, 2013, to approve a new Mission Statement for the College. The Board Policy is being updated as a result of that action. Board members received proposed revisions to this Policy for first reading and discussion on November 20, 2013.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the proposed revisions to Board Policy 1200 – College Mission.

**SUBJECT:** Revisions to Board Policy 1200 – College Mission

**DATE:** December 11, 2013

## Chapter 1 – The College

### BP 1200 College Mission

**References:**

Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges

The mission of Mt. San Antonio College is to ~~welcome all~~ **support** students and to ~~support them~~ in achieving their ~~personal~~, educational, and ~~career~~ goals in an environment of academic excellence.

The mission is evaluated and revised on a regular basis.

Adopted: May 26, 2004

Revised: July 23, 2008

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Proposed Revisions to Board Policy 2010 – Board Membership</u>	

**BACKGROUND**

Updating Board Policies is an ongoing process.

**ANALYSIS AND FISCAL IMPACT**

Board Policy 2010 – Board Membership. As a result of the General Election held on November 5, 2013, that added two Trustees to the Board, this Board Policy (BP) is being updated as a result of that action.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives the revisions to BP 2010 – Board Membership for first reading and discussion.

**SUBJECT:** Proposed Revisions to Board Policy 2010 – Board Membership

**DATE:** December 11, 2013

## Chapter 2 – Board of Trustees

### BP 2010 Board Membership

#### References:

Education Code Sections 72023, 72103, 72104

The Board of Trustees shall consist of five ~~five~~ **seven** members elected ~~at large~~ by **trustee area** for terms of four years by the qualified voters of the District. Terms of members shall expire for ~~two~~ **four** members one year and the three other members on the succeeding odd-numbered year.

**To be eligible to be elected or appointed as a member of the Board in a particular trustee area, one must reside within that area.** ~~Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.~~

An employee of the College may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the Board of Trustees shall, during the term for which he or she is elected, hold an incompatible office.

#### A. Legal Basis

The Board of Trustees is established by and derives the powers and duties from the Constitution of the State of California and the Statutes of California as adopted by the Legislature and issued in the California Education Code and the directives of the Board of Governors of the California Community Colleges as listed in Title 5 of the California Administrative Code.

#### B. Purpose

1. The Board of Trustees, as the policy-making body of the Mt. San Antonio Community College District, shall set forth such policies as are necessary to govern the conduct of the College and shall define procedures essential to the effective execution of such policies. Policy may be amended, suspended, or repealed at any regular meeting by vote of the majority of the Board of Trustees.
2. Individual Board members are only authorized to become involved in administrative actions or procedures by formal action of the Board of Trustees.

**SUBJECT:** Proposed Revisions to Board Policy 2010 – Board Membership

**DATE:** December 11, 2013

C. Representatives to the Board of Trustees

1. The President of the Academic Senate shall serve as the faculty representative to the Board of Trustees.
2. The President of the Classified Senate shall serve as the classified representative to the Board of Trustees.
3. Employees, students, and community members have the right to attend all meetings of the Board with the exception of closed sessions.

Adopted: March 24, 2004

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Proposed Revisions to Board Policy 3500 – Campus Safety</u>	

**BACKGROUND**

Board Policy 3500 – Campus Safety. Modifications have been proposed by the Community College League of California (CCLC) and are legally required.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Board Policy 3500 have been suggested.

The proposed language originally recommended by the CCLC has been reviewed by President’s Cabinet and the President’s Advisory Council.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 3500 – Campus Safety.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #12

**SUBJECT:** Proposed Revisions to Board Policy 3500 – Campus Safety

**DATE:** December 11, 2013

## Chapter 3 – General Institution

### BP 3500 Campus Safety/~~Emergency Plan~~

#### References:

Education Code 67380(a)(4); ~~Government Code 3100-3101~~

#### Campus Safety Plan

The Board is committed to a safe and secure College work and learning environment. ~~The first concern of the College in establishing and operating emergency procedures shall be the welfare of the College students and personnel under its jurisdiction.~~

To that end, the College President/CEO shall establish a Campus Safety/~~emergency Plan~~ and ensure that it is posted or otherwise made available to students. The Campus Safety/~~emergency Plan~~ shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

~~In accordance with Government Code Sections 3100-3101 of the State of California, all College employees are hereby declared civil defense workers, subject to such civil defense activities as may be assigned to them.~~

~~Under emergency conditions, College students may be dismissed from the campus at their own request and be subject to the full assumption of the responsibility of their own personal safety. The authority of this decision shall be vested in the College administrator in charge at the time of the emergency.~~

~~Emergency drills shall be conducted at the discretion of the College President/CEO; students and College personnel shall be required to participate. A record shall be kept in the Office of the President indicating dates and times of each drill conducted.~~

~~The administrator in charge shall be responsible for the supervision of the evacuation of all facilities under his/her jurisdiction. The faculty, under the supervision of the appropriate administrators, shall be responsible for the orderly evacuation of students.~~

~~The overall director and communicator of emergency procedures will be the College President/CEO or designated representatives. They will implement any emergency plan designed to protect the safety of students and staff.~~



**SUBJECT:** Proposed Revisions to Board Policy 3500 – Campus Safety

**DATE:** December 11, 2013

~~For evening classes, the same procedures as outlined in these policies will be followed with the exception that the evening administrator on duty will be the administrator in charge. In the event of an actual emergency during evening hours, the following personnel shall be notified: College President/CEO, Vice Presidents, and members of the Board of Trustees.~~

~~In the event of an emergency when the College is not in session, any employee learning of the emergency should notify the College President/CEO, or other administrators, who will communicate with the President of the Board and determine subsequent action to be taken.~~

~~An operational plan to implement these policies shall be prepared at the discretion of the College President/CEO. This plan shall be reviewed annually and revised as necessary.~~

Approved: April 28, 2004

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 11, 2013</u>	<b>ACTION</b>
<b>SUBJECT:</b> <u>Board Policy 3505 – Emergency Response Plan (NEW)</u>	

**BACKGROUND**

Language has been proposed by the Community College League of California (CCLC) and is legally required.

**ANALYSIS AND FISCAL IMPACT**

The proposed language originally recommended by the CCLC has been reviewed by President’s Cabinet and the President’s Advisory Council.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves new Board Policy 3505 – Emergency Response Plan.

Prepared by: <u>Karen A. Saldana</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Action #13</u>

**SUBJECT:** Board Policy 3505 – Emergency Response Plan (NEW)

**DATE:** December 11, 2013

## **Chapter 3 – General Institution**

### **BP 3505 Emergency Response Plan**

#### **References:**

Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; 19 California Code of Regulations Sections 2400-2450

The College President/CEO shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include, but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by College personnel in compliance with NIMS and SEMS guidelines
  - Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that, as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The College President/CEO will ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan shall contain information regarding activation and chain-of-command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response, and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Proposed Revisions to Board Policy 6750 – Traffic and Parking Regulations</u>	

**BACKGROUND**

Board Policy 6750 - Traffic and Parking Regulations. Modifications have been proposed to ensure continued enforcement by the Department of Public Safety.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Board Policy 6750 have been suggested.

The proposed language has been reviewed by President’s Cabinet and the President’s Advisory Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 6750 - Traffic and Parking Regulations.

Prepared by: _____	Mark DiMaggio	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Action #14

**SUBJECT:** Proposed Revisions to Board Policy 6750 - Traffic and Parking Regulations

**DATE:** December 11, 2013

## **Chapter 6 – Business and Fiscal Affairs**

### **BP 6750 ~~Parking~~ Traffic and Parking Regulations**

**References:**

Education Code Section 76360; Vehicle Code Section 21113

The College President/CEO shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

**The riding/use of all types of skates, skateboards, scooters (including motorized), or other such conveyances is prohibited on District property, except for approved activities.**

Parking/~~traffic~~ fees for students may be established in accordance with these Board Policies (see Board Policy 5030).

Approved: July 28, 2004

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>DISCUSSION</b>
<b>SUBJECT:</b>	<u>Proposed Revisions to Board Policy 5010 – Admissions</u>	

**BACKGROUND**

Board Policy 5010 – Admissions. This policy has been revised to update current policy to reflect those changes proposed by the Community College League of California (CCLC).

**ANALYSIS AND FISCAL IMPACT**

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

The proposed language originally recommended by the CCLC has been reviewed by President’s Cabinet, President’s Advisory Council, and the Academic Mutual Agreement Council.

Funding Source

Not applicable.

**RECOMMENDATION**

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

Prepared by: <u>George Bradshaw</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Discussion #1</u>

**SUBJECT:** Proposed Revisions to Board Policy 5010 – Admissions

**DATE:** December 11, 2013

## Chapter 5 – Student Services

### BP 5010 Admissions

#### References:

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

The College shall admit any person possessing a high school diploma or its equivalent. ~~students who meet one of the following requirements and who are capable of profiting from the instruction offered:~~

- ~~• Any person over the age of 18~~
- ~~• Any person possessing a high school diploma or its equivalent.~~
- ~~• Persons who are apprentices as defined in Section 3077 of the Labor Code.~~
- ~~• Other under age students who are able to demonstrate their ability to benefit from advanced scholastic or vocational work and who meet specified admissions and enrollment criteria per Education Code, State Administrative Regulations, and College regulations and procedures.~~

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

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

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

**SUBJECT:** Proposed Revisions to Board Policy 5010 – Admissions

**DATE:** December 11, 2013

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

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

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

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

Approved: June 23, 2004

Revised: September 23, 2009

Revised: June 10, 2013



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 11, 2013</u>	<b>INFORMATION</b>
<b>SUBJECT:</b> <u>Revisions to Administrative Procedure 4225 – Course Repetition and Withdrawals</u>	

**BACKGROUND**

Administrative Procedure 4225 – Course Repetition and Withdrawals. Modifications have been recommended in order to respond to changes proposed by the Community College League of California (CCLC).

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 4225 have been recommended.

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 4225 – Course Repetition and Withdrawals.

Prepared by: George Bradshaw Reviewed by: Audrey Yamagata-Noji  
Recommended by: Bill Scroggins Agenda Item: Information #1

**SUBJECT:** Revisions to Administrative Procedure 4225 – Course Repetition and Withdrawals

**DATE:** December 11, 2013

## Chapter 4 – Academic Affairs

### AP 4225 Course Repetition and Withdrawals

#### References:

Title 5 Sections **55023-55024**, **55040-55045**, **58161**

#### Total Enrollments (55040-55044, 58161)

Students will be limited to three substandard grades and/or withdrawals for the same course. A student will be allowed to enroll in a course in which a satisfactory grade (“A”, “B”, “C”, “P”, or “CR”) has not been recorded if the College has not recorded three attempts at the course which resulted in substandard grades and/or withdrawals on the student’s permanent academic record.

Students who, on their first and second enrollment, receive a substandard symbol of “D”, “F”, “NP” or “NC” or “W” may only re-enroll in the same class one more time, unless the class is deemed as repeatable.

#### Repeatable Courses

Courses deemed as “repeatable” may be taken for a total of four enrollments based on the course designation regardless of the mark or grade recorded (Title 5 55041(c)).

Students may repeat the same credit course without limitation provided that all other requirements pertaining to the course are met and that substantial proof exists that the course is:

- A special class to meet the student’s disability-related accommodation (Title 5 56029)
- Part of a variable unit open entry/open exit credit course as allowable (Title 5 55044)

Students may also repeat courses due to:

- Military withdrawal (“MW”) [Title 5 55024(d)(1)]
- Work Experience (Title 5 55023)
- Extraordinary Conditions [Title 5 55024(a)(10)]

**SUBJECT:** Revisions to Administrative Procedure 4225 – Course Repetition and Withdrawals

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**DATE:** December 11, 2013

- **Extenuating Circumstances (Title 5 55045)**
- **Significant Lapse of Time (Title 5 55043)**
- **Part of legally mandated training (Title 5 55041)**  
For Substandard Grades  
(55024, 55040)

~~Students will be allowed up to two substandard grades for the same course; however, students will only be allowed to repeat the same course twice to alleviate substandard grades, for a maximum enrollment of three times.~~ **a course in which they have received a substandard grade ("D," "F," "FW," "NP", or "NC") if they have not already exhausted the three total enrollment opportunities noted above.** The previous grade and credit will be disregarded in computing the student's GPA each time the course is repeated, such that the highest grade will count toward the grade point average. The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, ensuring a true and complete academic history.

For Withdrawals  
(55024, 55040)

**Students are permitted to drop classes in accordance with AP 5075 – Course Adds and Drops, which requires a notation of a “W” on the student’s permanent academic record should the drop take place** ~~After the first three two weeks of a 16-week class in a regular term, or after the first 20% ~~30%~~ of a short-term course, students shall be allowed a maximum of two repetitions from the same course for which a mark of “W” was originally posted on the student’s records, for a maximum of three “W” marks in any one course.~~ **Students will be allowed to enroll in a course in which they have previously dropped with a “W” if they have not already exhausted the three total enrollment opportunities noted above.**

Extenuating Circumstances  
(55040, 55045)

In cases in which the student's grade and/or enrollment was the result of an extenuating circumstance, students may file a petition to repeat a class an additional time (whether the prior enrollment was due to a substandard grade, a passing grade, or a withdrawal). Extenuating circumstances are verified accidents, illness, or other circumstances beyond the control of the student. When course repetition is approved pursuant to this provision, the District shall allow the previous grade and credit to be disregarded in computing the student's grade point average each time the course is repeated.

**SUBJECT:** Revisions to Administrative Procedure 4225 – Course Repetition and  
Withdrawals

**DATE:** December 11, 2013

Approved: July 2008

Revised: May 2009

Revised: May 22, 2013

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 11, 2013</u>	<b>INFORMATION</b>
<b>SUBJECT:</b>	<u>Revisions to Administrative Procedure 4228 – Course Repetition – Significant Lapse of Time</u>	

**BACKGROUND**

Administrative Procedure 4228 – Course Repetition – Significant Lapse of Time. Modifications have been proposed in order to correct outdated terminology and to respond to changes in statewide regulations.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 4228 have been recommended.

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 4228 – Course Repetition – Significant Lapse of Time.

Prepared by: <u>George Bradshaw</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Information #2</u>

**SUBJECT:** Revisions to Administrative Procedure 4228 – Course Repetition – Significant Lapse of Time

**DATE:** December 11, 2013

## Chapter 4 – Academic Affairs

### AP 4228 Course Repetition – Significant Lapse of Time

**References:**

Title 5 Section 55043; BP 4225

Students will be allowed to petition to repeat a class in which a “Pass” or “C” or better grade was earned when there has been a lapse of at least three years since the course was completed and the grade obtained. Students may also petition for course repetition under this provision if another institution of higher education to which the student seeks to transfer has established a recency prerequisite which the student will not be able to satisfy without repeating a course that was previously completed with a successful grade. Students will file these petitions with the Dean, Enrollment Management, ~~office of the Dean of Counseling to be reviewed and acted upon by the Dean of Counseling or by a counselor appointed for this purpose.~~

**For classes taken under this provision, the prior grade will be retained and the repeated highest grade will be posted to the student’s official academic record, but this repeated grade will not be factored into the student’s Mt. SAC GPA. or in the student’s. The student will not receive unit credits for the repeated course. Students are advised that, even if students receive a higher grade at this institution, when repeating the course the original grade will most likely be considered by transfer institutions.**

Only one repetition based on the criteria of significant lapse of time will be allowed per course. This procedure does not apply to course repetitions for substandard grades or course withdrawals.

Recency prerequisites for specific courses and programs may be established, but must be validated per section 55003 of Title 5. Validated, required prerequisites supersede this three-year threshold for repetitions based on lapse of time.

If a student has already exhausted the number of repetitions permitted for activity classes that are deemed “repeatable,” an additional repetition due to significant lapse of time is permitted.

Approved: May 2009

Revised: May 22, 2013

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 11, 2013</u>	<b>INFORMATION</b>
<b>SUBJECT:</b> <u>Revisions to Administrative Procedure 5055 – Enrollment Priorities</u>	

**BACKGROUND**

Administrative Procedure 5055 – Enrollment Priorities. Modifications have been proposed in order to comply with Title 5 and Accreditation Standards.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 5055 have been recommended.

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5055 – Enrollment Priorities.

Prepared by: George Bradshaw Reviewed by: Audrey Yamagata-Noji  
Recommended by: Bill Scroggins Agenda Item: Information #3

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**DATE:** December 11, 2013

## Chapter 5 - Student Services

### AP 5055 Enrollment Priorities

**References:**

Title 5 Sections 58106, **58108**; Education Code Sections **66025.8, et seq.**

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See Board Policy and Administrative Procedure 4260 regarding pre- and co-requisites).

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and/or
- contractual requirements

When enrollment must be limited, **the** priorities for determining who may enroll are:

- limiting enrollment to first-come, first-served, or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- **providing registration priority to current or former members of the federal armed forces, the State reserves and the California National Guard for a four-year time period, taken no later than 15 years after discharge. This excludes those who were given a Dishonorable or Bad Conduct discharge.**



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- ~~priority for registration for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty;~~
- **limiting enrollment with respect to students on probation or subject to dismissal to a total number of units, or to selected courses, or to follow a prescribed educational plan; and/or**
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

The purpose of establishing registration priorities is to enable students to enter and be able to complete their educational goals at Mt. SAC in a reasonable timeframe by providing priority registration to groups of students with special needs and to maintain that priority as long as they continue to make good progress.

**Definitions:**

- **DSPS:** Students who are eligible and enrolled in Disabled Students Programs and Services (DSPS) based on their disability status.
- **EOPS:** Students who are eligible and enrolled in Extended Opportunity Programs and Services (EOPS). Students enrolled in the Cooperative Agencies Resources for Education (CARE) program qualify as EOPS per State guidelines.
- **CalWORKs:** Students who are eligible and designated as participants in the California Work Opportunities and Responsibility to Kids (CalWORKs) program. Students classified as Workforce Investment Act (WIA) participants qualify as CalWORKs students per State guidelines.
- **Foster Youth: Students who are considered current foster youth or emancipated foster youth up to the age of 24.**
- **High School Matriculants:** Recent high school graduates (from feeder high schools) ~~who, prior to their first semester of enrollment,~~ **enrolled in the Connect 4 Program,** who have completed the matriculation components (application, admissions, assessment, orientation, and counseling/advisement, and education plan) coordinated through the office of High School Outreach: **, prior to their first fall semester of enrollment.**
- **Non Credit:** ~~students who have been continuously enrolled in the College's non-credit programs (excluding Community Service, fee based, and contract education classes) and are transitioning from non-credit to enrollment in the College's credit~~

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~~program.~~ **Matriculating non-credit students including all ABE, ESL, and VESL students.**

- **New Matriculants - Students who are new to the College and have completed 1) Orientation; 2) Assessment, and 3) developed Education Plans.**
- **Military Service:** ~~students who are serving or have served official military duty for the United States of America and who qualify as eligible, military personnel under federal guidelines.~~ **Current or former members of the federal armed forces, the State reserves and the California National Guard who have registration priority for a four-year time period, taken no later than 15 years after discharge. This excludes those who were given a Dishonorable or Bad Conduct discharge.**
- **Student Athletes:** Students who have been identified as eligible to participate in the College's designated competitive athletic teams.
- **Choral, Instrumental, Forensics, Dance/Cheerleading, Performance Groups:** Students who have been accepted as a member of a College competitive team or performance group.
- **Associated Students Government:** Students who hold official office with the Associated Students Government in the current term or will hold office in the upcoming term. This includes all elected and appointed positions per the Associated Students Constitution.
- **Continuing (for purposes of registration priority):** Students who **are not classified as either "new" or "returning."** ~~have been enrolled at the College within the previous 12 months. Students who do not attend summer or winter sessions will not lose continuing status.~~
- **New:** Students who are brand new to Mt. San Antonio College, regardless of their prior attendance at another college or university.
- **K-12 Special Admission:** Students who are currently enrolled in K-12 education and have met established criteria and have completed necessary documents including permission from school officials and the student's parents.
- **Returning:** Students who have completed at least one-half unit of credit at the College and are returning after a break of more than one year, ~~excluding summer and winter sessions.~~

### **Registration Priority**

- The College's mutual agreement process will determine the groups of students and enrollment categories that are eligible for early priority registration, upon recommendation

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from the Student Preparation and Success Council. Priority is derived from Title 5 regulations (section 58108) which provide for local districts to determine registration priority. Students eligible for DSPS and EOPS are guaranteed priority registration per Title 5 (sections 56026 & 56232). **Students eligible for military priority registration (under Education Code section 66025.8) may have to present proof of Honorable or General Discharge.** Certain groups of students are afforded early priority registration based on particular programmatic involvement. Specialized programs must meet the requirements specified in Title 5 (section 58108). This would include students who have attained a status and are active on competitive teams or performance groups that require the students to enroll within prescribed time blocks to accommodate required practice, rehearsal, competition, and performance schedules.

Mt. San Antonio College recognizes additional criteria for priority registration for students in Categories 1, 2, and 3.

- ~~Students must be active and in good standing with their respective program or team~~
- **Students must be in good academic standing (not on academic or progress probation for two consecutive terms, as per Title 5, Sect. 55031);**
- Students must have attained a prior term GPA of 2.00 or higher. (First-time freshmen are exempt from this criterion.);
- **Students must be matriculants (those who have completed Orientation, Assessment, and developed Education Plans) except for continuing students; and**
- The appropriate administrator of the approved programs/teams must submit an eligible registration roster **of students in good standing with their respective program or team** to the Dean of Enrollment Management prior to the establishment of registration dates for each term.

**Category 1:** ~~DSPS, EOPS, Active military/military Veterans, CalWORKs/WIA, High School Matriculants, and Non-Credit transition students~~ **Military Service, Foster Youth, DSPS, and EOPS**

**Category 2:** Members of competitive athletic teams, musical performance groups, forensics, dance/cheerleading, other performance groups, **Associated Student Government Officers, CalWorks participants, WIA students, new students who have completed matriculation through the Connect 4 program, and matriculating non-credit students including all ABE, ESL, and VESL students.**

**Category 3:** ~~Associated Student Government officers~~ **Continuing students who have completed less than 100 degree-applicable units, in descending order**

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**from 99.5 units to 0 units, completed at Mt. SAC. Current primary term enrollment, at the time of establishing registration permits, will be counted for the purposes of establishing continuing student eligibility for priority registration for the subsequent term.**

**Category 4:** ~~Continuing students who have completed less than 150 units, in descending order from 149 units to a minimum of .5 units completed at Mt. SAC. Current primary term enrollment, at the time of establishing registration permits, will be counted for the purposes of establishing continuing student eligibility for priority registration for the subsequent term.~~ **New matriculants.**

**Category 5:** ~~New students who are enrolling for the first time at Mt. SAC~~ **not matriculants and returning students who have completed less than 100 degree-applicable units, in descending order from 99.5 units to 0 units, completed at Mt. SAC.**

**Category 6:** ~~Returning students with less than 150 units completed at Mt. SAC, in descending order from 149 units to 0 units.~~ **Continuing and returning students with 100 or more degree-applicable units completed at Mt. SAC.**

**Category 7:** ~~Continuing students with greater than 150 units completed at Mt. SAC and K-12 special admission students.~~ **Continuing and returning students not in good academic standing as per Title 5, Section 55031**

**Category 8:** ~~Returning Mt. SAC students with greater than 150 units completed at Mt. SAC.~~ **K-12 special admission students.**

### **Appeal Process**

**A student may appeal to the Dean of Counseling the loss of priority enrollment status due to extenuating circumstances, significant academic improvement, and participating in counseling intervention for students on probation. Disabled students who applied for, but did not receive, reasonable accommodation in a timely manner may appeal the loss of priority enrollment to an administrator within the Disabled Student Program and Services (DSPS).**

Revised: May 2009

Revised: October 23, 2013