



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, January 14, 2015**

**6:00 p.m. – Athletics Reception**

**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.*

**ATHLETICS RECEPTION (6:00 p.m.)**

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

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*The Board reserves the right to modify the order of business in the manner it deems appropriate. Closed session shall not extend past the designated time; but, should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.*

## INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Anita Bailey**, Student Services Outreach Specialist (High School Outreach)
- **Cesar Barragan**, Library Page (Library and Learning Resources)
- **Rebecca Cabrera**, Secretary (Arts)
- **Joan Chang**, Admissions and Registration Clerk (English as a Second Language)
- **Diana Diaz-Rodriguez**, Receptionist/Clerical Assistant (Disabled Student Programs & Services)
- **Sassan Hajrasooliha**, Network Administrator (Information Technology)
- **Lee Jones**, Lead Technician, Data Communication (Information Technology)

Management Employee (Newly Appointed)

- **William (Dave) Wilson**, Chief, Public Safety (Public Safety)

Classified Employee (Promoted)

- **Daniel Lamoree**, Senior Systems Analyst/Programmer (Information Technology)

Classified Employees (Change of Assignment)

- **Vanessa Ordaz**, Lead Interpreter (Disabled Student Programs & Services)

Management Employee (Change of Assignment)

- **Jemma Blake-Judd**, Interim Dean of Technology and Health (Technology and Health)

- **Recognition:**

- Award a Certificate of Service to the following retiring Management staff member:
  - **Sarah Daum**, Dean, Technology and Health (Technology and Health Division), 16 years of service
- The Women's Cross Country Team captured the 2014 State Championship! It is the fourth cross country championship under Head Coach **Doug Todd**. The team won the South Coast Conference Title for a second year in a row and placed second in Southern California before their memorable win at the championships in Fresno, beating the competition by 26 points. Congratulations to Coach Todd and the team for an outstanding season.
- Mt. SAC Football had a memorable season. It began with a history-making win for Coach **Bob Jastrab**, who earned his 100th win in only ten seasons, which is the fastest for any California Community College Football Coach. Culmination of the season ended with a State Championship, hosted in what will be the last football game held in Hilmer Lodge Stadium before the major renovation begins. The team beat City College of San Francisco, 27-17, to earn their fourth overall title, finishing the season 11-2 and ranked 4th in the country. Congratulations to Coach Jastrab, the coaching and support staff, along with the student athletes on this historic season.

## **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of December 10, 2014. (See backup packet Pages 1 through 12.)

## **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
  - Annual Board Study Session - February 7, 2015
10. Informational Report
  - Governor's January Proposal for 2015-16 Budget, presented by Mike Gregoryk, Vice President, Administrative Services.
11. Informational Report
  - Accreditation Self-Evaluation Report Update, presented by Irene Malmgren, Vice President, Instruction. (See backup packet Pages 13 and 14.)

## **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 15 through 19.)
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 20 and 21.)
3. Consideration of approval of 2015-16 Nonresident Tuition Fees. (See backup packet Pages 22 and 23.)
4. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Pages 24 and 25.)
5. Consideration of approval of Resolution No. 14-03 – Rebuild and Reinstall High Voltage Power Transformer in Electrical Substation No. 9. (See backup packet Pages 26 through 29.)
6. Consideration of approval of the implementation of Procurement Card and Travel Card programs. (See backup packet Pages 30 and 31.)
7. Consideration of approval of revisions to furniture purchases for Classroom Building Renovation – Formerly Agricultural Sciences, Building 12; Emergency Operations Center/Facilities Plan Room, Building 46; and Facilities Building Renovation, Building 47. (See backup packet Pages 32 through 34.)
8. Consideration of approval to authorize the College to apply for two California Energy Commission loans to supplement construction costs of energy projects. (See backup packet Pages 35 and 36.)

9. Consideration of approval of an agreement to provide professional design and consulting services with P2S Engineering, Inc. for the Thermal Energy Storage and Central Plant Expansion projects. (See backup packet Page 37.)
10. Consideration of approval of the following Contract Amendments. (See backup packet Pages 38 through 40.)
  - Contract Food Services Building – Marlene Imirzian & Associates Architects - Amendment No. 3.
  - Contract Utility Infrastructure South of Temple Avenue – Psomas – Amendment No. 1.
  - Contract Student Success Center – Psomas – Amendment No. 1.
  - Contract Temporary Space Classrooms – Steven Fader Architects – Amendment No. 2.
  - Contract Modular Buildings Site Installation – Steven Fader Architects – Amendment No. 1.
  - Contract Athletics Modular Structure – Steven Fader Architects – Amendment No. 1.
11. Consideration of approval of the following Change Order for the Instruction and Plan Room Modular Buildings project. (See backup packet Page 41.)
  - Contract American Modular Systems (Modular Contractor) – Change Order No. 1
12. Consideration of approval of the following Change Order for the Performing Arts Center Chiller Replacement project. (See backup packet Pages 42 and 43.)
  - Bid No. 2951 Liberty Climate Control, Inc. (HVAC Contractor) – Change Order No. 3
13. Consideration of approval of the following Proposed Gifts and Donations to the College:
  - Daniel Strange – Dentaire Table-Mount Dental System #DTP 607-R, a teaching tool for dental procedures on animals, valued by donor at \$1,100, to be used in the Natural Sciences RVT Program.

## **HUMAN RESOURCES**

14. Consideration of approval of Personnel Transactions. (See backup packet Pages 44 through 48.)
15. Consideration of determination on Appeal of Administrative Determination. (See backup packet Page 49.)

## **INSTRUCTION**

16. Consideration of approval of additions and changes in the Continuing Education Division. (See backup packet Pages 50 and 51.)
17. Consideration of new and modified courses and modified degrees and certificates effective with the 2015-16 academic year. (See backup packet Pages 52 and 53.)

18. Consideration of approval of participation and travel of Health Occupations students and faculty advisors to the State Leadership Conference. (See backup packet Page 54.)
19. Consideration of approval of the Accrediting Commission for Schools under the Western Association of Schools and Colleges 2015 Mid-Cycle Report. (See backup packet Page 55.)
20. Consideration of approval of participation and travel of Pep Squad students and faculty advisors to the National Cheerleaders and National Dance Association's Collegiate Cheer and Dance Championships. (See backup packet Page 56.)
21. Consideration of approval of participation and travel of Men's and Women's Track & Field Team students and faculty advisors to a track meet. (See backup packet Page 57.)
22. Consideration of approval of participation and travel of Fermata Nowhere students and faculty advisor to International Championship of Collegiate A Cappella Competition. (See backup packet Page 58.)
23. Consideration of approval of participation and travel of jazz ensemble "Frontline" students, faculty member, and staff member to the 2015 Reno Jazz Festival/Competition. (See backup packet Page 59.)
24. Consideration of approval of participation and travel of Jazz Band students and one faculty advisor to the 2015 Reno Jazz Festival/Competition. (See backup packet Page 60.)
25. Consideration of approval of activities for the Child Development Workforce Initiative Grant. (See backup packet Pages 61 and 62.)
26. Consideration of approval of participation and travel of Forensics students and up to three faculty advisors to the International Forensics Association Tournament in Barcelona, Spain. (See backup packet Page 63.)
27. Consideration of approval of participation and travel of Forensics students and up to two faculty advisors to the International Debate Education Association Tournament in Harbin, China. (See backup packet Page 64.)

## **STUDENT SERVICES**

28. Consideration of ratification of a contract with Filled with Joy Balloons. (See backup packet Page 65.)
29. Consideration of approval of a contract with South Bay Workforce Investment Board. (See backup packet Pages 66 and 67.)

## ACTION ITEMS

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

1. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2014, relating to books and records of the Mt. San Antonio Community College District Proposition 39, General Obligation Bonds (Measure R, November 2001; Measure RR, November 2008; Lease Revenue Bonds, 2007; and Bond Anticipation Notes, 2009) Performance and Financial Audits. (Distributed as separate documents.)
2. Consideration of approval of Proposal to Initiate Faculty Negotiations Successor Agreement, Year Two of a Three-Year Contract. (See backup packet Pages 68 and 69.)
3. Consideration of nominations for the 2015 CCCT Board of Directors. (See backup packet Pages 70 and 71.)

## DISCUSSION ITEMS

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

1. Alternatives to the approved site and design of the 2,200-space student parking structure.
2. Options for the planning, design, construction, and operations of student housing on campus.

## ADJOURNMENT

### Future Board Meetings

February 7, 2015 (Board Study Session)  
February 11, 2015  
March 11, 2015

### Upcoming Events

January 9, 2015	<b>Star Tales</b> , 6:00 and 7:30 p.m., Planetarium
	<b>Telescope Night</b> , 9:00 p.m., Science Laboratories (Building 60)
January 10, 2015	<b>Last Day to Change Residency for 2015 Spring Semester</b>
	<b>Deep Space: Binocular Astronomy</b> , 6:00 and 7:30 p.m., Planetarium

## **Upcoming Events** (continued)

- January 14, 2015      **Registration Begins for 2015 Spring Semester Credit and Continuing Education Classes**
- January 15, 2015      **Board of Trustees Meeting**, 6:00 p.m. Athletics Reception;  
6:30 p.m. Open Session
- January 19, 2015      **Dr. Martin Luther King, Jr. Holiday – Campus Closed**
- January 23, 2015      **Rockin' Under the Stars**, 6:00 and 7:30 p.m., Planetarium
- January 24, 2015      **Stars of the Pharaohs**, 6:00 and 7:30 p.m., Planetarium
- February 2015      **Phillip Maynard Black History Month Speech Contest**, Times  
and Venues TBD
- February 5, 2015      **Black History Month Luncheon Celebration**, 1:00-2:30 p.m.,  
Student Life Center (Building 9C) Stage Area
- Citizens Oversight Committee Meeting**, 6:00 p.m., Founders Hall

## **Upcoming Sports Events**

- January 9, 2015      **Women's Basketball vs. L. A. Harbor College**, 5:00 p.m.,  
Gymnasium
- Men's Basketball vs. L. A. Harbor College**, 7:00 p.m., Gymnasium
- January 21, 2015      **Women's Basketball vs. El Camino-Compton Center**, 5:00 p.m.,  
Gymnasium
- Men's Basketball vs. El Camino-Compton Center**, 7:00 p.m.,  
Gymnasium
- January 28, 2015      **Men's Basketball vs. L. A. Southwest College**, 5:00 p.m.,  
Gymnasium
- Women's Basketball vs. L. A. Southwest College**, 7:00 p.m.,  
Gymnasium
- February 3, 2015      **Softball vs. Riverside City College**, 4:00 p.m., Softball Field



**Upcoming Sports Events** (continued)

February 4, 2015            **Men's Basketball vs. El Camino College**, 5:00 p.m., Gymnasium

**Women's Basketball vs. El Camino College**, 7:00 p.m.,  
Gymnasium

February 5, 2015            **Softball vs. Antelope Valley College**, 3:00 p.m., Softball Field

**Baseball vs. L. A. Pierce College**, 6:00 p.m., Baseball Field

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

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**January 14, 2015**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 10, 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 5:36 p.m. on Wednesday, December 10, 2014. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Mendoza 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 due to illness.

#### 1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session at 5:37 p.m. to discuss the following items:

- Conference with Legal Counsel - Pending Litigation (one case) (Comfort Conditioning)
- Conference with Legal Counsel – Potential Litigation (one case)

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:40 p.m., and the Pledge of Allegiance was led by Mike Gregoryk, Vice President, Administrative Services.

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

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

## 2. ELECTION OF BOARD OF TRUSTEES OFFICERS

- It was moved by Trustee Hidalgo, seconded by Trustee Bader, that Trustee Hall serve as President of the Board. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.
- Trustee Hall assumed the office of Board President. Trustee Hall thanked Trustee Chyr for his leadership during the past year.
- It was moved by Trustee Bader, seconded by Trustee Baca, that Trustee Chen Haggerty serve as Vice President of the Board. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.
- It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, that Trustee Bader serve as Clerk of the Board. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.
- President Scroggins thanked Trustee Chyr for doing an exemplary job of presiding over Board events and for his excellent representation of the College and the Board in the community this past year. Trustee Chyr was presented with a crystal gavel and a plaque.

## 5. REPORTING OF ACTION TAKEN IN CLOSED SESSION

By a vote of 7:0, the Board voted to authorize a settlement of \$100,000 with Comfort Conditioning Co., Inc. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

## 6. INTRODUCTIONS

The following newly appointed and promoted employees were introduced:

### Classified Employees (Newly Appointed)

- **Melissa Egan**, Student Services Program Specialist (Student Health Services) (present)
- **Tina Jenkins**, Lead Interpreter (Disabled Student Programs and Services) (present)
- **Kare'I Lokeni**, Student Services Program Specialist (Arise Program) (present)
- **Danette Perkins**, Caseworker (CaWORKs) (present)
- **William (Chris) Riley**, Database Administrator (Information Technology) (present)
- **Jennifer Stephenson**, Lead Interpreter (Disabled Student Programs and Services) (present)

### Management Employee (Newly Appointed)

- **Stefyn Mika Klein**, Senior Facilities Planner (Facilities, Planning & Management) (present)

### Classified Employees (Promoted)

- **Glenda Melissa Aguirre**, Benefits Specialist (Human Resources) (absent)
- **Pamela Childs**, Purchasing Specialist (Purchasing) (absent)

### Management Employees (Promoted)

- **Karelyn Hoover**, Associate Dean, Natural Sciences (Natural Sciences Division) (present)
- **Joumana McGowan**, Executive Dean, Instructional Services (Instruction Division) (present)

## 7. RECOGNITION

- The following Classified retirees were recognized:
  - **Alice Duerden**, Secretary (Arts Division), 25 years of service (absent). Ms. Duerden's Certificate of Service will be mailed to her home address.
  - **Carol Ann Webster**, Teaching/Learning Technology Specialist (Library), 7½ years of service (present)
  - **Michelle Williams**, Account Clerk III (Payroll), 13 years of service (present)
- The following Management retirees were recognized:
  - **Sarah Daum**, Dean, Technology and Health (Technology and Health Division), 16 years of service. Ms. Daum will attend the January 14, 2015, Board of Trustees meeting to receive her Certificate of Service.
  - **Mike Montoya**, Assistant Director, Public Safety (Public Safety), 27 years of service (present)

## 8. APPROVAL OF MINUTES

Trustee Hall indicated that, last month, he attended the Lions Club Costume Party, not the Royal Alliance Costume Party.

It was moved by Trustee Baca and seconded by Trustee Chyr to approve the minutes of the regular meeting of November 12, 2014, as corrected. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

## 9. PUBLIC COMMUNICATION

- Barbara Mezzaki spoke on behalf of the American Language (AmLa) Department while they celebrate their 25-year anniversary. She distributed candy and ink pens to the trustees to mark this important milestone.
- United Walnut Taxpayers Association Co-Chairs Layla Abu Taleb and Mansfield Collins spoke regarding the desire to work harmoniously with the College in 2015, as good neighbors. They want to end the year on a high note and start the new year on a high note, as well. Mr. Collins commended Trustee Chyr for being so patient with the public communication over the past months, and he congratulated Trustee Hall for being elected the 2015 Board President. He also invited board members to attend a holiday party at his home tomorrow evening, 6:00-8:00 p.m. He lives at 1602 North Timber Ridge Lane, Walnut.

## 10. REPORTS

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

- **Chris Nguyen**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Lance Heard**, President, Faculty Association
- **Sandra Bollier**, 1<sup>st</sup> Vice President, CSEA 262
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

## 11. BOARD COMMUNICATION

- A. Trustee Hall 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 thanked Trustee Chyr and Lance Heard for their service this past year.
  - They welcomed and congratulated newly appointed and promoted employees Melissa Egan, Tina Jenkins, Kare'l Lokeni, Danette Perkins, William Riley, Jennifer Stephenson, Stefyn Mika Klein, Glenda Melissa Aguirre, Pamela Childs, Karelyn Hoover, and Joumana McGowan.
  - They congratulated Alice Duerden, Carol Ann Webster, Michelle Williams, and Mike Montoya on their retirement.
  - They wished everyone happy holidays.
- C. Student Trustee Mendoza reported the following:
- No report this month.
- D. Trustee Santos reported the following:
- She attended the ACE Grade Separation ground-breaking ceremony.
  - She attended the Latino Leaders Drug Policy Summit.
  - She attended the Youth Science Center Gala in Glendora.
  - She attended the Pomona Boys & Girls Club Gala.
  - She attended the Diamond Bar Community Association Gala.
  - She attended the San Gabriel Economic Partnership Merry Mingle and Election Review panel discussion.
  - She attended the Industry Manufacturers Council holiday luncheon.
  - She attended the West Covina City Council swearing-in ceremony.
  - She attended the West Covina Historical Society tree-lighting ceremony.
  - She attended the Baldwin Park Breakfast with Santa.
  - She attended the Mt. SAC Wassail dinner and performance.
  - She attended the Mt. SAC International Students Tea, where she chatted with students from Indonesia, Hong Kong, and Mexico.
  - She attended the Mt. SAC football games against Fullerton College and Riverside City College.
  - She attended the Mt. SAC men's soccer game against De Anza College.
  - She wished everyone Happy Holidays!
- E. Trustee Hidalgo reported the following:
- He attended the West Covina City Council meeting, where Fred Sykes was sworn in as the new Mayor of the City. They are putting together a comprehensive plan for the City.

- He attended the Youth Science Center Gala in Glendora.
- He attended the San Gabriel Valley Public Affairs Network event, where some election results were shared.
- He and his son attended the Mt. SAC Wassail dinner and performance, and they enjoyed it very much.
- He wished everyone Happy Holidays!

F. Trustee Chyr reported the following:

- He congratulated the Men's Soccer Team for going as far as they did in the State.
- He is looking forward to the football game on Saturday for the State Championship.
- He attended the Mt. SAC Wassail dinner and performance and said that it's his family's highlight of the holiday season.

G. Trustee Chen Haggerty reported the following:

- She attended the CCLC Convention in November, where she serves on the ACES Advisory Committee on Education Service, and the keynote speaker was Janet Napolitano. She also attended workshops on CTE Employment, Engaging Employers in Workbase Training, \$15M CTE Enhancement Funds, and Preparing for an Aging America.
- She attended the Industry Manufacturers Council holiday luncheon, where, hopefully, the Mt. SAC Chamber Singers will be invited back.

H. Trustee Bader reported the following:

- She attended Dr. Michael Ortiz's retirement party.
- She attended Mt. SAC's Administration Holiday Tea.
- She attended the Mt. SAC Wassail dinner and performance, and she brought a table of guests who were very impressed.
- She participated in the Pomona Christmas Parade.
- She attended the San Gabriel Valley Economic Partnership holiday luncheon.
- The Pomona USD superintendent was invited to the White House to attend the National Connected Superintendent Summit with President Obama.
- Pomona High School won the CIS Football Championship for the first time since 1951.
- She mentioned that two of the players in the Harvard/Yale football game were from Diamond Ranch High School (one on each team), and the Harvard student made the winning touchdown.
- She congratulated the Men's Soccer, Football, and Flying Teams for their success.
- She wished everyone a Merry Christmas and Happy Holidays!

I. Trustee Baca reported the following:

- He congratulated Coach Sanchez and his soccer team for a great season.
- He congratulated the football team and looks forward to attending the State Championship game on Saturday.

- He attended the Mt. SAC Wassail dinner and performance and was very impressed.
- He participated in the Pomona Christmas Parade with Trustees Bader and Hall.
- He attended the retirement dinner for Dr. Michael Ortiz, the Cal Poly Pomona President.
- He attended the Academic Senate Fall Plenary.
- He attended the CCLC Annual Convention.
- He will be participating with the Kiwanis Club in putting together Christmas baskets for about 100 families.
- He has completed two years as Chair of the Board of Governors.
- He will be attending the Majestic Realty holiday luncheon.

J. Trustee Hall reported the following:

- He attended the Mt. SAC Wassail dinner and performance and said that Bruce Rogers did an extraordinary job, and he thanked William McIntosh for his contributions, as well. He urged everyone to join the Golden Notes.
- He participated in the Pomona Christmas parade.
- He attended the Youth Science Center event, and he congratulated Ted Ebenkamp for being selected Volunteer of the Year.
- He plans to attend the Mt. SAC football state championship game, and he reminded everyone about the tailgate party before the game – the first 250 attendees will receive a free hot dog.
- He congratulated the Flying Team for their 24<sup>th</sup> consecutive year in a row win in the Regional National Intercollegiate Flying Association competition in San Diego, and he congratulated Professor Robert Rogus.
- In the Walnut Family Festival Parade, he saw Dean Matt Judd riding a horse, and he's obviously a horse rider.

**12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:**

- He congratulated Dr. Hall for being elected as the next President of the Board of Trustees.
- He thanked Trustee Chyr for his service during the past year as the Board President.
- He welcomed and congratulated newly appointed and promoted employees Melissa Egan, Tina Jenkins, Kare'l Lokeni, Danette Perkins, William Riley, Jennifer Stephenson, Stefyn Mika Klein, Glenda Melissa Aguirre, Pamela Childs, Karelyn Hoover, and Joumana McGowan.
- He congratulated Alice Duerden, Carol Ann Webster, Michelle Williams, and Mike Montoya on their retirement.
- He went out to the football practice field yesterday and gave them a pep talk for this Saturday's state championship game.
- He commended this Board for working so well together.



- He asked Mike Gregoryk, Vice President, Administrative Services, to introduce Gema Ptasinski and Heather McGee, representatives from Vicenti, Lloyd & Stutzman, who then gave an oral report on the audit for the fiscal year ending June 30, 2014, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation (Action #2).

Ms. Ptasinski talked about the audit process with the College's management.

Mt. SAC received an unmodified opinion, which is the best opinion that can be received. The opinion does not include the Management Discussion and Analysis because there are limited procedures that apply to that area. Auxiliary Services also received an unmodified opinion.

There's a \$6M accrual for OPEB every year.

Ms. McGee pointed out that, on page 54, there are no audit adjustments to the fund balances reported on the June 30, 2014, Annual Financial and Budget Report (CCFS-311) based upon governmental accounting principles, which is a positive reflection of management.

Ms. Ptasinski indicated that there are three required letters that they issue, and she called everyone's attention to those letters, starting on Page 62.

Ms. Ptasinski thanked everyone for their cooperation, especially Rosa Royce, Audrey Yamagata-Noji, and Gary Nellesen.

The audit reports may be found with these minutes on the College website.

- Dr. Scroggins talked about agenda topics for the Board Study Session on February 7, 2015, such as:
  - The enrollment demand for Mt. SAC services have changed and how we've adjusted to them.
  - Where we are on accreditation, particularly the Board's role during the accreditation process including its self-evaluation.
  - Update the Board on the completion of facilities projects. Five major projects will affect how the College operates during construction.
  - Evaluation on Measure RR projects – what we were able to do, what we were not able to do, and how priorities shifted. How do we keep our promise to the community to build what was intended? What is the Board's vision for the future?
  - Student Success Plan and Student Equity Plan and what changes have affected the role of community colleges.
  - The next three issues that the governor has in mind include noncredit instruction, adult basic education (particularly in partnership with K-12s), and in workforce.
  - Anything else that the Board would like to discuss.

Dr. Hall suggested that a draft agenda be circulated to the Board for input prior to finalizing it.

- Dr. Scroggins asked Dr. Audrey Yamagata-Noji, Vice President, Student Services to present an informational report on the Student Equity Plan. Dr. Yamagata-Noji introduced Carolyn Keys, Dean, Student Services; and Alina Hernandez, Counseling Professor, who also contributed to the presentation.

Trustee Chen Haggerty asked how foster youth is identified. Dr. Yamagata-Noji said that it's difficult, and different methodologies are used. She asked if Pacific Islander is considered part of the Asian category, and the answer was yes.

Trustee Bader said that she was happy to see that foster youth was singled out for special help. She asked if that would be a place to work with community partnerships, and the answer was yes. Trustee Bader commended them on dedicating this work to Phil Maynard.

Trustee Hall said that, when he reads interventions, how is it decided to allocate the \$1.7M across all the gaps that have been identified? Dr. Yamagata-Noji said that the funds can only be spent on what's defined in the Plan. There are guidelines from the State on what can't be spent.

Dr. Baca said that this is a long-term commitment on the part of the State.

Student Trustee Mendoza said that she appreciates the Dream Program and thanked the College for promoting the Student Equity Plan.

The Student Equity Plan presentation may be found with these minutes on the College website.

### 13. CONSENT CALENDAR

The following corrections were made to the Consent Calendar:

- Page 41, Personnel Transactions – for Matthew Dawood, the Range/Step should read Step “4.”
- Page 41, Personnel Transactions – for Laura Demitria, the Salary should read “\$4,992.90/month.”
- On Page 49, Personnel Transactions – for William Wilson, the Effective date should read “1/5/15.”
- On Page 49, Personnel Transactions – for the Interim Dean, Technology and Health, the Name should read “**Jemma Blake-Judd**, the Range/Step should read M-21, Step “**3 + L20**,” the Salary should read “**\$166,898.00/annual**,” and the Effective date should read “**12/11/14**.”
- Item #23 was added to the Consent Calendar.

It was moved by Trustee Baca and seconded by Trustee Bader to approve the following items, as corrected. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

### 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 re-issuance of stale-dated warrants, as listed.
4. Approval of the single-source purchase of a Citabria Aurora 7ECA Aircraft from 5G Aviation for the Aeronautics Program.

5. Approval of the purchase of furniture for Professional & Organizational Development.
6. Approval of an amendment to the Strata Information Group contract.
7. Approval of an agreement to provide professional design and consulting services with Andreason Engineering, Inc. for the Farm Area Retaining Wall and Drainage Project.
8. This item was pulled and acted upon separately (see Paragraph No. 14).
9. Approval of a deductive change order with Tilden-Coil Constructors using the Lease/Leaseback Construction Delivery Method for Major Grading, Site Improvements, and Temporary Parking.
10. Approval of the following deductive change order for the Design Technology Center Radio Lab & Shop Remodel:
  - Bid No. 2973 NB Construction (General Contractor) – Deductive Change Order No. 1
11. Approval of the purchase of TV instructional equipment for the following Bid:
  - Bid No. 2977 B&H Photo-Video Corp., New York, New York  
Compview, Inc., Beaverton, Oregon  
Samy's Camera Inc., Los Angeles, California  
VTP Inc., Burbank, California
12. Approval of water treatment services for the following Bid:
  - Bid No. 2993 U.S. Water Services, Phelan, California
13. Approval of re-roofing services for the Athletics Division and Facilities Planning and Management Buildings for the following Bid:
  - Bid No. 2994 Best Contracting Services, Inc., Gardena, California

## **HUMAN RESOURCES**

14. Approval of Personnel Transactions.
15. Approval of the Renewal of Management Contracts.

## **INSTRUCTION**

16. Approval of additions and changes in the Continuing Education Division.
17. Approval of participation and travel of the Hospitality Management Club and a faculty advisor in the Hospitality Tradeshow in Chicago, Illinois.
18. Approval of modified courses and new and modified certificates and degrees effective with the 2015-16 academic year.
19. Approval of activities and acceptance of funds for the LA84 Foundation/ Mt. SAC Relays Youth Days Grant.

20. Ratification of an Agreement with Sodexo American, LLC Food Services to provide catering services for the 17<sup>th</sup> Annual Wassail Dinner and Concert.

**PRESIDENT'S OFFICE**

21. Ratification of a contract with P & R Business Services to provide temporary staffing services.

**STUDENT SERVICES**

22. Approval of Independent Contractors to work as note takers in the Disabled Student Programs and Services Department.

**PRESIDENT'S OFFICE**

23. Approval to fund experts and speakers for a Web Visioning Summit.

Motion unanimously carried. Student Trustee concurred.

**14. CONSENT ITEM #8 – APPROVAL OF THE FOLLOWING CONTRACT AMENDMENTS:**

- Contract South Campus Site Improvements – HMC Architects - Amendment No. 1.
- Contract Business and Computer Technology – Tilden-Coil Constructors – Amendment No. 1.
- Contract Parking Structure – Tilden-Coil Constructors – Amendment No. 1.
- Contract Facilities Emergency Operations Center Addition and Plan Room Renovation – PAL id Studio – Amendment No. 1.

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

Discussion: Regarding the Contract for the Parking Structure, Dr. Scroggins said that this work is to identify underground utility locations in Parking Lot A. If, for some reason, the parking facilities were moved to another location, then Parking Lot A would be a primary location for the next academic building to be constructed, due to its proximity to the campus and being in the academic zone of the College. This will be essential information to have regardless of what's built on Parking Lot A.

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

**15. ACTION ITEM #1 – RE-APPOINT MIKE SHAY TO THE CITIZENS OVERSIGHT COMMITTEE FOR A SECOND TWO-YEAR TERM, EFFECTIVE JANUARY 2015 THROUGH DECEMBER 2016**

It was moved by Trustee Chen Haggerty and seconded by Trustee Bader to approve this item. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**16. ACTION ITEM #2 – ACCEPT THE AUDIT REPORTS FROM VICENTI, LLOYD & STUTZMAN, CERTIFIED PUBLIC ACCOUNTANTS, FOR THE FISCAL YEAR ENDING JUNE 30, 2014, RELATING TO BOOKS AND RECORDS OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT, FINANCIAL AID, AND MT. SAN ANTONIO COLLEGE AUXILIARY SERVICES CORPORATION**

It was moved by Trustee Baca and seconded by Trustee Chyr to approve this item. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**17. ACTION ITEM #3 – APPROVAL OF A PROPOSAL TO INITIATE CSEA, CHAPTER 262 NEGOTIONS FOR FIRST-YEAR REOPENER AGREEMENT, DATED JULY 1, 2014, THROUGH JUNE 30, 2017**

It was moved by Trustee Bader and seconded by Trustee Chyr to approve this item. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**18. ACTION ITEM #4 – APPROVAL OF A PROPOSAL TO INITIATE CSEA, CHAPTER 651 NEGOTIONS FOR FIRST-YEAR REOPENER AGREEMENT, DATED JULY 1, 2014, THROUGH JUNE 30, 2017**

It was moved by Trustee Chyr and seconded by Trustee Chen Haggerty to approve this item. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**19. ACTION ITEM #5 – APPROVAL TO COLLECT A STUDENT TRANSPORTATION FEE FROM ALL REGISTERED STUDENTS**

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

Discussion: Did the students approve this, and the answer was yes, by 81% (2,800 in favor and 660 opposed).

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

**20. ACTION ITEM #6 – APPROVAL OF THE STUDENT EQUITY PLAN**

It was moved by Trustee Hidalgo and seconded by Trustee Chyr to approve this item. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**21. ACTION ITEM #7 – APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY 2330 – QUORUM AND VOTING**

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

Discussion: Does this mean that each individual name needs to be recorded? The answer was that the vote needs to be recorded in the minutes.

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

**22. ACTION ITEM #8 – APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY 3430 – PROHIBITION OF HARASSMENT**

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

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

**23. ADJOURNMENT**

The meeting adjourned at 9:35 p.m.

WTS:dl

**Mt. San Antonio College**  
**Accreditation Self-Evaluation Report Update**  
**Prepared by Dr. Irene Malmgren, Vice President, Instruction**

Following is an update on the College's process for compiling evidence for its Accreditation Self-Evaluation due in spring 2017.

**Recommendations and Background**

Every six years, community Colleges are evaluated through accreditation standards outlined by the Accrediting Commission for Community and Junior Colleges (ACCJC). ACCJC is one of three commissions under the Western Association of Schools and Colleges (WASC). In January 2011, ACCJC awarded Mt. San Antonio College (Mt. SAC) affirmation of accreditation with no further reports required until its Midterm Report in fall 2013. In the report, the Commission made three recommendations for improvement, not deficiency, for the College as outlined below:

**Recommendation 1:**

*"In order to strengthen institutional effectiveness, the team recommends that the College continue its dialogue with classified leadership to improve classified employee participation in the participatory governance process. It is recommended that the College and classified leadership work collaboratively to implement the components of the planning agendas itemized on pages 3 and 4 of the August 23, 2010, addendum to the self-study and to continue to encourage classified participation by members of the classified service. (Standard IV.A.1, IV.3)"*

**Recommendation 2:**

*"The team recommends that the College review and clarify its student learning assessment terminology to alleviate potential confusion involving "measurable outcomes" and "student learning outcomes." By comprehensively assessing what the College refers to as "measurable outcomes," students and faculty could better understand assessment outcomes. The team also recommends that outcomes should be more easily accessible to students. (IIA.1.c; IIA.2.e,f, IIA.1.6)"*

**Recommendation 3:**

*"The team recommends that the College award degrees and certificates based on student achievement of a program's stated learning outcomes. The team recommends that the College be cognizant of the approaching deadline for compliance with this standard. (Standard IIA.1.c; IIA.2.h, i)"*

The College submitted its Midterm Report in fall 2013 and also received the highest standing available by ACCJC.

**Process for Development of the Accreditation Self-Evaluation Report**

The College is in the process of compiling evidence for their Accreditation Self-Evaluation Report based on the new ACCJC Standards as well as based on its work in addressing the three ACCJC recommendations. The Self-Evaluation Report will be reviewed closely in spring 2017 by the Visiting Team (a very recent change recommended by ACCJC from our fall 2016 planned Visit) and, thus, it is critical that we clearly demonstrate our effort to meet each Standard.

The Self-Evaluation Report is being prepared under the leadership of the governance Accreditation Steering Committee. From fall 2013 to fall 2014, the Committee attended ACCJC's required training, learned about and became proficient in the new standards and processes, wrote the first Accreditation Notes newsletter, and created presentations and trainings for the campus community. Committee members are provided leadership roles in the training process as well as on the Writing Teams. There is a Work Group that liaises closely with the Accreditation Steering Committee to help in their efforts. The Co-Chairs of the Committee (Irene Malmgren and Kristina Allende) provide leadership as well as accreditation updates to President's Advisory Committee.

Thirteen Sub-Standard Writing Teams were created to address the Standards (e.g., understand the standard, find evidence to support our work in meeting the standard, and draft an outline for use in compiling the final Self-Evaluation). The Writing Team Chairs and team members were recommended by their constituency groups for this monumentally important role. The College's Self-Evaluation Writing Team training process began in fall 2014 with a major kick-off event. To date, Writing Team members compiled many pages of evidence and narrative to support the College's work. Based on this work as well as a review of the Standards by the College's Committees, a Gap Analysis is being circulated that demonstrates where the College may need to address some issues in order to meet the Accreditation Standards.

The College is engaged in accreditation work on an ongoing, cyclical basis every day and continues to demonstrate its excellence in its work. Mt. San Antonio College is a premier community college, and we want to show that to the Visiting Team when it arrives.



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b> <u>January 14, 2015</u>	<b>CONSENT</b>	
<b>SUBJECT:</b> <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 11/12/14 - 12/5/14**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 35,704
2000 Classified/Other Nonacademic Salaries	19,179
3000 Employee Benefits	11,020
4000 Supplies/Materials	5,839
7950 Unassigned Fund Balance	<u>18,720</u>
<b>Total</b>	<b>\$ 90,462</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 77,301
6000 Capital Outlay	<u>13,161</u>
<b>Total</b>	<b>\$ 90,462</b>

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:** January 14, 2015

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 20,071
4000 Supplies/Materials	57,354
5000 Other Operating Expenses/Services	<u>669,213</u>
<b>Total</b>	<b>\$ 746,638</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 196,033
2000 Classified/Other Nonacademic Salaries	397,606
6000 Capital Outlay	121,987
7000 Other Outgo	<u>31,012</u>
<b>Total</b>	<b>\$ 746,638</b>

**BAN Construction Fund - 44**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ <u>3,702</u>
<b>Total</b>	<b>\$ 3,702</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ <u>3,702</u>
<b>Total</b>	<b>\$ 3,702</b>

**Bond Construction Fund No. 2 - 45**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ <u>1,645</u>
<b>Total</b>	<b>\$ 1,645</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ <u>1,645</u>
<b>Total</b>	<b>\$ 1,645</b>

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

**DATE:** January 14, 2015

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 100
<b>Total</b>	<b>\$ 100</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 95
6000 Capital Outlay	5
<b>Total</b>	<b>\$ 100</b>

**Other Trust Funds - 79**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 610
<b>Total</b>	<b>\$ 610</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 610
<b>Total</b>	<b>\$ 610</b>

**BUDGET REVISIONS**  
For the period 11/12/14 - 12/5/14

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 Mt. SAC Foundation - Student Success Coach	\$ 5,000
887730 Arts, Print Making Fees	2,097
889000 Risk Management - Safety Credits	544
889000 2014-15 Part Time Faculty Replacement costs - Community College Association	22,412
891002 Aircraft, Manufacturing Technology	722
<b>Total</b>	<b>\$ 30,775</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 20,150
2000 Classified/Other Nonacademic Salaries	4,123

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

**DATE:** January 14, 2015

3000	Employee Benefits	\$	3,139
4000	Supplies/Materials		<u>3,363</u>
<b>Total</b>		<b>\$</b>	<b>30,775</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
814000	2014-15 TANF	\$	17,527
819000	2014-15 231 Literacy Grant		123,170
862500	2014-15 CalWorks		3,159
865900	Technical Assistance Provider (TAP) - Contract Education		237,525
<b>Total</b>		<b>\$</b>	<b>381,381</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	36,404
2000	Classified/Other Nonacademic Salaries		207,071
3000	Employee Benefits		35,706
4000	Supplies/Materials		16,930
5000	Other Operating Expenses/Services		75,145
6000	Capital Outlay		<u>10,125</u>
<b>Total</b>		<b>\$</b>	<b>381,381</b>

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
898001	Student Services Annex	\$	<u>1,150,000</u>
<b>Total</b>		<b>\$</b>	<b>1,150,000</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	<u>1,150,000</u>
<b>Total</b>		<b>\$</b>	<b>1,150,000</b>

**Bond Construction Fund No 2 - 45**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
891006	Proceeds for Legal Settlements	\$	<u>1,475,995</u>
<b>Total</b>		<b>\$</b>	<b>1,475,995</b>

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

**DATE:** January 14, 2015

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ <u>1,475,995</u>
<b>Total</b>	<b>\$ 1,475,995</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$90,462), Restricted General Fund (\$746,638), BAN Construction Fund (\$3,702), Bond Construction Fund No. 2 (\$1,645), Associated Students Trust Fund (\$100) and Other Trust Funds (\$610) 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 (\$30,775), Restricted General Fund (\$381,381), Capital Outlay Projects Fund (\$1,150,000) and Bond Construction Fund No. 2 (\$1,475,995) pursuant to the California Code of Regulations, Title 5, Section 58308.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Independent Contractors</u>	

**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
Gregory, Steve	Instruction – Music	Accompanist – Vocal Jazz Rehearsals and Events	1/15/15– 6/30/15	\$1,200
Jaquette, Tim	Instruction – Music	Recording Engineer/ Mixing Music – Singcopation	1/15/15- 6/30/15	\$3,000
Johnstone, Dave	Instruction – Music	Performer/Accompanist - Vocal Jazz Rehearsals and Events	1/15/15– 6/30/15	\$6,500
Justice, Craig	Instruction	Trainer - Enrollment Management Team	2/6/15	\$750
Solano, Al	Instruction – Title V: Developing Hispanic– Serving Institutions Grant	Provide an unbiased external evaluation of the grant including development of an evaluation plan, annual site visits, and annual reports of findings/ recommendations	5/15/14– 9/30/15 (Contract Amendment – Extension)	\$12,000 (Contract Amendment Increase of \$4,000)

Prepared by: Rosa M. Royce                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #2

**SUBJECT:** Independent Contractors

**DATE:** January 14, 2015

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Solano, Al	Instruction/Student Services – Student Equity	Provide an unbiased monitoring of fidelity of the Student Equity Plan implementation in order to inform the College of the necessary adjustments needed to ensure implementation success as well as to verify and commend strategies that get results and, therefore, do not require adjustments due to effective implementation	1/15/15-1/30/16	\$35,000
Suffredini, Ron	Instruction – Music	Performer/Accompanist - Vocal Jazz Rehearsals & Events	1/15/15–6/30/15	\$6,500
Ticheli, Frank	Instruction – Music	Guest Artist/Composer – Wind Ensemble MasterClass	3/1/15–6/30/15	\$750
Wilbourne, Helane	Human Resources – Professional Development	Trainer – Executive Coaching	1/19/15–4/30/15	\$5,000

### Funding Sources

Unrestricted General Fund – Instruction – Music, Human Resources – Professional Development.

Restricted General Fund – Instruction – Music and Student Equity, Student Services – Student Equity, Title V: Developing Hispanic–Serving Institutions Grant, LA84 Foundation Grant.

### **RECOMMENDATION**

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





**SUBJECT:** 2015-16 Nonresident Tuition Fees

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**DATE:** January 14, 2015

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Mt. San Antonio College to charge the District actual cost of \$197 per unit for nonresident tuition fee and a \$30 nonresident capital outlay fee, for a total nonresident tuition fee of \$227 per unit, effective for the 2015 Fall Semester.

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

**DATE:** January 14, 2015

**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>
07085157	10/27/10	Oscar A. Pena	\$13.13
07094082	01/20/11	Yuxuan Liu	974.00
07127704	06/27/11	NBCFAE Scholarship	3.00
07128738	07/13/11	Edward Chun	84.00
07129478	07/13/11	Nanayaa K. Simpeh	92.00
07131803	08/08/11	Arlett Diaz	77.75
07140122	09/15/11	Narine R. Avakian	108.00
07140175	09/15/11	Kathleen N. Bautista	104.00
07140213	09/15/11	Lori A. Bock	113.00
07141345	09/15/11	Jiejun Liao	2,712.00
07141388	09/15/11	Sean A. Logan	104.00
07141660	09/15/11	Casey W. Moore	144.00
07141894	09/15/11	Jose A. Perez	180.00
07142450	09/15/11	Natalie Tse	750.00
07144008	09/22/11	Genesis Estrada	144.00
07144191	09/22/11	Robert J. Montenegro	280.50
07146554	10/06/11	Daniel E. Ocegueda	437.00
H0001082	01/18/12	Jing Nie	36.00
H0004041	02/21/12	Henry Doan	221.00
07163307	03/05/12	Livier Martinez	18.87
H0012420	03/12/12	Emelia F. Cardiel	108.00
H0014051	03/12/12	Matt R. Moloney	144.00
H0014215	03/12/12	Juan Ochoa	144.00
H0017540	04/02/12	Justo A. Martinez	126.00

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

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

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**DATE:** January 14, 2015

07164373	04/04/12	Livier Martinez	14.43
07165363	05/04/12	Dept. of Rehab.-Victorville Branch	138.00
H0034259	07/17/12	Alexander Del Rosario	11.00
H0034314	07/17/12	Ernest D. Duran	11.00

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Emergency Resolution No. 14-03 – Rebuild and Reinstall High Voltage Power Transformer in Electrical Substation No. 9</u>	

**BACKGROUND**

On December 2, 2014, the College experienced a power outage in Classroom Buildings 17, 18, and 19 caused by a water-damaged transformer. The equipment, originally installed in 1951, serves the south section of the row buildings. The unit rests in a small roofed enclosure near the east end of the Business Classroom Buildings 18 and 19. The roof of the enclosure failed, and the resulting water intrusion damaged one of the two transformers inside. This, in turn, caused the circuit breaker protecting the 12,000-Volt Loop that serves the center area of campus to open.

**ANALYSIS AND FISCAL IMPACT**

The cost to repair the transformer could not wait for the process legally required for this type of public works project. Public Contract Code (PCC) Section 20654 provides that public agencies may, with the unanimous approval of the governing board, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life or property. The repair of this transformer qualifies as an emergency, as specified in PCC 20654.

Immediately following the power outage, staff contacted a well-known high voltage contractor, Hampton Tedder Electric Co., Inc., to troubleshoot the cause of the failure. After determining the cause, a large generator was brought in to bypass the damaged transformer. Hampton Tedder then removed the damaged unit and shipped it to an outside firm for repair. Repair is preferable to replacement because of the timing and the expected life of the unit. The repaired unit (guaranteed to be same as new) was expected to be re-installed during the week of December 22, 2014. Since time was of the essence to restore power as quickly and safely as possible, no competitive quotes were solicited for the work. Contract, insurance, and bonding requirements of PCC 20654 have been addressed appropriately, and costs are estimated to be approximately \$75,000.

Prepared by: Teresa Patterson                      Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins                      Agenda Item: Consent #5

**SUBJECT:** Emergency Resolution No. 14-03 – Rebuild and Reinstall High Voltage  
Power Transformer in Electrical Substation No. 9

**DATE:** January 14, 2015

Funding Source

Capital Outlay Reserve funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Emergency Resolution No. 14-03 - Rebuild and Reinstall High Voltage Power Transformer in Electrical Substation No. 9, as presented.

**SUBJECT:** Emergency Resolution No. 14-03 – Rebuild and Reinstall High Voltage Power Transformer in Electrical Substation No. 9

**DATE:** January 14, 2015

**EMERGENCY RESOLUTION NO. 14-03  
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

**REBUILD AND REINSTALL HIGH VOLTAGE POWER TRANSFORMER IN  
ELECTRICAL SUBSTATION NO. 9**

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

**WHEREAS**, the College experienced a power outage to three (3) classroom buildings as the result of a water-damaged transformer; and

**WHEREAS**, an investigation was immediately performed by Hampton Tedder Electric, Co., Inc., and a generator was brought in to temporarily bypass the damaged transformer to feed the affected buildings; and

**WHEREAS**, permanent repairs to the damaged transformer are necessary to minimize the disruption to the continuance of existing classes; and

**WHEREAS**, Public Contract Code Section 20654 provides that public agencies may, with the unanimous approval of the governing board, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life or property; and

**THEREFORE, BE IT HEREBY RESOLVED** that the Governing Board of the Mt. San Antonio Community College District has determined that these circumstances constitute an emergency condition and approve entering into a contract for:

Remove, re-build, and re-install the damaged High Voltage Power Transformer including a temporary generator, for the estimated not to exceed amount of \$75,000, without advertising or inviting bids pursuant to Public Contract Code Section 20654

**PASSED AND ADOPTED** by unanimous vote of the members of the Governing Board of the Mt. San Antonio Community College District on the 14 day of January 2015 by a vote of:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

**SUBJECT:** Emergency Resolution No. 14-03 – Rebuild and Reinstall High Voltage  
Power Transformer in Electrical Substation No. 9

**DATE:** January 14, 2015

I, William T. Scroggins, Clerk/Secretary of the Governing Board of the Mt. San Antonio Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regularly called and conducted meeting held on said date.

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William T. Scroggins  
College President/CEO and  
Secretary, Governing Board  
Mt. San Antonio Community College District

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Procurement Card and Travel Card Programs Through the State of California Department of General Services</u>	

**BACKGROUND**

In today’s environment of streamlining procurement processes, government, state, and local agencies are looking for ways to cut administrative time, effort, and costs. Procurement cards (P-Cards) are credit cards that enable agencies to significantly trim the traditional paper- and labor-intensive procurement process for small-dollar purchases. P-Cards may be set up to allow specific types of purchases such as supplies and travel-related expenses.

In May 2012, the Board of Trustees approved the use of a Corporate Procurement Card through a piggyback contract between the State of California Department of General Services (DGS) and U.S. Bank (Cal Card). The card has been utilized solely by the Purchasing Department to place orders with vendors that do not accept purchase orders and for making purchases online. The Board’s approval is now being sought to expand the program to select employees in order to shift from paper-generated purchase orders to electronic procurements and payments for small-dollar supply purchases and travel-related expenses.

Additionally, the College is implementing a travel card program through a piggyback contract with the DGS Statewide Travel Program, which provides access to the State of California’s competitively bid contracts for airfare/car rental rates and a travel management service provider. The Statewide Travel Program established a method to effectively reduce travel costs by designating one travel agency for the State of California, the CALtravelstore. The CALtravelstore provides a one-stop, self-serve website that enables users to easily search and reserve airline, rental car, hotel, rail, and parking reservations for business travel, with booking fees as low as \$5 and \$14 per transaction. Transactions made through the CALtravelstore are fully refundable and there are no change penalties.

These programs are currently used by many California counties, cities, colleges, and universities including the Community College Chancellor’s Office.

**ANALYSIS AND FISCAL IMPACT**

The P-Card and Travel Card programs allow a more efficient, cost-effective method of purchasing and paying for small-dollar transactions and travel-related expenses. Furthermore, the College will receive quarterly rebates for P-Card use in the amount of 1.3% of the total volume of purchases and a prompt payment discount of .45%.

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 #6</u>



**SUBJECT:** Procurement Card and Travel Card Programs Through the State of  
California Department of General Services

**DATE:** January 14, 2015

Some of the program benefits include:

- a streamlined process for low-dollar purchases;
- expedited time-sensitive and emergency purchases;
- elimination of low-volume, low-dollar standing purchase orders;
- purchases from the growing number of vendors who do not accept purchase orders;
- purchases via the Internet;
- facilitation of conference attendance and related travel;
- expedited vendor payments;
- prompt payment discounts; and
- reducing the number of personal reimbursement requests

Procedures have been created and will be implemented to provide for proper safeguards against the misuse of an assigned P-Card. There will be two types of programs available: a P-Card for purchasing goods, and/or a Travel Card program for travel-related expenses. These programs will be authorized with the approval of the Vice President of Administrative Services and the employee's Vice President, or the President. Each card will be set up with purchase transaction limits based on the type of approved program. Cardholders will also be required to attend training and sign a contract that sets forth the responsibilities associated with this privilege as well as the consequences of its misuse.

Cardholders will be responsible for the accurate and timely reconciliation of their monthly statements including their Manager's approval. The Purchasing Manager, or designee, will serve as the Program Administrator, with authority to make immediate adjustments to dollar and transaction limits as well as allowable Merchant Category Codes to ensure appropriate and timely purchasing transactions. Fiscal Services will verify budgets, make payments, and perform necessary audits to assure fiscal responsibility.

#### Funding Source

Not applicable. All rebates will be deposited in the Unrestricted General Fund.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the implementation of a Procurement Card and a Travel Card program, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Revisions to the Furniture Purchases for the Classroom Building</u> <u>Renovation - Formerly Agricultural Sciences, Building 12; Emergency</u> <u>Operations Center/Facilities Plan Room, Building 46; and Facilities</u> <u>Building Renovation, Building 47 Projects</u>	

**BACKGROUND**

The projects to renovate the former Agricultural Sciences Building 12 (including space for counseling and instructional classrooms, Arts Division offices, CSEA offices, Foundation offices, and conference rooms); the new construction of the Emergency Operations Center/Facilities Plan Room Building 46; and the renovation of the Facilities Building 47 encompasses the following requirements:

- Staff/Administrative Offices
- Storage/Files
- Conference and Training Rooms

The specifications for office furniture are based on campus faculty office standards established from the Administration Building and Design Technology Building Request for Proposals.

**ANALYSIS AND FISCAL IMPACT**

Subsequent to the approval of furniture purchases by the Board of Trustees, staff discovered the need for additional furniture and components due to unforeseen program requirements and programmatic revisions to the original design criteria.

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

**SUBJECT:** Revisions to the Furniture Purchases for the Classroom Building  
Renovation - Formerly Agricultural Sciences, Building 12; Emergency  
Operations Center/Facilities Plan Room, Building 46; and Facilities  
Building Renovation, Building 47 Projects

**DATE:** January 14, 2015

The costs associated with these changes are as follows:

<b>Classroom Building Renovation Formerly Agricultural Sciences - Building 12 (Space for Counseling and Instructional Classrooms, Arts Division offices, CSEA offices, Foundation offices, and Conference Rooms)</b>			
<b>Bidder</b>	<b>Original Amount</b>	<b>Change Increase</b>	<b>New Total</b>
<b>Allsteel</b> – Modular Office and Classroom Systems (CMAS)	\$131,523.63	\$14,609.23	\$146,132.86
<b>CBI</b> – Purchase and installation of miscellaneous modular furniture parts and free-standing products (e.g., magazine rack, conference tables)	\$41,664.28	\$11,524.91	\$53,189.19
<b>Allsteel</b> – Chairs for Classroom Training Room (CMAS)	N/A	\$701.59	\$701.59
<b>Interior Office Solutions</b> – Task Chairs (Administration Building RFP)	\$20,175.73	\$4,268.27	\$24,444.00

<b>Emergency Operations Center/Facilities Plan Room – Building 46</b>			
<b>Bidder</b>	<b>Original Amount</b>	<b>Change Increase</b>	<b>New Total</b>
<b>CBI</b> – Delivery and installation of additional items (e.g., miscellaneous modular office components, flex arms for monitors, and keyboards)	N/A	\$10,511.48	\$10,511.48
<b>Allsteel</b> – Modular Systems and Free-Standing Furniture (CMAS)	\$87,816.22	\$9,076.10	\$96,892.32
<b>Allsteel</b> – Training Room Chairs (CMAS)	\$8,498.08	\$8,988.90	\$17,486.98
<b>CBI</b> – Delivery and Installation of Training Room Chairs	\$584.66	\$3,587.05	\$4,171.71
<b>CBI</b> – Addition of doors to Marathon High-Density Storage system Note: Deposit of \$1,522 due upon issuance of Purchase Order	N/A	\$3,043.04	\$3,043.04

**SUBJECT:** Revisions to the Furniture Purchases for the Classroom Building  
Renovation - Formerly Agricultural Sciences, Building 12; Emergency  
Operations Center/Facilities Plan Room, Building 46; and Facilities  
Building Renovation, Building 47 Projects

**DATE:** January 14, 2015

<b>Facilities Building Renovation – Building 47</b>			
<b>Bidder</b>	<b>Original Amount</b>	<b>Change Increase</b>	<b>New Total</b>
<b>Allsteel</b> – Office Furniture (CMAS)	\$49,399.62	\$238.06	\$49,637.68
<b>The Gunlocke Co.</b> – Additional Wall-Mounted Overhead Credenza (CMAS)	\$4,466.95	\$1,113.81	\$5,580.76
<b>CBI</b> – Additional parts and labor for the Wall-Mounted Gunlocke and Wall-Mounted Credenza	N/A	\$1,604.39	\$1,604.39

Funding Source

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the revisions to the furniture purchases, as presented.

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

**DATE:** January 14, 2015

**CONSENT**

**SUBJECT:** Apply for Two California Energy Commission Loans to Supplement  
Construction Costs of Energy Projects

**BACKGROUND**

As a leader amongst the California community colleges in the areas of sustainability and energy efficiency, Mt. San Antonio College continues to develop aggressive strategies to reduce energy use on campus. The next phase of the College's energy efficiency and sustainability efforts includes two major projects: The Solar Power Generating Facility will provide over 2 megawatts of clean power for all campus uses; and the Central Plant Expansion and Thermal Energy Storage projects will allow the College to procure energy at the lowest available cost and will provide the additional cooling capacity necessary for the continued expansion of the physical plant planned under Measure RR.

The California Energy Commission (CEC) provides 0%-interest loans to schools, hospitals, local governments, special districts, and public care institutions to finance energy efficiency improvements. Both the Solar Power Generating Facility and the Thermal Energy Storage/Central Plant Expansion projects qualify for these funds. Both projects are expected to start within the next year. The loan funds, made available by the recent State Proposition 39, are limited; therefore, applications must be submitted as soon as possible to ensure availability of the loan funds.

**ANALYSIS AND FISCAL IMPACT**

Both major energy efficiency projects will be funded by various sources including the Proposition 39 energy funds granted to the College, Measure RR bond funds, energy incentives, and loan funds. The CEC loans will provide up to \$3 million per project. No interest expenses or other direct costs are required for these loans. The principle may be paid over a 20-year period using savings generated by the energy efficiency projects, or other funds as determined by the College. Conservative estimates indicate that each of the energy efficiency projects will result in savings of at least \$7 million over the 20-year loan period. Additional savings will be available by shifting energy loads from the expensive peak daytime periods to the inexpensive nighttime period. The effective service life of the solar facility and the thermal energy storage system is at least 25 years and 50 years, respectively.

**Funding Source**

Not applicable.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

**SUBJECT:** Apply for Two California Energy Commission Loans to Supplement  
Construction Costs of Energy Projects

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**DATE:** January 14, 2015

**RECOMMENDATION**

It is recommended that the Board of Trustees gives authority to the College to apply for two energy efficiency loans of up to \$3 million each from the CEC to implement the construction of a thermal energy storage system and a solar power-generating facility.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Professional Design and Consulting Services</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract is presented for approval:

<b>#1</b>	<b>Consultant:</b>	P2S Engineering, Inc.
	<b>Project:</b>	Thermal Energy Storage and Central Plant Expansion
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Provide professional mechanical, electrical, and plumbing engineering design services for the thermal energy storage system and the Central Plant expansion.	\$78,500.00
	Contract Amount:	\$78,500.00

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b> <u>January 14, 2015</u>	<b>CONSENT</b>	
<b>SUBJECT:</b> <u>Professional Design and Consulting Services (Contract Amendments)</u>		

**BACKGROUND**

In order to commence design on construction and renovation projects, and to provide for the ongoing maintenance for college facilities, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Marlene Imirzian & Associates Architects	<b>No.</b>	3
	<b>Project:</b>	Food Services Building		
<b>Item</b>	<b>Description:</b>		<b>Amount</b>	
	Professional architectural and engineering services to revise the location of the underground fire water line, as needed, to address unforeseen conditions.		\$2,880.00	
	Total		\$2,880.00	
	Original Contract Amount		\$624,000.00	
	Net Change by Previous Amendments		\$44,000.00	
	Net Sum Prior to This Amendment		\$668,000.00	
	Amount of Amendment No. 3		\$2,880.00	
	New Contract Sum		\$670,880.00	
	Total Project Budget		\$9,779,253.00	
	Percentage of Change to the Total Project Budget		0.03%	

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #10



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

**DATE:** January 14, 2015

<b>#2</b>	<b>Consultant:</b>	Psomas	<b>No.</b>	1
	<b>Project:</b>	Utility Infrastructure South of Temple Avenue		
<b>Item</b>	<b>Description:</b>		<b>Amount</b>	
	Professional engineering services to obtain L. A. County and City of Walnut approvals to connect the new sanitary sewer infrastructure to the existing L. A. County sanitary sewer system.		\$4,500.00	
	Total		\$4,500.00	
	Original Contract Amount		\$29,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$29,000.00	
	Amount of Amendment No. 1		\$4,500.00	
	New Contract Sum		\$33,500.00	
	Total Project Budget		\$90,000.00	
	Percentage of Change to the Total Project Budget		1.5%	

<b>#3</b>	<b>Consultant:</b>	Psomas	<b>No.</b>	1
	<b>Project:</b>	Student Success Center		
<b>Item</b>	<b>Description:</b>		<b>Amount</b>	
	Provide additional professional engineering services as required by the State Water Resources Board.		\$18,500.00	
	Total		\$18,500.00	
	Original Contract Amount		\$26,500.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$26,500.00	
	Amount of Amendment No. 1		\$18,500.00	
	New Contract Sum		\$45,000.00	
	Total Project Budget		\$13,622,077.00	
	Percentage of Change to the Total Project Budget		0.14%	

<b>#4</b>	<b>Consultant:</b>	Steven Fader Architects	<b>No.</b>	2
	<b>Project:</b>	Temporary Space Classrooms		
<b>Item</b>	<b>Description:</b>		<b>Amount</b>	
	Additional reimbursable expenses		\$121.82	
	Total		\$121.82	
	Original Contract Amount		\$77,850.00	
	Net Change by Previous Amendments		\$9,450.00	
	Net Sum Prior to This Amendment		\$87,300.00	
	Amount of Amendment No. 2		\$121.82	
	New Contract Sum		\$87,421.82	
	Total Project Budget		\$1,083,565.00	
	Percentage of Change to the Total Project Budget		0.01%	

**SUBJECT:** Professional Design and Consulting Services (Contract Amendments)**DATE:** January 14, 2015

<b>#5</b>	<b>Consultant:</b>	Steven Fader Architects	<b>No.</b>	1
	<b>Project:</b>	Modular Buildings Site Installation		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Professional architectural and engineering services required to revise the plans and specifications for the Construction Document Storage modular and the Instruction Classroom modulares to address additional DSA requirements.	\$11,350.00		
	Reimbursable expenses:	\$1,000.00		
	Total	\$12,350.00		
	Original Contract Amount	\$77,450.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$77,450.00		
	Amount of Amendment No. 1	\$12,350.00		
	New Contract Sum	\$89,800.00		
	Total Project Budget	\$2,479,018.00		
	Percentage of Change to the Total Project Budget	0.50%		

<b>#6</b>	<b>Consultant:</b>	Steven Fader Architects	<b>No.</b>	1
	<b>Project:</b>	Athletics Modular Structure		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Professional architectural and engineering services required to add a fire sprinkler system to the new Athletics Modular as required by DSA.	\$5,850.00		
	Total	\$5,850.00		
	Original Contract Amount	\$69,500.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$69,500.00		
	Amount of Amendment No. 1	\$5,850.00		
	New Contract Sum	\$75,350.00		
	Total Project Budget	\$2,214,500.00		
	Percentage of Change to the Total Project Budget	0.30%		

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Instruction and Plan Room Modular Buildings (Change Order)</u>	

**BACKGROUND**

Instruction and Plan Room modular buildings (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>		<b>Contractor:</b> American Modular Systems (Modular Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>
1	Modify modular buildings to accommodate newly identified occupants. <i>Owner-requested change - design modification.</i>		\$4,936.00	0 days
2	In-plant inspection fees for off-site construction. <i>DSA requirements - code requirements.</i>		\$6,400.00	0 days
	Total		\$11,336.00	0 days
	Original Contract Amount		\$675,787.00	
	Net Change by Previous Change Orders		\$0.00	
	Net Sum Prior to This Change Order		\$675,787.00	
	Amount of Change Order No. 1		\$11,336.00	
	New Contract Sum		\$687,123.00	
Percentage of Change to Contract, to Date			1.68%	

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Performing Arts Center Chiller Replacement (Change Order)</u>	

**BACKGROUND**

Performing Arts Center Chiller Replacement (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2951	<b>Contractor:</b> Liberty Climate Control, Inc. (HVAC Contractor)	<b>CO No.</b>	3
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>
	Install rain gutters to prevent water damage. <i>Owner-requested change - added scope.</i>		\$2,625.30	0 days
	Total		\$2,625.30	0 days
	Original Contract Amount		\$2,107,000.00	
	Net Change by Previous Change Orders		\$312,323.40	
	Net Sum Prior to This Change Order		\$2,419,323.40	
	Amount of Change Order No. 3		\$2,625.30	
	New Contract Sum		\$2,421,948.70	
	Percentage of Change to Contract, to Date		14.95%	

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #12

**SUBJECT:** Performing Arts Center Chiller Replacement (Change Order)

**DATE:** January 14, 2015

<b>Performing Arts Center Chiller Replacement</b>	<b>Date</b>	<b>Amount</b>	<b>Total Amount Contract Sum</b>	<b>% Total</b>	<b>Bid No. 2951 Liberty Climate Control (HVAC Contractor)</b>
Contract Amount		\$2,107,000.00			
C. O. No. 1	11/2013	\$145,486.16	\$2,252,486.16	6.90%	Remove and replace existing boilers with AQMD-compliant boilers. The work to install AQMD-compliant boilers was publically bid in June 2013 and then again in August 2013 and, in both cases, all bids were rejected because the costs were significantly over budget. The lowest bid received was \$238,000.
C. O. No. 2	4/2014	\$166,837.24	\$2,419,323.40	14.82%	Install data infrastructure and data drops in the Performing Arts Center in conjunction with control wiring to provide student connectivity in each classroom.

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT</b>	<u>Personnel Transactions</u>	

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Marion, Jeremy  
 Position: Laboratory Technician II, Biological Sciences      New: No  
 Department: Natural Sciences  
 Range/Step: A-86, Step 1      Salary: \$1,953.03/month  
 Job FTE: 0.475/12 months  
 Effective: TBD

Name: Meza, Rogie  
 Position: Custodian      New: No  
 Department: Custodial Services  
 Range/Step: B-34, Step 1      Salary: \$3,019.72/month  
 Job FTE: 1.00/12 months  
 Effective: 1/15/15

**Promotion**

Name: Kam, Nancy  
 Position: Administrative Secretary  
 Department: Library  
 Range/Step: A-88, Step 6      Salary: \$5,353.09/month  
 Job FTE: 1.00/12 months  
 Effective: 1/15/15  
 Remarks: Prior Position Secretary

**Resignation**

Kelly Wilson, Athletic Trainer, Kinesiology, Athletics, & Dance, effective 1/5/15

Prepared by: Human Resources Staff      Reviewed by: James P. Czaja  
 Recommended by: Bill Scroggins      Agenda Item: Consent #14

**SUBJECT:** Personnel Transactions**DATE:** January 14, 2015**ACADEMIC EMPLOYMENT****Banking Leaves of Absence with Pay**

<u>Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Truttmann, Janet	Chemistry	6	Fall 2015

**Employees – Not Independent Contractors****Additional Assignments**

Provider	Area/ Dept	Service/Assignment	Date(s)	Amount
Altmire, Matthew	Music	Percussion Coach/Coaching students for upcoming Wind Ensemble Concerts	1/14/15–2/11/15	\$50.07/hour Not to exceed \$475.00
Stuntz, Lori	Music	Low Brass Coach/Coaching students for upcoming Wind Ensemble Concerts	1/14/15–2/11/15	\$46.73/hour Not to exceed \$500.00

**MANAGEMENT EMPLOYMENT****Retirement**

Donna Burns, Dean, Continuing Education (Continuing Education), effective 07/01/15

**TEMPORARY EMPLOYMENT****Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Casas, Reyna	Asst. Curriculum Specialist	Vacancy	Instruction Office	20.23	12/08/14-06/30/15
Gervacio, Marissa	Human Resources Technician	Absence	Human Resources	24.62	12/15/14-01/30/15
Marin, Irma	Secretary	Vacancy	Student Services	22.57	11/17/14-06/30/15
Widdows, Wesley	Custodian	Absence	Custodial Services	17.42	12/10/14-06/30/15

**SUBJECT:** Personnel Transactions**DATE:** January 14, 2015**Hourly Non-Academic Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Edwards, Gregory	Model	Fine Arts	21.00	01/15/14-06/30/15
Gandy, Deanna	Model	Fine Arts	21.00	01/15/14-06/30/15
Gonzalez, Stephanie	Educational Advising Aide	Upward Bound	17.03	01/02/15-02/28/15
Gregoire IV, Ernest	Outreach Specialist	Student Health	12.50	01/15/15-06/30/15
Hanlon, Lisa	Cashier III	Bursar's Office	11.00	01/15/15-06/30/15
Hayward, Jason	Student Intern	Counseling	15.00	01/01/15-06/30/15
Iosefa, Burton	Administrative Aide	Student Health	12.76	01/15/15-02/20/15
Li, Jeffrey	Administrative Aide	High School Outreach	12.76	12/11/14-02/28/15
Tarin, Freddie	Grounds Equip. Op. Aide	Grounds	11.42	01/15/15-06/30/15
Vazquez, Lourdes	Administrative Aide	EOPS/CARE	12.76	01/05/15-06/30/15
Ybanez, Richard	Model	Fine Arts	21.00	01/15/14-06/30/15

**Professional Expert Employees – Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acosta, Anna	Project Expert/Specialist	Technology and Health Div.	25.00	10/27/14-06/30/15
Aldecoa, Joseph	Lecturer-Fire Technology	Fire Technology	37.26	12/17/14-06/30/15
Anguiano, Justin	Aquatics Assistant I	Kinesiology, Ath. & Dance	10.00	10/01/14-06/30/15
Arriola, Rowel	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	11/20/14-06/30/15
Balatayo, Gene	Interpreter II	DSP&S	30.00	10/10/14-06/30/15
Benitez, Alejandro	Project Expert/Specialist	Fire Technology	25.00	11/04/14-06/30/15
Betkey, Carly	Teaching Aide	Adult Basic Education	13.27	01/05/15-06/30/15
Bird, Jenna	Technical Expert I	Kinesiology, Ath. & Dance	35.00	11/01/14-06/30/15
Bolton, John	Technical Expert I	Kinesiology, Ath. & Dance	35.00	10/01/14-06/30/15
Campbell, Faye	Technical Expert II	Child Development	45.00	01/05/15-06/30/15
Chang, Katherine	Event Supervisor II	Kinesiology, Ath. & Dance	13.75	10/01/14-06/30/15
Harris, Kenten	Technical Expert I	Kinesiology, Ath. & Dance	35.00	11/01/14-06/30/15
Lazar, Jereme	Lecturer-Fire Technology	Fire Technology	37.26	12/17/14-06/30/15
Llanos, Jennifer	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	11/29/14-06/30/15
Loakes, Alexandra	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	11/01/14-06/30/15
Manderville, Jeffrey	Proctor, EMT	Medical Services	21.00	01/05/15-06/30/15
Nunez, Gabriela	Child Dev. Teacher I	Child Development Center	9.75	12/01/14-06/30/15
O'Neill, Audrey	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	10/11/14-06/30/15
Ov, Stacy	Project Expert/Specialist	Respiratory Therapy	25.00	12/01/14-06/30/15
Perez, John	Lecturer-Fire Technology	Kinesiology, Ath. & Dance	37.26	11/14/14-06/30/15
Purper, Kristen	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	11/01/14-06/30/15
Postovoit, Austin	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	10/01/14-06/30/15
Zambrano, Diana	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	12/01/14-06/30/15

**Student Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Agoncillo, Justin	Student Assistant I	Counseling	9.00	01/02/15-02/20/15
Aguirre, Eric	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Altree, Jacob	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-12/15/14



**SUBJECT:** Personnel Transactions**DATE:** January 14, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alvarez, Ricardo	Student Assistant I	Humanities and Social Sci.	9.00	11/10/14-02/20/15
Arreola, Milton	Student Assistant III	Learning Assistance Ctr.	10.50	08/25/14-12/19/14
Avila, Katie	Student Assistant II	Assessment & Matriculation	9.75	12/15/14-02/20/15
Barcenas, Jesus	Student Assistant II	Bridge Program	9.75	12/15/14-02/20/15
Berriozabal, Andrea	Student Assistant II	Counseling	9.75	01/02/15-02/20/15
Bywater, Brandon	Student Assistant I	Kinesiology, Ath. & Dance	9.00	11/01/14-02/22/15
Costa, Sirena	Student Assistant V	Teacher Prep Institute	12.50	12/03/14-02/20/15
Covarrubias, Christian	Student Assistant I	Technical Services	9.00	01/05/15-02/22/15
Covarrubias, Guillermo	Student Assistant I	Technical Services	9.00	02/23/15-02/22/15
Dashiell, Donnell	Student Assistant IV	EOPS/CARE	11.25	01/05/15-02/20/15
Escobedo, Bianca	Student Assistant II	Technical Services	9.75	08/25/14-02/22/15
Escobedo, Bianca	Student Assistant II	Theater	9.75	08/25/14-02/22/15
Estrada, Nancy	Student Assistant II	Bridge Program	9.75	12/15/14-02/20/15
Figueroa, Maria	Student Assistant III	Counseling	10.50	01/01/15-02/22/15
Finau, Sateki	Student Assistant II	ARISE Program	9.75	01/05/15-02/22/15
Flerchinger, Kaylyn	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Flores, Jose	Student Assistant I	Child Development Center	9.00	10/01/14-02/20/15
Gaeta, Fatima	Student Assistant II	Child Development Center	9.75	10/01/14-02/20/15
Gonzalez, Anthony	Student Assistant II	Assessment & Matriculation	9.75	12/15/14-02/20/15
Gonzalez, Catalina	Student Assistant II	Assessment & Matriculation	9.75	12/15/14-02/20/15
Gonzalez, Minerva	Student Assistant II	Counseling	9.75	01/01/15-02/22/15
Gray, Liane	Student Assistant II	Continuing Education	9.75	12/15/14-02/15/15
Haupt, Jaune	Student Assistant II	Counseling	9.75	01/01/15-02/22/15
Hayes, Travis	Student Assistant I	Information Technology	9.00	12/15/14-02/20/15
Hernandez, Lidia	Student Assistant II	Bridge Program	9.75	12/15/14-02/20/15
Holmes, Anita	Student Assistant II	Assessment & Matriculation	9.75	12/15/14-02/20/15
Hornsby, Edward	Student Assistant II	Admissions & Records	9.75	01/05/15-02/20/15
Huynh, Quynh Thu	Student Assistant III	Adult Basic Education	10.50	01/05/15-02/13/15
Jose, Beatrix	Student Assistant I	Bursar's	9.00	01/02/15-02/20/15
Lam, Vivan	Student Assistant I	Child Development Center	9.00	10/14/14-02/20/15
Lares, Deane	Student Assistant II	Bridge Program	9.75	12/15/14-02/20/15
Liu, Jennie	Student Assistant II	Assessment & Matriculation	9.75	12/15/14-02/20/15
Lopez, Laura	Student Assistant V	Teacher Prep. Institute	12.50	12/03/14-02/20/15
Martinez, Crystal	Student Assistant II	Counseling	9.75	01/02/15-02/20/15
Maya, Maria de Montserrat	Student Assistant I	Humanities and Social Sci.	9.00	12/01/14-02/20/15
Medeiros, Bryan	Student Assistant I	Kinesiology, Ath. & Dance	9.00	11/01/14-02/22/15
Migallos, Moses Avnerian	Student Assistant V	Medical Services	12.50	01/05/15-02/22/15
Moron, Yendiz	Student Assistant V	Instruction	12.50	12/01/14-02/13/15
Navarrete, Adolfo	Student Assistant I	Technical Services	9.00	01/05/15-02/22/15
Ola, Jeremiah	Student Assistant II	Counseling	9.75	01/02/15-02/22/15
Otico, Divine	Student Assistant III	Student Services	10.50	11/24/14-02/20/15
Paek, Jasmine	Student Assistant III	Humanities and Social Sci.	10.50	11/10/14-02/20/15
Pantoja, Leticia	Student Assistant I	Bursar's	9.00	01/02/15-02/20/15
Parra, Rosa	Student Assistant II	Assessment & Matriculation	9.75	12/15/14-02/20/15
Pasillas, Marissa	Student Assistant V	Medical Services	12.50	11/24/14-12/22/14

**SUBJECT:** Personnel Transactions**DATE:** January 14, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Perez, Angelica	Student Assistant I	Child Development Center	9.00	12/03/14-02/20/15
Perez, Jonathon	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Postovoit, Bradley	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Ramirez, Jorge	Student Assistant III	Counseling	10.50	01/02/15-02/20/15
Rangel, Harley	Student Assistant II	Bridge Program	9.75	12/15/14-02/20/15
Rice, David	Student Assistant III	Drafting	10.50	12/01/14-02/20/15
Ritchie, Robyn	Student Assistant I	Biology	9.00	12/01/14-02/21/15
Rodriguez, Juan	Student Assistant II	Counseling	9.75	01/02/15-02/20/15
Salazar, Osvaldo	Student Assistant II	Bridge Program	9.75	12/15/14-02/20/15
Sandoval, Daniel	Student Assistant II	Radio-Television	9.75	11/17/14-02/22/15
Singh, Sukhdar	Student Assistant III	Drafting Ind. Design & Eng.	10.50	12/01/14-02/20/15
Smith, Elyse	Student Assistant III	Music	10.50	08/25/14-12/12/14
Solis Becerra, Esther	Student Assistant III	Instruction	10.50	01/05/15-02/15/15
Streeter, Bianca	Student Assistant I	Counseling	9.00	01/02/15-02/20/15
Taira, Ritchie	Student Assistant I	Technical Services	9.00	01/05/15-02/22/15
Terriquez, Alice	Student Assistant III	Adult Basic Education	10.50	01/05/15-02/13/15
Terry, Airica	Student Assistant I	Counseling	9.00	01/02/15-02/20/15
Trejo, Marilyn	Student Assistant II	Counseling	9.75	01/01/15-02/22/15
Velasco, Diana	Student Assistant III	Instruction	10.50	01/05/15-02/15/15
Villegas, Amanda	Student Assistant I	Air Conditioning	9.00	01/06/15-02/22/15
Villegas, Amanda	Student Assistant I	Air Conditioning	9.00	02/23/15-06/21/15
Walker, William	Student Assistant II	Bridge Program	9.75	12/15/14-02/20/15
Wigfall, Keishma	Student Assistant II	Counseling	9.75	01/02/15-02/20/15

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

**DATE:** January 14, 2015

**CONSENT**

**SUBJECT:** Appeal of Administrative Determination

**BACKGROUND**

A former student employee, Student Record Number: A02760414, filed an appeal of the Administrative Determination and Summary of Investigative Report – Complaint of Unlawful Discrimination issued to him on October 16, 2014. The appeal was received November 4, 2014, which is four days past the 15-day timeline proscribed by Board Policy 3435, Discrimination and Harassment Investigations. One of five allegations was sustained, resulting in a determination that discrimination had occurred in violation of District policies.

The student employee is not contesting the outcome of the investigation; he is asking the District to sustain one more allegation, allegation number 3, which relates to him as being regarded as a person with a disability. On one occasion, the student employee was allegedly referred to as "autistic" by his supervisor. The only witness was not responsive. The supervisor denied making the comment. The investigator concluded that, even if this happened, it would have been an isolated incident that occurred in front of one other person, which, on its own, does not rise to the level of violating District policies, which are consistent with applicable laws and regulations. The student is not appealing the actual outcome or decision.

**ANALYSIS AND FISCAL IMPACT**

Board Policy 3435, Discrimination and Harassment Investigations, states that, "If the complainant is not satisfied with the results of the administrative determination, he or she may, within 15 days, submit a written appeal to the Board of Trustees. The Board of Trustees shall review the original complaint, the investigative report, the administrative decision, and the appeal." The complainant shall also be notified of his or her right to appeal this decision. The policy does not refer to appealing individual findings or allegations. The student employee's representative has been informed that the policy does not allow for the appeal of findings. In response, the student employee's representative requested that this matter be brought before the Board.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees denies the Appeal of the Administrative Determination.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #15

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

**DATE:** January 14, 2015

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Community Services: Additional Offerings

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Payment</b>	<b>Fee</b>
Filipino Martial Arts (Kids-Teens)	Del Castillo, Steve	40% of Registration Fees	\$77 Materials Fee: \$25

2. Community Services - Program Changes

<b>Course Title/Program</b>	<b>From</b>	<b>To</b>
Mammography Initial Training Course	Instructor TBA	Hockett, Diane

3. Workforce Training Center: Additional Offerings

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Payment</b>	<b>Fee</b>
Time Management	Levy, Martin Leadership Build, LLC	40% of Registration Fees	\$40-\$120  (Fee is predicated upon hours of instruction.)
Human Resource Issues for Business Owners			
Leave of Absence Laws in California			
How to Build a Hiring Process			
AB 1825 – Mandated Harassment Training for Supervisors			

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #16

**SUBJECT:** Continuing Education Additions and Changes

**DATE:** January 14, 2015

#### 4. Curriculum - New Courses

The new noncredit courses have been approved through the curriculum approval process since the last Board meeting and will be effective beginning summer 2015.

<b>COURSE ID</b>	<b>Course Title</b>
BSHS INMA1	High School Integrated Math 1
ESL DEAF1	ESL for the Deaf and Hard of Hearing – Level 1
ESL DEAF2	ESL for the Deaf and Hard of Hearing – Level 2
VOC AGL21	Horsemanship for Veterans

#### 5. New Contracts

<b>Agency (Description of Services)</b>	<b>Expenses</b>	<b>Fee</b>
<u>Contract #1415-005</u> Los Angeles County Office of Education 11411 Valley Boulevard El Monte, California 91731  Welding, Microsoft Office, Bookkeeping and Tax Preparation Training  January 15, 2015 – June 30, 2015	Instructors – TBA  Supplies - \$17,600  Miscellaneous - \$2,000	\$120,530

#### 6. Contract Changes

<b>Agency (Description of Services)</b>	<b>From</b>	<b>To</b>
<u>Contract #ET14-0324</u> ETP101, Incorporated Board Approved 5-14-2014	Additional Instructor	Bhowmick, Nivedita \$60/hour Not to exceed 50 hours

#### Funding Sources

Community Services - Student Registration Fees.

New Contracts - Contracting Agency.

#### **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:** January 14, 2015

**CONSENT**

**SUBJECT:** New and Modified Courses and New and Modified Degrees Effective  
With the 2015-16 Academic Year

**BACKGROUND**

The following courses, certificates, and degrees 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 Courses**

**Course Title**

ANIM 100	Digital Paint and Ink
ARCH 102	Design II - Architectural Design
ARCH 122	Architectural Presentations
ARTC 272	Motion Graphics, Compositing and Visual Effects
ENGR 7	Programming Applications for Engineers
ENGR 50A	Robotics Team Project Development
FIRE 93	Firefighter 1 Skills Review and Testing
KINF 10A	Weight Training – Beginning
KINF 10B	Weight Training - Intermediate
KINS 2A	KINS A -Basketball Beginning
KINS 2B	KINS 2B-Basketball Intermediate
KINS 10B	Soccer Intermediate
NF 91	Work Experience in Nutrition and Dietetics
PHOT 5	Digital Cameras and Composition
PHSC 9	Physical Science
PHYS 6A	General Physics with Calculus
PHYS 6B	General Physics with Calculus
SIGN 101H	American Sign Language 1 - Honors

**Modified Courses**

**Course Title**

ANIM 130	Introduction to 3D Modeling
ANIM 132	Intermediate 3D Modeling
ARCH 121	CADD and Digital Design Media Level I
ARCH 142	Architectural Materials and Specifications
ARCH 145	Building and Zoning Codes
ARCH 146	Architectural Drawings and Fabrications
ARCH 147	Architectural CAD and BIM
ARCH 221	Architectural Illustration
ARCH 222	Advanced Digital Design, Illustration and Animation

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #17

**SUBJECT:** New and Modified Courses and Modified Degrees Effective With the  
2015-16 Academic Year

**DATE:** January 14, 2014

Modified Courses

Course Title

ARCH 247	Architectural CAD Working Drawings
ARCH 250	World Architecture I
ARCH 251	World Architecture II
ARCH 290	Architectural Work Experience
CHLD 91	Early Childhood Development Field Work
CNET 58	Server Systems
COUN 99A	Special Projects in Counseling
ELEC 53	Communications Systems
EMS 70	Paramedic Clinical Internship
ENGR 24	Engineering Graphics
FCS 80	Personal Financial Planning
FCS 91	Work Experience in Family and Consumer Sciences
HRM 62	Event Planning and Catering
ID 40	Kitchen and Bath Studio I
KIN 17	Introduction to Kinesiology
MENT 73T	Psychiatric Nursing for Psychiatric Technicians
RAD 31	Fluoroscopy and Radiobiology
READ 80	Exploring Reading Strategies
READ 90	Reading College Texts

New Degrees

Studio Arts AA-T

Modified Degrees

Fine Arts AA

**ANALYSIS AND FISCAL IMPACT**

New and modified courses, as well as new and modified degrees, 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, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Students and Faculty to Attend Health Occupations Students of America Statewide Conference</u>	

**BACKGROUND**

The Health Occupations Students of America (HOSA) State Leadership Conference allows students to compete in two of 49 health-related competitive events with other students. At this conference, students and faculty attend health-related workshops and meet with health care industry representatives. The Conference will be held March 25-29, 2015, in Sacramento, California. Approval is sought for 12 students and faculty members Mary-Ellen Reyes and Jill McGraw to attend.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost is \$16,205.

**Funding Sources**

Perkins IV Funds (\$2,214).  
Stars of Excellence Funds (\$13,991).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of 12 students and two faculty members in the HOSA statewide conference, as presented.

Prepared by: <u>Jemma Blake-Judd</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #18</u>



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

**DATE:** January 14, 2015

**CONSENT**

**SUBJECT:** Continuing Education Division Accrediting Commission for Schools -  
Western Association of Schools and Colleges 2015 Mid-Cycle Report

**BACKGROUND**

Mt. San Antonio College's Continuing Education, as a provider of a high school diploma program as well as other adult education programs, is evaluated every six years through accreditation standards outlined by the Accrediting Commission for Schools under the Western Association of Schools and Colleges (ACS-WASC). In June 2012, Continuing Education received full, six-year accreditation from ACS-WASC.

The next requirement in the six-year process is to provide a Mid-Cycle Report no later than January 30, 2015. Continuing Education began the process of annual updates and preparation for the Mid-Cycle Report as soon as full accreditation was received. The process has been managed by the Continuing Education leadership consisting of managers and program coordinators. Participants in the writing include faculty, classified staff, and administrators representing all programs within the division. Student input has come from surveys, focus groups, and representative voices throughout the past three years.

A one-day visit by one to two ACS-WASC representatives will occur in March 2015.

A draft of the 2015 ACS-WASC Mid-Cycle Report was distributed to the Board of Trustees in December 2014.

**ANALYSIS AND FISCAL IMPACT**

Local mileage and lunch for no more than two visitors – not to exceed \$1,000

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the ACS-WASC 2015 Mid-Cycle Report, as presented.

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Pep Squad Team to Attend National Championships in Florida</u>	

**BACKGROUND**

The Mt. San Antonio College Pep Squad requests authorization to compete at the National Cheerleaders Association and National Dance Association’s Collegiate Cheer and Dance Championships. These Championships will be held April 7-12, 2015, in Daytona Beach, Florida. This opportunity will allow for student athletes to have greater exposure to NCAA recruiting and potential scholarships as well as participation in a nationally recognized level of competition. Coaches John Smiley and Stephanie Green will accompany the students on this trip.

**ANALYSIS AND FISCAL IMPACT**

All costs will be covered through fund-raising activities. There is no cost to the District.

Funding Sources

Pep Squad Revenue-Generating Account (\$14,000).  
Pep Squad Fund-raising Account (\$10,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves this travel for Pep Squad students and faculty members, as presented.

Prepared by: <u>Joe Jennum</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #20</u>

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

**DATE:** January 14, 2015

**CONSENT**

**SUBJECT:** Men's and Women's Track & Field Team to Attend Track Meet at the  
University of Texas, San Antonio

**BACKGROUND**

Authorization is requested for 25 members of the Mt. SAC Men's and Women's Track & Field Team to participate in a track meet at the University of Texas, San Antonio. This event will be held April 3-4, 2015, in San Antonio, Texas. This trip will provide an opportunity for our student-athletes to be seen by other university coaches. The visit will also serve as a learning and bonding experience for the team members and coaches. Head Coaches Doug Todd and Ron Kamaka, and Assistant Coaches Jenna Bird, John Bolton, Gio Lanaro, and Edmund Pula will accompany the students on this trip.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$13,000, and all costs will be covered through fund-raising activities.

**Funding Source**

Track Fund-raising account (\$13,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves travel for 25 members of the Men's and Women's Track & Field Team and six faculty members, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Fermata Nowhere Students to Attend International Championship of Collegiate A Cappella Competition</u>	

**BACKGROUND**

The Mt. San Antonio College Men’s A Cappella group, Fermata Nowhere, has been selected to compete in the quarterfinals of the International Championship of Collegiate A Cappella. These championships are to be held February 6-8, 2015, at the University of California, Berkeley. The top two groups from this highly competitive competition will then move on to the semi-finals, where they will compete for a chance to participate in the finals to be held in New York City for the coveted title of Grand Champion. William McIntosh, Director of Fermata Nowhere, will be accompanying the students on this trip.

The International Championship of A Cappella is the only international competition that showcases the art of student a cappella singing. Their programs are dedicated to providing top-notch collegiate a cappella ensembles with valuable feedback from highly qualified judges and developing relationships with like groups, while offering the participants the opportunity to showcase their talents to an international audience.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost is \$3,000.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the travel of students and one faculty member, as presented.

Prepared by: <u>Sue Long</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #22</u>

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

**DATE:** January 14, 2015

**CONSENT**

**SUBJECT:** Vocal Jazz Ensemble "Frontline" to Compete at the 2015 Reno Jazz  
Festival/Competition

**BACKGROUND**

The Mt. San Antonio College vocal jazz ensemble "Frontline" requests authorization to participate in the Reno Jazz Festival/Competition. This competition will be held April 23-26, 2015, at the University of Nevada in Reno, Nevada. Faculty member William McIntosh and staff accompanist Porfirio Mojica, will be accompanying the students on this trip.

Since its inception in 1962, the Reno Jazz Festival/Competition has consistently attracted many of the best school bands in the nation. Students will have the opportunity not only to compete, but to attend workshops with some of the finest clinicians and performers in the country.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost is \$4,500.

**Funding Sources**

Unrestricted General Fund (\$3,000).

Student Contributions (\$1,500).

**RECOMMENDATION:**

It is recommended that the Board of Trustees approves travel for Frontline students, faculty member, and staff member to Reno, Nevada, as presented.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Jazz Band Competition at the 2015 Reno Jazz Festival/Competition</u>	

**BACKGROUND**

The Mt. San Antonio College Jazz Band requests authorization to participate in the Reno Jazz Festival/Competition. This competition will be held April 23-26, 2015, at the University of Nevada in Reno, Nevada. Band Director Jeff Ellwood will accompany the students on this trip.

Since its inception in 1962, the Reno Jazz Festival/Competition has consistently attracted many of the best school bands in the nation. Students will have the opportunity not only to compete, but to attend workshops with some of the finest clinicians and performers in the country.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost of this competition is \$6,000.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approves travel for Mt. SAC Jazz Band students and one faculty member to Reno, Nevada, as presented.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

**DATE:** January 14, 2015

**CONSENT**

**SUBJECT:** Child Development Workforce Initiative Grant: 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 include a three-tier process that includes recruitment from high school, completion of Mt. SAC Child Development certificates and degrees, and transfer to four-year university to complete a Bachelor of Arts in Child Development or Early Childhood Education. This grant will support students’ completion of Child Development permits, certificates, transfer, and degree requirements through dedicated advisement, workshops, coursework, and stipends for core members.

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

**ANALYSIS AND FISCAL IMPACT**

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

Gabriela Amel Peralta	California State University, Los Angeles
Monica Avendano	California State University, Los Angeles
Hannah Babishoff	California State University, Fullerton
Sunshine Baylosis	California State University, Fullerton
Mario Bonilla	California State University, Los Angeles
Jennifer Calvillo	California State University, Fullerton
Angela Dalman	University of La Verne
Mariela Diaz Aguire	California State University, Los Angeles
Bernadette Esparaza	University of La Verne
Laura Garcia	California State University, Fullerton
Shirley Gavidia-Villegas	California State University, Los Angeles
Adriana Gonzalez	California State University, Los Angeles
Christy Harris	Pacific Oaks College

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

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

**DATE:** January 14, 2015

Kelly Huang	California State University, Fullerton
Amber Hyatt	California State University, Fullerton
Katherine Landeros	California State University, Fullerton
Leidy Machaen	California State University, Fullerton
Guadalupe Medina	Pacific Oaks College
Anita Mousseau	California State University, Los Angeles
Jawariyah Mustafa	California State University, Fullerton
Yvette Parra	Pacific Oaks College
Monica Quinteros	California State University, Fullerton
Vanessa Quiroz	University of La Verne
Lillian Salgado	University of La Verne
Guadalupe Sanchez	California State University, Los Angeles
Ashley Sciolini	California State University, Los Angeles
Shoko Shiroma	Pacific Oaks College
Emelin Tahhan	California State University, Fullerton
Katy Tan	University of La Verne
Malinh Tran	California State University, Fullerton

Funding Source

Los Angeles Universal Preschool.

**RECOMMENDATION**

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



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Forensics Students to Attend the International Forensics Association Tournament in Barcelona, Spain</u>	

**BACKGROUND**

The Communication Department is requesting approval for 14 forensics students and up to three faculty members from the following list (Jeff Archibald, Roxan Arntson, Daniel Cantrell, Kenneth Klawitter, Julie Laverty, and Roger Willis) to attend the International Forensics Association Tournament to be held in Barcelona, Spain. Dates for travel and competition are March 6-15, 2015

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$40,538.

**Funding Sources**

- Unrestricted General Fund (\$14,000).
- Stars of Excellence (\$13,938).
- Student contributions (\$12,600).

**RECOMMENDATION**

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

Prepared by: <u>James Jenkins</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #26</u>

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Forensics Students to Attend the International Debate Education Association Tournament in Harbin, China</u>	

**BACKGROUND**

The Communication Department is requesting approval for four forensics students and up to two faculty members from the following list (Jeff Archibald, Daniel Cantrell, and Roger Willis) to attend the International Debate Education Association (IDEA) Tournament to be held at Harbin University of Commerce in Harbin, China. Dates for travel and competition are May 4-14, 2015.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$16,000.

**Funding Sources**

Unrestricted General Fund (\$13,000).  
Student contributions (\$3,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of four forensics students and up to two faculty members at the International Debate Education Association (IDEA) Tournament, in Harbin, China, as presented.

Prepared by: James Jenkins Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #27

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>CONSENT/ACTION?</b>
<b>SUBJECT:</b>	<u>Contract with Filled with Joy Balloons</u>	

**BACKGROUND**

This is a request for retroactive approval for a new vendor, Filled with Joy Balloons, that provided decorations for the campus-wide financial literacy event, "Common Cents," on November 6, 2014. This event is part of efforts to increase financial literacy awareness for students and was a collaborative effort between the ACES program and the Financial Aid department. Over 200 students attended the event.

**ANALYSIS AND FISCAL IMPACT**

The total amount for the invoice is \$187.48.

Funding Source

Unrestricted General Fund

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the contract with Filled with Joy Balloons, as presented.

Prepared by: <u>Chau Dao</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #28</u>

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 14, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Approval of a Contract with South Bay Workforce Investment Board</u>	

**BACKGROUND**

The South Bay Workforce Investment Board (South Bay WIB) is comprised of 60 members representing business, labor, education, economic development, the One-Stop partners, and other local workforce system stakeholders. The Board provides oversight for Los Angeles County’s workforce programs and develops policies to ensure compliance and effective operations. The goal of this program is to provide part-time paid internships at Public Agencies to CalWORKs participants enrolled in California Community Colleges to help offset college expenses and to assist them in meeting their work requirements under Temporary Assistance for Needy Families (TANF) legislation. Mt. SAC is one of only a few colleges that is not sub-contracting with the South Bay Workforce Investment Board to manage and place its CalWORKs students into work study positions.

The contract with South Bay WIB will function as a cost reimbursement agreement and will serve to improve the efficiency in the placement and payment of CalWORKs students participating in work study. The manner in which the present system is designed, an employer, including the college, must pay for 25% of the CalWORKs work study student’s pay. In this case, the College’s Cal WORKs funding will pay for 75% of the student’s pay and the South Bay WIB will cover 25% of the total work study/internship costs as well as handle the monthly payroll for all assigned students. Mt. SAC will be invoiced each month for the total cost of each student’s payroll. Another benefit for Mt. SAC students is that the South Bay WIB pay cycle is bi-weekly versus Mt. SAC’s monthly pay cycle for work study students, which will be a great help to students currently struggling financially. The contract has already been reviewed and approved by the Mt. SAC Fiscal Services Department.

**ANALYSIS AND FISCAL IMPACT**

The contract with the South Bay Workforce Investment Board is for the current fiscal year, 2014-15 and partial year 2015-16. All activities and expenses related to this contract will be funded out of the CalWORKs funding source, up to 75%, with the remaining 25% funded by the South Bay WIB for CalWORKs-eligible students. There will be no cost to the District. The funds will be used to fully subsidize Work Study students in their respective job placements.

The duration of the contract is from January 15, 2015, to February 29, 2016 (which is the end date for South Bay WIB’s contract with the County of Los Angeles).

Prepared by: <u>Stephen Brown</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #29</u>

**SUBJECT:** Approval of a Contract with South Bay Workforce Investment Board

**DATE:** January 14, 2015

Funding Source

CalWORKs funding not to exceed \$150,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract for employment services with the South Bay Workforce Investment Board.

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

**DATE:** January 14, 2015

**ACTION**

**SUBJECT:** Proposal to Initiate Faculty Negotiations Successor Agreement,  
Year Two of a Three-Year Contract

**BACKGROUND**

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to reopen negotiations for 2014-17 must first be identified by both parties and be presented in advance to the Board, prior to the start of negotiations. Public comment on these items will be permitted during a Public Hearing at the January 14, 2015, Board of Trustees meeting.

**ANALYSIS AND FISCAL IMPACT**

The District and the Faculty Association of Mt. San Antonio Community College District have agreed to begin negotiations for the successor agreement, Year Two of a Three-Year Contract, during the 2015 Winter Intersession. Negotiations are expected to begin during February 2015. The successor, Year 2 of a Three-Year Contract, is proposed to begin on July 1, 2015, and end on June 30, 2016. The District and the Faculty Association have submitted the attached initial proposals.

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #2

**SUBJECT:** Proposal to Initiate Faculty Negotiations Successor Agreement, Year Two of a Three-Year Contract

**DATE:** January 14, 2015

### **Proposals for Successor Agreement, Year 2 of 3**

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

The Mt. San Antonio Community College District submits the following topical proposal to the Mt. San Antonio College Faculty Association for the purpose of opening negotiations on a successor agreement, Year Two of a Three-Year Contract, for July 1, 2015–June 30, 2016.

Article 7: Salaries  
 Article 8: Contract Employee Benefits  
 Article 10: Required Work Days and Flex Days  
 Article 18: Adjunct Evaluations and Student Evaluations

Appendix A: Salary Schedule for Unit Members on Contract  
 Appendix B: Department Chair Remuneration/Reassigned Time  
 Appendix E: Reassigned Time for Special Assignments  
 Appendix H: Evaluation Forms

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

The Mt. San Antonio College Faculty Association submits the following conceptual proposal to the Mt. San Antonio Community College District for the purpose of opening negotiations on a successor agreement, Year Two of a Three-Year Contract, for July 1, 2015–June 30, 2016.

Article 7: Salaries  
 Article 8: Contract Employee Benefits  
 Article 10: Appendix B and Minimum Enrollment  
 Article 18: Adjunct Evaluations  
 Article 19: Retirement  
 Article 25: Faculty Input in Evaluations  
 Article 27: Safety

Appendix E: Reassigned Time for Special Assignments

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>January 14, 2015</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Nominations for California Community College Trustees Board of Directors</u>	

**BACKGROUND**

In accordance with the California Community College Trustees (CCCT) Board of Directors election process, community college district board nominations for vacancies on the CCCT Board of Directors are to be received by the League Office from January 1 through February 15, 2015. Community College Boards which are members of CCCT are eligible to nominate. The election of members of the Board of Directors will take place between March 10 and April 25, 2015. The CCCT Board of Directors is a 21-member Board and generally meets five times per year. Each year the Board of Trustees discusses this process and decides whether or not it wishes to nominate a Trustee.

**ANALYSIS AND FISCAL IMPACT**

1. Nominations are to be made by a member district Board of Trustees; and each district may nominate only members of its Board. Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the Board. Nine persons will be elected to the Board this year. Of those nine seats, one will be open due to a board member who has opted to not run for re-election to the CCCT board. A second seat is being vacated by a board member that did not win re-election at the district level in November. That seat will be filled by the trustee that receives the least number of votes among the top nine vote getters. Pursuant to the CCCT Governing Policies, that person will complete the term of the vacated seat, which expires in 2016 and will be eligible to run again in the next regular election cycle. The newly elected members will assume office at the conclusion of the annual conference, May 3, 2015, and the President of the CCCT board will administer the Oath of Office at the June 19-20, 2015, meeting in Sacramento.
2. The information regarding the nomination and election process has been mailed to the Board by the Community College League of California.
3. The list of current CCCT Board members is on the following page.

**Funding Source**

The College would incur costs of travel to approximately five meetings per year.

**RECOMMENDATION**

It is recommended that the Board of Trustees discusses any Board member’s interest to serve and decide whether to submit a nomination for the CCCT Board of Directors.

Recommended by: Bill Scroggins Agenda Item: Action #3



**CALIFORNIA COMMUNITY COLLEGE TRUSTEES  
2014-15 BOARD ROSTER**

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Redwoods CCD

**LOUISE JAFFE, President**  
Santa Monica CCD

**STEPHEN BLUM**  
Ventura County CCD

**BERNARD "BEE JAY" JONES**  
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