



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 25, 2014

**6:00 p.m. - Open and Adjourn to Closed Session
6:30 p.m. - Public Session**

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

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

AGENDA

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

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

PUBLIC COMMUNICATION

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

CLOSED SESSION

- **Conference with Labor Negotiators Terri Long, Dean, Instructional Services; and James Czaja, Vice President, Human Resources, per California Government Code Section 54957.6.**
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651.

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

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

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

MOMENT OF SILENCE

- Observe a moment of silence in memory of retired employee **Maxine Brown**, who passed away on April 25, 2014. Maxine was a 43-year resident of Claremont and was active in the community since the late 1970s, working at Wheeler Steffen Garrison Realty, a PFA Member at Our Lady of the Assumption (OLA) School, and a volunteer with Children's Home Society. Maxine began working with the Human Resources Department at Mt. San Antonio College in the 1980s and retired in 2003. After retiring, Maxine became active with the Inland Hospice Economy Shop and would never miss working the ticket booth at OLA's annual Fiesta. Maxine loved playing cards and was active in three Bridge groups, and she always cheered for her grandchildren playing sports. Maxine is survived by her son Kevin and daughter-in-law Wendy; her daughter Cathy, son-in-law John; and her two grandchildren McKenna and John. Maxine will be missed by all who ever knew or worked with her.
- Observe a moment of silence in memory of former Mt. SAC Relays Director, **Dan Shrum**, who passed away May 30, after a long battle with a number of health issues. Dan was the third Mt. SAC Relays Director, serving in that position from 1988 through 1996. He will be remembered for his quick smile, sincerity, and his gift of making people feel like one of his lifelong friends, from the moment you met him. His nine-year tenure at the helm of the Mt. SAC Relays could be best summarized as a period of great friendships, congeniality, and fun. Dan knew everyone in the sport at the time, and everyone in the sport had a fondness for him. Dan served the track and field community in many ways including serving as the USA Track and Field Southern California Association President, U. S. Olympic Sports Festival Chairman, 1984 Olympic Games Volunteer, and as Mt. SAC Relays Games Committee Chairperson. He is survived by his son Christopher Shrum, daughter-in-law Lis Lundgren Shrum, daughter Kelly Shrum, grandchildren Kaylin and Kory Peterson, sister Kathy Benson, and brother-in-law Larry Benson. Dan will be missed by all.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITIONS

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

Classified Employees (Newly Appointed)

- **Nancy Bagnoli**, Secretary (Instruction)
- **Huu Bui**, Tutorial Services Specialist (EOPS/CARE/CalWORKs)
- **Jacqueline Garcia**, Clerical Specialist (Facilities Planning and Management)
- **Gabrielle Garcia Untz**, Project/Program Coordinator (Disabled Student Programs and Services)

Classified Employee (Promotion)

- **William Johnson**, Lead Grounds Equipment Operator (Grounds)

Management Employees (Newly Appointed)

- **Caryn Cowin**, Construction Project Manager (Facilities Planning and Management)
- **Stephanie Pulcifer**, Construction Project Manager (Facilities Planning and Management)

Management Employee (Promoted)

- **Teresa Patterson**, Purchasing Manager (Fiscal Services)

- **Recognitions:**

- Under the direction of Professors **Robert Rogus** and **Linda Rogus**, the Flying Team just won the Top Two-Year School Trophy at the National SAFECON (Safety and Flight Evaluation Conference), the national air meet hosted by Ohio State University. Two hundred seventy-five competitors from 28 colleges competed in precision flight events and aviation academic testing during the weeklong national competition. Over ninety colleges and universities compete nationwide during Regional SAFECON competitions. The top 30 colleges and universities receive an invitation to the National SAFECON. This is Mt. SAC's ninth Top U. S. Community College award at the National SAFECON.
- Mt. SAC Forensics Team and Coaches **Jeff Archibald**, **Danny Cantrell**, and **Roger Willis** for their back-to-back National Championships at the Phi Rho Pi Tournament. Mt. SAC students won a total of 21 individual medals including seven gold medals and five silver medals. Student **Matthew Schaupp** was recognized as the top speaker in Parliamentary Debate out of 154 competitors. Student **Barrett Tate** finished as the fifth place overall speaker in the entire tournament out of more than 300 students competing. This is the team's ninth Phi Rho Pi victor, it's the third in the past four years, and the thirteenth time in the past 20 years Mt. SAC has finished as the top-ranked community college in Forensics.
- **Karina Maureira** for her year of service to the students of Mt. SAC by serving as their representative on the Board of Trustees.

APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of May 14, 2014. (See backup packet Pages 1 through 14.)

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
 - Tentative Budget– Mike Gregoryk, Vice President, Administrative Services
10. Informational Report – Title V: Building Pathways to Persistence and Completion, prepared by Dr. Lisa Rodriguez, Director, Title V Grant. (See backup packet Page 15.)

CONSENT CALENDAR

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

ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 16 through 22.)
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 23 and 24.)
3. Consideration of approval of Resolution No. 13-04 – Signature Changes to Existing Bank Accounts. (See backup packet Pages 25 through 35.)
4. Consideration of approval of the Tentative Budget for the 2014-15 Fiscal Year. (See backup packet Pages 36 through 38.)
5. Consideration of approval of the Annual Investment Policy Statement. (See backup packet Pages 39 through 45.)
6. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Page 46.)
7. Consideration of approval of Aircraft Repair Services with Nostalgia Airways, Inc. dba NAI Aircraft Services for Fiscal Year 2014-15. (See backup packet Page 47.)
8. Consideration of approval for the Annual Advertisements for Goods and Services for Fiscal Year 2014-15. (See backup packet Page 48.)
9. Consideration of approval of the sale of Miscellaneous Surplus Items for Fiscal Year 2014-15. (See backup packet Page 49.)
10. Consideration of approval of the renewal of the College's Student Accident and Athletic Insurance Coverage with Student Insurance Company for the period of July 1, 2014, through July 1, 2015. (See backup packet Pages 50 and 51.)
11. Consideration of approval of the renewal of the College's Fine Arts Insurance Coverage with Huntington T. Block Insurance Agency for the period July 1, 2014, through July 1, 2015. (See backup packet Page 52.)
12. Consideration of approval of the renewal of the College's Aviation Insurance Policy with Falcon Insurance Agency of California, Inc. for the period of July 1, 2014, through July 1, 2015. (See backup packet Pages 53 and 54.)

13. Consideration of approval of the General Liability and Property Coverage Renewal with ASCIP for the period July 1, 2014, through July 1, 2015. (See backup packet Pages 55 and 56.)
14. Consideration of approval to declassify and destroy documents which are classified as Class 3 Records, per Article 2, Sections 16023 through 16028, of Title 5, California Administrative Code. (See backup packet Page 57.)
15. Consideration of approval to purchase Hewlett-Packard Network Equipment using the current competitive bid or government contract which results in the lowest price for the College. (See backup packet Page 58.)
16. Consideration of approval of an agreement with the Consolidated Fire Protection District of Los Angeles County for the use of Mt. San Antonio College as an Incident Command Support Camp Facility. (See backup packet Page 59.)
17. Consideration of approval of a three-year agreement with the Los Angeles County Office of Education (LACOE) for network services and support. (See backup packet Page 60.)
18. Consideration of approval of the renewal of a one-year agreement with Capital Protection to provide crowd management services. (See backup packet Page 61.)
19. Consideration of approval of a three-year contract with OmniUpdate, Inc. for the College's web content management system for the www.mtsac.edu website. (See backup packet Page 62.)
20. Consideration of approval of a contract with IBM Services for emergency technical services, that are currently not covered under IBM maintenance, for the 2014-15 fiscal year. (See backup packet Page 63.)
21. Consideration of approval of pre-construction services using the Lease/Leaseback Construction Delivery Method for the Building 12 Counseling Remodel – Formerly the Agricultural Sciences Complex. (See backup packet Pages 64 and 65.)
22. Consideration of approval of contracts with Tilden Coil Constructors using the Lease/Leaseback Construction Delivery Method for the Food Services Building and the Building 12 Counseling Remodel – Formerly the Agricultural Sciences Complex. (See backup packet Pages 66 and 67.)
23. Consideration of approval to purchase Phase II Furniture for the Design Technology Center First-Floor Lobby, Second-Floor Open Area, and Radio Lab. (See backup packet Pages 68 and 69.)
24. Consideration of approval of agreements to provide professional design and consulting services with Sid Lindmark, AICP for construction support for the 2012 Facilities Master Plan Update, Steven Fader Architects to prepare construction documentation for Jamba Juice Building Modifications, and with HMC Architects to provide professional architectural and engineering services for the Central Plant South project. (See backup packet Pages 70 and 71.)

25. Consideration of approval of the purchase of digital-networked radio broadcast consoles for the following Bid. (See backup packet Pages 72 and 73.)
 - Bid No. 2975 Digital Networked Radio Broadcast Consoles – Broadcast Supply Worldwide, Tacoma, Washington

26. Consideration of approval of the purchase of audio-visual control systems and equipment for the following Bid. (See backup packet Pages 74 through 76.)
 - Bid No. 2976 Audio-Visual Control Systems and Equipment – Centerpoint Communications, Placentia, California (CA), as listed in Section 1; Golden Star Technology, Cerritos, CA, as listed in Sections 2, 5, 7, 9, 10, 11, and 12; Spinitar, La Mirada, CA, as listed in Section 3; and Comp View, Inc., Beaverton, Oregon, as listed in Sections 4, 6, 8, and 13.

27. Consideration of approval of the following Contract Amendments. (See backup packet Pages 77 through 79.)
 - Contract Annual Fire Sprinkler Inspection – GNA-Brook Fire Protection - Amendment No. 1.
 - Contract Athletics Complex East – Design and Construction Services – HMC Architects - Amendment No. 1.
 - Contract Food Services Building – Professional Design Services for a Storm Water Pollution Prevention Plan – Marlene Imirzian & Associates - Amendment No. 2.
 - Contract Student Life Center Improvements – Professional Architectural and Engineering Services – Steven Fader Architects - Amendment No. 1.

28. Consideration of approval of the following Proposed Gifts and Donations to the College:
 - Pete Jankowski – 1995 Ford F-250 Pickup Truck, VIN: 2FIHF25G8SCA54645, valued by donor at \$1,500, to be used in the Mt. SAC Fire Technology program. Twenty-year-old truck with low miles, good shape; will require age-related repairs of approximately \$100/year.

HUMAN RESOURCES

29. Consideration of approval of Personnel Transactions. (See backup packet Pages 80 through 106.)

30. Consideration of approval of a contract for Employee Assistance Service for Education (EASE) with the Los Angeles County Office of Education. (See backup packet Page 107.)

31. Consideration of approval of a contract with Shaw HR Consulting, Inc. for Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodation Services, for the period July 1, 2014, through June 30, 2015. (See backup packet Page 108.)

32. Consideration of approval of a contract for Investigative Services with Norm A. Traub & Associates, Inc., for the period July 1, 2014, through June 30, 2015. (See backup packet Page 109.)
33. Consideration of approval of a contract for Investigative Services with The Titan Group, for the period July 1, 2014, through June 30, 2015. (See backup packet Page 110.)

INSTRUCTION

34. Consideration of approval of additions and changes in the Continuing Education Division. (See backup packet Pages 111 and 112.)
35. Consideration of approval of Community Services program offerings for the 2014-15 academic year. (See backup packet Pages 113 through 120.)
36. Consideration of approval of the Continuing Education Division's revenue-generated account expenditures. (See backup packet Page 121.)
37. Consideration of approval of the advance payment for the purchase of a Sensenich propeller for the Aeronautics Program. (See backup packet Page 122.)
38. Consideration of approval of contractors to perform physical exams for the Health Science faculty. (See backup packet Pages 123 and 124.)
39. Consideration of approval of a Memorandum of Understanding with the East San Gabriel Valley Regional Occupational Program Youth Career Connect Grant. (See backup packet Page 125.)
40. Consideration of approval to ratify attendance of students and faculty to attend the Health Occupations Students of America National Leadership Conference. (See backup packet Page 126.)
41. Consideration of approval of the advance payment for fuel for the Aeronautics Program. (See backup packet Page 127.)
42. Consideration of approval of program fees for students in the Technology and Health Division. (See backup packet Pages 128 through 130.)
43. Consideration of approval of two sabbatical leaves for Spring 2015 and Fall 2015. (See backup packet Pages 131 and 132.)
44. Consideration of approval to ratify costs associated with the Honors Program Recognition Celebration. (See backup packet Page 133.)
45. Consideration of approval for students and faculty to attend the USA Track & Field Junior Outdoor Championships and National Championships. (See backup packet Page 134.)
46. Consideration of approval of modified courses and new and modified certificates and degrees effective with the 2014-15 academic year. (See backup packet Page 135.)

47. Consideration of approval of the Child Development Center Agency Annual Report (provided to the Board under separate cover). (See backup packet Page 136.)
48. Consideration of approval of an agreement with Controltec Systems. (See backup packet Page 137.)
49. Consideration of approval of expenditure funding for the 2014-15 academic year for the Child Development Center. (See backup packet Page 138.)
50. Consideration of approval of vendors for the Children's Meal Program for the Child Development Center. (See backup packet Page 139.)
51. Consideration of approval of a license modification for the Child Development Center for the 2014-15 academic year. (See backup packet Page 140.)
52. Consideration of approval of a contract with Sodexo American, LLC, Food Services for the Child Development Center. (See backup packet Page 141.)
53. Consideration of approval of a contract with eXist Designs, Inc. for the Center of Excellence's CTE Hub Grant. (See backup packet Page 142.)
54. Consideration of approval of the Center of Excellence's 2013-14 grant extension and 2014-15 grant renewal. (See backup packet Page 143.)
55. Consideration of approval for acceptance of funds from the California Community Colleges Chancellor's Office for the Assessment, Remediation, and Retention for Associate Degree Nursing Programs Grant. (See backup packet Page 144.)
56. Consideration of approval for acceptance of funds from the Los Angeles Universal Preschool for the Child Development Workforce Initiative Grant. (See backup packet Pages 145 and 146.)
57. Consideration of approval of acceptance of funds from the California Community Colleges Chancellor's Office for the Enrollment Growth for Associate Degree Nursing Programs Grant. (See backup packet Page 147.)

PRESIDENT'S OFFICE

58. Consideration of approval of the revised 2014-15 meeting calendar for the Mt. San Antonio College Board of Trustees. (See backup packet Page 148.)

STUDENT SERVICES

59. Consideration of approval of Student Services Expenditure Funding 2014-15. (See backup packet Page 149.)
60. Consideration of approval of Associated Students Expenditure Funding 2014-15. (See backup packet Page 150.)
61. Consideration of approval of a contract with The Princeton Review-Led Classroom Course Agreement for the Upward Bound Program. (See backup packet Page 151.)

ACTION ITEMS

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

1. Consideration of approval of proposed revisions to Board Policy 2716 – Political Activity. (See backup packet Pages 152 and 153.)
2. Consideration of approval of proposed revisions to Board Policy 7340 – Leaves. (See backup packet Pages 154 through 156.)

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.

- Board Conference and Travel.

ADJOURNMENT

Future Board Meetings

July 23, 2014 (if approved)
August 13, 2014
September 10, 2014

Upcoming Events

June 20, 2014	One World One Sky: Big Bird’s Adventure , 4:30 p.m., Planetarium Voyage of the Planets , 6:00 and 7:30 p.m., Planetarium
June 21, 2014	Secret of the Cardboard Rocket , 4:30 p.m., Planetarium Wonders of the Universe , 6:00 and 7:30 p.m., Planetarium
June 22, 2014	Residence Determination date
June 23, 2014	2014 Summer Intersession begins
June 27, 2014	Last day to change residency for 2014 Summer Intersession
June 30, 2014	HSO New Student Orientation , 1:30-6:00 p.m., Founders Hall; Student Life Center Stage Area; and Learning Technology Building, Room 160
July 1-2, 7-8, 9-10 and 14, 2014	HSO New Student Orientation , 1:30-6:00 p.m., Founders Hall; Student Life Center Stage Area; and Learning Technology Building, Room 160

Upcoming Events (continued)

July 3, 2014	Classified Employees District Holiday
July 4, 2014	Independence Day – Campus Closed
July 11, 2014	Star Tales, 6:00 and 7:30 p.m., Planetarium
July 16, 2014	Registration begins for 2014 Fall Credit and Continuing Education classes

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**

June 25, 2014





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 14, 2014

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chyr at 6:00 p.m. on Wednesday, March 19, 2014. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Maureira were present.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session at 6:01 p.m. to discuss the following items:

1. **Conference with Legal Counsel - Pending Litigation** - (one case)
2. **Conference with Legal Counsel - Potential Litigation** - (one case)
3. **Conference with Labor Negotiators Terri Long, Dean, Instructional Services; and James Czaja, Vice President, Human Resources, per California Government Code Section 54957.6.**

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

3. PUBLIC SESSION

The public meeting reconvened at 6:35 p.m., and the Pledge of Allegiance was led by Clarence Brown (CB), Director, Marketing and Communication.

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.

4. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION

- A. Regarding item No. 1 (Pending Litigation): In closed session this evening, by a vote of 6-1, the Board authorized staff to make a counter-offer to Angeles Contractor, Inc., per Section 998 of the Code of Civil Procedure.
- B. Regarding item No. 2 (Potential Litigation): In closed session this evening, by a vote of 7-0, the Board approved a settlement agreement in the amount of \$200,000 to Tri-Power Electric, Inc.
- C. None.

5. INTRODUCTIONS

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Eliza Hoyos Vences**, Upward Bound Academic Specialist (Upward Bound) (present)
- **Monica Juarez**, Clerical Specialist (Adult Basic Education) (absent)
- **Edward Parry**, Parking Officer (Public Safety) (present)

Confidential Employee (Promotion)

- **Laura Martinez**, Executive Assistant II (Instruction) (present)

6. RECOGNITIONS

- The IT Enterprise Application Systems Team with Director **Robert Hughes** and Chief Technology Officer **Vic Belinski** was recognized for winning the California Community Colleges Chancellor's Office Technology Focus Award for their project, Class Pass for Student Transportation. The team created a web application that registers a Foothill Transit bus pass in the College's student information system, Banner, through a swipe of a student's ID card and a scan of the bus pass. To date, more than 7,500 students have received a free Class Pass, which led Foothill Transit to add busses to the Mt. SAC route. Presenting the award on behalf of the Chancellor's Office was Information Systems Analyst **Gary Bird**.
- The Mt. SAC Dance Team, coached by **Rhonda Roberts** and **Stephanie Green**, were recognized for defending their National Championship at the National Dance Association Collegiate Nationals in Daytona Beach, Florida, on April 11. They added another National Championship the next day by winning the Hip Hop Division at the same event. This is only the second year that they have competed in Hip Hop. The Team earned two National Titles in one weekend from the largest collegiate event in the world! The event boasts 309 teams, 28 divisions, four countries, and over 5,500 athletes!
- Under the direction of Professor **Bill McIntosh**, the Mt. SAC's Vocal Jazz Group, Frontline, was recognized for taking home a first place win in its division at this year's Annual Reno Jazz Festival, held April 10-12, at the University of Nevada.

- The following Classified and Management retirees were awarded Certificates of Service:
 - **Carmen Parra**, Secretary (Health Careers Resource Center), 16 years of service (absent)
 - **Clarence Brown**, Director, Marketing and Communication, 10 years of service (present)

A Certificate of Service will be mailed to Carmen Parra.

- The following Faculty retirees were awarded Certificates of Service, whose combined years of service totaled 157:
 - **Mike Goff**, Professor (Kinesiology/Athletics), 15 years of service (absent)
 - **Gail Gonzalez**, Professor (Mental Health), 14½ years of service (present)
 - **Paul Hischar**, Professor (Accounting & Management), 20 years of service (absent)
 - **Bonnie Jeffers**, Professor (Accounting & Management), 17 years of service (present)
 - **Carolyn Kuykendall**, Director, Honors Program (Instruction), 5½ years of service (present)
 - **Max Lizarraga**, Professor (Architecture & Engineering Design Technology), 21 years of service (present)
 - **Paul Sharpe**, Professor (Public Services), 17 years of service (absent)
 - **Robin Tripp**, Professor (English, Literature & Journalism), 29 years of service (absent)
 - **Kathlene Watanabe**, Professor (Child Development), 18 years of service (absent)

Certificates of Service will be mailed to Mike Goff, Paul Hischar, Paul Sharpe, Robin Tripp, and Kathlene Watanabe.

- The following 2014 Presidential Award winners were congratulated:
 - Communication Department, Outstanding Curriculum Efforts (\$2,000) for closing the loop through Student Learning Outcomes (SLO) facilitation in the Department of Communication.
 - The Bridge Program, Outstanding Basic Skills Efforts (\$2,000) for bridging the gap and increasing student success through excellence, innovation, and assessment in teaching, learning, and provision of support services. **Anabel Perez**, Learning Communities Coordinator, from the Counseling Department; and **Jolene Chong**, Clerical Specialist, from the Bridge Program, accepted the award.
 - **Martin Mason**, Outstanding Personal Innovation (\$1,000) for dynamic use of project-based learning in Electronics 10.
- The following 2014 Educators of Distinction were congratulated:
 - **Gene Ano**, Psychology/Humanities (present)
 - **Erica Ledezma**, WIN Program (present)
 - **Serena Ott**, Foreign Languages (present)
 - **James Stone**, Geography and Political Science (present)
 - **Minnie Toledo**, EOPS (absent)

7. APPROVAL OF MINUTES

- It was moved by Trustee Hidalgo, seconded by Trustee Baca, and passed to approve the minutes of the regular meeting of April 2, 2014. Student Trustee concurred.

8. PUBLIC COMMUNICATION

None.

9. REPORTS

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

- **May Ochoa**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **Deejay Santiago**, President, Classified Senate
- **Eric Kaljumagi**, Vice President, Faculty Association
- **Bill Rawlings**, Acting President, CSEA 262
- **Johnny Jauregui**, President, CSEA 651 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

10. BOARD COMMUNICATION

A. Trustee Chyr 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 Eliza Hoyos Vences, Monica Juarez, Edward Parry, and Laura Martinez.
- They congratulated retirees Clarence Brown (CB), Mike Goff, Gail Gonzalez, Paul Hischar, Bonnie Jeffers, Carolyn Kuykendall, Max Lizarraga, Carmen Parra, Paul Sharpe, Robin Tripp, and Kathlene Watanabe.
- They congratulated the Information Technology Team, the Dance Team, the Jazz Ensemble, the Vocal Jazz Group, the Presidential Award winners, and the Educators of Distinction winners.

C. Student Trustee Maureira reported the following:

- She recognized the Associated Students Executive Board and Senate members who were in attendance.
- She congratulated Paola Mendoza, who was elected as the Student Trustee for 2014-15.
- She attended Earth Week and said it was impressive and informative.
- She attended the Mt. SAC Relays.
- She looks forward to attending the Educators of Distinction event.
- She looks forward to attending the Scholarships Awards Ceremony.

D. Trustee Bader reported the following:

- She attended the Mt. SAC Relays.
- She attended the EOPS/CARE/CalWORKs Recognition Ceremony.
- She attended the Debbie Boroch Science Discovery Day (CSI Mt. SAC) and thanked Professor Cindy Shannon, Interim Dean Matt Judd, and Dr. Larry Redinger for making the day such a huge success.
- She attended the Kepler Lecture.
- She thanked President Bill Scroggins and Community Relations Director Jill Dolan for arranging her brother Rick Mystrom's talk on diabetes.

E. Trustee Hidalgo reported the following:

- He attended the Mt. SAC Relays.
- He attended the Community College League of California (CCLC) Trustees Conference in Newport Beach.
- He attended the EOPS/CARE/CalWORKs Recognition Ceremony.

F. Trustee Chen Haggerty reported the following:

- She thanked Clarence Brown (CB) for his friendship and all his hard work to make Mt. SAC's Marketing Department such a huge success and said that he will be missed.
- She attended the Mt. SAC Relays press conference.
- She attended the Mt. SAC Relays Banquet.
- She attended the Mt. SAC Relays.
- She had two suggestions for President Scroggins, Athletics Dean Joe Jennum, and Coach Doug Todd to please safeguard Mt. SAC's image, and that all publications should go through the proper channels so it can be reviewed to ensure that the correct information is included.
- She attended the ACES meeting, which is part of the CCLC meeting, and she said that ACES is going to become more involved in the student trustee conferences to support students.
- She attended the EOPS/CARE/CalWORKs Recognition Ceremony and said it was very touching.
- She met with the search firm that was hired to find a new Superintendent for the Rowland Unified School District.

G. Trustee Santos reported the following:

- She attended the Mt. SAC Relays.
- She attended the Mt. SAC Relays Hall of Fame Banquet.
- She attended the parking structure town hall community meeting.
- She attended the Baldwin Park Earth Day.
- She attended the Baldwin Park Rotary meeting.

- She attended the Mt. SAC Citizens Oversight Committee tour and meeting.
- She attended the CCLC Trustees Conference in Newport Beach.

H. Trustee Baca reported the following:

- He looks forward to attending the Educators of Distinction event. In fact, recently, he had the opportunity to attend three gatherings of counselors (athletes, veterans, and career) at Chaffey College.
- He attended the Kepler Lecture, where Dr. Yeomans, the authority on asteroids from JPL, gave an excellent speech.
- He attended the Taste of Pomona event, where he met Miss Pomona, who was awarded a full scholarship to Vassar College.
- He attended the Diamond Bar Friends of the Library event.
- He attended the Kiwanis Club Awards Banquet, where they presented the Chapman Awards to 80 high school students from the area.
- He attended the Circle-K Club end-of-year banquet.
- He attended the EOPS/CARE/CalWORKs Recognition Ceremony.
- He attended the Academic Senate Plenary in Sacramento.
- He will be giving the commencement address at Cerritos College.
- He's looking forward to attending Mt. SAC's commencement.

I. Trustee Hall reported the following:

- He attended the San Gabriel Valley (SGV) Civic Alliance Labor Recognition event with Bill Rawlings, CSEA 262 Interim President, where CSEA 262 received an award.
- He's looking forward to attending the SGV Civic Alliance Third Annual Officeholders Bar-b-que at Mt. SAC on June 24.
- He attended the Faculty Association Representative Council meeting, where he gave checks to the Accounting, Finance, and Management Club; the California Nursing Student Association; the Engineering and Computer Science Club; and the Honors Ambassadors for selling tickets to this year's Puttin' on the Hits.
- He gave the welcome address to the Walnut Military Support Group.
- He attended the Kepler Lecture.

J. Trustee Chyr reported the following:

- He attended the Mt. SAC Relays. He said that, although he wasn't able to attend the Relays Banquet, he congratulated Mt. SAC Hall of Famer John Norton, former Director of Athletics.
- He said that he is so happy that we take the time to acknowledge employees and students for their awards, etc. at Board meetings.

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new and promoted employees Eliza Hoyos Vences, Monica Juarez, Edward Parry, and Laura Martinez.
- He congratulated retirees Clarence Brown (CB), Mike Goff, Gail Gonzalez, Paul Hischar, Bonnie Jeffers, Carolyn Kuykendall, Max Lizarraga, Carmen Parra, Paul Sharpe, Robin Tripp, and Kathlene Watanabe.
- He congratulated the Information Technology Team, the Dance Team, the Jazz Ensemble, the Vocal Jazz Group, the Presidential Award winners, and the Educators of Distinction winners.
- He talked about the work that he does off campus representing Mt. SAC and said that he's had a very busy spring attending and working on the following:
 - The Chancellor's Office is involved giving assistance to colleges in Career Technical Education (CTE), and he's been assisting Vice Chancellor Von Ton Quinlivan on an initiative entitled "Doing What Matters."
 - He's serving on the Chancellor's Office Advisory Committee for Economic Development and Workforce Training.
 - He's chairing one of the seven regional consortiums on CTE, the Los Angeles/Orange County Regional Consortium, which includes 36 colleges. Vice President of Instruction Irene Malmgren is in the group, and the Center of Excellence Director Audrey Reille, along with five CEOs in the group of 18. As a result of the hard work by the teams, the Governor's May Budget Revise will include \$50M for the Innovation Development Fund for CTE.
 - He was part of the creation of the State's Technology Plan. He's the chair for Technology Advisory Committee, and this is his sixth year chairing that group. They meet annually to update the Technology Plan.
 - He's on the CCLC Commission on the Future Committee that wrote the Vision 20/20 plan before the system's student success plan. Mt. SAC's Library & Learning Resources Director Meghan Chen is also in the group.
 - He's on an advisory board for a lobbying group entitled "Campaign for College Opportunity." They originated SB 1440, and they're now working on equity. He listens to the right people on campus and takes their ideas forward. Today he met with Dean of Business Joumana McGowan, Assistant Dean of Business Jennifer Galbraith, and Center of Excellence Director Audrey Reille. Disabled Student Programs and Services Director Grace Hanson is heading up a group called CAPED that has a bill in the legislature right now.
- Dr. Scroggins asked Mike Gregoryk, Vice President, Administrative Services, to present some key points of the Governor's May Revise Budget Update.

Mr. Gregoryk said that there are three issues that are critically important to the California community colleges and Mt. SAC: 1) COLA was going to be .86%, but ended up being .85%; 2) Scheduled Maintenance and Instructional Equipment – it was \$148M; but, all is now going to Scheduled Maintenance, which is very disturbing. Instructional Equipment money is very important to Mt. SAC, and there is a need to restore the dollars for Instructional Equipment; and 3) CalSTRS – there are huge ramifications to Mt. SAC - employees will share the cost of the increase with Mt. SAC.

Vice President Gregoryk introduced Associate Vice President of Fiscal Services Rosa Royce, who presented the 2014-15 Governor's budget proposals for California Community Colleges May Revision.

Question: What's the impact on Mt. SAC with respect to the reduction in the Proposition 39 money?

Answer: There is some first-year money that hasn't been encumbered, and those colleges that want extra money, there's a possibility of getting some of the unused money.

Question: How much Proposition 39 money is expected per year for five years?

Answer: A little over \$1m each year, but trying to scoop up some of the unused money from other districts.

Mr. Gregoryk's/Ms. Royce's presentation will be placed on the College website with these minutes.

12. CONSENT CALENDAR

The following corrections were made to the Consent Calendar:

- Agenda (yellow pages) – Consent Calendar for item No. 11, should read, “Consideration of approval of a Three-Year Agreement Renewal with Higher One, Inc. for Student Refund Management Services. (See backup packet Pages 31 and 32.)”
- Consent #11 (Page 31) – Three-Year Agreement Renewal with Higher One, Inc. for Student Refund Management Services – the term of the agreement has been changed to **two years, ...through October 1, 2016.**
- Consent #14 (Page 37) – Purchase of Private Branch Exchange (PBX) Expansion and Voicemail Upgrade (Bid No. 2974) – on Page 38, under Summary of Bids, the cost for Windstream Corporation, Irvine, CA, should read **\$95,443.44.**
- Consent #23 (Page 62) – Purchase of Two Overhauled Engines by the Aeronautics Department – was pulled from the Agenda.
- Consent #37 - Approval of the Final Reconciliation and Notice of Completion for the Facilities Plan Room and Emergency Operations Center project (Phase 1), and the Utility Infrastructure South of Temple Avenue project (Phase 1), using the Lease/Leaseback construction delivery method – was added to the Agenda.

It was moved by Trustee Baca, seconded by Trustee Bader, and passed to approve 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 the Quarterly Investment Report, ending March 31, 2014.
4. Approval of the Quarterly Financial Status Report, ending March 31, 2014.
5. Approval of the re-issuance of stale-dated warrants, as listed.

6. Approval of the transfer of funds from the Textbook Rental program account to Mt. San Antonio College Auxiliary Services.
7. Approval of Resolution No. 13-02 – Temporary Inter-fund Cash Borrowing.
8. Approval of an agreement with Ellucian Company L.P. for technical and training services for the International Student and Scholar Management software module.
9. Approval of an agreement with American Reclamation (RFP No. 2971) to provide trash hauling and recycling services.
10. Approval of a primary five-year contract with PAL id studio (RFP No. 2970), and a secondary five-year contract to HMC Architects for interior design and furniture, furnishings, and equipment services.
11. This item was pulled and acted upon separately (see paragraph 13).
12. Approval of agreements to provide Professional Design and Consulting for the following projects: Converse Consultants for the Food Services Building; H2 Environmental Consulting Services, Inc. for the Former Child Development Center Demolition and the Hazardous Materials Database; Psomas for the Former Child Development Center Demolition; PAL id studio for Interior Design and Planning Services for small facilities projects and the Library Building Study Room Renovation; Natural Playgrounds Construction Company for the Child Development Center; and P2S Engineering, Inc. for the Thermal Energy Storage.
13. Approval to provide reconfiguration of existing fire alarm and fire sprinkler systems, installation of doors, frames, hardware, light fixtures, and HVAC equipment for the following Bid.
 - Bid No. 2973 Design Technology Center – Radio Lab & Model Shop – NB Construction, Inc., Chino, CA.
14. Approval of the purchase of a Private Branch Exchange (PBX) expansion and voicemail upgrade for the following Bid.
 - Bid No. 2974 Purchase of Private Branch Exchange (PBX) Expansion and Voicemail Upgrade – Data Plus Communications, Inc., Brea, CA.
15. Approval of the following Child Development Center Change Orders.
 - Bid No. 2834 Tri-Power Electric (Electrical Contractor) – Change Order No. 8.
 - Bid No. 2835 JPI Development (Fire Sprinkler Contractor) – Change Order No. 1.
16. Approval of the following Contract Amendments:
 - Contract Classroom Building Renovation (Former Agricultural Sciences Lab) – Hill Partnership, Inc. (Architectural Services) – Amendment No. 4.
 - Contract Child Development Center – TOMIT Consulting (Project Managements Services) – Amendment No. 4.

17. Approval of the following Completion Notice:

- Bid No. 2835 Child Development Center – Fire Sprinklers, JPI Development Group, Inc. (Contractor)

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

- Herman Weskamp – (8) 10 X 10 ft. shade canopies, valued by donor at \$1,743.91, to be used in Agricultural Sciences.
- B. Rock – various stainless dental tools, probes, scrappers, points and files, valued by donor at \$260, to be used in Earth Science and Astronomy labs to separate fossils and minerals from rock matrix.

HUMAN RESOURCES

19. Approval of Personnel Transactions.

INSTRUCTION

20. Approval of the Academic Calendar for 2015-16.

21. Approval of additions and changes in the Continuing Education Division.

22. Approval of program fees for students in the Basic Fire Academy.

23. Approval of Aeronautics to purchase two overhauled Cessna engines. (This item was pulled from the Agenda.)

24. Approval of an affiliation agreement with Casa Colina Center for Rehabilitation.

25. Approval of student and faculty participation in the SkillsUSA National Leadership and Skills Conference in Kansas City, Missouri.

26. Approval of Geology 29 Special Topics in Field Geology 13-day field studies trip.

27. Approval of the Robotics Team and a faculty member to attend the Autonomous Vehicle Competition 2014 in Boulder, Colorado.

28. Approval of an Athletic Special Events donation to In-N-Out Burger Child Abuse Foundation.

29. Approval of modified courses and new and modified certificates and degrees effective with the 2014-15 academic year.

PRESIDENT'S OFFICE

30. Approval of an agreement with the law firm of Liebert Cassidy Whitmore to provide legal and consulting services to the College in regard to employment relations and education law including representation in labor negotiations and in administrative and court proceedings, as requested by the College. The term of the agreement is June 1, 2014, through May 31, 2015.

STUDENT SERVICES

31. Approval of a Memorandum of Understanding with East Valley Community Health Center.
32. Approval of a contract with Beachfront Only Vacation Rentals for the Upward Bound Senior College Bound Retreat.
33. Approval of a contract for legal services with Harriett Buhai Center for Family Law.
34. Approval of a contract with Irvine Ranch Outdoor Education Center for the Arise Program Annual Student Leadership Retreat.
35. Approval of a contract with University of Southern California Conference Services for the Upward Bound Summer Enrichment Academy.
36. Approval of a contract with VT Ranch Camp and Conference Center for the Upward Bound Summer Enrichment Academy Leadership Retreat.
37. This item was pulled and acted upon separately (see paragraph 14).

Motion unanimously passed. Student Trustee concurred.

13. CONSENT ITEM #11 – TWO-YEAR AGREEMENT WITH HIGHER ONE, INC. FOR STUDENT REFUND MANAGEMENT SERVICES

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

Student Trustee Maureira said that the students have issues with Higher One in regards to the ATM machine. She asked why Higher One was chosen over any other company. Vice President Gregoryk said that they're aware of some of the issues with Higher One; so, a team was put together consisting of the Financial Aid Directors, the Associate Vice President of Fiscal Services, and the Chief Information Technology Officer. They were tasked with going out into the market to see what's out there. There were three viable companies; however, one of them was a lot more expensive to not only the College but to the students, as well. The second company was brand new in the business with no background. So, it was decided to stay with Higher One, who, with Mt. SAC's consent, is going to try some new programs to ensure that the students are treated fairly. So, there really wasn't another choice. The reason for the change from a three-year contract to a two-year contract is because of the long notice that is required to end a contract.

Motion unanimously passed. Student Trustee concurred.

14. CONSENT ITEM #37 – FINAL RECONCILIATION AND NOTICE OF COMPLETION FOR THE FACILITIES PLAN ROOM AND EMERGENCY OPERATIONS CENTER PROJECT (PHASE 1), AND THE UTILITY INFRASTRUCTURE SOUTH OF TEMPLE AVENUE PROJECT (PHASE 1), USING THE LEASE/LEASEBACK CONSTRUCTION DELIVERY METHOD

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

Trustee Hall wanted to bring attention to the fact that this contract came in on time and under the Guaranteed Maximum Price (GMP), which is encouraging.

Vice President Gregoryk said that, because of the way estimating is done by the architect, review by the estimator at Tilden Coil, and Mt. SAC's own estimator, the College has more control.

Trustee Hall asked why this project was so successful. Facilities Planning and Management Director Gary Nellesen added that there were two deductive change orders on this project: 1) a sewer line repair that was estimated at \$500K – they found a way to repair it for much less, and Mt. SAC took the credit back; and 2) the \$113K is where the efficiencies are; so, when we went out to bid for lease/leaseback, we got a maximum bid on the general conditions/general requirements for the project. The efficiencies come from comprising multiple projects and working together to minimize everyone's risk.

Motion unanimously passed. Student Trustee concurred.

15. ACTION ITEM #1 – PROCLAIM WEDNESDAY, MAY 14, 2014, AS “DAY OF THE TEACHER”

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

Motion unanimously passed. Student Trustee concurred.

16. ACTION ITEM #2 – PURCHASE FURNITURE FOR THE CLASSROOM BUILDING RENOVATION (FORMERLY AGRICULTURAL SCIENCES BUILDING 12); DESIGN TECHNOLOGY CENTER – RADIO LAB AND MODEL SHOP, INTERIOR DESIGN, AND ANIMATION CLASSROOMS; AND THE NEWLY CONSTRUCTED EMERGENCY OPERATIONS CENTER

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

Motion unanimously passed. Student Trustee concurred.

17. ACTION ITEM #3: RESOLUTION NO. 13-03 – MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT – COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, REGARDING TRUSTEE LAURA SANTOS

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

Trustee Chen Haggerty had two concerns: 1) Board members take pride as being highly regarded in the community, and she wants Mt. SAC's image to be positive; and 2) Standard 4 of the Accreditation is regarding the key role for decision-making, and she's concerned when Trustee Santos excuses herself from important issues; that it may jeopardize the College's upcoming accreditation.

Trustee Santos apologized to the other trustees that June 30 isn't immediate enough for her resignation from the Basset School Board.

Motion passed by a 6-1 vote, with Trustee Santos voting no. Student Trustee concurred.

18. DISCUSSION ITEM #1: PROPOSED REVISIONS TO BOARD POLICY 2716 – POLITICAL ACTIVITY

The Board received for first reading and discussion proposed revisions to Board Policy 2716 – Political Activity.

Trustee Hidalgo asked if the CCLC recommended the current changes to this Policy regarding District Bond Issues and, if so, when. Dr. Scroggins said it was the result of an oversight by the District of a CCLC recommended change some time ago, and it was just caught.

Student Trustee Maureira said that, in November 2012, students were involved in phone banking. She asked if the student trustee needs permission to go out into the District to advocate for ballot measures. Dr. Scroggins said that the labor unions and the associated students are exempt from this limitation of spending District resources.

The revised Board Policy will be brought back to the Board in June for approval.

19. DISCUSSION ITEM #2: PROPOSED REVISIONS TO BOARD POLICY 7340 - LEAVES

The Board received for first reading and discussion proposed revisions to Board Policy 7340 - Leaves.

The revised Board Policy will be brought back to the Board in June for approval.

20. DISCUSSION ITEM #3: BOARD CONFERENCE AND TRAVEL

This item was pulled and will be brought back to the Board in June for discussion.

21. INFORMATION ITEM #1: CHANGES TO ADMINISTRATIVE PROCEDURE 3500 – CAMPUS SAFETY

Correction to this item: On Page 94, under Use of Pepper Spray, in the first line of the second paragraph, it should read, "...when it is likely that physical..."

The Board received revised Administrative Procedure 3500 – Campus Safety, as corrected, for information only.

22. INFORMATION ITEM #2: CHANGES TO ADMINISTRATIVE PROCEDURE 5011 – ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

The Board received revised Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students, for information only.

23. INFORMATION ITEM #3: CHANGES TO ADMINISTRATIVE PROCEDURE 5012 – INTERNATIONAL STUDENTS

The Board received revised Administrative Procedure 5012 – International Students, for information only.

24. INFORMATION ITEM #4: CHANGES TO ADMINISTRATIVE PROCEDURE 5013 – MILITARY PERSONNEL, FEDERAL CIVIL SERVICE EMPLOYEES, AND THEIR DEPENDENTS

The Board received revised Administrative Procedure 5013 – Military Personnel, Federal Civil Service Employees, and Their Dependents, for information only.

25. INFORMATION ITEM #5: CHANGES TO ADMINISTRATIVE PROCEDURE 5015 – RESIDENCE DETERMINATION

The Board received revised Administrative Procedure 5015 – Residence Determination, for information only.

26. ADJOURNMENT

The meeting adjourned at 9:25 p.m.

WTS:dl

Title V: Building Pathways to Persistence and Completion
Mid-Year Report to the Board of Trustees
Prepared by Dr. Lisa Rodriguez

The Title V Grant has been successfully launched with much of the first six months spent re-affirming faculty participation and organizing staff support around the revised activities timetable. For the purpose of successful assessment of a five-year project, the Title V team has revised the grant objectives from their original iteration to read as follows:

- *Main objectives: The number of students with an educational plan will increase.*
- *The number of students with an educational plan and a declared major program of study will increase.*
- *The rate at which students are placed into developmental English and Math will decrease.*
- *The rate at which students persist from Fall term to Fall term will increase.*
- *The number of students receiving certificates and/or degrees or are job placed will increase.*
- *The number of students who transfer to a baccalaureate degree-granting institution within three years of entry into the College will increase.*

With those objectives in mind, we have the following five-year goals:

- *Enable students to make more informed educational goals;*
- *Provide support services that accelerate students into and promote retention in college-level coursework;*
- *Create sustainable and scalable cohort models that move students quickly into college-level coursework and promote faster completion of certificate/degree/transfer programs in specific disciplines;*
- *Increase and enhance communication with students; and*
- *Provide faculty with professional development opportunities and resources that promote student success and completion.*

Year 1 (October 2013-September 2014): To accomplish these, we have made significant progress in the following areas:

- *Near staffing capacity to carry out all interventions under the grant;*
- *Cohorts beginning this Summer: Honors (Transfer), Paralegal, Respiratory & Radiology;*
- *Cohorts beginning this Fall: Child Development and Hospitality & Restaurant Management;*
- *Academic cohorts are now or will be supported by tutoring, professional experts, counseling and career planning, and new instructional equipment. Student internships are in the planning stages;*
- *College Readiness Cohort this summer: Modified Bridge; and*
- *Focus groups for student communication survey.*

Year 2 (October 2014-September 2015)

- *Increased funding for instructional equipment in the cohorts and support centers: LAC/Writing Center;*
- *Soft-links and new/expanded general education pathways;*
- *CTE Faculty & Counseling planning retreat;*
- *Enhanced career assessments for students; and*
- *Expanded early alert system – closing the loop: faculty know when students receive help.*

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 4/25/14 - 5/21/14**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 271
3000 Employee Benefits	4,042
5000 Other Operating Expenses/Services	4,098
6000 Capital Outlay	22,372
7950 Unassigned Fund Balance	40,000
Total	\$ 70,783

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 6,300
4000 Supplies/Materials	64,483
Total	\$ 70,783

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 25, 2014

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 30,218
2000 Classified/Other Nonacademic Salaries	44,042
3000 Employee Benefits	11,886
6000 Capital Outlay	22,761
Total	\$ 108,907

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 854
5000 Other Operating Expenses/Services	14,628
7000 Other Outgo	93,425
Total	\$ 108,907

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 194
7940 Assigned Fund Balance	23,397
Total	\$ 23,591

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 10,892
5000 Other Operating Expenses/Services	12,699
Total	\$ 23,591

Farm Operations Fund - 34

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 3,500
Total	\$ 3,500

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 3,500
Total	\$ 3,500

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 25, 2014

Health Services Fund - 39

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 11
Total	\$ 11

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 11
Total	\$ 11

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 80,705
Total	\$ 80,705

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 21,000
6000 Capital Outlay	59,705
Total	\$ 80,705

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 960
Total	\$ 960

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 960
Total	\$ 960

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 25, 2014

BUDGET REVISIONS
For the period 4/25/14 - 5/21/14

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 Agricultural Club Council	\$ 350
882001 Discovery Science Day	5,000
884007 Planetarium - Sales	477
884008 Box Office, Ticket Sales	5,019
884009 Box Office, Sales-Concessions	158
885000 Campus Facility Rentals	7,363
887200 Wellness Center Membership	1,415
887700 Writing Center, Printing Fees	150
887730 Architecture/Design, Production Fees	520
887730 Arts, Materials Fees	40
887730 Arts, Print Making Fees	225
887730 Business, Color Copy/Laser Fees	562
887730 Ceramics, Clay Fees	1,065
887730 Commercial Art, Print Fees	60
887730 First Aid and CPR Fees	2,261
887730 Industrial Design Technology, Production Fees	30
887730 Interior Design/Fashion, Print Fees	255
887730 Photographics, Production Fees	600
888107 Parking Facility - Rental	1,654
888545 Air Conditioning, EPA Test Fees	200
888545 Welding Certification	800
888545 Nursing Kaplan Integrated Test Fees	225
889000 Developmental Education Study Team	608
889000 Printing Services	626

Former Auxiliary Trust Accounts, transactions from March 14, 2014 to April 24, 2014

882000 Men's Tennis Program	25
882000 Women's Tennis Program	25
882001 Radiologic Technology Special Education Program	650
882003 Track and Field Program	11,000
882003 Baseball Program	1,000
884001 Music - Choral Program	1,198
884022 Mt. SAC Athletic Services	700
884023 Championship Events	2,852
884024 Mountaineer Advertising	1,700

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 25, 2014

888500	Communication Department Program	\$	750
888500	Flight Training Program		32,475
888500	Music - Choral Program		1,425
888500	Music - Instrumental Program		120
888500	Pep Squad Program		903
889004	American Readers Theater Program		5,000
889004	Communication Department Program		16,040
889004	Mt. SAC Speakers Program		5,000
889005	Track and Field Program		650
889005	Music - Instrumental Program		6,280
Total		\$	117,456

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	8,796
3000	Employee Benefits		552
4000	Supplies/Materials		50,056
5000	Other Operating Expenses/Services		48,469
6000	Capital Outlay		9,583
Total		\$	117,456

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
865900	AB 86 Adult Education Consortium Planning	\$	374,205
885100	Mt. SAC Pilot Course - Rental Portion		99,166
886000	Mt. SAC Pilot Course - Rental Portion		472
Total		\$	473,843

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	17,500
2000	Classified/Other Nonacademic Salaries		65,400
3000	Employee Benefits		5,978
4000	Supplies/Materials		97,913
5000	Other Operating Expenses/Services		287,052
Total		\$	473,843

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 25, 2014

Health Services Fund - 39

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Interest Income	\$ 1,480
Total	\$ 1,480

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 1,480
Total	\$ 1,480

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Interest Income	\$ 2,149
886000 Lease Revenue Bonds - Interest Income	16
889000 Energy Projects - District	10,578
889000 Remodel Food Services, Building 16A	17,300
Total	\$ 30,043

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 27,894
7950 Unassigned Fund Balance	2,149
Total	\$ 30,043

Bond Construction Fund - 42

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Interest Income	\$ 1,015
Total	\$ 1,015

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 1,015
Total	\$ 1,015

Capital Outlay Projects/Redevelopment - 43

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Interest Income	\$ 4,099
Total	\$ 4,099

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 25, 2014

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ <u>4,099</u>
Total	\$ 4,099

Student Representation Fee Trust Fund - 72

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Interest Income	\$ <u>132</u>
Total	\$ 132

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ <u>132</u>
Total	\$ 132

RECOMMENDATION

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$70,783), Restricted General Fund (\$108,907), Child Development Fund (\$23,591), Farm Operations Fund (\$3,500), Health Services Fund (\$11), BAN Construction Fund (\$80,705) and Associated Students Trust Fund (\$960) 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 and Former Auxiliary Trust Accounts (\$117,456), Restricted General Fund (\$473,843), Health Services Fund (\$1,480), Capital Outlay Projects Fund (\$30,043), Bond Construction Fund (\$1,015), Capital Outlay Projects/Redevelopment Fund (\$4,099) and Student Representation Fund (\$132) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: June 25, 2014

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Benjamin, Art	Instruction – Math	Keynote Speaker, “Mathemagics”	6/5/14	\$1,000
De La Cruz, Art	Administrative Services – Public Safety	Provide Public Safety expertise and services	4/26/14- 11/26/14	\$50,923
Foldesi, Robert	Human Resources	Trainer, Principles of Executive Leadership	1/5/14	\$400
Gritzewsky, Ernie	Student Services – Bridge Program	Guest Speaker, Summer Bridge Program	7/10/14	\$1,000
Hayashi, Junko	Instruction – Music	Performer, Spring Choral Concert	5/30/14- 5/31/14	\$175
Hernandez, Daniel	Instruction – Consumer Science & Design Technologies - Fashion	Fashion Photo Expert	7/1/14- 6/30/15	\$1,500
Lambert, Regan	Instruction – Music	Performer, Spring Choral Concert, replaced Irene Shiao, approved by the Board on 3/19/14	5/29/14- 5/31/14	\$250
Seed, John	Instruction – Art Gallery	Catalog Essayist, “The Way of Flesh Part II” running 9/18-10/16/14	7/1/14- 8/28/14	\$500

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: June 25, 2014

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Turner, Dr. Frank	Instruction – Radiologic Therapy	Radiologic Technology Program Medical Director	7/1/14- 6/30/15	\$1,000
Vincent, Dr. Nedra	Instruction – Respiratory Therapy	Paramedic Program Medical Director	7/1/14- 6/30/15	\$5,000
Young, Dr. Earl	Instruction – Respiratory Therapy	Respiratory Therapy Program Medical Director	7/1/14- 6/30/15	\$7,500

Funding Sources

Restricted General Fund –Student Services – Bridge Program.

Unrestricted General Fund – Administrative Services – Public Safety, Instruction – Art Gallery, Math, Music, Consumer Science & Design Technology, and Human Resources.

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: June 25, 2014

CONSENT

SUBJECT: Resolution No. 13-04 - Signature Changes to Existing Bank Accounts
and Close Existing Bank Account

BACKGROUND

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

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

Due to the hiring of the new Purchasing Manager, it is necessary to add this manager to the authorized signers on some existing bank accounts and remove the Director, Safety & Risk Management from this responsibility. It is also necessary to close the Mt. SAC Auxiliary Services Payroll account as it has been inactive since July 2012. The remaining funds from this Payroll account will be transferred to the Mt. SAC Auxiliary Services General account.

ANALYSIS AND FISCAL IMPACT

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Resolution No. 13-04 - Signature Changes to Existing Bank Accounts and
Close Existing Bank Account

DATE: June 25, 2014

Funding Source

Not applicable.

RECOMMENDATION

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

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

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

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

**RESOLUTION NO. 13-04
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
RESOLUTION AUTHORIZING CHANGES TO EXISTING BANK ACCOUNTS**

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

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

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

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

CHANGES TO EXISTING ACCOUNTS

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

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

Type: Checking Account

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

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

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

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

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

Type: Merchant/Checking Account

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

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

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

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

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

Type: Checking Account

Purpose: Receipt of ACH Deposits

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

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

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

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

Type: Merchant/Checking Account

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

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

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

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

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

Type: Merchant/Checking Account

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

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

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

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

Account Name: **Mt. San Antonio Community College District – Performing Arts Center**

Type: Merchant/Checking Account

Purpose: To handle all credit card charges for the Performing Arts Center Box Office

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

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

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

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

Type: Merchant/Checking Account

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

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

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

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

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

Type: Checking Account

Purpose: Main Bank Account for Mt. SAC Auxiliary Services

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

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

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

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

Type: Checking Account

Purpose: Mt. SAC Auxiliary Services account for payroll checks

Action: Close existing account

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Virginia Burley (two signatures required)

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

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

Type: Checking Account

Purpose: Student Federal Perkins Loans

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

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

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

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

Type: Payroll Warrants

Purpose: Issue Payroll Warrants Only

Action: No Change

Current Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or Rosa Royce, Associate Vice President, Fiscal Services

Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071

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

Type: ACH Account Payroll Direct Deposits

Purpose: ACH Account for processing Payroll Direct Deposits only

Action: No Change

Signatures: No signature required; File transfer only

Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071

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

Type: Commercial Warrants

Purpose: Issue Warrants for Accounts Payable only

Action: No Change

Current Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or Rosa Royce, Associate Vice President, Fiscal Services

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

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

Type: ACH Vendor Payments

Purpose: Electronic File Transfer for Vendor Payments only

Action: No Change

Signatures: No Signature Required: Electronic Transfer only

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

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

Type: Sweep Account

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

Action: No Change

Current Signatures: Michael D. Gregoryk, Vice President, Administrative Services; and Rosa Royce, Associate Vice President, Fiscal Services

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

PASSED AND ADOPTED this 25th day of June 2014 by the Board of Trustees of the Mt. San Antonio Community College District of the County of Los Angeles, State of California, by the following vote:

AYES:

NOES:

ABSENT:

This is to certify that this is a true and correct copy of the resolution as adopted and approved at a regular meeting of the Board of Trustees of the Mt. San Antonio Community College District.

William T. Scroggins
College President & CEO and
Secretary of the Board of Trustees
Mt. San Antonio Community College District

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<u>Tentative Budget for the 2014-15 Fiscal Year</u>	

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, Section 58300, community college districts must adopt a tentative budget each year on or before the first day of July. Most expenditures such as salaries, fringe benefits, supplies, contracts, and services and utilities are considered to be ongoing and part of what is called the operational budget.

ANALYSIS AND FISCAL IMPACT

This year, the overall State budget outcome is anticipated to be very positive for community colleges. The main proposed increases in the Governor’s May Revision consists of a 0.85% funded cost-of-living adjustment, 2.75% for growth/restoration, complete elimination of the apportionment cash deferrals, backfill for the shortfall of property taxes and enrollment fees, \$100 million for the Student Success Support Program, \$100 million for Student Success Equity Plans, \$50 million for the Economic and Workforce Development Program, and \$148 million for Scheduled Maintenance. After the Governor’s May Revision was released, and, in light of higher projected revenues provided by the Legislative Analyst Office, the Assembly, and the Senate budget subcommittees reached an agreement to increase the Governor’s proposals by an additional \$246 million in ongoing funds and \$34 million in one-time funds.

On June 11, 2014, the joint Budget Conference Committee approved the major provisions of 2014-15 California Community Colleges’ budget, and the level of spending proposed in the Governor’s May Revision has prevailed with some key adjustments. These adjustments include a reduction of funding for Student Equity Plans from \$100 million to \$70 million, a \$30 million augmentation for the Disabled Student Program and Services (DSPS), a \$49.5 million augmentation for reimbursement of previous mandated claims, \$94 million will remain in apportionment cash deferrals, and the \$148 million allocation for Scheduled Maintenance and Instructional Equipment remains the same with flexibility to split between the two. In addition, the final budget will include a positive trigger if revenues come in above budgeted levels, and the first priority for these funds would be to pay down the remaining apportionment cash deferrals. These proposals are not included in the Tentative Budget because the budget is not final until it is signed by the Governor. It is expected that the Governor will sign the final budget on or before June 30, 2014. The Governor’s final budget will be included in the Adopted Budget.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #4

SUBJECT: Tentative Budget for the 2014-15 Fiscal Year

DATE: June 25, 2014

It is anticipated that the College will end the 2013-14 fiscal year with an estimated positive variance of \$5,425,079 for the Unrestricted General Fund. The variance is the difference between the adopted budget and the estimated actual revenues and expenditures. The main contributors to this variance are additional estimated Nonresident Tuition fees, additional 2012-13 Growth Restoration, reduction of the 2012-13 Statewide Structural Deficit, 2012-13 Redevelopment Revenues backfill, estimated Positive Budget Balances, savings from vacant positions, and the additional cost of increasing course offerings in 2013-14 to earn the Growth. The positive variance for the Unrestricted General Fund Revenue-Generated Accounts is estimated at \$2,898,668. These funds are designated for College programs.

The ongoing revenues for the Unrestricted General Fund include additional 2012-13 Growth Restoration and estimated growth restoration due to the increase in FTES and course offerings in the 2013-14 fiscal year. They also include an estimated increase in lottery funds, which will be adjusted in July 2014, when the annual attendance and lottery rates are known. The interest revenue has been increased as a result of the decrease in apportionment deferrals, and the nonresident tuition fees have also been increased based on projected revenues for the 2013-14 fiscal year.

Included in the budget are ongoing expenditure increases, which include the annual step-and-column salary progression along with the associated employer-paid benefits. The most significant budget increases are the increase in the California State Teacher's Retirement System (CalSTRS) employer contribution, and the increase of the Class Schedule. The Governor's May Revision includes an increase to fund the CalSTRS pension debt. The legislature has also presented a plan to fund the CalSTRS pension debt at a lesser cost for the 2014-15 fiscal year; however, both proposals will significantly impact employer and employee contributions. The District has chosen to include a total of \$837,000 for the CalSTRS increased cost in the tentative budget. The increased cost of the Class Schedule is the result of increasing 1,030 FTES course offerings for the 2013-14 fiscal year. The total ongoing expenditures for the Unrestricted General Fund increased from the 2013-14 Adopted Budget by \$5,304,903.

As always, the budget is considered a dynamic planning document flexible enough to be responsive to the College's needs, yet very dependent upon uncertain, variable revenue. Included in the budget are total ongoing Unrestricted General Fund revenues of \$140,021,436, which includes apportionment, nonresident tuition fees, lottery, and other miscellaneous revenue. The ongoing expenditures are estimated at \$152,158,558, leaving a projected ongoing budget deficit of \$12,137,122.

Also budgeted are estimated one-time revenues totaling \$790,520, and one-time expenditures net savings totaling \$1,858,293. Expenditures savings include budget carryovers, one-time support, new positions funded with one time funds, and immediate needs. In order to conserve Mt. SAC's fund balance, the College will pay the retiree medical

SUBJECT: Tentative Budget for the 2014-15 Fiscal Year

DATE: June 25, 2014

premiums from the OPEB Trust. This will result in a total one-time savings of \$4,272,474. It is important to note that the Annual Contribution to the OPEB Trust of \$2,639,645 is included in the ongoing expenditures and will be paid with Unrestricted General funds.

Further revisions will be made and greater detail presented for approval with the public hearing and presentation of the Adopted Budget Plan and Budget on September 10, 2014, at the Board of Trustees meeting.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and adopts the Tentative Budget (distributed as a separate document) for the 2014-15 fiscal year.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<u>Annual Approval of Investment Policy Statement</u>	

BACKGROUND

The Investment Policy must be presented annually for Board approval and was last approved on June 26, 2013.

This Investment Policy Statement complies with Government Code 16481.2, requiring community colleges to set parameters of investment of excess funds. This requirement was passed into law subsequent to the Orange County bankruptcy. It is the intent of this policy to set the parameters of the scope of investments allowed by law and then to restrict that scope by what is called an Investment Memorandum. In addition, pursuant to Government Code 53646, we also submit quarterly investment reports to the Board.

ANALYSIS AND FISCAL IMPACT

The current practice of the College is to deposit all funds directly with the County Office of the L. A. County Treasury. The law does allow colleges to invest funds where high liquidity is not required in other investments, as outlined in the code and policy statement that follows. It is our intent to adopt a conservative approach and, when modification is needed, the Memorandum can be changed by the Board of Trustees.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the following Investment Policy Statement.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #5

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 25, 2014

INVESTMENTS

1. Objective

The primary objectives, for Mt. San Antonio Community College District's Investment activities shall be:

Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

Liquidity: The District's investment portfolio will remain sufficiently liquid to enable the District to meet all its operating requirements.

Return on Investment: The District's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

2. Prudence

The District shall conduct its investment program utilizing the "Prudent Investor" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with care, skill, prudence and diligence under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and like aims.

3. Delegation of Authority

Authority to manage the District's investment program is derived from the Board of Trustees. Management responsibility for the investment program is hereby delegated to the President and Vice President, Administrative Services for a one-year period. Subject to review, the Board of Trustees may renew the delegation of the authority pursuant to this section each year.

4. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District's portfolio.

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 25, 2014

5. Acceptable Investments

Sections 53600 et. seq. of the California Government Code provide basic investment limits and guidelines for government entities. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters will take precedence.

- a. U. S. Treasury Instruments: United States Treasury notes, bonds bills or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged to payment of principal and interest. There is no limitation as to the percentage of the portfolio invested in this category.
- b. Federal Agency and Instrumentality Securities: Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio invested in this category.
- c. State of California and local debt, bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- d. Medium-Term Note Obligations: Medium-term corporate notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Medium-term notes shall be rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO). No more than 30% of the portfolio can be invested in corporate obligations.
- e. Pass-through Securities: Any collateralized mortgage obligation, mortgage-backed or other pay-through bond shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a national recognized rating service. No more than 20% of the portfolio can be invested in this category
- f. Bankers Acceptances: Purchases of bankers' acceptances may not exceed 180 days' maturity. No more than 40% of the portfolio can be invested in bankers' acceptances. No more than 10% of the portfolio can be placed in a bankers acceptances of any single commercial bank.

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 25, 2014

- g. **Commercial Paper:** Commercial paper rated the highest ranking or of the highest letter or number rating as provided by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet one of two sets of criteria: (1) The corporation shall be organized and operating within the United States, shall have total assets in excess of five hundred million dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization. (2) The corporation shall be organized within the United States as a special purpose corporation, trust, or limited liability company, has program-wide credit enhancements including, but not limited to, over collateralizations, letters of credit, or surety bond; has commercial paper that is rated "A-1" or higher, or equivalent by a nationally recognized statistical-rating organization. Eligible commercial paper may not exceed 270 days' maturity nor represent more than 10% of the outstanding paper of an issuing corporation. No more than 15% of the portfolio can be invested in commercial paper, unless the dollar-weighted average of commercial paper held is less than 31 days. Given this restriction, a maximum of 25% of the portfolio can be invested in commercial paper.
- h. **Negotiable Certificates of Deposit:** Negotiable certificates of deposit issued by a nationally or state-chartered bank or a state or federal association or by a state-licensed branch of a foreign bank. The maximum maturity for investments in this category is one year. Purchases are limited to issuers whose short-term debt is rated A1/P1. A maximum of 30% of the District's portfolio may be invested in this category.
- i. **Repurchase Agreements:** Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The District may enter into repurchase agreements with primary government securities dealers rated "A" or better by two nationally recognized statistical rating services. Counterparties should also have (i) a short-term credit rating of at least A1/P1; (ii) minimum assets and capitalized size of \$25 billion in assets and \$350 million in capital; (iii) five (5) years of acceptable audited financial results; and (iv) a strong reputation among market participants.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in Section 770.6 (a) and (b), herein, will be acceptable collateral. All securities underlying repurchase agreements must be delivered to the District's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement. The total market value of all collateral for each repurchase agreement must equal or exceed 102 percent of the total dollar value of the money invested subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions. Market value must be calculated each time there is a substitution of collateral.

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 25, 2014

The District or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to the repurchase agreement. The District shall have properly executed a PSA agreement with each counterparty with which it enters into a repurchase agreement.

- j. Money Market Funds: Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following). The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations. (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
- k. LAIF: If the District has funds invested in the Local Agency Investment Fund (LAIF), the District shall maintain on file LAIF's current investment policy and its requirements for participation, including limitations on deposits or withdrawals. A maximum of \$40 million may be invested in the State Pool.
- l. LACPIF: If the District has funds invested in the Los Angeles County Pooled Investment Fund (LACPIF), the District shall maintain on file LACPIF's current investment policy and its requirements for participation.

6. Maturity Parameters

Maximum maturity of any single issue: five years

7. Safekeeping and Custody

All security transactions entered into by the District shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the President and Vice President of Administrative Services and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the District as beneficiary.

8. Diversification

The District will diversify its investments by security type, institution, and maturities to prevent incurring unreasonable or avoidable risks regarding specific security types, individual financial institutions or maturity segments.

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 25, 2014

9. Internal Controls

The District will establish a system of internal controls to ensure compliance with the Investment Policy of the District and the California Government Code.

10. Reporting

Although the Legislature suspended these mandates and local agencies are no longer required to submit quarterly investment reports or the investment policy on an annual basis, they encouraged local agencies to continue to submit these reports to their governing board.

- 11.** Investments shall be limited to the parameters of this Investment Policy until it is amended by an affirmative vote of a majority of the members of the Mt. San Antonio College Board of Trustees. The District Board shall issue an Investment Memorandum authorizing the administration to make investments on the District's behalf. The Memorandum shall not exceed the above parameters; however, the Memorandum may be more restrictive. The Memorandum shall remain in force until modified by the Board of Trustees.

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

DATE: June 25, 2014

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrants

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

<u>Warrant No.</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07007055	9/10/09	Jesus A. Herrera	\$78.00
07008224	9/10/09	Hayley T. Spalding	\$78.00
07027665	1/11/10	Rebecca C. Roberts	\$314.00
07038793	3/11/10	Michael D. Cohen	\$104.00
07039411	3/11/10	Geoffrey Hollenbeck	\$52.00
07039579	3/11/10	Kyungah Kim	\$141.00
07043479	4/06/10	Tiana M. Murphy	\$61.00
07054327	5/10/10	Eligio B. Perez	\$78.00
07104891	3/16/11	Kyla N. Bailey	\$78.00
07109142	3/24/11	Christian Tantry Tan	\$208.00
07109283	3/25/11	Geoffrey Hollenbeck	\$10.00
07129461	7/13/11	Oasca S. Cacho	\$53.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

DATE: June 25, 2014

CONSENT

SUBJECT: Annual Approval of Aircraft Repair Services – Nostalgia Airways, Inc. for the 2014-15 Fiscal Year

BACKGROUND

The College's Aviation program, located at the Brackett Airfield, manages and maintains several aircraft for student flight training purposes. These aircraft require scheduled maintenance per Federal Aviation Administration (FAA) requirements, periodic engine overhauls, and occasional off-schedule service when unexpected repairs are required. Nostalgia Airways Inc. dba NAI Aircraft Services has been identified as the single maintenance center at Brackett Airfield available to service the College's aircraft.

ANALYSIS AND FISCAL IMPACT

At its meeting on March 28, 2007, the Board of Trustees approved the sole-source procurement of aircraft maintenance services for the College's aircraft from Nostalgia Airways, Inc. dba NAI Aircraft Services as allowed under Public Contract Code (PCC) Section 3400(b)(3), which permits the purchase of "...a necessary item that is only available from one source."

The College anticipates spending approximately \$100,000 for aircraft maintenance services for the 2014-15 fiscal year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the procurement of aircraft maintenance services for the College's aircraft from Nostalgia Airways, Inc. dba NAI Aircraft Services for the 2014-15 fiscal year.

Prepared by: Teresa Patterson

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<u>Annual Advertisements for Goods and Services for 2014-15 Fiscal Year</u>	

BACKGROUND

Each year, bids are prepared for goods and services that are necessary to the operation of the College. Education Code 81641 requires that the College publish these bids in a local newspaper at least once a week for a period of two weeks.

ANALYSIS AND FISCAL IMPACT

The following is a list of goods and services for which the College may need to advertise in the 2014-15 fiscal year:

- | | |
|-------------------------------------|------------------------|
| Audio/Visual Supplies and Equipment | Maintenance Agreements |
| Computers and Related Equipment | Maintenance Projects |
| Construction Projects | Rental of Equipment |
| Furniture | Supplies and Equipment |

The College anticipates spending approximately \$10,000 in advertising costs for the 2014-15 fiscal year.

Funding Sources

Advertising for construction projects are charged to each project. The Unrestricted General Fund will be charged for all other goods and services.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the advertisement of the above listed goods and services, as needed for the 2014-15 fiscal year.

Prepared by: <u>Teresa Patterson</u>	Reviewed by: <u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #8</u>

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

DATE: June 25, 2014

CONSENT

SUBJECT: Sale of Miscellaneous Surplus Items

BACKGROUND

In an attempt to keep areas from becoming unsightly and hazardous, it is necessary to remove scrap metal, furniture, and miscellaneous salvage items that are no longer being used in instructional programs. In the past, the College has received authorization from the Board of Trustees to deal directly with recycling vendors and/or private individuals wishing to acquire these items. This request will allow the College to continue working with local recycling vendors and/or private individuals for the 2014-15 fiscal year.

ANALYSIS AND FISCAL IMPACT

Education Code 81452(a) allows the sale of personal property by an employee of the College empowered for that purpose by the Board when items do not exceed the value of \$5,000. Examples of items that would be sold during the course of the year would include scrap metal, surplus furniture, obsolete HVAC units, and obsolete computers/parts (which have only salvage value). None of these items at any given time during the course of the year would exceed the amount stated in Education Code 81452(a).

The amount of money derived from the disposal of surplus materials and equipment varies from year to year and is dependent upon the type, quantity, and intrinsic value of such items.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the Purchasing Manager to declare surplus metal and miscellaneous salvage items and further authorizes the Purchasing Manager the authority to sell scrap metal and miscellaneous salvage items for the 2014-15 fiscal year.

Prepared by: Teresa Patterson

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

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

DATE: June 25, 2014

CONSENT

SUBJECT: Student Accident and Athletic Insurance Coverage - Renewal

BACKGROUND

Mt. San Antonio College is authorized to purchase student accident and athletic insurance for credit students through an annual group policy (Education Code Section No. 32221). The policy covers basic as well as catastrophic insurance. The master policy contains complete details of provisions, limitations, and exclusions, and will prevail at all times.

ANALYSIS AND FISCAL IMPACT

The student accident and athletic policy period is for July 1, 2014, through July 1, 2015, and includes the following coverage limits:

<u>Student Accident Coverage – Basic Coverage</u>	
Per Accident Deductible	\$50
Per Accident Maximum	\$50,000
<u>Student Accident Coverage – Catastrophic Coverage</u>	
Per Accident Deductible	\$50,000
Per Accident Maximum	\$1,000,000
Total Student Accident Premium	\$62,975
<u>Intercollegiate Athletes Coverage – Basic Coverage</u>	
Per Accident Deductibles	\$100 Class I Athletes \$50 Class II Athletes
Per Accident Maximum	\$25,000
<u>Intercollegiate Athletes Coverage – Catastrophic Coverage</u>	
Per Accident Deductible	\$25,000
Per Accident Maximum	\$1,000,000
Total Intercollegiate Athlete Premium	\$91,788
<u>Fire Academy Coverage – Expanded Coverage</u>	
Per Accident Deductible	\$50
Per Accident Maximum	\$25,000
Total Fire Academy Premium	\$13,235

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

SUBJECT: Student Accident and Athletic Insurance Coverage - Renewal

DATE: June 25, 2014

Mt. SAC has used Student Insurance Company for more than 18 years and is pleased with the services they provide. The combined premium of \$167,998 represents a \$1,940 increase from the previous year, or approximately 1.2%.

Funding Sources

Student Health Services and Child Development Funds – Student Accident Premium.
Unrestricted General Fund – Intercollegiate Athlete and Fire Academy Premiums.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of student accident and athletic insurance coverage and the payment of \$167,998 to Student Insurance Company, as presented.

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

DATE: June 25, 2014

CONSENT

SUBJECT: Fine Arts Insurance Coverage - Renewal

BACKGROUND

Mt. San Antonio College purchases insurance coverage for its museum collection and temporarily loaned art items for exhibitions held in the Art Gallery.

ANALYSIS AND FISCAL IMPACT

The Art Gallery has approximately six exhibits per year, which we have been covered under a program of fine arts insurance administered by Huntington T. Block Insurance Agency, Inc., and insured by Ace American Insurance Company. The fine arts policy is for the period July 1, 2014, through July 1, 2015, and includes the following coverage limits:

Property Coverage – Museum Collection and Temporary Loans

- Limits of Liability: \$300,000 at the insured premises
- \$300,000 legal liability
- \$300,000 at any other location
- \$300,000 in-transit on any one conveyance
- \$300,000 earthquake
- \$300,000 in any one loss or disaster, either in case of partial or total loss, or salvage charges, or expenses, or all combined

- Deductible: \$1,000 each claim for loss or damage separately occurring (applies only to owned objects)
- \$0 applies only to earthquake losses
- \$2,500 applies to outdoor sculpture

The requested premium of \$2,063 reflects no increase from the previous year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of fine arts insurance coverage, and the payment of \$2,063 to Huntington T. Block Insurance Agency, Inc., as presented.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

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

DATE: June 25, 2014

CONSENT

SUBJECT: Aviation Insurance Policy - Renewal

BACKGROUND

Mt. San Antonio College annually purchases aviation hull and liability insurance to cover the College's liability resulting from the activities of the Aircraft Technology and Aeronautics Departments, the Mt. San Antonio College Flight Training Association, and the Mt. San Antonio College Flying Team. The College has received proposals from Falcon Insurance Agency of California, Inc., for primary and excess liability insurance in the amount of \$82,294.

ANALYSIS AND FISCAL IMPACT

The primary and excess liability policies are for the period July 1, 2014, through July 1, 2015, and include the following coverage limits:

Primary Liability and Hull Coverage

Liability Coverage:	\$1,000,000 - Combined Single-Limit of Bodily Injury and Property Damage, including Passengers. California Renter's and Trainee's Liability included. \$3,000 – Medical Coverage each Person including Crew.		
Non-Owned Liability "Gap" Coverage:	\$1,000,000 - Combined Single-Limit of Bodily Injury and Property Damage, including Passengers. This covers the gap when the Flight Team rents aircraft that does not have the \$1,000,000 of primary coverage.		
Hull Coverage:	N714GM	\$19,000	All Risk Hull with Deductible of \$2,500 All losses
	N48968	\$19,500	All Risk Hull with Deductible of \$2,500 All losses
	N94364	\$23,500	All Risk Hull with Deductible of \$2,500 All losses
	N20562	\$34,000	All Risk Hull with Deductible of \$2,500 All losses
	N49228	\$60,000	All Risk Hull with Deductible of \$2,500 All losses
	N3505R	\$107,000	All Risk Hull with Deductible of \$2,500 All losses
Use:	Non-commercial and Special Uses. Special uses are defined as the instruction, both dual and solo, of members of the Mt. San Antonio College Flight Training Association under the direct supervision of a pilot holding an FAA Flight Instructor Rating.		
Total Primary Liability and Hull		\$40,139	

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

SUBJECT: Aviation Insurance Policy - Renewal**DATE:** June 25, 2014Excess Liability, Non-Owned Aircraft Physical Damage and Liability

Liability Coverage:	\$10,000,000 – Excess of primary insurance for aircraft owned and/or operated by the Mt. San Antonio College Flight Training Association. \$3,000 – Medical Coverage each Person including Crew, to cover all uses of aircraft not owned by the College.
Non-Owned Aircraft Physical Damage Liability:	\$100,000 – Any One Aircraft \$1,000 – Deductible Any One Loss
Non-Owned Aircraft Liability Coverage:	\$10,000,000 – Combined Single Limit of Bodily Injury and Property Damage including Passengers.
Uses:	As respects Non-Owned Aircraft – Incidental rental of aircraft while participating in intercollegiate events when the Mt. San Antonio College Flying Team has to use aircraft other than their own.
Total Excess Liability, Non-Owned	\$34,155

Primary Liability – 1972 Gulfstream G-II, N218SE

Hull:	Not applicable
Liability:	\$5,000,000 – Combined Single Limit of Bodily Injury and Property Damage excluding Passenger Liability
Use:	Training Aid – Ground Only (No Flight). In motion and not in motion.
Total Primary Liability	\$8,000

The combined premium of \$82,294 represents no increase in the insurance premium from last year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of aviation liability insurance, and payment of \$82,294 to Falcon Insurance Agency of California, Inc., as presented.

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

DATE: June 25, 2014

CONSENT

SUBJECT: General Liability and Property Coverage - Renewal

BACKGROUND

The College purchases general liability and property coverage from the Alliance of Schools for Cooperative Insurance Programs (ASCIP), a state-wide joint powers agency comprised of school districts and other community colleges. The College has been satisfied with the services received from ASCIP and is seeking approval to renew the program.

ANALYSIS AND FISCAL IMPACT

Pursuant to Education Code Section No. 72506, the Board of Trustees shall procure insurance to insure against all of the following:

1. The liability of the District for damages resulting in death, injury to person, or damage or loss of property; and
2. The personal liability of the members of the Board and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her office or employment.

The ASCIP insurance program will renew for the period July 1, 2014, through July 1, 2015, and will include general, excess, and automobile liability coverage with a self-insured retention (SIR) of \$25,000; property coverage with a \$10,000 deductible; and crime, auto physical damage, and storage tank liability coverage for a combined premium of \$818,627. The combined premium of \$818,627 represents a decrease in the premium of 1% from the previous year. The memorandum of coverage contains complete details of provisions, limitations, and exclusions.

Additionally, the Board adopted Resolution No. 07-10 in June 2008 to establish a trust account to provide payment for claims relating to property and liability losses incurred within the self-insured retention of \$25,000. A third-party administrator, Corvel, is responsible for making payments, setting reserve limits for losses, and providing the College with a quarterly report. According to the most recent report, the College has incurred a total of six losses in fiscal years 2010-11, 2011-12, and 2012-13 that will exceed the self-insured retention.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

SUBJECT: General Liability and Property Coverage - Renewal

DATE: June 25, 2014

Therefore, in order to ensure that there are adequate reserves available in the trust fund to pay existing and future year losses, it is recommended that the Board authorizes an additional payment to ASCIP of \$144,836 to be transferred to the Mt. SAC trust account.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of combined liability and property insurance coverage, and trust fund reimbursement of \$963,463 to the Alliance of Schools for Cooperative Insurance Program (ASCIP), as presented.

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

DATE: June 25, 2014

CONSENT

SUBJECT Declassification and Destruction of Records

BACKGROUND

Approval of the Board of Trustees is requested to destroy the following documents which are classified as Class 3 Records:

- All Requisitions, Contracts, Purchase Orders, Bids, and supporting documentation prior to fiscal year 2011-12, except for capital property documents classified as Class 1 Records;
- Accounts Payable Payment Packages and related documents prior to fiscal year 2011-12;
- Journal Vouchers prior to fiscal year 2011-12;
- Accounts Receivable documents prior to fiscal year 2011-12;
- Appropriation Transfers prior to fiscal year 2011-12;
- Deposits, Bank Reconciliations, and Canceled Checks prior to fiscal year 2011-12;
- District Invoices prior to fiscal year 2011-12;
- Budget Revisions prior to fiscal year 2011-12;
- Payroll Timesheets prior to fiscal year 2011-12;
- Debit/Credit Card Payment Reports prior to fiscal year 2011-12;
- HR Employment Applications and Recruitment Files prior to fiscal year 2011-12;
- Federal and State Categorical Programs and Grants – Financial and Program Records for programs ending prior to fiscal year 2010-11; and
- Financial Aid Financial Records prior to fiscal year 2010-11.

ANALYSIS AND FISCAL IMPACT

These records have been retained for the legal period of time as per Article 2, Sections 16023 through 16028, of Title 5, of the California Administrative Code, and according to Mt. SAC's Board Policy 3310 – Records Retention and Destruction. There is no further need to retain these records for use by the District.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees grants authorization to destroy the documents listed above.

Prepared by: Teresa Patterson

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<u>Purchase of Hewlett-Packard Network Equipment</u>	

BACKGROUND

In March 2013, the Board of Trustees approved the use of any current competitive bid or government contract which allows bid-protected purchasing for all school districts in California and results in the lowest price for the College on Hewlett-Packard (HP) equipment.

The College seeks the Board’s approval to extend the use any current competitive bid or government contract for HP equipment through June 30, 2015.

ANALYSIS AND FISCAL IMPACT

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 such services through another public agency that has been awarded a contract based on a formal bid process which permitted its bid to be used (“piggybacked”) by other public agencies.

Due to HP’s aggressive pursuit of the government sector, lower-priced bids and contracts exist, and more are anticipated. Some contracts allow for additional voluntary vendor-supplied discounts, and the College would still be bid-protected. The Board’s approval to use any allowable existing contract will help Mt. SAC leverage those additional vendor-supplied discounts and ensure the College receives the lowest possible price on these purchases.

Funding Source

Unrestricted General Fund, Restricted General Fund, and Bond funds, as applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the use of the current competitive bid or government contract which results in the lowest price for the College on HP equipment through June 30, 2015.

Prepared by: <u>Victor A. Belinski</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #15</u>

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

DATE: June 25, 2014

CONSENT

SUBJECT: Agreement for the Use of Mt. SAC as an Incident Command Support
Camp Facility by the Los Angeles County Fire Department

BACKGROUND

For the past several years, the College has contracted with the Consolidated Fire Protection District of Los Angeles County (Fire District) for use of College buildings and grounds as an Incident Command Support Camp Facility in the event of a natural disaster. The College wishes to renew the Agreement with the Fire District.

ANALYSIS AND FISCAL IMPACT

Under the terms of the Agreement, the College agrees that, in the event of a natural disaster and after meeting its responsibilities to staff and students, it will permit, to the extent of its ability and upon request by the Fire District, the use of its physical facilities by the Fire District as an Incident Command Support Camp Facility. The primary benefit of such an arrangement with the Fire District is that the College will have immediate and direct access to the expertise and equipment that it needs to handle a natural disaster which affects staff, students, and the campus. In addition, the ability to provide such access fulfills our mandate to be of public service to the communities of our District.

The Fire District agrees to exercise reasonable care in the conduct of its activities on our campus and will reimburse the College for any food or supplies it uses.

The term of this Agreement is for a one-year period, from July 1, 2014, through June 30, 2015, and shall automatically renew from year to year thereafter, unless terminated by either party.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Agreement for the use of Mt. San Antonio College as an Incident Command Support Camp Facility by the Consolidated Fire Protection District of Los Angeles County, effective July 1, 2014.

Prepared by: Teresa Patterson

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

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

DATE: June 25, 2014

CONSENT

SUBJECT Agreement with LACOE – Network Services and Support

BACKGROUND

The Los Angeles County Office of Education (LACOE) provides financial systems support, which is necessary to retrieve past information and update job classifications for CalSTRS and CalPERS reporting. The CalSTRS and CalPERS retirement electronic files are prepared by Mt. SAC and sent to LACOE, which is responsible for submitting each file to the respective retirement agency. To access these systems, Mt. SAC maintains a contract with LACOE for network services and support.

ANALYSIS AND FISCAL IMPACT

The current agreement will expire on June 30, 2014. Therefore, Fiscal Services is requesting to enter into a new three three-year agreement with LACOE for the period July 1, 2014, through June 30, 2017, for network services and support to access past information, update job classifications, and facilitate the CalSTRS and CalPERS reporting. The cost for this service is \$9,680 per year, which will be paid quarterly.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a three-year agreement with the Los Angeles County Office of Education for network services and support, as presented.

Prepared by: Teresa Patterson

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #17

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

DATE: June 25, 2014

CONSENT

SUBJECT: Agreement to Provide Crowd Management Services

BACKGROUND

The College currently contracts with an outside agency to provide crowd management services for various large public events held on campus. These events include select events in the Performing Arts Complex, football games, and special events such as graduation and the Mt. SAC Relays.

ANALYSIS AND FISCAL IMPACT

California Education Code §88003.1 (b)(7) allows contracting for personnel services when the services needed are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district's regular or ordinary hiring process would frustrate the very purpose. Providing security for large public events is such an allowable service.

For the past year, the College has been using the services of Capital Protection, in Rancho Cucamonga, CA, on an as-needed basis for crowd management control for its large public events. Approval is being sought to renew the agreement with Capital Protection for the period July 1, 2014, through June 30, 2015. There is no change to the hourly rates for the new period.

<u>Company</u>	<u>Hourly Rates (Unarmed Guard)</u>	<u>Hourly Rates (Supervisor)</u>
Capital Protection	\$18.00	\$20.00

The costs for the 2014-15 fiscal year are not expected to exceed \$10,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves renewal of the agreement with Capital Protection, as presented.

Prepared by: Teresa Patterson Reviewed by: Rosa M. Royce/Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #18

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

DATE: June 25, 2014

CONSENT

SUBJECT: Contract with OmniUpdate, Inc.

BACKGROUND

OmniUpdate, Inc. is the College's web content management system for the www.mtsac.edu website. The system was implemented in 2011 to provide a standard platform for website maintenance to ensure consistent branding across the College. OmniUpdate is used by faculty for developing course-related websites. The system is also used to provide uniform digital content across a variety of communication tools including the College website, marquee, message boards, and social media sites like Facebook.

ANALYSIS AND FISCAL IMPACT

OmniUpdate is used by more than 15 California community colleges to maintain and enhance their web presence. Information Technology staff routinely connect with colleagues from other colleges to collaborate on best practices for use of the OmniUpdate system.

The contract is for 50 concurrent system users and silver level support which includes all software upgrades and up to 50 annual support requests. The list price for the annual contract is \$25,500. OmniUpdate will discount the annual cost to \$20,500 and include a three-year price guarantee if the contract is approved by June 30, 2014. The contract effective dates are August 1, 2014, to July 31, 2017.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the three-year contract with OmniUpdate, Inc., as presented.

Prepared by: Victor A. Belinski / Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #19

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

DATE: June 25, 2014

CONSENT

SUBJECT: Contract for IBM Services

BACKGROUND

Occasionally, Information Technology requires the expert services of IBM to assist with installation or repair of hardware or software that is not currently covered under IBM maintenance. Although rarely used, it is necessary to establish the contract for a limited number of hours so IBM can schedule a technician to provide immediate service, when requested.

ANALYSIS AND FISCAL IMPACT

The services contract is established for use in case of an emergency or critical technology need. The contract includes 20 hours of technical assistance at \$225 per hour, not to exceed \$4,500. The College will be invoiced for actual hours used during the 2014-15 fiscal year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #20

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	CONSENT
SUBJECT: <u>Pre-Construction Services</u>	

BACKGROUND

An essential element of the Lease/Leaseback Construction Delivery Method is the pre-construction phase. By engaging the services of the Lease/Leaseback contractor prior to the completion of the construction documents, problems during the construction phase can be minimized. At this time, the Agricultural Sciences Complex Corrective Measures project is ready for contractor reviews.

ANALYSIS AND FISCAL IMPACT

Following are the pre-construction services to be provided for the listed projects:

- Review design documents for costs, constructability, scheduling clarity, consistency, LEED provisions, and coordination.
- Coordinate all required scope and clarifications for sub-trade bidding and compilation of final Guaranteed Maximum Price (GMP).
- Provide detailed cost analysis.
- Undertake value engineering analysis, as requested, and prepare reports with recommendations to the College to maintain the established construction budget.
- Design reviews including modifications, if any, based on value analysis with the College and Design Team.
- Prepare milestone and detailed schedules for College review, trade bidding, and construction.
- Develop Building Information Models (BIM) for use in the construction phase and for future use by the College's Maintenance and Operations team.
- Conduct trade bid solicitation and conduct competitive trade bidding.
- Obtain contractor-required permits including local business license(s), grading, demolition, storm drainage, Storm Water Pollution Prevention Plan, encroachment, and other permits, as may be required.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #21

SUBJECT: Pre-Construction Services

DATE: June 25, 2014

The costs for the listed services are as follows:

	Contractor:	Tilden-Coil Constructors	
	Project:	Building 12 Counseling Remodel - Formerly the Agricultural Sciences Complex	
Item	Description:	Amount	
	Pre-construction services at 1% of the estimated construction budget of \$271,615.00	\$2,716.00	
	Contract amount:		\$2,716.00

Funding Sources

Measure RR Bond Anticipation Note and Series A funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves pre-construction services, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<u>Lease/Leaseback Construction Services</u>	

BACKGROUND

In 2012, staff conducted an open process to select the best firm to provide construction services under the Lease/Leaseback Construction Delivery Method. Tilden-Coil Constructors, Inc. was selected to provide both pre-construction consulting and construction services. The fee for pre-construction services is based on the construction budget and ranges from 0.75% to 1%. The fee for construction is a Guaranteed Maximum Price.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Contractor:	Tilden-Coil Constructors, Inc.	
	Project:	Food Services Building	
Item	Description:	Amount	
	Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary to construct a new Food Services Building as follows:		
	• Subcontractor Costs:	\$9,459,767	
	• Bid Alternates:	\$318,261	
	• General Conditions, Overhead, Profit, Bonds, and Insurance:	\$1,722,996.82	
	• Allowances	\$863,310	
	• Construction Contingency	\$322,035.54	
	• Preconstruction Fee Adjustment	\$43,098	
	Guaranteed Maximum Price:	\$12,729,468.36	

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

SUBJECT: Lease/Leaseback Construction Services

DATE: June 25, 2014

#2	Contractor:	Tilden-Coil Constructors, Inc.	
	Project:	Building 12 Counseling Remodel – Formerly the Agricultural Sciences Complex	
Item	Description:	Amount	
	Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary to modify Classroom 101 in Building 12 to create a new computer laboratory to meet the new Student Success Act requirements. This project revises the counseling lecture classroom currently under construction to create a computer laboratory classroom for the Counseling Department to be used for orientation and the creation of the Student Education Plan.	\$271,615.00	
	Guaranteed Maximum Price:		\$271,615.00

Funding Sources

Measure RR Bond Anticipation Note, Series A, and Redevelopment funds.

RECOMMENDATION

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

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

DATE: June 25, 2014

CONSENT

SUBJECT: Purchase of Phase II Furniture – Design Technology Center First-Floor
Lobby, Second-Floor Open Area, and Radio Lab

BACKGROUND

The project to renovate the Design Technology Center includes the purchase of additional seating and tables for the first-floor lobby and second-floor open area for student use, as requested by the Instruction Department. The purchase of Phase II furniture also includes modular office furniture, marker boards, storage cabinets, and miscellaneous support components for the re-purposing of existing furniture in the Radio Lab.

ANALYSIS AND FISCAL IMPACT

During the furniture analysis process, the end users and furniture consultant, PAL id studio, determined that the manufacturers, products, and dealers below meet both the functional requirements and budget. Additionally, the proposed furniture provided by these manufacturers match existing furniture already installed in these areas.

FIRST-FLOOR LOBBY/SECOND-FLOOR OPEN AREA	
Bidder	Amount
CBI – Loveseats, Tables, Lounge Chairs (CMAS)	\$39,529.81
CBI – Installation	\$5,185.89

RADIO LAB	
Bidder	Amount
Allsteel – Modular Systems, Free-Standing Furniture, and miscellaneous support components (CMAS)	\$15,029.04
CBI – Delivery and Installation	\$16,190.84
Egan Visual – Marker Boards (CMAS)	\$334.64
KI – Chairs (NJPA)	\$1,528.40

The costs for the Phase II furniture include all applicable sales tax and freight.

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #23

SUBJECT: Purchase of Phase II Furniture – Design Technology Center First-Floor
Lobby, Second-Floor Open Area, and Radio Lab

DATE: June 25, 2014

Funding Source

Measure RR Series A and BAN funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of Phase II furniture for the Design Technology Center, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<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:

#1	Consultant:	Sid Lindmark, AICP	
	Project:	Construction Support	
Item	Description:	Amount	
	Professional consulting services, as needed, to prepare presentation documents for the 2012 Facilities Master Plan Update. Time and materials, not to exceed:	\$10,000.00	
	Contract Amount:	\$10,000.00	

#2	Consultant:	Steven Fader Architects	
	Project:	Jamba Juice Building Modifications	
Item	Description:	Amount	
	Professional design services to prepare construction documentation required by the Los Angeles County Health Department and to address any corrections noted after the Health Department plan check.	\$11,700.00	
	Reimbursable expenses:	\$150.00	
	Contract Amount:	\$11,850.00	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #23

SUBJECT: Professional Design and Consulting Services

DATE: June 25, 2014

#3	Consultant:	HMC Architects	
	Project:	Central Plant South	
Item	Description:	Amount	
	Professional architectural and engineering services to provide a new Central Plant building and enclosure along with its related equipment and piping to serve the Athletics Complex East precinct. The project design will be sized to allow for the future Gymnasium, Aquatic Center, and Heritage Hall projects. Fixed fee:	\$278,750.00	
	Reimbursable expenses:	\$3,250.00	
	Contract Amount:		\$282,000.00

Funding Sources

- #1 – Measure RR Bond (Series A) Construction Support funds.
- #2 – Capital Outlay funds.
- #3 – Measure RR Bond (Series A) funds.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	CONSENT
SUBJECT: <u>Purchase of Digital-Networked Radio Broadcast Consoles (Bid No. 2975)</u>	

BACKGROUND

The majority of the broadcast radio consoles in use by the Radio and Television (RTV) program is more than 10 years old and is entirely analog-based products. Because of the analog design of these consoles, moves and changes in the broadcast infrastructure are extremely time-consuming and expensive. The entire radio program will be relocating to all new studios in the Design Technology building at the end of the summer, and relocating all of these old consoles at the same time will be an extremely expensive proposition due to the amount of skilled labor involved.

In order to provide industry-standard digital technology for our radio students and to avoid investing a great deal of time and expense on moving old technology into a new building, the District developed a design for the new radio studios that incorporates networked digital audio consoles in all teaching and on-air positions. The newer networked consoles are easier to install and maintain and allow for rapid reconfiguration via software when teaching needs change.

After careful review and research by the RTV faculty and staff, as well as the Technical Services engineering staff, the Wheatstone Wheatnet protocol was selected as the integration standard for this project, and a complete design and equipment specification was developed by the College.

The current analog broadcast consoles will be salvaged following standard District practices at the end of the installation process.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Six bids were requested with three bids received and publicly opened on June 4, 2014.

The successful low bidder is Broadcast Supply Worldwide, located in Tacoma, Washington, for a total cost of \$99,202.28 including tax and shipping. See the Summary of Bids below.

Prepared by: <u>Teresa Patterson/William Eastham</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #25</u>

SUBJECT: Purchase of Digital-Networked Radio Broadcast Consoles (Bid No. 2975)

DATE: June 25, 2014

Funding Source

Measure RR Bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of the Purchase of Digital Networked Radio Broadcast Consoles (Bid No. 2975), as presented.

SUMMARY OF BIDS

BID NO. 2975
PURCHASE OF DIGITAL NETWORKED RADIO BROADCAST CONSOLES

Company Name/Location	Total Bid Amount
Broadcast Supply Worldwide, Tacoma, WA	\$99,202.28
CEI Sales LLC, Newington, VA	\$107,911.73
Wheatstone Corporation, New Bern, NC	\$115,725.00

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

DATE: June 25, 2014 **CONSENT**

SUBJECT: Purchase of Audio-Visual Control Systems and Equipment (Bid No. 2976)

BACKGROUND

Construction work for the renovation of classrooms in the former Agricultural Science Building 12 and the new Emergency Operations Center is nearing completion. Following District standard practices, the acquisition of audio-visual control systems and equipment has been deferred until late in the construction schedule to provide maximum flexibility for changes required during construction, and to ensure that obsolete equipment is not included in the system design. As these buildings are nearing the point where audio-visual equipment should be installed, the design for these systems has been reviewed by the Technical Services staff, and the District has issued a bid for the acquisition of the necessary audio-visual equipment and control systems.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Nine bids were requested with six bids received and publicly opened on June 4, 2014.

In order to maximize the cost advantages of a competitive bid process, this equipment was divided into sections, to be awarded individually based on the type of equipment in each section. This allows a wider spectrum of qualified vendors to submit pricing on different sections of the bid, with an individual award being made on each section.

The following summary and recommendations are based on the lowest bid amount for each section.

<u>Section(s)</u>	<u>Company Name and Location</u>	<u>Total</u>
1	Centerpoint Communications, Placentia, CA	\$31,306.14
2, 5, 7, 9, 10, 11, and 12	Golden Star Technology, Cerritos, CA	\$23,087.23
3	Spinitar, La Mirada, CA	\$6,545.67
4, 6, 8, and 13	Comp View, Inc., Beaverton, OR	\$136,138.15

Funding Source

Measure RR Bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of the Purchase of Audio-Visual Control Systems and Equipment (Bid No. 2976), as presented.

Prepared by: Teresa Patterson/William Eastham Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #26

SUBJECT: Purchase of Audio-Visual Control Systems and Equipment (Bid No. 2976)**DATE:** June 25, 2014

SUMMARY OF BIDS

BID NO. 2976

Purchase of Audio-Visual Control Systems and Equipment

Section/ Equipment Description	Apex Audio, Inc.	Centerpoint Communi- cations	Comp View, Inc.	Golden Star Technology	Spinitar	VTP, Inc.
1. Extron Equipment & Supplies (Building 12)	No Bid	\$31,306.14	\$31,375.09	\$31,690.47	\$31,336.86	No Bid
2. Epson Projectors (Building 12)	No Bid	\$7,807.77	\$6,158.50	\$5,844.69	\$6,419.25	\$6,780.75
3. Elmo Equipment (Building 12)	No Bid	\$8,168.25	\$7,448.50	\$7,307.74	\$6,545.67	\$7,729.50
4. Middle Atlantic Equipment & Accessories (Building 12)	\$1,053.49	\$1,124.84	\$807.66	\$1,020.90	\$992.88	\$1,020.55
5. Tascam Equipment (Building 12)	\$2,028.30	\$2,263.10	\$2,809.86	\$1,847.17	\$2,057.88	\$1,937.05
6. Extron Equipment & Supplies (EOC)	No Bid	\$97,000.07	\$96,899.98	\$106,781.35	\$97,093.24	No Bid
7. Epson Projectors (EOC)	No Bid	\$5,739.13	\$4,486.44	\$3,506.81	\$4,671.18	\$4,945.00
8. Sharp Displays (EOC)	No Bid	\$14,942.67	\$13,051.29	\$13,176.66	\$13,899.66	\$14,191.00
9. Samsung Displays (EOC)	No Bid	\$1,929.06	\$1,747.18	\$1,438.28	\$1,652.92	\$1,756.56

SUBJECT: Purchase of Audio-Visual Control Systems and Equipment (Bid No. 2976)**DATE:** June 25, 2014

Section/ Equipment Description	Apex Audio, Inc.	Centerpoint Communi- cations	Comp View, Inc.	Golden Star Technology	Spinitar	VTP, Inc.
10. Tascam Equipment (EOC)	\$405.66	\$458.62	\$561.97	\$369.43	\$411.58	\$395.41
11. Crestron Wire & Connectors (EOC)	No Bid	\$1,393.90	\$1,367.87	\$1,233.34	\$1,377.22	No Bid
12. Shure Wireless Microphone s(EOC)	\$9,483.74	\$9,873.69	\$9,308.17	\$8,847.51	\$9,130.12	\$9,223.44
13. Vaddio Camera System (EOC)	No Bid	No Bid	\$25,379.22	\$25,480.00	\$26,065.99	\$25,861.20

Apex Audio, Inc., Huntington Beach, California (CA)

Centerpoint Communications, Placentia, CA

Comp View, Inc., Beaverton, Oregon

Golden Star Technology, Cerritos, CA

Spinitar, La Mirada, CA

VTP, Inc., Burbank, CA

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

DATE: June 25, 2014

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:

#1	Consultant:	GNA-Brook Fire Protection	No.	1
	Project:	Annual Fire Sprinkler Inspection		
Item	Description:	Amount		
	On October 23, 2013, the Board approved a three-year agreement to provide annual fire sprinkler testing and certification. The agenda item was incorrectly presented as a three-year agreement, when in fact the proposal was for five years. This item corrects the term of the agreement, with no change to the total cost.	\$0.00		
	Total	\$0.00		
	Original Contract Amount	\$42,000.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$42,000.00		
	Amount of Amendment No. 1	\$0.00		
	New Contract Sum	\$42,000.00		
	Percentage of Change to Contract, to Date	0.00%		

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #27

SUBJECT: Professional Design and Consulting Services (Contract Amendments)**DATE:** June 25, 2014

#2	Consultant:	HMC Architects	No.	1
	Project:	Athletics Complex East		
Item	Description:	Amount		
	On February 27, 2013, the Board approved an agreement with HMC Architects to provide design and construction administration services for the Athletics Complex East. The fee basis is 6% of the preliminary budget of \$38,624,106.00 for basic services plus additional services for LEED, traffic engineering, and a Storm Water Pollution Prevention Plan (SWPPP). Since the budget was preliminary, it was agreed that, after the completion of the Schematic Design phase, the fee would be adjusted to reflect the updated construction budget. At this time, the recommended construction budget for the Athletics Complex East project is \$50,607,576.00 including an allowance for escalation. The recommended fee increase is \$718,554.00	\$718,554.00		
	Food services consultant fee:	\$20,000.00		
	Total	\$738,554.00		
	Original Contract Amount	\$2,533,446.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$2,533,446.00		
	Amount of Amendment No. 1	\$738,554.00		
	New Contract Sum	\$3,272,000.00		
	Percentage of Change to Contract, to Date	29.15%		

#3	Consultant:	Marlene Imirzian & Associates, Architects	No.	2
	Project:	Food Services Building		
Item	Description:	Amount		
	Professional design services to prepare a Storm Water Pollution Prevention Plan.	\$16,400.00		
	Total	\$16,400.00		
	Original Contract Amount	\$624,000.00		
	Net Change by Previous Amendments	\$27,600.00		
	Net Sum Prior to This Amendment	\$651,600.00		
	Amount of Amendment No. 2	\$16,400.00		
	New Contract Sum	\$668,000.00		
	Percentage of Change to Contract, to Date	2.63%		

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: June 25, 2014

#4	Consultant:	Steven Fader Architects	No.	1
	Project:	Student Life Center Improvements		
Item	Description:		Amount	
	Professional architectural and engineering services necessary to replace the ceiling and lighting and to design a new exit along the west wall of the Council Room including associated construction administration.		\$16,990.00	
	Total		\$16,990.00	
	Original Contract Amount		\$24,950.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$24,950.00	
	Amount of Amendment No. 1		\$16,990.00	
	New Contract Sum		\$41,940.00	
	Percentage of Change to Contract, to Date		68.10%	

Funding Sources

1 – Unrestricted General Fund.

#s 2-3 – Measure RR Bond (Series A) funds.

#4 – Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

***Salaries subject to change effective July 1, 2014**

Permanent New Hires

Name: Avila, Jacob
 Position: Custodian New: Yes
 Department: Custodial Services
 Range/Step: B-34, Step 1 Salary: \$3,019.26/month*
 Job FTE: 1.00/12 months
 Effective: 6/25/14

Name: Harmon, Lorenzo
 Position: Student Services Program Specialist New: Yes
 Department: Financial Aid Scholarships and Veterans
 Range/Step: A-79, Step 1 Salary: \$3,834.42/month*
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Lail, Meng
 Position: Test Administration Clerk New: Yes
 Department: Assessment and Matriculation
 Range/Step: A-62, Step 1 Salary: \$1,537.89/month*
 Job FTE: 0.475/12 months
 Effective: 6/26/14

Name: Lopez, Selene
 Position: Foods Laboratory Technician New: Yes
 Department: Business Division
 Range/Step: A-79, Step 1 Salary: \$3,834.42/month*
 Job FTE: 1.00/11 months
 Effective: 8/3/14

Prepared by: Human Resources Staff Reviewed by: James Czaja
 Recommended by: Bill Scroggins Agenda Item: Consent #29

SUBJECT: Personnel Transactions

DATE: June 25, 2014

Permanent New Hires (continued)

Name: Melton, Brandi
 Position: Student Services Program Specialist New: No
 Department: DSP&S
 Range/Step: A-79, Step 1 Salary: \$3,834.42/month*
 Job FTE: 1.00/12 months
 Effective: 7/1/14

Name: Naas, Matthew
 Position: Laboratory Technician, Natural Sciences New: No
 Department: Natural Sciences Division
 Range/Step: A-79, Step 1 Salary: \$3,834.42/month*
 Job FTE: 1.00/12 months
 Effective: 6/26/14

Name: Suarez, Yvette
 Position: Test Administration Clerk New: Yes
 Department: Assessment and Matriculation
 Range/Step: A-62, Step 1 Salary: \$1,537.89/month*
 Job FTE: 0.475/12 months
 Effective: TBD

Change of Assignment

Name: Salazar, Sophia
 Position: Clerical Specialist
 Department: Bridge
 Range/Step: A-69, Step 2 Salary: \$3,644.79/month*
 Job FTE: 1.00/12 months
 Effective: 6/26/14
 Remarks: Previously 0.475 Job FTE

Name: Saldana, Vivian
 Position: Clerical Specialist
 Department: Health Careers Resource Center
 Range/Step: A-69, Step 6 + L10 Salary: \$4,585.31/month*
 Job FTE: 1.00/12 months
 Effective: 6/26/14
 Remarks: Previously 0.475 Job FTE

SUBJECT: Personnel Transactions

DATE: June 25, 2014

Promotion

Name: Tayag, Jack
Position: Lead Custodian
Department: Custodial Services
Range/Step: B-46, Step 5 + L15 Salary: \$4,494.62/month*
Job FTE: 1.00/12 months
Effective: 6/26/14
Remarks: Promoted from Custodian

Temporary Change of Assignment

Name: Stalkos, Deborah
Position: Coordinator, Special Projects Tech. and Health
Department: Technology and Health Division
Range/Step: A-118, Step 3 Salary: \$4,985.40/month*
Job FTE: 0.80/12 months
Effective: 7/1/14
End Date: 9/30/14
Remarks: Previously 0.475 Job FTE

Temporary Out-of-Class Assignments

Name: Bean, Ronald
From: Mid-Range Systems Programmer
To: Database Administrator
Department: Information Technology
Range/Step: A-140, Step 4 Salary: \$8,851.15/month*
Effective: 7/1/14
End Date: 12/31/14

Name: Childs, Pamela
From: Senior Buyer
To: Purchasing Specialist
Department: Purchasing
Range/Step: A-95, Step 6 + L10 Salary: \$5,939.21/month*
Effective: 7/1/14
End Date: 12/31/14

SUBJECT: Personnel Transactions

DATE: June 25, 2014

Temporary Out-of-Class Assignments (continued)

Name: Dawood, Matthew
 From: DSP&S Computer Technician
 To: Project/Program Coordinator
 Department: DSP&S
 Range/Step: A-95, Step 4 Salary: \$5,204.86/month*
 Effective: 7/1/14
 End Date: 12/31/14

Name: Demitria, Laura
 From: Clerical Specialist
 To: Facilities Specialist
 Department: Facilities Planning and Management
 Range/Step: A-81, Step 5 Salary: \$4,992.14/month*
 Effective: 7/1/14
 End Date: 12/31/14

Name: Estrada, Christina
 From: Clerical Specialist
 To: Secretary
 Department: Natural Sciences Division
 Range/Step: A-81, Step 5 Salary: \$4,754.44/month*
 Effective: 7/1/14
 End Date: 12/31/14

Name: Fenton, Sally
 From: Secretary
 To: Administrative Secretary
 Department: Instruction
 Range/Step: A-88, Step 6 Salary: \$5,352.27/month*
 Effective: 7/1/14
 End Date: 12/31/14

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: 7/1/14
 End Date: 12/31/14

SUBJECT: Personnel Transactions

DATE: June 25, 2014

Temporary Out-of-Class Assignments (continued)

Name: Heflin, Brian
From: Alternative Media Technician
To: Senior Systems Analyst/Programmer
Department: Information Technology
Range/Step: A-124, Step 1 Salary: \$6,000.11/month*
Effective: 7/1/14
End Date: 12/31/14

Name: Hilario-Alvarado, Catherine
From: Secretary
To: Administrative Secretary
Department: Counseling
Range/Step: A-88, Step 6 Salary: \$5,352.27/month*
Effective: 7/1/14
End Date: 12/31/14

Name: Jimenez, James
From: Air Conditioning and Heating Mechanic
To: Lead Air Conditioning and Heating Mechanic
Department: Maintenance
Range/Step: B-76, Step 6 + L30 Salary: \$7,050.88/month*
Effective: 7/1/14
End Date: 12/31/14

Name: Killiany, Kathy
From: Coordinator, Health Career Resource Center
To: Coordinator, Special Projects Technology & Health
Department: Technology and Health
Range/Step: A-118, Step 6 Salary: \$7,214.04/month*
Effective: 7/1/14
End Date: 12/31/14

Name: Lamoree, Daniel
From: Educational Research Assessment Analyst
To: Senior Systems Analyst/Programmer
Department: Information Technology
Range/Step: A-124, Step 3 Salary: \$6,615.12/month*
Effective: 7/1/14
End Date: 12/31/14

SUBJECT: Personnel Transactions

DATE: June 25, 2014

Temporary Out-of-Class Assignments (continued)

Name: Lundgren, Linda
 From: Graphics Technician
 To: Graphics Designer
 Department: Marketing, Communication, and Public Affairs
 Range/Step: A-98, Step 4 Salary: \$5,362.57/month*
 Effective: 7/1/14
 End Date: 12/31/14

Name: MacDonald, Gregory
 From: Graphics Technician
 To: Graphics Designer
 Department: Marketing, Communication, and Public Affairs
 Range/Step: A-98, Step 4 Salary: \$5,362.57/month*
 Effective: 7/1/14
 End Date: 12/31/14

Name: Magdaleno, Jose Raul
 From: Senior Help Desk/Network Support Technician
 To: Data Communications Technician
 Department: Information Technology
 Range/Step: A-107, Step 5 Salary: \$6,158.21/month*
 Effective: 7/1/14
 End Date: 12/31/14

Name: Monteilh, Linda
 From: Clerical Specialist
 To: Secretary
 Department: Business Division
 Range/Step: A-81, Step 6 + L10 Salary: \$5,166.86/month*
 Effective: 7/1/14
 End Date: 12/31/14

Name: Rodriguez, Alvaro
 From: Technician, Performing Arts Operations
 To: Lead Technician Broadcast and Audio
 Department: Technical Services
 Range/Step: A-114, Step 6 Salary: \$6,932.55/month*
 Effective: 7/1/14
 End Date: 12/31/14

SUBJECT: Personnel Transactions

DATE: June 25, 2014

Temporary Out-of-Class Assignments (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: 7/1/14
End Date: 12/31/14

Name: Stevens, Carole
From: Secretary
To: Administrative Secretary
Department: DSP&S
Range/Step: A-88, Step 6 + L10 Salary: \$5,539.60/month*
Effective: 7/1/14
End Date: 12/31/14

Resignation

Brandi Williams, Senior Interpreter, DSP&S, 7/31/14

CONFIDENTIAL EMPLOYMENT

***Salaries subject to change effective July 1, 2014**

Temporary Out-of-Class Assignments

Name: Aguirre, Glenda
From: Clerical Specialist
To: Human Resources Technician
Department: Human Resources
Range/Step: C-59, Step 1 Salary: \$4,267.00/month*
Effective: 7/1/14
End Date: 12/31/14

Name: Fenton, Sally
From: Secretary
To: Executive Assistant II
Department: Instruction
Range/Step: C-85, Step 1 Salary: \$5,526.00/month*
Effective: 7/7/14
End Date: 8/8/14

SUBJECT: Personnel Transactions

DATE: June 25, 2014

Temporary Out-of-Class Assignments (continued)

Name: Nelson, Carol
 From: Secretary
 To: Executive Assistant I
 Department: President's Office
 Range/Step: C-73, Step 3 + L10 Salary: \$5,405.00/month*
 Effective: 7/1/14
 End Date: 12/31/14

SUPERVISORY EMPLOYMENT

***Salaries subject to change effective July 1, 2014**

Temporary Out-of-Class Assignments

Name: Blean, Nicole
 From: Tutorial Services Specialist
 To: Supervisor, Tutorial Services
 Department: The Writing Center
 Range/Step: S-5, Step 2 Salary: \$5,785.00/month*
 Effective: 7/1/14
 End Date: 12/31/14

Name: Sweeten, Christopher
 From: Project/Program Coordinator
 To: Supervisor, Student Services
 Department: Upward Bound
 Range/Step: S-8, Step 1 Salary: \$6,783.00/month*
 Effective: 7/1/14
 End Date: 12/31/14

Resignation

Joseph Garcia, Supervisor, Custodial Services, 6/6/14

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**ACADEMIC EMPLOYMENT*****Salaries subject to change effective July 1, 2014****Permanent New Hires**

Name:	Arntson, Roxan	New:	No
Position:	Professor, Communication (Forensics)		
Department:	Communication		
Range/Step:	I-1	Salary:	\$56,842.00/annual*
Job FTE:	1.00		
Effective:	8/25/14		
Name:	Danson, Erin	New:	No
Position:	Professor, English		
Department:	English, Literature and Journalism		
Range/Step:	I-1	Salary:	\$56,842.00/annual*
Job FTE:	1.00		
Effective:	8/25/14		
Name:	Laverty, Julie	New:	No
Position:	Professor, Communication (Non Forensics)		
Department:	Communication		
Range/Step:	I-9	Salary:	\$82,621.00/annual*
Job FTE:	1.00		
Effective:	TBD		
Name:	Martinez, Regina	New:	No
Position:	Professor, Business Management		
Department:	Business Administration		
Range/Step:	I-1	Salary:	\$56,842.00/annual*
Job FTE:	1.00		
Effective:	8/25/14		
Name:	Nguyen, Thang	New:	Yes
Position:	Professor, Chemistry		
Department:	Chemistry		
Range/Step:	III-2	Salary:	\$68,235.00/annual*
Job FTE:	1.00		
Effective:	8/25/14		

SUBJECT: Personnel Transactions

DATE: June 25, 2014

Permanent New Hires (continued)

Name: Sullivan, Landon
 Position: Professor, Agricultural (Animal Science) New: No
 Department: Agricultural Sciences
 Range/Step: III-9 Salary: \$90,802.00/annual*
 Job FTE: 1.00
 Effective: TBD

Name: Whitmore, Gregory
 Position: Professor, Music and Band Director New: No
 Department: Music
 Range/Step: I-1 Salary: \$56,842.00/annual*
 Job FTE: 1.00
 Effective: TBD

Banking Leaves of Absences with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Louie, Charis	Psychology, Education	3	Spring 2015

Salary Advancements for Full-time Faculty Column Crossover, 2014-15

Coursework and/or Degree earned

Name: Thay, Cecelia
 Position: Professor, Child Development
 Department: Child Development
 Column/Step: III-10 Salary: \$93,993.00/annual*
 Job FTE: 1.00/10 months
 Effective: 8/25/14
 Remarks: Advancement from Column I, Step 9

Five-Year Service Increments, 2014-15

\$318/month for faculty upon completion of 5 years or more at top step of any column

NAME	DEPARTMENT	EFFECTIVE
Andrews, Barry	Computer Information Systems	8/25/2014
Bray-Ali, Julie	Earth Sciences & Astronomy	8/25/2014
Burgoon, Steven	Commercial & Entertainment Arts	8/25/2014
Cevallos, Susana	Learning Assistance	8/25/2014
Davis, Maria	Consumer & Design Technologies	8/25/2014
DiMauro, Eileen	Chemistry	8/25/2014
Eatman, Elisabeth	Consumer & Design Technologies	8/25/2014
Greco, Victoria	DSP&S	7/01/2014
Grimes-Hillman, Michelle	Psychology, Education	8/25/2014

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Five-Year Service Increments, 2014-15** (continued)

\$318/month for faculty upon completion of 5 years or more at top step of any column

NAME	DEPARTMENT	EFFECTIVE
Hernandez, Cristina	History & Art History	8/25/2014
Hoffman, Harlan	History & Art History	8/25/2014
Hymer, Jonathan	Electronics and Computer Technology	8/25/2014
Kim, Candice	Mathematics, Computer Science	8/25/2014
Kittle, Paul	Library and Learning Resources	7/01/2014
Knapp, Joshua	Psychology, Education	8/25/2014
Lobb, Elizabeth	Geography and Political Science	8/25/2014
Mc Faul, Jason	English, Literature & Journalism	8/25/2014
Mehta, Jaishri	Computer Information Systems	8/25/2014
Perkins, Robert	Architecture and Engineering Design Tech.	8/25/2014
Poulter, Shane	Counseling	7/01/2014
Quinn, Barbara	DSP&S	7/01/2014
Revell, Timothy	Biological Sciences	8/25/2014
Rexach, Carmen	Biological Sciences	8/25/2014
Rogus, Linda	Aeronautics, Transportation	8/25/2014
Romero, Oscar	Nursing	7/01/2014
Sanchez, Juan	Kinesiology, Athletics, and Dance	8/25/2014
Silva, Lawrence	Library and Learning Resources	8/25/2014
Thomas, James	English, Literature and Journalism	8/25/2014
Williams Tyler, Jody	Chemistry	8/25/2014
Wright, Jill	English, Literature and Journalism	8/25/2014

25-Year Service Increments, 2014-15

\$318/month for faculty upon completion of 25 years of service

NAME	DEPARTMENT	EFFECTIVE
Castillejos, Manuel	Foreign Languages	8/25/2014
Emanuel, Elaine	Computer Information Systems	8/25/2014
Garrett, Jean	English, Literature and Journalism	8/25/2014
Huang, Shui-Lien	Computer Information Systems	8/25/2014
Lane, David	Sociology, Philosophy	8/25/2014
Rillorta, Linda	Sociology, Philosophy	8/25/2014
Terreri, Joseph	Mathematics, Computer Science	8/25/2014
Whalen, Margaret	English, Literature and Journalism	8/25/2014
Wilkerson, Stephen	Music	8/25/2014

SUBJECT: Personnel Transactions

DATE: June 25, 2014

30-Year Service Increments, 2014-15

\$318/month for faculty upon completion of 30 years of service

NAME	DEPARTMENT	EFFECTIVE
Bartman, Sydney	English, Literature and Journalism	8/25/2014
Ho, Robert	Architecture and Engineering Design Tech.	8/25/2014

Resignation

John Burdett, Professor, Music/Band Director, effective 6/16/14

Retirement

Benjamin Eisley, Professor, Air Conditioning, Welding, and Water Technology, effective 1/16/15

Summer 2014

Credit Hourly Instructors/Substitutes

NAME	NAME	NAME
Aasi, Fazal K	Borella, Frances Teresa	Ceniceroz, Jonathan R
Alexander, Carolyn Parker	Borton, Robert Leroy	Cerda, Jessica
Al-Malood, Fawaz	Bowen, Melinda Sibyl	Cevallos, Susana M
Alvarado, Alexandra	Bradley, Julie Kathleen	Chance, Patricia B
Alvarado, Noel M	Bradshaw, Stacy Leigh	Chang, Chih-Ping
Alvarez, Hansel O	Brandler, Marcielle Y	Chang, Derek Kong
Anderson, Lida L	Brooks, Alan	Chavez Jr, Raul Sierra
Anello, Andrea	Brown, Dennis Paul	Chen, Daniel L
Ano, Gene Gabriel	Bryan, Peter Michael	Childress, Scot
Aquino, Lloyd David	Burgoon, Steven Craig	Clements, Todd G
Arterburn, Pamela J	Butler, Gwendolyn Joleen	Coronel, Jessica E
Avila, Rocio	Butler, Thomas William	Crichlow, Brian James
Azul, Amy Rebekah	Buzby, Linda M	Cruz-Pobocik, Sylvia
Bachor, Alana Anel	Byce, Joann M	Curran, Karen O'Brien
Bacigalupi, Stacy J	Byun, Eui Won James	Cushing, William P
Banuelos, Marissa C	Cahow, Matthew J	Daigre, Victorine Elizabeth
Bark, Andrew J	Cahueque, David Anthony	Damansouz, Firouzeh
Barron, Sergio	Cammayo, Christina Gloria	Damico, Anthony P
Bartz, Virginia Jo Ann	Campbell, Faye Daines	Davis, Maria
Basile, Tammy Louise	Cardenas, Yecenia Baltazar	Degtyareva, Anna S
Bava, Jose	Casas, Diana Lorena	Deines, Craig Brian
Bayle, M Dolores	Cascella, Henry H	Del Castillo, Steve S
Blacksher, Shiloh Anne	Casian, Elizabeth	Dennis, Maria Vladimirovna
Blyzka, John V	Castello Jr, Anthony Ernest	DePaola, Gina Maria
Boehner-Staylor, Maya	Castillejos, Manuel A	Diem, Andrea Grace

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Summer 2014****Credit Hourly Instructors/Substitutes** (continued)

NAME

Domingues, Cameron
 Dominick, Samuel A
 Doonan, Shelley K
 Dorgan, Catherine Marie
 Dorough III, George Dixon
 Dowdle, Michael Anthony
 Dua, Amrik Singh
 Dulgarian, Justin C
 Durant, Matt
 Durfield, Timothy Richard
 Eastman, Ralph Mason
 Eatman, Elisabeth N
 Emanuel, Elaine S
 Engisch, Paulette Marie
 Enke, Gary David
 Entus, Robert M
 Erbe, Cynthia Ann
 Eremiyski, Rumen R
 Erickson, Eric Luther
 Erturk, Florence Jeanne
 Espy, Sheila Y
 Esquivel, Edgar I
 Esslinger, Sandra Lotte
 Estes Jr, Edwin W
 Estrada, Maria Elena
 Estrada, Victor Hugo
 Ezzell, Sun
 Fabiero, Karin Kantenwein
 Fang, Lisa
 Faradineh, Rahim Alavi
 Farber, Margaret Mary
 Farnum, Martin F
 Farris, Bob L
 Farschman, Kurt Van
 Felix, Diana
 Fell, Devon Rachelle
 Felten, Angelique M
 Fiorito, Arleen Martha
 Flores, Cynthia Alicia
 Flores, Jennifer Marie

NAME

Flores, Oscar E
 Frahs, Paul H
 Fuller, Maria Luisa
 Gallarde, Marlene K
 Garcia, Armando Atticus
 Garcia, Daniel James
 Garcia, John Glenn
 Garland, Jeffery Buddy
 Gilbert, Cheryl Jean
 Giles, Naomi Ruth
 Giovanelli, Valerio
 Golden, Dafna Kohn
 Gomez, Francisco Javier
 Gonzales, Barbara La Nelle
 Gorcik, Robert H
 Green, Michael G
 Greenberg, Herschel
 Griendling, Kevin A
 Guild, Tracy Rachael
 Habayeb, Olga N
 Hackmann, Debra Jeanne
 Haines, Michael S
 Hall, Martha Lynn-Carol
 Hallsted, Christopher
 Hamby, Bobbi Page
 Hancock, Joy Elizabeth
 Haney, Randy G
 Harirchi, Madjid
 Harper, Michael Wyatt
 Harrison, Vicki Lynn
 Hart, Jeremy E
 Hass, Joy Elizabeth
 Heinicke, David Ross
 Hendrix, Jeffrey Glenn
 Hernandez, Corie M
 Hight, Jeremy J
 Hight, Lisa Ann Midori
 Hight, Lynette W
 Hoekstra, Thomas Richard
 Hollenshead, Marcia G

NAME

Hollimon, Keith Anthony
 Hood, Carol E
 Hood, Michael Andrew
 Hsieh, Mei-Ling
 Huang, Shui-Lien
 Hughey, Douglas J
 Humaciu, Matthew Frank
 Hung, Jordan Weijei
 Hunt, Ryan R
 Hunter-Buffington, Carri
 Hutchinson, James Gregory
 Idefonso, Nelson J
 Ito Rocha Santana, Naluce
 Jackson, Christopher David
 Jagodka, Ralph Frank
 Jaimes, Franciella Marie
 Jastrab Jr, Robert Joseph
 Jefferson, Paul D
 Johnson, Mary Theresa
 Joneja, Kamal Preet
 Jones, William David
 Jones-Ramey, Martin Allan
 Joshua, Stacey Jae
 Kamaka, Ron K
 Kang, Eun Suk
 Karn, Tamara Metz
 Kaur, Raminder
 Kennelley, Erika F
 Khalife, Eihsan
 Khan, M Zahir
 Kim, Myong-Sook
 Kolchakian, Misty R
 Kordich, Jason
 Kramer, Amy Marie
 Kraybill, Jeanine Elizabeth
 Kuroki, Hirohito
 Lahey, Michael John
 Lahr-Dolgovin, Roberta Ellen
 Lam, Wood C
 Landeros, Darlene

SUBJECT: Personnel Transactions

DATE: June 25, 2014

Summer 2014

Credit Hourly Instructors/Substitutes (continued)

NAME

Lane, David C
 Lape, Eric Scott
 Laub, Kathleen Ann
 Laverty, Julie Mallard
 Lawton, Judith M
 Lebeau-Walsh, Laurie Jean
 Lee, Bianca Aquilla
 Lee, Chongui Keith
 Lee, Eddie K
 Lee, Sunyoung
 Lefler, Patricia S
 Lepp, Jodi Lynn
 Leung, Sing Lit
 Likens, John D
 Lloyd, Anthony Frazier
 Lobb, Elizabeth A
 Lopez, Robert M
 Louie, Charis Elaine
 Lukenbill, Casey Maureen
 Ly-Hoang, Kheng
 Lynch-Thompson, Candace
 Ma, Jannie Thuan
 Mageean, Michael Joseph
 Magrann, Tracey Marie
 Maloney, Clark Terence
 Martinez, Regina Vanessa
 Mason, Clair S
 Masoomian, Rasool
 Mateo, Sheila Marie
 Mather, Lucas James
 Maurer, La Nelle L
 Mayfield, Ronald William
 Mbuthi, Stanley Wariba
 Mc Farland, Thomas
 Mc Faul, Jason Derek
 Mc Geough, Daniel Joseph
 Mc Gruder, Charles
 Mc Kennon, Anna L
 McDermott, Sarah Deanne
 McGuthry, Katheryn

NAME

McLaughlin, David L
 Meggelin, Nancy Ann
 Mejia Gonzalez, Estela
 Merward III, Charles Joseph
 Meyer, Elizabetha Borer
 Moorehead I, Antonio J
 Morales Beasley, Stacey A
 Mullane, Douglas M
 Muniz, Edgar
 Murrey, Brittney Elizabeth
 Musallet, Omar A
 Mushik, Martin P
 Myers, Richard M
 Myers-Mc Kenzie, Laurel
 Nafzgar, Sara Ann
 Nahabedian, Steven
 Nakamatsu, Stacie Y
 Nakamura, Amy Bates
 Netsawang, Pison
 Neves, Douglas Scott
 Ngo, Michael Smith
 Nguyen, Cynthia N
 Nguyen, Hoang-Quyen Huu
 Nguyen, Tracy
 Nixon, Bruce James
 Nolan Marion, Meagan
 Obarski, Susan King
 O'Brien, Paul Patrick
 Olds, Jennifer L
 Orr, Jondea
 Padilla, Maya Kristin
 Palos, Lelaine Janet
 Pappas SR, Gus T
 Park, Jinsun
 Parker, Stacy S
 Parker, Steven William
 Pawlak, Mark Walter
 Paz, Ross Louie Coria
 Pedroja, Joy
 Peng, Grace C

NAME

Perez Gonzalez, Jose
 Perez, Anabel
 Peterson, Elyse Marie
 Petrilla, Ginny L
 Phelps, Scott Miller
 Prehn, Richard Wayne
 Provencher, Henry William
 Purcell Jr, Robert T
 Purper, Kristen Nicole
 Quach, Christina Sueran
 Quintana-Mullane, Kimberly
 Quintero, Henry Albert
 Rahman, Mustafizur
 Ramirez, Benito Delgado
 Ramos Bernal, Natasha
 Ramos, Christopher Michael
 Reckert, Valerie K
 Reyes, Mary-Ellen
 Rhee, Joseph Hakjin
 Rice, Janice M
 Richardson Jr, Lanny Ray
 Rickard, Malcolm J
 Rieben, Michael J
 Rinaldi, Arlie Jihan
 Ritz, Karol Elizabeth
 Rivas, Hector E
 Rivas, Michael Rodney
 Rivera, David
 Roberts, Rhonda K
 Robinson, Carolyn Freeman
 Robles, Donice Kaye
 Rodriguez, Carmen B
 Rodriguez, Raul F
 Rubio, Cesar
 Rucker, Jasmin C
 Runyen, Amy R
 Russell, Paul
 Sanchez, Andrew Avecilla
 Sanchez, Cynthia
 Sanchez, Ivan D

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Summer 2014****Credit Hourly Instructors/Substitutes** (continued)

NAME

Sanchez, Juan Carlos
 Sanford, Scott Clark
 Sardinias, Ignacio
 Schnurbusch, Karen
 Schroeder, Jennifer Renee
 Sciore II, Donald Philip
 Selnick, Sharon M
 Sergio, Louis Anthony
 Shea, Nan Lee
 Shear, Michelle J
 Silva, Lawrence Matthew
 Smith, Elizabeth R
 Soares, Darrow P
 Solorzano, Diana Barajas
 Spitzer, Jessica H
 Srulevitch, David D
 St John, Tamara Lynn
 Staley, Garrett H
 Staylor, Daniel Sean
 Stephenson, Jennifer Ann
 Stevens, Kathleen A
 Stier, Gregory Wade
 Stokes, Nona Hopson
 Stone, James R
 Stowell, Adam T
 Stuard, Bob Alan

NAME

Stubbs, Thomas Edward
 Stump, Errol Nelson
 Sweetman, Susan E
 Tan, Daisy Carmen
 Tarman, Shana Levete
 Tassone, Richard F
 Tatoian, Vahe
 Taylor, Star Tennille
 Tellez, April M
 Thay, Cecelia
 Thompson, Mike C
 Todd, Douglas Richard
 Todd, Janet L
 Ton, Chan-Phuong Nu
 Torres, Andrea R
 Torres, Ybonne
 Tran, Niki Aikhanh
 Trejo, Lyssette C
 Trujillo, Tamara C
 Trull, Stephen Tyler
 Tull, Amy Elizabeth
 Uiagalelei, Iona Tavesi
 Uranga, Jaime F
 Vance, Debra S
 VanderVis, Melinda K
 Vargas, Albert Thomas

NAME

Vartapetian, Irina
 Vazquez Celaya, Sandra
 Villarreal Salgado, Guillermo
 Vu, Anne Kim
 Walker, Lori Ann
 Walls, Robert K
 Ward, Elizabeth Jo
 Waters, Dawn Kay
 Weatherilt, Sandra Elizabeth
 Weinkauff, Christine Marie
 Welch, Rosanne M
 Wheeler, Daniel Lyn
 White, Raymond Arthur
 Wiesner, Mary-Rose
 Willis, Roger Kevin
 Wong, Francis S
 Wood, Abby Ann
 Wood, Steven A.
 Worsley, Margaret H
 Wu, David Qixing
 Yost, David Roland
 Zajack, Gregory Francis
 Zamora, Victor Y
 Zawahri, Louis
 Zeidel, Scott Wayne

Summer 2014**Non-Credit Hourly Instructors/Substitutes**

NAME

Azpeitia, Maria Elena
 Baker, Nathalie Willemze
 Barreto, Norma Carvalho
 Barrios, Chesca Czarina A
 Barry, Angela
 Beck, David Scott
 Beightol, Donna Marie
 Beizai, Robin F

NAME

Belblidia, Abdelillah
 Bhowmick, Nivedita
 Bowman, Deanna Dawn
 Brink, Janna Kathryn
 Campos, Raquel
 Capraro Jr, John Carl
 Chang, Susan Y
 Chaplot, Surekha

NAME

Cheng, Anny Ho-Ting
 Chui, Pamela H
 Conte, Kelly Okura
 Cooke IV, David G
 Cridland, Patricia Lea
 Cueva, Monica L
 Dapello Jr, Alfred
 Daugherty, Sue Lynn

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Summer 2014****Non-Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
De Franco, Xinhua Li	Ledezma, Erica Yolanda	Smith, Heather J
De Vries, Judy Kay	Lundblade, Shirley Mae	Stringfellow, Susan Joy
Devi, Maya P	Macleod, Donovan	Szok, Kenneth Francis
Dominguez, Caroline	Martinez, Marlise Anna	Tamburro, Melody Lynn
Evans, Douglas Mc Call	Mc Farlin-Stagg, Zina	Toloui, Mitra
Foisia, L.E. Hom	Mclaughlin, Marina Deneb	Tom, Aaron Patrick
Fowler, Mina	Memmott, Fiona Mary	Torres, Marcel C
Friedman, Karena	Middleton, Michael Joseph	Trimble, Jill Ann
Gilbertson, Cathy Sue	Miho, Yoshiko Dana	Tucker, Raymond Michael
Gomez-Angel, Mary Ann	Moreno, Jose Francisco	Valdez, Crystal Marie
Gyurindak, Katalin	Necke, Donna Marie	Vandepas, Deborah J
Hannon, Laura Ann	Oppenstein, Caridad	Velarde, Margaret G
Hardman, Douglas James	Ortega, Sonia E	Walden, Carl Eugene
Hayes, Mihaela	Ortiz, Calixto	Wallis, Patrick James
Henry, Pamela L	Paphatsarang, Bounyou	Walter, Kenneth
Im, Anne Kwang B	Ponce, Heather R	Warner, Benjamin L
James, Darrell	Prasad, Gayatri K	White, Shelby Lynn
Kao, Brenda	Rafter, John Michael	Williams, Stephen Odeal
Ketterling, Jeremy	Rohrenbacher, Jennifer J	Willis, Geneie Louise
Kim, Grace Unkyong	Romero, Vienessa Michelle	Wright, Billie J
Klein, Gabriella Lobasov	Ryan, Rebecca A	Yanuarua, Christina M
Kletzien, Kristi Pederson	Rzonca, Shelly Kristin	Yarbrough, Piero J
Kolta, Shirley G	Sanetrick, Michael Peter	Yates, Sheryl Ann
Krueger, Jason A	Silva, Sandra Jane	

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Agobian, Cynthia	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Arterburn, Pamela	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$50.05/hour*
Azul, Amy	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Barrios, Chesca	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Bjorck, Sharon-Rose	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$46.72/hour*
Boehner-Staylor, Maya C.	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$46.72/hour*

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Bowman, Deanna	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Campos, Raquel	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Capraro, John	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Chang, Susan	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Chaplot, Surekha	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$48.35/hour*
Daugherty, Sue	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$46.72/hour*
DeVries, Judy	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Dougherty, Michelle	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$48.35/hour*
Ezzel, Sun	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$50.05/hour*
Gomez-Angel, Mary Ann	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Hallsted, Christopher	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$46.72/hour*
Hancock, Joy	Student Services/ Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$46.72/hour*
Hardman, Douglas	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$48.35/hour*
Hill-Enriquez, Evelyn	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Kelly, Donna	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$50.05/hour*
Ketterling, Jeremy	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$43.61/hour*
Key-Ketter, Leah	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$48.35/hour*
Kordich, Jason	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$46.72/hour*
Krueger, Jason	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Leader, Jennifer	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Ledezma, Erica	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Lynch-Thompson, Candace	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$45.14/hour*

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Lyons, Kellee	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Mahoney, Michelle	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Maldonado, Margaret	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Mansour, Christina	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Mariles, Joseph	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Martinez, Julia	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Martinez, Marlise	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
McFaul, Jason	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$50.05/hour*
McNall, Marilyn	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Mezaki, Barbara	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$50.05/hour*
Mullane, Douglas	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$46.72/hour*
Muniz, Edgar	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$48.35/hour*
Nazzal, Jane	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Necke, Donna	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Nemeth, Stanley	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$50.05/hour*
Pappas, Victoria	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$45.65/hour*
Peiten, Jennifer	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Rienstra, Ryan	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Rowley, Dianne	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$50.05/hour*
Santillan, Yvette	Adult Basic Education	Curriculum & SLOs	7/1/14– 6/30/15	Not to exceed \$45.65/hour*
Story, Alicia	Adult Basic Education	Curriculum & SLO's	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Straw, Ellen	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$49.57/hour*

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Valdez, Crystal	Adult Basic Education	Curriculum & SLO's	7/1/14– 6/30/15	Not to exceed \$42.15/hour*
Whalen, Margaret	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$45.14/hour*
Wheeler, Daniel	Student Services / Assessment Center	Faculty AWE Readers	7/1/14– 6/30/15	Not to exceed \$46.72/hour*
Wolters, Zohra	Adult Basic Education	Curriculum & SLO's	7/1/14– 6/30/15	Not to exceed \$42.15/hour*

MANAGEMENT EMPLOYMENT***Salaries subject to change effective July 1, 2014****Promotion**

Name: Judd, Matthew
 Position: Dean, Natural Sciences New: No
 Department: Natural Sciences Division
 Range/Step: M-21, Step 4 + L20 Salary: \$150,792.00/annual*
 Job FTE: 1.00/12 months
 Effective: 6/26/14
 Remarks: Promoted from Associate Dean, Natural Sciences

Permanent New Hire

Name: Dorame, Francisco
 Position: Associate Dean, Counseling New: No
 Department: Counseling
 Range/Step: M-19, Step 1 Salary: \$134,088.00/annual*
 Job FTE: 1.00/12 months
 Effective: 7/1/14

Resignations

Juan Carlos Astorga, Director, Upward Bound, effective 6/30/14
 Shantieh Atashpoush, Assistant Director, Academic Technology & Infrastructure, effective 6/30/14
 Mark DiMaggio, Director, Public Safety, effective 5/23/14
 Heidi Lockhart, Director, Career and Transfer Services, effective 6/30/14

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Retirement**

Carolyn Kuykendall, Director, Honors Program, effective 6/30/14

Temporary Change in Salary

Name: Vickers, Dale
Position: Director, Academic Technology & Infrastructure **New:** No
Department: Information Technology
Range/Step: M-20, Step 5 + L10 **Salary:** \$134,088.00/annual*
Job FTE: 1.00/12 months
Effective: 7/1/14
End Date: 12/31/14
Remarks: Change from M-19 to M-20

TEMPORARY EMPLOYMENT***Salaries subject to change effective July 1, 2014****Substitute Employees**

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Avila, Jacob	Custodian	Pool	Custodial Services	17.42*	04/02/14-05/30/14
Bravo, John	Custodian	Pool	Custodial Services	17.42*	04/30/14-06/30/14
Bravo, John	Custodian	Pool	Custodial Services	17.42*	07/01/14-06/30/15
Holt, Sharelle	Custodian	Pool	Custodial Services	17.42*	04/02/14-05/30/14
Homsi, Bishara	Custodian	Pool	Custodial Services	17.42*	04/02/14-06/30/14
Homsi, Bishara	Custodian	Pool	Custodial Services	17.42*	07/01/14-06/30/15
Kirkland, Stafford	Custodian	Pool	Custodial Services	17.42*	07/01/14-06/30/15
Ledesma, Patricia	Clerical Specialist	Vacancy	Human Resources	20.03*	07/01/14-12/31/14
Mahan, Megan	Rec./Clerical Asst.	Vacancy	DSP&S	18.13*	05/15/14-06/30/14
Munar, David	Custodian	Pool	Custodial Services	17.42*	04/02/14-05/30/14
Munar, David	Custodian	Pool	Custodial Services	17.42*	07/01/14-06/30/15
Navarro, Albert	Grounds Equipment Op.	Vacancy	Grounds	17.84*	07/01/14-03/01/15
Pagdilao, Dilbert	Custodian	Pool	Custodial Services	17.42*	05/28/14-06/30/14
Pagdilao, Dilbert	Custodian	Pool	Custodial Services	17.42*	07/01/14-06/30/15
Rodriguez, Paul	Custodian	Pool	Custodial Services	17.42*	06/02/14-06/30/14
Rodriguez, Paul	Custodian	Pool	Custodial Services	17.42*	07/01/14-06/30/15
Williams, Jerry	Custodian	Pool	Custodial Services	17.42*	04/02/14-05/30/14
Williams, Terry	Custodian	Pool	Custodial Services	17.42*	04/02/14-05/30/15
Wilson, Trenton	Lab. Tech. Phys. Sci. & Eng.	Absence	Physical Sciences	22.12	03/29/14-06/15/14

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Abilez, Rosalie	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Aguilar, Obdulia	Clerk Typist III	Adult Basic Education	10.87*	05/27/14-06/30/14
Aguilar, Obdulia	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/03/14

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alvarez, Jessica	Outreach Specialist	High School Outreach	12.50*	06/26/14-06/30/14
Amador, Christina	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/18/14
Ambrosio, Gina	Admissions & Records Aide I	Admissions and Records	10.87*	07/01/14-02/20/15
Arreola, Maria	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Astorga-Aguilar, Bernice	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/03/14
Avik, Xochitl	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Bastidas, Stefany	Instructional Aide	Child Development Center	8.00*	06/01/14-06/30/14
Bastidas, Stefany	Instructional Aide	Child Development Center	8.00*	07/01/14-06/30/15
Beard, Brenda	Clerk Typist III	Adult Basic Education	10.87*	05/27/14-06/30/14
Beard, Brenda	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/03/14
Beck, Jonathan	Model	Fine Arts	21.00*	07/01/14-06/30/15
Berdin, Leandra	Administrative Aide	EOPS	12.76*	07/01/14-12/19/14
Bermudez, Loraine	Secretarial Aide	Adult Basic Education	11.88*	07/01/14-08/31/14
Betkey, Carly	Study Skills Assistant II	Adult Basic Education	11.32*	07/01/14-12/31/14
Blackwell, Jana	Model	Fine Arts	21.00*	07/01/14-06/30/15
Blackwell, Pam	Model	Fine Arts	21.00*	07/01/14-06/30/15
Blumenfield, Patricia	Clerk Typist III	Adult Basic Education	10.87*	06/09/14-06/30/14
Blumenfield, Patricia	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Burnett, Elizabeth	Student Center Assistant	Counseling	12.00*	05/15/14-06/30/14
Calvillo, Jennifer	Instructional Aide	Child Development Center	8.00*	06/21/14-06/30/14
Calvillo, Jennnifer	Instructional Aide	Child Development Center	8.00*	07/01/14-08/22/14
Carrasco, Diane	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/03/14
Castro, Michelle	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Cervantes, Alethea	Activity Aide	Continuing Education	8.00*	07/01/14-07/30/14
Cervantes, Angelica	Activity Aide	Continuing Education	8.00*	07/01/14-07/30/14
Cole, John	Model	Fine Arts	21.00*	07/01/14-06/30/15
Cordova, Jennifer	Instructional Aide	Child Development Center	8.00*	06/21/14-06/30/14
Cordova, Jennifer	Instructional Aide	Child Development Center	8.00*	07/01/14-06/30/15
Cortes, Yesenia	Instructional Aide	Child Development Center	8.00*	06/21/14-06/30/14
Cortes, Yesenia	Instructional Aide	Child Development Center	8.00*	07/01/14-08/22/14
Damey, Anthony	Model	Fine Arts	21.00*	07/01/14-06/30/15
Devai, Trace	Model	Fine Arts	21.00*	07/01/14-06/30/15
Diaz, Alisha	Study Skills Assistant II	Adult Basic Education	11.32*	07/01/14-08/31/14
Escobar, Josue	Clerk Typist III	Adult Basic Education	10.27*	07/01/14-07/11/14
Esqueda, Angelica	Instructional Aide	Child Development Center	8.00*	06/21/14-06/30/14
Estrada, Karla	Instructional Aide	Child Development Center	8.00*	07/01/14-06/30/15
Figueroa, Yanira	Instructional Aide	Child Development Center	8.00*	07/01/14-06/30/15
Fuentes, Jeannette	Activity Aide	Continuing Education	8.00*	07/01/14-07/30/14
Galindo, Ernestina	Clerk Typist III	Adult Basic Education	10.87*	06/02/14-06/30/14
Galindo, Ernestina	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/03/14
Garcia, Elsie	Clerk Typist III	Adult Basic Education	10.87*	06/09/14-06/30/14
Garcia, Elsie	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/17/14
Gonzales, Angela	Secretarial Aide	Adult Basic Education	11.88*	05/01/14-06/30/14
Gonzales, Angela	Secretarial Aide	Adult Basic Education	11.88*	07/01/14-07/31/14
Greenhagen, Courtney	Clerk Typist III	Adult Basic Education	10.87*	06/16/14-06/30/14

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Greenhagen, Courtney	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/18/14
Gregoryk, Jason	Painter Aide	Facilities Planning & Maint.	15.09*	07/01/14-08/31/14
Gulmesoff, Jim	Model	Fine Arts	21.00*	07/01/14-06/30/15
Gutierrez, Judy	Tutor IV	Upward Bound	11.75*	06/01/14-06/30/14
Gutierrez, Judy	Tutor IV	Upward Bound	11.75*	07/01/14-08/30/14
Hanlon, Lisa	Cashier III	Bursar's Office	10.00*	07/01/14-12/30/15
Hartnett, Catherine	Secretarial Aide	Adult Basic Education	11.88*	07/01/14-07/31/14
Hayward, Jason	Student Intern	Counseling	15.00*	05/15/14-06/30/14
Hebert, Sarah	Activity Aide	Continuing Education	8.00*	06/01/14-06/30/14
Hebert, Sarah	Activity Aide	Continuing Education	8.00*	07/01/14-07/30/14
Hernandez, Paul	Model	Fine Arts	21.00*	07/01/14-06/30/15
Huang, Christy	Instructional Aide	Child Development Center	8.00*	06/23/14-06/30/14
Hyatt, Amber	Instructional Aide	Child Development Center	8.00*	06/21/14-06/30/14
Hyatt, Amber	Instructional Aide	Child Development Center	8.00*	07/01/14-06/30/15
Ibarra, Crystal	Educational Advising Aide	ACES	17.03*	06/16/14-06/30/14
Ibarra, Crystal	Educational Advising Aide	ACES	17.03*	07/01/14-12/31/14
Iosefa, Burton	Administrative Aide	Student Services	12.76*	06/25/14-06/30/14
Iosefa, Burton	Administrative Aide	Student Services	12.76*	07/01/14-12/31/14
Jacobo, Luis	Tutor IV	Upward Bound	11.75*	06/01/14-06/30/14
Jacobo, Luis	Tutor IV	Upward Bound	11.75*	07/01/14-08/30/14
Jimenez, Angel	Tutor IV	Upward Bound	11.75*	06/01/14-06/30/14
Jimenez, Angel	Tutor IV	Upward Bound	11.75*	07/01/14-08/30/14
Juarez, Kaylee	Tutor IV	Upward Bound	11.75*	06/01/14-06/30/14
Juarez, Kaylee	Tutor IV	Upward Bound	11.75*	07/01/14-08/30/14
Jurkovic, Carol	Model	Fine Arts	21.00*	07/01/14-06/30/15
Klanderud, Keith	Model	Fine Arts	21.00*	07/01/14-06/30/15
Koenig, Kimberly	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/18/14
Landeros, Luis	Activity Aide	Continuing Education	8.00*	07/01/14-07/30/14
Lemus Diaz, Michael	Outreach Specialist	High School Outreach	12.50*	06/26/14-06/30/14
Lemus Diaz, Michael	Outreach Specialist	High School Outreach	12.50*	07/01/14-12/31/14
Lennear, Claudia	Study Skills Assistant III	Tutorial Services	12.48*	07/01/14-07/31/14
Levy, Leslie	Model	Fine Arts	21.00*	07/01/14-06/30/15
Linarez, Marie	Activity Aide	Continuing Education	8.00*	06/01/14-06/30/14
Linarez, Marie	Activity Aide	Continuing Education	8.00*	07/01/14-07/30/14
Lizcano, David	Senior Tool keeper Aide	Aircraft Maintenance	13.66*	07/01/14-07/30/14
Llantada, Estevan	Tutor IV	Upward Bound	11.75*	06/01/14-06/30/14
Llantada, Estevan	Tutor IV	Upward Bound	11.75*	07/01/14-08/30/14
Lopez, Brian	Instructional Aide	Child Development Center	8.00*	06/21/14-06/30/14
Lopez, Brian	Instructional Aide	Child Development Center	8.00*	07/01/14-12/20/14
Lopez, Jasmin	Instructional Aide	Child Development Center	8.00*	07/01/14-08/24/14
Lopez, Lorena	Instructional Aide	Child Development Center	8.00*	06/21/14-06/30/14
Lui, Fay	Instructional Aide	Child Development Center	8.00*	07/01/14-06/30/15
Lui, Kelvin	Study Skills Assistant III	Adult Basic Education	12.48*	07/01/14-07/31/14
Mancino, Raymond	Model	Fine Arts	21.00*	07/01/14-06/30/15
Martin, David	Model	Fine Arts	21.00*	07/01/14-06/30/15

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Martinez, Rosemary	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/03/14
Mc Gurty, Garrett	Instructional Aide	Child Development Center	8.00*	07/01/14-06/30/15
McDonald, Melissa	Admissions & Records Aide I	Admissions & Records	10.87*	07/01/04-02/20/15
Mingrino, David	Model	Fine Arts	21.00*	07/01/14-06/30/15
Moore, Peggy	Model	Fine Arts	21.00*	07/01/14-06/30/15
Morales, Natalie	Study Skills Assistant I	The Writing Center	10.27*	07/01/14-08/22/14
Morelos, Edgar	Tutor IV	Upward Bound	11.75*	07/01/14-08/30/14
Mustafa, Jawariyah	Instructional Aide	Child Development Center	8.00*	07/01/14-06/30/15
Mustafa, Jawariyah	Instructional Aide	Child Development Center	8.00*	07/01/14-12/14/14
Neuharth, Rose	Model	Fine Arts	21.00*	07/01/04-06/30/15
Olivares, Amanda	Activity Aide	Continuing Education	8.00*	07/01/14-07/30/14
Padilla, Caitlyn	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Parks, Tim	Model	Fine Arts	21.00*	07/01/14-06/30/15
Perez, Pedro	Tutor IV	Upward Bound	11.75*	06/01/14-06/30/14
Perez, Pedro	Tutor IV	Upward Bound	11.75*	07/01/14-08/30/14
Pickell, Donald	Model	Fine Arts	21.00*	07/01/14-06/30/15
Ramirez, Raina	Model	Fine Arts	21.00*	07/01/14-06/30/15
Rodriguez, Berenice	Instructional Aide	Child Development Center	8.00*	06/21/14-06/30/14
Rodriguez, Maria	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Roon, Gerard	Model	Fine Arts	21.00*	07/01/14-06/30/15
Roxas, Mark	Tutorial Assistant	Continuing Education	9.55*	07/01/14-07/30/14
Ruiz, Maria	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/03/14
Ruiz-Estrada, Edna	Instructional Aide	Child Development Center	8.00*	06/21/14-06/30/14
Sanchez, Sarah	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Santana, Rachel	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/03/14
Segura, Cendy	Instructional Aide	Child Development Center	8.00*	07/01/14-08/22/14
Silva-Lopez, Ricardo	Tutor IV	ACES Program	11.75*	07/01/14-08/30/14
Sinopoli, Deborah	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Skinner, Nicole	Activity Aide	Continuing Education	8.00*	07/01/14-07/30/14
Swift, Bonita	Model	Fine Arts	21.00*	07/01/14-06/30/15
Tenorio, Sandra	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/03/14
Torres, Irma	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Valencia, Amy	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/17/14
Valencia, Juana	Instructional Aide	Child Development Center	8.00*	07/01/14-06/30/15
Valencia, Susana	Secretarial Aide	Adult Basic Education	11.88*	07/01/14-08/31/14
Vetti, Susan	Clerk Typist III	Adult Basic Education	10.87*	07/01/14-07/11/14
Wailase, Salote	Student Intern	Arise	15.00*	03/20/14-06/30/14
Wang, Allen	Educational Advising Aide	Admissions & Records	17.03*	07/01/14-02/20/15
Williams, Marcus	Outreach Specialist	Student Services	12.50*	07/01/14-12/31/14
WorriLOW, Lynn	Model	Fine Arts	21.00*	07/01/14-06/30/15
Yanira, Figueroa	Instructional Aide	Child Development Center	8.00*	07/01/14-06/30/15
Youngern, Christa	Study Skills Assistant I	The Writing Center	10.27*	07/01/14-08/22/14
Zahn, Lauren	Secretarial Aide	Adult Basic Education	11.88*	07/01/14-07/31/14

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Professional Expert Employees – New Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Arenas Rey, Valerie	Project Coordinator	Facilities Planning & Mgmt.	35.00*	07/01/14-12/31/14
Azul, Amy	Not for Credit Instructor II	The Writing Center	45.00*	07/01/14-08/22/14
Becker, Sarah	Teaching Aide	Adult Basic Education	13.27*	07/01/14-06/30/15
Bera, Usha	Program Supervisor I	Continuing Education	12.48*	07/01/14-07/30/14
Bloom, Danielle	Project/Program Aide	Continuing Education	19.76*	07/01/14-06/30/15
Castro, Candice	Teaching Aide	Adult Basic Education	13.27*	07/01/14-07/31/15
Collins, Gregory	Project Coordinator	Adult Basic Education	35.00*	07/01/14-06/30/15
Dave, Mala	Teaching Aide	Adult Basic Education	13.27*	07/01/14-06/30/15
De Leon-Ramos, Melly	ECD Master Teacher I	Child Development	13.27*	07/01/14-06/30/15
Egan, Melissa	Health Promotion Specialist	Student Health Services	24.00*	07/01/14-06/30/15
Eiseman, Stephanie	Interpreter I	DSP&S	18.00*	07/01/14-06/30/15
Flores, Roberto	Program Supervisor I	Adult Basic Education	12.48*	07/01/14-07/31/14
Gallegos, Ashley	Project Coordinator	Facilities Planning & Mgmt.	35.00*	07/01/14-06/30/15
Gehr, Patricia	Licensed Clinical Psych.	Student Health Services	48.83*	07/01/14-06/30/15
Gomez, Julianna	Technical Expert I	Center of Excellence	35.00*	07/01/14-06/30/15
Gonzalez, Amanda	Project Program Aide	Student Health Services	19.76*	07/01/14-06/30/15
Hansen, Erin	Project Program Aide	Adult Basic Education	19.76*	07/01/14-06/30/15
Johnson, Brianna	Project Program Aide	Adult Basic Education	19.76*	07/01/14-06/30/15
Kelly, Meagan	Interpreter II	DSP&S	22.00*	07/01/14-06/30/15
Klein, Stefyn	Project Manager	Facilities Planning & Mgmt.	55.00*	07/01/14-06/30/15
Kristen, Moore	Project Coordinator	Center of Excellence	35.00*	07/01/14-06/30/15
Lewis, Kinsasha	Program Supervisor I	Adult Basic Education	12.48*	07/01/14-07/03/14
Mawhinney, Thomas	Project Manager	Facilities Planning & Mgmt.	55.00*	07/01/14-06/30/15
McConnell, Edward	Paramedic Specialist	Medical Services	15.60*	07/01/14-06/30/15
McConnell, Edward	EMS Licensing Examiner III	Medical Services	25.00*	07/01/14-06/30/15
Olivas, Daisy	Registered Nurse II	Student Health Services	31.83*	07/01/14-06/30/15
Palais, David	Project Manager	Information Technology	55.00*	07/01/14-06/30/15
Peek, Corbett	Physician	Student Health Services	61.67*	07/01/14-06/30/15
Rasmussen, Steven	Interpreter IV	Continuing Education	41.00*	07/01/14-06/30/15
Reyes, Heather	Program Supervisor I	Adult Basic Education	12.48*	07/01/14-07/11/14
Romero, Robert	Program Supervisor I	Adult Basic Education	12.48*	07/01/14-07/03/14
Uliana, Regina	Licensed Clinical Psych.	Student Health Services	48.83*	07/01/14-06/30/15
Walker, Ann	Physician	Student Health Services	61.67*	07/01/14-06/30/15
Wong, Martin	Teaching Aide	Adult Basic Education	13.27*	07/01/14-06/30/15

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alvizo, Eva	Project Program Aide	ESL	19.76*	05/19/14-06/30/14
Arvold, Taryn	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00*	04/01/14-06/30/14
Bera, Usha	Program Supervisor I	Continuing Education	12.48*	06/01/14-06/30/14
Bloom, Danielle	Project/Program Aide	Continuing Education	19.76*	05/19/14-06/30/14
Blotzer, Kerry	Technical Expert II	Nursing	45.00*	05/02/14-06/30/14
Briones, Jorge	Theatrical Rigger I	Technical Services	12.50*	04/18/14-06/30/14
Brown, Christy	Project Expert/Specialist	Respiratory Therapy	25.00*	05/05/14-06/30/14

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Choi, Jonathan	Project/Program Aide	Paralegal	19.76*	05/06/14-06/30/14
Dia, Michael	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00*	04/01/14-06/30/14
Flores, Roberto	Program Supervisor I	Adult Basic Education	12.48*	06/02/14-06/30/14
Folger, Kathy	Master Class Instructor	Kinesiology, Ath. & Dance	25.00*	05/01/14-05/30/14
Garner, Virginia	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00*	04/01/14-06/30/14
Gateley, Sean	Athletic Injury Specialist	Kinesiology, Ath. & Dance	22.00*	04/01/14-06/30/14
Gomez, Julianna	Technical Expert Coord.	Center of Excellence	35.00*	06/02/14-06/30/14
Greenwold, Zachary	Master Class Instructor	Kinesiology, Ath. & Dance	25.00*	05/01/14-06/30/14
Hollinquest, Daniel	Program Supervisor I	Adult Basic Education	12.48*	06/09/14-06/30/14
Lee, Lei	Project Expert/Specialist	Respiratory Therapy	25.00*	05/01/14-06/30/14
Lepp, Jodi	Aquatics Program Coord.	Kinesiology, Ath. & Dance	24.00*	05/01/14-05/31/14
Meismer, Mark	Master Class Dance	Kinesiology, Ath. & Dance	25.00*	05/01/14-06/30/14
Padilla, Horacio	Interpreter IV	Human Resources	41.00*	05/01/14-05/31/14
Posada-Quezada, Angel	Game Day Personnel	Kinesiology, Ath. & Dance	10.00*	03/03/14-06/30/14
Randall, Victoria	Technical Expert I	Kinesiology, Ath. & Dance	35.00*	04/01/14-04/30/14
Rasmussen, Steven	Interpreter IV	Human Resources	41.00*	05/01/14-06/30/14
Rieben, Michael	Game Day Personnel	Kinesiology, Ath. & Dance	10.00*	04/01/14-06/30/14
Scott, Juliana	Lecturer - Fire Technology	Fire Technology	37.26*	05/07/14-06/30/14
Skibar, Carlos	Lecturer - Fire Technology	Fire Technology	37.26*	05/13/14-06/30/14
Slover, Brian	Sports Publicist	Kinesiology, Ath. & Dance	16.00*	05/01/14-06/30/14
Smith, Kevin	Prog. Sup. Comm. Svcs. II	Technical Services	16.64*	04/24/14-06/30/14
Williams, Erica	Project/Program Aide	Title V Grant	19.76*	05/07/14-06/30/14

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aguilera, Ana	Student Assistant I	Child Development Center	8.00*	04/10/14-06/30/14
Alayass, Khaoula	Student Assistant III	Child Development Center	10.00*	02/24/14-06/30/14
Alexander, Eric	Student Assistant V	Medical Services	12.50*	05/14/14-06/20/14
Altree, Jacob	Student Assistant I	Kinesiology, Ath. & Dance	8.00*	04/01/14-06/15/14
Anaya, Sonia	Student Assistant II	Child Development Center	8.75*	02/24/14-06/30/14
Arroyo, Sophia	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Arteaga, Martin	Student Assistant II	Biological Sciences	8.75*	04/15/14-06/30/14
Baldacci, Denise	Student Assistant V	Medical Services	12.50*	05/14/14-06/30/14
Barcenas Mendoza, Jesus	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Barranco, Jacqueline	Student Assistant III	Biological Sciences	10.00*	05/07/14-06/20/14
Barratt, Brian	Student Assistant V	Teacher Prep. Inst.	12.50*	05/19/14-06/30/14
Bissontz, Mathew	Student Assistant II	Radio	8.75*	05/07/14-06/30/14
Breland, Kelsey	Student Assistant V	Teacher Prep. Inst.	12.50*	04/14/14-06/30/14
Brizuela, Sylvia	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Brunston, Brianna	Student Assistant III	Bridge	10.00*	05/01/14-06/30/14
Burdett, Rita	Student Assistant V	Teacher Prep. Inst.	12.50*	04/14/14-06/30/14
Burgher, Justin	Student Assistant V	Medical Services	12.50*	05/23/14-06/15/14
Cetina, Joshua	Student Assistant II	Human Resources	8.75*	06/16/14-06/30/14
Chang, Jaye	Student Assistant I	Kinesiology, Ath. & Dance	8.00*	04/01/14-06/15/14

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Chavez, Javier	Student Assistant I	Kinesiology, Ath. & Dance	8.00*	03/01/14-06/15/14
Chege, Conny	Student Assistant II	Learning Assistance Ctr.	8.75*	02/24/14-06/30/14
Cherry, Marquise	Student Assistant I	Kinesiology, Ath. & Dance	8.00*	04/01/14-06/15/14
Chien, Yi Ching	Student Assistant I	Admissions & Records	8.00*	05/19/14-06/30/14
Ciatti, Joseph	Student Assistant I	Kinesiology, Ath. & Dance	8.00*	04/01/14-06/30/14
Clancy, Aaron	Student Assistant I	Kinesiology, Ath. & Dance	8.00*	04/01/14-06/15/14
Claudio, James	Student Assistant III	Bridge	10.00*	05/01/14-06/30/14
Doan, Huy	Student Assistant II	Public Safety	8.75*	05/05/14-06/30/14
Duarte, Anthony	Student Assistant IV	Commercial & Ent. Arts	11.25*	04/17/14-06/30/14
Estrada, Nancy	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Fonseca, Daisy	Student Assistant I	Child Development Center	8.00*	06/23/14-06/30/14
Garrido, Olivia	Student Assistant II	Child Development Center	8.75*	07/01/14-08/24/14
Gautreau, Nicole	Student Assistant I	Kinesiology, Ath. & Dance	8.00*	04/01/14-06/30/14
Gindratt, David	Student Assistant II	Tutorial Services	8.75*	04/14/14-06/30/14
Haddad, Nicholas	Student Assistant III	Aeronautics	10.00*	04/21/14-06/30/14
Hernandez, Lidia	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Hilario, Debbie	Student Assistant I	Child Development Center	8.00*	04/10/14-06/30/14
Huynh, Giang Thuy Huong	Student Assistant I	Admissions & Records	8.00*	05/19/14-06/30/14
Jimenez, Aliza	Student Assistant II	Human Resources	8.75*	06/16/14-06/30/14
Joven, Michael	Student Assistant I	Kinesiology, Ath. & Dance	8.00*	04/01/14-06/15/14
Kim, Eugene	Student Assistant I	Chemistry	8.00*	04/29/14-06/30/14
Kim, Juhyen	Student Assistant V	Teacher Prep (Ed Aide)	12.50*	05/29/14-06/30/14
Lares, Deane	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Laye, Kerstin	Student Assistant I	Kinesiology, Ath. & Dance	8.00*	04/01/14-06/30/14
Lee, Tszhang	Student Assistant I	Admissions & Records	8.00*	05/19/14-06/30/14
Leeper, Kylie	Student Assistant I	Kinesiology, Ath. & Dance	8.00*	04/01/14-06/15/14
Madrid Castellanos, Jose	Student Assistant I	Aquatics	8.00*	04/01/14-06/30/14
Martinez, Alejandra	Student Assistant I	Child Development Center	8.00*	06/21/14-06/30/14
Martinez, Jaime	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Mau, Ryan	Student Assistant III	Radio	10.00*	05/08/14-06/30/14
Mauricio, Leonel	Student Assistant III	Biological Sciences	10.00*	05/07/14-06/20/14
McCune, Cynthia	Student Assistant III	Business Division	10.00*	03/01/14-06/30/14
McFadden, Shanyn	Student Assistant II	Radio	8.75*	05/07/14-06/30/14
McHaskell, Danielle	Student Assistant III	Biological Sciences	10.00*	05/07/14-06/30/14
Millard, Kimberly	Student Assistant IV	Learning Assistance Ctr.	11.25*	02/24/14-06/30/14
Millian, Fanelly	Student Assistant II	Radio	8.75*	05/08/14-06/30/14
Mondragon, Lucio	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Morales, Daniel	Student Assistant I	Aquatics	8.00*	04/01/14-06/15/14
Munoz, Lizzette	Student Assistant II	Child Development Center	8.75*	05/05/14-06/30/14
Nelson, Gage	Student Assistant I	Aquatics	8.00*	04/01/14-06/30/14
Nguyen, Anh Phuong	Student Assistant I	Admissions & Records	8.00*	05/19/14-06/30/14
Nguyen, Thuc Huu	Student Assistant I	Admissions & Records	8.00*	05/19/14-06/30/14
Ortega, Denise	Student Assistant I	Aquatics	8.00*	04/01/14-06/30/14
Ortiz, Karina	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Palmer, Michael	Student Assistant II	Tutorial Services	8.75*	04/24/14-06/30/14

SUBJECT: Personnel Transactions**DATE:** June 25, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Pardio, Jessica	Student Assistant III	Bridge	10.00*	05/01/14-06/30/14
Partida, Perla	Student Assistant III	Bridge	10.00*	05/01/14-06/30/14
Pavon, Fabian	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Peterson, Bandon	Student Assistant III	Continuing Education	10.00*	03/10/14-06/30/14
Pina, Lizette	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Plaister, Sebastian	Student Assistant III	Aeronautics	10.00*	04/22/14-06/30/14
Poehlman, Joseph	Student Assistant III	Photography	10.00*	06/01/14-06/30/14
Posrovoit, Austin	Student Assistant I	Aquatics	8.00*	03/01/14-06/15/14
Quinn, Jeremy	Student Assistant V	Medical Services	12.50*	05/23/14-06/15/14
Randall, Emily	Student Assistant I	Aquatics	8.00*	03/01/14-06/15/14
Rangel, Harley	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Rodriguez, Christa	Student Assistant I	Technical Services	8.00*	05/15/14-06/30/14
Sagaste, Victoria	Student Assistant I	Aquatics	8.00*	04/01/14-06/30/14
Salazar, Osvaldo	Student Assistant III	Bridge	8.75*	05/01/14-06/30/14
Sanchez, Edward	Student Assistant I	Aquatics	8.00*	04/01/14-06/15/14
Schlickemeyer, Courtney	Student Assistant III	Child Development Center	10.00*	06/21/14-06/30/14
Schneider, Eric	Student Assistant IV	Learning Assistance Ctr.	11.25*	05/22/14-06/30/14
Solis, Erika	Student Assistant II	Human Resources	8.75*	06/16/14-06/30/14
Solis, Erika	Student Assistant II	Human Resources	8.75*	07/01/14-08/16/14
Soriano Cruz, Monserrat	Student Assistant I	Child Development Center	8.00*	06/21/14-06/30/14
Stickley, Alison	Student Assistant III	Music & Theater	10.00*	02/24/14-06/30/14
Suryadi, Lucy	Student Assistant I	Child Development Center	8.00*	06/21/14-06/30/14
Taylor, Monique	Student Assistant III	Counseling	10.00*	06/16/14-06/30/14
Te, Vinthai	Student Assistant I	Continuing Education	8.00*	06/01/14-06/30/14
Torres de Torres, Julia	Student Assistant I	Child Development Center	8.00*	06/21/14-06/30/14
Torres, Antonio	Student Assistant III	Learning Assistance Ctr.	10.00*	05/22/14-06/30/14
Tsau, Natalia	Student Assistant I	Admissions & Records	8.00*	05/19/14-06/30/14
Uribe-Pitts, Andrea	Student Assistant III	Child Development Center	10.00*	06/21/14-06/30/14
Valdes, Lillian	Student Assistant I	Child Development Center	8.00*	06/21/14-06/30/14
Wagner, Jacob	Student Assistant IV	Aircraft Maintenance	11.25*	06/16/14-06/30/14
Walker, William	Student Assistant II	Bridge	8.75*	05/01/14-06/30/14
Wong, Chin Cheung	Student Assistant I	Admissions & Records	8.00*	05/19/14-06/30/14
Woolley, Corey	Student Assistant III	Radio	10.00*	04/01/14-06/30/14
Yu, Kenneth	Student Assistant III	Continuing Education	10.00*	06/01/14-06/30/14
Zamarripa, Ruth	Student Assistant I	Child Development Center	8.00*	04/07/14-06/30/14
Zhao, Ruifeng	Student Assistant I	Admissions & Records	8.00*	05/19/14-06/30/14

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

DATE: June 25, 2014

CONSENT

SUBJECT: Contract for Employee Assistance Service for Education -
Los Angeles County Office of Education

BACKGROUND

Mt. San Antonio College currently offers an employee assistance program which is available to assist employees in addressing personal issues which often impact their ability to effectively function in the workplace. On March 28, 2012, Mt. San Antonio College entered into an agreement with the Los Angeles County Office of Education (LACOE) that has provided a joint powers agreement with a number of school districts since 1982.

The Employee Assistance Service for Education (EASE) is a cost-conscious employee assistance program that provides confidential professional counseling and consultation services to employees in need. The purpose of this item is to request that the Board approves the continuation of the joint powers agreement currently in place with LACOE.

ANALYSIS AND FISCAL IMPACT

The cost of participation in the EASE program is currently \$10.20 per employee per year. Multiplying this rate by an estimate of the average number of benefit-eligible employees (1,000) equates to \$10,200 per year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the continuation of the EASE contract agreement with the Los Angeles County Office of Education.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #30

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<u>Contract for FEHA/ADA Reasonable Accommodations – Shaw HR Consulting, Inc.</u>	

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodations compliance, one that can operate as an independent third-party separate from the District. Shaw HR Consulting, Inc. can provide such consultation services. Rachel Shaw, of Shaw HR Consulting, Inc., has been providing such services to school districts, including Mt. San Antonio College, for 15 years.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in FEHA/ADA matters as long as such persons are trained, experienced, and competent.

The intent is to use the services of Shaw HR Consulting, Inc. on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct reasonable accommodations analyses and provide the College with recommendations and written reports of its findings. The proposed rate of \$150 per hour, plus mileage, is status quo from last year, is competitive within the consultation services market, and is comparable to the District’s costs for similar services. The fees may be adjusted, with the District’s consent, from July 1, 2014, through June 30, 2015, the term of the agreement. Thus, Shaw HR Consulting, Inc. offers the necessary experience at a reasonable price. Moreover, it is in the District’s best interest to enter into a contract for consultation services with Shaw HR Consulting, Inc.

Funding Source

Unrestricted General Fund

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for consultation services with Shaw HR Consulting, Inc.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

DATE: June 25, 2014

CONSENT

SUBJECT: Contract for Investigative Services – Norm A. Traub & Associates, Inc.

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in investigating personnel issues, one that can operate as an independent third-party separate from the District's legal counsel. Norm A. Traub & Associates, Inc. can provide such investigative services.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. Norm A. Traub & Associates, Inc. has experience working in the public sector, with particular emphasis on personnel issues.

The intent is to use the services of Norm A. Traub & Associates, Inc. on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct discrimination, harassment, retaliation, EEO, and other investigations and provide the College with written reports of its findings.

The proposed rate of \$135 per hour, which is an increase from the rate of \$130 per hour last fiscal year, plus certain reimbursables, is competitive within the investigative services market and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from July 1, 2014, through June 30, 2015, the term of the agreement. In the event that the investigator's presence is required during a hearing, deposition, or trial, the fee will be \$250 per hour. In the past, however, the District has not relied on this consultant to provide support during litigation proceedings. Thus, Norm A. Traub & Associates, Inc. offers the necessary experience at a reasonable rate. Moreover, it is in the District's best interest to enter into a contract for investigative services with Norm A. Traub & Associates, Inc.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for investigative legal services with Norm A. Traub & Associates, Inc.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #32

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<u>Contract for Investigative Services – The Titan Group</u>	

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in investigating personnel issues, one that can operate as an independent third-party separate from the District’s legal counsel. The Titan Group can provide such investigative services.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. The Titan Group has experience working in the public sector, with particular emphasis on personnel issues.

The intent is to use the services of The Titan Group on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct discrimination, harassment, retaliation, EEO, and other investigations and provide the College with written reports of its findings. In its role as an independent third party, The Titan Group will not perform litigation services of any kind.

The proposed rate of \$135 per hour, plus certain reimbursables, is status quo from last year, is competitive within the investigative services market, and is comparable to the District’s costs for similar services. The fees may be adjusted, with the District’s consent, from July 1, 2014, through June 30, 2015, the term of the agreement. Thus, The Titan Group offers the necessary experience at a reasonable rate. Moreover, it is in the District’s best interest to enter into a contract for investigative services with The Titan Group.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for investigative legal services with The Titan Group.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #33

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

DATE: June 25, 2014

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. Adult Basic Education - Program Changes

Course Title/Program	From	To
High School Summer School		
Program Coordinators:	Kirk, Joshua - \$6,000	\$3,000
• Bonita High School	Podley, Eric - -0-	\$3,000
• Village Academy	Calagna, Victor - \$5,000	Tadeja, Chester - \$6,000

2. Curriculum

Course Modifications

The noncredit courses listed below have been modified to meet Title 5 requirements and to provide additional program options, meet industry standards, and to respond to advisory committee recommendations. They were approved through the curriculum approval process since the last Board meeting, effective Summer 2014.

COURSE ID	Course Title
DSPS LRND3	Acquired Brain Injury Intervention
VOC AGL18	Horse Ranch Management
VOC AGP70	Pet Shop Management
VOC CSB15	Microcomputer Applications
VOC EST56	Home Theater, Home Integration, and Home Security Systems

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #34

SUBJECT: Continuing Education Additions and Changes

DATE: June 25, 2014

Additions

The noncredit course listed below has been approved through the curriculum approval process since the last Board meeting, effective Summer 2014.

COURSE ID	Title
VOC ID10L	Introduction to Interior Design Lab

3. Contract Renewals

Contract	Amount
<p>Community Services Fee Program – Student Insurance Fee-Based Classes (excluding Motorcycle Safety)</p> <p>Policy Coverage: July 4, 2014, to July 5, 2015</p> <p><u>Providing Agency</u> Student Insurance USA 10801 National Boulevard, Suite 603 Los Angeles, California 90064</p> <p><u>Broker</u> Small Business Underwriting Center 3300 Business Park Drive Stevens Point, Wisconsin 54482</p> <p><u>Insuring Company</u> National Union Fire Insurance Company of Pittsburgh, Pennsylvania 175 Water Street, 18th Floor New York, New York 10038</p>	<p>\$2,047.00</p>

Funding Sources

Adult Basic Education - Restricted Funds.
 Community Services - Student Registration Fees.
 Contract Renewals - Student Registration Fees.

RECOMMENDATION

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

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

DATE: June 25, 2014

CONSENT

SUBJECT: Community Services Program Offerings for 2014-15 Academic Year

BACKGROUND

The Continuing Education Division presents a wide variety of programs and courses each semester. Proposed community services offerings for the 2014-15 academic year are listed below. Additions and/or changes will be submitted as needed throughout the year. The fees shown below are per each scheduled offering and are for instruction only unless a material fee is specifically indicated. Material fees are paid directly to the instructor.

ANALYSIS AND FISCAL IMPACT

<i>Course Title/Program</i>	<i>Presenter</i>	<i>Payment</i>	<i>Fee</i>
CAREER AND PROFESSIONAL DEVELOPMENT			
FAA Computerized Testing Service (CATS)	Various	No Pay	\$150
FAA Computerized Testing Service (CATS for Aircraft Owners & Pilots Association Members)	Various	No Pay	\$140
Flight Simulator – Basic (IGAT)	Various	Hourly	\$50/hour
Flight Simulator – Advanced (ATC-810)	Various	Hourly	\$60/hour
Precision Flight Controls G1000	Various	Hourly	\$70/hour
Garmin G1000 Avionics Suite – Operation and Functional Use	Darwin, Katherine	40%	\$140
Air Traffic Control Radar Simulation Program	Bannon, Kevin Brown, Robert Decker, James Hroblak, Jeremy Patel, Zoem	40%	\$140
Bookkeeping Preparation	Jean's Complete Bookkeeping & Tax Service, Inc. - Grabowski, Jean	50%	\$696
Cash In With a Successful Home-Based Business	Krusemark, LeeAnne	40%	\$52 Material Fee: \$20

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #35

SUBJECT: Community Services Program Offerings for 2014-15 Academic Year

DATE: June 25, 2014

Course Title/Program	Presenter	Payment	Fee
CAREER AND PROFESSIONAL DEVELOPMENT (continued)			
<u>Court Interpreting Preparation</u> <ul style="list-style-type: none"> Consecutive Interpreting Sight Translation Simultaneous Interpreting Capstone Course 	Jones-Ramey, Brian K.	40%	\$277 per course Material Fee: \$80 per course
Statistical Process Control	Figuroa, Juvencio	40%	\$189
Lean Simulation Workshop	Figuroa, Juvencio	40%	\$256
Process Improvements through Design of Experiments (DOE)	Figuroa, Juvencio	40%	\$256
Make Money with a Home-Based Typing/Word Processing Business	Krusemark, LeeAnne	40%	\$27 Material Fee: \$10
Make Extra Income: Auto Wholesale Business from Home	Trust Auto Sales - Williams, Ronald Wayne	40%	\$89 Material Fee: \$20
Principles of Computed Tomography (CT) and Exam Review	McLaughlin, David L.	40%	\$349
Project Management Basics I	Fong, Chi Kwan	40%	\$125
Project Management Basics II	Fong, Chi Kwan	40%	\$125
Construction Management Basics	Fong, Chi Kwan	40%	\$125
Environmental Sustainability & LEED	Fong, Chi Kwan	40%	\$115
Phlebotomy Program Preparation: <ul style="list-style-type: none"> Theory/Externship Program Coordinator 	Chitjian, Janice Harinath, Geetha Salcedo, Rita Meggelin, Nancy	\$45/hour \$50/hour \$45/hour Fee for Service \$1,000/ semester	\$1,600
Makeup Artistry Certification	Simon, Carolyn	50%	\$347
Threading A to Z	Mikhael, Sameira	40%	\$90
Become A Notary Public	Notary Public Seminars, Inc. - Christensen, Carrie	40% + 50% of proctor fees	\$101 Material Fee: \$30
Renew Your Notary Commission	Notary Public Seminars, Inc. - Christensen, Carrie	40%	\$52 Material Fee: \$30
<u>Water Technology Program</u> <ul style="list-style-type: none"> Water Distribution I Water Distribution II Water Distribution Exam Review 	Sira, Jesus	50%	\$177 per course Material Fee: \$20 per course

SUBJECT: Community Services Program Offerings for 2014-15 Academic Year

DATE: June 25, 2014

Course Title/Program	Presenter	Payment	Fee
CAREER AND PROFESSIONAL DEVELOPMENT (continued)			
<ul style="list-style-type: none"> Introduction to Water Systems Water Treatment Math for Water Operators 	Ariza, Ernest	50%	\$177 per course Material Fee: \$20 per course
<ul style="list-style-type: none"> T1-T2 Water Treatment Operator Exam Review 			\$77 Material Fee: \$20
<ul style="list-style-type: none"> Cross-Connection Control – Certified Tester Cross-Connection Control Certified Specialist	Higham, Thomas	50%	\$177 per course Material Fee: \$20 per course
Fire Technology Program			
<ul style="list-style-type: none"> Intermediate Incident Command System I-300 	Adams, Timothy	All instructors	\$90
<ul style="list-style-type: none"> Management 1 – Management/Supervision for Company Officer 	Beckman, Richard	50%	\$197
<ul style="list-style-type: none"> Fire Command 1A 	Lazer, Edward		\$197
<ul style="list-style-type: none"> Fire Command 1B 	Russell, Patrick		\$197
<ul style="list-style-type: none"> S-230: Crew Boss 	Note: Instructors may vary.		\$90
<ul style="list-style-type: none"> ICS-200 			\$90
<ul style="list-style-type: none"> S-190: Intro to Wildland Fire Behavior 			\$90
<ul style="list-style-type: none"> S-290: Intermediate Wildland Fire Behavior 			\$197
<ul style="list-style-type: none"> S-231: Engine Boss 			\$90
<ul style="list-style-type: none"> Training Instructor 1A 			\$197
<ul style="list-style-type: none"> Training Instructor 1B 			\$197
Firefighter Agility Test	Ward, Elizabeth	40%	\$25
Ladder Orientation and Terminology	Various	Hourly or No Pay	\$24
Command A1: Structure Fire Command Operations for the Company Officer	Lazar, Edward	\$53.50 per student	\$197
Fire Command 1C: WUI Command Operations for the Company Officer	Russell, Pat	\$53.50 per student	\$197
Basic Fire Academy Entrance Exam	Ward, Elizabeth	No Pay	\$25
Fire Command 1C: I-Zone Fire Fighting for Company Officers	Russell, Pat	\$53.50 per student	\$197

SUBJECT: Community Services Program Offerings for 2014-15 Academic Year**DATE:** June 25, 2014

Course Title/Program	Presenter	Payment	Fee
CAREER AND PROFESSIONAL DEVELOPMENT (continued)			
<u>Medical Insurance Billing Specialist Preparation</u>			
<ul style="list-style-type: none"> Medical Insurance Billing Principles 	Capili, Joselito	40%	\$293
<ul style="list-style-type: none"> Coding: ICD 10-CM - 8 weeks 	Capili, Joselito	40%	\$293
<ul style="list-style-type: none"> Coding: Update for ICD 10 Coding 	Capili, Joselito	40%	\$124
<ul style="list-style-type: none"> Medical Insurance Computerized Billing 	Capili, Joselito	40%	\$183
<ul style="list-style-type: none"> Collection of Unsecured Assets 	Capili, Joselito	40%	\$152
<ul style="list-style-type: none"> Computerized Insurance Billing 	Capili, Joselito	40%	\$215
<ul style="list-style-type: none"> Legal Issues and Risk Management 	Jobal Enterprises - Villanueva, Bal	40%	\$124
<ul style="list-style-type: none"> Medical Terminology 	Jobal Enterprises - Villanueva, Bal	40%	\$293
L. A. City Welder Certification for SMAW or FCAW	Eisley, Ben	40%	\$152 Material Fee: \$100
<u>Community Health Programs</u>	Primary/Assistant Instructors:	Single Instructor 40%	\$65
<ul style="list-style-type: none"> BLS Healthcare Provider 	Baca, Michael		\$45
<ul style="list-style-type: none"> BLS Healthcare Provider Renewal 	Baca, Susan	10 students or more:	\$50
<ul style="list-style-type: none"> Heartsaver CPR AED – Adult & Pediatric 	Sonya Davis, Rita	Primary Instructor 35%	\$65
<ul style="list-style-type: none"> Heartsaver First Aid CPR – Adult & Pediatric 	English, Wendi	and Assistant Instructor 15%	\$180
<ul style="list-style-type: none"> Advanced Cardiac Life Support 	Gergis, Nasr		\$125
<ul style="list-style-type: none"> Advanced Cardiac Life Support Renewal 	Gonzalez, Gail		\$180
<ul style="list-style-type: none"> Pediatric Advanced Life Support 	Malone, Kristine		\$125
<ul style="list-style-type: none"> Pediatric Advanced Life Support Renewal 	Trinidad, Larry		\$250
<ul style="list-style-type: none"> BLS Instructor Course 			\$250
<ul style="list-style-type: none"> Dysrhythmias for RN Students 	Rudd, Terry	50% if one instructor; 25% if two	\$50

SUBJECT: Community Services Program Offerings for 2014-15 Academic Year

DATE: June 25, 2014

Course Title/Program	Presenter	Payment	Fee
CAREER AND PROFESSIONAL DEVELOPMENT (continued)			
IV Skills for Radiologic Technologist	Gilbertson, Cathy	40%	\$175
Woodworking	Shreve, Robin	50%	\$130
Cabinetmaking/Woodworking	Cogger, Charles	50%	\$150
CHILDREN AND TEENS			
Group Violin Program	Hymel, Margy	50%	\$92 Winter & Summer \$197 Spring & Fall
SAT Preparation	Madrigal, Yahaira	40%	\$152
Homework Club	Pena, Kathleen Rivera, Edith Janet	\$30/hour	\$120
Commercial Acting for Kids	June Chandler, Inc.	40%	\$81
Ice Skating Program	Center Ice Arena	60%	\$57 \$82/pair
Children's Tennis Program	Instructor: Marshall, Andre Coordinator: Schreuders, Grace	45% 5% of each registration	\$72: Spring & Fall \$47 Winter & Summer Material Fee: \$5
DRIVER EDUCATION			
Traffic Violator School	Hernandez, Rudolph Syrja, Randal	50% 50%	\$40
California Motorcycle Training	Arroyo's Motorcycle Training (Contractor costs include: instructor payment, motorcycles, fuel, and motorcycle maintenance)	68%	Age 21 and over \$250 Under age 21 \$150
ONLINE LEARNING			
Online Learning Courses	Education To Go, Inc.	Education To Go will pay Mt. SAC \$65- \$85/student	\$99-\$120
Online Career Training Programs	Education To Go, Inc.	Education To Go will pay Mt. SAC \$100- \$500/student	\$495-\$5,595

SUBJECT: Community Services Program Offerings for 2014-15 Academic Year**DATE:** June 25, 2014

Course Title/Program	Presenter	Payment	Fee
PERSONAL ENRICHMENT			
Cake Decorating: Working with Fondant	Flores, Susan	40%	\$92 Material Fee: \$35
Flying into the Backcountry	Randazzo, John	40%	\$52
English for the California Visitor	Sunnaa, Andrea Evans, Douglas	\$50/hr	\$40-\$160
Acting for Film and Television	June Chandler, Inc.	40%	\$129
Color Analysis with an Emphasis on Makeup Application	Simon, Carolyn	50%	\$42
Salsa Dancing	Ramirez, Rudy	40%	\$57
Belly Dance	Smith, Catharae	40%	\$52
Seven Simple Secrets to Financial Freedom	Krusemark, LeeAnne	40%	\$52 Material Fee: \$20
How to Avoid Foreclosure	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple
Maximize Profit in your IRA, 401k, or 403b	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple
Profiting with Foreclosures	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple
How to Analyze a Real Estate Investment	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple
Real Estate Appraisal: A New Career/A New Home Business	Mansfield, William	40%	\$49
Pass the Real Estate Sales Exam on the First Try!	Mansfield, William	40%	\$99 Material Fee: \$30
Real Estate Investing for Beginners	Marshall Reddick Realty, Inc.	40%	\$39 Single \$69 Couple Material Fee: \$25
Turn \$60K Salary into \$1 Million	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple
Retirement Planning Today	Yoon, Edward	40%	\$61
Master Your Investments and Retirement	O'Connell, Jalon	40%	\$61
Writing Techniques for the APA Format	Dawson, Dovie D.	40%	\$101 Material Fee: \$10
Investment Bootcamp	O'Connell, Jalon	40%	\$41
Strategies to Maximize your Social Security	O'Connell, Jalon	40%	\$41
SPORTS AND FITNESS			
Exercise Science/Wellness Center Exercise Session Cards: <ul style="list-style-type: none"> • Body Contouring • Cardio Dance 	Brunzell, Brook Hurter, Michele	50% 50%	\$45 \$45

SUBJECT: Community Services Program Offerings for 2014-15 Academic Year

DATE: June 25, 2014

Course Title/Program	Presenter	Payment	Fee
SPORTS AND FITNESS (continued)			
Wellness Center Testing: <ul style="list-style-type: none"> • V02 Maximum Test • Hydrostatic Weighing • Hydrostatic Weighing-Group Discount (10 people or more) • 3-Site Skin Fold Measurement • V02 Maximum & Hydrostatic Weighing • Resting Metabolic Rate (RMR) • V02 Maximum, Hydrostatic Weighing and Resting Metabolic Rate • Baseline Fitness Assessment 	Staff	Hourly	\$65 \$30 \$25 \$15 \$85 \$35 \$115 \$65
Cardio Circuit Training	Staff	Hourly	\$20-\$45
Cardio Dance	Dominica, Shell	50%	\$35
Body contouring	Brunzell, Brook	50%	\$35
Zumba	Chavira, Debra	50%	\$35
Adult Tennis Program	Coordinator: Schreuders, Grace Instructors: Schreuders, Grace Saravia, Ervin City of West Covina (their site only)	5% Primary Instructor 45% or 43% with Assistant Instructor 12% 15% of fees after expenses	\$72-\$94 Spring & Fall \$47 Winter & Summer Material Fee: \$5
Conditioning for Sports (Various)	Various Instructors	No Pay	\$23-\$46
Filipino Martial Arts	delCastillo, Steve	40%	\$77 – 6 weeks \$175 – 16 weeks
Kick Boxing	delCastillo, Steve Maldonado, Saul	40%	\$65
Brazilian Jiu-Jitsu	Maldonado, Saul	40%	\$65
Jeet Kune Do	Rivas, Mike	40%	\$65
Cardio Kwan-Do	Champion, Arnita	40%	\$65
Yoga Pilates Mat with Ball	Dixon, Alder	50%	\$35

SUBJECT: Community Services Program Offerings for 2014-15 Academic Year

DATE: June 25, 2014

Course Title/Program	Presenter	Payment	Fee
SWIM PROGRAMS			
Master Swim	Boehle, Louis	50%	\$120
Open Fitness Swim	Boehle, Louis Lepp, Jodi Rieben, Mike Iwata, David Stump, Errol	\$21/hr.	\$110
Swim Session Cards		No Pay	\$20-\$60

Funding Source

All presenters are paid either based on a percentage of student registration fees or other identified specific dollar amount.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Community Services offerings for the 2014-15 academic year, as presented.

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

DATE: June 25, 2014

CONSENT

SUBJECT: Continuing Education Division Activities – Revenue-Generated Account

BACKGROUND

The Continuing Education Division has a revenue-generated account that supports a variety of professional development and student enrichment activities. The division holds events throughout the year such as faculty in-service training, program and division planning retreats and meetings, and student certificate and graduation events.

Authorization is requested to provide food, non-alcoholic beverages, small incentives and promotional items, speaker honoraria, and cap and gown purchase or rental, as appropriate, to these events, not to exceed \$10,000 for the 2014-15 academic year. Some expenditures may require advance payment and/or deposit.

ANALYSIS AND FISCAL IMPACT

Costs will be covered by income to the revenue-generated account.

Funding Source

Revenue-Generated Account (\$10,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the Continuing Education Division revenue-generated account activities for the 2014-15 academic year, as presented.

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #36

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	CONSENT
SUBJECT: <u>Advance Payment for the Purchase of a Propeller (Sensenich S72CK56-0-56 with Spinner) for the Aeronautics Program</u>	

BACKGROUND

The cost to purchase the Sensenich S72CK56-0-56 propeller for the Aeronautics Program is \$4,950.36 on a one-time basis and is funded by use of the aircraft for accumulation of flight time for pilot licensing. The vendor, Ameritech Industries dba American Propeller Service, requires advance payment in full before they will order the propeller. The Aeronautics Program is requesting Board approval to prepay for the purchase of the propeller in the 2014-15 academic year, which is reimbursed by students as it is used.

ANALYSIS AND FISCAL IMPACT

The cost is reimbursed from user fees. There is no residual cost to the District.

Funding Source

Revenue-Generated Account.

RECOMMENDATION

It is recommended that the Board of Trustees approves advance payment to Ameritech Industries, as presented.

Prepared by: Sarah G. Daum Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #37

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

DATE: June 25, 2014

CONSENT

SUBJECT: Contractors to Perform Physical Exams for Health Sciences Faculty

BACKGROUND

Faculty members who supervise students enrolled in the clinical internship portion of a health career program are required to have a yearly physical examination. The requirement for faculty physical examinations is included in the College-approved affiliation agreements with hospitals that provide internship opportunities.

ANALYSIS AND FISCAL IMPACT

Faculty with clinical assignments will be offered the option of having their physical completed at Walnut Medical Group or Mt. San Antonio College's Health Services. An open purchase order (not to exceed \$4,000 for fiscal year 2014-15) will be created for Walnut Medical Group, and funds will be transferred for services rendered at Mt. SAC's Health Services. A budget of \$4,000 has been established to pay for faculty physicals. Rates for physical examinations and related tests for the 2014-15 academic year are as follows:

	<u>Walnut Medical Group</u>	<u>Mt. SAC Health Services</u>
Routine Physical	\$30	\$35
Office Visit	Not offered	\$10
PPD Mantoux TB Test	\$20	\$10
Two-Step TB Test	Not offered	\$10 additional
MMR (Measles, Mumps, and Rubella)	Not stocked	\$63
Mumps Titer	\$40	\$14
Rubella Titer	\$40	\$8
Rubeola Titer (Measles)	\$40	\$8
Hepatitis B Vaccine	Not stocked	\$38 per dose
Hepatitis B Surface Antibody	\$30	\$10
Varicella Vaccine	Not stocked	Not available
Varicella Titer	\$40	\$9
Tetanus Vaccine	\$40	\$25
Tdap (Tetanus, Diphtheria & Pertussis) Vaccine	Not stocked	\$38
CBC	\$20	\$6
Vision/Audio Screening Tests	Included with physical	Included with physical
Chest X-Ray	\$30 - 1 view; \$50 - 2 views	Referrals available
Drug Testing	\$40	\$15

Prepared by: Sarah G. Daum

Reviewed by: Irene Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #38

SUBJECT: Contractors to Perform Physical Exams for Health Science Faculty

DATE: June 25, 2014

Funding Source

Unrestricted General Fund (\$4,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the contractors and Walnut Medical Group and Mt. SAC's Health Services as locations to administer physicals, as presented.

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

DATE: June 25, 2014

CONSENT

SUBJECT: Memorandum of Understanding with East San Gabriel Valley Regional
Occupational Program Youth Career Connect Grant

BACKGROUND

East San Gabriel Valley Regional Occupational Program (ROP) was awarded a Youth Career Connect Grant from the Department of Labor. This grant will develop career pathways that begin in high school and continue through training at Mt. SAC. The grant is intended to assist local employers reduce the need for H1b visas in health care and technology.

Mt. SAC will participate with the ROP by providing the fourth year of education in the pathway and assisting students with the articulation process. The College will also provide assistance to the ROP by coordinating instructor externships to develop integrated curriculum and develop hands-on learning experiences for students.

ANALYSIS AND FISCAL IMPACT

East San Gabriel Valley ROP will pay \$79,423 annually for assistance with articulation and externships.

Funding Source

East San Gabriel Valley ROP.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Memorandum of Understanding with the East San Gabriel Valley ROP Youth Career Connect Grant, as presented.

Prepared by: Sarah G. Daum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<u>Students and Faculty to Attend Health Occupations Students of America National Leadership Conference</u>	

BACKGROUND

The Health Occupations Students of America (HOSA) National Leadership Conference allows students to compete in one of 49 health-related competitive events with other students around the nation. To be eligible to compete, students must be awarded a gold, silver, or bronze medal at the statewide conference. There are 12 students eligible to compete at this conference, as they were top medal winners (six Gold and six Silver) in their events at the State Leadership Conference. Faculty will also attend health-related workshops and meet with health care industry representatives. The event will be held June 25-28, 2014, in Orlando, Florida. Faculty members Jill McGraw and Mary-Ellen Reyes will accompany students at this event.

ANALYSIS AND FISCAL IMPACT

The estimated cost is \$21,695.

Funding Sources

- General Unrestricted Fund (\$400).
- VTEA Fund (\$2,440).
- Stars of Excellence Fund (\$18,855).

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the attendance of 12 students and two faculty members in the HOSA National Leadership Conference, as presented.

Prepared by: _____	Sarah G. Daum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #40

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

DATE: June 25, 2014

CONSENT

SUBJECT: Advance Payment for Fuel to American Airports Corporation for the
Aeronautics Program

BACKGROUND

The cost of fuel for our Aeronautics Program is approximately \$100,000 annually and is funded by fees charged for use of the aircraft flight time. The vendor, American Airports Corporation, requires prepayment for fuel or payment on receipt. The Aeronautics Program is requesting Board approval to continue to prepay for fuel for the 2014-15 academic year, which is reimbursed by students as it is used.

ANALYSIS AND FISCAL IMPACT

The cost is reimbursed by student usage. There is no residual cost to the District.

Funding Source

Revenue-Generated Account.

RECOMMENDATION

It is recommended that the Board of Trustees approves advance payment to American Airports Corporation, as presented.

Prepared by: Sarah G. Daum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #41

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	CONSENT
SUBJECT: <u>Program Fees for Students in the Technology and Health Division</u>	

BACKGROUND

Students in various programs incur charges associated with their course of study. The following are being submitted to the Board of Trustees for review:

Program	Explanation	Cost
Air Conditioning and Refrigeration	Students take an examination at the completion of the program, the Environmental Protection Agency 608 Test. Successful completion is required by industry to handle and manipulate refrigerants. The cost of the exam includes study material for the students. The examination is computer-based and is proctored by program staff. The cost of the examination includes an unlimited number of retakes.	\$25
Air Conditioning and Refrigeration	Students take competency examinations at the end of specific courses to indicate their employment readiness in four subject areas: electrical, air distribution, heating, and refrigeration. Offering competency examinations is a requirement for maintaining the program's accreditation through Heating, Ventilation, and Air Conditioning; and Excellence and Partnership for Air Conditioning, Heating, and Refrigeration Accreditation. Students will not be eligible to retest.	\$35 per Competency Exam (4 total)
Aviation Maintenance	Students are eligible to take two Federal Aviation Administration Certification Examinations after successfully completing the program: Airframe Oral and Practical Examination and Powerplant Oral and Practical Examination. The cost of each exam includes materials, supplies, and the cost of the certified examiner. For each examination (or retake), the \$410 fee includes \$400 in examiner costs and \$10 in consumable supplies and materials.	\$410

Prepared by: Sarah G. Daum Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #42

SUBJECT: Program Fees for Students in the Technology and Health Division

DATE: June 25, 2014

Program	Explanation	Cost
Emergency Medical Technician (EMT) and Paramedic	<p>Students who attend the EMT program or the Paramedic program are required to participate in a variety of preparation activities including training in Cardiopulmonary Resuscitation, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. Students are required to purchase training certificates. Additionally, students in the Paramedic program are required to purchase uniforms and patches. All supplies purchased by the student are retained by the student at the conclusion of the program.</p> <p>Students completing the paramedic program are required to take and pass a national registry practical examination prior to certification. The cost of the exam includes materials and supplies, exam proctors, and simulators.</p>	<p>\$120 Paramedic Students</p> <p>\$195 National Registry Practical Exam</p> <p>\$25 Retest fee for National Registry Skills Station Exams</p>
Respiratory Therapy	<p>Students are required to take and pass three examinations prior to completing the program. These examinations verify student achievement and preparation for the National and State licensure examinations that are required for employment in the field. The program's accrediting agency, the Commission on the Accreditation of Respiratory Care Programs, strongly encourages programs to require these examinations.</p> <p>The cost of retaking each exam is \$40.</p>	<p>\$125</p> <p>\$40 Retest fee per examination</p>
Welding	<p>Students are eligible to take a Welding Certification Test after completing the program. This certification is recognized by industry and is required by most employers. The cost of the exam includes materials and supplies and proctors for preparation of examination materials and oversight during test completion.</p> <p>The cost of retaking the exam is \$100.</p>	<p>\$100 per examination</p>

SUBJECT: Program Fees for Students in the Technology and Health Division

DATE: June 25, 2014

Program	Explanation	Cost
Welding	<p>Per our participation in the Los Angeles City Department of Building & Safety Welder Certification program, students are also required to pass the Los Angeles City Written Exam for Welder Certification. The Department of Building & Safety charges fees for the exam and issuing the license.</p> <p>The license is valid for three years. The cost of renewing the license is \$118.80.</p>	\$118.80

ANALYSIS AND FISCAL IMPACT

The estimated fees for students for the 2014-15 academic year are detailed above. They represent the actual cost charged by vendors. Fiscal Services will validate the actual fee amount prior to charging students.

Funding Source

Students.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Technology and Health program fees, as presented.

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

DATE: June 25, 2014

CONSENT

SUBJECT: Sabbatical Leave Applications for Spring 2015 and Fall 2015

BACKGROUND

The Board of Trustees may grant sabbatical leaves for purposes of a project, study, travel, or a combination thereof. Applications for sabbatical leaves are reviewed by the Salary and Leaves Committee for recommendation to the President and the Board of Trustees. The Committee is composed of three faculty and three managers. The Vice President of Instruction serves as Chairperson.

ANALYSIS AND FISCAL IMPACT

The Salary and Leaves Committee is recommending two applications for sabbatical leave, one to be taken for a full academic year and one to be taken for one semester.

Teaching loads for these two applicants for sabbatical leaves will be taught by adjunct faculty at a cost of approximately \$45,515.52.

The proposals presented to the Board are described below:

Thomas Edson (full year), English, Literature, and Journalism – Project. Professor Edson will examine the history and theoretical foundations of ecocriticism, review and identify theorizing practices in ecocritical scholarly literature, and evaluate the effectiveness of ecocritical theory in identifying important social and cultural values embedded in the movement to establish wilderness areas and national parks in the United States. The project specifically aims at embedding ecocriticism into cross-disciplinary application with the intention of enhancing and developing essential student learning outcomes.

Jennifer Leader (semester), American Language – Project. Professor Leader will research, design, and produce an American poetry toolbox for use by interested faculty teaching American Language and pre-English 1A courses. The toolbox will include an overview of recent scholarships on pedagogical uses of poetry in English for Academic Purposes classrooms and a corresponding rationale for its use at Mt SAC. It will also include at beginning, intermediate, and advanced levels: (1) short historical and literary backgrounds of included poems and poets, (2) explanation of key points of rhythm and theme, (3) sample guiding questions and exercises for previewing, reading, and writing responses to poems, and (4) suggestions for incorporation of the toolbox into an instructor's semester plan of assignments.

Prepared by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #43

SUBJECT: Sabbatical Leave Applications for Academic Year 2014-15

DATE: June 25, 2014

Funding Source

Unrestricted General Fund (\$45,515.92).

RECOMMENDATION

It is recommended that the Board of Trustees approves sabbatical leaves for Thomas Edson (Spring 2015 and Fall 2015) and Jennifer Leader (Spring 2015), as presented.

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

DATE: June 25, 2014

CONSENT

SUBJECT: Honors Program to Host Annual Recognition Celebration

BACKGROUND

The Honors Program requests approval for costs associated with hosting the annual Honors Recognition Celebration, to be held on Thursday, May 22, 2014, at Mt. San Antonio College in Founders Hall. This is a Recognition Celebration that honors transferring and/or graduating students in the Honors Program, celebrating their achievements and transfers to prestigious colleges and universities. It is extremely difficult to meet the demanding requirements for numerous universities while completing the application process and maintaining high grade-point averages. We are honoring nearly 200 program graduates this year, and these students bring major prestige to Mt. San Antonio College.

Attendees include honors students, a few guests, honors faculty, honors staff, deans, other administrators, and members of the Board of Trustees.

ANALYSIS AND FISCAL IMPACT

The estimated cost of dinner and decorations is \$2,500.

Funding Source

Unrestricted General Fund (\$2,500).

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the costs associated with the Honors Program's hosting of the Recognition Celebration, as presented.

Prepared by: Carolyn Kuykendall

Reviewed by: Irene Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #44

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	CONSENT
SUBJECT: <u>Track & Field Students to Attend USA Track & Field Junior Outdoor and National Championships</u>	

BACKGROUND

Two members of the Mt. SAC Track & Field teams have qualified to compete at the USA Track & Field Junior Outdoor Championships. One other student could possibly qualify as the event approaches, depending on the outcome of remaining meets. These championships are to be held July 5-6, 2014, at the University of Oregon in Eugene, Oregon. Another student is close to qualifying for the USA Track & Field National Championships to be held June 26-29, 2014, at Sacramento State University in Sacramento, California. Two members of the Mt. SAC Coaching staff will accompany the students to this event, one at each competition.

The Junior National Championship event determines the national champion for the United States Track & Field Athletes, 20 years old and under. It also serves as a qualifier for the 2014 International Association of Athletics Federation World Junior Championships. The National Championship event determines the national champion for all U. S. Track and Field athletes.

ANALYSIS AND FISCAL IMPACT

The estimated cost is \$9,000.

Funding Source

Stars of Excellence Fund (\$9,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the travel to this competition for our Track & Field student athletes and staff, as presented.

Prepared by: Joseph Jennum Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #45

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

DATE: June 25, 2014

CONSENT

SUBJECT: New and Modified Courses and New and Modified Certificates Effective
With the 2014-15 Academic Year

BACKGROUND

The following courses 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 respond to advisory committee recommendations:

New Course

KINF 52A

Course Title

Fitness and Conditioning for Law and Fire – Beginning

Modified Course

EMT 91

Course Title

Emergency Medical Technician I Refresher

New Certificate

Emergency Medical Technician EMT 95

Modified Certificate

Emergency Medical Technician EMT 90

ANALYSIS AND FISCAL IMPACT

New and modified courses, as well as new 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.

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.

Prepared by: Terri S. Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #46

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	CONSENT
SUBJECT: <u>Child Development Center Agency Annual Report</u>	

BACKGROUND

The Child Development Center (CDC) received two contracts for the 2013-14 fiscal year from the California Department of Education, Child Development Division. These contracts, CCTR-3109 and CSPP-3214, require the submission of an Agency Annual Report to the State of California. This report is also required to be presented to the Board.

ANALYSIS AND FISCAL IMPACT

The Annual Report is a required component of the State contract requirements.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Child Development Center's Agency Annual Report for the California Department of Education, Child Development Division, as presented. (Report provided under separate cover.)

Prepared by: Tamika Addison/Joumana McGowan Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #47

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

DATE: June 25, 2014

CONSENT

SUBJECT: Child Development Center and Laboratory School Service Agreement
With Controltec Systems

BACKGROUND

As part of the funding terms and conditions of existing State contracts and Federal grants, the 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 CDC 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 2014-15 academic year.

ANALYSIS AND FISCAL IMPACT

The term of the service agreement with Controltec is July 1, 2014, through June 30, 2015. The cost for the service agreement, which includes maintenance and service usage fees, shall not exceed \$3,000.

Funding Source

Unrestricted General Fund (\$3,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the service agreement with Controltec Systems, as presented.

Prepared by: Tamika Addison/Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #48

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

DATE: June 25, 2014

CONSENT

SUBJECT: Child Development Center Expenditure Funding for 2014-15

BACKGROUND

The Child Development Center (CDC) hosts several events and meetings throughout the year including, but not limited to, the annual Open House/Back to School Night, New Center Grand Opening, Literacy Month events, Preschool Graduation Ceremony, staff trainings/meetings, advisory board meetings, and parent education. Authorization is requested for the Child Development Center (CDC) to purchase special supplies, food and beverages, and miscellaneous items.

ANALYSIS AND FISCAL IMPACT

The CDC events relate to professional staff development training, planning sessions, and student/parent participation, all of which are essential and required elements of the program for the 2014-15 academic year. The amount of these expenditures should not exceed \$3,500.

All expenditures related to the special events and meetings are provided with existing CDC budgets.

Funding Source

Unrestricted General Fund (\$3,500).

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenditures of the CDC funds for costs associated with various special events and meetings, as presented.

Prepared by: Tamika Addison/Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #49

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

DATE: June 25, 2014

CONSENT

SUBJECT: Child Development Center Vendor Approvals – Children’s Meal Program

BACKGROUND

Authorization is requested for the Child Development Center (CDC) to purchase appropriate items from Costco, Stater Brothers, and Smart & Final for the Children’s Meal Program. The CDC provides meals on a daily basis for all children enrolled as a required mandate of receiving State funding. The CDC participates in the Federal Child and Adult Care Food Program (CACFP) which funds these meals. The CDC currently does not have the facilities necessary to prepare meals according to CACFP guidelines and regulations.

ANALYSIS AND FISCAL IMPACT

Purchases from Costco, Stater Brothers, and Smart & Final will be used to provide CDC children’s meals from July 1, 2014, to June 30, 2015. Funds for these meals are provided by the Federal Child and Adult Care Food Program on a cost-reimbursement basis (approximately \$1,500 annually, at \$500 per vendor), with no cost to the District.

Funding Source

Federal Child and Adult Care Food Program (\$1,500).

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the Child Development Center to use the approved vendors for the Children’s Meal Program, as presented.

Prepared by: Tamika Addison/Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #50

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	CONSENT
SUBJECT: <u>Child Development Center Modification of License for 2014-15</u>	

BACKGROUND

The Child Development Center (CDC) is currently licensed through the Department of Social Services, Community Care Licensing Division to provide early education and childcare services to children 0 – 5½ (Kindergarten) years of age.

The CDC will be relocating to a new facility which will require a modification in the existing license. Specifically, the modification will address an increase in capacity and change in facility location from Buildings 9E and 19A (old CDC) to Buildings 70-72 (new CDC).

ANALYSIS AND FISCAL IMPACT

The CDC is seeking a target licensure date of August 1, 2014. The modification of the license requires submission of an application outlining the requested change(s) as well as an application fee. The application fee shall not exceed \$2,700.

Funding Source

Unrestricted General Fund (\$2,700).

RECOMMENDATION

It is recommended that the Board of Trustees approves the modification to the Child Development Center license, as presented.

Prepared by: Tamika Addison/Joumana McGowan Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #51

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

DATE: June 25, 2014

CONSENT

SUBJECT: Contract Approval – Child Development Center Agreement with Sodexo American, LLC Food Services

BACKGROUND

The Child Development Center (CDC) provides meals for all children enrolled on a daily basis as a required mandate of receiving State funding. The CDC participates in the Federal Child and Adult Care Food Program (CACFP), which funds these meals. The CDC currently does not have the facilities necessary to prepare meals according to CACFP guidelines and regulations. Therefore, the CDC is entering into an agreement with Sodexo America, LLC, Food Services, to provide appropriate meals and required staffing for the children's program.

ANALYSIS AND FISCAL IMPACT

Sodexo America, LLC, Food Services will prepare and deliver all CDC children's meals from July 1, 2014, to June 30, 2015. Funds for these meals are provided by the Federal Child and Adult Care Food Program on a cost-reimbursement basis (approximately \$85,000 annually), with no cost to the District.

Funding Source

Federal Child and Adult Care Food Program (\$85,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Sodexo American, LLC, Food Services to provide meals for the children enrolled in the CDC, as presented.

Prepared by: Tamika Addison/Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #52

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	CONSENT
SUBJECT: <u>Contract with eXist Designs, Inc.</u>	

BACKGROUND

The Center of Excellence’s Career and Technical Education (CTE) Hub is funded by SB70. The CTE Hub creates career exploration tools, based on the research findings of the seven regional Centers of Excellence in California, and other labor market resources. The career exploration videos are filmed and edited by eXist Designs, Inc. All career resources are posted online at www.Path2Careers.net.

ANALYSIS AND FISCAL IMPACT

In order to complete the Path2Careers project scheduled to end on November 30, 2014, the CTE Hub needs to contract with eXist Designs, Inc. to continue to create videos on the 10 sectors of the “Doing What Matters for Jobs and the Economy” framework. The effective dates of the agreement are July 1-November 30, 2014. The cost will not exceed \$60,000.

There will be no cost to the District.

Funding Source

Center of Excellence’s CTE Hub Grant (\$60,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with eXist Designs, Inc., as presented.

Prepared by: Audrey Reille/Joumana McGowan Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #53

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

DATE: June 25, 2014

CONSENT

SUBJECT: Center of Excellence Fiscal Year 2013-14 Extension and Fiscal Year
2014-15 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 on regional employers' hiring needs.

ANALYSIS AND FISCAL IMPACT

The COE Grant for Fiscal Year 2013-14 was received five months late and has been extended by the Chancellor's Office to provide adequate time to complete all activities planned and spend the totality of the funds awarded (\$200,000). The current performance period will end on December 31, 2014, instead of June 30, 2014.

The COE Grant for Fiscal Year 2014-15 has been renewed by the Chancellor's Office. The performance period will be July 1, 2014, through June 30, 2015. The amount awarded is \$200,000.

Funding Source

California Community Colleges Chancellor's Office (SB1402) (\$200,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the Fiscal Year 2013-14 extension and the Fiscal Year 2014-15 renewal of the Center of Excellence Grant, as presented.

Prepared by: Audrey Reille/Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #54

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 25, 2014</u>	CONSENT
SUBJECT:	<u>Assessment, Remediation, and Retention for Associate Degree Nursing Programs Grant: Acceptance of Funds</u>	

BACKGROUND

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

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

ANALYSIS AND FISCAL IMPACT

The grant award is \$68,400. The period of performance is July 1, 2014, through June 30, 2015.

The funding agency has approved the expenditure of grant funds to support the following: instructional and non-instructional salaries; employee benefits; instructional and non-instructional supplies and materials; and indirect costs.

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

Funding Source

California Community Colleges Chancellor’s Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Assessment, Remediation, and Retention for Associate Degree Nursing Programs Grant funds, as presented.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #55</u>

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

DATE: June 25, 2014

CONSENT

SUBJECT: Child Development Workforce Initiative Grant: Acceptance of Funds
and Approval of Activities

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 implement 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 Bachelor of Arts Degree in Child Development or Early Childhood Education. This grant will support students through dedicated advisement, workshops, coursework, and stipends for core members.

As part of the grant activities, authorization is requested to purchase food and promotional materials for grant-related activities, pay for student stipends, and pay for other student costs related to the grant.

ANALYSIS AND FISCAL IMPACT

The grant award is \$350,000.

The period of performance is July 1, 2014, through June 30, 2015.

The funding agency has approved the expenditure of grant funds to support the following: faculty reassigned time and/or overload to develop and implement grant activities; non-instructional salaries for a project director, project coordinator, educational advisor, data entry, and related support; employee benefits; instructional and non-instructional supplies and materials; travel/conference for participants including students and non-Mt. SAC employees; financial support for participants including reimbursements, stipends, skills training, CPR training and Live Scan; professional development and outreach; publication/duplication costs; food services/catering; and indirect costs.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #56

SUBJECT: Child Development Workforce Initiative Grant: Acceptance of Funds and Approval of Activities

DATE: June 25, 2014

Authorization is requested for the following, as specified in the grant budget:

- purchase of food and/or catering services for professional development, outreach and workshops, and other grant-related meetings, not to exceed \$3,000 per meeting;
- purchase of promotional items for outreach, not to exceed \$5,000 per event; and
- pay for student support costs, stipends, skills training, and Live Scan screening.

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

Funding Source

Los Angeles Universal Preschool.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Child Development Workforce Initiative Grant funds and approves the activities, as presented.

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

DATE: June 25, 2014

CONSENT

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

BACKGROUND

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

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

ANALYSIS AND FISCAL IMPACT

The grant award is \$160,937. The period of performance is July 1, 2014, through June 30, 2015.

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

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Enrollment Growth for Associate Degree Nursing Programs Grant funds, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #57



MT. SAN ANTONIO COLLEGE

BOARD OF TRUSTEES

2014-15 REGULAR MEETING CALENDAR

The Mt. San Antonio College Board of Trustees normally meets the second Wednesday of each month at 1100 North Grand Avenue, Walnut, CA, in Founders Hall. The closed session portion of the meeting begins at 6:00 p.m., with the public session beginning at 6:30 p.m.

Special meetings may be called, as needed.

The Board will meet on the following dates during 2014-15:

July 23, 2014 (originally July 9, 2014)

August 13, 2014

September 10, 2014

October 8, 2014

November 12, 2014

December 10, 2014

January 14, 2015

February 11, 2015

March 11, 2015

April 8, 2015

May 13, 2015

June 24, 2015

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

DATE: June 25, 2014

CONSENT

SUBJECT: Student Services Expenditure Funding 2014-15

BACKGROUND

Student Services programs and departments sponsor and lead many special events and activities throughout the year. Approval is needed to expend funds for specific items related to the completion of these efforts for promotional items, special supplies, recognition items, food, non-alcoholic beverages, and uniform items. Specific departments and programs include Student Support Services (ACES), Admissions, AANAPISI Program (Arise), Aspire Program, Assessment, Bridge, Career and Transfer Services, Counseling, DSP&S, EOP&S/CARE/CalWORKs, Financial Aid, Health Center, International Students, Outreach, Upward Bound, Student Life Office, Student Success and Support Program (SSSP), Student Equity, Veterans, Vice President Student Services Office, and other programs that are related to Student Services.

ANALYSIS AND FISCAL IMPACT

Student Services is requesting approval in concert with established guidelines and limitations for the expenditure of funds for the purpose of various special events and related costs including contracts with vendors and conference sites to be held throughout the 2014-15 academic year. These events relate to professional meetings, training, staff development, partnership efforts, advisory committees, parent meetings, and student recognition events.

Funding Source

All expenditures related to these particular events and meetings will come from existing Student Services budgets from both general funds and categorical funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves expenditure of Student Services funds for costs associated with various special events for the 2014-15 academic year.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #59

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	CONSENT
SUBJECT <u>Associated Students Expenditure Funding 2014-15</u>	

BACKGROUND

The College collects fees from students who desire to pay a Student Activities Fee for each regular semester. The Associated Students, under the guidance of the Director, Student Life, receives requests for funding from student organizations, College departments, and College programs. The Associated Students develops targeted goals and funding priorities and conduct budget hearings. The Associated Students funds are received and managed by Fiscal Services. Board of Trustees approval is requested to approve the expenditure of the Associated Students funds for the period of July 1, 2014, through June 30, 2015.

ANALYSIS AND FISCAL IMPACT

The Associated Students receives requests and allocates funds to be expended by College departments, programs, teams, and other organizations. Strict accounting of funds is maintained.

Approval is needed to expend funds for specific items such as: prizes (not to exceed \$500 per individual and/or organization), catering, prepayments, deposits, donations, promotional items, special supplies, recognition items, food, non-alcoholic beverages, uniform items, and contracted services with vendors including, but not limited to; In-N-Out, Magic Jumper, League of Women Voters, and Swank Motion Pictures.

Funding Source

Associated Students funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenditures of the Associated Students' funds for costs associated with various special events for the 2014-15 academic year.

Prepared by: Carolyn Keys/Maryann Tolano-Leveque Reviewed by: Audrey Yamagata-Noji
Recommended by Bill Scroggins Agenda Item: Consent #60

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

DATE: June 25, 2014

CONSENT

SUBJECT: Contract with The Princeton Review-Led Classroom Course Agreement
for the Upward Bound Program

BACKGROUND

The Mt. San Antonio College Upward Bound Program is requesting approval of a contract with The Princeton Review for instructional services in teaching a Scholastic Aptitude Test (SAT) course to be held every Saturday, commencing July 25-October 4, 2014, at Mt. San Antonio College. The purpose of the Upward Bound Grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education.

As part of grant activities, authorization is requested to enter into a contract with The Princeton Review.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will enter into a contract with the Princeton Review in an amount not to exceed \$7,500. The contract will provide funds for the following:

- eighteen hours of instruction in preparing for the Scholastic Aptitude Test;
- copies of the following book for each class participant: The Princeton Review's SAT course manual v 4.1;
- four full-length SAT practice exams (4.5 hours in duration); and
- access to the Princeton Review's Online Student Center.

Funding Source

U. S. Department of Education, Upward Bound Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with the Princeton Review-Led Classroom Course Agreement for the Upward Bound Program.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #61

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	ACTION
SUBJECT: <u>Proposed Revisions to Board Policy 2716 – Political Activity</u>	

BACKGROUND

Board Policy 2716 – Political Activity. 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 2716 have been recommended.

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

These proposed revisions to Board Policy 2716 – Political Activity were presented to the Board for first reading and discussion in May 2014. No further revisions were recommended at that time.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 2716 – Political Activity.

SUBJECT: Proposed Revisions to Board Policy 2716 – Political Activity

DATE: June 25, 2014

Chapter 2 – Board of Trustees

BP 2716 Political Activity

References: Education Code Sections 7054, 7056; Government Code Section 8314

Members of the Board shall not use College funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate including, but not limited to, any candidate for election to the Board of Trustees.

Initiative or referendum measures may be drafted on an area of legitimate interest to the College. The Board of Trustees may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding **the possible effects of District bond issues or other** ballot measures.

Approved: March 24, 2004

Revised: April 20, 2005

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>June 25, 2014</u>	ACTION
SUBJECT: <u>Proposed Revisions to Board Policy 7340 – Leaves</u>	

BACKGROUND

Mt. San Antonio College is continuing the process of updating and aligning the College's Administrative Procedures with the recommended policies developed through the College's legal counsel, Liebert Cassidy Whitmore, in conjunction with the Community College League of California (CCLC). Mt. SAC is a member of the Board Policy and Administrative Regulation Subscription Service coordinated by the CCLC.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review the current Mt. SAC Policies and align them with the policies recommended by our legal counsel and the CCLC. This policy has been reviewed by the President's Cabinet as well as shared with the President's Advisory Council.

These proposed revisions to Board Policy 7340 – Leaves were presented to the Board for first reading and discussion in May 2014. No further revisions were recommended at that time.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 7340 – Leaves.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #2

SUBJECT: Proposed Revisions to Board Policy 7340 – Leaves

DATE: June 25, 2014

Chapter 7 – Human Resources

BP 7340 Leaves

References:

Education Code Sections 87763 et seq., 88190 et seq., and cites below

The College President/CEO shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the College. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official of a community college district public employee organization or of any statewide or national employee organization with which the local organization is affiliated **or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization** (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193, Government Code Section 12945);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court (Education Code Sections 87036 and 87037);
- military service (Education Code Section 87700); and
- sabbatical leaves for permanent faculty.

Administrators and managers shall not accumulate beyond 48 days of paid leave or 384 hours of paid leave. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

SUBJECT: Proposed Revisions to Board Policy 7340 – Leaves

DATE: June 25, 2014

In addition to these policies and collective bargaining agreements, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Approved: August 25, 2004