



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 19, 2014

5:30 p.m. - Open and Adjourn to Closed Session
6:00 p.m. – Reception for Tenured Faculty
6:30 p.m. - Public Session

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

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

AGENDA

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

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

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.

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.

CLOSED SESSION

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

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

RECEPTION FOR TENURED FACULTY (6:00 p.m., Founders Hall, Conference Center)

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

MOMENT OF SILENCE

Observe a moment of silence in memory of retired professor **Wayne Miller**, who passed away on January 24, 2014, at the age of 87, from complications of a stroke suffered in November. He was hired at Mt. SAC in 1961 and retired in 1991, at the age of 65, never missing a day of work throughout his 40-year teaching career. He taught in the History/Political Science Department (before they were separated). His wife, Stella, was also a professor at Mt. SAC. Wayne's greatest life passion was travel, and he visited 145 countries. He also loved horse racing, USC football games, his dogs, movies, the New York Times crossword puzzle (which he completed every day for over 50 years), and history. Wayne is survived by his wife, children, and grandchildren, and he will be missed by all.

INTRODUCTIONS AND RECOGNITIONS

- **Introduction of the following newly appointed Classified employees:**
 - **Mickayla Clark**, Laboratory Technician II (Biological Sciences)
 - **Tammy Cobos**, Clerical Assistant (Natural Sciences Division)
 - **Emmanuel Galutira**, Custodian (Custodial Services)
 - **William Johnson**, Grounds Equipment Operator (Grounds)
 - **Evelyn Ojeda**, Help Desk Support Technician (Information Technology)
- **Introduction of the following newly appointed Management employee:**
 - **Cynthia Hoover**, Director, Human Resources Operations & Employee Services (Human Resources)
- **Recognition:**
 - The following professors who received tenure at last month's Board meeting:
 - **Matthew Burgos**, Theater
 - **Joseph Denny**, Electronics
 - **Hilary Lackey**, Earth Sciences & Astronomy
 - **Bao-Chi Nguyen**, Mathematics, Computer Science
 - **Stephen Shackelford**, Aeronautics, Transportation
 - **Iona Uiagalelei**, Kinesiology, Athletics, & Dance (Football)
 - **David Yost**, Aircraft Maintenance & Manufacturing Technology

APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of February 19, 2014. (See backup packet Pages 1 through 13.)
- Approval of minutes of the special meeting of February 22, 2014. (See backup packet Pages 14 through 24.)

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

BOARD COMMUNICATION

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

9. President's Report – Bill Scroggins, President & CEO

CONSENT CALENDAR

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

ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 25 through 28.)
2. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 29 and 30.)
3. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Pages 31 and 32.)
4. Consideration of approval of a renewal agreement with Horizon Coach Lines to provide charter bus services for transporting students to athletic events, field trips, and Continuing Education programs. (See backup packet Page 33.)
5. Consideration of approval of pre-construction services using the Lease/Leaseback Construction Delivery Method for the Foundation Offices and Emergency Communications Infrastructure projects. (See backup packet Pages 34 and 35.)
6. Consideration of approval of a contract with Tilden Coil Constructors using the Lease/Leaseback construction delivery method for the Foundation Offices and the Emergency Communications Infrastructure projects. (See backup packet Pages 36 and 37.)
7. Consideration of approval of agreements to provide Professional Design and Consulting Services with Campbell-Anderson & Associates, Inc. for the Food Services Building project; PAL id Studio for the Design Technology Center Radio Lab project; Marlene Imirzian and Associates Architects for the Thermal Energy Storage project; HMC Architects for the South Campus Site Improvements project, and with Antarctica Infrastructure Partners for the Parking Structure project. (See backup packet Pages 38 and 39.)
8. Consideration of approval of the following Contract Amendments. (See backup packet Pages 40 through 42.)
 - Contract Classroom Building Renovation (Formerly Agricultural Sciences Lab) – Hill Partnership, Inc. (Architectural Services) – Amendment No. 3.
 - Contract Classroom Building Renovation (Formerly Agricultural Sciences Lab) – PAL id Studio (Interior Design Services) – Amendment No. 1.

- Contract Facilities Emergency Operation Center Addition and Plan Room Renovation – PAL id Studio (Interior Design Services) – Amendment No. 2.
 - Contract Wildlife Sanctuary Storm Drain Repair – RKA Consulting Group (Engineering Services) – Amendment No. 1.
 - Contract Construction Support – Helix Environmental (Biological Consulting Services) – Amendment No. 1.
9. Consideration of approval of the following Proposed Gifts and Donations to the College:
- Michael Falzone – (1) Mixed Media Painted Assemblage 2007; titled “3 Pcs. Guy,” valued by donor at \$1,200; (2) Mixed Media Painting 2005 titled “Bare Chest Guy,” valued by donor at \$1,200; (3) Mixed Media Painted Assemblage 2007, titled “The Girl,” valued by donor at \$1,200; (4) Mixed Media Painting 2009 titled “Man with Dog,” valued by donor at \$1,500; and (5) Mixed Media Painting/Wood and Canvas 2012 titled “Blue Grove,” valued by donor at \$3,000, to be used in Founders Hall and the Campus Art Gallery.
 - Michael Daum – Golf Balls, 30 dozen, valued by donor at \$5 per dozen = \$150, to be used by the Kinesiology Department for student instruction.
 - Dan Harrison – Twenty stadium lockers, valued by donor at \$5,899, to be used by the Kinesiology Department in the Men’s Basketball Team Room.

HUMAN RESOURCES

10. Consideration of approval of Personnel Transactions. (See backup packet Pages 43 through 53.)

INSTRUCTION

11. Consideration of acceptance of two sabbatical reports for academic year 2012-13. (See backup packet Pages 54 and 55.)
12. Consideration of approval for acceptance of AB 86 Consortium Planning Grant funds. (See backup packet Pages 56 and 57.)
13. Consideration of approval of additions and changes in the Continuing Education Division. (See backup packet Pages 58 and 59.)
14. Consideration of approval of the High School Summer School Program for the Continuing Education Division. (See backup packet Pages 60 and 61.)
15. Consideration of approval of students and faculty members to attend SAFECON 2014, in Columbus, OH, May 8-18, 2014. (See backup packet Page 62.)
16. Consideration of approval of an affiliation agreement with College Hospital Cerritos. (See backup packet Page 63.)
17. Consideration of approval of an agreement with Pacific Palms Hotel & Convention Center for the Mt. SAC Relays Banquet. (See backup packet Page 64.)

18. Consideration of approval of costs associated with the Communication Department's hosting of the American Readers' Theater Association Championship Tournament. (See backup packet Page 65.)
19. Consideration of approval of students and a faculty member to attend the National Restaurant Association Tradeshow, in Chicago, IL, May 16-21, 2014. (See backup packet Page 66.)
20. Consideration of approval of an agreement with Child Care Results. (See backup packet Page 67.)
21. Consideration of approval of an agreement with Kellogg West Conference Center for a Business Division Retreat, on April 25, 2014. (See backup packet Page 68.)
22. Consideration of approval of an agreement with RJO Aesthetics for development of websites for the Radio Broadcast Program stations. (See backup packet Page 69.)
23. Consideration of approval of an agreement with Easy Education Services. (See backup packet Page 70.)
24. Consideration of ratification of an agreement with Sodexo American, LLC, Food Services for catering of the Wassail Dinner and Concert 2013. (See backup packet Page 71.)
25. Consideration of approval of new and modified courses effective with the 2014-15 academic year. (See backup packet Pages 72 and 73.)

PRESIDENT'S OFFICE

26. Consideration of approval of the 2014-15 Meeting Calendar for the Mt. San Antonio College Board of Trustees. (See backup packet Page 74.)
27. Consideration of approval of an Online Enrollment Marketing Proposal with AdTaxi Networks. (See backup packet Pages 75 and 76.)

ACTION ITEMS

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

1. Consideration of approval to change the April 2014 Board meeting date from April 9, 2014, to April 2, 2014.
2. Consideration of the 2014 election for the CCCT Board of Directors. (See backup packet Pages 77 and 78.)

DISCUSSION ITEM

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

1. Annual Review of Board Policy 2015 – Student Member. (See backup packet Pages 79 and 80.)

ADJOURNMENT

Future Board Meetings

April 2, 2014 (pending approval)
May 14, 2014
June 25, 2014

Upcoming Events

- | | |
|-------------------------|--|
| March 13, 2014 | Planetarium Show: Theodore von Karman Lecture Series,
6:30 p.m., Planetarium |
| March 13-April 17, 2014 | Art Gallery Event: From Mind Thru Hand: A 60-Year Retrospective 1953-2013, Art Gallery Hours, Reception: Thursday, March 13, 4:00-6:00 p.m. |
| March 14, 2014 | Public Telescope Observing – 9:00 p.m., Observatory |
| March 21, 2014 | Spring Thing! – 7:30 p.m., Clarke Theater |
| March 22, 2014 | Planetarium Show: Secret of the Cardboard Rocket – 4:30 p.m., Planetarium
Planetarium Show: Voyage of the Planets – 6:00 and 7:30 p.m., Planetarium |
| March 26, 2014 | Inspiring Women Luncheon – 11:30 a.m-1:00 p.m., Student Life Center Stage Area |
| March 31, 2014 | Cesar Chavez Holiday – Campus Closed |

Upcoming Sports Events

- | | |
|----------------|---|
| March 13, 2014 | Women's Tennis vs. Rio Hondo College - 2:00 p.m., Tennis Courts
Softball vs. East L. A. College – 5:00 p.m., Softball Field |
| March 14, 2014 | Women's Tennis vs. Orange Coast College – 2:00 p.m., Tennis Courts |
| March 15, 2014 | Track and Field Mt. SAC Six-Way – All Day, Hilmer Lodge Stadium
Baseball vs. East L. A. College – 12:00 p.m., Baseball Field |

Upcoming Sports Events (continued)

March 18, 2014 **Women’s Tennis vs. Desert College** – 2:00 p.m., Tennis Courts
Softball vs. L. A. Harbor College – 3:00 p.m., Softball Field
Baseball vs. El Camino College – 6:00 p.m., Baseball Field

March 20, 2014 **Softball vs. Pasadena City College** – 5:00 p.m., Softball Field

March 21, 2014 **LA84 Youth Days** – All Day, Hilmer Lodge Stadium
Softball vs. Moorpark College – 5:00 p.m., Softball Field

March 22, 2014 **LA84 Youth Days** – All Day, Hilmer Lodge Stadium
Baseball vs. El Camino College – 12:00 p.m., Baseball Field

March 27, 2014 **Women’s Tennis vs. Long Beach City College** – 2:00 p.m.,
Tennis Courts
Softball vs. Compton College – 3:00 p.m., Softball Field
Baseball vs. Long Beach City College – 6:00 p.m., Baseball
Field

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

March 19, 2014





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 19, 2014

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chyr at 5:32 p.m. on Wednesday, February 19, 2014. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Maureira were present.

STAFF PRESENT

Bill Scroggins, President/CEO; James Czaja, Vice President, Human Resources; Irene Malmgren, Vice President, Instruction; and Audrey Yamagata-Noji, Vice President, Student Services, were present. Mike Gregoryk, Vice President, Administrative Services, was absent due to illness. Trustee Hidalgo left the meeting at 8:15 p.m.

1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session at 5:33 p.m. to discuss the following items:

1. **Conference with Legal Counsel - Existing Litigation, per Government Code Section 54956.9(a): EEOC Claim No. 480-2013-02278** (case name unspecified, as disclosure would jeopardize settlement negotiations).
2. **Conference with Legal Counsel – Existing Litigation, per California Government Code Section 54956.9(a): EEOC Claim No. 480-2013-02278** (case name unspecified, as disclosure would jeopardize settlement negotiations). **Public Employee: Discipline/Dismissal/Release.**
3. **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 – Non-Reemployment of Contract, Faculty** (one case).

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

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

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

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

3. PUBLIC SESSION

The public meeting reconvened at 6:33 p.m., and the Pledge of Allegiance was led by Trustee Judy Chen Haggerty.

4. MOMENT OF SILENCE

- A moment of silence was observed in memory of retired employee **James Deiner**, who passed away on January 16, 2014, at the age of 69, after a relatively short battle with bone cancer. He first worked at Mt. SAC in Public Safety and then in the Maintenance and Operations area for 38 years, before enjoying retirement in his home in Yucaipa with his family. He was born in Pennsylvania where he married his wife, Peg, at age 19, and then moved to California. At his passing, they were just days away from celebrating their 50th wedding anniversary. He is survived by his wife, five children (Sherry, Jim, John, Jerry, and Jason), 13 grandchildren, and one great grandchild. He will be remembered for his readiness to help anyone at any time. He loved people, and he loved Mt. SAC, and he will be missed by all.

The College extends its deepest condolences to Mr. Deiner's family and friends.

5. INTRODUCTIONS

- The following newly appointed Classified employees were introduced:
 - **Gabriel Aragon**, Refuse and Recyclable Collector (Grounds) (absent)
 - **Christopher Duran**, Electrician (Facilities Planning and Management) (absent)
 - **Gloria Munguia**, Budget and Accounting Technician (Fiscal Services) (present)
- The following newly appointed Management employee was introduced:
 - **Marisa Fierro**, Director, Development and Alumni Relations (Foundation) (present)
- The following temporary Special Projects Administrator was introduced:
 - **Annette Limon**, Special Projects Manager (Community and Career Education) (present)

6. RECOGNITION

- A Certificate of Service was presented to the following retiring staff member:
 - **Michael Kwiatkowski**, Project Program Specialist, Tutorial Services, seven years of service (absent). Because Mr. Kwiatkowski was not present to receive his certificate, it will be mailed to his home.

- The **Mt. SAC Robotics Team** and Coach **Martin Mason** were congratulated for their back-to-back National Championships in Robo-magellan (a large-scale ground-based autonomous navigation challenge). The Team is also the current National Technical Machinists Association Combat Robot champions with their robot SACrifice. The Team has again qualified for the International VEX Robotics Championships. The Team was the International Champion in 2010 and has finished in the top 10 for college and universities in five of the last seven years. At tonight's meeting, several robotic demonstrations were performed along with a slide show.

7. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of January 8, 2014. Student Trustee concurred.

8. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION

- Regarding Item No. 1: In closed session this evening, the Board approved a settlement with the EEOC and a settlement and release with a former Classified employee (number ending in 5848), subject to approval of the parties. The vote was 7 to 0.
- Regarding Item No. 2: In closed session this evening, the Board took action to approve a settlement and release for an employee (number ending in 4072). The vote was 7 to 0.
- Regarding Item No. 3: In closed session this evening, the Board took action to non-re-employ a faculty contract for an employee (number ending in 4955). The vote was 7 to 0.
- Regarding Item No. 4: None.

9. PUBLIC COMMUNICATION

- James Stone, a geography professor, spoke regarding the recent changes to Mt. SAC's policy regarding the number of approved faculty sabbatical leaves, and he urged the Board to reconsider their leave policy. He said that sabbaticals don't cost the College much, and sabbaticals have always been understood as a benefit that faculty earn after a number of years of service to be spent pursued outside of normal teaching and advising duties. He talked about what he planned to do while on his sabbatical and how those studies would have enhanced his classes.
- Kim-Leiloni Nguyen, an anatomy professor, spoke about the value of her sabbatical leave in 2007. She recommended that the College grants more sabbatical leaves in the future.
- Christina Hernandez, a history and art history professor, spoke regarding her concern that the College is not granting more sabbaticals. She talked about the benefits she experienced from her sabbatical and urged the College to grant more sabbaticals.
- Tamra Horton, an English professor, spoke about her sabbatical leave in 2007-08, what a great experience it was, and the positive affects it had on her as a professor. She urged the College to grant more sabbaticals.

10. REPORTS

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

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

11. BOARD COMMUNICATION

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

B. All Board members shared the following comments:

- They welcomed new employees Gabriel Aragon, Christopher Duran, Gloria Munguia, Marisa Fierro, and Annette Limon.
- They congratulated Michael Kwiatkowski on his retirement.
- They congratulated the Robotics Team and Coach Martin Mason for their back-to-back National Championships.

C. Student Trustee Maureira reported the following:

- She enjoyed the robotics demo.
- She’s glad to be returning to school for the Spring semester.
- She’s looking forward to performing in Puttin’ on the Hits and urged everyone to purchase tickets for the show.

D. Trustee Bader reported the following:

- She attended an event for Walnut City council members Bob Pacheco and Mary Su.
- She congratulated the newly tenured faculty.
- She attended a summit in the City of Pomona regarding recent violence, where 250 concerned citizens attended.
- public/private partnerships.
- She attended the National Community College Legislative Conference in Washington, DC. The opening session luncheon had a panel of three people, (David Leionhardt, former Washington Bureau Chief for the *New York Times*; Melody Barnes, former assistant to President Obama; and Ari Fleisher, former press secretary to President Bush).

She attended a meeting of California Delegation, which was led by California community college lobbyists. They said that President Obama’s scorecard for colleges doesn’t have much interest on Capitol Hill for this year. Meetings were arranged with representatives from Mt. SAC, Citrus, and Chaffey colleges with

Representative Judy Chu, Representative Gloria Negrete McLeod, and aides from Representative Gary Miller's and Representative Janet Napolitano's offices.

The speakers at the Senate Congressional Forum were Senators Marco Rubio, Tim Scott, Lamar Alexander, Charles Schumer, and Elizabeth Warren.

She met with Judy Chu, who is working to establish a VA clinic in the Pasadena City College area.

She spoke with other representatives and aides about the Pell Grant, and Sue Keith, from Citrus, spoke about Veterans' program.

E. Trustee Santos reported the following:

- She attended several Baldwin Park Women's Club lunches and events.
- She visited LACOE's Headstart Parent Policy Committee.
- She attended an Inland Empire legislative briefing on poverty.
- She attended some chamber of commerce events, such as the Irwindale Installation dinner, lunches and breakfasts for El Monte and West Covina.
- She attended the San Gabriel Valley Regional State-of-the-Chamber lunch.
- She attended a Women's Conference in Pomona.
- She attended the LACSTA Community College Collaboration meeting at Rio Hondo.
- She attended the Community College Effective Trustee Workshop in Sacramento, where she learned about finance, dual and concurrent enrollment, adult school, etc. She enjoyed the keynote speaker, who spoke on collaboration between community colleges and other public agencies and the private sector. She attended the SanFacc meeting. While there, she also attended the Latino Trustees meeting.

F. Trustee Baca reported the following:

- He attended the Athletic Hall of Fame dinner and was impressed with the level of talent and academy of our alumni.
- He is looking forward to performing in Puttin' on the Hits.
- He attended the Association of American Colleges and Universities Legislative Conference in Washington, DC with State Chancellor Brice Harris and other members of the Board of Governors. He also met with Senator Barbara Boxer and said that both democrats and republicans are looking at how to streamline the Pell Grant. He's also involved with workforce investment and veterans support and how the federal government can support us to a greater extent.
- He said he looks forward to seeing student leaders at the March in March event in Sacramento.

G. Trustee Chen Haggerty reported the following:

- She attended the annual Trustee Workshop in Sacramento.
- The ACES committee is planning the May event in Newport Beach.
- She attended the Athletic Hall of Fame dinner and was impressed with the honorees' backgrounds.

- She visited Loma Linda University's Allied Health Department, and said that they are impressed with the students from Mt. SAC, a target school for recruitment. She also visited their robotic facility, where they demonstrated a robotic hand.

H. Trustee Hall reported the following:

- He attended the Athletic Hall of Fame dinner, and he mentioned that Kay Reagan won an award for attending the most games at Mt. SAC. Ron Renecke, a former Mt. Sac student, is now the Milwaukee Brewers manager.
- He mentioned that Super Bowl Seattle Seahawks player Bruce Irvin and coach Rocky Seto both played for Mt. SAC. Rocky went on to play at USC and then for the Seahawks under Coach Pete Carroll, and Bruce went on to play at West Virginia and now coaches with Pete Carroll.
- He was a speaker at the Walnut Republican Women's Federated Club, where he spoke about Mt. SAC for about two hours.
- He'll be performing in Puttin' on the Hits and is holding a most-tickets-sold contest again this year.
- He commended Bill Rawlings for stepping up to be the acting president of CSEA 262.
- He'll be attending the Board Study Session on Saturday.

I. Trustee Hidalgo reported the following:

- He attended the Community College Effective Trustee Workshop in Sacramento, where he learned more about the Student Success Act, financing, and the Brown Act.
- He attended the Cash for College event at Mt. SAC.
- He met with President Scroggins for lunch to get to know more about the College.
- He looks forward to attending Puttin' on the Hits.

J. Trustee Chyr reported the following:

- Nothing new to report.

12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new employees Gabriel Aragon, Christopher Duran, Gloria Munguia, Marisa Fierro, and Annette Limon, particularly the new Foundation staff and Foundation Board members.
- He congratulated Michael Kwiatkowski on his retirement.
- He congratulated the Robotics Team and Coach Martin Mason for their back-to-back National Championships.
- He announced that the Annual Board Study Session on February 22, 2014, will be held at Mt. SAC in Founders Hall.
- He reminded the audience about the Classified Spring Opening Meeting/Faculty Spring Flex and Professional Development Day, which will take place on Friday, February 21.

- He pointed out that *Mt. SAC's 2012-13 Annual Report to the Community* is now available.
- He introduced George Bradshaw, Dean of Enrollment, who talked about the Spring Enrollment Status Report.

Mr. Bradshaw began by explaining that Spring enrollment started off soft, partly because the economy is improving. To assist in boosting enrollment, marketing efforts were implemented including targeted emails to students and external outreach to high schools. Spring enrollment data showed that enrollment increased slightly from 26,065 in Spring 2013 to 26,463 this year. Total class offerings are also up slightly from Spring 2013 (2,901) to 3,000 this year.

Mr. Bradshaw's report is included with these minutes on the College website.

- 13.** An Informational Report was presented by Rosa Royce, Associate Vice President, Fiscal Services regarding Budget Update (Governor's January Proposal).

Ms. Royce gave an overview of the Governor's 2014-15 budget proposal for community colleges. The State is projecting revenue growth as a result of strong income tax collections, and education is one of Governor Brown's priorities. As proposed, there will be no changes to current student fees. Nearly \$593 million is proposed to eliminate all cash apportionment deferrals (Mt. SAC's deferral was \$313 million in 2012-13). The governor also proposed allocating \$39 million for Proposition 39 energy-efficiency projects and workforce development. Mt. SAC would receive approximately \$1 million. Governor Brown has proposed providing the Chancellor's Office with \$1.1 million to develop leading indicators of student success and to monitor districts' performances. He also reiterated his commitment to provide funding in 2015-16 to implement the plans being developed by regional Adult Education consortia.

Ms. Royce's report is included with these minutes on the College website.

- 14.** An Informational Report was presented by Aida Cuenza-Uvas, Director, Arise Program; and Elijah Lagafuaina, an Arise Program Student-Athlete, regarding Arise Grant Update. Mr. Lagafuaina shared that he is fighting the stereotypes that student-athletes have been saddled with for years, and that they can't play without good grades. He said he's here to make a difference on the field and in the classroom to his other fellow athletes. Academically, he's one of the most successful athletes in the Arise Program. Elijah said that there are about 30 Polynesians on campus, and Dr. Yamagata-Noji said that, in the past, there have been 250-300.

Ms. Cuenza-Uvas provided an update on the program, which started in 2011 and was funded by a \$2 million grant. More than 300 students have participated in activities that support diverse student needs including English language development, counseling and advising, and basic skills instruction. Several workshops designed and offered by the AmLA Department and Writing Center have also been offered.

Ms. Cuenza-Uvas's report is included with these minutes on the College website.

15. CONSENT CALENDAR

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, and passed to approve or ratify the following items:

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of the Quarterly Investment Report ending December 31, 2013.
4. Approval of the Quarterly Financial Status Report ending December 31, 2013.
5. This item was pulled and acted upon separately (see Paragraph No. 16).
6. Approval of the revision of a contract with G2Solutions Incorporated to provide the College with a secured electronic connection with the Department of Justice to process fingerprint Live-Scan for newly hired faculty, staff, and volunteers.
7. Approval of a renewal agreement with Student Transportation of America, Inc. for bus services for transporting students to athletic events, field trips, and Continuing Education programs.
8. Approval of a renewal agreement with Verizon Wireless for the operation of a mobile/wireless communications facility.
9. This item was pulled and acted upon separately (see Paragraph No. 17).
10. Approval to pay a 50% advance deposit to Midas Event Supply for the cost of 200 chairs, not to exceed \$1,450.
11. Approval of agreements to provide Professional Design and Consulting Services with H2 Environmental Consulting Services for Classroom Building Demolition, P2S Engineering, Inc. for Facilities Emergency Operations Center and Food Services Building Projects, PAL id Studio the Professional and Organizational Development and the Humanities Building Testing Services Center Projects, and with Ariane Lehw Associates for the Parking Structure Project.
12. This item was pulled and acted upon separately (see Paragraph No. 18).
13. This item was pulled and acted upon separately (see Paragraph No. 19).
14. Approval to purchase audio-visual equipment for the following Bid:
 - Bid No. 2961 Purchase of Audio-Visual Equipment – CompView, Los Angeles, CA, for Extron Control Systems and Epson Video Projectors; and Golden Star Technology, Cerritos, CA, for Da-Lite Screens.
15. This item was pulled and acted upon separately (see Paragraph No. 20).
16. This item was pulled and acted upon separately (see Paragraph No. 21).

17. Approval of the following Contract Amendment:
 - Contract Building 12 Classroom Modernization – H2 Environmental Consulting Services (Professional Design and Consulting Services) – Amendment No. 2.
18. Approval of the following Completion Notices:
 - Bid No. 2831 Child Development Center – Floor Coverings, Moore Flooring, Inc. (Contractor)
 - Bid No. 2946 Temporary Classrooms – General Construction, GDL Best Contractors, Inc. (Contractor)
19. Approval of the following Proposed Gifts and Donations to the College:
 - Gloria Baca – Assortment of Interior Design Books, valued by donor at \$2,000, to be used in the College Library.
 - Renato Basille – Dance Costumes and Dance Shoes from the 2013 Primetime Emmy Awards, valued by donor at \$4,800, to be used by the Dance Department for Fall and Spring Dance Productions.
 - Gene Wyne – Two Cabinets, Machine Tools, and Stock Instruments, valued by donor at \$1,500, to be used by the Industrial Design and Engineering Department.

HUMAN RESOURCES

20. Approval of Personnel Transactions.
21. Approval of Recommendation to Employ Faculty Under Second Contract – 2014-15.
22. Approval of Recommendation to Employ Faculty Under Third Contract – 2014-16.
23. Approval of Recommendation to Grant Tenure – 2014-15.

INSTRUCTION

24. Approval for Journalism students and a faculty member to attend the College Media Advisers Spring National Convention in New York, NY, March 13-16, 2014.
25. Approval for Aeronautics students and a faculty member to attend the Women In Aviation, International Conference in Orlando, FL, March 6-9, 2014.
26. Approval for Forensics students and a faculty member to attend the Phi Rho Pi National Championship Tournament in Denver, CO, April 3-12, 2014.
27. Approval for Phi Theta Kappa students and faculty to attend the Phi Theta Kappa International Convention in Orlando, FL, April 24-26, 2014.
28. Approval for students and faculty to attend the Health Occupations Students of America Leadership Conference in Anaheim, CA, March 29-April 1, 2014.
29. Ratification for participation of Aeronautics students and faculty who attended a practice event in Prescott, AZ, January 17-19, 2014.

30. Ratification for participation of Aeronautics students and faculty who attended the SAFECON Conference in Prescott, AZ, February 2-9, 2014.
31. Approval of the Developmental Education Spring Conference at Mt. SAC, April 18, 2014.
32. Approval for acceptance of funds from Kaiser Permanente Baldwin Park Medical Center.
33. Approval of an affiliation agreement with Saddleback Memorial Medical Center.
34. Approval of a contract amendment to the ambulance service for the 2014 Mt. SAC Relays.
35. Approval of an amendment to the contract with In-N-Out Burger.
36. This item was pulled and acted upon separately (see Paragraph No. 22).
37. Approval of modified courses effective with the 2014-15 academic year.
38. Approval of Continuing Education Division additions and changes to courses.

PRESIDENT'S OFFICE

39. Approval of a Consulting Agreement with the McCallum Group, Inc.
40. Ratification of a contract with P & R Business Services to provide temporary accounting expertise, on an as-needed basis, as Mt. SAC Foundation accounting transitions to the Fiscal Services Department.

STUDENT SERVICES

41. Approval of a contract with AcademicWorks.

Student Trustee concurred.

16. CONSENT ITEM #5 – RE-ISSUANCE OF STALE-DATED WARRANTS

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

Trustee Bader asked why there are so many stale-dated warrants and why so many showed up at the same time. Rosa Royce answered that the Post Office lost a batch of warrants or there was a transmission error. When students started calling, it was realized that something happened at the Post Office and the warrants didn't get mailed. In the past, the County would handle these; but now, Mt. SAC, being fiscally independent, is responsible to replace them if they are over two years old.

Motion carried. Student Trustee concurred.

17. CONSENT ITEM #9 – RENEWAL AGREEMENT WITH ORBACH, HUFF, SUAREZ & HENDERSON LLP FOR LEGAL CONSULTING SERVICES

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

Trustee Santos asked why there is a fee increase. Dr. Scroggins said that this firm has saved the College approximately \$3.5M, so the increase is reasonable.

Motion carried. Student Trustee concurred.

18. CONSENT ITEM #12 – ADMINISTRATION BUILDING SITE IMPROVEMENTS PROJECT REDUCTION OF \$220,128 TO THE CONTRACT AMOUNT

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

Trustee Bader said that this is a very impressive item. The statistics for this Lease/Leaseback project is a good example since it finished on time and under the Guaranteed Maximum Price by \$220,128, or -15.8%.

Motion carried. Student Trustee concurred.

19. CONSENT ITEM #13 – PURCHASE OF FIVE 2014 GMC SAVANA EIGHT-PASSANGER VANS

Approval to purchase five 2014 GMC Savana eight-passenger vans for the following Bid:

- Bid No. 2958 Purchase of Vans – Thorson Motor Center – Pasadena, CA

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

Trustee Bader said that she hoped that Reynolds Buick was considered. She would like to see them get more bid rewards in the future. Dr. Scroggins said that their bid was approximately \$1,500 more per vehicle than the lowest bidder. Trustee Hall added that what a car dealer can sell a car for sometimes is dependent upon how close they are to achieving certain program objectives that have been laid down for them by the factory. The closer the dealer gets to achieving that objective, it can then sell cars for less because of factory incentives. So, he suspects that this is perhaps what happened at the time of the bid.

Motion carried. Student Trustee concurred.

20. CONSENT ITEM #15 – CHILD DEVELOPMENT CENTER UNILATERAL CHANGE ORDERS

Ratification of the following Child Development Center Unilateral Change Orders:

- Bid No. 2827 Doja, Inc. (Grading Contractor) – Change Order No. 9.
- Bid No. 2832 Continental Plumbing (Plumbing Contractor) – Change Order No. 7.
- Bid No. 2833 Comfort Conditioning Co., Inc. (Plumbing Contractor) – Change Order No. 4.

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

Trustee Hall said that Consent Item #s 15 and 16 were linked, and he asked where the College stands with regards to the completion of the Child Development Center? Gary Nellesen said that this project was bid publically in 2009 using the multi-prime delivery method with 11 contractors bidding. The general building contractor failed financially, and about nine months were lost, so that contractor was replaced by the bonding company. The project is essentially complete and is in the process of being signed off by the DSA inspectors. However, there is still some landscaping being done, and there are some changes in the playground design due to some safety requirements that weren't met, which amount to about 60 days.

Trustee Hall asked if the claims against the College, amounting to about \$450K, are going to be offset by the Bond. Mr. Nellesen said that we will settle the four claims with the contractors, most likely through mediation, which is part of the unilateral change orders and puts the College in a good position to negotiate a fair settlement with the contractors. He said that we will certainly pay them what we owe. He said that most of that amount, all but about \$30,000, is due to the problem with the general contractor, so we'll pass those costs on to the bonding company. Our claim is \$6 million, but we will approach the bond maximum, which is over \$3 million.

Motion carried. Student Trustee concurred.

21. CONSENT ITEM #16 – CHILD DEVELOPMENT CENTER CHANGE ORDERS

Ratification of the following Child Development Center Change Orders:

- Bid No. 2830 Liberty Mutual/Safeco (General Contractor) – Change Order No. 9.
- Bid No. 2831 Moore Flooring (Flooring Contractor) – Change Order No. 4.

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

Since this item was linked with Item #15, there were no further questions.

Motion carried. Student Trustee concurred.

22. CONSENT ITEM #36 – TWO SABBATICAL LEAVE APPLICATIONS FOR ACADEMIC YEAR 2014-15

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

Trustee Baca would like to follow up with where the College is in terms of sabbaticals being granted now and what the plan is for the future. He asked how many sabbaticals have been granted since 1967. He wanted to follow up on the history and asked if there is a maximum that can be granted in a year. President Scroggins said that there is no limit on the number of sabbaticals that can be granted. He also said that we'll do a little more promotion and will hold another training session on writing sabbaticals. The last one wasn't very well attended.

Motion carried. Student Trustee did not concur.

23. ACTION ITEM #1 – RE-APPOINTMENTS AND APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE

It was moved by Trustee Bader, seconded by Trustee Baca, to re-appoint Paul Breit, Theodore (Ted) Ebenkamp, Marilyn A. Peters, and Michael J. Zhang as Business/At-Large Community Representatives, and to appoint Paul Maselbas as the Taxpayer Organization Representative to the Citizens Oversight Committee, effective January 2014 through December 2015.

Trustee Chen Haggerty asked if this committee has been faced with quorum problems. Dr. Scroggins said that the requirement, by law, is that two meetings be held per year and Mt. SAC holds four per year. Also, there hasn't been a problem with attendance.

Student Trustee Maureira asked if there is a Student Representative currently on the committee. Denise Lindholm responded that Alex Mendoza is the representative, and that the Associated Student Body is responsible for appointing a replacement for him.

Motion carried. Student Trustee concurred.

24. INFORMATION ITEM #1

The Board received, for information, revised Administrative Procedure 4350 – Student Travel Guidelines.

Trustee Baca mentioned that the public doesn't expect a Board member to know everything that is happening at the College. However, Trustee Hall recommended that the Board still approves student travel out of the country. Dr. Scroggins said that the change will be made to include Trustee Hall's recommendation, and it will be brought back to the next meeting, again as an Information item.

25. ADJOURNMENT

The meeting adjourned at 9:27 p.m.

WTS:dl



MT. SAN ANTONIO COLLEGE

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, February 22, 2014

MINUTES

CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 8:44 a.m. on Saturday, February 22, 2014. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Maureira were present.

The Pledge of Allegiance was led by Trustee Manuel Baca.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION

None.

2. CONSENT CALENDAR

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, and passed to approve the following item:

HUMAN RESOURCES

1. Approval of Personnel Transactions.

Student Trustee concurred.

3. COLLEGE BUDGET

Rosa Royce, Associate Vice President, Fiscal Services, presented an update on the 2013-14 Budget and the Preliminary 2014-15 Budget Information and included information on the following:

- A. History of Apportionment Workload Restorations and Workload Reductions
- B. History of Apportionment Funded Cost-of-Living Adjustment (COLA)
- C. 2013-14 FTES Growth and COLA
- D. Commitments Made in 2013-14
- E. 2014-15 Growth and COLA
- F. What's at Risk
- G. Match Needed for 2014-15

Questions and Answers:

- Question: Will the College be contributing to the OPEB Trust in 2013-14?
- *Answer: No – the Board approved the non-contribution for 2013-14; however, an analysis will be performed, and presented to the Board within the next two months, to determine the contribution for 2014-15.*
- Question: What is the projected deficit?
- *Answer: Part of it would be how we do on the ending balance for 2013-14, and that will also determine if a contribution will be made to OPEB. The reserve is estimated to be at 18%. We received redevelopment funds and we are fully backfilled.*
- Question: How will attrition affect the budget?
- *Answer: Ten full-time faculty hires were authorized in December, and there were 12 retirements and separations. Five more full-time faculty hires were just authorized, and seven have retired or separated, so far. Full-time faculty and full-time managers are the College's biggest expense. We'll be down; however, we're still approximately 20 above the full-time faculty obligation number.*

Ms. Royce's presentation is posted on the College website with these minutes.

4. EMERGENCY PREPAREDNESS

Karen Saldana, Director, Health Benefits and Risk Management, gave a report on Emergency Preparedness in the following areas:

- A. Lesson 1: Emergency Response Plan addresses the roles and responsibilities of the disaster service worker in planning for an emergency.
 - 1) Plan objectives
 - 2) Legal rationale
 - 3) Assigns responsibilities for planning, response, and recovery activities to disaster service workers
 - 4) Identifies the scope of potential hazards that form the basis for planning
 - 5) Establishes the emergency management organizational structure that will manage the response

- 6) Identifies other jurisdictions and organizations with whom planning and emergency response activities should be coordinated
 - 7) Outlines the process of disseminating emergency information and instructing the campus population
- B. Lesson 2: The Building Marshal Program was developed to ensure the orderly, effective, and safe evacuation and shelter-in-place of the building occupants.
- 1) Two Primary Functions: EOC Function Chart and Field Level Function Chart
 - 2) Communication Flow
 - 3) Training Requirements come from Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) and utilizes the Incident Command Structure (ICS)
 - 4) There will be a drill on March 18, sometime between
- C. Lesson 3: Training Requirements – The Office of Emergency Services (OES) has developed a training guidance matrix for public agency use.

Questions and Answers:

- Question: Has the College looked at a public address system?
- *Answer: Yes, the bid for a sound-and-voice system was approximately \$1.1M, and to add video would be an additional \$1.8M. A risk analysis is also being performed.*
- Question: Is there a certain amount of money invested in this?
- *Answer: We're investing in facilities and equipment. Also, we brought in a professional expert; but, now realize that a full-time manager is needed.*
- Question: What is the role of the Federal agencies?
- *Answer: Much of this training can be done on-line, thanks to FEMA; however, we hope to never have to go to FEMA for assistance in the case of a disaster.*
- Question: What were the lessons learned regarding the July 18, 2008, Chino Hills earthquake?
- *Answer: We failed in the area of communication and identified the need to put radios out in the field.*
- Question: Who is the principle contact in Walnut?
- *Answer: We're encouraging more planning with the City of Walnut, and they have been invited to the drill on March 18. A person in the Fiscal Department at the City of Walnut has been assigned as Mt. SAC's contact.*
- Question: What is the involvement of Mt. SAC's Public Safety Department?
- *Answer: They are our first responders since they are here 24/7. Public Safety Director Mark DiMaggio, Assistant Director Mike Montoya, and Supervisor Anthony Kelly are identified in the Operations Section.*

Ms. Saldana's presentation is posted on the College website with these minutes.

4. **ADULT EDUCATION AB 86 PARTNERSHIPS**

Irene Malmgren, Vice President, Instruction, gave a report on AB 86 (Collaborating to Better Serve the Educational Needs of Adults): \$25 M statewide for two-year planning grant (AB 86, Section 76, Article 3)

- State Grant Overview – funding is to develop regional plans for adult education in:
 - A. Elementary and Basic Skills
 - B. Classes for Immigrants
 - C. Programs for Adults with Disabilities
 - D. Short-Term CTE Programs
 - E. Programs for Apprentices
 - F. Regional Consortia Plans
 - G. Our Regional Consortium
 - H. Some Local Considerations
 - I. Local Progress to Date
 - J. Next Steps
 - K. Resources

Dr. Malmgren's presentation is posted on the College website with these minutes.

5. **FOUNDATION UPDATE**

Bill Lambert, Executive Director of the Mt. SAC Foundation, gave a report on:

- A. Meet the Team
 - 1) Bill Lambert, Executive Director
 - 2) Marisa Fierro, Director of Development & Alumni Relations
 - 3) Robin Barton, Special Projects Supervisor
 - 4) Kenny Walter, Special Projects Supervisor
 - 5) Annette Barrantes, Development Project Supervisor
 - 6) Sarah Shaalan, Foundation Assistant
- B. Three-Year Rebuilding Program
 - 1) Elements, Strategy, and Authenticity
 - 2) Building a Sustainable Program
 - 3) Maximizing the Strength of the Foundation Board
- C. Focus on Fundraising
- D. Board of Trustees' Involvement
- E. Where We're Going: At Home
- F. Where We're Going: On Campus

G. Summary: What We're Really Saying:

- 1) System-driven, builds consistence and confidence
- 2) Relationship-based, builds trust
- 3) Follow-through, builds the future
- 4) Care for our donors with the same attention and respect as we would any relationship

Questions and Answers:

- Question: How much money has been raised over the past five years by the Foundation?
- *Answer: That will be part of the monthly update at the Board of Trustees meeting.*
- Question: Who is on the Foundation Board?
- *Answer: That will also be part of the monthly update at the Board of Trustees meeting.*
- Question: Is the Mt. SAC Foundation considered an affiliated foundation with Mt. SAC.
- *Answer: Yes.*
- Question: What are the Foundation's priority funding areas?
- *Answer: With the expanded Foundation staff, those areas can now be developed and identified.*
- Question: Regarding building-naming opportunities, what is the cost?
- *Answer: The cost to name a building is 15% of the cost of the building.*

Mr. Lambert's presentation is posted on the College website with these minutes.

The Board recessed for break at 10:30 a.m.

The Board reconvened at 10:45 a.m.

6. FACILITIES PLANNING

Gary Nellesen, Director, Facilities Planning and Management, gave a report on the following subjects:

A. Water Use Efficiency

Questions and Answers:

- Question: Is there a concern about water rationing, and what would be affected?
- *Answer: Mostly irrigation.*
- Question: Once the purple pipes are installed, what will be the source?
- *Answer: Walnut Valley and Pomona have nearby water lines; however, the recommendation would be to tap off of the Walnut Valley water line since it runs up*

and down Grand Avenue. There's also a reclaimed water line that is owned by Pomona Water that is already located on Mt. SAC property.

B. Solar Power Generation Station

Mr. Nellesen talked about the recommended vegetation that would be planted in the proposed area, and reclaimed water would be used to irrigate that area.

Questions and Answers:

- Question: What is the total cost to put the solar panels where recommended?
- *Answer: \$8.4M, which includes the costs to mitigate the environmental impacts and to move the dirt into the site. For just the panels, the cost is \$5.5M. The reason the presentation doesn't include the aforementioned costs is because that would be a permanent investments in producing 11 acres as usable land, whether it be used for solar or for another purpose in the future.*
- Question: Does the vegetation that is shown on the map already exist?
- *Answer: No, it would need to be planted, which is included in the amount over and above the \$5.5M for the solar panels themselves.*
- Question: Would infrastructure be constructed that could be used for other purposes in the future, i.e., retail?
- *Answer: There would certainly be ducting for electrical and data; however, a large water line would not be installed because the proposed vegetation wouldn't need much water, i.e., there would be some water, but probably not enough to support a retail space. Also, there wouldn't be any sewer line installed.*
- Question: Will these panels move with the sun?
- *Answer: No, because the additional cost would not necessarily factor in to the attractive payback and the maintenance costs would go way up. Also, the efficiency of the stationary panels has improved drastically over former models. The College's consultant, John Semcken, concluded that the site development costs for any retail opportunity at the site would preclude any investment at the site. So, the way to bootstrap ourselves into any future opportunity costs is to recover the cost of the site development through the solar power system and reassess the use of the property at the end of the usable lifetime of the solar field.*

C. Student Housing Site Options:

- 1) Farm Area East – Recommended
- 2) South of Mt. SAC Hill (proposed Fire Academy Site)
- 3) West Parcel (proposed Solar Power Generation Site)

All of the sites would require the installation of all utilities, i.e., sanitary sewer, water, data communication, and electrical. The easiest of the three would be Option 1. There's already water close, and power, data, and sewer have been installed into the farm area. The other two sites would require significant work where utilities are concerned. The other two sites would also preclude either a fire academy or a solar field to be located.

Input from the trustees was sought in two areas:

- 1) Is there merit in developing a plan for student housing?
- 2) Would Option 1 be the site to be considered?

If the trustees agree to move forward, it would affect three areas:

- 1) The Facilities Master Plan; a task force would be formed on campus to look at student housing and make recommendations that would be brought back to the Board in the fall.
- 2) An Environmental Impact Report would be required.
- 3) A feasibility study would be done, at no charge to the College, by a company named Antarctic Development that is interested in bidding on the project.

All of the above will be done in the next eight months and then be presented to the Board for a decision and direction to proceed. The bid would include the entire site development, construction, and operation of the facility as a Lease/ Leaseback project.

Questions and Answers:

- Question: Have the consultants looked at all of the proposed sites?
- *Answer: Yes, and they recommended Site No. 1.*
- Question: Will it be operated by an entity outside of the College?
- *Answer: Yes.*
- Question: Being next to a farm area, how attractive will the proposed site be for the student residents, i.e., odors, etc.?
- *Answer: That will be taken into consideration.*
- Question: What about the proposed fire training academy's burn tower being located on campus? What are the full ramifications?
- *Answer: The new state-of-the-art burn tower eliminates a lot of the prior concerns. The Chino Valley Fire District has one and it's very impressive.*
- Question: How many students would the student housing support?
- *Answer: Five hundred.*
- Question: Where will the funding come from for the student housing?
- *Answer: The Lease-Leaseback construction method would provide funding from rental charges.*
- Question: What generated an interest in International Student Housing?
- *Answer: The issue is, there is no nearby housing for International Students and, with investor money, it will generate income for the College. Because of Mt. SAC's reputation, out-of-district athletes come to the College with nowhere to live.*
- Discussion: Trustee Bader said that both she and Trustee Chyr were on the subcommittee for this project and, by the end of the meeting, she was convinced that this housing would be a positive thing for the College regarding athletic team housing, student event housing, etc. She also said that Option 1 is the most logical choice for the placement of the housing.

Trustee Hall talked about the fact that International students who come to this country to be educated don't have places to live, so they're going out as far as Corona to find housing within their budget, which then presents other problems, such as how to commute to Mt. SAC.

Mr. Nellesen's presentation is posted on the College website with these minutes.

7. EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN REVISIONS

James Czaja, Vice President, Human Resources introduced Laura Schulkind, Partner, Liebert Cassidy Whitmore, who gave a report on "Diversity in Community College Employment: A Quick Look at Why & How."

- A. Federal/State Employment Anti-Discrimination Laws
- B. The Law Has Changed
- C. The Vocabulary Has Changed
- D. The Concepts Have Changed
- E. The Hiring Challenge
- F. Expected Results
- G. Developing and Maintaining Institutional Commitment to Diversity
- H. Strategies to Promote Diversity
- I. Strategies to Promote Diversity
 - 1) Focus on Work Culture
 - 2) Rethink Job Definitions
 - 3) Recruitment

Questions and Answers:

- Question: To what extent was this concept of promoting diversity balanced with eliminating bias? It seems there are two parts of what we're trying to achieve in terms of contribution, but we want to change some negative behaviors, right?
- Answer: *The elimination of bias is attitudinal, both at a personal level and at an institutional level. She recommends that, anyone who goes through the hiring process must go through training on this subject. The new training language requires the elimination of bias in the hiring process. One cannot promote diversity in a meaningful way unless bias is eliminated. The elimination of bias is going to be about internal change.*

Ms. Schulkind's presentation is posted on the College website with these minutes.

The Board recessed for lunch at 12:20 p.m.

The Board reconvened at 1:10 p.m.

8. FACILITIES PLANNING (continued)

Gary Nellesen, Director, Facilities Planning and Management, gave a report on the following Measure RR Implementation Plan subjects:

- A. History
- B. Master Plan Campus Zoning
- C. Project Timelines/Transitions
 - 1) Existing Campus
 - 2) Spring 2014
 - 3) Summer 2014
 - 4) Fall 2014
 - 5) Spring 2015
 - 6) Summer 2015
 - 7) Fall 2015
 - 8) Spring 2016
 - 9) Summer 2016
 - 10) Fall 2016
 - 11) Spring 2017
 - 12) Summer 2017
 - 13) Fall 2017
 - 14) Spring 2018
 - 15) Summer 2018
- D. Parking Analysis/Forecast
- E. Master Project Budgets
- F. Scenarios A through C for Series C-RR
- G. Measure RRR/Future Projects?????
- H. 2018 Election Scenarios

Questions and Answers:

Question: What's going to happen with the protected walnut trees?

Answer: Ninety walnut trees will be transplanted to somewhere on campus, with about a 50% survival rate. Every tree removed that is greater than 6" in diameter, 1½ trees will be planted.

- Question: Regarding the Student Success Center, how is it going to be used?
- *Answer: Veterans, Disabled Student Programs & Services, Student Health Center, Bridge, and other programs funded by grants.*
- Question: Does the demolition of the Building 50H (Stadium Concessions) include the bleachers?
- *Answer: Yes.*
- Question: Regarding the parking structure construction period, will the spaces being taken away be replaced with additional parking somewhere else?
- *Answer: Yes, and a little more.*
- Question: How about the prediction of student growth in the future as it pertains to parking?
- *Answer: If Mt. SAC grows rapidly, by 2024, another parking structure will be needed.*
- Question: Where did all the State bond money go?
- *Answer: Since there was very little facilities construction between 1975-2001, a lot of the money went to solve 30-year-old problems.*
- Question: How long will the new buildings last?
- *Answer: Approximately 75 years.*
- Question: What's the average age of the buildings that are being demolished.
- *Answer: Approximately 70 years.*
- Question: What are some of the big projects?
- *Answer: Moving the pool, building a new gymnasium, demolishing and building a new technology building, a new 1200-seat auditorium, a new student center, a new library, another parking structure, a fire academy and instructional building, a new transit center and bridge across Temple Avenue, renovation of another five buildings, renovating Building 6 for class space, and a new bookstore, to name a few.*
- Question: Have you considered making the new auditorium and gymnasium to be used as one and the same? A 1,200-seat auditorium will not result in using it as a cultural event venue; a larger venue would accomplish both.
- *Answer: That's a good point.*
- Question: When will an updated Facilities Master Plan be done?
- *Answer: In 2017, a new Facilities Master Plan will be developed.*
- Question: For how long are we going to lose the athletic fields?
- *Answer: We're still looking for another venue for graduation, and the University of La Verne will host the football games.*
- Question: What are students going to do while the parking structure is being built?
- *Answer: There will be shuttles bringing students from the temporary parking lots to the main campus.*

- Question: When is there going to be a community meeting regarding the parking structure?
- *Answer: We're coordinating a meeting with the City of Walnut, after the first week in April.*
- Question: Why don't we give these contracts to local contractors?
- *Answer: We are active in getting bids from local contractors. There is a report on requesting bids from local contractors vs. getting bids back from them, and Gary Nellesen would be happy to share that report.*
- Question: What about having a satellite campus in Baldwin Park since it's on the far west end of the District?
- *Answer: It might be a good idea to get some information on that possibility. We have done a lot of programs in Pomona without buying the buildings. We already have classes in 31 other locations.*

Mr. Nellesen's presentation is posted on the College website with these minutes.

9. ANNUAL BOARD SELF-EVALUATION AND PRIORITY SETTING

President Scroggins distributed a compilation of survey responses from Board Members to questions regarding the Board's areas of strengths and those areas they thought needed improvement.

The first part of the self-evaluation required Board members to give themselves a letter grade (A through F).

The responses of Board members to each of the open-ended questions were reviewed. Trustees generally felt that the Board works very well together and with the CEO. They also believed that they should speak more directly, in a public forum, on sensitive issues affecting the College.

The second part of the self-evaluation asked Board members to respond to particular open-ended questions. There were a few comments about integrating the new members of the Board and how to work cohesively. Board members indicated that one of the goals that should be considered is the attitude that they're all still Mt. SAC Board members, and not just to consider their individual trustee areas because it's important for the trustees to act as a unit. Also, they felt that it's important to call Dr. Scroggins when there's a question regarding a Board Meeting Agenda item. President Scroggins reminded the Board that they can put information or discussion items on the monthly Board Meeting Agenda by just contacting him in advance.

The Board of Trustees Self-Evaluation compilation for 2014 is posted on the College website with these minutes.

It was indicated that there is a conflict for the April 9 Board meeting. Denise Lindholm will look for other available dates, possibly April 2.

10. ADJOURNMENT

The meeting adjourned at 2:50 p.m.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 19, 2014</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

APPROPRIATION TRANSFERS
For the period 1/31/14 - 2/19/14

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 7,267
5000 Other Operating Expenses/Services	865
7950 Unassigned Fund Balance	4,798
Total	\$ 12,930

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 1,000
2000 Classified/Other Nonacademic Salaries	5,548
3000 Employee Benefits	28
6000 Capital Outlay	6,354
Total	\$ 12,930

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 19, 2014

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	21,285
6000	Capital Outlay		<u>2,635</u>
Total		\$	23,920

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	5,377
2000	Classified/Other Nonacademic Salaries		2,090
3000	Employee Benefits		2,711
5000	Other Operating Expenses/Services		<u>13,742</u>
Total		\$	23,920

Bond Construction Fund - 42

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	<u>3,769</u>
Total		\$	3,769

To:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	<u>3,769</u>
Total		\$	3,769

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	<u>2,500</u>
Total		\$	2,500

To:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	<u>2,500</u>
Total		\$	2,500

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 19, 2014

BUDGET REVISIONS
For the period 1/31/14 - 2/19/14

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
884007 Planetarium - Sales	\$ 13,132
887714 Fire Academy	56,344
887730 Ceramics, Clay Fees	772
Total	\$ 70,248

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 57,616
5000 Other Operating Expenses/Services	50
6000 Capital Outlay	12,582
Total	\$ 70,248

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862908 2013-14 Basic Skills	\$ 57,651
Total	\$ 57,651

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 57,651
Total	\$ 57,651

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Revenue Lease Bond Interest	\$ 22
886000 Revenue Lease Bond Interest	17
Total	\$ 39

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 39
Total	\$ 39

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 19, 2014

RECOMMENDATION

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$12,930), Restricted General Fund (\$23,920), Bond Construction Fund (\$3,769) and Associated Students Trust Fund (\$2,500) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$70,248), Restricted General Fund (\$57,651) and Capital Outlay Projects Fund (\$39) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: March 19, 2014

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Barraza, Erick	Student Services – International Students	Performer - Aztec Dance, Culture Fair	4/9/14	\$350
Hakim, Pat	Instruction – Child Development Workforce Initiative Grant	Support for and coordination with high school students participating in the Child Development Workforce Initiative Grant	3/20/14– 6/13/14	\$450
Higaki, Anna	Instruction – Child Development Workforce Initiative Grant	Support for and coordination with high school students participating in the Child Development Workforce Initiative Grant	3/20/14– 6/13/14	\$450
Jelenoski, Craig	Instruction – LA84 Foundation Grant	Starter - Mt. SAC Relays Youth Days	3/20/14– 3/31/14	\$300
Kikuchi, Brice	Student Services – Student Life/Associated Students	Performer - Japanese Taiko Drums, Culture Fair	4/9/14	\$200

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors**DATE:** March 19, 2014

Lane, Denise	Instruction – Child Development Workforce Initiative Grant	Instructor, CPR Training; increase existing contract by \$690	9/1/13–6/30/14	\$4,690
Le, Michael	Student Services – Student Life/Associated Students	Performer – Chinese Lion Dance, Culture Fair	4/9/14	\$530
Ochoa, Ruben	Student Services – Student Life/Associated Students	Performer – Salsa Dance, Culture Fair	4/9/14	\$100
Sosa, Virginia	Student Services – Student Life/Associated Students	Performer – Polynesian Dance, Culture Fair	4/9/14	\$750
Stewart, Shawna	Instruction – Music	Adjudicator, Chamber Singers Festival	3/19/14	\$500
Volken, Fred W.	Administrative Services – Technical Services	Engineering Consultant - Prepare legal documentation for KSAK transmitter and antenna relocation	11/1/13–6/30/14	\$3,000

Funding Sources

Restricted General Fund – Instruction – Child Development Workforce Initiative Grant, LA84 Foundation Grant.

Unrestricted General Fund – Instruction – Music, Administrative Services – Technical Services, Student Services – International Students, Student Life/Associated Students.

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: March 19, 2014

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrants

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

<u>Warrant No.</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07067998	9/8/10	James Atrill	78.00
07068147	9/8/10	Alyson R Behrend	83.00
07069294	9/8/10	Kevin J Fite	251.00
07069704	9/8/10	David S L Graciano	104.00
07070588	9/8/10	Jessica Lee	78.00
07070869	9/8/10	Yang Lu	78.00
07071030	9/8/10	Cynthia E Marrero	78.00
07076318	9/30/10	Charles Diaz	63.00
07073337	9/8/10	Taylor J Wallace	78.00
07084641	10/20/10	Susan C Long	517.00
07089603	11/23/10	Shaun R Panado	57.00
07092319	12/21/10	Enrique Zapien	198.00
07094993	1/26/11	Dept. of Rehab.	164.00
07100584	2/24/11	Shaun R Panado	475.00
07104325	3/8/11	Nancy Venegas	213.00
07104178	3/8/11	Cynthia E Marrero	324.00
07105110	3/16/11	Carlos H. Carrazco	78.00
07105111	3/16/11	Yanet F Carreno	78.00
07105147	3/16/11	Sabrina M Castro	132.00
07105161	3/16/11	Allen C Chan	104.00
07105187	3/16/11	Juan Chavez	78.00
07105224	3/16/11	Michael R Chiang	476.00
07105324	3/16/11	Janine M Crosswhite	104.00

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Re-issuance of Stale-Dated Warrants

DATE: March 19, 2014

<u>Warrant No.</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07105356	3/16/11	Edgar R Davalos	132.00
07105366	3/16/11	Guadalupe De La Cruz	104.00
07105371	3/16/11	Marisol De La Vega	78.00
07105385	3/16/11	Janelle S Delrosario	236.00
07105400	3/16/11	Jorge Diaz	83.00
07105403	3/16/11	Vanessa M Diaz	78.00
07120061	4/21/11	Valeria E Byrnes	109.00
07124239	5/18/11	Alejandra Montes	390.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

DATE: March 19, 2014

CONSENT

SUBJECT: Renewal Agreement with Horizon Coach Lines

BACKGROUND

In February 2013, the College entered into a five-year agreement with Horizon Coach Lines (Horizon) to provide charter bus services for transporting students and staff to athletic events, field trips, and Continuing Education programs. The College utilizes charter buses for trips that extend outside of a 60-mile radius.

ANALYSIS AND FISCAL IMPACT

Year one of the five-year agreement with Horizon is due to expire March 18, 2014. The College wishes to extend the agreement with Horizon for an additional one-year period, March 19, 2014, through March 18, 2015. Some key factors include:

- No increase to the minimum five-hour flat rate
- Overnight trip charge for 47-passenger bus (\$960/day) or 55-passenger bus (\$1,080/day) reduced to \$950 for either size
- Hourly rate for 47-passenger bus from \$70 per hour to \$77 per hour
- Hourly rate for 55-passenger bus from \$72 per hour to \$79 per hour

The estimated costs for the 2014-15 fiscal year are approximately \$125,000. However, the actual costs for these services will vary depending on the number of trips taken during the contract period.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal agreement with Horizon Coach Lines, as presented.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #4

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 19, 2014</u>	CONSENT
SUBJECT: <u>Pre-Construction Services</u>	

BACKGROUND

An essential element of the Lease/Leaseback Construction Delivery Method is the pre-construction phase. By engaging the services of the Lease/Leaseback contractor prior to the completion of the construction documents, problems during the construction phase can be minimized. At this time, the Foundation Offices and Emergency Communications projects are ready for contractor reviews.

ANALYSIS AND FISCAL IMPACT

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

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #5

SUBJECT: Pre-Construction Services

DATE: March 19, 2014

The costs for the listed services are as follows:

	Contractor:	Tilden-Coil Constructors	
	Project:	Foundation Offices	
Item	Description:	Amount	
	Pre-construction services at 1% of the estimated construction budget of \$342,226.00.	\$3,422.26	
	Contract amount:		\$3,422.26

	Contractor:	Tilden-Coil Constructors	
	Project:	Emergency Communications Infrastructure	
Item	Description:	Amount	
	Pre-construction services at 1% of the estimated construction budget of \$347,097.00	\$3,470.97	
	Contract amount:		\$3,470.97

Funding Sources

Measure RR Bond Anticipation Note and Series A funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 19, 2014</u>	CONSENT
SUBJECT:	<u>Lease/Leaseback Construction Services</u>	

BACKGROUND

In 2012, staff conducted an open process to select the best firm to provide construction services under the Lease/Leaseback construction delivery method. Tilden-Coil Constructors, Inc. was selected to provide both pre-construction consulting and construction services. The fee for construction is a Guaranteed Maximum Price (GMP).

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Contractor:	Tilden-Coil Constructors	
	Project:	Foundation Offices	
Item	Description:	Amount	
	Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary to modify Classroom 128 in Building 12 to create office space for the Foundation including the necessary site improvements.	\$342,226.00	
	Guaranteed Maximum Price:	\$342,226.00	

#2	Contractor:	Tilden-Coil Constructors	
	Project:	Emergency Communications Infrastructure	
Item	Description:	Amount	
	Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary to prepare the site for future communications infrastructure and install the required electrical and communications conduit.	\$347,097.00	
	Guaranteed Maximum Price:	\$347,097.00	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #6

SUBJECT: Lease/Leaseback Construction Services

DATE: March 19, 2014

Funding Sources

Measure RR Bond Anticipation Note and Series A funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 19, 2014</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	Campbell-Anderson & Associates, Inc.	
	Project:	Food Services Building	
Item	Description:	Amount	
	Provide professional cost estimating services to prepare a 90% construction document cost review and reconciliation with other estimates including cost savings proposals.	\$9,500.00	
	Contract Amount:		\$9,500.00

#2	Consultant:	PAL id Studio	
	Project:	Design Technology Center Radio Lab Project	
Item	Description:	Amount	
	Provide professional interior design services for the Design Technology Center Radio Lab project and additional building furniture.	\$19,174.00	
	Reimbursable expenses:	\$575.00	
	Contract Amount:		\$19,749.00

#3	Consultant:	Marlene Imirzian and Associates Architects	
	Project:	Thermal Energy Storage Project	
Item	Description:	Amount	
	Provide professional architectural and engineering services for schematic design of the Thermal Energy Storage system, storage building, and related site improvements. Services include architectural, landscape, mechanical, civil, electrical, and plumbing.	\$90,000.00	
	Reimbursable expenses:	\$1,000.00	
	Contract Amount:		\$91,000.00

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

SUBJECT: Professional Design and Consulting Services

DATE: March 19, 2014

#4	Consultant:	HMC Architects	
	Project:	South Campus Site Improvements	
Item	Description:	Amount	
	Provide professional architectural and engineering services necessary to develop the South Campus Site and the West Parcel Site. Services include architectural, landscape, civil, electrical, telecommunication, traffic engineering, and construction administration.	\$180,000.00	
	Coordination as required with the Army Corps of Engineers for environmental permitting.	\$18,500.00	
	Reimbursable expenses:	\$10,000.00	
	Contract Amount:		\$208,500.00

#5	Consultant:	Antarctica Infrastructure Partners	
	Project:	Parking Structure	
Item	Description:	Amount	
	Professional consulting services to provide a due-diligence review to evaluate the financial viability of an investment by Antarctica to finance a portion of the development costs for the North Campus Parking Structure. The due diligence will encompass an overall analysis of the College's parking demand, parking pricing, existing parking and circulation facilities, and parking policies for the College.	\$40,000.00	
	Deposit in advance:		\$40,000.00

Funding Sources

#s 1 and 5 – Measure RR Bond funds, Series A.

#2 – Measure RR Bond Anticipation Note funds.

#3 and 4 – Proposition 39 funds and Measure RR Bond funds, Series A.

RECOMMENDATION

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

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

DATE: March 19, 2014

CONSENT

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract amendments are presented for approval:

#1	Consultant:	Hill Partnership, Inc.	No.	3
	Project:	Classroom Building Renovation (Formerly Agricultural Sciences Lab)		
Item	Description:	Amount		
	Provide additional architectural services necessary to relocate the Foundation Office into the Classroom Building Renovation, Room 128. Not to exceed:	\$20,150.00		
	Total	\$20,150.00		
	Original Contract Amount	\$361,300.00		
	Net Change by Previous Amendments	\$18,490.00		
	Net Sum Prior to This Amendment	\$379,790.00		
	Amount of Amendment No. 3	\$20,150.00		
	New Contract Sum	\$399,940.00		
	Percentage of Change to Contract, to Date	10.69%		

#2	Consultant:	PAL id Studio	No.	1
	Project:	Classroom Building Renovation (Formerly Agricultural Sciences Lab)		
Item	Description:	Amount		
	Provide interior design services for the furniture space planning and coordination for the relocation of the Foundation office to the Building 12 Modernization project.	\$2,790.00		
	Reimbursable expenses:	\$83.70		
	Total	\$2,873.70		
	Original Contract Amount	\$32,287.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$32,287.00		
	Amount of Amendment No. 1	\$2,873.70		
	New Contract Sum	\$35,160.70		
	Percentage of Change to Contract, to Date	8.90%		

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: March 19, 2014

#3	Consultant:	PAL id Studio	No.	2
	Project:	Facilities Emergency Operation Center Addition and Plan Room Renovation		
Item	Description:	Amount		
	Provide additional interior design services including furniture programming, procurement assistance, and coordination of installation activities for final items necessary to complete the Emergency Operations Center and Plan Room project.	\$720.00		
	Reimbursable expenses:	\$21.60		
	Total	\$741.60		
	Original Contract Amount	\$63,000.00		
	Net Change by Previous Amendments	\$12,617.50		
	Net Sum Prior to This Amendment	\$75,617.50		
	Amount of Amendment No. 2	\$741.60		
	New Contract Sum	\$76,359.10		
	Percentage of Change to Contract, to Date	21.20%		

#4	Consultant:	RKA Consulting Group	No.	1
	Project:	Wildlife Sanctuary Storm Drain Repair		
Item	Description:	Amount		
	Provide additional professional engineering services to adjust grades and surface materials per the user's needs for the on-site improvements of the Wildlife Sanctuary Storm Drain Repair.	\$4,200.00		
	Total	\$4,200.00		
	Original Contract Amount	\$50,040.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$50,040.00		
	Amount of Amendment No. 1	\$4,200.00		
	New Contract Sum	\$54,240.00		
	Percentage of Change to Contract, to Date	8.39%		

#5	Consultant:	Helix Environmental	No.	1
	Project:	Construction Support		
Item	Description:	Amount		
	Provide additional professional biological consulting services necessary to complete the environmental permitting and development of the West Parcel.	\$13,400.00		
	Total	\$13,400.00		
	Original Contract Amount	\$51,500.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$51,500.00		
	Amount of Amendment No. 1	\$13,400.00		
	New Contract Sum	\$64,900.00		
	Percentage of Change to Contract, to Date	26.02%		

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: March 19, 2014

Funding Sources

#s 1-4 – Measure RR Bond Anticipation Note funds.

#5 – Measure RR Bond funds, Series A.

RECOMMENDATION

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

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

DATE: March 19, 2014

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Campos, Nancy
 Position: Learning Laboratory Assistant I
 Department: Learning Assistance Center
 Range/Step: A-62, Step 1
 Job FTE: 0.475/10 months
 Effective: 3/20/14 (tentative)
 New: Yes
 Salary: \$1,537.89/month

Name: Haynes, Suzanne
 Position: Clerical Specialist
 Department: Office of Instruction
 Range/Step: A-69, Step 1
 Job FTE: 0.475/12 months
 Effective: 3/20/14
 New: Yes
 Salary: \$1,648.83/month

Name: Quintero, Catalina
 Position: Learning Laboratory Assistant I
 Department: Learning Assistance Center
 Range/Step: A-62, Step 3
 Job FTE: 0.475/10 months
 Effective: 3/20/14
 New: No
 Salary: \$1,537.89/month

Name: Shiff, Jason
 Position: Laboratory Technician, Radio
 Department: Commercial and Entertainment Arts
 Range/Step: A-79, Step 1
 Job FTE: 0.475/10 months
 Effective: 3/20/14
 New: Yes
 Salary: \$1,821.35/month

Prepared by: Human Resources Staff

Reviewed by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #10

SUBJECT: Personnel Transactions

DATE: March 19, 2014

Permanent New Hires (continued)

Name: Williams, Terrence
Position: Custodian New: No
Department: Custodial Services
Range/Step: B-34, Step 1 Salary: \$3,019.26/month
Job FTE: 1.00/12 months
Effective: 3/20/14 (tentative)

ACADEMIC EMPLOYMENT

Recommendation to Employ Faculty Under Third Contract: 2014-16

Name: Fowler, Jamaika
Department: Counseling

Banking Leave of Absence with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Rillorta, Linda	Sociology & Philosophy	3	Fall 2014

Faculty Intern

<u>Name</u>	<u>Department</u>	<u>Mentor</u>	<u>Semester</u>
Lentz, John	Sociology & Philosophy	Diem, Andrea	Spring 2014

Retirement

Robin Tripp, Professor, English, Literature, and Journalism, effective 6/30/14

Student Interns

Jessica Alvarez, TRIO/ACES Program, California State University, Long Beach, effective 2/24/14–6/15/14

Jason Hayward, Career and Transfer Services, University of Southern California, effective 2/24/14–6/15/14

Carolina Pacheco, Career and Transfer Services, California State University, Fullerton, effective 2/24/14–6/15/14

SUBJECT: Personnel Transactions**DATE:** March 19, 2014**Additional Assignments**

Provider	Area/Department	Service/Agreement	Dates	Amount
Bangle, Glenda	Adult Basic Education	Adult Basic Education Curriculum & SLOs	3/24/14-6/30/14	\$42.15/hour Not to exceed \$430.00
Nemeth, Stanley	Student Services/ Assessment Center	Faculty Assessment of Written English Readers	7/1/13-6/30/14	Not to exceed \$50.05/hour
Rienstra, Ryan	Adult Basic Education	ABE Curriculum & Student Learning Outcomes	3/24/14-6/30/14	\$42.15/hour Not to exceed \$430.00
Shiao, Irene	Music	Performer, Choral Concert & Rehearsal	5/29/14-5/31/14	\$45.14/hour Not to exceed \$250.00

MANAGEMENT EMPLOYMENT**Permanent New Hire**

Name: Galbraith, Jennifer
 Position: Associate Dean, Business Division
 Department: Business
 Range/Step: M-19, Step 2, L-25
 Job FTE: 1.00/12 months
 Effective: 3/20/14

New: No
 Salary: \$158,871.36/annual

Substitute Employees

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Azul, Amy	Tutorial Services Spec.	Absence	The Writing Ctr.	24.19	1/2/14-6/15/14
Navarro, Albert	Grounds Equipment Op.	Absence	Grounds Dept.	18.30	2/20/14-6/30/14
Parraguirre, Dinorah	Library Technician I	Absence	Library & Learning Res.	16.90	3/1/14-6/14/14

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ambrosio, Gina	Admissions & Records Aide	Admissions and Records	10.87	3/21/14-6/30/14
Bermudez, Loraine	Secretarial Aide	Adult Basic Education	11.88	3/20/14-6/30/14
Calvillo, Jennifer	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/20/14
Cordova, Jennnifer	Instructional Aide	Child Development Ctr.	8.00	2/24/14-6/20/14
Cortes, Yesenia	Instructional Aide	Child Development Ctr.	8.00	2/24/14-6/20/14
Esqueda, Angelica	Instructional Aide	Child Development Ctr.	8.00	2/24/14-6/20/14
Fernandez, Sandra	Career Trans. Serv. Aide I	Career & Transfer Svcs.	10.00	2/24/14-6/30/14
Gaeta, Fatima	Instructional Aide	Child Development Ctr.	8.00	2/24/14-6/30/14
Gonzales, Angela	Secretarial Aide	Adult Basic Education	11.88	5/1/14-6/30/14
Harmon, Lorenzo	Financial Aid Assistant	Financial Aid	12.76	2/24/14-6/30/14
Huang, Christy	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/22/14
Hyatt, Amber	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/20/14
Liu, Fay	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/30/14
Lizcano, David	Senior Toolkeeper Aide	Aircraft Maintenance	13.66	2/24/14-6/30/14

SUBJECT: Personnel Transactions**DATE:** March 19, 2014**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lopez, Brian	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/20/14
Lopez, Lorena	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/20/14
Martin, David	Model	Fine Arts	21.00	3/20/14-6/30/14
Mayfield, Crystal	Laboratory Assistant	Electronics	13.27	2/24/14-6/30/14
Morales, Natalie	Study Skills Assistant I	The Writing Center	10.27	2/24/14-6/30/14
Perkins, Danette	Case Worker Aide	CalWORKs	11.88	3/13/14-6/30/14
Pineda, Marilyn	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/30/14
Ponce, Brenda	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/30/14
Rodriguez, Berenice	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/20/14
Ruiz Estrada, Edna	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/20/14
Silva-Lopez, Ricardo	Tutor IV	ACES	11.75	3/19/14-6/30/14
Valencia, Juana	Instructional Aide	Child Development Ctr.	8.00	3/20/14-6/30/14
Valencia, Susan	Secretarial Aide	Adult Basic Education	11.88	3/20/14-6/30/14
Wang, Allen	Educational Advising Aide	Admissions and Records	17.03	3/20/14-6/30/14
Zahn, Lauren	Secretarial Aide	Adult Basic Education	11.88	5/1/04-6/30/14

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Avenas Rey, Valerie	Project Coordinator	Facilities Planning & Mgmt.	35.00	3/3/14-6/30/14
Bollier, James	Sports Publicist	Kinesiology, Ath. & Dance	16.00	2/6/14-6/30/14
Bolton, John	Technical Expert I	Kinesiology, Ath. & Dance	35.00	2/1/14-6/15/14
Bui, Huu	Project Expert/Specialist	EOPS	25.00	2/24/14-6/20/14
Chen, Hui Zu	Teaching Aide	ESL	13.27	2/14/14-6/30/14
Cordova, John	Project Manager	Theater	55.00	2/24/14-3/31/14
Dominguez, Julia	Interpreter I	DSP&S	25.00	1/6/14-6/30/14
Egan, Melissa	Health Promotion Spec.	Student Health Services	24.00	1/1/14-6/30/14
Hansen, Erin	Project/Program Aide	Adult Basic Education	19.76	3/1/14-6/30/14
Harris, Kenton	Technical Expert	Kinesiology, Ath. & Dance	35.00	1/16/14-6/30/14
Johnson, Brianna	Project/Program Aide	Adult Basic Education	19.76	3/1/14-6/30/14
Mayfield, Ronald	Lecturer-Fire Technology	Fire Technology	37.26	3/4/14-6/30/14
McConnell, Edward	Paramedic Specialist	Medical Services	15.60	2/27/14-6/30/14
McConnell, Edward	EMS Licensing Examiner III	Medical Services	25.00	2/27/14-6/30/14
Moncada, Rudy	Interpreter IV	Continuing Education	41.00	2/28/14-6/30/14
Nuchols, Jaclyn	Interpreter I	DSP&S	25.00	1/6/14-6/30/14
Osea, Mark	Project Expert/Specialist	Arise	25.00	1/6/14-3/30/14
Ov, Chheng	Project Expert/Specialist	Respiratory	25.00	2/24/14-6/30/14
Polak, Desiree	Technical Expert I	Nursing	35.00	2/26/14-6/30/14
Ramirez, James	Lecturer-Fire Technology	Fire Technology	37.26	3/3/14-6/30/14
Shanahan, Maggie	Aquatics Assistant III	Continuing Education	12.00	1/31/14-6/30/14
Singh, Rahul	Sound Engineer I	Theater	14.50	2/24/14-6/30/14
Tan, Katy	Project Program Aide	Child Development Ctr.	19.76	2/24/14-6/30/14

SUBJECT: Personnel Transactions**DATE:** March 19, 2014**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Brooke	Student Assistant I	Counseling	8.00	1/2/14-1/31/14
Aceves, Brooke	Student Assistant III	Counseling	10.00	2/3/14-2/23/14
Aceves, Brooke	Student Assistant III	Counseling	10.00	2/24/14-6/30/14
Acosta, William	Student Assistant III	The Writing Center	10.00	5/24/14-6/30/14
Aden, Saxon	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Afutiti, Harriet	Student Assistant IV	Arise	11.25	2/24/14-6/30/14
Aguero, Jesse	Student Assistant V	The Writing Center	12.50	2/24/14-6/30/14
Ahmed, Omar	Student Assistant III	High School Outreach	10.00	2/03/14-2/21/14
Akramian, Naseem	Student Assistant III	The Writing Center	10.00	2/24/14-6/30/14
Alayass, Khaoula	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Al-Beltawi, Yasmeen	Student Assistant II	Child Development Ctr.	8.75	2/24/14-6/30/14
Alcantar, Alexander	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Allen, Maurissa	Student Assistant II	Child Development Ctr.	8.75	2/24/14-6/30/14
Alvarez, Raelyn	Student Assistant IV	Family & Consumer Sci.	11.25	2/24/14-6/30/14
Amataga, Kaylani	Student Assistant IV	Arise	11.25	2/24/14-6/30/14
Anderson-Hernandez, Krysten	Student Assistant I	Agricultural Sciences	8.00	1/12/14-2/23/14
Arellano, Esther	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Ascencio, Yvette	Student Assistant I	DSP&S	8.00	2/24/14-6/30/14
Attrill, Christina	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Avenado, Monica	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Badillo, Anna Patricia	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Baylosis, Sunshine	Student Assistant III	Child Development Ctr.	10.00	2/24/14-6/30/14
Boileau, Stephen	Student Assistant IV	Animation	11.25	2/24/14-6/30/14
Bonilla, Sergio	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Brambila, Alexander	Student Assistant III	EOPS/CARE	10.00	2/24/14-6/20/14
Brunston, Brianna	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Bui, Michelle	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Campbell, Heidi	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Cantrell, Kenneth	Student Assistant V	Architecture	12.50	2/24/14-6/30/14
Cardenas, Jose	Student Assistant III	EOPS	10.00	3/03/14-6/13/14
Carrillo, Elsa	Student Assistant IV	Adult Basic Education	11.25	2/24/14-6/30/14
Carrillo, Virginia	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Casian, Abigail	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Castellanos, Justin	Student Assistant I	Kinesiology, Ath. & Dance	8.00	2/24/14-6/15/14
Cervantes, Alexa	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Chang, Joan	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Charrette, Chelsea	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Chavez, Ricardo	Student Assistant III	Agricultural Sciences	10.00	2/24/14-6/30/14
Chenet, Keauntra	Student Assistant II	Child Development Ctr.	8.75	2/24/14-6/30/14
Chiu, Lester	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Choi, Erik	Student Assistant I	Counseling	8.00	1/2/14-2/23/14
Choi, Erik	Student Assistant I	Counseling	8.00	2/24/14-6/30/14
Chun, Dasom	Student Assistant I	Admissions & Records	8.00	2/24/14-6/30/14
Chung, Ky	Student Assistant II	ESL	8.75	2/24/14-6/30/14
Cisneros, Jordan	Student Assistant I	ESL	8.00	2/24/14-6/30/14

SUBJECT: Personnel Transactions**DATE:** March 19, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Contreras, Elizabeth	Student Assistant I	DSP&S	8.00	2/24/14-6/30/14
Costales, Jeffrey	Student Assistant III	Bridge Program	10.00	2/14/14-6/30/14
Co-Untian, Xyrine	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Cruz Casas, Christian	Student Assistant II	ESL	8.75	2/24/14-6/30/14
Cruz-Nguyen, Jennifer	Student Assistant IV	Adult Basic Education	11.25	2/24/14-6/30/14
Cuadra, Maynor	Student Assistant III	EOPS	10.00	3/3/14-6/13/14
Culross, LeeAnn	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Davis, Brandon	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
De Leon, David	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Deskin, Shannon	Student Assistant III	Agricultural Sciences	10.00	2/24/14-6/30/14
Diaz, Jessica	Student Assistant II	Continuing Education	8.75	1/1/14-2/23/14
Divens, Dianne	Student Assistant V	Business Division	12.50	2/24/14-6/30/14
Duarte, Anthony	Student Assistant IV	Commercial & Ent. Arts	11.25	2/24/14-6/30/14
Dulay, Valerie	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Dunphy, Alyssa	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Dy, Adrian	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Enriquez, Ruth Elizabeth	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Escobedo, Bianca	Student Assistant II	Technical Services	8.75	2/24/14-6/30/14
Escobedo, Bianca	Student Assistant II	Theater	8.75	2/24/14-6/30/14
Esparza, Steven	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Espinosa, Melissa	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Estrada, Karla	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Fa, Loni	Student Assistant III	Arise	10.00	2/10/14-6/30/14
Figueroa, Maria	Student Assistant I	Counseling	8.00	1/2/14-2/23/14
Figueroa, Maria	Student Assistant I	Counseling	8.00	2/24/14-6/30/14
Flores, Iliana	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Flores, Luis	Student Assistant III	LAC - Tutorial Services	10.00	1/6/14-2/13/14
Flores, Monserrath	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Flores, Monserrath	Student Assistant III	EOPS/CARE	10.00	3/3/14-6/13/14
Fonseca, Daisy	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/22/14
Fuentes, Mauricio	Student Assistant V	Animation	12.50	2/24/14-6/30/14
Galdamez, Carlos	Student Assistant III	Architecture	10.00	2/24/14-6/30/14
Galindo, Julie Anne	Student Assistant V	Biological Sciences	12.50	2/25/14-6/30/14
Garrido, Olivia	Student Assistant II	Child Development Ctr.	8.75	2/24/14-6/30/14
Gates, Charles	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Goff, Michael	Student Assistant V	Adult Basic Education	12.50	2/24/14-6/30/14
Gregoryk, Jason	Student Assistant V	Facilities Planning & Mgmt.	12.50	2/24/14-6/30/14
Guerrero, Christen	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Guico, Jeremy	Student Assistant III	Event Services	10.00	2/24/14-6/30/14
Gutierrez, Christian	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Gutierrez, Moses	Student Assistant III	Architecture	10.00	2/24/14-6/30/14
Guzman, Marcela	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Ha, Huy	Student Assistant V	Architecture	12.50	2/24/14-6/30/14
Haro, Victor	Student Assistant I	Technical Services	8.00	2/24/14-6/30/14
Haupt, Jaune	Student Assistant I	Counseling	8.00	1/2/14-2/23/14

SUBJECT: Personnel Transactions**DATE:** March 19, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Haupt, Jaune	Student Assistant I	Counseling	8.00	2/24/14-6/30/14
Hernandez, Cecilia	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Hernandez, Sandra	Student Assistant III	The Writing Center	10.00	2/24/14-6/30/14
Herrera, Rodolfo	Student Assistant IV	Architecture	11.25	2/24/14-6/30/14
Herrera, Rosario	Student Assistant I	Agricultural Sciences	8.00	1/2/14-2/23/14
Hickman, Travon	Student Assistant I	Kinesiology, Ath. & Dance	8.00	2/24/14-6/15/14
Hodge, Malcolm	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Hsu, Kelly	Student Assistant III	Fashion	10.00	2/24/14-6/30/14
Hugey, Joshua	Student Assistant III	Child Development Ctr.	10.00	2/24/14-6/30/14
Huynh, Tin	Student Assistant IV	EOPS/CARE	11.25	3/3/14-6/13/14
Ibarra, Aimee	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Iniguez, Andrea	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Isaguirre, Mimi Joy	Student Assistant IV	Arise	11.25	2/24/14-6/30/14
Jafery, Sufia	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Jernagin, Takisha	Student Assistant II	Admissions & Records	8.75	2/24/14-6/31/14
Jimenez, Itsel	Student Assistant III	Child Development Ctr.	10.00	12/2/13-1/6/14
Jimenez, Itsel	Student Assistant II	Child Development Ctr.	8.75	2/24/14-6/30/14
Jose, Beatrix	Student Assistant I	Bursar's Office	8.00	2/19/14-2/21/14
Jose, Beatrix	Student Assistant I	Bursar's Office	8.00	2/24/14-6/30/14
Juarez, Jason	Student Assistant I	Theater	8.00	2/24/14-6/30/14
Juarez, Monica	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Kaufman, Jasmine	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Ketagodage Don, Naveen	Student Assistant III	Adult Basic Education	10.00	2/24/14-6/30/14
Khoury, Amir	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Kim, Marie	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Kirk, Andrea	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Ku Chi, Nubia	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Lagafuaina, Elijah	Student Assistant III	Arise	10.00	2/10/14-2/21/14
Lakey, Kenny	Student Assistant III	The Writing Center	10.00	2/24/14-6/30/14
Lee, Grace	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Lewis, John	Student Assistant IV	The Writing Center	11.25	2/24/14-6/30/14
Liang, Kevin	Student Assistant II	Counseling	8.75	2/24/14-6/30/14
Limon, Guadalupe	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Liu, Yue	Student Assistant III	Tutorial Services	10.00	2/24/14-6/30/14
Loaiza, Shawn	Student Assistant IV	Adult Basic Education	11.25	2/24/14-6/30/14
Lopez Hernandez, Roselia	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Lopez, Alexa	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Lopez, Genesis	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Lopez, Monique	Student Assistant III	Financial Aid	10.00	2/24/14-6/30/14
Lopez, Vanessa	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Lopez, Vanessa	Student Assistant III	Student Life Office	10.00	3/3/14-6/30/14
Luna, Valeria	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Maciel, Arthur	Student Assistant III	Tutorial Services	10.00	2/24/14-6/30/14
Magana-Acevedo, Alejandra	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Magin, Carlos	Student Assistant I	ESL	8.00	2/24/14-6/30/14

SUBJECT: Personnel Transactions**DATE:** March 19, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Mahan, Megan	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Maldonado, Ernesto	Student Assistant III	Adult Basic Education	10.00	2/24/14-6/30/14
Maldonado, Mariana	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Malieitulu, Afeleti	Student Assistant III	Arise	10.00	2/24/14-6/30/14
Manahan, Daniel	Student Assistant II	The Writing Center	8.75	2/24/14-6/30/14
Marquez, Christopher	Student Assistant III	Public Safety	10.00	2/24/14-6/13/14
Marsh, Lia	Student Assistant I	DSP&S	8.00	2/24/14-6/30/14
Martinez, Alejandra	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/20/14
Martinez, Crystal	Student Assistant II	Counseling	8.75	1/2/14-2/23/14
Martinez, Crystal	Student Assistant II	Counseling	8.75	2/24/14-6/30/14
Martinez, Elaine	Student Assistant I	DSP&S	8.00	2/24/14-6/30/14
Martinez, Irene	Student Assistant III	Child Development Ctr.	10.00	2/24/14-6/30/14
Martinez, Jeannett	Student Assistant III	Fashion	10.00	2/24/14-6/30/14
Martinez, Julian	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Martinez, Marco	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Martinez, Natalie	Student Assistant III	Bridge Program	10.00	2/24/14-6/30/14
Martinez, Santana	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Matavao, Ruth	Student Assistant IV	Arise	11.25	2/24/14-6/30/14
Matavao, Virginia	Student Assistant IV	Arise	11.25	2/24/14-6/30/14
Medbery, Zachary	Student Assistant IV	Business Division	11.25	2/24/14-3/16/14
Medel, Michael	Student Assistant I	Kinesiology, Ath. & Dance	8.00	1/15/14-2/23/14
Medina, Robert	Student Assistant III	Technical Services	10.00	2/24/14-6/30/14
Melesio, Jennifer	Student Assistant I	Agricultural Sciences	8.00	1/12/14-2/23/14
Mendoza, Nancy	Student Assistant III	Child Development Ctr.	10.00	2/24/14-6/30/14
Mestas, Anthony	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Moore, Kameron	Student Assistant IV	Adult Basic Education	11.25	2/24/14-6/30/14
Morales, Edgar	Student Assistant IV	Teacher Prep. Institute	11.25	3/3/14-6/30/14
Moran, Eric	Student Assistant III	Paralegal	10.00	2/24/14-6/30/14
Moreno, David	Student Assistant IV	Cons. Sci. & Design Tech.	11.25	2/18/14-2/23/14
Moreno, David	Student Assistant IV	Cons. Sci. & Design Tech.	11.25	2/24/14-6/30/14
Moreno, Hannah	Student Assistant V	HCRC	12.50	2/24/14-6/30/14
Mulholland, Phillip	Student Assistant V	Cons. Sci. & Design Tech.	12.50	2/24/14-6/30/14
Murillo, Alexis	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Murphy, Kevin	Student Assistant I	Kinesiology, Ath. & Dance	8.00	2/24/14-6/30/14
Murthy, Sowmya	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Myers, Andrea	Student Assistant III	Admissions & Records	10.00	2/24/14-6/30/14
Navarrete, Adolfo	Student Assistant I	Technical Services	8.00	2/24/14-6/30/14
Nguyen, Joelle	Student Assistant III	Admissions & Records	10.00	2/24/14-6/30/14
Nguyen, Johnson	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Nguyen, Vi	Student Assistant IV	Arise	11.25	2/24/14-6/30/14
Nolasco Cacao, Marcela	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Nunez, Gabriela	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Obst, Amanda	Student Assistant V	High School Outreach	12.50	2/4/14-2/23/14
Obst, Amanda	Student Assistant V	High School Outreach	12.50	2/24/14-6/30/14
Ochoa Almeida, Amayrani	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14

SUBJECT: Personnel Transactions**DATE:** March 19, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ordaz, Lorena	Student Assistant I	Counseling	8.00	1/2/14-2/23/14
Ordaz, Lorena	Student Assistant II	Child Development Ctr.	8.75	2/24/14-6/20/14
Orihuela, Mariafe	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Orihuela, Mariafe	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Orlik, David	Student Assistant V	Medical Services	12.50	2/24/14-6/22/14
Ortega, Liliana	Student Assistant V	Photography	12.50	2/26/14-6/30/14
Ortiz, Karina	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Osorio, Karen	Student Assistant III	High School Outreach	10.00	2/24/14-6/30/14
Pang, Bonnie	Student Assistant V	Theater	12.50	2/24/14-6/30/14
Pantoja, Alyssa	Student Assistant I	Bursar's Office	8.00	2/3/14-2/21/14
Pantoja, Alyssa	Student Assistant I	Bursar's Office	8.00	2/24/14-6/30/14
Pantoja, Leticia	Student Assistant I	Bursar's Office	8.00	2/3/14-2/21/14
Pantoja, Leticia	Student Assistant I	Bursar's Office	8.00	2/24/14-6/30/14
Parra, Miguel	Student Assistant I	Agricultural Sciences	8.00	1/2/14-2/23/14
Paz, Genoveva	Student Assistant III	The Writing Center	10.00	2/24/14-6/15/14
Pedroza, Anissa	Student Assistant I	DSP&S	8.00	2/24/14-2/25/14
Perea, Casey	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Perez, Joseph	Student Assistant II	ESL	8.75	2/24/14-6/30/14
Phan, Nhung	Student Assistant V	Adult Basic Education	12.50	2/24/14-6/30/14
Phillips, Girtha	Student Assistant III	Bridge Program	10.00	2/24/14-6/30/14
Platt, Keri	Student Assistant I	Bursar's Office	8.00	2/19/14-2/21/14
Poehlman, Joseph	Student Assistant I	Photography	8.00	2/24/14-6/30/14
Ponce, Brenda	Student Assistant II	Child Development Ctr.	8.75	2/24/14-3/19/14
Poveda, Vannessa	Student Assistant III	Theater	10.00	2/24/14-6/30/14
Powers, Randy	Student Assistant IV	EOPS/CARE	11.25	3/3/14-6/13/14
Quintero, Gabriella	Student Assistant I	ESL	8.00	2/24/14-6/30/14
Quinteros, Monica	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Ralph, Jeffrey	Student Assistant II	Public Safety	8.75	2/24/14-6/13/14
Ramirez, Brenda	Student Assistant II	Admissions & Records	8.75	2/7/14-2/21/14
Ramirez, Brenda	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Ramirez, Cindy	Student Assistant IV	The Writing Center	11.25	2/24/14-6/30/14
Ramirez, Jorge	Student Assistant II	Counseling	8.75	1/2/14-2/23/14
Ramirez, Jorge	Student Assistant II	Counseling	8.75	2/24/14-6/30/14
Ramirez, Liliana	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Ramirez, Rocio	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Ramos, Ramon	Student Assistant III	Bridge Program	10.00	2/24/14-6/30/14
Rhodes, Richard	Student Assistant I	Agricultural Sciences	8.00	1/6/14-2/23/14
Rieke, Maricela	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Rillorta, Kimberly	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Rios Jr., Rolando	Student Assistant II	Child Development Ctr.	8.75	2/24/14-6/30/14
Rios, Ivan	Student Assistant IV	The Writing Center	11.25	2/24/14-6/30/14
Rios, Oscar	Student Assistant II	The Writing Center	8.75	2/24/14-6/30/14
Risnoveanu, Daniella	Student Assistant IV	Child Development Ctr.	11.25	2/24/14-6/30/14
Rivas, Cindy	Student Assistant IV	The Writing Center	11.25	2/24/14-6/30/14
Rivera, Rebecca	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14

SUBJECT: Personnel Transactions**DATE:** March 19, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Rodriguez, Anarosa	Student Assistant II	Public Safety	8.75	2/24/14-6/13/14
Rodriguez, Astrid	Student Assistant II	Technical Services	8.75	2/24/14-6/30/14
Rodriguez, Astrid	Student Assistant II	Theater	8.75	2/24/14-6/30/14
Rodriguez, Jacklyn	Student Assistant V	Commercial & Enter. Arts	12.50	2/24/14-6/30/14
Rodriguez, Juan	Student Assistant II	Counseling	8.75	1/2/14-2/23/14
Rodriguez, Juan	Student Assistant II	Counseling	8.75	2/24/14-6/30/14
Rodriguez, Luz	Student Assistant I	Counseling	8.00	1/2/14-2/23/14
Rodriguez, Luz	Student Assistant I	Counseling	8.00	2/24/14-6/30/14
Rodriguez, Marianela	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Rodriguez, Paulina	Student Assistant III	Counseling	10.00	1/2/14-2/23/14
Rodriguez, Paulina	Student Assistant III	Counseling	10.00	2/24/14-6/30/14
Rodriguez, Yazmine	Student Assistant I	Bursar's Office	8.00	2/19/14-2/21/14
Rodriguez, Yazmine	Student Assistant II	Public Safety	8.75	2/24/14-6/13/14
Rodriguez, Yazmine	Student Assistant I	Bursar's Office	8.00	2/24/14-6/30/14
Romero, Yesenia	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Ruiz, Sean	Student Assistant V	Electronics	12.50	2/24/14-6/30/14
Ruiz, Sigifredo	Student Assistant III	The Writing Center	10.00	2/24/14-6/30/14
Samai, Jendi	Student Assistant III	The Writing Center	10.00	2/24/14-6/30/14
Sanchez, Juan	Student Assistant II	ESL	8.75	2/24/14-6/30/14
Sandoval, Mayra	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Santos, Eric	Student Assistant II	Public Safety	8.75	2/24/14-6/13/14
Schlickemeyer, Courtney	Student Assistant III	Child Development Ctr.	10.00	2/24/14-6/20/14
Segura, Cendy	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Shannon, Andrew	Student Assistant II	ESL	8.75	2/24/14-6/30/14
Soken, Kristina	Student Assistant III	Bridge Program	10.00	2/24/14-6/30/14
Solares, Henry	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Solis Becerra, Esther	Student Assistant III	Instruction Office	10.00	2/24/14-6/30/14
Soriano Cruz, Monserrat	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/20/14
Stangor, Erin	Student Assistant IV	The Writing Center	11.25	2/24/14-6/30/14
Stella, Michael	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Sumaran, Liliann	Student Assistant III	Child Development Ctr.	10.00	2/24/14-6/30/14
Suryadi, Lucy	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/20/14
Taira, Bryan	Student Assistant I	Technical Services	8.00	2/24/14-6/30/14
Tate, Barrett	Student Assistant I	Academic Senate	8.00	2/24/14-6/30/14
Taylor, Monique	Student Assistant III	Counseling	10.00	1/2/14-2/23/14
Tello, Josefina	Student Assistant III	Cons. Sci. & Design Tech.	10.00	3/3/14-6/15/14
Tenorio, Andrew	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Terriguez, Alice	Student Assistant III	Adult Basic Education	10.00	2/24/14-6/30/14
Thomas, Anthony	Student Assistant V	Architecture	12.50	2/24/14-6/30/14
Tombo, Ashley	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Torres de Torres, Julia	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/20/14
Torres, Abigail	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Torres, Eric	Student Assistant V	Adult Basic Education	12.50	2/24/14-6/30/14
Torres, Mark	Student Assistant III	Adult Basic Education	10.00	2/24/14-6/30/14
Tran, Hoang	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14

SUBJECT: Personnel Transactions**DATE:** March 19, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Trejo, Marilyn	Student Assistant I	Counseling	8.00	1/2/14-2/23/14
Trejo, Marilyn	Student Assistant I	Counseling	8.00	2/24/14-6/30/14
Trujillo Negrete, Adriana	Student Assistant III	Career & Transfer Svcs.	10.00	2/24/14-6/30/14
Trujillo, Wendy	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/30/14
Uribe-Pitt, Andrea	Student Assistant III	Child Development Ctr.	10.00	2/24/14-6/20/14
Valdes, Lillian	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/20/14
Valencia Diaz, Ana	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Valladares, Destina	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Valladares, Dunia	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Vallejo, Darlene	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
VanGordon, Dolores	Student Assistant II	DSP&S	8.75	2/24/14-6/30/14
Vargas, Francisco	Student Assistant III	EOPS/CARE	10.00	2/24/14-6/20/14
Vargas, Stacey	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Vazquez, Angelica	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Veloz, Jonathan	Student Assistant I	Music	8.00	2/24/14-6/30/14
Vidauri, Perla	Student Assistant III	Tutorial Services	10.00	2/24/14-6/30/14
Vigil, Amanda	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Villa, Gilbert	Student Assistant I	Bursar's Office	8.00	2/19/14-2/21/14
Villegas, Amanda	Student Assistant I	Air Cond. Welding & Water	8.00	2/24/14-6/22/14
Vossburg, Mercedes	Student Assistant IV	The Writing Center	11.25	2/24/14-6/30/14
Wang, Katherine	Student Assistant III	Instruction Office	10.00	2/24/14-6/30/14
Williams, Courtney	Student Assistant I	Agricultural Sciences	8.00	1/12/14-2/23/14
Williams, Sydnie	Student Assistant II	Admissions & Records	8.75	2/24/14-6/30/14
Wittenberg, Erin	Student Assistant I	ESL	8.00	2/24/14-6/30/14
WoldeYohannes, Heruy	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Wong, Richard	Student Assistant V	Cons. Sci. & Design Tech.	12.50	2/25/14-6/30/14
Wong, Tommy	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Xiong, Edmond	Student Assistant III	Adult Basic Education	10.00	2/24/14-6/30/14
Yang, Xiaofan	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Yelsa, Katlyn	Student Assistant I	Technical Services	8.00	2/24/14-6/30/14
Yi, Hana	Student Assistant I	DSP&S	8.00	2/10/14-2/13/14
Yu, Kenneth	Student Assistant IV	Business Division	11.25	2/25/14-6/30/14
Zabala, Aaron	Student Assistant I	Agricultural Sciences	8.00	12/16/13-2/23/14
Zavala, Ryan	Student Assistant II	Technical Services	8.75	2/24/14-6/30/14
Zayas, Samantha	Student Assistant III	Tutorial Services	10.00	2/24/14-6/30/14
Zhen, Wendy	Student Assistant III	DSP&S	10.00	2/24/14-6/30/14
Zuniga-Siardia, Paubla	Student Assistant I	Child Development Ctr.	8.00	2/24/14-6/20/14

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 19, 2014</u>	CONSENT
SUBJECT: <u>Sabbatical Leave Reports - 2012-13</u>	

BACKGROUND

The current agreement between the College and the Faculty Association provides that, upon return from a sabbatical leave, the faculty member submits a written report to the Board of Trustees. These reports are processed through the Salary and Leaves Committee.

ANALYSIS AND FISCAL IMPACT

The Salary and Leaves Committee has reviewed a total of two reports submitted by academic employees who were granted sabbatical leaves during the 2012-13 academic year.

The Committee evaluated the reports upon established criteria to assure that they were comprehensive and fulfilled the sabbatical leave agreement. The reports have been accepted for presentation to the Board of Trustees with a recommendation by the Vice President of Instruction for acceptance by the Board. A summary of each report is attached. Reports from the following individuals are being submitted to the Board of Trustees for review:

- Charis Louie
- Jody Williams Tyler

Upon acceptance by the Board, these reports will be kept on file in the Learning Technology Center for review by interested staff members.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the sabbatical leave reports, as presented.

Prepared by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #11

SUBJECT: Sabbatical Leave Reports - 2012-13

DATE: March 19, 2014

Charis Louie – Psychology, Education (full-year) Project. Ms. Louie's project was designed to strengthen her theoretical knowledge and practical skills in the area of educational technology and to create psychology mini-lessons that would support student learning. The first component of her sabbatical involved taking courses in the certificate program in Online Teaching and Learning at CSU East Bay, which also met requirements for their M.S. in the Education program. The second component of her project involved creating several online audio mini-lectures on psychological concepts. The online mini-lessons were designed to meet the needs of both online and classroom students as well as auditory learners.

Jody Williams Tyler – Chemistry (full-year) Project. Mrs. Williams Tyler's project emphasized two main areas. One was the development of experiments for the General Chemistry curriculum with an emphasis on a reduction of wastes by using lesser quantities of starting materials and/or replacing more hazardous chemicals with more benign substances (Green Chemistry Practices). In addition, information is provided so that faculty and students will now know what level of precision and accuracy to expect. The second area was to develop videos on basic lab practices, safe handling of chemicals, and to address how to safely clean up various chemical spills. This proposal was designed to reduce the costs of chemical waste disposal, be more environmentally conscious, and increase safety and knowledge of how to safely handle and dispose of chemicals in the laboratory.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 19, 2014</u>	CONSENT
SUBJECT: <u>Adult Education Consortium Planning Grant (AB 86 – Section 76, Article 3)</u>	

BACKGROUND

Mt. San Antonio Community College District received an award notification for a Consortium Planning Grant funded by the Budget Act per AB 86, Section 76, Article 3. According to this Assembly Bill, the Chancellor of the California Community Colleges and the State Department of Education shall, pursuant to funding made available in the annual Budget Act, jointly provide planning and implementation grants to regional consortia of community college districts and school districts for the purpose of developing regional plans to better serve the educational needs of adults. Regional consortia membership is defined by the geographic boundary of each community college district.

The Mt. SAC and School District’s Regional Consortium is comprised of the following districts: Baldwin Park USD, Bassett USD, Bonita USD, Charter Oak USD, Covina-Valley USD, Hacienda La Puente USD, Mt. San Antonio CCD, Pomona USD, Rowland USD, and Walnut Valley USD. Mt. SAC is the fiscal agent.

ANALYSIS AND FISCAL IMPACT

1. Grant funds are to be used by each consortium to accomplish each of the following objectives:
 - a. an evaluation of current levels and types of adult education programs within its region;
 - b. an evaluation of current needs for adult education programs within its region;
 - c. plans for parties that make up the consortium to integrate their existing programs and create seamless transitions into postsecondary education or the workforce;
 - d. plans to address the gaps identified between items (a) and (b) above;
 - e. plans to employ approaches proven to accelerate a student’s progress;
 - f. plans to collaborate in the provision of ongoing professional development opportunities for faculty and other staff to help them achieve greater program integration and improve student outcomes; and
 - g. plans to leverage existing regional structures including, but not necessarily limited to, local workforce investment areas.

Prepared by: <u>Donna Burns</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #12</u>

SUBJECT: Adult Education Consortium Planning Grant (AB 86 – Section 76, Article 3)

DATE: March 19, 2014

2. As part of the grant activities, authorization is requested to: (a) purchase supplies for grant-related meetings that occur throughout the year; (b) purchase promotional items for meetings that occur throughout the year; (c) reimburse non Mt. SAC employees for travel costs associated with participating in grant-sponsored events; (d) provide advance payment (deposits) to vendors for grant-related activities; and (e) enter into contracts with the school districts named above.
3. Funding for the grant award is \$374,205. The grant performance period is March 5, 2014, through June 30, 2015. Mt. SAC will subcontract to each of the school districts to jointly carry out the grant objectives.
4. The Chancellor of the California Community Colleges and the State Department of Education have approved the expenditure of grant funds to support the following: instructional and non-instructional salaries; employee benefits; travel and professional development for all consortium members; non-instructional supplies; printing/publication costs; and indirect costs. Regional consortium grant budgets must be determined collaboratively by all members of the consortium.
5. Activities will be carried out with grant funds. The project will not impact the College budget.

Funding Sources

Restricted Funds - Budget Act of 2013 per AB 86, Section 76, Article 3.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the AB 86 Consortium Planning Grant funds and approves the activities, as defined above.

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

DATE: March 19, 2014

CONSENT

SUBJECT: Continuing Education Division Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. New Contracts – Distribution of AB 86 Planning Grant Funds

Agency (Description of Services)	Performance Period	Expenses
Baldwin Park Unified School District	3/5/14–6/30/15	Not to exceed \$30,500
Basset Unified School District	3/5/14–6/30/15	Not to exceed \$30,500
Bonita Unified School District	3/5/14–6/30/15	Not to exceed \$30,500
Charter Oak Unified School District	3/5/14–6/30/15	Not to exceed \$30,500
Covina-Valley Unified School District	3/5/14–6/30/15	Not to exceed \$30,500
Hacienda/La Puente Unified School District	3/5/14–6/30/15	Not to exceed \$30,500
Pomona Unified School District	3/5/14–6/30/15	Not to exceed \$30,500
Rowland Unified School District	3/5/14–6/30/15	Not to exceed \$30,500
Walnut Valley Unified School District	3/5/14–6/30/15	Not to exceed \$30,500

2. Contract Changes

Agency (Description of Services)	From	To
Contract #1314-004 State Board of Equalization Fundamentals of Accounting (BUSA 11) 3 credit units	9/2/13–12/20/13 Instructor – TBA	2/24/2014 – 6/13/014 Rubio, Cesar 56 hrs. @ \$70.24/hr.

3. Community Services: Additional Classes

Course Title/Program	Presenter	Payment	Fee
Cardio Kwan-Do	Champion, Arnita	40%	\$65

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #13

SUBJECT: Continuing Education Additions and Changes

DATE: March 19, 2014

4. Community Services - Program Changes

Course Title/Program	From	To
Filipino Martial Arts	\$65 – 8 weeks	\$65 – 6 weeks \$175 – 16 weeks
Body Contouring	Brunzell, Brook – 16 weeks	Brunzell, Brook - 8 weeks Dominica, Shell – 8 weeks

5. Curriculum

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

COURSE ID	Course Title
VOC AGR29	Ornamental Plants – Herbaceous
VOC BO05	Business

Funding Sources

New Contracts - Restricted Funds (AB 86 Planning Grant funds).
Community Services - Student Registration Fees.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 19, 2014</u>	CONSENT
SUBJECT:	<u>Continuing Education Division – 2014 High School Summer School Program</u>	

BACKGROUND

As an Adult Education provider for the Baldwin Park, Bassett, Bonita, Charter Oak, Covina Valley, Hacienda-La Puente, Pomona, Rowland, Walnut Valley, and West Covina Unified School Districts, the College sponsors the High School Summer School Program for high school credit at each of these districts.

ANALYSIS AND FISCAL IMPACT

1. Instruction Dates:

Unified School District (USD)	Dates
Baldwin Park	6/2/14-7/3/14
Bassett	6/9/14-7/11/14
Bonita	6/9/14-7/11/14
Charter Oak	6/9/14-7/17/14
Covina Valley	6/16/14-7/18/14
Hacienda/La Puente	5/27/14-7/3/14
Pomona	6/9/14-7/11/14
Rowland	6/9/14-7/11/14
Walnut Valley	6/9/14-7/17/14
West Covina	6/2/14-7/3/14

2. Program Administrators will be paid as follows:

USD	High School	Site Coordinator	Payment
Baldwin Park	Baldwin Park	Urias, Francine	\$6,000
	Sierra Vista	Santiago, Magdalena	\$6,000
Bassett	Bassett	Rosales, Patricia	\$6,000
Bonita	Bonita	Kirk, Joshua	\$6,000
	San Dimas	Zernickow, William	\$6,000
Charter Oak	Charter Oak	Stephanik, Jeffrey	\$6,000

Prepared by: Madelyn Arballo/Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #14

SUBJECT: Continuing Education Division – 2014 High School Summer School Program

DATE: March 19, 2014

USD	High School	Site Coordinator	Payment
Covina Valley	Covina	Stephens-Martin, Tanya	\$6,000
	South Hills	Burciaga, Manuel	\$6,000
	Northview	Reinstra, Ryan	\$6,000
Hacienda-La Puente	La Puente	Martinez, Angeles	\$6,000
	Los Altos	Higgins, Patricia	\$6,000
	Wilson	Mabrie, Michele	\$6,000
	Workman	Garcia, Karla	\$6,000
Pomona	Diamond Ranch	Layton, Roddy	\$6,000
	Ganesh	Christenson, Kenneth	\$6,000
	Garey	McCall, Dayna	\$6,000
	Pomona	Reynoso, Carlos	\$6,000
	Village Academy	Calagna, Victor	\$4,000
Rowland	Nogales	Dayton, Victoria	\$6,000
	Rowland	Elder, Steven	\$6,000
Walnut Valley	Diamond Bar	Rodriguez, Julian	\$6,000
	Walnut	Daher, Daniel	\$6,000
West Covina	West Covina	Maggiore, Lisa	\$6,000

3. Instructional supplies will be supplied by the College, as needed, for each USD.
4. Instructors, security, and clerical staff will be provided by the College as agreed upon between the USD and the College and will be paid hourly.
5. Cooperative Agreements will be sent to each individual USD.

Funding Source

Unrestricted General Fund (revenue generated by the program covers all costs).

RECOMMENDATION

It is recommended that the Board of Trustees approves the 2014 High School Summer School Program, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 19, 2014</u>	CONSENT
SUBJECT:	<u>Aeronautics Students to Participate in the National Intercollegiate Flying Association SAFECON 2014, Columbus, OH</u>	

BACKGROUND

The Mt. San Antonio College Flying Team requests authorization to participate in the National Intercollegiate Flying Association Safety and Flight Evaluation Conference (SAFECON), hosted by Ohio State University, in Columbus, OH. Six to ten students will be attending with faculty members Linda Rogus and Robert Rogus. Travel dates are scheduled May 8-18, 2014.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of the competition and travel expenses is \$27,579.

Funding Sources

- Stars of Excellence (\$22,079).
- Student contributions (\$1,500).
- Fundraising (\$4,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of six to ten students and two faculty members at the National Intercollegiate Flying Association SAFECON 2014, as presented.

Prepared by: _____	Sarah Daum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #15

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

DATE: March 19, 2014

CONSENT

SUBJECT: Affiliation Agreement with College Hospital Cerritos

BACKGROUND

Students enrolled in the Nursing Program require use of clinical facilities for training. College Hospital Cerritos, located in Cerritos, CA, has agreed to accept Nursing students and will provide them with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and College Hospital Cerritos is the standard Mt. SAC agreement. No changes or amendments have been made.

The agreement will be entered into on March 27, 2014.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with College Hospital Cerritos, as presented.

Prepared by: Sarah Daum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #16

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 19, 2014</u>	CONSENT
SUBJECT: <u>Agreement with Pacific Palms Hotel & Conference Center</u>	

BACKGROUND

The Special Events Department requests authorization to host the Mt. SAC Relays banquet at Pacific Palms Hotel & Conference Center on April 16, 2014. Many of the greatest athletes the world has ever known have attended the Mt. SAC Relays throughout its history. The banquet recognizes many of these individuals through its Hall of Fame induction. The College will be inducting seven individuals into the Mt. SAC Relays Hall of Fame at this banquet.

ANALYSIS AND FISCAL IMPACT

This Relays event will be funded through the Relays income-generating account, sponsorships, and from individuals attending. The attendance at the event will cost \$40 per person with a current attendance cap of 250; but, the ability to add more is optional. Pacific Palms will provide the meal and facility at the cost named above. Authorization is requested to enter into a contract with Pacific Palms Hotel & Conference Center for facilities and equipment rental, audiovisual needs, and catering, not to exceed \$10,000. Authorization is also requested to make an advance payment (deposit) in the amount of \$1,300.

Funding Sources

Mt. SAC Relays Revenue-Generated account, sponsorships, and ticket sales.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Pacific Palms & Conference Center, as presented.

Prepared by: Joseph E. Jennum Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #17

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

DATE: March 19, 2014

CONSENT

SUBJECT: Communication Department to Host American Readers' Theater
Association Championship Tournament

BACKGROUND

The Communication Department is requesting approval of costs associated with hosting the 14th annual forensics tournament event called the American Readers' Theater Association Championship Tournament. The tournament will be hosted at Mt. San Antonio College on May 3-4, 2014.

ANALYSIS AND FISCAL IMPACT

Costs of hosting the tournament will not exceed \$5,000; it is expected that the costs will be covered by entry fees charged to participants. Approximate costs will include purchasing trophies/awards at \$1,500, food for participants at \$2,500, supplies at \$200, and payment of independent contractors to serve as impartial judges at \$800.

Funding Sources

Participant entry fees and Unrestricted General Fund and Revenue-Generated account.

RECOMMENDATION

It is recommended that the Board of Trustees approves the costs associated with the Communication Department's hosting of the American Readers' Theater Association Championship Tournament, as presented.

Prepared by: James Jenkins

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #18

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 19, 2014</u>	CONSENT
SUBJECT:	<u>Hospitality Management Club Students to Attend National Restaurant Association Tradeshow, Chicago, IL</u>	

BACKGROUND

The Hospitality Management Program seeks authorization for eight Hospitality Management Club students and faculty member Dr. Fawaz Al-Malood to attend the National Restaurant Association Tradeshow in Chicago, IL, May 16-21, 2014. This event will expose hospitality management students to a professional industry event directly related to their major and provide them with the opportunity to:

- attend more than 80 education workshops and sessions on hospitality-related topics;
- learn about the latest trends, technologies, products, and processes utilized in the industry today;
- learn about niche solutions to common industry-related problems;
- opportunity to network and meet with over with 1,800 companies, employers, and industry leaders; and
- network with industry leaders from 100 countries and across the U. S.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$9,372.

Funding Sources

Associated Students (for students) \$5,872.
 Hospitality Club (for students) \$1,500.
 Perkins (for faculty) \$1,800.
 Unrestricted General Fund (for faculty) \$200.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of eight Hospitality Management Club students and one faculty member at the National Restaurant Association Tradeshow, as presented.

Prepared by: Fawaz Al-Malood/Joumana McGowan Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #19

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

DATE: March 19, 2014

CONSENT

SUBJECT: Child Development Center and Laboratory School Service Agreement
with Child Care Results

BACKGROUND

As part of the funding terms and conditions of existing State contracts, the Mt. San Antonio College Child Development Center (CDC) completes biannual assessments of children's educational progress and overall development and biannual parent satisfaction surveys. The CDC uses the services of Child Care Results for specialized scanning and analysis of data from the completed assessment and surveys to comply with State assessment and planning requirements for the 2013-14 academic year.

ANALYSIS AND FISCAL IMPACT

The term of the agreement with Child Care Results is March 20, 2014, to June 28, 2014, and the cost is \$800.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Child Development Center and Laboratory School Service Agreement with Child Care Results, as detailed above.

Prepared by: Tamika Addison/Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 19, 2014</u>	CONSENT
SUBJECT:	<u>Contract with Kellogg West Conference Center and Lodge for Business</u> <u>Division Retreat</u>	

BACKGROUND

As part of the College’s plan for growth, the Mt. SAC’s Business Division is holding a Faculty and Staff Retreat at Kellogg West Conference Center and Lodge at Cal Poly Pomona on April 25, 2014. At the retreat, the Division will work on coordinating the growth efforts and revitalizing faculty and staff in our CTE programs. The cost of the retreat includes use of meeting space, audiovisual equipment, parking, and lunch.

ANALYSIS AND FISCAL IMPACT

The contract agreement with Kellogg West Conference Center and Lodge will be \$2,697.24, for a maximum of 70 attendees.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Kellogg West Conference Center and Lodge, as presented.

Prepared by: <u>Joumana McGowan</u>	Reviewed by: <u>Irene Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #21</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 19, 2014</u>	CONSENT
SUBJECT:	<u>Agreement with RJO Aesthetics for the Development of Websites for Radio Broadcast Program Stations</u>	

BACKGROUND

The Arts Division requests authorization to enter into an agreement with RJO Aesthetics, Chino, CA, for the purpose of developing an online presence for Mt. SAC’s two student-run stations, 90.1 FM Mt. Rock and Audio8ball.com.

ANALYSIS AND FISCAL IMPACT

RJO Aesthetics will develop two separate websites, one for each station, which will integrate with social networks, Facebook and Twitter, and will enable a “Listen Now” feature. Both sites, upon launch, will be capable of updates by students without the aid of the developer. From initial consulting to social network integration and launch, the total cost is quoted at \$1,200. Authorization is also requested to make an advance payment (deposit) in the amount of \$600.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 19, 2014</u>	CONSENT
SUBJECT: <u>Underwriting Agreement with Easy Education Services</u>	

BACKGROUND

Mt. SAC's Radio Broadcast Program supports two student-run stations, 90.1 FM Mt. Rock and Audio8ball.com. As part of the program curriculum, students receive on-air experience which includes scheduling and logging Public Service Announcements (PSAs).

ANALYSIS AND FISCAL IMPACT

Easy Education Services, located in Turlock, CA, provides public service announcement copy for college radio and television stations throughout the United States. The company has agreed to pay the College \$10 per airing on our internet station, Audio8ball.com, and \$12 per airing on 90.1 FM Mt. Rock. Content will be reviewed by Faculty prior to recording, and students will receive industry-standard experience through producing, voicing, scheduling, and logging the PSAs. All messages will conform to FCC rules and regulations, and the College has the right to terminate the agreement at any time. This is an open contract that either party may terminate.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Easy Education Services, effective March 20, 2014, as presented.

Prepared by: Sue Long Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #23

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

DATE: March 19, 2014

CONSENT

SUBJECT: Contract with Sodexo American, LLC for Catering of the Wassail Dinner
and Concert 2013

BACKGROUND

Mt. SAC's annual Wassail Dinner and Concert has been embraced by the College and its surrounding communities as a staple holiday tradition for the past 16 years. The College's elite vocal groups participate in all aspects of the evening as servers and performers.

In past years, the College contracted with outside catering companies to provide meals, china, glassware, and flatware. This year's event, held December 5-7, 2013, was catered by Sodexo American, LLC Food Services.

ANALYSIS AND FISCAL IMPACT

The total cost of services was \$14,993.

Funding Source

Unrestricted General Fund – Revenue-Generated account (ticket sales) – Music-Choral.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with Sodexo American, LLC Food Services, as presented.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 19, 2014</u>	CONSENT
SUBJECT:	<u>New and Modified Courses and Modified Certificates and Degrees for the 2014-15 Academic Year</u>	

BACKGROUND

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

New Courses

<u>New Courses</u>	<u>Course Title</u>
ANIM 149	3-D Character Rigging
CISP 62	Introduction to OpenGL
CISP 62L	Introduction to OpenGL Lab
DNCE 10	Modern Fundamentals
FASH 14	Dress, Culture, and Identity
FASH 59	Fashion Retailing
KINF 36A	Circuit Training Beginning
KINF 36B	Circuit Training Intermediate
MATH 70S	Integrated Intermediate Algebra
MATH 110S	Integrated Statistics
MICR 26	Introduction to Immunology
NF12	Sports Nutrition

Modified Courses

<u>Modified Courses</u>	<u>Course Title</u>
CSCI 150	Assembly Language/Machine Architecture
CSCI 220	Data Structures I
CSCI 230	Data Structures II
NURS 7	Medical-Surgical Nursing: Nutrition/Elimination/Surgical Asepsis
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation
NURS 10	Medical-Surgical Nursing: Integration/Regulation

Modified Degrees

- Fashion Design AS
- Fashion Merchandising AS
- Fire Technology AS
- Sign Language Interpreting AS

Prepared by: Terri S. Long Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #25

SUBJECT: New and Modified Courses and Modified Certificates and Degrees for the
2014-15 Academic Year

DATE: March 19, 2014

Modified Certificates

Electronic Communications

Electronic Systems Technology

Electronic Technology

Fire Technology

Livestock Production Management

Sign Language Interpreting

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

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



MT. SAN ANTONIO COLLEGE

BOARD OF TRUSTEES

2014-15 REGULAR MEETING CALENDAR

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

Special meetings may be called, as needed.

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

July 9, 2014

August 13, 2014

September 10, 2014

October 8, 2014

November 12, 2014

December 10, 2014

January 14, 2015

February 11, 2015

March 11, 2015

April 8, 2015

May 13, 2015

June 24, 2015

WTS:dl

Recommended by: Bill Scroggins Agenda Item: Consent #26

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

DATE: March 19, 2014

CONSENT

SUBJECT: Online Enrollment Marketing Proposal

BACKGROUND

It has been over six years since Mt. SAC conducted an enrollment marketing campaign. During this hiatus, marketing activities have been limited to running recruitment ads in the yearbooks of feeder high schools and website promotions as well as the ongoing recruitment efforts of the High School Outreach staff. The suspension of marketing activities resulted from a combination of factors: budget cutbacks and a significant enrollment surge, which is the common consequence of a depressed economy and high unemployment. Today, the trends are clearly changing throughout California with an improving economy, an uptick in job opportunities, and increased admission rates at state universities. These trends are causing community colleges to experience flat or declining enrollment at a time when state growth funding will likely increase.

In an effort to grow enrollment, Mt. SAC has explored smart and effective marketing channels that would enable the College to promote its brand and programs to potential students in a more strategic and targeted way. In addition to considering the traditional channels of transit and billboard advertising and broadcast media, the College has explored the effectiveness of AdTaxi Networks. This powerful digital platform offers the capability to push online advertising to potential students within and far beyond Mt. SAC's service area including underserved communities. Institutions such as UCLA, USC, University of La Verne, Azusa Pacific, and Cal Poly Pomona are utilizing AdTaxi's vast capabilities and networks to reach desired audiences via various enrollment, fund-raising, and event promotion campaigns, with promising results.

ANALYSIS AND FISCAL IMPACT

AdTaxi proposes to design and launch a six-month online marketing campaign to promote Mt. SAC and its programs and to publicize the availability of classes (to counter misperceptions, otherwise). The campaign would optimize a broad media mix—traditional digital display, mobile, social media, e-mail, and internet search optimization—to reach potential students and drive them to specific areas of the Mt. SAC website for the program and service information they desire.

Prepared by: Clarence Brown

Reviewed by: Bill Scroggins

Recommended by: Bill Scroggins

Agenda Item: Consent #27

SUBJECT: Online Enrollment Marketing Proposal

DATE: March 19, 2014

The AdTaxi online campaign is 100% transparent in how the target audiences interact and engage with the online marketing media. Views/impressions will be quantified, engagement/interactions will be measured, and conversions and ultimately applications will be quantified. The key measure of success will be the increased traffic to the Mt. SAC website, where all the engagement and interaction with the College and the related programs begin. Our internal Marketing and IT Web Team will be working concertedly to ensure that the content sought by the target audiences is fresh, useful, easily accessible, and attractively formatted. The cost of the six-month campaign will not exceed \$22,000—the equivalent of a two-month flight of billboard advertising. At the end of the trial run, the campaign will be evaluated for effectiveness. It should also be noted that this digital pilot is a major component of a broader marketing strategy that will be launched in preparation for the fall enrollment season. A successful campaign could contribute to the College qualifying for state growth funding in the near future.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a six-month marketing campaign with AdTaxi Networks.

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

DATE: March 19, 2014

ACTION

SUBJECT: 2014 CCCT Board of Directors Election

BACKGROUND

In accordance with the California Community College Trustees (CCCT) Board of Directors election process, community college district board nominations for vacancies on the CCCT Board of Directors were to be received by the Association from January 1 through February 15, 2014. The election of members of the Board of Directors takes place between March 10 and April 25, 2014. The CCCT Board of Directors is a 21-member Board and meets generally five times per year.

ANALYSIS AND FISCAL IMPACT

1. There are seven vacancies on the CCCT Board of Directors. The seven candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT Board will vote to break the tie.
2. The list of nominated candidates for the CCCT Board of Directors is on the following page.
3. A biographical sketch of each candidate was available for Board member review.
4. The official ballot will be mailed by the President's Office.
5. Background or campaign information on various candidates received by the President's Office is sent to the Board of Trustees in advance of the meeting.

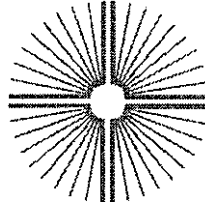
Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees discuss and cast its vote for up to seven candidates for the 2014 CCCT Board of Directors.

Recommended by: Bill Scroggins Agenda Item: Action #2



2014 CCCT BOARD ELECTION CANDIDATES
LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF FEBRUARY 3, 2014

1. Richard Watters, Ohlone CCD
2. *Paul Gomez, Chaffey CCD
3. Adrienne Grey, West Valley-Mission CCD
4. Jeffrey Lease, San Jose-Evergreen CCD
5. Brent Hastey, Yuba CCD
6. Pam Haynes, Los Rios CCD
7. Nathan Miller, Riverside CCD
8. *Jim Moreno, Coast CCD
9. Donna Ziel, Cabrillo CCD
10. Lorrie A. Denson, Victor Valley CCD
11. Stephen P. Blum, Ventura CCD
12. *Laura Casas, Foothill-DeAnza CCD
13. *Stephan Castellanos, San Joaquin Delta CCD
14. *Nancy Chadwick, Palomar CCD

*Incumbent

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

DATE: March 19, 2014

DISCUSSION

SUBJECT: Annual Review of Board Policy 2015 - Student Member

BACKGROUND

It is the responsibility of the Board of Trustees to annually decide whether to grant the following privileges to the student member:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance up to the maximum prescribed in Education Code 72024;
- The privilege to serve a term commencing July 1; and
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Currently, the Student Trustee is granted all of the above privileges with the exception of attending closed session.

ANALYSIS AND FISCAL IMPACT

Following is the current Board Policy.

The current budget includes compensation for the Student Trustee.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees reviews the current privileges granted to the Student Trustee and reaffirm existing policy or modify Board Policy 2015 - Student Member.

Recommended by: Bill Scroggins Agenda Item: Discussion #1

SUBJECT: Annual Review of Board Policy 2015 - Student Member

DATE: March 19, 2014

Chapter 2 – Board of Trustees

BP 2015 Student Member

Reference:

Education Code Section 72023.5

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing July 1.

The student member shall be enrolled in and maintain a minimum of five semester units in the College at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 cumulative grade point average (GPA) while serving as the Student Trustee.

The Student Trustee shall be chosen by the students enrolled in the College in accordance with Board-approved procedures and criteria included in the ~~Administrative Regulations and Procedures~~.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).

On or before May 15 of each year, the Board of Trustees shall review the privileges afforded to the student member.

The Student Trustee is afforded the following privileges:

- the privilege to make and second motions;
- the privilege to receive compensation for meeting attendance; and
- the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Approved: March 24, 2004

Revised: July 23, 2008

Revised: May 26, 2010

Revised: March 27, 2013