



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 14, 2011

5:30 p.m. Closed Session

6:30 p.m. Public Session

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

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

## AGENDA

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

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

## PUBLIC COMMUNICATION

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

## CLOSED SESSION

- **Government Code Section 54957.6: Conference with Labor Negotiator - Unrepresented Employee** (College President)  
Designated Representative: Board President
- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**  
CSEA, Chapters 262 and 651

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

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

**RECEPTION FOR REELECTED BOARD MEMBERS (6:00 p.m., Dining Hall)**

**Manuel Baca  
Rosanne Bader  
Fred Chyr**

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

**ADMINISTER OATH OF OFFICE**

**Manuel Baca  
Rosanne Bader  
Fred Chyr**

**ELECTION OF BOARD OF TRUSTEES OFFICERS**

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

**INTRODUCTIONS AND RECOGNITION**

- **Introduction of the following newly appointed and/or promoted staff:**

Classified

Matthew Dawood, Disabled Student Programs & Services, Computer Technician  
(Disabled Student Programs & Services)  
Troy Lyon, Mechanic (Transportation)  
Rebecca Wang, Admissions & Records Clerk III (Admissions & Records)

Confidential

Denise Lindholm, Executive Assistant to the President/CEO and Board of Trustees  
(President's Office)

Management

Chau Dao, Director, Financial Aid (Financial Aid)  
Robert Hughes, Director, Enterprise Application Systems (Information Technology)

## **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of November 16, 2011. (See backup packet pages 3 through 18.)

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

### **PUBLIC COMMUNICATION**

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

### **REPORTS**

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

1. Associated Students Report
2. Senates
  - A. Academic Senate
  - B. Classified Senate
3. Employee Groups
  - A. Faculty Association
  - B. CSEA Units
  - C. Other Unrepresented Groups
4. President – Bill Scroggins, President/CEO
  - Oral report by Vicenti, Lloyd & Stutzman representatives (Action item #3)
5. Informational Report – Basic Skills Initiative Update, prepared by Terri Long, Dean, Instructional Services, and Glenda Bro, Faculty Coordinator, Basic Skills. (See backup packet pages 19 and 20.)

## CONSENT CALENDAR

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

### HUMAN RESOURCES

1. Consideration of approval of Personnel Transactions, dated December 14, 2011. (See backup packet pages 21 through 26.)
2. Consideration of approval of renewal of Management Contracts, effective July 1, 2012. (See backup packet pages 27 and 28.)

### INSTRUCTION and STUDENT SERVICES

3. Consideration of approval of a contract with Network Interpreting Services for use of their Gridcheck Scheduling System. (See backup packet pages 29 and 30.)
4. Consideration of approval of a contract with California Market Center for a Fashion Symposium on April 21, 2012. (See backup packet page 31.)
5. Consideration of approval to ratify a contract amendment with the Cal Poly Pomona Foundation, Inc. for the Regional Information Systems Security Center Grant. (See backup packet page 32.)
6. Consideration of approval of a contract with CPR with Heart for CPR/First Aid Training for Facilities Planning & Management Staff. (See backup packet page 33.)
7. Consideration of approval of contracts with the Center of Excellence. (See backup packet page 34.)
8. Consideration of approval of Community Services Programs/Courses for Winter and Spring 2012. (See backup packet pages 35 through 39.)

### ADMINISTRATIVE SERVICES

9. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 40 through 45.)
10. 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 46 through 49.)

11. Consideration of approval of Resolution No. 11-06 – Revising the Informal Bidding Procedures for the California Uniform Public Construction Cost Accounting Act. (See backup packet pages 50 through 54.)
12. Consideration of approval to declassify and destroy records in accordance with Article 2, Sections 16023 through 16028, of Title 5, California Administrative Code. (See backup packet page 55.)
13. Consideration of approval to renew the Production Music Agreement with Killer Tracks, a division of Universal Music, through October 31, 2013. (See backup packet page 56.)
14. Consideration of approval to renew the agreement with Moodlerooms Inc. through December 31, 2013. (See backup packet page 57.)
15. Consideration of approval to renew the agreement with Thacker Berry Farms through July 31, 2012. (See backup packet page 58.)
16. Consideration of approval to renew the Site Lease Agreement with Sprint Nextel through December 29, 2016. (See backup packet page 59.)
17. Consideration of approval of a one-year agreement with Interschola™, a company that specializes in assisting educational institutions in the disposal of its surplus assets. (See backup packet page 60.)
18. Consideration of approval of an agreement with The Network's ReportLine™ to provide an anonymous ethics and compliance reporting program. (See backup packet pages 61 and 62.)
19. Consideration of approval to reject the application for leave to present late Claim Against the District from Matthew William Foresta, and to instruct Administrative Services to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet page 63.)
20. Consideration of approval of agreements to provide Professional Design and Consulting Services with Alta Environmental for the Annual Emissions Report project; with Cambridge West Partnership for the Campus Master Plan project; with P2S Engineering for the Humanities Building Air Handlers Unit Replacement project; and with P2S Engineering for the Facilities Building Renovation and Addition project. (See backup packet pages 64 and 65.)
21. Consideration of approval of the following Change Orders:
  - Bid No. 2772            Agricultural Sciences Complex – Griffith Company (Earthwork and Demo Contractor) – Change Order No. 7. (See backup packet pages 66 and 67.)
  - Bid No. 2775            Agricultural Sciences Complex – Harbor Construction Co. Inc. (General Contractor) – Change Order No. 17. (See backup packet pages 68 and 69.)

- Bid No. 2777      Agricultural Sciences Complex – Continental Plumbing (Plumbing Contractor) – Change Order No. 16. (See backup packet pages 69 and 70.)
- Bid No. 2779      Agricultural Sciences Complex – American Electric Company (Electrical Contractor) – Change Order No. 13. (See backup packet pages 71 and 72.)
- Bid No. 2832      Child Development Center – Continental Plumbing (Plumbing Contractor) – Change Order No. 1. (See backup packet pages 73 and 74.)
- Bid No. 2849      Design Technology Center – RC Construction (General Contractor) – Change Order No. 12. (See backup packet pages 75 through 77.)
- Bid No. 2851      Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 5. (See backup packet page 77 and 78.)
- Bid No. 2853      Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 12. (See backup packet pages 78 through 80.)
- Bid No. 2855      Administration Building Remodel – Angeles Contractor (General Contractor) – Change Order No. 11. (See backup packet pages 81 through 83.)
- Bid No. 2859      Administration Building Remodel – Rancho Pacific Electrical (Electrical Contractor) – Change Order No. 9. (See backup packet pages 83 and 84.)
- Bid No. 2865      Physical Education Program Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 3. (See backup packet pages 85 and 86.)

22. Consideration of ratification of the following Contract Amendments:

- Contract      Professional Design and Consulting Services for Agricultural Sciences Complex – Hill Partnership Inc. (Consultant) – Amendment No. 4. (See backup packet page 87.)
- Contract      Professional Design and Consulting Services for Construction Claims Support Services – Lend Lease (Consultant) – Amendment No. 1. (See backup packet page 87 and 88.)

23. Consideration of approval of the following Completion Notices:

- Bid No. 2772      Agricultural Sciences Complex – Main Building - Demolition, Earthwork and Site Improvements - Griffith Company (Contractor)
- Bid No. 2774      Agricultural Sciences Complex – Main Building - Structural Steel and Miscellaneous Metals - Columbia Steel, Inc. (Contractor)
- Bid No. 2778      Agricultural Sciences Complex – Main Building - Mechanical/HVAC - Los Angeles Air Conditioning, Inc. (Contractor)
- Bid No. 2779      Agricultural Sciences Complex – Main Building – Electrical - American Electric Company (Contractor)
- Bid No. 2780      Agricultural Sciences Complex – Main Building - Landscape and Irrigation - FYR Landscape, Inc. dba Pierre Sprinkler & Landscape (Contractor)

### **ACTION ITEMS**

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

1. Consideration of appointments to the Citizens Oversight Committee. (See backup packet pages 89 and 90.)
2. Consideration of approval of an amendment to Dr. Scroggins’ employment agreement that will allow the College to contribute funds equal to those that would have been used for medical benefits to a tax shelter annuity of his choice, retroactive to July 1, 2011. (See backup packet page 91.)
3. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2011, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation. (Distributed as a separate document.)

### **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. Receive report from Rod Carter, Managing Director, RBC Capital Markets, on the General Obligation Bond Program. Discuss the report and provide direction to the College.

## INFORMATION ITEMS

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

1. Receive proposed Administrative Procedure 4051 – Course Equivalencies and Variances. (See backup packet pages 92 and 93.)

## BOARD COMMUNICATION

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

## ADJOURNMENT

Future Board Meetings:    January 25, 2012  
   February 22, 2012  
   March 2-3, 2012 (Board Retreat)  
   March 28, 2012

### Upcoming Events:

December 16, 2011	<b>Psychological Technicians Graduation Ceremony</b> – 7:00 p.m., Clarke Theater
December 16-17, 2011	<b>Planetarium Show: Season of Light</b> – 7:00 and 8:30 p.m., Planetarium
December 17, 2011	<b>Nursing Completion Ceremony</b> – 5:00 p.m., Gym
December 18, 2011	<b>Fall Semester Ends</b>
December 19, 2011	<b>Mt. SAC Holiday Golf Tournament</b> – 9:00 a.m., Jurupa Hills Golf Course
December 22, 2011 - January 2, 2012	<b>Winter Recess</b> (Campus Closed)
January 9, 2012	<b>2012 Winter Intersession Begins</b>
January 16, 2012	<b>Martin Luther King, Jr. Day</b> (Campus Closed)



## **Upcoming Sports Events:**

December 16, 2011	<b>Women's Basketball vs. Los Angeles Southwest College – 6:00 p.m., Gym</b>
December 21, 2011	<b>Men's Basketball vs. Saddleback College – 6:00 p.m., Gym</b>
December 28, 2011	<b>Men's Basketball vs. Saddleback College – 6:00 p.m., Gym</b>
December 30, 2011	<b>Men's Basketball vs. San Diego City College – 7:00 p.m., Gym</b>
January 4, 2012	<b>Men's Basketball vs. Pasadena City College – 5:00 p.m., Gym</b> <b>Women's Basketball vs. Pasadena City College – 7:00 p.m., Gym</b>
January 11, 2012	<b>Men's Basketball vs. East Los Angeles College – 5:00 p.m., Gym</b> <b>Women's Basketball vs. East Los Angeles College – 7:00 p.m., Gym</b>
January 25, 2012	<b>Women's Basketball vs. Cerritos College – 5:00 p.m., Gym</b> <b>Men's Basketball vs. Cerritos College – 7:00 p.m., Gym</b>
January 27, 2012	<b>Men's Basketball vs. Los Angeles Southwest College – 7:00 p.m., Gym</b>

It is the intention of Mt. San Antonio College to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to the President's Office, 1100 N. Grand Avenue, Walnut, CA 91789, (909) 274-4250, 7:30 a.m. to 4:30 p.m., Monday-Friday, at least 48 hours prior to the meeting.

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**December 14, 2011**



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

**DATE:** December 14, 2011 **ELECTION OF BOARD OFFICERS**

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

**BACKGROUND**

To comply with Education Code Section 35143, an annual organizational meeting must be held within 15 days of the first Friday in December to elect officers of the Board.

**ANALYSIS AND FISCAL IMPACT**

1. Although Education Code Section 35143 requires only that a president and secretary of the Board be elected, it has been the practice of the College to elect a President of the Board, Vice President of the Board, and Clerk of the Board for one year terms.
2. In accordance with Board Policy, the College President serves as Secretary of the Board of Trustees.
3. Current officers are:
  - Judy Chen Haggerty, President
  - Rosanne Bader, Vice President
  - Manuel Baca, Clerk
  - Bill Scroggins, Secretary
4. Responsibilities of officers:
  - President: The President of the Board of Trustees shall preside at all regular and special meetings; call special meetings as provided for by law; sign documents on behalf of the Board of Trustees as may require his/her signature; and represent the College in its relations with other Boards of Trustees.
  - Vice President: Shall assume the President’s duties in the absence of the President of the Board.
  - Clerk: May sign documents that have been authorized by action on behalf of the Board of Trustees.
  - Secretary: May sign documents which have been authorized by action on behalf of the Board of Trustees.
5. Officers assume responsibility immediately after election.

Recommended by: Bill Scroggins Agenda Item: Election of Officers

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

**DATE:** December 14, 2011

Funding Source

Not applicable.

**RECOMMENDATION**

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



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 16, 2011

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:00 p.m. on Wednesday, November 16, 2011. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

#### STAFF PRESENT

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

#### 1. PUBLIC COMMUNICATION

None.

#### 2. CLOSED SESSION

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

- Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 (one position)
- Government Code Section 54957.6: Conference with Labor Negotiator - Unrepresented Employee (College President)  
Designated Representative: Board President

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:32 p.m.

#### 4. INTRODUCTIONS/RECOGNITION

- **Introductions**

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

Classified

Elizabeth Callahan, Administrative Secretary, Arts Division  
Robin Cash, Learning Lab Coordinator, Learning Assistance Center  
Ana Cruz, Building Automation Technician, Energy Services  
Irene Inouye, Curriculum Specialist, Instruction Office  
Christine Ojeda, Administrative Secretary, Kinesiology & Athletics Division  
Shawn Pepper, Horse Trainer, Natural Sciences Division  
Sarah Phipps, Laboratory Technician, Chemistry, Natural Sciences Division  
Heather Rains, Veterans Services Specialist, Financial Aid  
Corina Reyna, Secretary, Admissions & Records

Confidential

Joanne Franco, Human Resources Analyst, Human Resources

#### 5. APPROVAL OF MINUTES

The minutes were corrected to reflect that Academic Senate Vice President Richard McGowan presented the Senate's report at the October Board meeting.

It was moved by Trustee Bader, seconded by Trustee Hall, to approve the minutes of the regular meeting of October 26, 2011, as corrected. Motion unanimously carried. Student Trustee concurred.

#### 6. ACTION TAKEN IN CLOSED SESSION

None.

#### 7. PUBLIC COMMUNICATION

- Students Guadalupe De La Cruz (Inter-Club Council Chair) and Kacy Padilla (Inter-Club Council Vice Chair) addressed the Board about the decision to eliminate the Student Relations Specialist position when Eula Gray retired. While students understand the budget crisis the College is facing, both students said this position is very important to students and student clubs. They asked that the College reconsider its decision and fill this position.

To put the students' comments in context, President Scroggins explained that the College has a \$7 million structural deficit and, in addressing that, Student Services will see a \$1 million budget reduction over the next two years.

- Maryann Tolano-Leveque, Director of Student Life, and faculty members Michelle Sampat, Pat Bower, Sun Ezzell, Barbara Gonzales, Richard McGowan (on behalf of Liesel Reinhart), Daniel Smith, and Tom Edson addressed the Board about the California Community Colleges Task Force on Student Success Draft

Recommendations. Speakers said that the recommendations, even with the recent modifications, would acutely impact students. Many shared personal stories from students on how they had been helped through the Learning Assistance Center. It was suggested that the recommendations would move community colleges back to being junior colleges. It was also pointed out that, in accordance with Board Policy 5000, student success initiatives should begin with the Student Preparation & Success Council. Since this issue needs much more spirited discussion, and hasn't gone through the shared governance process, it was suggested that it was premature for the Board to take a position without appropriate review by, and input from, the College community. Trustee Baca was thanked for his service on the Task Force and for attending the State Academic Senate Plenary.

## 8. REPORTS

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

- President Mendoza said that, as addressed by students earlier, with the retirement of Eula Gray, the position of Student Relations Specialist was eliminated. He said that the Inter-Club Council (ICC) meetings have been critically affected and, rather than meeting four times a month, it is now meeting once a month; student activity transcripts will no longer be verified to ensure the legitimacy of students applying for scholarships; club concerns have suffered from delayed responses and have not received the direct attention they deserve; and new clubs will be not activated in the spring of 2012. ICC oversees 50 clubs and approximately 2,500 students. President Mendoza asked that the position be reinstated.
- Matt Foresta, Associate Students Senate Pro Tem and ICC Senator, reported that the Associated Students Constitution states that it is the responsibility of the Associated Students Senate and the Executive Board "to promote and protect the diverse needs of the student population." On November 15, Associated Students unanimously voted to reject the practice of professors requiring Mt. SAC edition textbooks that create an undue expense on a vast majority of students. Students requested that the Board of Trustees, in accordance with the vote of the Associated Students Senate, the Associated Students Executive Board, and the Associated Students President, condemn the practice of professors requiring Mt. SAC edition textbooks for their courses, unless such a custom textbook results in significant savings to students or if it is a substantial abridged version.
- President Mendoza reported that the Smoking Policy Task Force finalized the proposed Smoking Policy Implementation Plan on November 10. The plan involves the identification of designated smoking areas, an informative campaign publicizing the new policy through student and employee portals, College website publications, and campus-wide e-announcements. During the second semester of implementation, citations will be issued. All monies collected will be deposited in a special fund to be used to provide smoking cessation education and referrals, maintenance of designated areas, and implementation and ongoing costs. Proposed revisions to Board Policy 3565 will be reviewed by the President's Advisory Council in December.
- Associated Students will host its traditional Holiday Celebration on Wednesday, November 30, from 12:00–1:30 p.m. Associated Students will be hosting

children from the Child Development Center. Board members and staff were invited to attend this annual celebration.

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

- Following is a listing of the Full Senate activity during its last two meetings:
  - At its October 27 meeting, the Senate discussed the draft State resolutions and provided direction to its voting delegate to the State Senate Plenary.
  - On November 3, the Senate approved the work of the College Catalog Task Force and portions of the proposed Equal Employment Opportunity Plan. The Senate is asking the College to create an online-only mid-year supplement to the College Catalog. The Senate agrees with most of the recommendations of the Campus Equity and Diversity Committee relating to the EEO plan.
  - The Senate has established three task forces: 1) to review how the variance and course substitution process will be used in relation to the new AA-T degrees; 2) to review the College's behavioral intervention practices from the faculty/classroom perspective; and 3) to review the requirements of the College AA Degree in Liberal Arts and Sciences with the emphasis in Kinesiology and Wellness.
  - The following three resolutions have been approved by the Senate and are awaiting a response from the College:
    - Resolution 11-11 – Establishes a Foundation Advisory Committee and urges faculty to support the College Foundation.
    - Resolution 11-12 – Declares that the Senate finds value in offering arts and physical education courses and asked the College to consider the economic and transfer impact of these programs in its enrollment management process.
    - Resolution 11-13 – Encourages participation in the C-ID numbering system; however, as this participation requires automatic two-way articulation, the resolution also directs the Articulation Officer to maintain contact with discipline faculty.
- The Academic Senate has received 35 requests for new faculty. As fewer than half this number is expected to be hired, the Senate Executive Board will review the requests and make its recommendations to the College in December. The Senate would like to see the positions “flown” in early 2012.
- The Senate has begun the process of seeking a Study Abroad Coordinator for 2012.
- Eric Kaljumagi, Richard McGowan, and Dan Smith attended the State Academic Senate Fall Plenary earlier this month in San Diego. A total of 74 resolutions were discussed and voted on, many related to the Student Success Task Force. President Kaljumagi thanked Trustee Baca for attending much of the Plenary.
- President Kaljumagi said there has been much discussion at both the College and State Senate about the Student Success Task Force Draft Recommendations. Because the document continues to be revised, the Mt. SAC



Academic Senate has not taken a position on the recommendations but has rather referred the recommendations to the Student Preparation & Success Council for review. Mr. Kaljumagi said the Board can expect official input from the Senate in the spring. He shared a summary of the 27 approved State Senate resolutions from the recent State plenary with the Board so as to illustrate the complexity of the issues that have been raised thus far.

C. Marchelle Nairne-Proulx, Classified Senate President, submitted the following written report:

- Last month, she failed to thank Dr. Scroggins for adding a seat on the President's Advisory Council for a Classified Senate representative.
- The Classified Senate continues to sell tickets for its annual Holiday gift basket fund-raiser. The value of the gift basket (filled with gift cards) exceeds \$400. Tickets are on sale until Thursday, November 17.
- Progress is being made with the new Classified Orientation/Mentoring program.

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

- At the Faculty Association's Representative Council meeting on December 6, Representatives will be voting on pay period options for overload and intersession pay and the Faculty Association position regarding cameras on campus.
- President Galbraith noted that the Board will be discussing the Student Success Task Force Draft Recommendations later in the evening. While the recommendations have good intentions and many are in the best interest of students, the details of the recommendations have objectives that create significant issues of concern to the Faculty Association, such as:
  1. The recommendations include several costly, but unfunded, mandates that will result in the addition of many basic skills offerings at the cost of other classes and programs and an overburdening of Student Services that may reduce the quality of service they can provide.
  2. The recommendations have a narrow singular focus of student success at California community colleges.
  3. The recommendations take away local control of budget issues, professional development, assessment, and curriculum, and give that control to the Chancellor's Office and/or the Board of Governors.

President Galbraith said that, at the Educational Master Plan Summit in October, representatives from all Instructional Divisions, Student Services, Basic Skills, Continuing Education, Information Technology, and Facilities were present. Attendees included upper-level and mid-level management and full- and part-time faculty. Discussion focused on the Student Success Task Force Draft Recommendations. During this discussion, there was acknowledgement that the intentions of the Task Force were noble, and some of the basic ideas are already at work here at Mt. SAC; however, numerous concerns, including those cited above, were discussed. Even with the most recent changes to the recommendations, these concerns remain.

On behalf of the Faculty Association, President Galbraith urged the Board to not immediately support the Student Success Task Force Recommendations but rather to direct the College to work collegially to develop a response to the recommendations that represents all those involved in student success at Mt San Antonio College.

E. Laura Martinez, CSEA, Chapter 262 President, submitted the following written report:

- Regarding Consent item #2, a proposed contract with Koff & Associates, Inc. to conduct a classification and compensation study, President Martinez noted that the selection of Koff & Associates was not the majority recommendation of the committee formed to review the proposals. She pointed out that it is contrary to collegial collaboration for one person to make the decision on this issue considering the time classified, confidential, and management spent as committee members reviewing proposals, attending meetings, and checking references. Supporting a decision arrived at in such a manner gives CSEA great concern in light of the Accrediting Commission's recommendation regarding the lack of classified participation in the shared governance process.
- After reviewing the Student Success Task Force Draft Recommendations, CSEA believes there is significant need for continued dialogue prior to any formal support by the Board. Ms. Martinez believes these recommendations, if enacted, will create workload issues with classified staff and change the direction and tone of the College, in general. CSEA suggests that continued communication with all concerned is the most productive way to ensure a better future for students.

F. Johnny Jauregui, CSEA, Chapter 651 President, reported the following:

- President Jauregui said CSEA is considering moving forward with unfair labor practices. He said incidents of showing lack of respect to employees are increasing, and CSEA is concerned about pressure being put on employees to complete tasks, rather than putting safety of employees first. Specifically, CSEA is concerned about low morale among staff, administration hostility, employee safety, and the fact that the department is greatly understaffed.
- President Jauregui urged the Board to not approve the proposed contract with Koff & Associates (Consent item #2), noting that three employee groups supported a contract with Hay Group. He believes a contract with Hay Group would be less expensive, and the College has a history with that company.

G. President Scroggins' report included the following:

- Vice President Gregoryk said that, prior to about six months ago, the Board Agenda contained a summary of the Appropriation Transfers and Budget Revision, as it does tonight. While the backup has contained more detail over the past few months, the College has moved back to the summary format. Additional detail is available to anyone through Fiscal Services. Because of the length of the detailed format, it was thought that this would be more efficient for Board review.

- On Monday, the College held its Annual Joint Board Dinner with the College's ten feeder K-12 districts and four ROPs. Dr. Scroggins said this event provided a good opportunity for him to meet District Superintendents and Board members. He said he was impressed with the quality of district leaders and how much they appreciate the work of the College. He thanked Vice President Yamagata-Noji for her presentation and said the students who addressed the group were outstanding.
- Dr. Scroggins announced that Dr. Lisa Sugimoto joined the College staff this Monday as the Interim Director of the Foundation, and she has already had her first meeting with the Foundation Executive Board. Dr. Sugimoto and the Foundation Board will be working on updating the job description for the Foundation Director position. That document will be shared with the College Trustees for input. Dr. Sugimoto and Dr. Scroggins will be working together to recruit additional Foundation Board members. Suggestions from Trustees are welcomed.
- Dr. Scroggins referred Board members to the "Future Board Meetings" portion of the Board agenda and asked that the date of the Board Retreat be changed from January 6-7, 2012, to March 2-3, 2012.
- Dr. Scroggins said that, at the November 7 Board of Governors meeting, the College was granted Fiscal Independence status. By obtaining Fiscal Independence status, Mt. SAC will have broad authority to issue warrants without the review or approval of the Los Angeles County Superintendent of Schools or the Los Angeles County Auditor/Controller. Vice President Gregoryk commended Linda Baldwin, Associate Vice President of Fiscal Services, and Rosa Royce, Assistant Director of Fiscal Services, for their excellent work and maintaining such high standards.
- Dr. Scroggins provided a presentation on the Student Success Task Force Draft Recommendations. The Task Force was convened to examine strategies and develop recommendations for promoting student success, including the student assessment process, delivering remedial instruction, increasing academic counseling, and using technology to help student achieve their goals faster. He said the intention of the recommendations is to strengthen the mission of community colleges, not change it. The primary mission of community colleges is vocational education, jobs training, and Associate degrees. The secondary mission is preparing students for college. Life-long learning is not a community college mission. Dr. Scroggins reviewed each recommendation sharing his views. Some he agreed with; some he thought were too prescriptive. For example, he suggested that the centralized diagnostic assessments should be available and aligned, but not required – especially for those colleges (like Mt. SAC) that already have college-specific and successful assessment plans in place.

## 9. INFORMATIONAL REPORT

Dr. Meghan Chen, Dean, Library and Learning Resources, provided a Title V Hispanic Serving Institutions Grant Closing Report to the Board.

For the past five years, a team of faculty, managers, and staff implemented a U.S. Department of Education Title V Hispanic Serving Institutions grant to address acute needs among students at Mt. SAC.

Following are examples of the impact the grant had on the College:

- During the grant period, 4,446 students on probation attended Success Workshops (1,510 in-person; 2,936 online). Examples of success: in Spring 2010, 30% of the attendees had a term grade point average of 2.0, and 15% had a cumulative grade point average of 2.0. Ninety percent of workshop completers plan to follow up with counseling appointments. Online Orientation served 1,315 students once Banner clearance was automated, which allowed students to move through the matriculation process;
- In year one, four English and Reading links served 74 students. By year five, 20 learning communities served 500 students. Examples of higher student success rates among participants: Read 80 Bridge course saw an 87% success rate in contrast to the 60.5% in the non-Bridge courses; English 68 Bridge enjoyed a 79.4% success rate compared to 67.6% in the non-Bridge courses;
- Approximately 60 faculty attended workshops at Flex Days and faculty dialogues. Twenty-five tutors from several tutoring centers completed TUTOR 10R training. Seventy-five readabilities were completed for textbooks from various disciplines including Art History, Anthropology, Biology, Nutrition, English, Counseling; the schedule of classes featured DRP readabilities in Biology courses. From a handful of sessions with 12 students, online tutoring grew to 92 sessions serving 279 students in Geology, Math, Physics, and Chemistry; and
- Tutoring increased from 279 students in Fall 2007 to 1,986 students in Spring 2011; workshop attendance rose from 14 to 705 students.

The College institutionalized the successful initiatives developed through the grant. Counseling plans to follow up with students on probation, evaluate online counseling, and enhance online orientation. Learning Communities will continue to flourish with additional, creative links for students. Counseling, Tutorial Services, the Writing Center, and Information Technology will implement a referral mechanism to provide early intervention and support. All areas are interested in continuing faculty development to strengthen the connection between the classroom and other campus resources.

## **10. CONSENT AGENDA**

Trustee Chen Haggerty asked that the Curriculum Addition: Noncredit Certificate – Tutor Training be removed from Consent item #14 – Continuing Education Contract and Tutor Training Noncredit Certificate.

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

### **HUMAN RESOURCES**

1. Approval of Personnel Transactions, dated November 16, 2011.
2. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.

## **INSTRUCTION and STUDENT SERVICES**

3. Approval for the Turf Team to participate in the 8<sup>th</sup> Annual Student Challenge at the Sports Turf Managers Association's Annual Conference and Exhibition in Long Beach, January 10-14, 2012.
4. Approval for Caduceus Club members to attend the American Medical Student Association National Convention in Houston, March 8-11, 2012.
5. Approval for the Wind Ensemble to participate in a Performance Tour in Flagstaff and Albuquerque, February 22-26, 2012.
6. Approval for the Jazz Band to compete at the Reno Jazz Festival, April 25-28, 2012.
7. Approval of expenses related to the WASC-ACS Accreditation Site Visit for Continuing Education in March 2012.
8. Approval of an affiliation agreement with Emeritus San Dimas for students enrolled in the Psychiatric Technician program.
9. Approval to accept funds and approve of activities for the CyberWatch West – Advanced Technological Education Regional Center grant.
10. Approval to accept funds and approve of activities for the Personal and Home Care Aide State Training Program grant.
11. Approval to accept funds and approve of activities for the Career Technical Education Community Collaborative grant.
12. Approval of activities for the Family & Consumer Sciences Discipline/Industry Collaborative grant.
13. Approval to accept a contract extension and for the carryover of funds for the Early Childhood Mentor Program grant.
14. Approval of additions in the Continuing Education Division, as revised.

## **ADMINISTRATIVE SERVICES**

15. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
16. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
17. Approval of the Quarterly Financial Status Report for the period ending September 30, 2011.
18. Approval of the Quarterly Investment Report for the period ending September 30, 2011.

19. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 14.
20. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 15.
21. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 16.
22. Approval of an agreement with Vangent to prepare and mail 1098T forms to students.
23. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 17.
24. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 18.
25. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 19.
26. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 20.
27. Approval of the following Completion Notices:
  - Bid No. 2773      Agricultural Sciences Complex – Main Building, Concrete & Masonry – K.A.R. Construction Co., Inc. (Contractor)
  - Bid No. 2775      Agricultural Sciences Complex – Main Building, General Construction – Harbor Construction Co., Inc. (Contractor)
  - Bid No. 2776      Agricultural Sciences Complex – Main Building, Fire Sprinklers – Daart Engineering Company, Inc. (Contractor)
  - Bid No. 2777      Agricultural Sciences Complex – Main Building, Plumbing – Continental Plumbing Inc. (Contractor)
  - Bid No. 2854      Administration Building Remodel – Abatement & Demolition – Janus Corporation (Contractor)
28. Consideration of approval of the following Proposed Gifts and Donations to the College:
  - Gene and Betty DeBoer – Two male llamas, one female llama, and one two-year-old heifer, valued by donor at \$1,600, to be used by the Natural Sciences Division.

Motion unanimously carried. Student Trustee concurred.

## **11. CLASSIFICATION AND COMPENSATION STUDY**

After hearing from the two CSEA units that they did not support a contract with Koff & Associates, Board members asked Vice President Loria to explain the process and reasoning behind the recommendation to enter into contract with them. Vice President Loria said the College received seven responses to the College's Request for Proposals to conduct a Classification and Compensation Study. A representative from each employee group and two members of the Human Resources Team were asked to review all proposals and narrow the field to two vendors. It was never intended that members of the group would then basically vote to select the vendor. Vice President Loria said she researched the two selected proposals and then Cabinet selected the vendor. This selection was based on several factors, not just costs. One vendor relied heavily on Human Resources staff to support the process. Given the limited resources in Human Resources, Vice President Loria said it was not feasible for staff to complete their work and also provide support to the study. The Koff & Associates contract has a provision to provide support for any challenges by a neutral party, which was a major consideration for the College.

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve a Contract with Koff & Associates to conduct a Classification and Compensation Study. Motion unanimously carried. Student Trustee did not concur.

## **12. APPROPRIATION TRANSFERS AND BUDGET REVISIONS SUMMARY**

Trustee Chyr said he liked the format that the College has used the past few months in reporting its appropriation transfers and budget revisions summary. Noting that Dr. Scroggins is building in more transparency, he believes this format is one tool that adds to that transparency. Trustee Chyr asked that the format return to the more detailed report.

It was moved by Trustee Hall, seconded by Trustee Bader, to approve the Appropriation Transfers and Budget Revisions Summary. Motion unanimously carried. Student Trustee concurred.

## **13. INDEPENDENT CONTRACTORS**

Trustee Chyr asked for clarification on the Troy Williford independent contract. Vice President Burley explained that the website for this grant is not a College website but rather an external website. Its intent, as written in the grant proposal, is to inform the external community (current/potential students, families, community at-large) about careers in agriculture and educational opportunities at Mt. SAC and in the region that students may pursue. Since this was an external website, the College hired an external web designer. Troy Williford also does grant-related graphic design work for outreach materials that have the same reach as described for the website. The project team was familiar with Troy's past work and initiated a contract with him for the graphic/web design services.

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve the listing of Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. Motion unanimously carried. Student Trustee concurred.

**14. ECONOMIC IMPACT STUDY**

Trustee Chyr said he recalled that the College conducted an Economic Impact Study about ten years ago that showed the impact of the College on the region. He asked if this study would evaluate how the College impacts the City of Walnut. Vice President Gregoryk confirmed that would be included in the study.

It was moved by Trustee Baca, seconded by Trustee Bader, to approve an agreement with Rose Institute of Claremont McKenna College to perform a Mt. SAC Economic Impact Study. Motion unanimously carried. Student Trustee concurred.

**15. CHANGES TO EXISTING BANK ACCOUNTS**

Trustee Chyr asked why the College is changing bank information at this time. Vice President Gregoryk explained that the College is just changing signatories at this time because of the change in College presidents. It is not related to the situation with a local credit union, although the credit union has been instructed to set procedures in place so that unfortunate situation cannot happen again.

It was moved by Trustee Chyr, seconded by Trustee Bader, to approve Resolution No. 11-05 – Changes to Existing Bank Accounts. Motion unanimously carried. Student Trustee concurred.

**16. AGREEMENT FOR AUDITING SERVICES**

Trustee Chyr asked about the selection of Vicenti, Lloyd & Stutzman LLP and whether it would be good practice to evaluate several proposals rather than automatically selecting a vendor because the College is happy with their work. Vice President Gregoryk explained that the College plans to do that in two years. It wasn't done this year because of the special audit required to become fiscally independent. It was pointed out that, even though we have had Vicenti, Lloyd & Stutzman LLP conduct the annual audit for a number of years, it is a different team each year that conducts the audit.

It was moved by Trustee Baca, seconded by Trustee Bader, to approve a two-year agreement with Vicenti, Lloyd & Stutzman LLP for basic auditing services. Additional accounting services for special projects, as deemed necessary, will be billed at the proposed hourly rates. Motion unanimously carried. Student Trustee concurred.

**17. MAINTENANCE AGREEMENT WITH PURETECH INDUSTRIAL WATER**

Trustee Chyr asked if the College used a bidding process for this agreement. Gary Nellesen, Director of Facilities Planning & Management, explained that this is a maintenance agreement, so a public works bid isn't required. He assured the Board that, even though a bid wasn't required, the College did seek pricing from a number of qualified firms. Trustee Chyr asked if it would be possible, on future Board items, to include a listing of vendors that provided pricing quotes. Following discussion, Vice President Gregoryk said staff would provide the Board with an update on the process for selecting vendors.

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve of a three-year maintenance agreement with PureTech Industrial Water for the Annual Water Softening



and Purification System Maintenance Agreement project. Motion unanimously carried. Student Trustee concurred.

## **18. AGREEMENTS FOR PROFESSIONAL DESIGN AND CONSULTING SERVICES**

Trustee Chyr asked if the College used a bidding process to select these firms. Director Nellesen explained that these firms were selected and approved through a process which allows the College to contract with them directly for these kinds of projects. While it might be time to review that process, the College has benefitted from the continuity of service they provide because they know the campus and they know College processes.

It was moved by Trustee Baca, seconded by Trustee Bader, to approve agreements to provide Professional Design and Consulting Services with H2 Environmental Consulting Services, Inc. for the Hazardous Materials Database project; and with PAL id studio for the Administration Building, Classroom Building, and Student Support Services Secondary Effects projects. Motion unanimously carried. Student Trustee concurred.

## **19. CHANGE ORDERS**

Trustee Chyr voiced concern about percentage changes to contracts, citing Bid No. 2779, American Electric Company, as an example. The total percentage of change to contract to date is 27.91%, from \$1,863,000 to \$2,382,961. Director Nellesen said his department is conducting a total audit of how the College does business and what can be done to resolve the change order problem. One issue, of course, is the economy. Contractors are bidding low in order to obtain a contract and are then unable to complete the project for the price quoted. Dr. Scroggins agreed that the process currently used by the College needs to be changed. The College is meeting with contract lawyers to consider all options. The College is interested in a process that allows it to use the best qualified contractor, instead of having to accept the lowest bid, and provides internal project management controls. Dr. Scroggins said he thinks the Board will be pleased with the direction the College plans to go in this area. A more detailed report will be provided to the Board at its March Retreat.

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

- Bid No. 2774      Agricultural Sciences Complex – Columbia Steel, Inc. (Structural Steel Contractor) – Change Order No. 3.
- Bid No. 2779      Agricultural Sciences Complex – American Electric Company (Electrical Contractor) – Change Order No. 12.
- Bid No. 2780      Agricultural Sciences Complex – Pierre Sprinkler & Landscape, Inc. (Landscape Contractor) – Change Order No. 5.
- Bid No. 2829      Child Development Center – Edge Development (Building Concrete and Masonry Contractor) – Change Order No. 3.
- Bid No. 2849      Design Technology Center – RC Construction (General Contractor) – Change Order No. 11.

- Bid No. 2852 Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 5.
- Bid No. 2853 Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 11.
- Bid No. 2855 Administration Building Remodel – Angeles Contractor (General Contractor) – Change Order No. 10.

Motion unanimously carried. Student Trustee concurred.

## **20. CONTRACT AMENDMENTS**

Trustee Chyr asked why these contract amendments are being presented to the Board for ratification rather than approval. Director Nellesen explained that, actually, the contract for the Annual Fire Alarm Monitoring is for approval. The contract with tBP Architects was still being negotiated at the time the agenda was developed.

It was moved by Trustee Baca, seconded by Trustee Bader, to approve and/or ratify the following Contract Amendments:

- Contract Annual Maintenance Agreement for Annual Fire Alarm Monitoring – First Fire Systems (Consultant) – Amendment No. 2.
- Contract Professional Design and Consulting Services for Child Development Center – tBP Architects (Consultant) – Amendment No. 9.

Motion unanimously carried. Student Trustee concurred.

## **21. PROPOSED REVISIONS TO BOARD POLICY 2410 – POLICY AND ADMINISTRATIVE PROCEDURE**

President Scroggins said that Board Policy 2410 had been revised to clarify the relationship of the Policy to Administrative Procedure 2410.

It was moved by Trustee Hall, seconded by Trustee Baca, to approve proposed revisions to Board Policy 2410 – Policy and Administrative Procedure. Motion unanimously carried. Student Trustee concurred.

## **22. STUDENT SUCCESS TASK FORCE DRAFT RECOMMENDATIONS**

President Scroggins asked the Board for direction as to how it would like the College to proceed in having a voice in response to the Student Success Task Force Draft Recommendations.

Each Trustee commented on the draft recommendations. Trustee Chyr doesn't believe the College should take a position until it has had a chance to review revisions that have been made. After the revised recommendations are published, he suggested that it might be a good idea to have a workshop facilitated by Trustee Baca (a member of the Student Success Task Force) to address questions. This would provide a clear understanding of how the recommendations would impact the College.

Trustee Hall said the notion that “one size fits all” doesn’t really work well to the extent that we are talking about best practices. He is concerned about a battle between local control and State control. He would like to see some kind of review process (possibly a State academic audit) where a college can demonstrate through student success and outcomes that it deserves a certain level of local independence and flexibility.

Trustee Baca said there are elements of the recommendations where the Task Force did not reach consensus. Regarding the issue of local control versus State control, Dr. Baca said the Task Force is not interested in changing the governance structure in the State. The idea of centralization is being tempered. The recommendations address general principles that, hopefully, will improve the system.

Trustee Bader said she appreciated hearing from faculty and the President. She commended Trustee Baca for his work. Trustee Bader said she believes a lot of these recommendations are on the right track. She used the Board of Governors waivers as an example, noting that there should be some criteria to receive those funds, such as maintaining a certain grade point average. The College does need to think about local control and the great things that Mt. SAC has done. She doesn’t believe the College can take a position until the Board sees the revisions.

Student Trustee Hernandez said the recommendations identify a problem that has to be addressed, which is that students are coming to community colleges unprepared. He would like to see community colleges and the K-12 system work together to address this issue.

Trustee Chen Haggerty agreed that the Board should not take a position until it has had a chance to review the revisions. She agreed with Trustee Chyr’s suggestion about holding an open forum.

## **23. BOARD COMMUNICATION**

- Student Trustee Hernandez said he is looking forward to attending the CCLC Annual Conference this weekend.
- Trustee Bader said she is looking forward to the many College activities held in December. She enjoyed Susan Jones’ retirement celebration.
- Trustee Baca mentioned that the Faculty Association of California Community Colleges (FACCC) is holding a Veterans Summit in San Diego, December 1-2, where discussion will center on serving veterans attending community colleges. He noted that the number of veterans attending community colleges has doubled in the last three years. More information can be obtained at the FACCC website.
- Trustee Hall said he has attended several events since the last Board meeting, including: the Citizens Oversight Committee meeting, the PTK Induction Ceremony, the Splendor of Taiwan reception at the Art Gallery, the Annual Joint Board Dinner, and Susan Jones’ retirement party. He thanked Diana Casteel for her years of service to the College and Board of Trustees and wished her well in retirement. Trustee Hall noted how well the College football, soccer, and flying teams are doing.
- Trustee Chyr commented on the request from students earlier in the evening in support of reinstating the Student Relations Specialist position. He said that, while he

is out in the community, he is often lobbied for programs. Trustee Chyr said the College serves a lot of constituents whose lives are touched deeply by the College, and the Board/College has to be sensitive to everyone's needs.

- Trustee Chen Haggerty said she attended the Chinese American Institute of Engineers STEM Competition Awards Dinner where Dr. Scroggins was the speaker. She learned a lot about the history of engineering at the dinner.

#### **24. ADJOURNMENT**

The meeting adjourned at 10:43 p.m.

WTS:dc

## **Basic Skills Report to the Board of Trustees December 14, 2011**

### Background

The Basic Skills Initiative (BSI) is a grant-funded initiative from the California Community Colleges Chancellor's Office (CCCCO) which began in 2006 as part of the strategic planning process. The goal of the BSI is to improve student access and success. Mt. SAC has been participating in the BSI grant since its inception. The Chancellor's Office requires that each community college submit an annual end-of-year report. Included in this report are budget allocation reports, narrative responses for completion and improvement rates, data analysis for selected activities, and an action and budget plan for the upcoming year. Additionally, Mt. SAC has remained current with the state-wide initiative efforts by both hosting and participating in California Community Colleges Success Network (3CSN) workshops at the State and regional levels.

### Committee Overview

The Basic Skills Coordinating Committee (BSCC), a committee of the Academic Senate, provides for oversight and coordination of campus-wide efforts to strengthen and improve the delivery of basic skills services for students. The 17-member committee consists of representatives from Learning Assistance, English, Math, AmLA, Counseling, General Education, Career Technical Education, Non-credit Adult Education, Non-credit ESL, Associated Students, Research, and Instruction. The function of the BSCC is:

1. to direct and review ongoing assessment data concerning the effectiveness of basic skills programs and make recommendations for use of this data to improve outcomes;
2. to conduct long- and short-range planning for campus-wide basic skills efforts in connection with the Basic Skills Initiative (BSI);
3. to develop and recommend actions that may be taken on an institutional level to improve delivery of the Basic Skills Program;
4. to provide a forum for cross-disciplinary examination of effective practices for basic skills instruction and services, and to promote dissemination of effective practices to the campus; and
5. to make recommendations for the allocation of basic skills resources.

### Funding and Project Overview

Funding for colleges is based on credit and non-credit FTES (full-time equivalent students). Although funding has decreased substantially over the years due to severe cuts in categorical programs, Mt. SAC's allocation for 2010-11 was \$1,099,127. A carryover from 2009-10 of \$1,438,021 resulted in \$2,537,148 available for 2010-11.

During the 2010-11 academic year, the College provided the support and funding for a total of 32 basic skills projects from funds provided by the Basic Skills Initiative. The total funding for the 32 projects was \$1,335,681. Additionally, the College funded \$1,014,401 for 15 permanent positions. The categories and percentages for the funded projects and positions were:

- Program, Curriculum Planning and Development 9%
- Advisement and Counseling Services 39%
- Supplemental Instruction and Tutoring 29%
- Instructional Materials and Equipment 6%
- Coordination 4%
- Research 6%
- Professional Development 6%

Each funded project and position was linked to an effective practice identified in the Basic Skills Initiative literature review, *Basic Skills as a Foundation for Student Success in California Community Colleges*. Linking the College's basic skills projects with the effective practices is important because the practices identify institution-based actions that foster student success, retention, and persistence through the delivery of highly integrated developmental education programs and services (Boroch et. al., 2007).

The BSCC worked diligently to examine, evaluate, and recommend projects for funding approval through a thoughtful and well established process. Each proposed project was evaluated and ranked using a predetermined rubric for its feasibility, potential for improving student achievement outcomes, direct support to students, supporting data or rationale to support need, and direct connection to effective basic skills practices.

Each of the project managers and the teams of the funded projects, in collaboration with Research and Institutional Effectiveness, completed a formalized assessment review known as the BSI-PIE. These project reports included the establishment of goals, projected outcomes (Student Learning Outcomes, Strategic Actions, and Administrative Unit Objectives), research methodology, assessment, and outcomes. The details of the individual project assessments are included in the BSI Final Report.

The assessment of outcomes for last year's projects shows great success. The College's Basic Skills student populations has been provided with numerous opportunities and support services that have resulted in increased retention and success. Additionally, faculty, managers, and staff involved in the projects have become a community of learners dedicated to providing quality programs and services that support Basic Skills students. We encourage individuals to read the project summaries in the 2010-11 Final Report in order to fully appreciate the efforts of all the people involved with Basic Skills projects.

Basic Skills Coordinating Committee Co-Chairs:

Terri Long, Ed.D.  
Dean, Instructional Services

Glenda Bro  
Faculty Coordinator, Basic Skills

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Gamble, James  
 Position: Public Safety Officer New: No  
 Department: Public Safety  
 Sal Range/Step: A-88, Step 1 Salary: \$1,903.99/month  
 Job FTE: 0.475 # Mos.: 12  
 Effective: 1/3/12

Name: House, Kevin  
 Position: Public Safety Officer New: No  
 Department: Public Safety  
 Sal Range/Step: A-88, Step 1 Salary: \$4,008.39/month  
 Job FTE: 1.00 # Mos.: 12  
 Effective: 1/3/12

Name: Monugian, Annette  
 Position: Laboratory Technician, Registered Veterinary Technology New: No  
 Department: Natural Sciences  
 Sal Range/Step: A-79, Step 2 Salary: \$1,827.93/month  
 Job FTE: 0.475 # Mos.: 12  
 Effective: 12/15/11

Name: Romo, Christopher  
 Position: Grounds Equipment Operator New: No  
 Department: Grounds  
 Sal Range/Step: B-39, Step 1 Salary: \$3,032.24/month  
 Job FTE: 1.00 # Mos.: 12  
 Effective: 1/9/12

Name: Serpa, Valerie  
 Position: Public Safety Officer New: No  
 Department: Public Safety  
 Sal Range/Step: A-88, Step 1 Salary: \$4,008.39/month  
 Job FTE: 1.00 # Mos.: 12  
 Effective: 1/3/12

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #1

**SUBJECT:** Personnel Transactions

**DATE:** December 14, 2011

**Promotion**

Name: Mesa, Florencio  
Position: Public Safety Officer  
Department: Public Safety  
Sal Range/Step: A-88, Step 2  
Job FTE: 1.00  
Effective: 12/15/11

New: No  
Salary: \$4,208.82/month  
# Mos.: 12

**Temporary Out-of-Class Assignments**

Name: Bean, Ronald  
From: Mid-Range Systems Programmer  
To: Supervisor, Web and Portal Services  
Department: Information Technology  
Effective: 11/1/11  
End Date: 6/30/12

Name: Bollier, Sandra  
From: Financial Aid Specialist (100%)  
To: Financial Aid Specialist (90%)  
Director, Financial Aid (10%)  
Department: Financial Aid  
Effective: 11/1/12  
End Date: 12/16/11

Name: Cerda, Manuel  
From: Financial Aid Systems Programmer (100%)  
To: Financial Aid Systems Programmer (90%)  
Director, Financial Aid (10%)  
Department: Financial Aid  
Effective: 11/1/12  
End Date: 12/16/11

Name: Lawsiripaiboon, Anisa  
From: Caseworker (100%)  
To: Caseworker (84%)  
Director, CalWORKs/CARE (16%)  
Department: CalWORKs/CARE  
Effective: 12/1/11  
End Date: 6/30/12



**SUBJECT:** Personnel Transactions

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**DATE:** December 14, 2011

**Temporary Out-of-Class Assignments** (continued)

Name: Loadjaja, Evie  
 From: Account Clerk II (100%)  
 To: Account Clerk II (94%)  
 Director, CalWORKs/CARE (6%)  
 Department: CalWORKs/CARE  
 Effective: 12/1/11  
 End Date: 6/30/12

Name: Ulloa, Gabriela  
 From: Student Services Program Specialist (100%)  
 To: Student Services Program Specialist (90%)  
 Director, CalWORKs/CARE (10%)  
 Department: CalWORKs/CARE  
 Effective: 12/1/11  
 End Date: 6/30/12

**Retirement**

Gebhardt, Valerie, Secretary, Natural Sciences Division, effective 12/3/11

**Personal/Professional Growth Benefit**

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

Mesa, Florencio

**TEMPORARY EMPLOYMENT**

**Substitute Employees**

Per employment list (see page 5).

**Hourly Non-Academic Employees**

Per employment list (see page 5).

**Professional Experts Employees**

Per employment list (see pages 5 and 6).

**Student Employees**

Per employment list (see page 6).

**SUBJECT:** Personnel Transactions

**DATE:** December 14, 2011

**ACADEMIC EMPLOYMENT**

**Banking Leave of Absence with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Sullivan, Michael	English, Literature, Journalism	15	Spring 2012

**Resignation**

Caveness, Allen, Professor/Men’s Basketball Coach, Kinesiology & Athletics, effective 11/30/11

**Student Interns**

Brais, Nathan, Extended Opportunities Programs & Services Department, California State University, Long Beach, effective 9/5/11–12/19/11

Naragon, Courtney, Extended Opportunities Programs & Services Department, California State University, Long Beach, effective 9/23/11–12/9/11

**MANAGEMENT**

**New Hire**

Name:	Velickovic, Jeanne-Marie	New:	No
Position:	Associate Dean, Humanities & Social Sciences		
Division:	Humanities & Social Sciences		
Salary/Range:	M-19, Step 1	Salary:	\$10,893.58/month
FTE:	1.0	# Mos.:	12
Effective:	1/3/12		

**Temporary Out-of-Class Assignments**

Name:	Cuenza, Aida	New:	Yes
Position:	Director, AANAPISI		
Division:	Student Services		
Salary/Range:	M-9, Step 1	Salary:	\$6,998.25/month
FTE:	1.0	# Mos.:	12
Effective:	12/1/11		
End Date:	6/30/12		

**SUBJECT:** Personnel Transactions**DATE:** December 14, 2011**Temporary Out-of-Class Assignments (continued)**

Name: Williams, Lorraine New: Yes  
 Position: Director, Employee Services (EEO)  
 Division: Human Resources  
 Salary/Range: M-17, Step 1 Salary: \$10,108.17/month  
 FTE: 1.0 # Mos.:12  
 Effective: 12/1/11  
 End Date: 6/30/12

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

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>PAY RATE</u>	<u>HIRE DATE</u>
Lopez-Sanchez, Lisbet	Executive Assistant II	Administrative Services	30.47	11/28/11-01/28/12
Quinlan, Beth	Secretary	Administrative Services	21.57	11/03/11-12/21/11

**Hourly Non-Academic Employees**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>PAY RATE</u>	<u>HIRE DATE</u>
Cuesta, Daniel	Study Skills Assistant I	The Writing Center	10.27	01/09/12-02/26/12
Hanlon, Lisa	Cashier III	Bursar's Office	10.00	01/02/12-06/30/12

**Professional Expert Employees - New**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>PAY RATE</u>	<u>HIRE DATE</u>
Dao, Chau	Technical Expert III	Financial Aid	55.00	11/07/11-11/16/11
Hernandez, Matthew	Teaching Aide	Adult Basic Education	13.27	11/14/11-06/30/12
Llevares, Rex	Project/Expert Specialist	Respiratory Therapy	25.00	12/15/11-06/17/12
Rodarte, Adan	Teaching Aide	Air Cond., Welding, Water	13.27	11/14/11-02/24/12
Sherman, Robert	Health Promotion Specialist	Fire Technology	24.00	11/03/11-06/30/12
Tom Hoon, Rory	Project Coordinator	Adult Basic Education	35.00	11/14/11-06/30/12

**Professional Expert Employees - Extended**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>PAY RATE</u>	<u>HIRE DATE</u>
Aguilera, David	Sports Publicist	Kinesiology & Athletics	16.00	10/01/11-06/30/12
Casian, Elizabeth	Project Coordinator	ESL	35.00	10/10/11-06/30/12
Chan, Phoebe	Lic. Clinical Social Worker	Health Services	41.53	10/17/11-06/30/12
Clacken, Jennie	Project Coordinator	Kinesiology & Athletics	35.00	07/01/11-06/30/12
DiDonato, Lisa	Technical Expert III	Library & Learning Res.	55.00	10/24/11-12/20/11
Estevez, Elizabeth	Project Expert/Specialist	ACES	25.00	10/01/11-12/31/11
Forkel, Steven	Instrument Simulator Inst.	Continuing Education	30.00	10/31/11-06/30/12
Franks, Kelly	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	08/01/11-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** December 14, 2011**Professional Expert Employees – Extended** (continued)

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>PAY RATE</u>	<u>HIRE DATE</u>
Kenneth, Walter	Technical Expert I	Kinesiology & Athletics	35.00	10/01/11-06/30/12
Landas, Michael	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	07/01/11-06/30/12
Salazar, Arthur	Lecturer-Fire Technology	Kinesiology & Athletics	37.26	10/01/11-06/30/12
Seibert, Amanda	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	07/01/11-06/30/12
Tasedan, Hisano	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	07/01/11-06/30/12
Todd, Janet	Project Coordinator	Kinesiology & Athletics	35.00	07/01/11-06/30/12
Vasquez, Ruby	ECD Master Teacher I	Child Development Center	13.27	09/01/11-02/24/12
Walter, Kenneth	Sports Publicist	Kinesiology & Athletics	16.00	09/01/11-06/30/12

**Student Employees**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>PAY RATE</u>	<u>HIRE DATE</u>
Anaya, Sandra	Student Assistant III	Child Development Center	10.00	10/01/11-02/24/12
Balsiger, Joel	Student Assistant V	Agricultural Sciences	12.50	10/25/11-02/24/12
Bushnell, Brianna	Student Assistant IV	Upward Bound	11.25	11/01/11-12/22/11
Cabrera, Danniella	Student Assistant I	DSPS	8.00	11/14/11-12/16/11
Carter, Deja	Student Assistant IV	High School Outreach	11.25	10/24/11-02/17/12
Cervantes, Jaime	Student Assistant IV	Upward Bound	11.25	10/31/11-12/22/11
Delacruz, Nimrod	Student Assistant IV	Animation	11.25	11/01/11-02/26/12
Deskin, Shannon	Student Assistant V	Agricultural Sciences	12.50	11/01/11-02/24/12
Duffin, Joshua	Student Assistant IV	High School Outreach	11.25	10/24/11-02/17/12
Ehrhardt, Vicki	Student Assistant I	DSPS	8.00	11/07/11-12/16/11
Fuentes, Mauricio	Student Assistant IV	Animation	11.25	11/01/11-02/26/12
Gomez, Nicolle	Student Assistant II	Assessment	8.75	11/14/11-12/18/11
Huerta, Anthony	Student Assistant V	Agricultural Sciences	12.50	11/17/11-02/24/12
Ibarra, Crystal	Student Assistant IV	ACES	11.25	10/31/11-12/23/11
Kniseley, Rebekah	Student Assistant III	Music	10.00	11/04/11-02/14/12
Kuo, Serina	Student Assistant I	DSPS	8.00	11/07/11-12/16/11
Li, Jia Feng	Student Assistant I	DSPS	8.00	11/14/11-12/16/11
Lopez, Annalisa	Student Assistant III	Financial Aid	10.00	11/01/11-02/24/12
Medina, Marlene	Student Assistant I	DSPS	8.00	11/28/11-12/16/11
Nguyen, Matthew	Student Assistant II	Mathematics & Comp. Sci.	8.75	11/07/11-02/26/12
O'Neil, Megan	Student Assistant I	Technical Services	8.00	11/15/11-02/26/12
Sosa, Elizabeth	Student Assistant I	DSPS	8.00	11/29/11-12/16/11
Srulevitch, Philip	Student Assistant III	Bursar's Office	10.00	10/01/11-01/31/12
Syed, Shail	Student Assistant IV	High School Outreach	11.25	10/24/11-02/17/12
Todd, Kaitlyn	Student Assistant I	Technical Services	8.00	10/17/11-02/26/12
Valdez, Danny	Student Assistant III	Veteran Services	10.00	09/01/11-02/24/12
Voltz, Donald	Student Assistant I	Agricultural Sciences	8.00	11/01/11-02/26/12

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Renewal of Management Contracts

**BACKGROUND**

Formal action by the Board of Trustees is required to offer managers recommended in the list below, new employment contracts effective July 1, 2012.

**ANALYSIS AND FISCAL IMPACT**

Following the initial employment period, the majority of management contracts are for a two-year term. Approximately one-half of management two-year contracts will expire on June 30, 2012, and therefore are due to be renewed at this time. With the exception of those managers employed from special funding sources, all managers with contracts due to expire on June 30, 2012, are being recommended for a two-year contract for the period of July 1, 2012 through June 30, 2014.

**Funding Sources**

Restricted and Unrestricted General Fund.

**RECOMMENDATION**

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

<b>Manager</b>	<b>Contract Renewal Period</b>	<b>One-Year</b>
Arballo, Madelyn	07/01/12–06/30/14	
Astorga, Juan Carlos	07/01/12–06/30/14	
Atashpoush, Shantieh	07/01/12–06/30/14	
Baker, Carol	07/01/12–06/30/14	
Baldwin, Linda	07/01/12–06/30/14	
Bradshaw, George	07/01/12–06/30/14	
Cavion, Deborah	07/01/12–06/30/14	
Charbonneau, David	07/01/12–06/30/14	
Culross, Sheree	07/01/12–06/30/14	
Eastham, William	07/01/12–06/30/14	

Prepared by: Annette Loria

Recommended by: William T. Scroggins Agenda Item: Consent #2

**SUBJECT:** Renewal of Management Contracts

**DATE:** December 14, 2011

<b>Manager</b>	<b>Contract Renewal Period</b>	<b>One-Year</b>
Hanson, Grace	07/01/12–06/30/14	
Herrera, Irene	07/01/12–06/30/14	
Holden, Jeffrey	07/01/12–06/30/14	
Jenkins, James	07/01/12–06/30/14	
Judd, Jemma	07/01/12–06/30/14	
Judd, Matthew	07/01/12–06/30/14	
Lockhart, Heidi	07/01/12–06/30/14	
Long, Susan	07/01/12–06/30/14	
Long, Terri	07/01/12–06/30/14	
Madrigal, Paulo	07/01/12–06/30/14	
McAlpin, Kenneth	07/01/12–06/30/14	
McNeice-Stallard, Barbara	07/01/12–06/30/14	
Mitchell, Rebecca	07/01/12–06/30/14	
Montoya, Michael	07/01/12–06/30/14	
Nellesen, Gary	07/01/12–06/30/14	
Ocampo, James	07/01/12–06/30/14	
Price, Adrienne	07/01/12–06/30/14	
Redinger, Larry	07/01/12–06/30/14	
Royce, Rosa	07/01/12–06/30/14	
Saldana, Karen	07/01/12–06/30/14	
Samples, Sandra	07/01/12–06/30/14	
Sloan, Sayedeh Omideh		07/01/12–06/30/13
Sneed, Roger	07/01/12–06/30/14	
Teske, Margaret		07/01/12–06/30/13
Tolano-Leveque, Maryann	07/01/12–06/30/14	
Zahrt Egbert, Shelly	07/01/12–06/30/14	

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Contract with Network Interpreting Services for Use of Its Gridcheck  
Scheduling System

**BACKGROUND**

The Disabled Student Program and Services' (DSPS) Deaf and Hard-of-Hearing (DHH) unit is charged with providing federally-mandated services to DHH students. At the present time, DSPS staff schedule approximately 20,000 hours of interpreting and captioning services annually. Currently, the scheduling is handled manually with Excel, and a paper calendar handles daily schedule changes. Reports and timesheets are all generated manually, as well. The workload demand is expected to continue to increase as the number of DHH students increases. In addition, the implementation of the new campus class schedule beginning Spring 2012 will add further complications to the tracking and scheduling of interpreting and captioning services.

Network Interpreting Services offers scheduling software, called Gridcheck, to schedule interpreters and captioners, communicate with the service providers and students to confirm assignments, tracks attendance, and documents scheduling changes. This software cannot be purchased; but rather, a monthly fee is paid based on the volume of services provided. Additionally, Gridcheck produces reports, unavailable in Banner or through the College's Information Technology (IT) department, to track employees' time, pay levels, and develop timesheets, tracks costs, and tracks student attendance.

The College's IT department has been consulted and they are unable to assist with a computerized system, which can handle the complexity of scheduling, report writing, and payroll needs. IT supports contracting with Network Interpreting Services for use of its Gridcheck Scheduling System.

**ANALYSIS AND FISCAL IMPACT**

Fees are calculated per scheduled, countable, billable interpreting, and captioning hours as counted within the Gridcheck system. Usage is billed at the beginning of every month for the previous month's countable time and payable 45 days later. Based on past service hours and projections for future semesters, it is estimated that the monthly cost would be \$500-\$600 per month, on average.

Prepared by: Grace Hanson/Don Potter

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #3

**SUBJECT:** Contract with Network Interpreting Services for Use of Its Gridcheck Scheduling System

**DATE:** December 14, 2011

The current monthly pricing schedule is as follows:

- 0-1000 hours = @ \$.30 per billable hour
- 1001-3000 hours = @ \$.15 per billable hour
- 3001 hours+ = @ \$.10 per billable hour

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Network Interpreting Services for use of its Gridcheck Scheduling System.



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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Family & Consumer Sciences Discipline/Industry Collaborative Grant  
Contract with California Market Center

**BACKGROUND**

Mt. San Antonio College currently has a grant titled "Family and Consumer Sciences Discipline/Industry Collaborative," funded by the California Community Colleges Chancellor's Office. The Statewide project is designed to improve vocational and technical education statewide by implementing a comprehensive plan integrating the objectives of the Carl D. Perkins Career and Technical Education Act State Plan priorities. As part of the grant activities, permission is requested to enter into contract for facilities and equipment rental, set-up, and parking.

**ANALYSIS AND FISCAL IMPACT**

The grant will sponsor a Fashion Symposium on April 21, 2012, for an estimated 750 community college students and faculty members from across the State. This event will include various fashion and merchandising student competitions and a live fashion show. The Fashion Symposium enables students to meet and interact with industry leaders and to participate in various presentations regarding up-to-date information in the field.

The event will take place at California Market Center in Los Angeles. Permission is requested to enter into contract with California Market Center for facilities and equipment rental, set-up, and parking, not to exceed \$12,000.

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

**Funding Source**

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with California Market Center, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #4

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Regional Information Systems Security Center Grant Contract with Cal Poly Pomona Foundation, Inc.

**BACKGROUND**

Mt. San Antonio College currently has an Advanced Technological Education grant titled "Regional Information Systems Security Center," funded by the National Science Foundation. The grant's major activities focus on the information systems security industry and include the following: workforce development; curriculum development, revision, and dissemination; faculty professional development; and outreach and partnership development. As part of the grant activities, permission is requested to amend an existing contract with the Cal Poly Pomona Foundation, Inc., an auxiliary organization of California State Polytechnic University, Pomona.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College currently has a subcontract with the Cal Poly Pomona Foundation, Inc., for collaboration on grant activities, including travel/outreach to regional high schools and community colleges, materials and supplies for virtual cyber defense competitions, and stipends for faculty and students to participate in the summer virtual learning environment. The current contract amount is \$15,450. Permission is requested to amend this contract by adding \$1,300, for a revised total of \$16,750. The contract commenced on June 1, 2011, and terminated on September 30, 2011. The contract allows a 45-day reconciliation period following the termination date, which revealed the need for this amendment.

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

**Funding Source**

National Science Foundation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the ratification of the contract with Cal Poly Pomona Foundation, Inc., as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Contract with CPR with Heart to Provide CPR/First Aid Training

**BACKGROUND**

In January 2012, the office of Professional and Organizational Development will host a CPR/First Aid training session for Facilities Planning & Management staff facilitated by Katie Wellins of CPR with Heart. This training will be limited to 45 participants.

**ANALYSIS AND FISCAL IMPACT**

Mt. SAC attendees will participate in the training at no cost. The estimated cost is \$3,700 for the training session, including materials.

**Funding Sources**

Unrestricted General Fund and CSEA Chapter 651 funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with CPR with Heart for CPR/First Aid Training for Facilities Planning & Management staff, in January 2012.

Prepared by: Rich Patterson

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Contracts with the Center of Excellence

**BACKGROUND**

The Center of Excellence (COE) is funded by the California Community Colleges Economic and Workforce Development Program to conduct environmental scanning. To complete research projects, it is necessary to use the services of consultants and research firms.

**ANALYSIS AND FISCAL IMPACT**

The COE will amend its existing contract with Shawn Serrano by extending the end date from December 31, 2011, to June 30, 2012, and increase the total amount from \$33,000-\$50,000 for the entire year.

The COE will initiate a new contract with Davis Research LLC to administer employer surveys and collect and analyze data, for a total cost of \$9,250. The contract will start on December 15, 2011, and end on January 31, 2012.

There is no cost to the District.

**Funding Source**

California Community Colleges Chancellor's Office Economic and Workforce Development Program.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contracts with Shawn Serrano and Davis Research LLC.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #7

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Community Services Programs/Courses for Winter and Spring 2012

**BACKGROUND**

The Continuing Education Division presents a wide variety of programs and courses each semester. Proposed community services offerings for the 2012 Winter intersession/Spring semester are listed below. The fees shown below are for instruction only. Note: An asterisk (\*) denotes a new class.

**ANALYSIS AND FISCAL IMPACT**

<i>Course Title</i>	<i>Instructor</i>	<i>Remuneration</i>		<i>Student Fee</i>
		<i>40%</i>	<i>Other</i>	
<b>Career and Professional Development</b>				
FAA Computerized Testing Service (CATS)	Various		Hourly, per contract	\$150
FAA Computerized Testing Service (CATS) for Aircraft Owners & Pilots Association members	Various		Hourly, per contract	\$140
Flight Simulator – Basic (IGAT 1)	Various		Hourly, per contract	\$35/hour
Flight Simulator – Advanced (ATC 810)	Various		Hourly, per contract	\$45/hour
Flight Simulator – Advanced (PFC G1000)	Various		Hourly, per contract	\$55/hour
Air Traffic Control Simulator – Basic	Staff	X		\$140
Air Traffic Control Simulator – Intermediate	Staff	X		\$140
Air Traffic Control Simulator – Advanced	Staff	X		\$140
Become a Notary in One Day	Notary Public Seminars, Inc. (Christensen, Carrie)	X		\$99
Renewing Notaries	Notary Public Seminars, Inc. (Christensen, Carrie)	X		\$50
Medical Insurance Billing Specialist Preparation:				
Medical Insurance Billing Principles	Capili, Joselito	X		\$183
Coding: ICD 9-CM/CPT/HCPCS	Capili, Joselito	X		\$183
Medical Terminology	Jobal Enterprise (Villanueva, Bal)	X		\$183
Collection of Unsecured Assets	Capili, Joselito	X		\$124
Legal Issues and Risk Management	Jobal Enterprise (Villanueva, Bal)	X		\$98
Computerized Medical Insurance Billing	Capili, Joselito	X		\$183
Project Management Basics I	Fong, Chi Kwan	X		\$125
Project Management Basics II	Fong, Chi Kwan	X		\$125
Project & Construction Management Basics	Fong, Chi Kwan	X		\$125
Cabinetmaking/Woodworking	Cogger, Charles		50%	\$102
Woodworking	Shreve, Robin		50%	\$102
				Winter \$122

Prepared by: Paulo Madrigal/Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #8

**SUBJECT:** Community Education Programs/Courses Winter/Spring 2012

**DATE:** December 14, 2011

<i>Course Title</i>	<i>Instructor</i>	<i>Remuneration</i>		Spring
		<i>40%</i>	<i>Other</i>	<i>Student Fee</i>
Introduction to Water Systems	Shamma, John		50%	\$149 Material Fee \$20
Cross Connection Control – Certified Tester	Higham, Thomas R.		50%	\$149 Material Fee \$20
* Water Distribution Systems II	Ruffner, Jeff		50%	\$149 Material Fee \$15
Water Distribution Exam Review	Ruffner, Jeff	X		\$49 Material Fee \$25
Water Treatment	Ariza, Ernest		50%	\$149 Material Fee \$20
* Math for Water Operators	Ariza, Ernest		50%	\$149 Material Fee \$20
T1-T2 Water Treatment Operator Exam Review	Ariza, Ernest		50%	\$49 Material Fee \$15
Phlebotomy Technician I/Externship	Harinath, Geetha Salcido, Rita Chitjian, Janice		\$50/hour \$45/hour \$45/hour	\$1,600
Community Health Programs: BLS Healthcare Provider BLS Healthcare Provider Renewal Heartsaver CPR Course – Adult and Pediatric Heartsaver First Aid – Adult and Pediatric * Heartsaver Instructor Course Update Advanced Cardiac Life Support Advanced Cardiac Life Support Renewal Pediatric Advanced Life Support Pediatric Advanced Life Support Renewal BLS Instructor Course BLS Instructor Course Update ACLS Instructor Course Update PALS Instructor Course Update Dysrhythmias for RN Students Critical Care Nursing	Primary/Assistant Instructors: Baca, Michael Burkholder, Barry Coppolecchia, Sonya Davis, Rita English, Wendi Gagnon, Cathy Gergis, Nasr Gonzalez, Gail Malone, Kristine Trinidad, Larry Trumble, Jennifer Wellins, Katie Wellins, Patrick		Single Instructor 40%  10 students or more: Primary Instructor 35% and Assistant Instructor 15%	\$65 \$45 \$50 \$65 \$25 \$180 \$125 \$180 \$125 \$250 \$25 \$25 \$25 \$30 \$230
Cardiac Dysrhythmias & Therapeutic Modalities	Rudd, Terry		50% if 1 instructor 25% if 2	\$130

**SUBJECT:** Community Education Programs/Courses Winter/Spring 2012

**DATE:** December 14, 2011

Course Title	Instructor	Remuneration		Student Fee
		40%	Other	
<b>EXERCISE SCIENCE/WELLNESS CENTER FITNESS MEMBERSHIPS AND TESTING</b>				
Membership:	Staff		Hourly	
Full year – Individual Initial				\$150
Full year – Individual Renewal				\$135
Full year – Family Rate (after 1 <sup>st</sup> member paid)				\$110
Full year – Corporate				\$110
Staff – 1 Year				\$75
Six-month Membership				\$85
Three-month Membership				\$55
Student Rate – Winter Intersession				\$20
Student Rate – Spring Semester				\$45
Testing:				
Maximum Oxygen Uptake				\$65
Body Composition, Skin Fold, Hydrostatic or Bioelectric Impedance				\$30
Skinfold				\$15
Baseline Assessment				\$65
Resting Metabolic Rate				\$35
Vo2 Maximum and Hydrostatic Weighing				\$85
Vo2 Maximum, Hydrostatic Weighing and Resting Metabolic Rate				\$115
<b>CHILDREN AND TEENS</b>				
* Violin Program	Hymel, Margy		50%	\$77 Winter \$197 Spring
Children's Tennis Program	Instructor: Marshall, Andre Coordinator: Schreuders, Grace		45% 5% of each registration	\$42 Winter \$72 Spring
Commercial Acting for Kids	Chandler, June	X		\$81
Children's Tennis Program	Instructor: Marshall, Andre Coordinator: Schreuders, Grace		45% 5% of each registration	\$42 Winter \$72 Spring
Ice Skating for Tots Tot and Me Ice Skating for Kids	Center Ice Arena		60%	\$55 \$75 \$55
* Developmental Martial Arts for Kids (Ages 5-12)	Del Castillo, Steve	X		\$55
Children's Dance Program	Shear, Michelle	X		\$95
<b>PERSONAL ENRICHMENT</b>				
* Creating a Social Media Strategy of Success	Gurley, Renee	X		\$49
Investment Boot Camp	O'Connell, Jalon	X		\$41
Retirement Planning Today	Yoon, Edward	X		\$61
Master Your Investments	O'Connell, Jalon	X		\$41
Passport to Retirement	O'Connell, Jalon	X		\$41
Profiting with Foreclosures	Marshall Reddick Realty, Inc.	X		\$49 Single \$79 Couple
* Real Estate Investing for Beginners	Marshall Reddick Realty, Inc.	X		\$49 Single \$79 Couple
Purchasing Tax Lien and Tax Deed Properties	Marshall Reddick Realty, Inc.	X		\$49 Single \$79 Couple

**SUBJECT:** Community Education Programs/Courses Winter/Spring 2012**DATE:** December 14, 2011

<b>Course Title</b>	<b>Instructor</b>	<b>Remuneration</b>		<b>Student Fee</b>
		<b>40%</b>	<b>Other</b>	
Color Analysis with Emphasis on Makeup Application	Simon, Carolyn		50%	\$42
Makeup Artistry	Simon, Carolyn		50%	\$347
Russian	Sproesser, Zoia	X		\$91 Winter \$101 Spring
Salsa Dance	Ramirez, Rudy	X		\$55
Belly Dance	Smith, Catharae	X		\$50
Acting for Film and Television	Chandler, June	X		\$129
<b>ONLINE LEARNING</b>				
Online Learning Courses	Education To Go, Inc.		\$60 - \$85/student	\$95-\$120
Online Career Training Programs	Education To Go, Inc. (Gatlin Education Services)		Education to Go, Inc. will pay Mt. SAC \$100 - \$300/student	\$595-\$4,495
Electronic Health Records Systems Technologist (216 hour course)	Boston Reed College		Boston Reed will pay Mt. SAC \$500/student	\$3,600
<b>SPORTS AND FITNESS</b>				
Adult Tennis Program	Coordinator: Schreuders, Grace Instructors: Schreuders, Grace Saravia, Ervin  City of West Covina (their site only)		5% Primary Instructor 45% or 43% with Assistant Instructor 12% 15% of fees after expenses	\$42 Winter \$72-\$94 Spring
Ice Skating for Teens and Adults	Center Ice Arena		60%	\$55
Filipino Martial Arts	Del Castillo, Steve	X		\$55
Mixed Martial Arts	Del Castillo, Steve	X		\$65
* Basic Boxing	Del Castillo, Steve	X		\$55
Zumba	Centeno, Alejandra	X		\$35 \$61 series of 12
<b>SWIM PROGRAMS</b>				
Master Swimming	Boehle, Louis		50%	\$120
Open Fitness Swim	Iwata, David Boehle, Louis		\$21/hour \$21/hour	\$110
Swim Session Cards			-0-	\$20-\$60
<b>DRIVER EDUCATION</b>				
Traffic Violator School	Hernandez, Rudolph Syrja, Randel		50% 50%	\$37
California Motorcycle Training	Arroyo's Motorcycle Training (Contractor costs include instructor payment, motorcycles, motorcycle maintenance, and fuel.)		68%	Age 21 and over - \$250 Under age 21 - \$150
Motorcycle Training Cancellation/ Re-registration fee				50% of course fee



**SUBJECT:** Community Education Programs/Courses Winter/Spring 2012

**DATE:** December 14, 2011

Funding Source

Percentage of student registration fees or other identified specific dollar amount.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the community services programs/courses, as presented.

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

**DATE:** December 14, 2011

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

**APPROPRIATION TRANSFERS  
For the period 10/22/11 - 11/30/11**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 56,315
5000 Other Operating Expenses/Services	40,441
7950 Unassigned Fund Balance	<u>217,203</u>
<b>Total</b>	<b>313,959</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 109,397
2000 Classified/Other Nonacademic Salaries	86,261
3000 Employee Benefits	34,809
6000 Capital Outlay	<u>83,492</u>
<b>Total</b>	<b>313,959</b>

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

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

**DATE:** December 14, 2011

**Restricted General Fund -17**

From:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 9,282
5000	Other Operating Expenses/Services	4,166
<b>Total</b>		<b>13,448</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 6,101
2000	Classified/Other Nonacademic Salaries	4,934
3000	Employee Benefits	832
6000	Capital Outlay	1,581
<b>Total</b>		<b>13,448</b>

**Farm Operations Fund - 34**

From:

<u>Budget Classification</u>		<u>Amount</u>
7940	Assigned Fund Balance	\$ 2,000
<b>Total</b>		<b>2,000</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 2,000
<b>Total</b>		<b>2,000</b>

**Health Services Fund - 39**

From:

<u>Budget Classification</u>		<u>Amount</u>
7920	Restricted Fund Balance	\$ 5,000
7950	Unassigned Fund Balance	4,000
<b>Total</b>		<b>9,000</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 3,000
4000	Supplies/Materials	1,000
6000	Capital Outlay	5,000
<b>Total</b>		<b>9,000</b>

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

**DATE:** December 14, 2011

**BAN Construction Fund - 44**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 3,465
<b>Total</b>	<b>3,465</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 3,465
<b>Total</b>	<b>3,465</b>

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,048
6000 Capital Outlay	950
<b>Total</b>	<b>1,998</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,998
<b>Total</b>	<b>1,998</b>

**Other Trust Funds - 79**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 327
<b>Total</b>	<b>327</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 327
<b>Total</b>	<b>327</b>

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

**DATE:** December 14, 2011

**BUDGET REVISIONS**  
**For the period 10/22/11 - 11/30/11**

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 Breedlove Funds-Mt. SAC Foundation	\$ 10,000
883900 2011-12 Disabled Student Programs & Services	4,000
887730 Ceramics, Clay Fees	<u>1,531</u>
<b>Total</b>	<b>15,531</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 3,947
3000 Employee Benefits	53
4000 Supplies/Materials	6,231
5000 Other Operating Expenses/Services	<u>5,300</u>
<b>Total</b>	<b>15,531</b>

**Restricted General Fund -17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
865900 Child Development Training Consortium	\$ <u>10,000</u>
<b>Total</b>	<b>10,000</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 1,000
3000 Employee Benefits	65
5000 Other Operating Expenses/Services	17
7000 Other Outgo	<u>8,918</u>
<b>Total</b>	<b>10,000</b>

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Lease Revenue Bonds - Interest	\$ <u>144</u>
<b>Total</b>	<b>144</b>

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

**DATE:** December 14, 2011

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ <u>144</u>
<b>Total</b>	<b>144</b>

**Capital Outlay Projects/Redevelopment Fund - 43**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 RDA, Pomona	\$ 66,907
889000 RDA, Baldwin Park	3,021
889000 RDA, West Covina	58,628
889000 RDA, Glendora	6,469
889000 RDA, San Dimas	<u>19,185</u>
<b>Total</b>	<b>154,210</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ <u>154,210</u>
<b>Total</b>	<b>154,210</b>

**Student Financial Aid Trust Fund - 74**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 Aid Like a Paid Check	\$ <u>(32,000)</u>
<b>Total</b>	<b>(32,000)</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ <u>(32,000)</u>
<b>Total</b>	<b>(32,000)</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$313,959), Restricted General Fund (\$13,448), Farm Operations Fund (\$2,000), Health Services Fund (\$9,000), BAN Construction Fund (\$3,465), Associated Students Trust Fund (\$1,998), and Other Trust Funds (\$327) pursuant to the California Code of Regulations, Title 5, Section 58307.

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

**DATE:** December 14, 2011

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$15,531), Restricted General Fund (\$10,000), Capital Outlay Projects Fund (\$144), Capital Outlay Projects/Redevelopment Fund (\$154,210), and Student Financial Aid Trust Fund (\$-32,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b> <u>December 14, 2011</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
Kenneth Baca	Instruction – Foreign Languages	Actor, “Christmas in Mexico” event	12/8/11	\$128.57
Vena Blanchard	Instruction – Biology	Lecturer, BIOL 15/H classes	11/2/11-11/3/11	\$100.00
Liliana Castillo	Instruction – Foreign Languages	Actor, “Christmas in Mexico” event	12/8/11	\$128.57
Sheila Dufresne	Instruction – Computer Information Systems, CyberWatch West, Advanced Technological Education Grant	Develop marketing strategy and materials, develop web content, plan events, and prepare reports	1/1/12-6/30/12	\$31,200.00
Michael Esalun	Instruction – Biology	Lecturer, BIOL 15/H classes	11/14/11-11/15/11	\$100.00
Kimberly Gadlin	Instruction – Theater	Choreographer, “The Bacche” student play	9/1/11-10/20/11	\$1,000.00
Astrid Guilarte	Instruction – Foreign Languages	Actor, “Christmas in Mexico” event	12/8/11	\$128.57
David Hata	Instruction – Computer Information Systems, CyberWatch West, Advanced Technological Education Grant	External Evaluator, CyberWatch West Regional Center	12/15/11-6/30/12	\$24,120.00

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10



**SUBJECT:** Independent Contractors**DATE:** December 14, 2011

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
John Heneise	Instruction – Technology and Health - Citrus Valley Health Partners and Pomona Valley Hospital Medical Center	Expand prior assignment (October Board Agenda) of updating FileMaker Pro databases to include online application	11/1/11-6/30/12	\$20,000.00
Ana Higuera	Instruction – Foreign Languages	Actor, “Christmas in Mexico” event	12/8/11	\$128.57
Dave Johnstone	Instruction – Music	Accompanist, Performer – recording sessions and all rehearsals with Frontline for Vocal Jazz Concert	11/3/11, 11/8/11, 11/10/11, 11/12/11	\$650.00
Dave Johnstone	Instruction – Music	Accompanist, Performer – recording sessions and all rehearsals and performance with Singcopation for Vocal Jazz Concert	11/8/11, 11/10/11, 11/12/11, 11/28/11, 11/29/11, 12/1/11	\$1,650.00
Carol Lamkins	Instruction – Family & Consumer Sciences, Discipline/Industry Collaborative grant	Write one additional Interior Design article for the FCS website (total of ten articles)	7/1/11-6/30/12	\$250.00 for one added article
Simon LeVay	Instruction – Biology	Lecturer, BIOL 15/H classes	11/14/11-11/15/11	\$100.00
Ernest Moreno	Instruction – Foreign Languages	String Ensemble Director, “Christmas in Mexico” event	12/8/11	\$200.00
Wendy Reiboldt	Instruction – Family & Consumer Sciences, Discipline/Industry Collaborative grant	Write four additional research articles for the FCS website (total of twelve articles)	7/1/11-6/30/12	\$870.00 for four added articles
Jose Rivas	Instruction – Foreign Languages	Actor, “Christmas in Mexico” event	12/8/11	\$128.57

**SUBJECT:** Independent Contractors**DATE:** December 14, 2011

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Michael C. Ryan	Instruction – Family & Consumer Sciences, U.S. Department of Labor Building Automation grant	Conduct an Occupational Safety & Health Administration ten-hour construction outreach training program	12/12/11-1/27/12	\$1,200.00
Edgar Soto	Instruction – Foreign Languages	Actor, “Christmas in Mexico” event	12/8/11	\$128.57
Ron Suffredini	Instruction – Music	Accompanist, Performer – recording sessions and all rehearsals and performance with Singcopation for Vocal Jazz Concert	11/8/11, 11/10/11, 11/12/11, 11/28/11, 11/29/11, 12/1/11	\$1,650.00
Ron Suffredini	Instruction – Music	Accompanist, Performer – recording sessions and all rehearsals with Frontline for Vocal Jazz Concert	11/3/11, 11/8/11, 11/10/11, 11/12/11	\$650.00
Elizabeth Wallner	Instruction – Perkins (VTEA), Perkins grant	Presenter, Joint Special Populations Advisory Committee for Perkins faculty	2/10/12	\$1,500.00
Dana Wassmer	Instruction – Family & Consumer Sciences, Discipline/Industry Collaborative grant	Write one additional Nutrition article for the FCS website (total of ten articles)	7/1/11-6/30/12	\$250.00 for one added article
Vera Zdravkovich	Instruction – Computer Information Systems, CyberWatch West, Advanced Technological Education Grant	Senior Advisor, CyberWatch West Regional Center	12/15/11-6/30/12	\$11,000.00

**SUBJECT:** Independent Contractors

**DATE:** December 14, 2011

Funding Sources

Restricted and Unrestricted General Funds.

**RECOMMENDATION**

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

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Resolution No. 11-06 - Revising the Informal Bidding Procedures for the California Uniform Public Construction Cost Accounting Act

**BACKGROUND**

On December 17, 2008, the Board of Trustees adopted the California Uniform Public Construction Cost Accounting Act (CUPCCAA), which raised the formal bid limit to \$125,000 for public projects. This year, pursuant to the provisions of CUPCCAA, the California Uniform Public Construction Cost Accounting Commission increased the bid limit to \$175,000, effective July 1, 2011. It is requested that the Board adopts the following resolution that will establish this change along with an increase in the negotiated price limit from \$30,000 to \$45,000, as authorized by the associated Assembly Bill 720 signed into law by Governor Brown on October 9, 2011, taking effect on January 1, 2012.

**ANALYSIS AND FISCAL IMPACT**

As stipulated in the California Uniform Public Construction Cost Accounting Act, the California Uniform Construction Cost Accounting Commission periodically reviews the costs of construction in California and makes a determination whether the maximum bid limit should be increased and by how much. This past spring, the Commission voted to increase the limit from \$125,000 to \$175,000, effective July 1, 2011. Subsequently, the Legislature passed, and Governor Brown signed into law AB 720 to clean up Public Contract Code Section 22000 and to increase the negotiated price limit from \$30,000 to \$45,000 for agencies that have adopted CUPCCAA.

In accordance with CUPCCAA procedures, the District maintains a list of qualified contractors according to the categories of work that they perform. During November of each year, the District publishes an advertisement in a local newspaper of general circulation and mails a written notice to all construction trade journals designated for the County of Los Angeles inviting all licensed contractors to submit their name and qualifications of their firms to the District for consideration and inclusion in the District's list of qualified bidders for the following calendar year. Contractors are added to the list, as requested, during the course of the following year. All qualified contractors from this list are solicited on each informal bid between \$45,000 and \$175,000. Applications must be updated annually.

The CUPCCAA allows the District to have an informal bid process with appropriate guidelines and checks and balances in place. If the recommended Resolution is adopted, public projects will be processed as follows:

Prepared by: Thomas G. Meikle

Reviewed by: Linda M. Baldwin/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

**SUBJECT:** Resolution No. 11-06 - Revising the Informal Bidding Procedures for the California Uniform Public Construction Cost Accounting Act

**DATE:** December 14, 2011

The CUPCCAA allows the District to have an informal bid process with appropriate guidelines and checks and balances in place. If the recommended Resolution is adopted, public projects will be processed as follows:

- **\$0 - \$45,000 – Negotiated Price.** CUPCCAA exempts this size of project from bidding requirements; the District will negotiate a contract or procure the job by purchase order.
- **\$45,000 - \$175,000 - Informal Bid.** Would be let to the qualified contractor submitting the lowest quote through an informal bidding process. The District would still reserve the right to formally bid a project in this range, if desired. Bid bonds, performance bonds, and payment bonds would continue to be required of all contractors doing work under these provisions.
- **Over \$175,000 - Formal Bid.** Requires one advertisement in a local paper with 14-day advance notice. Trade Journals are notified 30 days in advance. Requires Board approval.
- If no bids are received through the informal or formal bidding procedures, the District is authorized by Public Contract Code Section 22038(c) to have the project completed by negotiated contract which complies with bidding procedures.

The Director, Facilities Planning & Management will continue to work with his staff and consultants to develop the bid documentation necessary to complete the public project. Those bids will be submitted to the Purchasing Manager for the written quotation, informal bid, and formal bid processes. The District requires, for the process where no bids are required, that a minimum of three written quotes be obtained by Purchasing for all projects valued at \$25,000 or more. The Director, Facilities Planning & Management will assist in the review of bids received and make final recommendations to the Purchasing Manager prior to award. Contracts, bonds, and insurance will still be required, as required by law, and those documents will be maintained by the Purchasing Department.

The Board of Trustees must adopt one resolution to update this process. Adoption of Resolution No. 11-06 will update the informal bidding procedures the District will use when using the CUPCCAA procedures.

Funding Source

Not applicable.

**SUBJECT:** Resolution No. 11-06 - Revising the Informal Bidding Procedures for the  
California Uniform Public Construction Cost Accounting Act

**DATE:** December 14, 2011

**RECOMMENDATION**

It is recommended that the Board of Trustees adopts the following the resolution to incorporate changes to the California Uniform Public Construction Cost Accounting Act:

**RESOLUTION No. 11-06**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
REVISING THE INFORMAL BIDDING PROCEDURES  
UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

WHEREAS, the District has adopted the uniform public construction cost accounting procedures set forth in the Uniform Public Construction Cost Accounting Act (the "Act") set forth at California Public Contract Code Section 22000 et seq.; and

WHEREAS, pursuant to the Act, if a public entity adopts the uniform public construction cost accounting procedures, such public agency may, in its discretion, adopt and implement the alternative bidding procedures and certain informal bidding procedures set forth in the Act commencing at California Public Contract Code Section 22030 et seq.;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Mt. San Antonio Community College District hereby elects to revise the existing alternative bidding procedures and hereby adopts the following informal bidding procedures:

**INFORMAL BID PROCEDURES**

Public projects, as defined in the Act, of One Hundred Seventy-Five Thousand Dollars (\$175,000) or less may be let to contract by informal procedures as set forth in Sections 22032 et seq., of the California Public Contract Code.

**LIST OF CONTRACTORS**

A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the California Public Contract Code and criteria promulgated from time to time by the California Uniform Cost Accounting Commission. The list shall set forth the different categories of trade work that each listed contractor is qualified to perform on behalf of the District.

**NOTICE INVITING INFORMAL BIDS**

Where a project is to be performed which is subject to the provisions of this policy, a notice inviting formal bids (which shall describe the project in general terms and how to obtain more detailed information about the project, including the time and place for submissions of bids) shall be mailed to: (1) all contractors for the category of work to be bid as shown in the list of contractors developed pursuant to this Resolution above; (2) all trade journals specified by the California Uniform Public Construction Cost Accounting Commission for Los Angeles County in accordance with Section 22036 of the California Public Contract Code; or (3) both such contractors with such trade journals. All mailing of notices to the contractors and/or trade journals described above shall be completed not less than ten (10) calendar days prior to the date that the bids are due. Additional contractors and/or construction trade journals may be notified at the discretion of the Vice President, Administrative Services, provided that:

- (1) If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent to the construction trade journals specified by the Commission and such other contractors and trade journals as the Associate Vice President, Fiscal Services may determine and;
- (2) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

AWARD OF CONTRACTS

The Board of Trustees will award informal contracts pursuant to this policy. If the lowest bid submitted by a responsible bidder exceeds \$175,000, but does not exceed \$187,500, the Board may nevertheless award the contract to such lowest responsible bidder if it determines by 4/5 vote that the cost estimate of the public agency was reasonable.

The Vice President, Administrative Services and/or the Associate Vice President, Fiscal Services are each authorized, without further action or authorization of the Board of Trustees, to award contracts bid pursuant to the informal bidding procedures adopted by this resolution (Public Contract Code Section 22034(e) allows the governing body of the public agency to delegate the authority to award informal contracts).

EFFECTIVE DATE

This resolution shall take effect and be in force as of January 1, 2012.

PASSED AND ADOPTED by the Board of Trustees of the Mt. San Antonio Community College District in Walnut, California, this 14th day of December 2011 by the following vote:

- AYES:
- NAYS:
- ABSENT:
- ABSTENTIONS:

IN WITNESS WHEREOF, this instrument has been duly signed and sealed as of the 14<sup>th</sup> day of December 2011.

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Judy Chen Haggerty  
 President, Governing Board

ATTEST: \_\_\_\_\_  
 William T. Scroggins  
 College President/CEO and  
 Secretary, Governing Board



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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT** Declassification and Destruction of Records

**BACKGROUND**

Approval is requested to destroy the following documents which are classified as Class 2 or Class 3 records:

- All Requisitions, Contracts, Purchase Orders, Bids, and supporting documentation prior to calendar year 2007, except for capital property documents classified as Class 1 records;
- Workers' Compensation Insurance letters from vendors, prior to calendar year 2007;
- Vendor Invoices, prior to July 2006;
- Journal Vouchers and Warrant Cancellation Requests to County, prior to July 2006;
- Cash Receipts, prior to July 2006;
- Appropriation Transfers, prior to July 2006;
- Cash Collection Reports, Bank Reconciliation, and Cancelled Checks, prior to July 2006;
- District Outgoing Invoices, prior to July 2006;
- Budget Revisions, prior to July 2006;
- Payroll Timesheets, prior to July 2006 and Timesheets from July 2006 to July 2011 that have been scanned and stored electronically;
- Student Refund Request forms with copies of checks, 2006;
- Official Payment Credit Card Reports, 2006;
- HR Recruitment Files, prior to July 2006; and
- Federal and State Categorical Programs – Financial and Program Records, prior to July 2006.

**ANALYSIS AND FISCAL IMPACT**

These records have been retained for the legal period of time as per Article 2, Sections 16023 through 16028, of Title 5, California Administrative Code. There is no further need to retain these records for use by the District.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees grants permission to declassify and destroy the documents listed above.

Prepared by: Thomas G. Meikle

Reviewed by: Linda M. Baldwin/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Renewal of Production Music Agreement with Killer Tracks, a Division of  
Universal Music

**BACKGROUND**

Title 17 of the United States Code, otherwise known as the Federal Copyright Law, places restrictions on the use of copyrighted music used in media productions. In order to comply with these restrictions, the College licenses the use of production music libraries from Killer Tracks, a division of Universal Music. Our existing license agreement is now due for renewal.

**ANALYSIS AND FISCAL IMPACT**

The College presently uses three production music libraries licensed from Killer Tracks. These libraries are the Killer Edge Library, the Network Music Production Library, and the SLAM Library. Under the terms of the new agreement, the College music library would be expanded to include the existing three libraries and five new libraries: Atmosphere, Chuck D Presents, Killer Tracks, Koka Media, and Match Music, a total of 1,269 CDs.

The libraries are used extensively for in-house video productions originated by the College, and they are also used as a source for the production music used for the College's "music and information on hold" program used on the school's telephone system.

By using licensed music from this provider, the College avoids any issues with Copyright Law and maintains access to an outstanding library of varied music for use in media productions and for music on hold.

The total cost of this three-year agreement is \$13,458, which will consist of three payments as follows: \$4,486 due upon execution of the contract, \$4,486 due on October 31, 2012, and \$4,486 due on October 31, 2013.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal of the Production Music Agreement, as presented.

Prepared by: William S. Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Agreement with Moodlerooms Inc.

**BACKGROUND**

In August 2011, the Board approved an agreement with Moodlerooms Inc. for the transition from Blackboard to Moodlerooms course management system. The College offers 130 online courses, and 195 faculty are certified to teach online. There are also more than 400 faculty who have completed online basic training and can use the course management system to supplement their in-class teaching.

**ANALYSIS AND FISCAL IMPACT**

To assist with the transition, Moodlerooms offers online and webinar training courses for faculty and system administrators. The training agreement includes 300 to 400 training seats, depending on whether faculty choose an online course at \$192.50 each or a webinar course at \$75 to \$125 each, for a not-to-exceed cost of \$67,375. An online course is a structured training environment with synchronous interaction with the trainer. A webinar allows the participant to choose the time that best fits their schedule and includes asynchronous interaction with the trainer.

Any training funds that are not used by December 2013 will be applied to the year three Moodlerooms Inc. license renewal.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Moodlerooms, Inc. for \$67,375.

Prepared by: Victor A. Belinski/Meghan Chen

Reviewed by: Michael D. Gregoryk/Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #14

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Renewal of Agreement with Thacker Berry Farms

**BACKGROUND**

Thacker Berry Farms, located in Lakewood, CA, has requested renewal of an agreement to lease College property located at the southwest corner of Grand Avenue and Amar Road for the purpose of selling strawberries for the 2012 season.

**ANALYSIS AND FISCAL IMPACT**

Thacker Berry Farms will have use of the specified property for the period February 1, 2012, through July 31, 2012, with the option to extend for one additional month depending on the weather and quality of fruit. The lease, however, will not extend past August 31, 2012.

Thacker Berry Farms will provide liability insurance naming the College as additionally insured and will also provide any restroom facilities, electrical, or water needed for their operations.

Thacker Berry Farms will pay to the College a lease amount of \$1,000 per month. The income generated from this lease will be deposited into the College Farm account.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the lease agreement between the College and Thacker Berry Farms, as presented.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #15

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Renewal of Site Lease Agreement with Sprint Nextel

**BACKGROUND**

In December 1995, the Board of Trustees approved a site lease agreement with Sprint Nextel, fka Nextel Communications, to construct a communications facility on the rooftop of the Art Center building. The initial agreement commenced on December 30, 1996, for a ten-year period with the option to renew for two additional five-year periods.

**ANALYSIS AND FISCAL IMPACT**

The College wishes to exercise its option to renew the agreement with Sprint Nextel for the second five-year term commencing December 30, 2011, through December 29, 2016. The current lease amount is \$823.69 per month and is increased each year in accordance with the Consumer Price Index. The income generated from this lease is deposited into the College Improvements Fund.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the second five-year renewal agreement with Sprint Nextel for the period December 30, 2011, through December 29, 2016.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Surplus Disposal Agreement with Interschola™

**BACKGROUND**

For the past five years, the College has contracted with Interschola™, a company that specializes in assisting educational institutions in the disposal of its surplus assets utilizing the eBay auction website. The College has had a favorable experience with the services provided by Interschola™ and wishes to enter into a new five-year agreement to continue utilizing their services.

**ANALYSIS AND FISCAL IMPACT**

The Board may sell for cash any personal property belonging to the District that is not required, suitable or satisfactory for school purposes, by means of public auction, pursuant to Education Code 81450. Where the surplus property value, whether one or more items, exceeds \$5,000, or when there is no suitable exchange with another not-for-profit entity, the Board is directed to dispose of such property through public auction.

Interschola™ manages the entire auction process, including identifying and marketing to potentially interested bidders, creating the auction listing, posting the required notices of auction, and handling all aspects of the shipping process.

Interschola™ uses a sliding fee scale based on the value of the assets sold, ranging from 20% for each item exceeding \$5,000 to 45% for total sales less than \$5,000. These rates are in line with the local liquidation auction rates of 35% to 50%.

The term of the agreement will be from December 15, 2011, through December 14, 2012, with annual one-year renewals not to exceed five years. Following the first anniversary of the effective date, either party may terminate this Agreement by providing a thirty days' written notice.

Money received from any sale shall be placed to the credit of the fund from which the original expenditure for the purchase of the property was made, whenever possible; otherwise, it shall revert to the Unrestricted General Fund.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Agreement with Interschola™, as presented.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregork

Recommended by: Bill Scroggins

Agenda Item: Consent #17

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Agreement with The Network's ReportLine™

**BACKGROUND**

Audit requirements that became effective on July 1, 2003, prescribed school districts to take a more active role in fraud prevention within their institutions by establishing an anti-fraud program. These requirements provide guidance to help prevent, deter, and detect fraud within each institution. One recommendation set forth to assist with the detection of fraud within an institution is to provide a system where staff and students can anonymously report any suspected fraudulent activity.

A Fraud Alert Hotline Service has been provided to Mt. San Antonio College by VLS Fraud Solutions for the past three years. VLS Fraud Solutions has notified Mt. SAC that they will no longer be offering this service. VLS Fraud Solutions has recommended The Network, which is another provider that offers an ethics and compliance program covering telephonic and web reporting with a 24/7/365 multilingual integrated incident capture and educational/awareness materials to promote the program. The Network has agreed to provide former VLS clients their professional services at the same annual rate of \$1,800. These options provide a safe and confidential means for Mt. SAC staff and students to promote ethical behavior, prevent fraud, and detect suspicious and fraudulent activities. Anonymous tips are the most common method in detecting fraud.

**ANALYSIS AND FISCAL IMPACT**

The advantages for providing this service are:

- sends a positive message "from the top" about integrity and zero tolerance;
- builds a framework for creating an effective anonymous reporting program;
- directs effective and efficient investigations with a centralized database of loss prevention and all types of incidents and issues affecting Mt. SAC;
- manages complex and numerous compliance and regulatory requirements;
- promotes and maintains an ethical workforce environment;
- measures trends, compares results, and identifies areas for improvement;
- protects privacy and is immediately accessible at a time best for the informant or complainant;
- captures all relevant (factual and emotional) information;

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #18

**SUBJECT:** Agreement with The Network's ReportLine™

**DATE:** December 14, 2011

- available to all employees, and anyone else doing business with us, who are likely to report to a third party;
- uncovers both internal and external fraud risk and information;
- provides a timely assessment and professional response to alert; and
- acts as a positive public relations tool for administration, employees, students, and the public.

The fee for this service is \$1,800 per year, plus \$750 for a one-time implementation setup fee and \$1,300 for education and awareness materials. These materials include 11"x17" posters for the entire campus and brochures with wallet cards for Mt. SAC employees. The total cost for the first year will be \$3,850.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with The Network to provide an anonymous ethics and compliance reporting program.



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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Claim Against the District – Matthew William Foresta

**BACKGROUND**

Government Code Section 911.4(a) states that, when a claim that is required to be presented not later than six months after the accrual of the cause of action is not presented within that time, a written application may be made to the public entity for leave to present a late claim.

**ANALYSIS AND FISCAL IMPACT**

On November 23, 2011, the District received an application for leave to present late claim from Mathew William Foresta for injuries sustained on December 2, 2010, when claimant collided with a glass window. The District's claims administrator has reviewed the claim and requests that the Board takes action to reject the claim in accordance with Government Code Section 911.6.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees rejects the application for leave to present late claim and that Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #19

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Professional Design and Consulting Services

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Alta Environmental	
	<b>Project:</b>	Annual Emissions Report	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services to provide a complete Annual Emissions Report for 2011. Services are provided for a fixed fee.	\$4,500.00	
	Contract Amount		\$4,500.00

<b>#2</b>	<b>Consultant:</b>	Cambridge West Partnership	
	<b>Project:</b>	Campus Master Plan	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services for the Facility Master Plan. Services are provided for a fixed fee.	\$32,000.00	
	Contract Amount		\$32,000.00

<b>#3</b>	<b>Consultant:</b>	P2S Engineering	
	<b>Project:</b>	Humanities Building Air Handlers Unit Replacement	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional engineering services for the replacement of the air handler units in the Humanities Building. Services are provided for a fixed fee.	\$154,523.00	
	Contract Amount		\$154,523.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #20

**SUBJECT:** Professional Design and Consulting Services

**DATE:** December 14, 2011

<b>#4</b>	<b>Consultant:</b>	P2S Engineering	
	<b>Project:</b>	Facilities Building Renovation and Addition	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional engineering services for the site preparation and utility infrastructure for the Facilities Building Renovation and Addition project. Services are provided for a fixed fee.	\$73,010.00	
	Reimbursable expenses:	\$2,500.00	
	Contract Amount		\$75,510.00

**Funding Sources**

#1 – Unrestricted General Fund.

#s 2–4 – Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**BACKGROUND**

Agricultural Sciences Complex (Change Orders).

As of November 1, 2011, Change Orders for the Agricultural Sciences Complex project (main building) totaled \$1,724,359.89, or 12%, of all contracts. Changes totaling 2.2% of all contracts were owner-requested changes, 6.4% were required by the Architect, 0.3% were required to update Campus Standards, 1.3% were to address unforeseen conditions, and 1.9% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

Bid No.	2772	Contractor:	Griffith Company (Earthwork and Demo Contractor)	CO No.	7
Item	Change and Justification:		Amount	Time	
1	Add concrete footings for the trash enclosure per the structural engineer. Core holes in the curb face to allow for drain pipes to be installed to ensure for proper drainage. Remove and replace a portion of the concrete to allow the Mechanical Room doors to swing open. <i>Architect/Engineer requirement-design error.</i>		\$6,498.06	0 days	
2	Patch back 2" of asphalt around the light poles to allow for temporary student access.		\$2,587.00	0 days	
3	This item is to correct a discrepancy with item No.1 in Change Order No. 6 that was approved at the July 25, 2011, Board of Trustees meeting. This change reflects the final negotiated price.		<\$1,377.14>	0 days	
	Total		\$7,707.92	0 days	
	Original Contract Amount		\$1,211,000.00		
	Net Change by Previous Change Orders		\$97,718.81		
	Net Sum Prior to This Change Order		\$1,308,718.81		
	Amount of Change Order No. 7		\$7,707.92		
	New Contract Sum		\$1,316,426.73		
Percentage of Change to Contract, to Date			8.71%		

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #21

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** December 14, 2011

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2772 Griffith Company (Earthwork &amp; Demo Contractor)</b>
Contract amount		\$1,211,000.00		
C. O. No. 1	November 2008	\$10,937.05	0.90%	Survey work; Demolition of abandoned underground structures; Geo-textile material.
C. O. No. 2	May 2009	\$36,072.70	3.88%	Installation of geo-textile materials on Bonita Drive; Storm drain work.
C. O. No. 3	November 2009	\$18,116.12	5.38%	Rain costs.
C. O. No. 4	September 2009	<\$2,055.82>	5.21%	Additional concrete on Bonita Drive street divider and installation of fencing.
C. O. No. 5	November 2010	\$17,399.42	6.64%	Damages due to heavy rains; Striping; Trash enclosure; Transformer.
C. O. No. 6	July 2011	\$15,872.20	7.96%	Credit for not installing concrete at the south slope; Additional striping along Walnut Drive.

<b>Bid No.</b>	2775	<b>Contractor:</b>	Harbor Construction Co. Inc. (General Contractor)	<b>CO No.</b>	17
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Reframe walls for the installation of eyewash stations and added access panels. <i>Architect/Engineer requirement-additional details required.</i>		\$1,805.00	0 days	
2	Extended temporary fence costs from November 2010 to February 2011; the fencing was necessary to ensure job site security. <i>Miscellaneous change.</i>		\$1,429.00	0 days	
3	Remove and replace two door frames that were damaged by the plumbing contractor. Back charge will be applied to the plumbing contractor. <i>Miscellaneous change-back charge.</i>		\$1,900.00	0 days	
4	Provide additional dumpsters. <i>Miscellaneous change.</i>		\$6,650.00	0 days	
5	Remove and replace three hollow metal door frames that were damaged by other trades on site. <i>Miscellaneous change.</i>		\$1,893.00	0 days	
6	Repair damage to various doors throughout the site due to damage from other trades. Back charge will be applied to the various subcontractors. <i>Miscellaneous change-back charge.</i>		\$6,022.00	0 days	

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** December 14, 2011

<b>Bid No.</b>	2775 (cont.)	<b>Contractor:</b>	Harbor Construction Co. Inc. (General Contractor)	<b>CO No.</b>	17
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
7	Extended temporary scaffolding costs (for eight months) due to project delays by design issues to metal bridging at the perimeter walls and the exterior plaster substrate material.			\$5,416.19	0 days
	Total			\$25,115.19	0 days
	Original Contract Amount			\$3,868,000.00	
	Net Change by Previous Change Orders			\$501,411.63	
	Net Sum Prior to This Change Order			\$4,369,411.63	
	Amount of Change Order No. 17			\$25,115.19	
	New Contract Sum			\$4,394,526.82	
	Percentage of Change to Contract, to Date			13.61%	

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2775 Harbor Construction (General Contractor)</b>
Contract amount		\$3,868,000.00		
C. O. No. 1	January 2009	\$9,166.00	0.24%	Increase hydraulic elevator capacity.
C. O. No. 2	April 2009	\$10,588.00	0.51%	Rain costs.
C. O. No. 3	June 2009	\$4,064.00	0.62%	Upgrade toilet partition material to campus standard.
C. O. No. 4	July 2009	\$58,254.00	2.12%	Add access control to all doors in building.
C. O. No. 5	December 2009	\$31,104.00	2.93%	Add insulation at all interior walls to improve acoustics.
C. O. No. 6	March 2010	\$9,690.00	3.18%	Miscellaneous framing changes.
C. O. No. 7	September 2010	\$82,610.00	5.31%	Miscellaneous changes to structure, Ceilings and finishes.
C. O. No. 8	October 2010	\$100,894.00	7.92%	Miscellaneous changes to doors and exterior walls; Add panels and epoxy coating.
C. O. No. 9	November 2010	\$4,707.00	8.04%	Install drywall; One-hour enclosure around chilled water piping.
C. O. No. 10	December 2010	\$70,779.00	9.87%	Install additional epoxy floors at five extra rooms.
C. O. No. 11	January 2011	\$35,258.00	10.78%	Revise floor finishes; Provide seismic wires to light fixtures.
C. O. No. 12	February 2011	\$22,104.20	11.36%	Revise moisture barrier material; Replace two doors.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** December 14, 2011

<b>Agricultural Sciences Complex (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2775 Harbor Construction (General Contractor)</b>
C. O. No. 13	April 2011	\$8,560.00	11.58%	Replacement of damaged ceiling tile and grid; Construction fencing around site for extended time.
C. O. No. 14	May 2011	\$5,976.00	11.73%	Repair cracks and paint throughout the building; Provide bracing wires for light fixtures.
C. O. No. 15	June 2011	\$18,584.96	12.21%	Trim doors to avoid rubbing on carpet; Credit for tile on second floor.
C. O. No. 16	August 2011	\$29,072.47	12.96%	Add mass notification capabilities.

<b>Bid No.</b>	2777	<b>Contractor:</b>	Continental Plumbing (Plumbing Contractor)	<b>CO No.</b>	16
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Credit to the owner for repairs made to damaged door frames caused by Continental Plumbing. <i>Miscellaneous change-credit to the owner.</i>		<\$2,474.00>	0 days	
	Total		<\$2,474.00>	0 days	
	Original Contract Amount		\$1,240,608.00		
	Net Change by Previous Change Orders		\$161,847.17		
	Net Sum Prior to This Change Order		\$1,402,455.17		
	Amount of Change Order No. 16		<\$2,474.00>		
	New Contract Sum		\$1,399,981.17		
Percentage of Change to Contract, to Date			12.85%		

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2777 Continental Plumbing (Plumbing Contractor)</b>
Contract amount		\$1,240,608.00		
C. O. No. 1	November 2009	<\$9,753.00>	-0.79%	Substitution of trench drains in kennel area.
C. O. No. 2	February 2009	\$3,893.00	-0.47%	Repairs of existing underground piping throughout site as well as capping existing transit pipe.
C. O. No. 3	May 2009	\$48,642.20	3.45%	Repair existing pipe damaged due to heavy rains; Re-route pipe due to conflict with existing duct bank.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** December 14, 2011

<b>Agricultural Sciences Complex (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2777 Continental Plumbing (Plumbing Contractor)</b>
C. O. No. 4	June 2009	\$14,081.00	4.58%	Re-route canyon drain's point of connection and lowering drain piping along south side of site to accommodate new elevation changes.
C. O. No. 5	July 2009	\$10,748.00	5.45%	Install pipe and fittings to the new clarifier location.
C. O. No. 6	December 2009	\$4,678.12	5.83%	Connect existing roof drain at tractor barn to catch basin at the site.
C. O. No. 7	January 2010	\$16,669.00	7.17%	Changes to roof drain piping routing.
C. O. No. 8	March 2010	\$26,640.00	9.32%	Changes to pipe sizes; Add plumbing to custodian's room; Add split system to new IT room.
C. O. No. 9	April 2010	\$2,723.00	9.54%	User-requested plumbing for washer and dryer connection at Kennel area.
C. O. No. 10	July 2010	\$13,340.00	10.61%	Relocate existing water and gas lines; Install water line to future Kennel area.
C. O. No. 11	September 2010	\$12,784.00	11.64%	Relocate fire riser to interior; Install sink supports under epoxy countertops.
C. O. No. 12	December 2010	<\$8,465.00>	10.96%	Credit for smaller equipment that did not fit in space provided.
C. O. No. 13	April 2011	\$7,526.00	11.57%	Install precast catch basins at service yard; Install equipment at surgery rooms.
C. O. No. 14	June 2011	\$15,564.85	12.82%	Install surgical equipment and catch basin east of the main building.
C. O. No. 15	August 2011	\$2,776.00	13.05%	Installation of catch basin at east slope; Installation of tamper switches at PIV valve.



**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** December 14, 2011

<b>Bid No.</b>	2779	<b>Contractor:</b>	American Electric Company (Electrical Contractor)	<b>CO No.</b>	13
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Add additional electrical receptacles and wire mold at various rooms throughout the building. <i>Owner-directed change-design modification.</i>			\$10,111.67	0 days
2	Install access panels in two restrooms and the custodian's closet to allow for more accessibility. <i>Architect/Engineer requirement-additional details required.</i>			\$827.81	0 days
3	Install fiber optic cabling to the monitors in the surgery room and adjacent classroom. <i>Campus standard.</i>			\$4,200.09	0 days
	Total			\$15,139.57	0 days
	Original Contract Amount				\$1,863,000.00
	Net Change by Previous Change Orders				\$519,961.72
	Net Sum Prior to This Change Order				\$2,382,961.72
	Amount of Change Order No. 13				\$15,139.57
	New Contract Sum				\$2,398,101.29
	Percentage of Change to Contract, to Date				28.72%

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2779 American Electric (Electric Contractor)</b>
Contract amount		\$1,863,000.00		
C. O. No. 1	July 2009	\$43,859.09	2.35%	Clean and cut block outs; Retaining wall footing excavation.
C. O. No. 2	July 2010	\$103,536.27	7.91%	Rain costs; Mass Notification; Install electrical boxes.
C. O. No. 3	August 2010	\$41,846.15	10.16%	Install underground conduit; Relocate traffic signal boxes.
C. O. No. 4	September 2010	\$7,379.48	10.55%	Replace existing conduits and add traffic boxes along Bonita Drive.
C. O. No. 5	November 2010	\$7,487.00	10.96%	Install additional light poles in courtyard.
C. O. No. 6	December 2010	\$114,597.81	17.11%	Install audiovisual equipment and cables; Implement electrical and telecommunication; Miscellaneous design changes.
C. O. No. 7	January 2011	\$93,595.75	22.13%	Provide main power feeders to Greenhouse, Raptor, Equine, Animal Care, and main buildings.
C. O. No. 8	February 2011	\$28,915.99	23.68%	Install underground cabling and projection screens.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** December 14, 2011

<b>Agricultural Sciences Complex (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2779 American Electric (Electric Contractor)</b>
C. O. No. 9	April 2011	\$34,233.67	25.52%	Replace all one-lamp exterior light fixtures with two-lamp fixtures; Add extra circuits to computer lab.
C. O. No. 10	May 2011	\$19,345.72	26.56%	Materials and labor to install three 12' double-headlight pole fixtures in turf areas.
C. O. No. 11	July 2011	\$6,909.61	26.93%	Additional light fixtures; Terminate new variable frequency drive.
C. O. No. 12	November 2011	\$18,255.18	27.91%	Wire mold for surgical equipment; Gate motor for rolling gate; Lights for film development room.

**Funding Sources**

State Capital Outlay and Measure R Bond funds.

**RECOMMENDATION**

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

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

**DATE:** December 14, 2011

**CONSENT**

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

**BACKGROUND**

Child Development Center (Change Order).

As of November 1, 2011, Change Orders for the Child Development Center project totaled \$125,553.43, or 1% of all contracts. Changes totaling 0.1% were to address unforeseen conditions and 1% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	<b>2832</b>	<b>Contractor:</b>	<b>Continental Plumbing (Plumbing Contractor)</b>	<b>CO No.</b>	<b>1</b>
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Re-survey the domestic and fire water service between the new retaining wall and Buildings A and B of the Child Development Center. <i>Miscellaneous change-out of sequence work.</i>		\$1,196.00	10 days	
2	Install additional gravel under the grease interceptor and backfill with slurry according to the soils inspector's recommendations to avoid any conflicts with the adjacent Building A footing. <i>Miscellaneous change-out of sequence work.</i>		\$6,112.00	5 days	
3	Additional labor to install 8" storm drain line out of sequence. <i>Miscellaneous change-out of sequence work.</i>		\$5,937.00	30 days	
	Total		\$13,245.00	45 days	
	Original Contract Amount		\$1,097,579.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$1,097,579.00		
	Amount of Change Order No. 1		\$13,245.00		
	New Contract Sum		\$1,110,824.00		
Percentage of Change to Contract, to Date				1.21%	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #21

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

**DATE:** December 14, 2011

Funding Source

Measure RR Bond Anticipation Notes funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 14, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Design Technology Center (Change Orders)</u>	

**BACKGROUND**

Design Technology Center (Change Orders).

As of November 1, 2011, Change Orders for the Design Technology Center project totaled \$1,217,209.22, or 7.6% of all contracts. Changes totaling 3.5% of all contracts were owner-requested changes, 2.4% were required by the Architect, 0.7% were to address unforeseen conditions, and 1.0% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2849	<b>Contractor:</b>	RC Construction (General Contractor)	<b>CO No.</b>	12
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Credit to delete the section of the tackable wall panel below the extended countertop in the Interior Design lab. <i>Architect/Engineer requirement-additional details required.</i>			<\$525.00>	0 days
2	Provide composite panels at the east stair landing due to discrepancies in the drawings and to coordinate with the adjacent surface. <i>Architect/Engineer requirement-additional details required.</i>			\$2,843.00	0 days
3	Provide window roller shades per clarification of the window location and shade type. <i>Architect/Engineer requirement-additional details required.</i>			\$30,232.00	0 days
4	Delays caused by the discovery and abatement of asbestos found under Buildings 13, 14, and 15 at the beginning of the project. <i>Unforeseen field conditions.</i>			\$0.00	42 days
5	Rain delays. <i>Unforeseen field conditions.</i>			\$0.00	40 days
6	Relocate temporary fencing to the west end of the project to accommodate necessary grading work. <i>Owner-directed change.</i>			\$1,937.00	0 days

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

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** December 14, 2011

<b>Bid No.</b>	2849 (cont.)	<b>Contractor:</b>	RC Construction (General Contractor)	<b>CO No.</b>	12
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
7	Provide additional Storm Water Pollution Prevention Plan mitigation measures through the month of December.			\$3,274.00	0 days
	Total			\$37,761.00	82 days
	Original Contract Amount			\$4,998,000.00	
	Net Change by Previous Change Orders			\$535,444.62	
	Net Sum Prior to This Change Order			\$5,533,444.62	
	Amount of Change Order No. 12			\$37,761.00	
	New Contract Sum			\$5,571,205.62	
	Percentage of Change to Contract, to Date			11.47%	

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2849 RC Construction (General Contractor)</b>
Contract Amount		\$4,998,000.00		
C. O. No. 1	July 2010	\$1,464.72	.59%	Rain delays; Relocate fence.
C. O. No. 2	August 2010	\$1,681.69	1.0%	Increase wall thickness; Insulation at roof for mechanical unit.
C. O. No. 3	December 2010	\$27,666.00	.55%	Roofing; Rubber tile flooring.
C. O. No. 4	January 2011	\$37,232.00	.74%	Metal wall panels; Revised floor finishes.
C. O. No. 5	April 2011	\$33,221.73	.66%	Metal stud furring wall; Change all wood doors to 100% FSC; Miscellaneous concrete work; Revise corridor ceiling heights; Provide framing changes at wheelchair lift; 1,200-gallon water tank.
C. O. No. 6	May 2011	\$65,889.48	1.32%	Fire alarm system and column furring; Revise drinking fountain; Revise wall framing; Change opening of doors; Automatic door openers; Ductwork in assembly space; Add soffit.
C. O. No. 7	June 2011	\$79,375.30	1.59%	Architectural metal louvers.
C. O. No. 8	July 2011	\$163,884.10	3.28%	Marker boards; Revise room layouts; Metal stud framing; Anti-graffiti coating and glazing; Replace drywall with wonder board; Expansion joints; Revise door hardware.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** December 14, 2011

<b>Design Technology Center (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2849 RC Construction (General Contractor)</b>
C. O. No. 9	September 2011	\$19,883.33	0.4%	Revise metal stud framing in Assembly Space; Increase framing soffit; Box-in tube steel; Backing for monitors in lobby; Demo and patch drywall.
C. O. No. 10	October 2011	\$83,329.56	1.67%	Revise floor finishes.
C. O. No. 11	November 2011	\$21,816.62	0.44%	Provide expansion joint at block wall; Traffic coating at balcony; Soffits in elevator machine room; Panels at stair landing; Modify ceiling height.

<b>Bid No.</b>	2851	<b>Contractor:</b>	HPL Mechanical (Plumbing Contractor)	<b>CO No.</b>	5
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Install water and gas meters at the exterior pressure-reducing station in the mechanical room to accommodate the Metering and Verification Plan. <i>LEED Costs.</i>		\$11,267.81	4 days	
	Total		\$11,267.81	4 days	
	Original Contract Amount		\$807,937.00		
	Net Change by Previous Change Orders		\$25,368.01		
	Net Sum Prior to This Change Order		\$833,305.01		
	Amount of Change Order No. 5		\$11,267.81		
	New Contract Sum		\$844,572.82		
Percentage of Change to Contract, to Date			4.53%		

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2851 HPL Mechanical (Plumbing Contractor)</b>
Contract Amount		\$807,937.00		
C. O. No. 1	August 2010	\$3,078.10	0.38%	Repair water lines; Install underground utilities for restrooms.
C. O. No. 2	December 2010	\$10,175.85	1.26%	Revise underground site utilities on west side.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** December 14, 2011

<b>Design Technology Center (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2851 HPL Mechanical (Plumbing Contractor)</b>
C. O. No. 3	May 2011	\$5,861.66	0.73%	Add photo processing sinks in Room 158 and revise size of walk-around sinks in Rooms 158 and 151.
C. O. No. 4	August 2011	\$6,252.40	0.77%	Install condensation drain line and drywell.

<b>Bid No.</b>	2853	<b>Contractor:</b>	Brewster Electrical (Electrical Contractor)	<b>CO No.</b>	12
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Add metering to the main power and lighting panels to accommodate the Metering and Verification Plan. <i>LEED Costs.</i>		\$18,233.00	1 day	
2	Add nine duct detectors and relocate two duct detectors on the roof of the assembly space to accommodate the modified duct configuration and layout. <i>Miscellaneous change.</i>		\$8,244.00	7 days	
	Total		\$26,477.00	8 days	
	Original Contract Amount		\$2,491,338.00		
	Net Change by Previous Change Orders		\$345,113.66		
	Net Sum Prior to This Change Order		\$2,836,451.66		
	Amount of Change Order No. 12		\$26,477.00		
	New Contract Sum		\$2,862,928.66		
Percentage of Change to Contract, to Date			14.92%		

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electric (Electric Contractor)</b>
Contract Amount		\$2,491,338.00		
C. O. No. 1	June 2010	\$4,085.49	0.56%	Revise high voltage feeder location; Repair conduit in sidewalk; Repair light pole locations.



**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** December 14, 2011

<b>Design Technology Center (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electric (Electrical Contractor)</b>
C. O. No. 2	July 2010	\$200,409.40	8.0%	Add rooftop lighting; Revise lighting layout; Floor boxes; Protection screen locations; Add lights in Hallway 123; Exterior light fixture.
C. O. No. 3	October 2010	\$18,452.01	0.74%	Add light in corridor; Power and conduit to irrigation controller; Add power at AHU unit.
C. O. No. 4	November 2010	\$6,710.26	0.27%	Roofing credit; Power to automatic doors; Install disconnect switch.
C. O. No. 5	January 2011	\$44,136.96	1.77%	Wire baskets; Sump drain; Store existing emergency blue phone; Add power to EMS control panels; FLEX vs. EMT.
C. O. No. 6	March 2011	\$14,352.01	0.58%	Delete intrusion alarm; Interior and exterior lighting controls; Revise power distribution in Room 137.
C. O. No. 7	May 2011	<\$24,998.00>	0.1%	Power smoke detector to fire alarm system; Revise power in Rooms 158 and 143; Revise electrical design in Assembly Space ; Reinstall disconnects; Connect fire alarm to coiling door; Ceiling-mounted receptacles; Credit for Public Address systems; Lighting control zones; Install annunciate panel.
C. O. No. 8	July 2011	\$5,498.00	0.22%	Temporary power for elevator installation; Relocate boiler control panel location; Install wall-mounted light fixture at wheelchair lift; Column furring at Room 113.
C. O. No. 9	August 2011	\$39,833.00	1.60%	Fire stopping; Install projection screen and project lift in assembly space; Revise communications; Three duct detectors on second floor.
C. O. No. 10	September 2011	\$13,950.00	0.56%	Change light fixtures; Revise corridor ceiling plan revision of cost estimate.
C. O. No. 11	November 2011	\$12,684.50	0.51%	Change transformer in Room 103; Modify outlets; Route power connection at water heater; Provide cabling into ceiling space; Delete fire alarm device in Rooms 307 and 308; Revise lighting design at second floor corridor.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** December 14, 2011

Funding Sources

State Capital Outlay and Measure R Bond funds.

**RECOMMENDATION**

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

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Administration Building Remodel (Change Orders)

**BACKGROUND**

Administration Building Remodel (Change Orders).

As of November 1, 2011, Change Orders for the Administration Building Remodel project totaled \$1,430,793.64, or 22% of all contracts. Changes totaling 11.8% of all contracts were owner-requested changes, 2.9% were required by the Architect, 1.5% were required to update Campus Standards, 3.1% were to address unforeseen conditions, and 2.5% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2855	<b>Contractor:</b>	Angeles Contractor (General Contractor)	<b>CO No.</b>	11
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Construct new wall to replace existing wall that was demolished during abatement. <i>Unforeseen field conditions.</i>		\$1,979.70	2 days	
2	Provide steel stud headers for down light fixtures; details not shown on plans. <i>Architect/Engineer requirement-additional details required.</i>		\$1,918.60	2 days	
3	Add drywall to the top of the skylight brace frame to shield unwanted light from penetrating through the soffit. <i>Architect/Engineer requirement-additional details required.</i>		\$1,634.14	1 day	
4	Credit for eliminating a countertop in the Instruction Office from the scope of work. <i>Owner-directed change-design modification.</i>		<\$1,480.04	0 days	
5	Provide an aluminum cover to conceal the conduit to the power operator at the west storefront. <i>Architect/Engineer requirement-additional details required.</i>		\$1,879.07	2 days	
6	Repair exterior finishes adjacent to the new windows that replaced the old glass block at the north and south ends of the building. <i>Owner-directed change-design modification.</i>		\$1,516.44	1 day	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #21

**SUBJECT:** Administration Building Remodel (Change Orders)

**DATE:** December 14, 2011

<b>Bid No.</b>	2855 (cont.)	<b>Contractor:</b>	Angeles Contractor (General Contractor)	<b>CO No.</b>	11
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
7	Modify the drywall soffit at the Human Resources waiting area to avoid conflicts with mechanical and electrical elements. <i>Architect/Engineer requirement-design modification.</i>		\$2,020.99	2 days	
8	Miscellaneous drywall work to conceal electrical and data conduits. <i>Architect/Engineer requirement-additional details required.</i>		\$6,114.45	2 days	
9	Patch and paint drywall where power and data outlets were relocated to fit new furniture layout. <i>Miscellaneous change.</i>		\$1,633.60	2 days	
10	Provide slip-not warning strips on additional steps per code requirements. <i>DSA/Code requirements.</i>		\$4,963.95	2 days	
	Total		\$22,180.90	16 days	
	Original Contract Amount		\$2,582,000.00		
	Net Change by Previous Change Orders		\$772,998.53		
	Net Sum Prior to This Change Order		\$3,354,998.53		
	Amount of Change Order No. 11		\$22,180.90		
	New Contract Sum		\$3,377,179.43		
	Percentage of Change to Contract, to Date		30.8%		

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2855 Angeles Contractor Inc. (General Contractor)</b>
Contract Amount		\$2,582,000.00		
C. O. No. 1	July 2010	\$121,159.78	4.69%	Add punch windows and roller shade for skylight.
C. O. No. 2	August 2010	\$35,942.34	6.08%	Modify roofing application to cover parapet wall.
C. O. No. 3	September 2010	\$12,125.52	6.79%	Reinforce penthouse duct openings.
C. O. No. 4	January 2011	\$68,526.69	9.44%	Penthouse wall panels; Roof reinforcement for HVAC; Parapet membrane.
C. O. No. 5	March 2011	\$67,389.36	12.05%	Human Resources Department reconfiguration; Repair existing walls; Access controls hardware.
C. O. No. 6	April 2011	\$14,704.38	12.62%	Revise concrete stair landing; Room 130 transaction counter; Casework.

**SUBJECT:** Administration Building Remodel (Change Orders)

**DATE:** December 14, 2011

Administration Building Remodel (cont.)	Date	Amount	%	Bid No. 2855 Angeles Contractor Inc. (General Contractor)
C. O. No. 7	May 2011	\$254,114.61	22.46%	Add exterior steel canopies; Modify interior walls due to reconfiguration of rooms; Add exterior windows; Fiscal Services vault fit-out; Add card readers.
C. O. No. 8	June 2011	\$106,705.54	26.59%	Plaster patching at existing areas; Add windows where previously there was colored glass block; Print Services shelving; Storefront hardware; Wall framing.
C. O. No. 9	September 2011	\$64,219.05	29.08%	Exterior painting; Roller shades; Concrete paving; Structural reinforcement.
C. O. No. 10	November 2011	\$22,111.26	29.94%	Waterproofing membrane; Elevator operator; Wall shelving at Print Shop; Miscellaneous painting.

Bid No.	2859	Contractor:	Rancho Pacific Electrical (Electrical Contractor)	CO No.	9
Item	Change and Justification:		Amount	Time	
1	Relocate power and data to accommodate new furniture configuration. <i>Owner-directed change-design modification.</i>		\$4,481.00	3 days	
2	Provide a smaller projection screen as the original screen was too large for the specified wall. <i>Architect/Engineer requirement-additional details required.</i>		\$648.00	0 days	
3	Integrate motorized shade controls with audiovisual controls in the conference rooms for proper audiovisual presentations. <i>Owner-directed change-design modification.</i>		\$4,670.00	0 days	
4	Modify the audiovisual system in Room 102 to accommodate both conference room and training room functions. <i>Owner-directed change-design modification.</i>		\$1,224.00	0 days	
5	Provide and install redundant fiber and copper connections at the main point of entry to the Administration Building from the Library and the Math and Science Building. <i>Owner-directed change-added scope.</i>		\$22,435.00	3 days	

**SUBJECT:** Administration Building Remodel (Change Orders)

**DATE:** December 14, 2011

<b>Bid No.</b>	2859 (cont.)	<b>Contractor:</b>	Rancho Pacific Electrical (Electrical Contractor)	<b>CO No.</b>	9
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Total			\$33,458.00	6 days
	Original Contract Amount			\$1,667,700.00	
	Net Change by Previous Change Orders			\$399,764.50	
	Net Sum Prior to This Change Order			\$2,067,464.50	
	Amount of Change Order No. 9			\$33,458.00	
	New Contract Sum			\$2,100,922.50	
	Percentage of Change to Contract, to Date			25.98%	

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2859 Rancho Pacific Electric, Inc. (Electrical Contractor)</b>
Contract Amount		\$1,667,000.00		
C. O. No. 1	July 2010	\$103,488.00	6.21%	Relocate 12kv duct bank and install meters.
C. O. No. 2	September 2010	\$20,600.00	7.44%	Install 12kv conductor.
C. O. No. 3	October 2010	\$21,597.00	8.74%	Improve Penthouse lighting.
C. O. No. 4	January 2011	\$47,020.50	11.56%	Entrance canopy lighting and power.
C. O. No. 5	March 2011	\$48,959.00	14.49%	Power and data reconfiguration.
C. O. No. 6	April 2011	\$24,528.00	15.96%	Added power requirements due to space changes; Temporary power to AC units; Light fixture revisions.
C. O. No. 7	June 2011	\$91,640.00	21.46%	Added data and communication outlets for access control and equipment; Fiscal vault fit-out; Audiovisual equipment updates.
C. O. No. 8	September 2011	\$41,932.00	23.97%	Emergency power circuits for card readers; Power for energy management panels; Electrical line supports.

#### Funding Sources

State Capital Outlay and COPS funds.

#### RECOMMENDATION

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

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

**DATE:** December 14, 2011

**CONSENT**

**SUBJECT:** Physical Education Program Building Renovation (Change Order)

**BACKGROUND**

Physical Education Program Building Renovation (Change Order).

As of November 1, 2011, Change Orders for the Physical Education Program Building Remodel project totaled \$190,248.54, or 6.4% of all contracts. Changes totaling 0.8% of all contracts were owner-requested changes, 4.6% were required by the Architect, 0.1% were required to update Campus Standards, 0.8% were to address unforeseen conditions, and 0.2% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

Bid No.	2865	Contractor:	Construction Electric (Electrical Contractor)	CO No.	3
Item	Change and Justification:		Amount	Time	
1	Revise circuits to power A/C unit economizers; details not shown on plans. <i>Architect/Engineer requirement-additional details required.</i>		\$914.00	0 days	
2	Provide conduit pathway and j-box infrastructure for future mass notification and fire alarm system. <i>Owner-directed change-design modification.</i>		\$10,146.00	0 days	
3	Revise electrical branch circuits to install a second door in the division office work room. <i>Owner-directed change-design modification.</i>		\$545.00	0 days	
4	Provide and install conduit pathway for future power and data to the new exterior study area at the southwest corner of the building. <i>Owner-directed change-design modification.</i>		\$773.00	0 days	
5	Update existing restroom electrical pathways; work is necessary per code requirements. <i>DSA/Code requirement.</i>		\$2,551.00	0 days	
6	Install 24 data drops for the new computer tables and printer in the WIN Program area; details not shown on plans. <i>Owner-directed change-additional details required.</i>		\$4,570.00	0 days	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #21

**SUBJECT:** Physical Education Program Building Renovation (Change Order)

**DATE:** December 14, 2011

<b>Bid No.</b>	2865 (cont.)	<b>Contractor:</b>	Construction Electric (Electrical Contractor)	<b>CO No.</b>	3
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
7	Install and test cable from the Technology and Health Building to Physical Education Building for telephone backbone. The existing telephone lines were not functioning properly. <i>Unforeseen conditions.</i>		\$11,955.00	0 days	
8	Install conduits to the restrooms to update the electrical wiring per code compliance. <i>DSA/Code requirements.</i>		\$416.00	0 days	
	Total		\$31,870.00	0 days	
	Original Contract Amount			\$452,000.00	
	Net Change by Previous Change Orders			\$6,196.00	
	Net Sum Prior to This Change Order			\$458,196.00	
	Amount of Change Order No. 3			\$31,870.00	
	New Contract Sum			\$490,066.00	
	Percentage of Change to Contract, to Date			8.42%	

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

<b>Physical Education Program Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2865 Construction Electric (Electrical Contractor)</b>
Contract Amount		\$452,000.00		
C. O. No. 1	April 2011	\$834.00	0.18%	Furnish support of all conduits.
C. O. No. 2	October 2011	\$3,799.00	1.19%	Connect roll up door to fire alarm system; Add additional fire drops to feed new furniture system.

Funding Source

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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



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

**DATE:** December 14, 2011

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for ratification:

#1	Consultant:	Hill Partnership Inc.	No.	4
	Project:	Agricultural Sciences Complex		
Item	Change and Justification:		Amount	
	Additional professional consulting services for coordination and structural calculations for gate posts and retaining walls at the Agricultural Sciences Complex. Fixed fee:		\$1,595.00	
	Total		\$1,595.00	
	Original Contract Amount		\$100,000.00	
	Net Change by Previous Amendments		\$56,716.00	
	Net Sum Prior to This Amendment		\$156,716.00	
	Amount of Amendment No. 4		\$1,595.00	
	New Contract Sum		\$158,311.00	

#1	Consultant:	Lend Lease	No.	1
	Project:	Construction Claims Support Services		
Item	Change and Justification:		Amount	
	Professional services to assist College staff and legal counsel in defending excessive construction claims. These services are over and above the base contract requirements. Services are provided for an hourly, not-to-exceed fee.		\$75,000.00	
	Total		\$75,000.00	
	Original Contract Amount		\$50,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$50,000.00	
	Amount of Amendment No. 1		\$75,000.00	
	New Contract Sum		\$125,000.00	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #22

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

**DATE:** December 14, 2011

Funding Source

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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

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

**DATE:** December 14, 2011

**ACTION**

**SUBJECT:** Appointment of Members to the Citizens Oversight Committee

**BACKGROUND**

In November 2001 (Measure R), and again in November 2008 (Measure RR), the College community passed a Bond Measure under Proposition 39 rules, which lowered the threshold for passage from two-thirds to fifty-five percent. Proposition 39 also required the College to appoint a Citizens Oversight Committee. The purpose of the Committee is to inform the public at least annually in a written report concerning the expenditure of the bond proceeds. On December 19, 2001, the Board of Trustees appointed the original eleven people to the Citizens Oversight Committee. Every two years, in December, the Board appoints community members to this committee.

**ANALYSIS AND FISCAL IMPACT**

Under the provisions of Proposition 39, the Citizens Oversight Committee members shall be appointed by the Board of Trustees. The committee shall consist of at least seven members to serve for a term of two years without compensation and for no more than two consecutive terms. The Committee may not include any employee or official of the College or any vendor, contractor, or consultant of the College. The Committee must include:

- One member who is active in a business organization representing the business community located within the College district;
- One member active in a senior citizen's organization;
- One member active in a bona fide taxpayer association;
- One student who is currently enrolled and active in a student organization; and
- One member of a College Advisory Council or Foundation.

Walt Allen, Heidi Gallegos, Albert J.C. Chang, Mariana Lake, and Alta Skinner have served two consecutive terms and cannot be reappointed to the Committee. Sam Tharpe, Tony Tornig, and Mindy Miracle have indicated their willingness to serve another two-year term. Ms. Miracle currently serves as the Taxpayer Association representative. Ms. Skinner is the Senior Citizen's Organization representative. Virgilio Doniza, whose term ends in December 2012, is the Student Organization Representative. Others all serve as Business/Community representatives. Two additional members (Fidel B. Vargas, Sr. and Steve O'Sullivan) were appointed mid-term, and their terms do not expire until December 2012.

Recommended by: Bill Scroggins Agenda Item: Action #1

**SUBJECT:** Appointment of Members to the Citizens Oversight Committee

**DATE:** December 14, 2011

The College has received the following applications:

- Business/Community Members:
  - Paul Breit (San Dimas)
  - Theodore (Ted) Ebenkamp (Rowland Heights)
  - Monica Garcia (Baldwin Park)
  - Marilyn A. Peters (Diamond Bar)
  - Michael J. Zhang (Rowland Heights)
  
- Senior Citizen's Group Member:
  - Fred O. Garcia (San Dimas)

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees appoints Paul Breit, Theodore (Ted) Ebenkamp, Fred O. Garcia, Monica Garcia, Mindy Miracle, Marilyn A. Peters, Sam Tharpe, Tony Torng, and Michael J. Zhang to the Citizens Oversight Committee, effective January 1, 2012, through December 31, 2013.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 14, 2011</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>President/CEO Employment Agreement</u>	

**BACKGROUND**

In May 2011, the Board of Trustees approved an employment agreement with Dr. Bill Scroggins as the College President/CEO, effective July 1, 2011.

**ANALYSIS AND FISCAL IMPACT**

Paragraph five of the employment agreement provides for medical, dental, vision, and life insurance benefits for Dr. Scroggins, his spouse, and dependents, as defined in the Internal Revenue Code section 152. Currently, Dr. Scroggins is not able to take advantage of the College’s medical benefits because his wife is employed with the Los Angeles Community College District and CalPERS will not allow spouses to each carry the same medical plan. The plan does allow for the employee to opt out.

It is recommended that Dr. Scroggins’ contract be revised to allow the College to transfer funds equal to the amount it would have paid for medical benefits into a tax shelter annuity.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves a revision to Dr. Scroggins’ employment agreement that will allow the College to contribute funds equal to those that would have been used for medical benefits to a tax shelter annuity of his choice, retroactive to July 1, 2011.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Action #2

## **Chapter 4 – Academic Affairs**

### **AP 4051 Course Equivalencies and Variances**

#### **References:**

Title 5 Sections 55061

#### **Evaluation of Other College Coursework**

Mt. San Antonio College reserves the right to evaluate work completed at other regionally accredited colleges and universities. Transfers with acceptable grades will be granted advanced standing insofar as the work corresponds with the curriculum of this institution or the lower-division work offered in accredited colleges or universities. Each applicant should file with Admissions and Records an official transcript of their records from all colleges and universities previously attended. It is the student's responsibility to request the evaluation of official transcripts from other colleges.

#### **Acceptance of Domestic Coursework from Regionally Accredited Colleges and Universities in the United States**

The College will accept "degree appropriate" or "baccalaureate" level courses from regionally accredited colleges and universities in the United States. These course units will, at a minimum, be granted "elective credit" status. To determine General Education and/or Associate Degree equivalency and for granting of unit credit, the course must be easily identifiable as the same course taught at Mt. San Antonio College by a commonly used course prefix, title, and description. To be verified, sufficient information, including prerequisite information, must be available from the accredited college/university to substantiate granting course equivalency and course credit. The College reserves the right to deny acceptance of any course for the purpose of General Education, Associate Degree graduation requirements, or subject requirements.

The equivalencies for courses within disciplines taught at Mt. San Antonio College shall be determined by discipline faculty and certified by their department. Once certified, the equivalencies will be archived into Banner as equivalent and may be assumed for other students from the same institution for a period of four years, unless the department revokes their certification. An equivalent course determination more than four years old is not valid.

Courses within disciplines not taught at Mt. San Antonio College will be applied in the same manner as prescribed by the institution of origin as determined by that institution's college catalog.

#### **Program Variances**

Students may also request a program variance to substitute a course for one needed to complete a Mt. San Antonio College degree or certificate program. To determine the appropriateness of the substitution to the program, the course must be evaluated by the department chair from the respective academic department in which the course to be substituted resides. If the course is determined acceptable as a substitution for a required

course in the program, the department chair will complete a “variance” form verifying this acceptance and will submit this paperwork to Admissions and Records. Department chairs should consult with discipline faculty if the course is not in their discipline. Variances are unique to each student and the granting of a variance does not establish a precedent.

The form used for course equivalence and variance requests shall be made widely available to students.

October 2011